

**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 April 16, 2020**

**7:00 PM  
REGULAR BOARD MEETING**

**LOCATION TO BE DETERMINED**

.....  
**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-March 19, 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

**OLD BUSINESS**

**1.0 FY 2020/2021 School Operating Budget - 2<sup>nd</sup> and Final Reading**

**NEW BUSINESS**

**2.0 FY 2020/2021 School Calendar - 1<sup>st</sup> Reading**

**2.1 FY 2020/2021 Memorandum of Agreement - Rainforest Mediation and Consultation**

**2.2 FY 2020 Temporary Certified Teacher Contract - Melissa Thaalesen**

**2.3 FY 2020/2021 New Teacher Contracts**

**DISCUSSION ITEMS**

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

**COMMENTS FROM BOARD MEMBERS**

**FUTURE AGENDA ITEMS**

**ADJOURNMENT**

**NEXT MEETING DATES:**

- **Regular Board Meeting-May 13, 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.

**HOONAH CITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
March 19, 2020**

**BOARD MEMBERS PRESENT:** Amy Courtney, Robert Hutton, and Dillon Styers. Harold Houston and Liyah Jewell were absent.

**SUPERINTENDENT/PRINCIPAL PRESENT:** Ralph Watkins

**OTHERS PRESENT:** Anne Sharclane, Recording Secretary; Amy Stevenson Business Manager; Esther Heath-Mills, and Heidi Jewell

**CALL TO ORDER:** Harold called the meeting to order at 7:02P. M.

**PLEDGE OF ALLEGIANCE**

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

**CORRESPONDENCE TO THE BOARD:**

- None

**AGENDA REVISIONS:**

- STRIKE “Reorganization of the Board”

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

**APPROVAL OF MINUTES:**

Robert Hutton, Amy Courtney move to approve the minutes of the Regular board meeting on February 20, 2020 as presented. The minutes were approved by unanimous consent.

**BOARD CALENDAR**

- Amy Courtney questions testing dates due to COVID-19 school closure - Ralph Watkins says we wait till waiver
- Due to COVID-19 the Close-Up Trip has been cancelled.

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

- None

## **ADMINISTRATIVE REPORT:**

### **A. Chief Administrator's Report - Ralph Watkins**

- Oral Report  
District Response to COVID-19, Job fair, and State regulations for travel.

### **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**

- None

## **New Business**

### **1.0 FY 2020/2021 School Operating Budget – 1<sup>st</sup> Reading**

**Robert Hutton, Amy Courtney** moved that the Board of Education approve the FY'21 Operating Budget Fund for first reading.

Discussion: None

Voice Vote: AC;YES, RH;YES, DS;YES,

The motion passed.

### **1.1 FY 2020/2021 School Calendar – 1<sup>st</sup> Reading**

**Robert Hutton, Amy Courtney** moved that the Board of Education table the proposed 2020-2021 School Calendar for 1<sup>st</sup> reading. Discussion: COVID-19 could cause schools to start later.

Voice Vote: AC;YES, RH;YES, DS;YES

The motion passed.

### **1.2 FY 2020/2021 MOA's SPEC Education & Itinerants**

**Robert Hutton, Amy Courtney** moved that the Board of Education approve the Memorandum of Agreement for Chelsea Wilburn, Alaska's Midnight Sun Therapy Services, LLC for the 2020/2021 school year. Discussion: None

Voice Vote: AC;YES, RH;YES, DS;YES,

The motion passed.

### 1.3 FY 2020/2021 Exempt Contracts

**Robert Hutton, Amy Courtney** moved that the Board of Education approve FY 2020/2021 Exempt Contracts for Amy Stevenson and Jeremiah Byers.

Discussion: None

Voice Vote: AC;YES, RH;YES, DS;YES

The motion passed.

### 1.4 Memorandum of Agreement – Chez Alaska Cooking School

**Robert Hutton, Amy Courtney** moved that the Board of Education approve The Memorandum of Agreement from April 10 – April 30, 2020 for Chez Alaska Cooking School. Discussion: Amy Courtney asks if we will still have to pay even if school is closed. Answer is no.

Voice Vote: AC;YES, RH;YES, DS;YES

The motion passed.

#### DISCUSSION ITEMS

- Term Limits - 3 Seats are up for October 2020 election.

#### PUBLIC COMMENTS (THREE-MINUTES)

- None

#### COMMENTS FROM BOARD

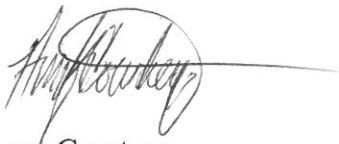
- Robert Hutton thanks the candidates for wanting to serve on the school board. He also thanks Ralph and Amy for all their efforts on the budget.
- Dillion expressed this was his smoothest experience for Budget 1st reading.

#### FUTURE AGENDA ITEMS

- 2020/2021 School Calendar
- SPED Itinerants
- 2020/2021 School Budget - 2nd and final reading

**ADJOURNMENT:** Meeting adjourned at 8:04 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.



# April

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16 Regular Board Meeting @ 7	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

# May

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21 Regular Board Meeting @ 7	22	23
24	25	26	27	28	29	30
31						

April 10, 2020

## MEMORANDUM

TO: HCS D Board of Education  
FROM: Amy Stevenson, Business Manager  
RE: April Report

### Current Information:

1. Accounts payables up to date.
2. Orders are up to date except for an annual order for next year
3. End of March 2020 payrolls for Certified and Classified staff have 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 March has been sent to Billie at the City of Hoonah.
7. Completed November, December, January and February bank reconciliations
8. Third quarter grant reimbursements are done and sent.
9. Third quarter ESD and Form 941 have been done and submitted
10. Completed new food service program paperwork and documentation that was needed with the school closer. We are working on a Summer Food Service Program model until the end of the school year. This program has similar restrictions as the regular Food Service program, but are slightly less rigid. We are allowed to serve all pre-elementary (including Head Start) 12<sup>th</sup> grade children breakfast and lunch.
11. Helping Kaz in the kitchen when needed with assembling meals and handing them out.
12. Budgets for grants put into our accounting software

### Next Steps:

1. The March bank reconciliations need to be done.
2. Possible budget revision for FY 19. This is very possible.
3. February and March 2020 breakfast and lunch 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. Accounts payables as needed
11. Orders as needed
12. Travel for staff as needed.

\*\*\*At this time, I am working out the school, as all of my files are located there for most of the day. I am working from home the last hour or two most days. Tech Ops had figured out a system to allow me access to the school's server from home, but I have run into a hiccup. It is becoming more and more apparent that the District needs to invest in updated accounting software. This will be a huge cost and project, but is becoming increasingly apparent that it really needs to happen. May I have permission to research the cost of this project?

**Hoonah City Schools**  
**Year to Date - 7/1/2019-3/31/20**  
**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	44.03%	
100-0000-10-40120	CITY - IN-KIND SERVICES	33,253.00	0.00	0.00	33,253.00	100.00%	
100-0000-10-40300	AVAILABLE FUND BALANCE		0.00	0.00			
100-0000-10-40300	EARNINGS ON INVESTMENTS	1,500.00	0.00	1,877.49	377.49	125.16%	
100-0000-10-40400	OTHER LOCAL REVENUE	6,138.00	0.00	0.00	6,138.00	100.00%	
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	1,692,711.00	629,777.00	27.11%	
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	7,323.00	382.00	105.50%	
100-0000-30-41090	PRIOR YR PL81-874	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	2,094,348.05	1,210,491.95		

**Monthly Expense Report**

Accounts summarized by Function	YTD			YTD Expenditures	Remaining Balance	Percent Remaining
	Current Budget	Encombranc	YTD			
1100 REGULAR INSTRUCTION	\$1,105,726.00	\$0.00	\$641,406.29	\$464,319.71	41.99%	
2000 SPECIAL EDUCATION INSTRUCTION	639,580.00	0.00	347,273.76	292,306.24	45.70%	
2200 SPEC ED SUPPORT SVCS - STUDENTS	128,936.00	0.00	104,396.26	24,539.74	19.03%	
3500 SUPPORT SERVICES - INSTRUCTION	45,760.00	0.00	17,707.48	28,052.52	61.30%	
3510 SUPPORTING SERVICES-TECHNOLOGY	153,225.00	0.00	59,274.88	93,950.12	61.31%	
4000 SCHOOL ADMINISTRATION - PRINCIPAL	117,257.00	0.00	73,393.41	43,863.59	37.40%	
4500 SCHOOL ADMIN SUPPORT SVCS - PRINCIPAL	66,189.00	0.00	40,350.66	25,838.34	39.03%	
5100 DIST ADMIN - SUPERINTENDENT	66,189.00	0.00	40,350.66	25,838.34	39.03%	
5110 SCHOOL BOARD	49,472.00	952.28	28,077.31	20,442.41	41.32%	
5500 DISTRICT ADMINISTRATION SUPPORT SVCS	196,732.00	0.00	124,954.31	71,777.69	36.48%	
6000 OPERATIONS AND MAINTENANCE OF PLANT	433,986.00	0.00	295,805.69	138,180.31	31.83%	
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:	\$3,235,222.00	\$952.28	\$1,772,990.71	\$1,461,279.01	55.36%	

**TD-Revenue Minus Expense Total: \$321,357.34**



## Maintenance Report April 2020

This month for my Report I am providing the shared documents that list the repairs and their progress that we have so far as we work our way through the facilities. The lists are not complete and are evolving daily. We have shared documents, between Corbin, Mr. Watkins, and myself, in order to keep Mr. Watkins updated on the work we are doing.

My time has been filled with researching purchase of replacement components(I will be supplying purchase orders in the next few days on what i have so far. I had intended to wait until i could get a list from the whole school), communicating with staff in order to allow needed access while not compromising social distancing, working on the Erickson building as well as disinfecting in-between staff access. As well as cleaning in the erickson building i have replaced components to the Emergency exit signs, replaced two of the baseboard valve motors and replaced the carpet in the old business office area( currently PAT and art room). The carpet replacement was completed with re used carpet tiles so it took some time to clean them.The underlayment floor leveler that had previously been installed had deteriorated to where it required removal and replacement.

The elementary, boiler room and auto shop are likely to be added to. It's been hard to get work done in the elementary as that building has had staff accessing it through most of the work days filling the morning and afternoon slots that we were providing.

Corbin and I went through our current custodial and maintenance supplies and have assembled 1 year supply order. I have increased the amount of gloves hand soap and disinfectant in anticipation of an increased demand. We also included more PPE, such as gloves face shields and masks, to protect our staff.

We are moving toward a new disinfecting system when the products become available. This system should increase the amount of area able to be disinfected on a daily basis, although it does not remove visible build up only disinfect the surface.

### Elementary Repair list

Jeremiah

Corbin

Ralph

- Deep cleaning of all areas
- -Elementary office area staff toilet flush mechanism replacement.
- 
- -Library Air handling unit motor replacement
- -Gym floor replacement
- -Installing wall to divide k/1 classroom(Research possible local contractor)Motor replacement cabinet heater in kitchen dry storage area.
- Hole in Elem boys bathroom.
- -pressure wash exterior of building
- -sink in science room water disconnected.
- Silicon exterior windows

## Maintenance Report April 2020

- -walk in freezer door repair
- -Clean covered area by boiler room door.
- -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 re-gluing 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.
  - not leaking over the break but they will drip for a couple days after being turned on.
  - tried cleaning interior valve assembly
- -broken tile outside classroom in elem
- - roof damage above elem office area bathroom.
  - found rubber replacement.
  - need to figure out how to purchase the sheet metal fixture the boot and snow guard mounts too.
- -paint remaining walls in sped, pre k, staff room and hallway
- -cafeteria drywall repair and paint where smart board was hung.
- -a light is dim in cafeteria
- -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.
- -butler building garage door
- -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.

Maintenance Report  
April 2020

## Highschool Repair List

Jeremiah

Corbin

**Ralph**

For the next couple of weeks while I wait for the travel ban to have an affect you will be expected keep yourself busy. Get as much of the ordering information as you can to me and i will get P.O.'s put together, so they can get shipping here. Then go through doing the deep clean.

- Thorough cleaning of all areas.
- 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) (( can box up equipment, paint and hang blinds. Need more direction for other tasks.))
  - Dont worry about converting the lights or the chalkboard paint. Finish the rest. for the blinds i don't think that we have any so you may need to measure the window and try to find one online.
  - Two layers of paint and primer was needed.
- -motor replacement on cabinet heater in Hot water room
  - you can go look at the cabinet heater in the hot water room find out what model or type it is and research what type of motor it needs.
  - As far as I can tell the current brand of motor on there has been discontinued. I've attempted trying to find demotions of the motor online to no avail. There are a variety of motors that fit the specifications and should be easy enough to find once I figure out the demotions.
- Door adjustments throughout school(adjusted some exterior doors to decrease heat loss still have interior doors to adjust to prevent closing issues)
  - look at doors throughout the high school and figure out which ones are having issues closing or have a noticable gap that you can improve
- pressure wash exterior of building
  - Go check the pressure washer. if we need to purchase a new one try to find a comparable one and provide information for me to put in a purchase order.
- -sink in science room water disconnected.
  - go look at the sink
  - While diagnosing the sink I've also noticed some of the following replacement recommendations
  - 8' of 3/8" copper tubing due to corrosion
  - Compression sleeves for 3/8" tube
  - O ring replacement for faucet handle
  - A different faucet nozzle for the 3 sinks to prevent excessive splashing, nozzle thread size is 5/8"
  - Sink is operational with additional parts
  - Cone washer
  - 5/8" to 3/8" straight shutoff valve, this was used in place of the 3/8" compression sleeve

Maintenance Report  
April 2020

- Silicon exterior windows
- Repaint entrance to HS
  - Look at the entrances. most doors need touchups and then the concrete needs repainted outside the entry at the top of the metal stairs.
  - Weather strip replacement
- -siding damage highschool by baseball field
- -Yard work and brush management
- Resurface sidewalk where needed throughout premises as well concrete by dumpsters
- Bathroom boys lib light out.
  - boys bathroom and other small circle light (Sylvania 57351 OTi40W/120-277/1A4/ DIM-1 on amazon)
- -bleacher repairs (seat replacement/ slide realignment?)
  - look at the bleachers and repair what you can and note what you cannot.
- -carpet transition strips. (Do we have any?)
  - no
- -Hs girls bathroom tile repair and locker room
- Hs light repairs 415 and science room
- -Locker room shower head and handle replacement
  - figure out what they need and attempt to find where we can buy the parts online or see what they would cost locally.
  - soak in lime scale remover?
- ~~Library light replacement~~ Library is part of elementary
- ~~Library stairwell repair( resurface and paint)~~
- Elevator call button replacement
- Gym organization/ consolidation
- Run through lockers and remove food items that may have been left behind if not done already
  - should be part of the deep clean
- Service AHU motor control for Main HS AHU
- Gym mat repair and cleaning



Maintenance Report  
April 2020

## Erickson building Repair list

Jeremiah

Corbin

**Ralph**

- Motor replacement on cabinet heater in maintenance garage area
  - Modine unit heater HS 33 S 01
    - motor lr 5319
- Door adjustments throughout school (adjusted some exterior doors to decrease heat loss still have interior doors to adjust to prevent closing issues)-
- pressure wash exterior of building
- -I would recommend there be a door between Erickson building and foyer.
- -replace entry ramp to Erickson building.
- Replace Erickson building residential interior doors with industrial.
- -multiple window repairs in Erickson building
  - Art room (repaired used old spare parts no I.D. marks on them)
  - robotic room
    - trying to find out what maker and part model is for the guide mechanism on the window that's not working. paint over model number on window.
- 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

## Autoshop Repair list

Jeremiah

Corbin

**Ralph**

- -Auto shop concrete resurfacing and painting
- -Garage door repair
- -Auto shop exterior parking lot resurfacing.

Maintenance Report  
April 2020

- -Fuel tank upgrade.
- Auto shop deep cleaning
- Deep cleaning and grim removal.
- Heater fan on ceiling noisy
- replace cover for fuel tank

AGENDA ITEM    Old Business 1.0

ACTION

DISCUSSION

TOPIC: FY 2020/2021 School Operating Fund Budget for 2<sup>nd</sup> and Final Reading

Background

The attached budget cover memo describes this board agenda item.

Recommendation

I move that we approve the FY 2020/2021 School Operating Fund Budget in the amount of \$3,495,415 for first reading.

April 10, 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
	Total Expenditure Changes	<u>\$190,575</u>

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

### **LEGISLATIVE SESSION**

The budget was sent to the governor and he had many line item vetoes. There will not be a decrease to the foundation funding formula, and districts will be flat funded.

### **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 final reading.

Hoonah City School District  
 FY21 Budget - Draft

	115	124				
	EST ADM					
Student Enrollment						
OPERATING FUND						
REVENUE	FY 20 Budget	FY 21 Draft Budget	Difference			
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 Activities and the remainder to be spent in the general fund
4 Earnings on Investments	1,500	1,500	-			Increased with Water/Sewer/Garbage Increase
5 Other	6,138	5,000	(1,138)			We have no receipts for use of the building as of yet. This may still be to high
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			
EXPENDITURES						
17 100 Regular Instruction						**Because Negotiation Year 5% Increase built in
18 310 Certified Salaries	647,634	680,582	32,948			5 elementary teachers, 4.40 secondary teachers
19 320 Non-Certified Salaries	5,000	5,000	-			teacher subs for year
20 350 Employee Benefits	395,392	548,864	153,472			Increased benefits with increase salaries for steps
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			







		FY 20 Budget	FY 21 Draft Budget	Difference		
<b>64</b>	<b>400 School Administration</b>					
<b>65</b>	310 Certified Salaries	68,607	68,607	-	1/2 Principal + 5 days leave cash out	
<b>66</b>	350 Employee Benefits	39,500	39,689	189	Health insurance projected increase	
<b>67</b>	410 Professional and Technical Services					
<b>68</b>	420 Staff Travel	7,000	5,000	(2,000)	reduced principal travel	
<b>69</b>	450 Supplies	1,500	1,000	(500)		
<b>70</b>	491 Dues and Fees	650	650	-		
<b>71</b>	Total School Administration	117,257	114,946	(2,311)		
<b>72</b>	<b>450 School Administration Support Serv</b>					
<b>73</b>	320 Non-Certified Support Staff	31,548	39,287	7,739	Step increase	
<b>74</b>	350 Employee Benefits	24,200	27,549	3,349		
<b>75</b>	420 Staff Travel	1,500	1,500	-		
<b>76</b>	440 Other Purchases Services	7,441	7,441	-		
<b>77</b>	450 Supplies	1,500	1,000	(500)		
<b>78</b>	Total School Administration Support Services	66,189	76,777	10,588		
<b>79</b>	<b>510 District Administration</b>					
<b>80</b>	310 Certified Salaries	68,607	68,607	-	1/2 superintendent & 5 days leave cash out (need to increase)	
<b>81</b>	320 Non-Certified Support Staff					
<b>82</b>	350 Employee Benefits	39,500	39,689	189		
<b>83</b>	380 Housing Allowance					
<b>84</b>	410 Professional & Technical	5,000	2,500	(2,500)	No mentor contract	
<b>85</b>	420 Staff Travel	12,500	10,000	(2,500)	Reduced superintendent travel	
<b>86</b>	440 Other Purchases Services	3,700	3,700	-		
<b>87</b>	450 Supplies	1,500	536	(964)		
<b>88</b>	490 Other Expenses					
<b>89</b>	490 Dues & Fees	5,000	2,500	(2,500)		
<b>90</b>	Total District Administration	135,807	127,532	(8,275)		
<b>91</b>	<b>511 Board of Education</b>					
<b>92</b>	410 Professional & Technical	20,000	20,000	-		
<b>93</b>	420 Staff Travel	12,000	12,000	-		
<b>94</b>	440 Other Purchases Services	2,900	2,900	-		
<b>95</b>	450 Supplies	1,500	1,000	(500)		
<b>96</b>	490 Other Expenses	5,000	5,000	-		
<b>97</b>	490 Dues & Fees	8,072	8,072	-		
<b>98</b>	Total District Administration	49,472	48,972	(500)		

		FY 20 Budget	FY 21 Draft Budget	Difference	
<b>99</b>	<b>550 District Admin Support Services</b>				
<b>100</b>	320 Non-Certified Support Staff	103,364	95,366	(7,998)	80 % Acting Clerk/Adm Secretary & business manager 5 leave cash out
<b>101</b>	350 Employee Benefits	63,188	71,153	7,965	
<b>102</b>	410 Professional & Technical	40,000	30,000	(10,000)	No mentor contract
<b>103</b>	420 Staff Travel	5,000	4,000	(1,000)	Looked back to follow the trend
<b>104</b>	433 Communications	4,500	4,500	-	
<b>105</b>	440 Other Purchased Services	35,000	20,000	(15,000)	Looked back to follow trend and reduced
<b>106</b>	445 Liability Insurance	13,000	13,000	-	
<b>107</b>	450 Supplies	4,500	2,500	(2,000)	Reduced to balance budget
<b>108</b>	490 Other Expenses		180		Moved to proper category
<b>109</b>	491 Dues & Fees	180	-	(180)	
<b>110</b>	495 Indirect Cost Reimbursement	(72,000)	(72,000)	-	
<b>111</b>	510 Equipment				
<b>112</b>	Total District Admin Support Services	196,732	168,699	(28,033)	
<b>113</b>	<b>600 Operation &amp; Maintenance of Plant</b>				
<b>114</b>	320 Non-Certified Support Staff	95,765	98,507	2,742	1 1/2 Custodian, 1/2 maintenance director + subs
<b>115</b>	350 Employee Benefits	66,762	67,102	340	Possible reduction to maint/cusd contract
<b>116</b>	410 Professional & Technical	6,700	6,700	-	
<b>117</b>	420 Staff Travel	1,800	1,800	-	
<b>118</b>	430 Utility Services	10,368	6,745	(3,623)	
<b>119</b>	In-Kind Services (water, sewer, garbage)	29,391	33,014	3,623	
<b>120</b>	435 Electricity	102,850	107,000	4,151	increased electric costs
<b>121</b>	436 Heating Fuel	53,350	55,000	1,650	increased fuel costs
<b>122</b>	440 Other Purchased Services	12,000	12,000	-	Includes \$ for Snow removal
<b>123</b>	443 Repair & Maintenance	22,000	22,000	-	
<b>124</b>	445 Property Insurance	22,000	22,000	-	
<b>125</b>	452 Maintenance Supplies	5,000	8,000	3,000	
<b>126</b>	453 Janitorial Supplies	5,000	4,000	(1,000)	Researched trends
<b>127</b>	458 Gas & Oil	1,000	1,000	-	
<b>128</b>	491 Dues and Fees				
<b>129</b>	Total Operation & Maintenance of Plant	433,985	444,868	10,883	

		FY 20	FY 21							
		Budget	Draft	Difference						
			Budget							
130	<b>700 STUDENT ACTIVITY FUND</b>									
131	Equipment	-								
132	Certificated Salaries	41,000	30,000	(11,000)						
133	Non-certificated salaries		11,000	11,000						
134	Employee benefits	16,032	16,032	-						
135	Staff travel	5,000	5,000	-						
136	Student travel	102,840	102,840	-						
137	Other purchased services									
138	Supplies	17,299	17,299	-						
139	Other expenses			-						
140	Total Expenditures	182,171	182,171	-						
141	<b>900 Tranfer of Funds</b>									
142	Transfer to Technology Replacement Fund									
143	Transfer to Student Activity Fund									
144	Transfer to Food Service Fund	50,000	50,000	-						
145	Transfer of Funds	50,000	50,000	-						
146	Total Expenditures and Transfer of Funds	3,304,840	3,495,415	190,575						
147	Excess of Revenues over Expenditures	(0)	(0)	0						
148	Beginning Unrestricted/Unassigned Fund Balance									
	Fund Balance, Beginning of Year & End of Year									
149	<b>FOOD SERVICES FUND</b>									
150	Revenue	90,000	90,000	-						
151	<b>Expenditures</b>									
152	Non-certificated salaries	48,399	50,109	1,710						
153	Employee Benefits	30,542	31,627	1,085						
154	Staff Travel	1,072	1,072	-						
155	Other Purchased Services	3,110	3,110	-						
156	Supplies	56,877	54,082	(2,795)						
157	Total Expenditures	140,000	140,000	-						
158	Funds needed from operating fund	(50,000)	(50,000)	-						

AGENDA ITEM New Business 2.0

  ✓   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.



# Draft 1 Academic Calendar 2020-2021

**Not for Distribution**

District Name: Hoonah City School District

School: Hoonah Elementary, Jr/Sr High School

Approved By:

Title: Testing & Professional Development

Jul-20							Aug-20							Sep-20							Oct-20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	2	4						1				1	2	3	4	5					1	2	3
																N	N	I	I								
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
															H	W	W	O									
12	13	14	15	16	17	18														11	12	13	14	15	16	17	
							9	10	11	12	13	14	15	13	14	15	16	17	18	19							
19	20	21	22	23	24	25							20	21	22	23	24	25	26	18	19	20	21	22	23	24	
							16	17	18	19	20	21	22	20	21	22	23	24	25	26							
26	27	28	29	30	31																						
							23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
							30	31																			
# of Inservice Days:							# of Inservice Days:							# of Inservice Days: 4							# of Inservice Days: 1						
# of Student Days:							# of Student Days: 0							# of Student Days: 15							# of Student Days: 21						
# of Teacher Days:							# of Teacher Days:							# of Teacher Days: 20							# of Teacher Days: 22						

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



# of Inservice Days:	# of Inservice Days:	# of Inservice Days:	# of Inservice Days:
# of Student Days: 18	# of Student Days: 20	# of Student Days: 20	# of Student Days:8
# of Teacher Days: 18	# of Teacher Days: 22	# of Teacher Days: 21	# of Teacher Days: 10



# Draft 1 Academic Calendar 2020-2021

**Not for Distribution**

District Name: Hoonah City School District

School: Hoonah Elementary, Jr/Sr High School

Approved By:

Title: Testing & Professional Development

Jul-20							Aug-20							Sep-20							Oct-20												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S						
			1	2	2	4						1			1	2	3	4	5					1	2	3							
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10						
															N	N	I	I															
12	13	14	15	16	17	18									H	W	W	O															
19	20	21	22	23	24	25	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17						
							16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24						
26	27	28	29	30	31								27	28	29	30											I						
							23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31									
							30	31																									
# of Inservice Days: _____ # of Student Days: _____ # of Teacher Days: _____							# of Inservice Days: _____ # of Student Days: 0 # of Teacher Days: _____							# of Inservice Days: 4 # of Student Days: 15 # of Teacher Days: 20							# of Inservice Days: 1 # of Student Days: 21 # of Teacher Days: 22												
Nov-20							Dec-20							Jan-21							Feb-21												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	Th	F	S	S	M	T	W	T	F	S						
1	2	3	4	5	6	7			1	2	3	4	5						1	2		1	2	3	4	5	6						
				E	W													H						E	W								
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13						
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20						
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27						
				H	H			V	V	V	V	H				E	W	I	I														
29	30						27	28	29	30	31	24	25	26	27	28	29	30	28														
								V	V	V	V				I																		
													31																				
# of Inservice Days: _____ # of Student Days: 18 # of Teacher Days: 21							# of Inservice Days: _____ # of Student Days: 14 # of Teacher Days: 15							# of Inservice Days: 3 # of Student Days: 17 # of Teacher Days: 21							# of Inservice Days: _____ # of Student Days: 19 # of Teacher Days: 20												
Mar-21							Apr-21							May-21							Jun-21												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	Th	F	S	S	M	T	W	T	F	S						
	1	2	3	4	5	6					1	2	3							1			1	2	3	4	5						
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12						
14	15	16	17	18	19	20							9	10	11	12	13	14	15	13	14	15	16	17	18	19							
																					G												
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26						
		V	V	V	V	V															W												
28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30										
													30	31																			
														H																			




<b>N</b>	New Teacher Inservice
<b>T</b>	
<b>H</b>	Legal Holiday
<b>W</b>	Work Day
<b>O</b>	School Opens
<b>E</b>	End of Quarter
<b>I</b>	Inservice
<b>C</b>	School Closes
<b>G</b>	Graduation
<b>PT</b>	Parent Teacher Conf
<b>S</b>	Last day Seniors


	Teach	Stud
August:	0	0
Sept	20	15
Oct	22	21
Nov	21	18
Dec	15	14
Jan	21	17
Feb	20	18
March	18	18
April	22	20
May	21	20
June	10	9
<b>TOTAL:</b>	<b>190</b>	<b>170</b>

Q1	Q2	Q3	Q4
40	40	42	48

C	E
20	10
18	9
22	10
20	10
20	10
14	10


# of Inservice Days:	# of Inservice Days:	# of Inservice Days:	# of Inservice Days:
# of Student Days: 18	# of Student Days: 20	# of Student Days: 20	# of Student Days:8
# of Teacher Days: 18	# of Teacher Days: 22	# of Teacher Days: 21	# of Teacher Days: 10









## Draft 2 Academic Calendar 2020-2021

**Not for Distribution**

District Name: Hoonah City School District      School: Hoonah Elementary, Jr/Sr High School  
 Approved By:      Title: Testing & Professional Development

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


<b>N</b>	New Teacher Inservice
<b>T</b>	
<b>H</b>	Legal Holiday
<b>W</b>	Work Day
<b>O</b>	School Opens
<b>E</b>	End of Quarter
<b>I</b>	Inservice
<b>C</b>	School Closes
<b>G</b>	Graduation
<b>PT</b>	Parent Teacher Conf
<b>S</b>	Last day Seniors


	Teach	Stud
August:	10	5
Sept	22	21
Oct	22	21
Nov	21	19
Dec	15	13
Jan	21	19
Feb	21	20
March	18	17
April	22	21
May	18	17
June		
<b>TOTAL:</b>	<b>190</b>	<b>168</b>

Q1	Q2	Q3	Q4
43	43	41	42
<b>C</b>	<b>E</b>		
20	9		
22	8		
15	12		
20	10		
24	10		
11	9		





## Draft 3 Academic Calendar 2020-2021

**Not for Distribution**

District Name: Hoonah City School District	School: Hoonah Elementary, Jr/Sr High School
Approved By:	Title: Testing & Professional Development

Jul-20							Aug-20							Sep-20							Oct-20														
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S								
			1	2	2	4							1			1	2	3	4	5					1	2	3								
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10								
							N	T	I	I	I	H											E	W											
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17								
19	20	21	22	23	24	25	W	W	O																										
26	27	28	29	30	31	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24									
							23	24	25	26	27	28	29	27	28	29	30								25	26	27	28							31
							30	31																											
# of Inservice Days:							# of Inservice Days: 3							# of Inservice Days: 1							# of Inservice Days: 0														
# of Student Days:							# of Student Days: 14							# of Student Days: 20							# of Student Days: 19														
# of Teacher Days:							# of Teacher Days: 19							# of Teacher Days: 22							# of Teacher Days: 20														
Nov-20							Dec-20							Jan-21							Feb-21														
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	Th	F	S	S	M	T	W	T	F	S								
1	2	3	4	5	6	7			1	2	3	4	5						1	2		1	2	3	4	5	6								
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13								
										E	W																								
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20								
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27								
				H	H		V	V	V	V	H					I	I																		
29	30						27	28	29	30	31	24	I	26	27	28	29	30	28																
								V	V	V	V																								
													31																						
# of Inservice Days:							# of Inservice Days:							# of Inservice Days: 3							# of Inservice Days:														
# of Student Days: 19							# of Student Days: 13							# of Student Days: 16							# of Student Days: 20														
# of Teacher Days: 21							# of Teacher Days: 15							# of Teacher Days: 21							# of Teacher Days: 20														
Mar-21							Apr-21							May-21							Jun-21														
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	Th	F	S	S	M	T	W	T	F	S								
	1	2	3	4	5	6					1	2	3							1			1	2	3	4	5								
				E	W																														
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12								
																				S															
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19								
																				C															
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26								
	V	V	V	V	V																														
28	29	30	31					25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30											
													30	31																					
														H																					



# of Inservice Days:	# of Inservice Days: 2	# of Inservice Days:	# of Inservice Days:
# of Student Days: 17	# of Student Days: 20	# of Student Days: 10	# of Student Days:
# of Teacher Days: 18	# of Teacher Days: 22	# of Teacher Days: 11	# of Teacher Days:

AGENDA ITEM New Business 2.1

ACTION

DISCUSSION

TOPIC: Memorandum of Agreement for the 2020/2021 School Year – Rainforest Mediation and Consultation

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:

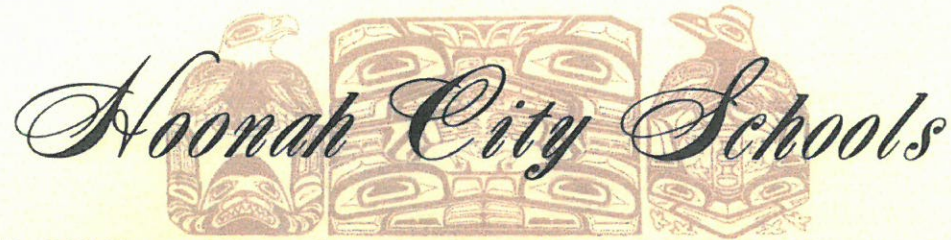
Recommendation

I move that we approve the Memorandum of Agreement for:

- Doug Wessen, Rainforest Mediation and Consultation

for the 2020/2021 school year.





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

## Memorandum of Agreement- Independent Contractor

**Name:** Doug Wessen, Rainforest Mediation and Consultation

**Address:** PO Box 21282 Juneau, Alaska 99802

300 W 9<sup>th</sup> St Juneau, Alaska 99801

**Phone:** cell (907) 321-1567 Email: [dougwessen@gmail.com](mailto:dougwessen@gmail.com)

**Purpose:**

To provide School Psychology services to include, but not limited to:

- Conducting observation and/or evaluations for eligibility for special services or 504 for K-12 students.
- Developing reports that include assessments and recommendations to be completed within two weeks of the evaluation.

**Period Covered/Time Frame:**

Hoonah City Schools from August 2020 - May 2021.

- Up to 4 visits ( number of days to be determined by special education director) per school year 2020-2021 for on-site School Psychology as needed per ESER and IEP.

**Terms:**

Daily rate of \$800 per day for onsite School Psychology services to equal:

Plus: Report writing @ \$500 a day.

Per Diem for overnight trips include \$60 a day on full days. For day trips there is no per diem charge.

**Charge to:** Hoonah City Schools

Hoonah City Schools will reimburse expenses for airfare or ferry, parking when necessary, overnight accommodations, when needed.

Mr. Wessen is responsible for making arrangements for travel and will submit receipts for reimbursement, along with the payment invoices that document the types of monthly services rendered.



This contract may be terminated any any time by either party for cause upon written notification to the other party.

**Approval:**

**Business Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Superintendent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Independent Contractor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Board:** \_\_\_\_\_ **Date:** \_\_\_\_\_

AGENDA ITEM    New Business 2.2

ACTION

DISCUSSION

TOPIC: Long Term Substitute Teacher Contract – Melissa Thaalesen

Status

It has been the recommendation of the superintendent/principal Ralph Watkins to offer the following teacher a temporary certificated teacher contract from February 3, 2020 until May 15, 2020.

Recommendation

I move that we offer Melissa Thaalesen a temporary certificated teacher contract.

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

**TEMPORARY CERTIFICATED EMPLOYEE CONTRACT**

This contract between Hoonah City School District Board of Education, hereinafter referred to as the BOARD, and **Melissa Thaalesen**, whose permanent address is PO Box 534, Hoonah, AK 99829 hereinafter referred to as TEMPORARY TEACHER,

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

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

**THAT THE TEMPORARY TEACHER WILL:**

1. Perform the duties of TEMPORARY TEACHER and such other duties as may be assigned in the Hoonah City School District from Feb 3, 2020 thru May 15, 2020. On this date, the BOARD's obligations under this contract shall end and the TEMPORARY TEACHER will be released from employment.
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 TEMPORARY TEACHERS Retirement System if applicable or FICA withholding, if eligible.

**THAT THE BOARD WILL:**

5. Pay the TEMPORARY TEACHER a daily rate of **\$ 229.09** for **70** days of contracted employment as a certified teacher, which is based on the Hoonah District salary schedule.

**AND THAT THE TEMPORARY TEACHER AND THE BOARD AGREE TO BE BOUND BY THE FOLLOWING CONDITIONS:**

6. The above per diem rate will be paid for each and every day in session, as that term is defined by AS 14.03.040 and as accepted by the Alaska Department of Education, for every State school holiday and for every approved local holiday, provided that such payment shall be made only if the TEMPORARY TEACHER was under contract at the time.

7. The TEMPORARY TEACHER shall abide by the Code of Ethics and the Professional Teaching Standards adopted by the Professional Teaching Practices Commission.
8. This contract is not effective unless and until the TEMPORARY TEACHER subscribes to the Oath of Allegiance required under 4 AAC 18.010(a)(5) and files a fully executed form of the oath with the BOARD for placement in the TEMPORARY TEACHER's personnel file. Once the oath has been filed with the BOARD, the TEMPORARY TEACHER need not re-subscribe to it for subsequent school years so long as the TEMPORARY TEACHER's employment is continuous. However, by signing this contract, the TEMPORARY TEACHER affirms his or her continued adherence to that oath.
9. The TEMPORARY TEACHER, within 60 days of initial employment and periodically as required by State law or as required by the BOARD, must file a current medical certificate with the BOARD.
10. The TEMPORARY TEACHER must hold a valid Alaska Teaching Certificate at the time of entrance on duty and maintain said certificate while employed by the District, and no salary shall be paid unless the TEMPORARY TEACHER has such certificate. Failure to maintain a valid certificate constitutes grounds for immediate termination of this contract without penalty to the BOARD.
11. The BOARD reserves the right to transfer the TEMPORARY TEACHER to another assignment either before or after beginning duties of the proposed assignment if enrollments decrease or other conditions warrant change.
12. This contract may be terminated without liability to the BOARD should the TEMPORARY 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 TEMPORARY 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 TEMPORARY 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.
13. 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.
14. This contract may be amended by mutual consent upon application of one party and the written consent of the other party.
15. 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.

- 16. The violation or breach by the TEMPORARY TEACHER of any term, condition, or requirement of this contract is grounds for the revocation of the TEMPORARY TEACHER's certificate by the Commissioner of Education or by the PTPC.
- 17. 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.
- 18. 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.

\_\_\_\_\_  
Acceptance Date

\_\_\_\_\_  
Signature: Melissa Thaalesen

Acceptance by the BOARD is necessary before this contract becomes binding on the BOARD. The above contract is hereby validated on behalf of the BOARD.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Member



AGENDA ITEM    New Business 2.3

  √   ACTION

   DISCUSSION

TOPIC: FY 21 New Teacher Contracts

Status

Due to the large number of teachers not returning next year, we have posted and interviewed numerous candidates for various positions. A group of teachers with Mr. Watkins selected the following applicants to offer positions at the Hoonah City Schools.

1.     Lora Jett - Secondary
2.     Sascha Smith - Elementary
3.     Mark Smith - Elementary

Recommendation

I move that the Board of Education offer the following teachers 2020/2021 teaching contracts:

- Lora Jett
- Sascha Smith
- Mark Smith