

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

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

**REGULAR BOARD MEETING
Thursday June 18, 2020
7:00 PM In Via Videoconferencing**

.....
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-May 21, 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. Maintenance Report - Jeremiah Byers, Written
- D. Board & Committee Reports - Harold Houston, Verbal

OLD BUSINESS

- 1.0 AASB Policy Update BP 3510 "Business and Non Instructional Operations Maintenance", BP 6114.4 "Pandemic/Epidemic Emergencies", BP 4161.1 "Sick Leave" and the entirety of Chapter 6 "Instruction" - 2nd and Final Reading

NEW BUSINESS

- 2.0 FY 2021 Contract - Heather Powell
- 2.1 FY 2021 School Operating Fund Budget Revision
- 2.2 FY 2021 Memorandum of Agreement - Daphne Wright

DISCUSSION ITEMS

- Board Retreat

PUBLIC COMMENTS (THREE-MINUTES PER SPEAKER)

COMMENTS FROM BOARD MEMBERS

FUTURE AGENDA ITEMS

ADJOURNMENT

NEXT MEETING DATES:

- **Regular Board Meeting-August 21 , 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
May 21, 2020**

BOARD MEMBERS PRESENT VIA VIDEOCONFERENCING: Amy Courtney, Esther Heath-Mills, Harold Houston, Robert Hutton, Dillon Styers - excused tardy,

SUPERINTENDENT/PRINCIPAL PRESENT: Ralph Watkins

OTHERS PRESENT VIA VIDEOCONFERENCING: Anne Sharclane, Recording Secretary; Amy Stevenson Business Manager; Jeremiah Byers, Maintenance, Alex Tannehill, Melissa Thaalesen, Joan Martin, Sally Dybdahl, and Veronica Dalton.

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

PLEDGE OF ALLEGIANCE

ROLL CALL: Four (4) Board Members were present at roll call, a quorum was established.

CORRESPONDENCE TO THE BOARD:

- None

AGENDA REVISIONS:

- Question on the Green Sheet for Teacher contracts - strike the Smith's
- FY 20 School Budget Revision current budget not next years

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

APPROVAL OF MINUTES: No objections to approving the amended minutes for Regular board meeting on April 16, 2020 as presented. The minutes were passed by unanimous consent.

BOARD CALENDAR

- + RBM to May Calendar for documentation

PUBLIC COMMENTS (THREE MINUTE TIME LIMIT EACH):

- There were no public comments

ADMINISTRATIVE REPORT:

A. Chief Administrator's Report - Ralph Watkins

- Verbal report- Ralph Thanked the teachers and staff, he gave a special shout out to Renee Gray and Alex Tannehill for organizing 8th grade promotion. Some of the other topics he spoke on include Graduation, CARES ACT Stimulus package, SMART START 3 tier start up plan for K-12 schools. There was a donation made to the school for technology by Fred P from Huna Totem and Princess cruise lines. Snocloud has subsidized their internet to boost connectivity. Harold requested that Ralph submit a written report for the packets.

B. Business Office Report - Amy Stevenson

- Written report - Amy is taking time off, the first week of June.

C. Grant Report – Norma Holmgaard

- Written Report - Title 1 and SPED grant are complete

D. Maintenance Report – Jeremiah Byers

- Verbal Report - Jeremiah talked about his training and expectations for cleaning/ COVID-19 regulations. He also talked about the CIP (Capital Improvement Project) - Boiler Repair

E. Board & Committee Reports – Harold Houston

- No Reports

Old Business

1.0 FY 2020/2021 School Calendar - 2nd & Final Reading

M/S Amy Courtney, Robert Hutton moved that the Board of Education approve the proposed 2020-2021 School Calendar for second and final reading. No discussion. Question was called.

Roll Call Vote: AC;YES, EH-M;YES, HH;YES, RH;YES, DS;YES

The motion passed.

New Business

2.0 FY 2020/2021 New Teacher Contracts

M/S Robert Hutton, Dillon Styers moved that the Board of Education approve the following teachers 2020/2021 teaching contracts: Deborah

Badertscher, Michael Akes, and Mark Browning. Discussion - Amy Courtney questions the need for a counselor when one was just approved. Ralph explains that one is an academic counselor and one will be a Social Worker/Counselor for trauma/behavior response. Question was called.

Roll Call Vote: AC;YES, EH-M;YES, HH;YES, RH;YES, DS;YES

The motion passed.

2.1 FY 20 School Operating Budget Revision - 1st and Final Reading

M/S Robert Huton, Esther Heath-Mills moved that the Board of Education approve the FY 20 Revised School Operating Fund Budget in the amount of

\$3,433,010.00. Discussion - From the count period there was a student increase 115. The budget for student activities was over spent and there was a revision made for the camera and maintenance purchase that was made. Question was called. **Roll Call Vote: AC;YES, EH-M;YES, HH;YES, RH;YES, DS;YES.** **The motion passed.**

2.2 FY 2020/2021 SPED Director Contract for Heather Wheeler

M/S Robert Hutton, Dillon Styers moved that the Board of Education approve the SPED Director contract for Heather Wheeler, Roadrunner Education Consulting for the 2020/2021 school year.

Discussion: Harold asks if Heather has an Admin license and if she is in compliance to take over when Ralph is away. Ralph clarifies that he could designate anyone as acting admin in his absence and yes, Heather Wheeler is in compliance. **Roll Call Vote: AC;YES, EH-M;YES, HH;YES, RH;YES, DS;YES. The motion passed.**

2.3 FY 2020/2021 Memorandum of Agreement - Kay Lawson

M/S Robert Hutton, Amy Courtney moved that the Board of Education approve the memorandum of agreement for Kay Lawson for the 2020/2021 school year. No discussion. Question was called. **Roll Call Vote: AC;YES, EH-M;YES, HH;YES, RH;YES, DS;YES. The motion passed.**

2.4 Certified Negotiated Agreement

M/S Robert Hutton, Amy Courtney moved that the Board of Education ratify the negotiated agreement between the Hoonah City School District and the Hoonah Education Association for fiscal years 2020 through 2021 school year. Discussion: Robert Hutton asks if the contract is for 2 years or 1 year. It is a 1 year contract for the 2020-2021 school year. **Roll Call Vote: AC;YES, EH-M;YES, HH;YES, RH;YES, DS;YES. The motion passed.**

2.5 AASB Policy Update BP 3510 “Business and Non Instructional Operations Maintenance” and BP 6114.4 “Pandemic/Epidemic Emergencies” - 1st Reading

M/S Robert Hutton, Dillon Styers moved that the Board of Education lay on the table for first reading policies BP 3510 and BP 6114.4 as revised by AASB. Discussion: Robert Hutton reads the policy update process. Esther asks if the policies are available online. Ralph said he will make them available. **Roll Call Vote: AC;YES, EH-M;YES, HH;YES, RH;YES, DS;YES. The motion passed.**

2.6 AASB Policy Update BP 4161.1 “Sick Leave” - 1st Reading

M/S Robert Hutton, Amy Courtney moved that the Board of Education approve for first reading the recommended change in language to BP 4161.1. No discussion. Question was called. **Roll Call Vote: AC;YES, EH-M;YES, HH;YES, RH;YES, DS;YES. The motion passed.**

2.7 AASB Update Policy Chapter 6 - 1st Reading

M/S Harold Houston, Esther Heath-Mills moved that the Board of Education place the entirety of policy Chapter 6 on the table for first reading, to be under review until our regularly-scheduled June meeting.

Discussion: Robert Hutton explains the board will look at the entire section of chapter 6. Question was called. **Roll Call Vote: AC;YES, EH-M;YES, HH;YES, RH;YES, DS;YES. The motion passed.**

DISCUSSION ITEMS

- AR 4161.8 “Emergency COVID-19 Sick and Family Leave, AR 5112.2 “Exclusions from Attendance” and AR 6162.5 “Standard Testing/Test Administration
- AR (Admin Regulation) are regulations that are being added to policy and require no action.
- Board Retreat - Robet Hutton’s request
- August Board Retreat with AASB
- what goals have we accomplished
- future goals
- self evaluation of the board

PUBLIC COMMENTS (THREE-MINUTES)

- **None**

COMMENTS FROM BOARD

- Dillon Styers states at the last meeting there was a discussion to reorganize the board and they are ready to move forward.
- Harold Houston mentions that him and Ralph were invited to a planning zone meeting for teacher housing by HIA. He will inform the board on how it goes.

FUTURE AGENDA ITEMS

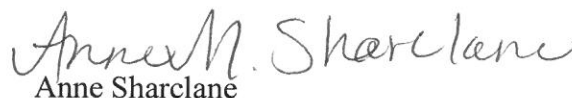
- ❖ OLD BUSINESS
 - AASB Policy Updates for 2nd and Final Reading
 - ❖ NEW BUSINESS
 - Contracts
 - ❖ EXECUTIVE SESSION
 - Superintendent/Principal Evaluation
- Board retreat date to be set by June Regular Board Meeting

ADJOURNMENT: Meeting adjourned at 8:31 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.

June

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 Regular Board Meeting @ 7 pm	19	20
21	22	23	24	25	26	27
28	29	30				

Hoonah City School District Board of Education Meetings

<u>Meeting Date</u>	<u>Packet Information Due</u>	<u>Packet Distributed*</u>
Aug 20, 2020	Aug 12, 2020	Aug 14, 2020
Sept 17, 2020	Sept 9, 2020	Sept 11, 2020
Oct 15, 2020	Oct 7, 2020	Oct 9, 2020
Nov 19, 20120	Nov 11, 2020	Nov 13, 2020
Dec 20, 2018	Dec 12, 2018	Dec 14, 2018
Jan 21, 2021	Jan 13, 2021	Jan 15, 2021
Feb 18, 2021	Feb 10, 2021	Feb 12, 2021
Mar 18, 2021	Mar 10, 2021	Mar 12, 2021
Apr 15, 2021	Apr 7, 2021	Apr 9, 2021
May 20, 2021	May 12, 2021	May 14, 2021
Jun 17, 2021	Jun 9, 2021	Jun 11, 2021

BB 9320 Regular Meetings

The School Board shall adopt a yearly calendar specifying the date, time and place of each regular meeting. The local media shall be provided with the annual calendar of regular School Board meetings and shall be notified of any changes to the calendar.

The School Board shall schedule one regular meeting each month***. Unless changed by the School Board, regular meeting shall be held at 7:00 PM at the school. Notice of regular meeting shall be posted at least five (5) days prior to the meeting.

*Packets are posted at www.hoonahschools.org when distributed to the Board of Education.

**The Board of Education may opt to hold a budget work session in lieu of a board meeting in December.

***The Hoonah City School District Board of Education established the third Thursday of each month as the designated board meeting date.

June 18th Regular School Board Meeting
Superintendent/Principal Board Report

As you know school was interrupted on March 16th. The administration and staff have been working hard on evaluating our response to the COVID crisis and are actively planning on process and procedure for the reopening of school.

The Leadership team has been working tirelessly to ensure that we are fully staffed for the upcoming school year. I would like to publicly thank Renee Gray, who has been working hard to find housing for our incoming teacher, Rachel Priser who has been scouring ATP and cold calling candidates and potential candidates as well as assisting with reference checks. Adam Gretsinger, Ben Mettling, and Tesh Miller who have been part of our interview team. To date we have hired Dr. Michael Akes as our high school math teacher since Eli will be moving to CTE fulltime. Robert Green high school ELA, Sondra Steele kindergarten, Mark & Sascha Smith, Mark will be teaching first and second and Sascha will be teaching 3rd. Mark Browning will be teaching 4th grade. We have hired Deborah Badertcher as our school counselor. We are still looking to fill to positions, HS Sped and Social Worker.

Goal 2: Stakeholder satisfaction

Objective: Improve communication with all stakeholders

Activity: Smart Start Committee

In response to the COVID crisis I have put together a team of stakeholders to work on the development of a reopening plan. The team is headed by Dr. Michael Akes our new math teacher but a former superintendent with a great deal of experience in strategic planning. Also on the team are: Adam Gretsinger, Amy Stevenson, Renee Gray, Mark Smith, Ben Mettling, and Jeremiah Byers, and Esther Heath-Mills.

Mission of the team:

To develop a comprehensive plan to ensure the health and safety of students and staff.

Scope of work

Develop a communication plan for stakeholder

Create protocols for operation at the various levels of risk. (High, Medium, Low)

Create protocols for cleaning and maintenance that are in line with CDC guidelines and recommendation

Create plans that ensure equity in the delivery of instruction

Work with community partners to increase connectivity for all student and staff.

End product

Produce a document for public consumption that details the plan.

Goal 3: Employee Development

Objective: Response to COVID crisis

Activity: Summer and ongoing professional development

What we learned from our response to the COVID crisis is that in order to be effective in our instructional delivery teachers need additional tools in their teacher toolbox. We are working with teachers to assess where those gaps are and address them prior to the start of school and in a ongoing manner. Some of these PD's are: student engagement, use of technology, and distance delivery teaching strategies.

Goal 4: Support Systems

Objective: Increase student and staff connectivity

Activity: Improve and extend internet infrastructure to make internet access available to all student

We are working with SnowCloud, HTC, and the City of Hoonah to accomplish this goal. Fred Parady, will be sharing with the Board progress on this objective.

Hoonah City School District

2020-2021 School Reopening Plan



Smart Start Committee: Members

Dr. Michael Ake

Jeremiah Byers

Renee Gray

Adam Gretsinger

Esther Heath-Mills

Mark Smith

Amy Stevenson

Heather Wheeler

Superintendent Ralph Watkins

Mission:

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

Draft

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Guiding Principles

Reopening Protocols and Contingency Planning

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How Germs Spread

Disease Prevention & Education

Draft. Not for Distribution

Introduction

HCSD is currently considering multiple options for the 2020–21 school year and beyond. Fully returning to traditional in-person settings seems unlikely next year, and recent guidance from the Centers for Disease Control lists the many safeguards that would need to be in place before buildings reopen and students are back to classrooms that resemble what they had before. While it is the district goal that students attend school on-campus with the maximum possible direct teacher instruction within the State and local health department COVID-19 safety guidelines, it is clear that some type of distance learning—as well as efforts to ensure all students can get online—must be a part of our district’s planning for the next school year and beyond. This plan was developed to aid the district in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

GUIDING PRINCIPLES

In order to ensure the continued well-being of our employees the following guiding principles have been put in place:

1. Employee and student safety measures
2. Health Guidelines
3. Support for families

REOPENING PROTOCOLS AND CONTINGENCY PLANNING

Reopening HCSD will be done in accordance with state and local mandates and will meet the criteria established by the CDC. First and foremost, planning will consider measures to promote and provide a safe and healthy environment for our students and employees. Special consideration will be given to those in high risk categories.

Bringing learners back into the school buildings will be done gradually, providing ample time for orientation and training on new practices and procedures. Special education services will resume the same time as general education. Special education students will attend general education classes with their peers. Additional times will be scheduled by building administrators/ SPED staff for pull out services in accordance with student needs

Phase	Timing	Items
Planning	June/ July	<ul style="list-style-type: none"> Supplies, equipment Prepare detailed work schedule for phases
Phase 1	August	<ul style="list-style-type: none"> Prepare building for reopen with thorough cleaning
Phase 2	September	<ul style="list-style-type: none"> Expand use of school sites based on recommendations and data from CDC, AK Governor, and applicable state and local agencies and Follow the HCSD plan for current risk level. (No Risk, Low Risk, Medium Risk, High Risk)
Phase 3	TBD	<ul style="list-style-type: none"> Expand use of school sites based on recommendations and data from CDC, AK Governor, and applicable state and local agencies and Follow the HCSD plan for current risk level. (No Risk, Low Risk, Medium Risk, High Risk)

Time Lines

Health & Safety Protocols

Education and Prevention

[B P 6114.40](#)

STRATEGIES TO PREVENT & REDUCE THE SPREAD OF INFECTIOUS DISEASES WHILE THE SCHOOL REMAINS OPERATIONAL

The following guidelines will be used to prevent and reduce the spread of an infectious disease in which the school is to remain open. HCSD will continue to work very closely with public health officials, and infectious disease monitoring is constantly occurring via a network of health aides and designated individuals. It is important to understand that when an infectious disease outbreak occurs, all decisions made will be under the guidance of public health officials.

How Germs Spread

It is important that we understand how germs are spread, so that we may tailor our responses and interventions to reduce and eliminate that spread. There are five general mode of transmission of infectious diseases; however, it is important to note that many infectious agents are spread in more than one way.

- Direct contact: skin-to-skin contact, kissing, and sexual intercourse. Direct contact also refers to contact with soil or vegetation harboring infectious organisms.
- Vehicles: Indirect contact through inanimate objects like food, water, biologic products (blood) and fomite (inanimate objects such as surfaces, bedding, toys, diapers, keyboards, phones, and eating utensils).
- Vectors: mosquitos, fleas, lice, and ticks Droplets: germs travel inside droplets that are produced by a person when they are sneezing, coughing, or even talking.
- Droplets travel short distances, usually 3 feet or less, from one person to another before falling out of the air.
- Airborne: germs are carried by dust or droplets that are produced when sneezing, coughing, or even talking, but unlike droplets, they remain suspended in the air for longer periods of time, usually traveling about 6 feet before falling to the ground. Airborne diseases may also be blown over great distances and through air ducts.

Disease Prevention & Education

To help prevent the spread of any infectious disease, schools have an opportunity to educate students, staff, and the community on social etiquette, good health and hygiene habits, and disease prevention. HCSD will provide hand washing and respiratory hygiene/cough etiquette e education anytime there is a suspected outbreak and during the school year as requested by the staff.

Educational message is:

- Cover Your Cough
- Wash Your Hands Often

- Stay Home If You're Sick
- Wear appropriate PPE (Personal Protective Equipment)

Cover Your Cough: Staff and students will be taught coughing and sneezing etiquette: cough or sneeze into your elbow or the upper part of your sleeve. Alternatively, cover your mouth and nose with a tissue when coughing and sneezing. In either case, staff and students will be taught to clean their hands after coughing, sneezing, or touching their face.

Wash Your Hands Often: Hand washing with soap and warm water is the best option. Hand sanitizers can be effective when there is no access to water, and these are provided in each classroom. Staff will provide time and opportunities each day for students to practice washing their hands with soap and water: upon arrival at school, after coughing and/or sneezing, at the beginning of the lunch line before eating, after bathroom use, and after recess. Staff and students should also use hand sanitizer upon entering/leaving the computer lab, and the computer labs will be wiped down daily.

Stay Home if You're Sick: A primary strategy against the spread of illness is for sick people to stay home from school. This includes students, staff and volunteers. In times of suspected or identified infectious disease outbreaks, sick leave policies for staff and students suspected to be ill or who become ill at school will be identified and modified, clearly communicated and consistently enforced.

Wear Appropriate PPE: Gloves and a small number of simple surgical masks will be provided to every school. Surgical masks will not be routinely worn, but will be provided to schools for staff and students who present with suspected infectious diseases until they can be sent home. In the event of an infectious disease epidemic or pandemic, larger numbers of masks, gowns, and eye protection and other PPE will be provided to schools in coordination and at the direction of public health officials.

SCREENING & MONITORING PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, we will be requiring employees to complete a self-screening which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees
- Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept confidential

HEALTH PROTOCOL

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they may be asked to leave work and go either home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact HR. You may be asked to submit a healthcare provider's note before returning to work.
- If you have been diagnosed with COVID19*, you may return to work when all 3 criteria are met:
 1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
 2. You have improved in respiratory symptoms (cough, shortness of breath, etc); and
 3. At least 7 days have passed since symptoms first occurred

* If you have symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that you have COVID-19 and may not return to work until the three criteria listed above have been met.

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly

changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
 - a. Your healthcare provider
 - b. HCSD's HR department
 - c. School Superintendent
3. The Superintendent will work with HR to determine appropriate next steps.
4. In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.

Ill While at work

If an employee or student becomes ill on campus/district, he/she will immediately report to the district **isolation room** and the case form will be completed.

Once the employee or student arrives at the isolation room, immediately provide them with a mask and gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must complete the **Suspected COVID19 Case Form** and call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the HR department.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

Illness/Disease Monitoring & Tracking

During times of a potential infectious disease outbreak, health aides and designees will implement a surveillance system. They will monitor illnesses daily, tracking trends, and report to the district nurse or other designee. The district nurse or other designee will follow up on trends and determine if there is a pattern, contacting public health officials and implementing indicated infection control measures.

Staff are trained to be alert to students who are ill. These students need to be sent to the office for evaluation. During periods of suspected or identified infectious disease outbreaks, health aides will protect themselves by wearing appropriate PPE when helping a sick person; this includes gown, gloves, eye protection, and facial mask. In the event that a staff or student within the school is discovered or suspect to have a communicable disease that may result in an epidemic/pandemic, that person will be isolated and may be asked to wear a mask until parents pick them up or they are able to go home. Having the sick person isolated (separated from others) can help to slow or stop the spread of disease. If the person is unable or unwilling to wear a mask, the individuals helping the sick person will wear a mask.

Parent/guardians will be notified immediately, and the district nurse or other designee will notify public health officials as soon as possible.

Each school has an illness tracking Google Doc. Staff has been educated on how and why to complete the form. Each student who is absent or sent home due to illness is put on this list, symptoms are

documented, and travel history (in last 14 days) is charted.

Three (3) questions are being asked to the parent of a sick student that are:

- 1. What are their symptoms? (Check boxes or write symptoms.)*
- 2. Have they traveled in the last 14 days? (Check box. Put place, if disclosed.)*
- 3. Have they been in contact with anyone with coronavirus? (Check box.)*

- The nurse must complete the **Suspected COVID19 Case Form** and call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
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- and go home.
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Three (3) questions are being asked to the parent of a sick student that are:

- 1. What are their symptoms? (Check boxes or write symptoms.)*
- 2. Have they traveled in the last 14 days? (Check box. Put place, if disclosed.)*
- 3. Have they been in contact with anyone with coronavirus? (Check box.)*

60% hand sanitizer will be in every classroom to be used on the way in and out of a classroom. Handwashing and respiratory etiquette is being taught by teachers/health aides/some admin.

CANCELLING SCHOOL DUE TO AN INFECTIOUS DISEASE OUTBREAK

The Hoonah City School District will collaborate with public health officials to monitor disease outbreaks in our community to determine when and if schools should be cancelled.

If school is cancelled due to an infectious disease outbreak, all other school-related gatherings (athletic events, afterschool activities, field trips, etc.) will also be cancelled. In some cases, non-academic events may be cancelled even if classes are not cancelled.

The Decision to Close Schools

When determining school closure, HCSD will ensure that quantitative data is used, and that the decision is an evidence-based one and not a political or fear-based decision. A student/staff absenteeism rate of 10% or more from the same infectious disease will be considered an outbreak. To reduce the chance of outbreak and spread, closure of schools will be considered if school absenteeism related to a single infectious disease is 10% or greater for 1 day, 4% or greater for 2 consecutive days, or 3% or greater for 3 consecutive days. Closure of schools related to infectious disease will require consultation between the superintendent and public health officials; however, if absenteeism interferes with a school's ability to function properly, specifically if there are not enough staff for practical operation, school will be cancelled until proper staffing can be secured and approved to do so by public health officials.

COMMUNICATIONS PLANNING

Timely and clear communication is essential at all times, but especially during the reopening of schools process. District plans including the delivery models at each COVID-19 Risk Level and resulting new protocols and procedures for students, parents, and community members will be detailed and distributed using a variety of media outlets including, but not limited to the following:

- USPS Letters
- School Emails
- School and District Websites
- School and District Social Media Accounts

- Powerschool Messenger
- Local Radio Station KHOO

Communication during an Infectious Disease Outbreak

We will attempt to provide accurate, consistent, and timely communications with staff, students, and parents to instill and maintain public confidence in our district. We will coordinate with public health officials to disseminate critical information from public health officials, to develop and deliver common health messages and educational materials, and to demonstrate the school district is taking reasonable action to preserve the safety and health of our staff and students. Information will be disseminated via our normal emergency communication methods: staff email, web site postings, parent letters, social media postings, and/or mass phone call and text messaging systems as needed.

Media can impact the credibility of the response and recovery strategies and actions. In the event of an outbreak of infectious disease, HCSD's superintendent Ralph or designee will work collaboratively with media sources to provide accurate information and to correct any inaccurate information, share actions taken by school administration, provide information about additional safety precautions in place, and stress the importance of student and staff well-being and safety.

The safety of our staff and students remains the district's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are conducting a simple screening questionnaire. Participation is important to help us take precautionary measures to protect you and everyone in the building. **VISITOR SELF-SCREENING FORM /**
Self Declaration by Visitor

FACILITY USE

Facility use by outside groups will be considered on a case by case basis. Any use by community organizations must meet CDC guidelines in addition to following local and state mandates.

Low Risk	Medium Risk	High Risk
Facility use is open for scheduled school and community events	Facility use is only open for scheduled school activities	Facility use is not permitted

Draft. Not for Distribution

June 12, 2020

MEMORANDUM

TO: HCSD Board of Education

FROM: Amy Stevenson, Business Manager

RE: June Report

Current Information:

1. Accounts payables up to date.
2. Annual year end orders are done and most of them received.
3. All current year end payrolls done for Classified and Certified staff
4. May breakfast and lunch reimbursement has been submitted to Child Nutrition Services.
5. Journal entries and completed deposits are entered into the accounting software.
6. The monthly student activity report for March and April have been sent to Billie at the City of Hoonah.
7. Completed March 2020 bank reconciliation
8. All new 2020/2021 teacher contracts completed and to the Board
9. FY 2020/2021 Operating Fund Budget revision is done and on the agenda for approval.
10. STEPS Desk Audit done and submitted.

Next Steps:

1. The April and May bank reconciliations need to be done.
2. Working w/ staff on SMART SCHOOL start up.
3. CARES act grant application needs to be completed
4. Quality Schools FY 2021 grant application needs to be completed
5. May 2020 breakfast and lunch reimbursement needs to be completed.
6. Submit FY 2020/2021 Operating Fund Budget to the State of Alaska when received back from the City of Hoonah signed.
7. Deposits done as received
8. Filing
9. Payrolls as scheduled
10. Journal entries as needed
11. Finish setting up my Grant financial board reports for FY 2020 when all budgets are known and in for grants.
12. Budgets for grants put into our accounting software-Started but not finished
13. Accounts payables as needed
14. Process end of year order that were turned in to the district office.
15. Travel for staff as needed.
16. Close out the school year and set up for next school year.
17. Prep for FY 2019/2020 school financial audit scheduled the week of Aug 3rd.

Hoonah City Schools

Year to Date - 7/1/2019-6/30/20

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	\$390,484.27	\$216,505.73	35.66%	
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	2,094.94	-594.94	139.66%	
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	1,945,233.00	505,043.00	20.61%	
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%	
100-0000-20-40910	ADJUSTMENT PRIOR YRS FOUND		0.00	-1,058.00	1,058.00		
100-0000-20-40920	OTHER STATE REVENUE		0.00	53,782.00	-53,782.00		
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	21,906.80	-21,906.80		
100-0000-30-41100	PUBLIC LAW 81-874	112,125.00	0.00	0.00	112,125.00	100.00%	
Report Total:		\$3,304,840.00	\$0.00	\$2,419,766.01	\$1,012,861.99		

Monthly Expense Report

Accounts summarized by Function	Current Budget			YTD Expenditures	Remaining Balance	Percent Remaining
	Current Budget	YTD Encumbrances	YTD Expenditures			
1100 REGULAR INSTRUCTION	\$1,118,693.00	\$0.00	\$898,815.57	\$219,877.43	19.65%	
2000 SPECIAL EDUCATION INSTRUCTION	639,580.00	0.00	444,193.63	195,386.37	30.54%	
2200 SPEC ED SUPPORT SVCS - STUDENTS	184,236.00	0.00	121,740.01	62,495.99	33.92%	
3500 SUPPORT SERVICES - INSTRUCTION	54,949.00	0.00	18,487.48	36,461.52	66.35%	
3510 SUPPORTING SERVICES-TECHNOLOGY	153,225.00	0.00	62,259.48	90,965.52	59.36%	
4000 SCHOOL ADMINISTRATION - PRINCIPAL	117,257.00	0.00	88,819.76	28,437.24	24.25%	
4500 SCHOOL ADMIN SUPPORT SVCS - PRINCIPAL	66,189.00	0.00	47,934.73	18,254.27	27.57%	
5100 DIST ADMIN - SUPERINTENDENT	142,277.00	0.00	108,527.19	33,749.81	23.72%	
5110 SCHOOL BOARD	49,472.00	0.00	33,779.71	15,692.29	31.71%	
5500 DISTRICT ADMINISTRATION SUPPORT SVCS	196,732.00	0.00	160,222.22	36,509.78	18.55%	
6000 OPERATIONS AND MAINTENANCE OF PLANT	460,315.00	0.00	353,966.70	106,348.30	23.10%	
7000 STUDENT ACTIVITIES	200,085.00	0.00	0.00	200,085.00	100.00%	
9000 TRANSFER TO OTHER FUNDS	50,000.00	0.00	0.00	50,000.00	100.00%	
Report Total:	\$3,433,010.00	\$0.00	\$2,338,746.48	\$1,094,263.52	35.45%	

Net YTD-Revenue Minus Expense Total: **\$81,019.53**

Maintenance report
June 2020

Since the last meeting I have been

- Finishing room repair where wall was removed
- Received freight
- Yard work
- Began Cleaning exterior of the facilities And surrounding grounds
- Began deep clean and complete needed repairs in the auto shop but came back to the carvers utilizing the facilities and a jeep moved into the bay I had begun to disassemble and degrease.(this work needs to get done and I hope that for at least a couple weeks we can close the building down and get as much out as we can, as the building was never properly prepared to have classes again after it was utilized as a carvers shed; multiple drains were plugged with sawdust, mechanics very dusty increasing wear, building dusty, most surfaces grimy beyond the cleaning ability of our standard cleaners and in need of soaking in heavy duty degreasers, parking lot puddles, the vehicles and wood that is behind the building?, Concrete needs some repairs.)
- removed trash and debris around the school until brakes on the van began sticking(waiting on space and lift to repair
- moved wooden structure that was obstructing fire department connection lane.
- deep cleaning boiler room interior, installing shelves to better stock some repair supplies in there.

- Submitted the custodial supply order(may need more depending on regulations that arise or become known to me)

- Submitted p/o for electrostatic disinfectant sprayers and disinfecting tablets.

- maintain compressor for sprinkler system
- inspect building for needed repairs

AGENDA ITEM Old Business 1.0

 ✓ ACTION

 DISCUSSION

TOPIC: AASB Policy Updates for. BP 3510 “Business and Non Instructional Operations Maintenance”, BP 4161.1 “Sick Leave”, BP 6114.4 “Pandemic/Epidemic Emergencies” and the entirety of Chapter 6, "Instruction."

Background All three sets of policy changes laid on the table for first reading in May have been grouped together in order to facilitate the public hearing specified in our policy adoption procedure, E 9311 “Hoonah City School Policy Adoption Process”. BP 3510 “Business and Non Instructional Operations” and BP 6114.4 “Pandemic/Epidemic Emergencies” are the AASB-recommended policy changes, the wording in BP 4161.1 “Sick Leave” has been changed to conform to the recently-approved HEA Negotiated Agreement, and Chapter 6 is due for review as per R 9311-R.

Recommendation

I move that the board approve the following policies for a second and final reading: BP 3510 “Business and Non Instructional Operations Maintenance”, BP 4161.1 “Sick Leave”, BP 6114.4 “Pandemic/Epidemic Emergencies” and the entirety of Chapter 6, "Instruction."

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Instruction

PANDEMIC/EPIDEMIC EMERGENCIES

BP 6114.4

Note: This optional policy may be revised or deleted.

The Board recognizes that a pandemic/epidemic outbreak is a serious threat that stands to affect students, staff, and the community as a whole. With this consideration in mind, the Board establishes this policy in the event the town/municipality and/or school district is affected by a pandemic/epidemic outbreak. At all times the health, safety and welfare of the students shall be the first priority.

Planning and Coordination

The Superintendent shall designate one or more staff members to serve as a liaison between the school district and local and state health officials. This designee is responsible for connecting with health officials to identify local hazards, determine what crisis plans exist in the school district and community, and to establish procedures to account for student well-being and safety during such a crisis. The designee shall work with local health officials to coordinate their pandemic/epidemic plans with that of the school district.

With fiscal concerns in mind, the District may purchase and store supplies necessary for an epidemic/pandemic outbreak, including but not limited to disinfectant products, face masks, water, examination gloves, and other supplies as recommended by health officials.

The Superintendent shall develop procedures and plans for the transportation of students in the event of an evacuation. Such procedures shall include provisions for students who cannot be transported to home at the time of the evacuation.

Response

In the event anyone within the school is discovered or suspected to have a communicable disease that may result in an epidemic/pandemic, that person may be quarantined pending further medical examination. Parents/guardians and local and state health officials shall be notified immediately.

In conjunction with local and state health officials, the Superintendent shall ascertain whether an evacuation, lockdown, or shelter-in-place needs to be established. As soon as such a decision has been made, the school district shall attempt to notify the parents of all students.

In the event of an evacuation, the Superintendent is charged with determining when the school shall re-open. In the event of a lockdown or shelter-in-place, the Superintendent shall notify all proper authorities and relief agencies to seek their assistance for the duration of the lockdown or shelter-in-place.

In addition to powers already delegated, the School Board may delegate authority to the Superintendent to make emergency decisions in a pandemic/epidemic response which are

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Instruction

consistent with federal, state, and local law and these Board Policies. Consistent with applicable law, the Superintendent may take action including, but not limited to, adopting a teleworking

PANDEMIC/EPIDEMIC EMERGENCIES

BP 6114.4(b)

agreement for school staff and establishing remote education.

Infection Control

Any student or staff member found to be infected with a communicable disease that bears risk of pandemic/epidemic will not be allowed to attend school until medical clearance is provided by that individual's primary care physician or other medical personnel indicating that that person does not bear the risk of transmitting the communicable disease.

Continuance of Education

The Superintendent shall develop a plan of alternate means of educating students in the event of prolonged school closings and/or extended absences. Such a plan may include providing students with assignments via mail, local access cable television, or the school district's website.

(cf. 5141.22 – Infectious Diseases)

(cf. 5141.23 – Infectious Disease Prevention)

(cf. 5144.1 – Suspension and Expulsion)

(cf. 6114 – Crisis Response Plan)

Legal Reference:

ALASKA STATUTES

14.03.02 School Year

14.30.045 (4) Grounds for suspension or denial of admission

ALASKA ADMINISTRATIVE CODE

4 AAC 05.090 The Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g, 45 C.F.R. 99

~~Added 2/2010~~ Revised 4/2020

**WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED
Instruction**

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

MAINTENANCE

BP 3510

Note: In order to qualify for a capital improvement project grant or debt reimbursement under AS 14.11.011 or AS 11.100, a school district must have in effect a preventive maintenance plan. This plan: 1) must include a computerized maintenance management program, cardex system, or other formal systematic means of tracking the timing and costs associated with planned and completed maintenance activities, including scheduled preventive maintenance; 2) must address energy management for buildings owned or operated by the district; 3) must include a regular custodial care program for buildings owned and operated by the district; 4) must include preventive maintenance training for facility managers and maintenance employees; and 5) must include renewal and replacement schedules for electrical, mechanical, structural, and other components of facilities owned and operated by the district. Additionally, the district must be adequately adhering to the preventive maintenance plan.

The School Board recognizes the importance of timely maintenance and repair of district facilities, property and equipment in ensuring the safety of students and employees, in protecting state and local investment, in providing necessary loss control, and in helping to ensure the availability of capital funding. A preventive maintenance plan shall be in effect which includes custodial care, scheduled preventive maintenance, commissioning, and energy management for district buildings. The Superintendent or designee shall ensure a systematic means of tracking the timing and costs associated with maintenance activities; shall direct the preparation of renewal and replacement schedules for electrical, mechanical, structural, and other components of district facilities; and shall provide for preventive maintenance training for facility managers and maintenance employees.

(cf. 3511 - Energy Conservation)

(cf. 3514 - Environmental Safety)

(cf. 3515 - School Safety and Security)

(cf. 5142 - Safety)

All school buildings and equipment shall be regularly inspected to assure that all are maintained at the highest level of safety. Employees are responsible for promptly reporting to their supervisor any damage to district property or equipment.

Legal Reference:

ALASKA STATUTES

14.11.011 Grant applications

14.11.100 State aid for costs of school construction debt

4 AAC 31.013 Preventive maintenance and facility management

Revised 4/2020

BP 4161.1 SICK LEAVE

Every certificated employee working five school days each week is entitled to one and one-third days of sick leave a month. Such leave for employees working less than five days per week shall be proportionately less. Unused days of sick leave shall be accumulated from year to year without limitation.

The Superintendent or designee shall establish procedures for reporting and verifying such absences.

Teachers are subject to disciplinary action, up to and including termination, for misusing sick leave, including providing false information regarding the use of, or need for, sick leave.

Certificated employees may transfer accumulated sick leave between districts and the Department of Education and Early Development. Employees are responsible for initiating a transfer of sick leave credits within 90 days of employment.

(cf [4161.4](#) - Family and Medical Leave)

Sick Leave Bank

The School Board authorizes the establishment of a sick leave bank to provide teachers sick leave benefits in unusual circumstances. [Maternity leave is a permitted use of the sick leave bank.](#) Teachers may draw up to twice the number of days of leave he/she has accumulated before the first day of school up to a maximum of 24 days. The School Board may grant additional leave in cases of severe illness or external hardship.

Legal Reference:

ALASKA STATUTES

[14.14.105](#) Sick leave bank

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

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

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

ALASKA ADMINISTRATIVE CODE

[4 AAC 15.040](#) Sick

leave [4 AAC](#)

[15.900](#) Definitions

FAMILY AND MEDICAL LEAVE ACT

[29 USC 2601 et. seq.](#); [29 CFR Part 825](#), amend. 2008

Revised 3/12

Reviewed 6/16

Adopted November 17, 1998

Hoonah City School District

<https://boardpolicyonline.com/?b=hoonah>

1/1

FIRST MEETING

Move/Second to accept policy or policies in first reading.

Statement to the public: The purpose of this first reading is to put the policies on the table, and does not imply an adoption by the board of these policies at this time. These policies will be available to the public in the district office until the next regular monthly meeting, at which time there will be a public hearing.

Statement to the Board: If there is no objection, I will dispense with reading each policy aloud. (If there is objection, clarify which policy or policies they wish to have read, and read them.)

Vote to accept policy or policies in first reading

SECOND MEETING

Move/Second to accept policies in second reading.

Close the public meeting and hold a public hearing.

After the public hearing, reconvene the meeting and ask board members whether there are any policies that individual board members wish to pull in order to revise the language and act on separately. (No motion required)

Hold a vote to accept all of those policies that have not been pulled.

Move/Second/Vote to accept in second reading individual policies that were pulled by board member request, with amended wording.

THIRD MEETING

Move/Second/Vote to accept in third reading those policies that were pulled and amended in the second meeting.

NOTE: This process to be explained in advance to the board and to the public at first reading

STANDARDIZED TESTING/TEST ADMINISTRATION

AR 6162.5(a)

Note: The following procedures are based on regulations adopted by the Alaska Department of Education and Early Development for the administration of the standards-based tests, the English language proficiency assessment, and the college and career readiness assessment. 06.765, 06.700 and 06.717. The Department has established uniform test administration requirements for all statewide assessments, including provisions for test security. 4 AAC 06.761, 06.765. The Department will provide each test coordinator, associate test coordinator, proctor and test administrator a test security agreement which must be signed affirming that the testing procedures of the Department and the test publisher will be followed. The test security and test administration provisions are applicable to all state required assessments. A certificated employee who breaches test security is subject to investigation and adjudication by the Professional Teaching Practices Commission.

Test Center:

The Superintendent or designee shall identify a school test center(s) where all state required assessments shall be administered, as required by state regulation or the Department. The test center must be well lighted, secure, free of disruptions, and have an established seating arrangement. Only designated district test coordinators, associate coordinators, proctors or test administrators may be in the test center rooms during student testing.

District Test Coordinator and Testing Personnel:

The Superintendent or designee shall designate a certificated employee of the district to be the test coordinator. If more than one test center is required, an on-site associate test coordinator will also be designated for each test center. The test coordinator or associate coordinator is responsible for assigning as many test administrators or test proctors to each test center as necessary to ensure adequate supervision or monitoring of students. Test proctors must hold an Alaska teacher certificate. No teacher may be assigned to proctor the exam if the teacher's classroom students are taking the exam. Enough proctors must be assigned to ensure adequate supervision of the testing process with a minimum of one test proctor for each 30 examinees.

District personnel responsible for test administration shall:

1. Annually execute a test security agreement prepared by the Department affirming the employee's obligation to follow required procedures for test security and administration;
2. Provide training in test procedures to all district staff involved in testing as directed by the Department, and ensure staff completes the training; and
3. Ensure that all district staff involved in testing read and follow testing procedures and manuals published by the test publisher.

Test Security:

Each test booklet and test administration manual must be accounted for from the time the materials arrive at the district until the time the materials are returned to the test publisher. All district staff shall maintain the security and confidentiality of electronic test data files, individual student reports, and other testing reports designated as secure.

In ensuring test security, the Superintendent or designee shall:

1. Inventory and track the test materials;
2. Securely store the materials before and after their distribution to school test centers;
3. Control the distribution of the tests to and from the test centers;
4. Control the storage, distribution, administration, and collection of tests at the test center;
5. Ensure that no student or other individual receives a copy of the test, or learns of a specific test question or item, before the time and date of testing, unless knowledge of the question or item is necessary for delivery of accommodations; and
6. Ensure that no test or test question is copied in any manner, whether on paper or by electronic means.
7. Require that staff members administering tests supervise students during the testing period, and require that those staff members do not access electronic devices during the testing period except as necessary to administer the test.

Test Administration

The following measures shall be taken before and during test administration by the Superintendent or designee and by those individuals supervising the testing process:

1. Prior to administering the tests, code the tests according to test administration directions;
2. Ensure that examinees use only those reference materials allowed by the test publisher's testing procedures;
3. Ensure that examinees do not exchange information during a test, except when specified by the test procedure;
4. Ensure that an examinee's answer is not altered after testing is completed;
5. Ensure that no test or test question is copied, reproduced, or paraphrased in any manner by an examinee or anyone else; and
6. Ensure that no examinee is assisted in responding to, or review of, specific test questions or items before, during, or after a test session.

Instruction

STANDARDIZED TESTING/TEST ADMINISTRATION (continued)

AR 6162.5(c)

Breach of Test Security

District personnel in charge of testing shall immediately report any breach of test security to the Department. A certificated employee who breaches test security is subject to investigation and action by the Professional Teaching Practices Commission.

Note: If a student's IEP requires a modification that violates test security, the modification will be provided only if it does not affect test security for other students. A modification that violates test security results in an invalid assessment. 4 AAC 06.765.

Revised 3/2017 Revised 4/2020

EMERGENCY COVID-19 SICK AND FAMILY LEAVE

AR 4161.8

Note: The following AR implements the federal Families First Coronavirus Response Act, which is in effect from April 1, 2020 through December 31, 2020, unless extended by Congress.

As a result of the 2020 COVID-19 pandemic, employees may have additional rights to sick leave and family leave under the provisions below.

I. Sick Leave for COVID-19 Qualifying Reasons

Employees are entitled to additional paid sick leave if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) above, or self-quarantine as described in (2) above;
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition as specified by the United States Department of Health and Human Services.

Duration of COVID-19 Sick Leave

A full-time employee is eligible for up to 80 hours of COVID-19 sick leave. A part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

Calculation of Sick Leave Rate of Pay

For leave reasons (1), (2), or (3), above: employees taking leave shall be paid at their regular rate of pay, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

For leave reasons (4), (5), or (6), above: employees taking leave shall be paid at 2/3 their regular rate, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

Procedure for Requesting Leave

Employees must notify their supervisor of the need and specific reason for leave under this policy. Employees should make the request for leave as soon as practically possible. Verbal notice will otherwise be accepted until written notice can be provided.

Employees are required to provide documentation to confirm the type of COVID-19 leave for which they are eligible.

EMERGENCY COVID SICK AND FAMILY LEAVE

AR 4161.8(b)

Interaction with Other Paid Leave

The employee may use COVID-19 paid sick leave under this policy before using any other accrued sick leave, family leave, annual leave, or donated leave. COVID-19 sick leave does not carry over to 2021. COVID-19 sick leave cannot be cashed out.

All other policies and procedures for use of sick leave remain applicable, except as specifically modified by this AR and the federal Families First Coronavirus Response Act.

(cf. 4161.1 – Sick Leave)

(cf. 4161.2 - Personal Leaves)

II. Family and Medical Leave Act Expansion to Care for Children due to COVID-19

The qualifying reasons for taking family and medical leave (“FMLA Leave”) have been expanded to provide leave for employees unable to work because they must care for a child whose school or place of childcare is closed (or child care provider is unavailable) for reasons related to COVID-19. This is a new qualifying reason for taking leave under the Family and Medical Leave Act. It is not an expansion of the total amount of leave availability under FMLA. Employees must have been employed for at least 30 days to be eligible for expanded FMLA leave.

(cf. 4161.4/4261.1/4361.4 – Family and Medical Leave))

Duration of Expanded Childcare FMLA Leave

Full-time employees are eligible for up to 12 weeks of leave at 40 hours a week, assuming the employees have FMLA Leave available. Part-time employees are eligible for leave for the number of hours they are normally scheduled to work over that period, again assuming leave is available. Employees are only entitled to 12 weeks of annual FMLA leave, regardless of the reason.

Rate of Pay for Expanded Childcare FMLA Leave

The first ten days of expanded childcare FMLA leave is unpaid. However, employees may take the COVID-19 paid sick leave during this time or substitute any accrued paid leave. Alternatively, the District may require that COVID-19 paid sick leave be used during the first 10 days of normally unpaid FMLA leave.

After the first ten days of expanded childcare FMLA leave, employees taking leave shall be paid at 2/3 their regular rate, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period—two weeks of paid sick leave followed by up to 10 weeks of paid expanded family and medical leave under the Family and Medical Leave Act).

EMERGENCY COVID SICK AND FAMILY LEAVE

AR 4161.8(c)

Note: The above provisions for paid leave under FMLA are only applicable when leave is taken because the employee must care for a child whose school or place of care is closed due to COVID-19 related reasons. FMLA has not been expanded to provide for paid leave for other qualifying reasons, such as personal illness of the employee or family member.

Procedure for Requesting Leave

Employees must follow the existing procedures for taking and requesting family and medical leave. Employees are required to provide documentation to confirm eligibility for expanded childcare FMLA leave.

(cf. 0400 - Personnel)

Legal Reference:

Public Law No: 116-127 (03/18/2020)

Added 4/2020

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Students

EXCLUSIONS FROM ATTENDANCE

AR 5112.2(a)

Note: The following regulation provides sample due process procedures for exclusions and may be revised or deleted to reflect district practices and needs.

Prior to excluding a student from attendance because of a physical or medical condition, or denying admission due to a reason set forth in AS 14.30.045, the Superintendent or designee shall send a notice to the parent/guardian of the student. The notice shall contain the following statements:

1. A statement of the facts leading to a decision to propose exclusion.
2. A statement that the parent/guardian has a right to meet with the School Board to discuss the proposed exclusion.
3. A statement that at any such meeting the parent/guardian shall have an opportunity to:
 - a. Inspect all documents on which the School Board is basing its decision to propose exclusion.
 - b. Challenge any evidence and confront and question any witness presented by the School Board.
 - c. Present oral and documentary evidence on the student's behalf, including witnesses.
 - d. Have one or more representatives of the parent/guardian present at the meeting.
4. A statement that the decision to exclude the child is subject to periodic review and a statement of district procedures for such review.

The Superintendent or designee may exclude without prior notice of exclusion any student who:

1. resides in an area subject to quarantine.
2. is exempt from a medical examination but is believed to suffer from a contagious or infectious disease.
3. is determined to be a clear and present danger to the life, safety, or health of students or school personnel.

However, the Superintendent or designee shall send a notice of exclusion and due process hearing procedures as soon as reasonably possible after the exclusion.

A student denied admission because of a physical or mental condition shall be permitted attendance when the cause for exclusion no longer exists. (AS 14.30.047)

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Students

Revised 04/2020

AASB POLICY REFERENCE MANUAL
9/92

AASB POLICY REFERENCE MANUAL UPDATE SERVICE

2019-2020 UPDATE

INSTRUCTION SHEET

NOTE: This packet includes only those policy manual pages that have been revised, deleted or newly established. Full text pages are included and are to be substituted as indicated below.

This Update is limited due to little movement at the state and federal level to revise education policy during the 2019-2020 term. However, it includes an important policy regarding leave available to employees in response to the COVID-19 pandemic, as well as updates to the model pandemic policy. AASB anticipates providing additional updates throughout the year in response to the pandemic.

For ease of School Boards, AASB has identified those portions of the Update that require formal Board action in order to implement the policy changes. This is indicated by a “Yes” or “No.” A “No” is used if changes have been made only to an AR or an Exhibit, or if policy changes are limited to explanatory notes, legal reference or cross-reference updates, or minor grammatical or stylistic changes that have not changed the policy meaning.

REPLACE/ADD	FORMAL ADOPTION REQUIRED	DESCRIPTION
<u>ARTICLE 3, Series 3000 – Business and Noninstructional Operations</u>		
BP 3510	Yes	This update incorporates a new subsection in 4 AAC 31.080, which provides criteria for a preventive maintenance program of a school district eligible for state aid for school construction and major maintenance. It also adds a requirement to have periodic evaluation of commissioning existing facilities to a qualifying energy management plan. A cite to the regulation has been added.
<u>ARTICLE 4, Series 4000 – Personnel</u>		
AR 4161.8	No	***New Administrative Regulation*** This temporary administrative regulation adopts the emergency sick leave and emergency family leave policies created by Congress in the Families First Coronavirus Response Act. It is scheduled to expire on December 31, 2020, unless extended by Congress. The regulation sets forth the leave entitlements guaranteed to employees as part of the act, and clarifies district responsibilities.

REPLACE/ADD	FORMAL ADOPTION REQUIRED	DESCRIPTION
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ARTICLE 5, Series 5000 – Students

AR 5112.2

No

This modification to the student exclusion policy clarifies that a board may deny an admission for any reason permitted by statute, not only reasons related to physical or mental health.

ARTICLE 6, Series 6000 – Instruction

BP 6114.4

Yes

This update clarifies the Board’s authority to delegate additional authority to the Superintendent as a response to a pandemic/epidemic, and sets forth actions the Superintendent may take, consistent with law.

AR 6162.5

No

This update requires that staff members supervising student testing do not access electronic devices during the test, except as necessary to administer the test. This strengthens test security and is adopted in response to DEED guidance.

AGENDA ITEM New Business 2.0

 √ ACTION

 DISCUSSION

TOPIC: FY 2021 Teacher Contract Heather Powell

Status

Heather Powell has been teaching Lingit Language for the district since March 2016. We would like to offer her another contract as a Tlingit Language teacher for secondary students. This position is grant funded and will last for the duration of the grant unless we find another funding source.

Recommendation

I move that we offer Heather Powell a 2020/2021 teaching 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 **Heather V. Powell**, whose permanent address is **PO Box 385, Hoonah, AK 99829**, 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 during the 2020-2021 school year, beginning on or about Sept 3, 2020 for a total of not more than 190 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** an annual salary in the amount of **\$59,418.00*** to be paid for the number of days worked in September, with the remainder being paid in either of the following two choices:
 - A. Nine equal monthly installments, the first installment being paid on the last working day in October, 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.
 - B. Nine (9) payments, eight (8) of which shall be paid on the basis of one-twelfth (1/12th) of the annual salary due on the last working day of the months of October through May and a final payment consisting of the remainder of the contract, due on the last working day of the year.

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

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

6. Placement on the salary schedule at the time of employment is **Column 1, 6 years**. This placement reflects the holding of a **Type M** certificate plus **6 plus** years of teaching experience, which is applicable to the Hoonah District salary schedule. ****Placement on the salary schedule may change after receipt of official transcripts.**
7. The per diem rate is **\$312.73***.
8. 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 TEACHER was under contract at the time.
9. The term a TEACHER as employed herein is defined in relevant portions of the Alaska Statutes Title 14.
10. The TEACHER shall abide by the Code of Ethics and the Professional Teaching Standards adopted by the Professional Teaching Practices Commission.
11. This contract is not effective unless and until the 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 TEACHER's personnel file. Once the oath has been filed with the BOARD, the TEACHER need not re-subscribe to it for subsequent school years so long as the TEACHER's employment is continuous. However, by signing this contract, the TEACHER affirms his or her continued adherence to that oath.
12. The 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.
13. This contract is conditioned upon the Teacher having a valid teacher certificate. Teacher must maintain said certificate while employed by the District, and no salary shall be paid unless the TEACHER has such certificate. Failure to maintain a valid certificate constitutes grounds for immediate termination of this contract without penalty to the BOARD.
14. The BOARD reserves the right to transfer the TEACHER to another assignment either before or after beginning duties of the proposed assignment if enrollments decrease or other conditions warrant change

** 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.

ACCEPTANCE

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

Acceptance Date

Signature: Heather V. Powell

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 2.1

ACTION

DISCUSSION

TOPIC: FY 2020/2021 School Operating Fund Budget Revision

Background

The attached budget cover memo describes this board agenda item.

Recommendation

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

May 12, 2020

MEMORANDUM

TO: Hoonah Board of Education
THRU: Ralph Watkins, Superintendent/Principal
FROM: Amy Stevenson, Business Manager
RE: FY 21 Board Approved Budget Revision – 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 1st. This budget must then be submitted to the Department of Education and Early Development by July 15th annually.

The FY 2021 budget was 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 was: \$3,495,415 minus the expenditure budget total of \$3,495,415 = 0.00. This budget was Board approved on April 16, 2020.

On May 29, 2020, the City of Hoonah held a Special City Council meeting to approve the School Board approved FY 2021 School Operating Fund Budget. In this meeting, there was a lengthy discussion about how much funding the City could commit to HCS for their local contribution. This conversation included the District's fund balance at the end of FY 2019 which was \$507,771. Of this, \$266,885 is unassigned. The minimum contribution the City is mandated by statute for next year is: \$215,318. Initial projected commitment from the City was \$726,000. Breakdown: Estimated \$391,000 in 1% revenue and \$335,000 local contribution.

Due to the hardship of COVID-19 and financial uncertainty, the City has committed \$450,000 for FY 2021. This is a reduction of \$279,000.00. Breakdown: \$364,000 local contribution and \$86,000 projected in 1% revenue designated for student activities. This is \$113,766 less than what was spent on student activities to date this year. ****I have attached the draft minutes from this meeting.****

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

PERTINENT INFORMATION - OPERATING FUND

The budget revision before the board will show the use of **\$257,465** of our unassigned fund balance. It will also show an increase in TRS and PERS On-Behalf. After the Board approved the original budget, I was given new percentages for both TRS and PERS On-Behalf and had started a revision for this.

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. The new amount they have committed to the district is \$450,00 for FY 2021. Breakdown: Estimated \$86,000 in 1% revenue and \$364,000 local contribution.

The changes to the revenue budget are:

- TRS On-Behalf : \$ 12,400.00
- PERS On-Behalf : \$ 6,135.00
- Unassigned Fund Balance: \$ 257,465.00
- Local Contribution: -\$ 276,000.00
0.00

Expenditure Budget

Staffing: The FY 21 revised budget increases teachers to 10 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:

Salaries, benefits and bonuses have been added to the salary and benefits in Instructional Services

The Teacher Enrichment Fund has been increased to reflect 12% of the new base salary in HEA Neg. Agreement as stated in that document in Support Service – Instruction.

Property and liability insurance has increased due to COVID-19. This additional amount has been added to Operations & Maintenance of Plant.

FY 21 Budget Expenditure Function Changes Relative to the FY 21 Revised Budget are:

<u>Function Description</u>	<u>Budget Change</u>	<u>Amount</u>
100 Regular Instruction	10 teacher w/ new salaries & bonuses	\$ 87,254
200 Special Education		\$ 0
220 Special Education Support		\$ 0
350 Supporting Services	Teacher enrichment fund was increased	\$ 917
351 Supporting Services-Tech		\$ 0
400 School Administration		\$ 0
450 School Adm. Support Staff		\$ 0
510 District Administration (& Board)		\$ 0
550 District Adm. Support Staff		\$ 0
600 Operations & Maintenance	Increase to property and liability insurance cost.	\$ 8,000
700 Student Activity Fund	Reduced to match approved 1% funds	<u>\$ -96,171</u>
	Total Expenditure Changes	<u>\$ 0</u>

FOOD SERVICE FUND

These funds have been budgeted status quo for Food Service.

RECOMMENDATION

The administration recommends that the Board approve the FY 21 Revised Operating Fund Budget.



City of Hoonah

P.O. Box 360 Hoonah, AK 99829 (907) 945-3663 Fax (907) 945-3445

Special City Council Meeting Minutes

Friday, May 29, 2020

2:00 PM in Council Chambers

*Not yet
approved by
Council!*

- I. Call to Order- 2:00 PM.**
- II. Roll Call-** S. McConnell-present, A. Wilson-present, Bill Miller-present, S. Savland-present, J. Murray-present, M. Contreras-present. Quorum present. Administrator Gray, Mayor Byers, City Treasurer Billie Jack, Clerk Bidiman and members of the community also present in chambers and telephonically

III. Pledge of Allegiance

IV. Approval of Hoonah City School 2021 Budget

M/S S. McConnell/S. Savland moved to approve the Hoonah City Schools 2021 Budget

Discussion ensued.

Administrator Gray explained that this budget was based on sales tax numbers four months ago. He shared that we would give them around \$513,744 instead of \$743,000. Councilmember McConnell wondered what the school was going to do if we gave \$200,000 less. Mrs. Amy Stevenson said she really wasn't sure and they would have to make some major adjustments as they had already offered contracts to teachers. Councilmember Murray stated that the minimum contribution we are required to give is \$218,000 and we should indebt ourselves to only that amount. As it is, we are giving them water and sewer, so really, we are giving them about \$240,000. He further stated that he didn't think we should put forth any more money than what we have available coming at this time. Councilmember Miller said that next year is going to be terrible for us. We won't see the same kind of money we are used to seeing especially from sales tax and we have to worry about the city surviving. The city isn't going to have the revenue. City Treasurer Billie Jack said that the city has \$340,000 in the budget. Councilmember Wilson said that she felt like we should stick with the \$340,000 and not go any lower than that. Billie Jack explained that we need to know more about the \$507,771 and what is restricted. What of this money, can they use? Superintendent Watkins stated that he clearly hears what all of the Council members are saying. He said that Council is talking

about cutting the school budget in half after they guaranteed roughly \$700,000. We hired teachers and planned next year off of what they said they were going to give us. The \$507,771 sits there as our safety net so please don't make us deplete all our reserves. Councilmember Wilson stated that she'd like to see what of the \$340,000 is needed. We need to give as much as we can. She further stated that at the beginning of the meeting the City Administrator was in favor of giving \$340,000 and she'd like to hear his position. Dennis is suggesting we give \$340,000. Of that, \$190,000 is Forest Service receipts and \$86,000 is from Sales Tax. Really, all we are talking about is a difference of \$150,000. Councilmember McConnell wondered if we could borrow against Excise Tax. Billie explained that we have to come up with a number by today or we have to give the school by law, what's in the budget.

not yet approved by Council!

Councilmember McConnell worked up some figures on the board to show that we could give \$363,000 and be ok. Councilmember Contreras and Wilson stated they were very comfortable giving the \$363,000. Councilmember McConnell shared that the way he sees it, we said we would give them \$759,014. They have a plan for how to use that money, and now we are saying we will only give them \$363,000. They will have to spend \$400,000 roughly out of the fund balance. I say we give them \$450,000. If refuse to believe this is the end of the world. I'm hopeful we will slowly crawl out of this mess. We have a cushion in head tax funds. Councilmember McConnell said he was in favor of borrowing \$87,000 from head tax. We have committed to people as teachers and they've already signed contracts. The money is what we need to honor and see if we can get the best year out of the funds if they are available. Councilmember McConnell again stated that he proposes we give \$450,000. Councilmember Murray stated that he like the fact that the school has roughly \$507,000 they are sitting on. He said he would go along with \$450,000 and lay it on them that if they have any problems, they will need to figure it out themselves.

M/S J. Murray/S. Savland made an amendment to the motion allocating \$450,000 to the Hoonah City School Budget.

Amended Roll Call Vote: A. Wilson-yes, J. Murray-yes, M. Contreras-yes, B. Miller-yes, S. Savland-yes, S. McConnell-yes: 6 yes, 0 no: Motion Carries

Roll Call Vote on Original Motion: J. Murray-yes, M. Contreras-yes, B. Miller-yes, S. Savland-yes, S. McConnell-yes, A. Wilson-yes: 6 yes, 0 no: Motion Carries

Not yet approved by Council!

V. CARES Act Resolution 20-05-07

Administrator Gray explained that the City will be receiving 1.7 million dollars from the CARES Act funding. This money can be used to offset COVID-19 costs. The money has to be spent by the end of this year. Councilmember Wilson asked if we could continue discussing this at the CAAW meeting.

M/S S. McConnell/J. Murray moved we adopt Resolution 20-05-07 to accept the CARES Act Funds.

Roll Call Vote: M. Contreras-yes, B. Miller-yes, S. Savland-yes, S. McConnell-yes, A. Wilson-yes, J. Murray-yes: 6 yes, 0 no: Motion Carries

VI. City of Hoonah's Position Statement Regarding Small Cruise Ship Travel During COVID-19

Administrator Gray stated that the Alaska Municipal League just wanted us on board. Councilmember Wilson clarified that basically what this position statement is saying is that we do not want small cruise ships to come into our docks until they have a plan in place to keep our community safe. There has to be a plan in place before they get the go ahead to come. Administrator Gray said that she was correct.

M/S S. McConnell/S. Savland moved that we adopt this position statement.

Roll Call Vote: B. Miller-yes, S. Savland-yes, S. McConnell-yes, A. Wilson-yes, J. Murray-yes, M. Contreras-yes: 6 yes, 0 no: Motion Carries

Adjourn – 3:40 PM.

PASSED AND APPROVED THIS 10th DAY OF June, 2020

Gerald Byers, Mayor

ATTEST: _____
Jennifer Bidiman, City Clerk

Hoonah City School District
FY21 Budget - Board Approved 4/16/2020 REVISION

		124														
Student Enrollment																
OPERATING FUND																
		FY 21 Approved Budget	FY 21 Budget Revision	Difference												
<u>REVENUE</u>																
1	City Contribution	726,000	450,000	(276,000)												
2	City Contribution - In Kind	33,014	33,014	-												
3	City Contribution - Pupil Activities															
4	Earnings on Investments	1,500	1,500	-												
5	Other	5,000	5,000	-												
6	Rentals															
7	Leases															
8	E Rate Revenues	33,600	33,600	-												
9	State Revenue: Foundation Program	2,492,676	2,492,676	-												
10	State Revenue: Quality Schools Grant	7,307	7,307	-												
11	State Contribution: On Behalf TRS	164,838	177,238	12,400												
12	State Contribution: On Behalf PERS	31,480	37,615	6,135												
13	State Broadband Assistance															
14	Federal Revenue: Impact Aid															
15	Use of Fund Balance		257,465	257,465												
16	Total Revenue	3,495,415	3,495,415	-												
<u>EXPENDITURES</u>																
17	100 Regular Instruction															
18	310 Certified Salaries	680,582	741,378	60,796												
19	320 Non-Certified Salaries	5,000	5,000	-												
20	350 Employee Benefits	548,864	575,322	26,458												
21	420 Travel															
22	440 Other Purchased Services	8,000	8,000	-												
23	441 Online Classes	10,000	10,000	-												
24	443 Music Equipment Repair															
25	450 Teaching Supplies	15,000	15,000	-												
26	451 Music Supplies															
27	471 Textbooks															
28	Total Regular Instruction	1,267,446	1,354,700	87,254												

Additional \$510,682 over minimum
 Includes an extra \$119,682 for the General Fund
 Includes an estimated \$391,000 in 1% Revenue for Student Activities and the remainder to be spent in the general fund

City committed \$450,000 as their contribution to the School
 \$364,000 designated as local contribution. This is \$148,682 over the minimum req by the State of AK
 \$86,000 projected 1% student activities tax
 ***This is a decrease of almost \$120,000 spent on Student activities
 last year.

Additional students projected: 124 x 16
 W/ Addition of teachers TRS & Percent On Behalf increased from 16.34% to 17.91%
 With Additional PERs On Behalf percent from 5.58% to 8.85%

5 elementary teachers, 5 secondary teachers
 teacher subs for year & new retention bonuses
 Increased benefits w/ increase salaries for steps and on behalf
 Calculated est health benefits at max emp/family

			FY 21 Approved Budget	FY 21 Budget Revision	Difference
64	400 School Administration				
65	310 Certified Salaries		68,607	68,607	-
66	350 Employee Benefits		39,689	39,689	-
67	410 Professional and Technical Services				
68	420 Staff Travel		5,000	5,000	-
69	450 Supplies		1,000	1,000	-
70	491 Dues and Fees		650	650	-
71	Total School Administration		114,946	114,946	-
72	450 School Administration Support Serv				
73	320 Non-Certified Support Staff		39,287	39,287	-
74	350 Employee Benefits		27,549	27,549	-
75	420 Staff Travel		1,500	1,500	-
76	440 Other Purchases Services		7,441	7,441	-
77	450 Supplies		1,000	1,000	-
78	Total School Administration Support Services		76,777	76,777	-
79	510 District Administration				
80	310 Certified Salaries		68,607	68,607	-
81	320 Non-Certified Support Staff				
82	350 Employee Benefits		39,689	39,689	-
83	380 Housing Allowance				
84	410 Professional & Technical		2,500	2,500	-
85	420 Staff Travel		10,000	10,000	-
86	440 Other Purchases Services		3,700	3,700	-
87	450 Supplies		536	536	-
88	490 Other Expenses				
89	490 Dues & Fees		2,500	2,500	-
90	Total District Administration		127,532	127,532	-
91	511 Board of Education				
92	410 Professional & Technical		20,000	20,000	-
93	420 Staff Travel		12,000	12,000	-
94	440 Other Purchases Services		2,900	2,900	-
95	450 Supplies		1,000	1,000	-
96	490 Other Expenses		5,000	5,000	-
97	490 Dues & Fees		8,072	8,072	-
98	Total District Administration		48,972	48,972	-

		FY 21 Approved Budget	FY 21 Budget Revision	Difference
99	District Admin Support Services			
100	320 Non-Certified Support Staff	95,366	95,366	-
101	350 Employee Benefits	71,153	71,153	-
102	410 Professional & Technical	30,000	30,000	-
103	420 Staff Travel	4,000	4,000	-
104	433 Communications	4,500	4,500	-
105	440 Other Purchased Services	20,000	20,000	-
106	445 Liability Insurance	13,000	13,000	-
107	450 Supplies	2,500	2,500	-
108	490 Other Expenses	180	180	-
109	491 Dues & Fees	-	-	-
110	495 Indirect Cost Reimbursement	(72,000)	(72,000)	-
111	510 Equipment			
112	Total District Admin Support Services	168,699	168,699	-
113	600 Operation & Maintenance of Plant			
114	320 Non-Certified Support Staff	98,507	98,507	-
115	350 Employee Benefits	67,102	67,102	-
116	410 Professional & Technical	6,700	6,700	-
117	420 Staff Travel	1,800	1,800	-
118	430 Utility Services	6,745	6,745	-
119	In-Kind Services (water, sewer, garbage)	33,014	33,014	-
120	435 Electricity	107,000	107,000	-
121	436 Heating Fuel	55,000	55,000	-
122	440 Other Purchased Services	12,000	12,000	-
123	443 Repair & Maintenance	22,000	22,000	-
124	445 Property Insurance	22,000	30,000	8,000
125	452 Maintenance Supplies	8,000	8,000	-
126	453 Janitorial Supplies	4,000	4,000	-
127	458 Gas & Oil	1,000	1,000	-
128	491 Dues and Fees			
129	Total Operation & Maintenance of Plant	444,868	452,868	8,000

		FY 21 Approved Budget	FY 21 Budget Revision	Difference
130	700 STUDENT ACTIVITY FUND			
131	Equipment			
132	Certificated Salaries	30,000	30,000	-
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	23,968	(78,872)
137	Other purchased services			-
138	Supplies	17,299		(17,299)
139	Other expenses			-
140	Total Expenditures	182,171	86,000	(96,171)
141	900 Tranfer of Funds			
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	3,495,415	3,495,415	-
147	Excess of Revenues over Expenditures	(0)	(0)	-
148	Beginning Unrestricted/Unassigned Fund Balance		266,885	
	Fund Balance, End of Year		9,420	
149	FOOD SERVICES FUND			
150	Revenue	90,000	90,000	-
151	Expenditures			
152	Non-certificated salaries	50,109	50,109	-
153	Employee Benefits	31,627	31,627	-
154	Staff Travel	1,072	1,072	-
155	Other Purchased Services	3,110	3,110	-
156	Supplies	54,082	54,082	-
157	Total Expenditures	140,000	140,000	-
158	Funds needed from operating fund	(50,000)	(50,000)	-

**Alaska Department of Education & Early Development - School Finance
FY2021 District Operating Fund Budget
Signature Page**

School District Name: Hoonah City School District

Proj. District ADM: 124
brick & mortar ADM + correspondence ADM

Proj. Intensive count: 8

Proj. SPED count: 27
Total SPED student count

Prepared by: Amy B. Stevenson, Business Manager 6/19/2020
Signature/Title Date

Phone Number: (907) 945-3611 Ext 224

Approved by: _____ 6/19/2020
Superintendent's Signature Date

Approval of City/Borough Official of Local Contribution designated on Page 3:

Official Signature/Title Date

**Alaska Department of Education & Early Development - School Finance
FY2021 District Operating Fund Budget Summary**

Hoonah City School District
District Name

Beginning Fund Balance: July 1, 2020 (Subject to 10% Limit per AS 14.17.505(a))	266,885
(Excluded from the 10% Limit)	<u>240,886</u>
Total Beginning Fund Balance	<u><u>\$ 507,771</u></u>

Revenue

010 City/Borough Appropriations	(1)	<u>483014</u>
030 Earnings on Investments	(2)	<u>1500</u>
040 Other Local Revenues	(3)	<u>5000</u>
041 Tuition from Students	(4)	<u>0</u>
042 Tuition - Other Districts	(5)	<u>0</u>
047 E-Rate Program	(6)	<u>33600</u>
050 State Sources	(7)	<u>2714836</u>
100 Federal Sources - Direct	(8)	<u>0</u>
150 Federal Sources - Through the State	(9)	<u>0</u>
190 Federal Sources - Other Agencies	(10)	<u>0</u>
250 Transfers From Other Funds	(11)	<u>0</u>
Total Revenue		<u><u>\$ 3,237,950.00</u></u>

Expenditures

100 Instruction	(12)	<u>1354700</u>
200 Special Education Instruction	(13)	<u>728802</u>
220 Special Education Support Services	(14)	<u>122000</u>
300 Support Services - Students	(15)	<u>0</u>
350 Support Services - Instruction	(16)	<u>164119</u>
400 School Administration	(17)	<u>114946</u>
450 School Administration Support Services	(18)	<u>76777</u>
510 District Administration	(19)	<u>176504</u>
550 District Administration Support Services	(20)	<u>168699</u>
600 Operations and Maintenance of Plant	(21)	<u>452868</u>
700 Student Activities	(22)	<u>86000</u>
780 Community Services	(23)	<u>0</u>
900 Other Financing Uses	(24)	<u>50000</u>
Total Expenditures		<u><u>\$ 3,495,415.00</u></u>

Ending Fund Balance: June 30, 2021 (Subject to 10% Limit per AS 14.17.505(a))	9,420 **
(Excluded from the 10% Limit)	<u>240,886</u>
Total ending Fund Balance	<u><u>\$ 250,306</u></u>

** Must be greater than or equal to zero

**Alaska Department of Education & Early Development - School Finance
FY2021 District Operating Fund Budget Revenues**

noonah City School District
District Name

010 City/Borough Appropriations	<i>Amount</i>
011 City/Borough Direct Appropriation	450,000
012 City/Borough "In-Kind"	_____
(detail descriptions & dollar amts required for in-kind or budget will be returned)	
Water/Sewer/Garbage	33,014
_____	_____
_____	_____
Total City/Borough Appropriations	\$ 483,014
	<small>Transferred to (1) on page 2</small>
030 Earnings on Investments	
030 Earnings on Investments	1,500
Total Earnings on Investments	\$ 1,500
	<small>Transferred to (2) on page 2</small>
040 Other Local Revenues	
040 Other Local Revenues - Identify:	
Facility Rentals	5,000
_____	_____
_____	_____
_____	_____
Total Other Local Revenues	\$ 5,000
	<small>Transferred to (3) on page 2</small>
041 Tuition from Students	
041 Tuition from Students	_____
Total Tuition from Students	\$ -
	<small>Transferred to (4) on page 2</small>
042 Tuition - Other Districts	
042 Tuition	_____
Total Tuition - Other Districts	\$ -
	<small>Transferred to (5) on page 2</small>
047 E-Rate Program	
047 E-Rate Program Revenue	33,600
Total E-Rate Program	\$ 33,600
	<small>Transferred to (6) on page 2</small>

**Alaska Department of Education & Early Development - School Finance
FY2021 District Operating Fund Budget Revenues**

Hoonah City School District
District Name

050 State Sources (051 includes quality schools grants)

	<i>Amount</i>
51 Foundation Program	<u>2499983</u>
55 Supplemental Aid	<u> </u>
56 TRS On-Behalf Payments	<u>177238</u>
57 PERS On-Behalf Payments	<u>37615</u>
59 Tuition	<u> </u>
90 Other State Revenues - Identify	<u> </u>

Total State Sources

\$ 2,714,836
Transferred to (7) on page 2

100 Federal Sources - Direct

- 110 Impact Aid (Public Law 874 (100%))
- 140 Other Federal Revenue - **Identify**

Total Federal Sources - Direct

\$ -
Transferred to (8) on page 2

150 Federal Sources - Through the State of Alaska - Identify:

Total Federal Sources - Through the State of Alaska

\$ -
Transferred to (9) on page 2

190 Federal Sources - Other Agencies - Identify:

Total Federal Sources - Other Agencies

\$ -
Transferred to (10) on page 2

250 Transfers From Other Funds - Identify:

Total Transfers From Other Funds

\$ -
Transferred to (11) on page 2

Total Projected Revenues

\$ 3,237,950

**Alaska Department of Education & Early Development - School Finance
FY2021 District Operating Fund Budget Expenditures**

oonah City School District
District Name

Function 100 Instruction	Amount	Personnel FTE
Salaries		
310 Certificated Salaries	741,378	10
320 Non-Certificated Salaries	5,000	Substitutes
Total Salaries	<u>\$ 746,378</u>	
Employee Benefits		
360 Employee Benefits	575322	
380 Housing Allowance/Subsidy		
390 Transportation Allowance		
Total Employee Benefits	<u>\$ 575,322</u>	
Total Salaries & Employee Benefits	<u>\$ 1,321,700</u>	
Non-Personnel		
410 Professional and Technical Services		
419 Chief Administrator Contract Services		
420 Staff Travel		
425 Student Travel		
430 Utility Services		
435 Energy		
440 Other Purchased Services	8000	
445 Insurance and Bond Premiums		
450 Supplies, Materials and Media	25000	
480 Tuition and Stipends		
490 Other Expenses - Identify:		

510 Equipment		
Total Non-Personnel	<u>\$ 33,000</u>	
Total Salaries, Benefits, Non-Personnel	<u>\$ 1,354,700</u>	

Transferred to (12) on page 2

**Alaska Department of Education & Early Development - School Finance
FY2021 District Operating Fund Budget Expenditures**

Hoonah City School District
District Name

Function 200 Special Education Instruction	Amount	Personnel FTE
Salaries		
310 Certificated Salaries	140,072	2
320 Non-Certificated Salaries	279,211	8
Total Salaries	<u>\$ 419,283</u>	
Employee Benefits		
360 Employee Benefits	302819	
380 Housing Allowance/Subsidy		
390 Transportation Allowance		
Total Employee Benefits	<u>\$ 302,819</u>	
Total Salaries & Employee Benefits	<u>\$ 722,102</u>	
Non-Personnel		
410 Professional and Technical Services		
420 Staff Travel	1200	
425 Student Travel		
430 Utility Services		
435 Energy		
440 Other Purchased Services	500	
445 Insurance and Bond Premiums		
450 Supplies, Materials and Media	5000	
480 Tuition and Stipends		
490 Other Expenses - Identify:		

510 Equipment		
Total Non-Personnel		\$6,700
Total Salaries, Benefits, Non-Personnel		<u>\$ 728,802</u>

Transferred to (13) on page 2

Alaska Department of Education & Early Development - School Finance FY2021 District Operating Fund Budget Expenditures

Hoonah City School District
District Name

Page 7

Function 220 Special Education Support Services - Students	Amount	Personnel FTE
Salaries		
310 Certificated Salaries		
320 Non-Certificated Salaries		
Total Salaries	\$ -	
Employee Benefits		
360 Employee Benefits		
380 Housing Allowance/Subsidy		
390 Transportation Allowance		
Total Employee Benefits	\$ -	
Total Salaries & Employee Benefits	\$ -	
Non-Personnel		
410 Professional and Technical Services	120000	
419 Chief Administrator Contract Services		
420 Staff Travel	2000	
425 Student Travel		
430 Utility Services		
435 Energy		
440 Other Purchased Services		
445 Insurance and Bond Premiums		
450 Supplies, Materials and Media		
480 Tuition and Stipends		
490 Other Expenses - Identify:		

510 Equipment		
Total Non-Personnel	\$ 122,000	
Total Salaries, Benefits, Non-Personnel	\$ 122,000	

Transferred to (14) on page 2

Alaska Department of Education & Early Development - School Finance FY2021 District Operating Fund Budget Expenditures

oonah City School District
District Name

Function 300 Support Services - Students

Salaries

310 Certificated Salaries

320 Non-Certificated Salaries

Total Salaries

Employee Benefits

360 Employee Benefits

380 Housing Allowance/Subsidy

390 Transportation Allowance

Total Employee Benefits

Total Salaries & Employee Benefits

Non-Personnel

410 Professional and Technical Services

420 Staff Travel

425 Student Travel

430 Utility Services

435 Energy

440 Other Purchased Services

445 Insurance and Bond Premiums

450 Supplies, Materials and Media

480 Tuition and Stipends

490 Other Expenses - Identify:

510 Equipment

Total Non-Personnel

Total Salaries, Benefits, Non-Personnel

Amount

Personnel FTE

Total Salaries	\$ -	
Total Employee Benefits	\$ -	
Total Salaries & Employee Benefits	\$ -	

\$ -

\$ -

Transferred to (15) on page 2

Alaska Department of Education & Early Development - School Finance FY2021 District Operating Fund Budget Expenditures

Hoonah City School District
District Name

Page 9

Function 350 Support Services - Instruction

	Amount	Personnel FTE
Salaries		
310 Certificated Salaries	15,000	<u>Extra Duty Stipends</u>
320 Non-Certificated Salaries		
Total Salaries	<u>\$ 15,000</u>	
Employee Benefits		
360 Employee Benefits	4914	
380 Housing Allowance/Subsidy		
390 Transportation Allowance		
Total Employee Benefits	<u>\$ 4,914</u>	
Total Salaries & Employee Benefits	<u>\$ 19,914</u>	

Non-Personnel

410 Professional and Technical Services	70000	
420 Staff Travel	5705	
425 Student Travel		
430 Utility Services	45000	
435 Energy		
440 Other Purchased Services		
445 Insurance and Bond Premiums		
450 Supplies, Materials and Media	23500	
480 Tuition and Stipends		
490 Other Expenses - Identify:		

510 Equipment		
Total Non-Personnel	<u>\$ 144,205</u>	
Total Salaries, Benefits, Non-Personnel	<u>\$ 164,119</u>	

Transferred to (16) on page 2

**Alaska Department of Education & Early Development - School Finance
FY2021 District Operating Fund Budget Expenditures**

Hoonah City School District
District Name

Function 400 School Administration

	Amount	Personnel FTE
Salaries		
310 Certificated Salaries	68,607	0.5
Total Salaries	<u>\$ 68,607</u>	
Employee Benefits		
360 Employee Benefits	39689	
380 Housing Allowance/Subsidy		
390 Transportation Allowance		
Total Employee Benefits	<u>\$ 39,689</u>	
Total Salaries & Employee Benefits	<u>\$ 108,296</u>	
 Non-Personnel		
410 Professional and Technical Services		
419 Chief Administrator Contract Services		
420 Staff Travel	5000	
425 Student Travel		
430 Utility Services		
435 Energy		
440 Other Purchased Services		
445 Insurance and Bond Premiums		
450 Supplies, Materials and Media	1000	
480 Tuition and Stipends		
490 Other Expenses - Identify:		
Principal Annual Memberships	650	
510 Equipment		
Total Non-Personnel	<u>\$ 6,650</u>	
Total Salaries, Benefits, Non-Personnel	<u>\$ 114,946</u>	

Transferred to (17) on page 2

**Alaska Department of Education & Early Development - School Finance
FY2021 District Operating Fund Budget Expenditures**

Hoonah City School District
District Name

Function 450 School Administration Support Services

	Amount	Personnel FTE
Salaries		
320 Non-Certificated Salaries	39,287	1
Total Salaries	<u>\$ 39,287</u>	
Employee Benefits		
360 Employee Benefits	27549	
380 Housing Allowance/Subsidy		
390 Transportation Allowance		
Total Employee Benefits	<u>\$ 27,549</u>	
Total Salaries & Employee Benefits	<u>\$ 66,836</u>	
Non-Personnel		
410 Professional and Technical Services		
420 Staff Travel	1500	
425 Student Travel		
430 Utility Services		
435 Energy		
440 Other Purchased Services	7441	
445 Insurance and Bond Premiums		
450 Supplies, Materials and Media	1000	
480 Tuition and Stipends		
490 Other Expenses - Identify:		

510 Equipment		
Total Non-Personnel	<u>\$ 9,941</u>	
Total Salaries, Benefits, Non-Personnel	<u>\$ 76,777</u>	

Transferred to (18) on page 2

**Alaska Department of Education & Early Development - School Finance
FY2021 District Operating Fund Budget Expenditures**

Hoonah City School District
District Name

Page 12

Function 510 District Administration

	Amount	Personnel FTE
Salaries		
310 Certificated Salaries	<u>68,607</u>	<u>0.5</u>
320 Non-Certificated Salaries		
Total Salaries	<u>\$ 68,607</u>	
Employee Benefits		
360 Employee Benefits	<u>39689</u>	
380 Housing Allowance/Subsidy		
390 Transportation Allowance		
Total Employee Benefits	<u>\$ 39,689</u>	
Total Salaries & Employee Benefits	<u>\$ 108,296</u>	

Non-Personnel

410 Professional and Technical Services	<u>22500</u>	
419 Chief Administrator Contract Services		
420 Staff Travel	<u>22000</u>	
425 Student Travel		
430 Utility Services		
435 Energy		
440 Other Purchased Services	<u>6600</u>	
445 Insurance and Bond Premiums		
450 Supplies, Materials and Media	<u>1536</u>	
480 Tuition and Stipends		
490 Other Expenses - Identify:		
Annual Memberships Supt.	<u>2,500</u>	
Annual Policy Updates & School Board Memberships & MOAs	<u>13,072</u>	
510 Equipment		
Total Non-Personnel	<u>\$ 68,208</u>	
Total Salaries, Benefits, Non-Personnel	<u>\$ 176,504</u>	

Transferred to (19) on page 2

**Alaska Department of Education & Early Development - School Finance
FY2021 District Operating Fund Budget Expenditures**

Hoonah City School District
District Name

Page 13

Function 550 District Administration Support Services

	Amount	Personnel FTE
Salaries		
310 Certificated Salaries		
320 Non-Certificated Salaries	<u>95,366</u>	<u>1.8</u>
Total Salaries	<u>\$ 95,366</u>	
Employee Benefits		
360 Employee Benefits	<u>71153</u>	
380 Housing Allowance/Subsidy		
390 Transportation Allowance		
Total Employee Benefits	<u>\$ 71,153</u>	
Total Salaries & Employee Benefits	<u>\$ 166,519</u>	

Non-Personnel

410 Professional and Technical Services	<u>30000</u>	
420 Staff Travel	<u>4000</u>	
425 Student Travel		
430 Utility Services	<u>4500</u>	
435 Energy		
440 Other Purchased Services	<u>20000</u>	
445 Insurance and Bond Premiums	<u>13000</u>	
450 Supplies, Materials and Media	<u>2500</u>	
480 Tuition and Stipends		
490 Other Expenses - Identify:		
Membership Fee	<u>180</u>	
495 Indirect Costs	<u>(72,000.00)</u>	
510 Equipment		
Total Non-Personnel	<u>\$ 2,180</u>	
Total Salaries, Benefits, Non-Personnel	<u>\$ 168,699</u>	

Transferred to (20) on page 2

**Alaska Department of Education & Early Development - School Finance
FY2021 District Operating Fund Budget Expenditures**

Hoonah City School District
District Name

Function 600 Operations and Maintenance of Plant

	Amount	Personnel FTE
Salaries		
310 Certificated Salaries		
320 Non-Certificated Salaries	<u>98,507</u>	<u>2</u>
Total Salaries	<u>\$ 98,507</u>	
Employee Benefits		
360 Employee Benefits	<u>67102</u>	
380 Housing Allowance/Subsidy		
390 Transportation Allowance		
Total Employee Benefits	<u>\$ 67,102</u>	
Total Salaries & Employee Benefits	<u>\$ 165,609</u>	

Non-Personnel

410 Professional and Technical Services	<u>6700</u>	
420 Staff Travel	<u>1800</u>	
425 Student Travel		
430 Utility Services	<u>94759</u>	
435 Energy	<u>107000</u>	Record Energy in Function 600
440 Other Purchased Services	<u>34000</u>	
445 Insurance and Bond Premiums	<u>30000</u>	
450 Supplies, Materials and Media	<u>13000</u>	
480 Tuition and Stipends		
490 Other Expenses - Identify:		

510 Equipment		
Total Non-Personnel	<u>\$ 287,259</u>	

Total Salaries, Benefits, Non-Personnel

\$ 452,868

Transferred to (21) on page 2

Alaska Department of Education & Early Development - School Finance FY2021 District Operating Fund Budget Expenditures

Hoonah City School District
District Name

Function 700 Student Activities

	Amount	Personnel FTE
Salaries		
310 Certificated Salaries	30,000	
320 Non-Certificated Salaries	11,000	
Total Salaries	\$ 41,000	
Employee Benefits		
360 Employee Benefits	16032	
380 Housing Allowance/Subsidy		
390 Transportation Allowance		
Total Employee Benefits	\$ 16,032	
Total Salaries & Employee Benefits	\$ 57,032	

Non-Personnel

410 Professional and Technical Services		
420 Staff Travel	5000	
425 Student Travel	23968	
430 Utility Services		
435 Energy		
440 Other Purchased Services		
445 Insurance and Bond Premiums		
450 Supplies, Materials and Media		
480 Tuition and Stipends		
490 Other Expenses - Identify:		

510 Equipment		
Total Non-Personnel	\$ 28,968	

Total Salaries, Benefits, Non-Personnel **\$ 86,000**

Transferred to (22) on page 2

**Alaska Department of Education & Early Development - School Finance
FY2021 District Operating Fund Budget Expenditures**

oonah City School District
District Name

Function 780 Community Services

Salaries

310 Certificated Salaries

320 Non-Certificated Salaries

Total Salaries

Employee Benefits

360 Employee Benefits

380 Housing Allowance/Subsidy

390 Transportation Allowance

Total Employee Benefits

Total Salaries & Employee Benefits

Non-Personnel

410 Professional and Technical Services

420 Staff Travel

425 Student Travel

430 Utility Services

435 Energy

440 Other Purchased Services

445 Insurance and Bond Premiums

450 Supplies, Materials and Media

480 Tuition and Stipends

490 Other Expenses - Identify:

510 Equipment

Total Non-Personnel

Total Salaries, Benefits, Non-Personnel

Amount

Personnel FTE

_____	_____	_____
_____	_____	_____
	\$ -	
	=====	
_____	_____	_____
_____	_____	_____
_____	\$ -	
	=====	
	\$ -	
	=====	

\$ -
 =====
 Transferred to (23) on page 2

**Alaska Department of Education & Early Development - School Finance
FY2021 District Operating Fund Budget Expenditures**

Hoonaah City School District
District Name

Function 900 Other Financing Uses

Amount

Transfers To:

550 Transfer to Other Funds

Transfer to Food Service

50,000

Total Other Financing Uses

\$ 50,000
Transferred to (24) on page 2

Alaska Department of Education & Early Development - School Finance FY2021 School Operating Fund Budget TRS/PERS Functional Breakdown

oonah City School District
District Name

The department uses two required revenue object codes, 056 and 057, for the purpose of recording TRS and PERS on-behalf revenue. The full amount of the TRS and PERS on-behalf from all funds must be recorded in the operating fund. The district is to calculate the functional break-out in order to allocate the related on-behalf expenditure.

The district is to use the following allocation method for breaking out the TRS by function.

1) To calculate the TRS on-behalf amount take the difference between the Board Recommended Rate and the Effective Rate and multiply the difference by the total district wide TRS payroll from all funds. You will now have the total dollar amount of the TRS on-behalf for all funds.

2) Divide the (total district wide TRS payroll by function from all funds) by the (total district wide TRS payroll from all funds) to derive a percentage of total district wide TRS payroll by function. 3) The total district wide TRS payroll by function percentage is multiplied by the total TRS on-behalf to come up with the total TRS on-behalf by function to be recorded in the operating fund.

The district is to use the same methodology for recording total PERS on-behalf. The TRS and PERS on-behalf allocations are to be recorded in the schedule below and also included in the employee benefits in each function. The total on-behalf employee benefits by function should reconcile to the total on-behalf revenues recorded from page 4.

	TRS	PERS
Total On-Behalf Revenue from page 4	177238	37615
Function 100 On-Behalf Expenditures	126566.08	
Function 200 On-Behalf Expenditures	24283.46	18671.81
Function 220 On-Behalf Expenditures		
Function 300 On-Behalf Expenditures		
Function 350 On-Behalf Expenditures	2600.46	2706.72
Function 400 On-Behalf Expenditures	11894	
Function 450 On-Behalf Expenditures		2627.26
Function 510 On-Behalf Expenditures	11894	
Function 550 On-Behalf Expenditures		6377.46
Function 600 On-Behalf Expenditures		7231.75
Function 700 On-Behalf Expenditures		
Function 780 On-Behalf Expenditures		
 Total On-Behalf Employee Benefits by Function	 177238	 37615

Note: TRS and PERS on-behalf for Pupil Transportation and Food Service should be included in function 300 and TRS and PERS on-behalf for Construction & Facilities Acquisition should be included in function 600.

AGENDA ITEM > New Business 2.2

 ✓ ACTION

 DISCUSSION

TOPIC: FY 2021 Memorandum of Agreement for Daphne Wright

Background

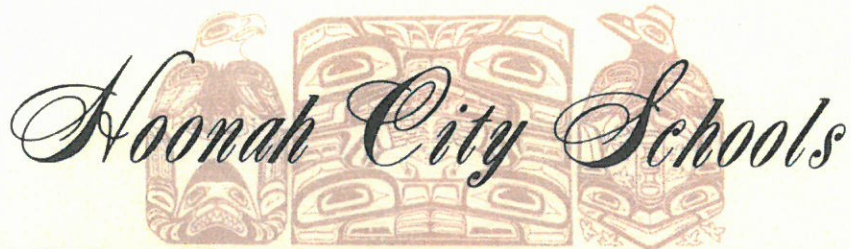
The Hoonah School District contracts out services to access expertise in specialty areas, and provide contracts on a project basis.

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 Daphne Wright for the 2020/2021.



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

**Hoonah City School District
Memorandum of Agreement - Independent Contractor**

Name: Daphne B. Wright, Alaska License #997841

Address: PO Box 497 Hoonah Alaska 99829

Phone: Home (907) 945-3306

Purpose: Provide Tlingit language instruction to all Hoonah City Schools' students in grades K-6 and write the quarterly HCS newsletter.

Charge to: Indian Education and Johnson O'Malley

Period Covered/ Time Frame: September 2020 to June 2021

Rate: Approximately 26 hours per week at \$42.67/Hour, not to exceed \$40,000.

This MOA is dependent on Contractor possessing a valid Alaska Type A teaching certificate or an Alaska Type M certificate.

Contractor will invoice Hoonah City Schools quarterly for services performed.

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

Approval:
Business Manager: _____ Date: _____

Superintendent: _____ Date: _____

Independent Contractor _____ Date: _____