

**HOONAH CITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
October 15, 2020**

BOARD MEMBERS PRESENT VIA VIDEOCONFERENCING:

Karen Hinchman, Esther Heath-Mills, Dillon Styers, and Harold Houston. Amy Courtney's absence was excused

SUPERINTENDENT/PRINCIPAL PRESENT: Ralph Watkins

OTHERS PRESENT: Anne Sharclane, Recording Secretary; Amy Stevenson Business Manager; Reigna Sharclane, Kim Steadman, and Jora Savland

VIRTUAL ATTENDANCE: Jeremiah Byers, Maintenance, Elizabeth Mair, Norma Holmgaard, Jamie Erickson, Joan Martin, Veronica Dalton, Deborah Badertscher, Michael Akes, and Mark Smith.

CALL TO ORDER: Dillon called the meeting to order at 7:28 P. M.

PLEDGE OF ALLEGIANCE: Esther lead us in the Pledge of Allegiance

OATH OF OFFICE: Esther Heath-Mills, Karen Hinchman and Dillon Styers.

REORGANIZATION OF THE BOARD: Dillon Styers was elected Board President, Amy Courtney was elected Vice President and Esther Heath-Mills was elected Secretary/Treasurer.

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

CORRESPONDENCE TO THE BOARD:

- Dillon thanks Harold for his service as Board President

AGENDA REVISIONS:

- None

ADOPTION OF AGENDA: M/S Harold Houston, Esther Heath-Mills move to approve the agenda as presented. Discussion: None

Voice Vote: KH;YES, EH-M;YES, DS;YES HH;YES.

The motion passes.

APPROVAL OF MINUTES:M/S Esther Heath-Mills, Harold Houston move to approve the minutes of Regular board meeting on September 17, 2020 as presented.

Discussion: None

Voice Vote: KH;YES, EH-M;YES, DS;YES HH;YES.

The motion carries.

BOARD CALENDAR

- No additions

PUBLIC COMMENTS (THREE MINUTE TIME LIMIT EACH):

- None

ADMINISTRATIVE REPORT:

- A. **Chief Administrator's Report - Ralph Watkins**
 - Written report
- B. **Business Office Report - Amy Stevenson**
 - Written report
- C. **Grant Report-Norma Holmgaard**
 - Written Report
- D. **Maintenance Report-Jeremiah Byers**
 - Written Report
- E. **Board & Committee Reports – Dillon Styers**
 - Verbal Reports

New Business

1.0 MOA Chez Alaska Cooking School

M/S Harold Houston, Karen Hinchman move that the Board of Education approve the Memorandum of Agreement for the Fall Semester of 2020/2021 for Chez Alaska Cooking School.

Discussion: Harold: There is some discussion about normal process and question if we are out of compliance with the state.

Voice Vote: KH;YES, EH-M;YES, DS;YES HH;YES.

The motion **passes**.

1.1 MOA Scott Burton Productions, LLC

M/S Harold Houston, Karen Hinchman move that the Board of Education approve the Memorandum of Agreement for the Fall Semester of 2020/2021 for Scott Burton Productions,LLC.

Discussion: Ralph gives a brief explanation of elective classes for new board members.

Voice Vote: KH;YES, EH-M;YES, DS;YES HH;YES.

The motion **passes**.

1.2 MOA Alaska Academy of Advanced Cosmetology and Massage

M/S Harold Houston, Esther Heath-Mills move that the Board of Education approve the Memorandum of Agreement for the Fall Semester of 2020/2021 for Alaska Academy of Advanced Cosmetology.

Discussion: Harold thanks Kim whom is in the audience for teaching an enjoyable class. The kids love it!

Voice Vote: KH;YES, EH-M;YES, DS;YES HH;YES.

The motion passes.

DISCUSSION ITEMS

- **Elective Credits-Ralph proposes changing the elective requirement to 8 instead of 10. It is challenging for students to achieve 10 credits by the time they graduate. He suggests moving the 2 credits to math and science which makes them more ready for college.**
- **November Budget Workshop-Date set for Saturday November 14 from 9 am till 12 noon to go over current budget.**

PUBLIC COMMENTS (THREE-MINUTES)

- **Kim Steadman congratulates new board members. She is in favor of the credit requirement change and thanks Ralph for giving students the opportunity for career pathways.**

COMMENTS FROM BOARD

- **Harold Houston welcomes Karen Hinchman to the board, and also Esther and Dillon as returning board members. He looks forward to serving with everyone.**
- **Dillon seconds welcome.**
- **Esther Heath-Mills asks to volunteer to create a board calendar with important dates to stay on track.**

FUTURE AGENDA ITEMS

- **Board Goals & Committees**

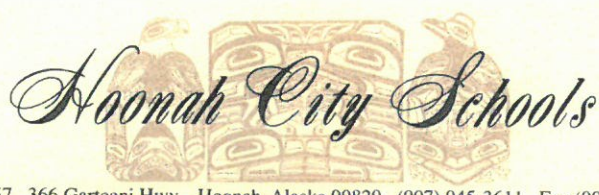
ADJOURNMENT: Meeting adjourned at 8:29 pm.

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.



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

SIGN IN SHEET

Meeting: Regular Board Meeting Date: October 15, 2020

Public Comments

Name (please print)	Subject	Telephone Number
1. <i>Kimberly Steadman</i>		<i>923-3345</i>
2.		
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Public Comment and Communications

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

Three minutes per speaker.

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

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

**Thursday, October 15, 2020
7:00 PM - REGULAR BOARD MEETING**

Located in the School Library

Seating available for 10-Meeting will also be virtual

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MEETING AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

OATH OF OFFICE-New Board Member

REORGANIZATION OF THE BOARD

ROLL CALL (ESTABLISH QUORUM)

CORRESPONDENCE TO THE BOARD

AGENDA REVISIONS

ADOPTION OF AGENDA

APPROVAL OF MINUTES

Regular Board Meeting-September 17, 2020

BOARD CALENDAR

PUBLIC COMMENTS (THREE MINUTES PER SPEAKER)

ADMINISTRATIVE REPORTS

- A. Administrator's Report - Ralph Watkins, Written**
- B. Business Office Report - Amy Stevenson, Written**
- C. Grant Report - Norma Holmgaard, Written**
- D. Maintenance Report - Jeremiah Byers, Written**
- E. Board & Committee Reports -**

NEW BUSINESS:

1.0 MOA Chez Alaska Cooking School

1.1 MOA Scott Burton Productions, LLC

1.2 MOA Alaska Academy of Advanced Cosmetology and Massage

DISCUSSION ITEMS

- Elective Credits**
- November Budget Workshop**

PUBLIC COMMENTS (THREE MINUTES PER SPEAKER)

COMMENTS FROM BOARD MEMBERS

FUTURE AGENDA ITEMS

ADJOURNMENT

NEXT MEETING DATES:

- Regular Board Meeting-November 19, 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.

October

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 MAPS TESTING	2 MAPS TESTING	3
4	5 MAPS TESTING	6 MAPS TESTING	7 MAPS TESTING	8	9	10
11	12 Beginning of 2-week Elective Phase	13	14 Picture Day	15 Regular Board Meeting @ 7pm	16 Family Engagement Night 5-6pm-Cafeteria	17
18	19 No School Teacher In-Service	20	21 Principal Round Table 6-7pm-Cafeteria	22	23	24
25	26 Beginning of 4-week Core Phase	27	28	29	30	31

November

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5 End of 1 st Qtr.	6 Teacher Workday-No School for Students	7
8	9	10	11	12	13	14
15	16	17	18	19 Regular Board Meeting	20	21
22	23 Beginning of 2-week Elective Phase	24	25	26 Happy Thanksgiving No School	27 Thanksgiving Break No School	28
29	30					

October 15th Regular School Board Meeting
Superintendent/Principal Board Report

October is the official start of count month. The Fall OASIS (aka 20-day count) determines your state funding. Districts report the students that they have enrolled and how many days they were enrolled. Our current enrollment is up to 139 students. As October is count month this bodes well for the district. Based on our projection of 125 students. This represents an 11% increase in enrollment.

GOAL 1: Student Learning

OBJECTIVE 2

Produce an increasing graduation rate: Goal 100%.

This week we started our first session of elective phases. This year's phases include: Graphic art, cosmetology, broadcasting, trades exploration (small engines, welding, carpentry, and heavy equipment), robotics, driver's education, and creative writing. Included also is academic success designed to support students who would like to take an additional core class or in need of credit recovery.

GOAL 1: Student Learning

OBJECTIVE 2

Produce an increasing graduation rate: Goal 100%.

I would like to propose a change in the HCSD graduation credit requirement. Currently HCSD requires 23 credits to receive a diploma from our district. 3 math, 4 language arts, 2 science, 3 social studies, ½ credits in health, ½ credit in P.E, and 10 electives. While the state has requirements for graduation it also has recommendations. These recommendations are based on most college admissions expectations and scholarship requirements. EX; The Alaska Performance Scholarship requires a 4x4. 4 math, science, social studies, and language arts along with 8 electives and the ½ credit of health and P.E for a total of 21 credits. In previous conversations about this it was mentioned that a reduction in the amount of credits could give the impression of a laxing of rigor. This is false. It should be noted that a student can take the additional courses and since they would be more than the state requirements they would fall into the elective category.

Currently we offer only 2 sciences if we required 4 then we would build those into our curriculum continuum. This is similar with social studies and math. Please see the attached state recommendations for graduation.

This is also a discussion item on this week's agenda

Goal 2: Stakeholder satisfaction

Objective: Improve communication with all stakeholders

Activity: Principal Round Table

Our first Principal Round table will be held on the 21st of October at 6pm. On the agenda is a review of our current assessment data, Smart Start Plan, and PBIS

Goal 3: Employee Development

Objective:

Activity: Staff in-service

October 19th is an all staff in-service. This in-service will focus on our preparation for a transition to distance learning. There will be a training on the Canvas Learning System (<https://www.instructure.com/canvas/about>)watch the video for a look at Canvas. There will be a session on Powerschool, PBIS, and our Social Worker Elizabeth Mair will be doing a session on self-care as part of our trauma responsive practices.

Goal 4: Support Systems

Objective: Adding additional staff

Activity: Hiring DO staff, cafeteria staff, and custodial support

Hats off the HCSD staff for working tirelessly to keep up with the demands of this new normal. There is a recognition that even with the willingness of everyone to pick up a little extra the fact remains we need more bodies. We have interviewed two candidates for the open Board Secretary position and will have that person starting next week. A permanent person has been hired to fill; the open cafeteria position. We are advertising for a half-time custodian to support the extra cleaning that needs to be done as well as picking up the extra cleaning of the city gym. This position is of utmost importance as our maintenance director has been picking up the slack in the cleaning duties and it is keeping him from the important work of building maintenance.

High School Graduation Requirements*

The state requires public school students to complete a minimum of 21 units of credit in order to graduate from high school. The state specifies 13 of those required units of credit. The recommended units will better help prepare students for scholarships and postsecondary education opportunities.

Language Arts

Recommended units: 4

Required units: 4

Courses may include: composition, speech and debate, creative writing, American or world literature.

Math

Recommended units: 4

Required units: 3 Courses may include: algebra I & II, geometry, calculus, statistics, trigonometry.

Social Studies Units

Recommended units: 4

Required units: 3, including 0.5 units in Alaska history

Courses may include: American or world history, geography, economics, government/civics, sociology.

Science Units

Recommended units: 4

Required units: 2

Courses may include: physical or earth science, biology, chemistry, physics

P.E./Health Units

Recommended units: 2

Required units: 1

Electives

Arts

Required units: 8

Recommended units: 1

World Language

Recommended units: 2 in the same world, Alaska Native, or American Sign language

TOTAL # Units

Required to graduate: 21

*These are the state's minimum requirements and recommended units for Alaska public high school graduation. It is common for public school districts to have additional credit requirements for graduation. Private schools determine their own credit requirements for graduation. Please check with your school guidance counselor to get help planning your course curriculum.

October 8, 2020

MEMORANDUM

TO: HCS D Board of Education

FROM: Amy Stevenson, Business Manager

RE: October Report

Current Information:

1. AP Files set up
2. Payroll and HR files for new staff are completed
3. Payroll info for returning employees has been updated
4. All first payrolls for returning staff and new are completed
5. Submitted First Day Certified Vacancy report to DEED
6. Submitted FY 21 School Verification form to DEED
7. Accounts payables and all orders are completed when I have time available to process them.
8. General fund and grant budgets almost completed in ADS
9. Orders up-to-date
10. Bank reconciliations for July and August completed
11. Picking up school mail daily

Next Steps:

1. The bank reconciliation for September needs to be done.
2. October 15 payroll needs to be done next week.
3. First quarter grant reimbursement need to be done for all grants
4. First quarter Form 941 and ESD needs to be completed
5. Daily lunch counts for 3 lunch periods of Elementary and High School lunches.
6. Enter NSLP Breakfast/Lunch data into the Primero system at the beginning of November so October reimbursement request can be done.
7. Staff Accounting is due October 15 for Classified and Certified.
8. Fall Oasis report due in November 6th
9. Per Pupil Expenditure Report due in November
10. Look to see if a budget revision needs to be done. Since our student count is up then this will have to happen.
11. Deposits done as received
12. Filing
13. Journal entries as needed
14. Set up my financial board reports for FY 2021 when all budgets are known and in for grants.
15. Budget for grants put into our accounting software
16. Accounts payables as needed
17. Orders as needed
18. Work on destruction of old records per the State of Alaska's School District Model Records Retention and Disposition Schedule.

Hoonah City Schools
Year to Date - 7/1/2020-6/30/21

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	\$450,000.00	\$0.00	\$0.00	\$450,000.00	100.00%	
100-0000-10-40120	CITY - IN-KIND SERVICES	33,014.00	0.00	0.00	33,253.00	100.00%	
100-0000-10-40300	AVAILABLE FUND BALANCE	257,465.00	0.00	0.00			
100-0000-10-40300	EARNINGS ON INVESTMENTS	1,500.00	0.00	0.00	0.00	100.00%	
100-0000-10-40400	OTHER LOCAL REVENUE	5,000.00	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	2,492,676.00	0.00	409,804.80	2,082,871.20	84.00%	
100-0000-20-40556	TRS ON-BEHALF RELIEF	177,238.00	0.00	0.00	155,747.00	100.00%	
100-0000-20-40557	PERS ON-BEHALF RELIEF	37,615.00	0.00	0.00	26,058.00	100.00%	
100-0000-20-40910	ADJUSTMENT PRIOR YRS FOUND		0.00	0.00	0.00		
100-0000-20-40920	OTHER STATE REVENUE		0.00	0.00	0.00		
100-0000-20-40940	QUALITY SCHOOLS	7,307.00	0.00	0.00	0.00	100.00%	
100-0000-30-41090	PRIOR YR PL81-874	0.00	0.00	0.00	0.00		
100-0000-30-41100	PUBLIC LAW 81-874	0.00	0.00	0.00	0.00		
Report Total:		\$3,495,415.00	\$0.00	\$409,804.80	\$2,787,667.20		

Monthly Expense Report

Accounts summarized by Function	Current Budget	YTD Encumbrances	YTD Expenditures	Remaining Balance	Percent Remaining
1100 REGULAR INSTRUCTION	\$1,354,700.00	\$2,322.79	\$127,135.33	\$1,225,241.88	90.44%
2000 SPECIAL EDUCATION INSTRUCTION	728,802.00	0.00	43,449.94	685,352.06	94.03%
2200 SPEC ED SUPPORT SVCS - STUDENTS	122,000.00	0.00	20,698.00	101,302.00	83.03%
3500 SUPPORT SERVICES - INSTRUCTION	35,619.00	0.00	7,999.00	27,620.00	77.54%
3510 SUPPORTING SERVICES-TECHNOLOGY	128,500.00	954.34	3,882.64	123,663.02	96.23%
4000 SCHOOL ADMINISTRATION - PRINCIPAL	114,946.00	0.00	25,062.11	89,883.89	78.19%
4500 SCHOOL ADMIN SUPPORT SVCS - PRINCIPAL	76,777.00	0.00	13,348.02	63,428.98	82.61%
5100 DIST ADMIN - SUPERINTENDENT	127,532.00	0.00	27,278.38	100,253.62	78.61%
5110 SCHOOL BOARD	48,972.00	0.00	5,863.50	43,108.50	88.02%
5500 DISTRICT ADMINISTRATION SUPPORT SVCS	168,699.00	1,280.47	73,641.24	93,777.29	55.58%
6000 OPERATIONS AND MAINTENANCE OF PLANT	452,868.00	0.00	105,286.43	347,581.57	76.75%
7000 STUDENT ACTIVITIES	86,000.00	550.00	985.00	84,465.00	98.00%
9000 TRANSFER TO OTHER FUNDS	50,000.00	0.00	0.00	50,000.00	100.00%
Report Total:	\$3,495,415.00	\$5,107.60	\$454,629.59	\$3,035,677.81	86.84%

Net YTD-Revenue Minus Expense Total: **-\$44,824.79**

Hoonah City School District
State and Federal Grant Report
Hoonah Board of Education
October 8, 2020
Prepared by Norma Holmgaard

Consolidated Grant Programs

Title I, A: 199,166.00

This grant program is awarded to meet the needs of schools with a large population of students living in poverty. HCSD operates a Schoolwide Program with Title I funds. This means that funds are used to benefit the entire school and not just a targeted group of children. The major focus of the FY'21 program is to provide an Early childhood program for 4 and 5-year-olds. This program funds a certified teacher and a paraprofessional.

In addition, funds are used for professional development for all staff members.

Title II A – Class Size Reduction and Professional Development

Transferred to Title I, A.

Title IV A – Innovation and Technology

Transferred to Title I, A.

Lingit Tundata'ani – Demonstration Grant

Current Award: 403,212.00

The Grant Award for the FY'21 school year has been reduced by approximately 250,000.00. This was due to the high unspent balance from the 2019-2020 school year.

The Phase programs of Welding, Construction, Nail Technician, Broadcasting, and Culinary Arts are funded through this program. It is hoped that a master carver can be found to offer Native Carving during the second semester. In addition, the EMT program will be offered second semester if the trainer is available on the scheduled dates.

In addition, the Grant Program also funds a full time Career Counselor and several Instructional Paraprofessionals HCSD is currently advertising for two more full time Instructional Paraprofessionals for this program.

Indian Education

Current Award: 45,595.00

This grant continues to support Native Language Instruction at the elementary level. It also provides funds for supplies and materials for this program.

Federal Programs Advisory Committee

HCSD convenes a group of supportive stakeholders to make recommendations for these programs. This Committee meets three times each year. At this time volunteers for this Committee are being sought. Please forward the name to Mr. Watkins or Norma Holmgaard of anyone you might know who would be interested in providing guidance for these programs.

October 2020 Maintenance report

First, I want to address the email that I sent to the school board. I apologize for bypassing the accepted chain of communication, but I feel all of those concerns had been previously expressed to the correct link in the chain and nothing was being done. My intentions are not to attack any individual only to take actions to protect the students, staff and public who access our school facility as well as protect the school facility itself. I also wanted to move our communications to a written communication as a lot of times things are said and agreed on verbally then disregarded or forgotten.

I believe I should have been included on the conversation for the part time custodial position that is being advertised. I could have helped set a schedule that utilized them and our current custodial staff to best help our facilities as well as meet the cities demands on the care of their facilities which we are utilizing. On multiple occasions superintendent Watkins has expressed to me that he doesn't know what I do around here but is happy there is heat and the building is clean. It's understandable to not have an in-depth knowledge of what other departments do but to then make decisions regarding said department without at least consulting with them seems irresponsible at best.

Another of my concerns was how the PM program was being pushed to the side in favor of me taking on custodial duties which will lead to us losing out on CIP eligibility, which in both of the last two years we would not have applied for had I not pushed the paperwork through at the last minute.. This will also lead to increased energy consumption, increased unexpected repairs, and a decrease in the longevity of our equipment.

When the sprinkler inspector was here superintendent Watkins said he would take over the next cleaning I would be busy for, I noticed him come back in about half an hour but was too busy to speak with him on it then. When I later spoke with him he informed me that he had sprayed bleach in the bathrooms then came back a few minutes later and wiped it off. I informed him of the contact time requirements (needs to remain wet for 5 minutes) and about needing to clean the areas before effective sanitation could take place. The next day he came with me for part of the bathroom and high touch area cleaning and I attempted to explain the different process and the chemicals used before he had to leave to take a phone call half-way through the bathroom portion.

I also mentioned in my email that having untrained staff pick up tasks led to incorrect cleaning and chemical use. I mentioned that I had concerns of the contact time of bleach solution used on the tables being used for lunch, as well as the use of products not safe for food contact surfaces being used on such surfaces. As I am not these staff's supervisor when I mention these issues it often turns into a debate which with my full schedule I often don't have time or energy for. I was supposed to get to do a training on these issues during the in-service and work days before school started.

I addressed that Mr. Watkins had mentioned in the last meeting that I was contracted so I was expected to work the extra hours. My contract is for the position of maintenance supervisor I am happy to work whatever hours are needed to accomplish the tasks related to that position. I also know that in the budget I am listed as ½ maintenance and ½ custodian so I

had previously without complaint worked to accomplish the cleaning possible in those hours as well. I do however have issue with being expected to work as many hours as necessary to complete extra tasks that could easily be dealt with by a custodian or any other staff around, such as freight, providing supplies, cleaning, moving furniture, and other tasks unrelated to maintenance. I had previously been able to let the custodians work overtime, now I am expected to work that time.

I am frustrated by changes to areas of use and times of occupation that we don't even get notified about. I understand that we need to adapt our strategy as we go but improved communication is a must.

My schedule and time has been dictated by the expectations we laid out and agreed on in the smart start committee if there are changes I am unaware of I would be happy to adjust.

It's nice that other staff have enough time in their day to assist with some of the custodial duties but what I am trying to stress here is that there is improper chemical use, a lack of supervision and training, and that I don't have enough time for the duties I was hired to perform while I spend 7.5 hours a day vacuuming, cleaning and sanitizing.

Report

My workload has not changed since the last month. Most of my time has been put towards custodial duties. PM's are only taking place on a as time is available basis prioritized by their impact on safety of the facility.

We had a sprinkler and fire pump inspection to which they noted that we need to get back to running the pump once a week in order to keep the packing lubricated.(which hasn't been happening since the school year started) They mentioned that the sprinkler compressors needed to be drained daily as stated on the side of the compressor(I have found time to do them 1 or 2 times a week when other tasks are not given to me)

We had the fire extinguisher and range hood fire suppression inspection. There are some fire extinguishers that need to have their brackets mounted. I have received a quote to replace the faulty emergency exit signs in the elementary but it will be hard to find time to do the replacements when they are here.

I have had freight once a week.

When these different tasks come up usually one of the daily cleaning and sanitations that the bathrooms as well as sanitation of common area high touch points usually get skipped. We have had other staff do them and they were done improperly (I.e. not cleaning before sanitizing and not allowing proper contact times for chemicals.)

We have not been able to sweep and mop in classrooms as vacuuming the food from breakfast has taken priority.

(September report included for the benefit of our new board member)

If you look through my previous reports you will notice a common theme. I have been stating that we are understaffed in the custodial and maintenance areas. It has never been more glaring than it currently is.

I am having trouble finding any time to accomplish the necessary maintenance tasks (such as daily checks of the boilers, daily drainage of the sprinkler system, daily checks of the air handling units especially since we changed our filters) let alone finding time for the requests that come from other staff. We have a preventative maintenance program that is a requirement from the state and is important in maintaining the aging components of this facility, I have not had time to accomplish these tasks either.

The custodial demands as well as the maintenance demands increase as the winter months arrive. If there are any equipment failures I am unsure how that will be dealt with other than to work additional time.

My schedule

6-9 finish any cleaning and disinfecting corbin wasn't able to get to in the classrooms., disinfect hallways high touch points and then vacuum entire school as well as alternate areas with linoleum for moping as able to (haven't been able to yet and this is the 4th day of school).

9-about 10:30 clean gym floor from previous days lunch as well as cleaning the path between the gym and cafeteria as needed/as able. Then remove trash from the morning breakfast.

10:30-11 lunch or daily maintenance walk through if not requested to do something else. (every day has had something come up.) (the minimum daily maintenance walk through includes checking the boiler pressure and temperature, checking pressures and releasing moisture from the compressors for the sprinkler system, visually and audibly inspect ahus as well as now monitor their pressure change as our filters age. This is not a half hour task.)

11-12:30 spot clean and disinfect bathrooms, and hallway high touch areas (light switches, door handles, counters, and benches. This has taken longer every day as there are usually people in the bathrooms or needing to use them.

12:30-1 lunch or daily maintenance walk through if not requested to do something else. (every day has had something come up.)

1-2:30 spot clean and disinfect bathrooms, and hallway high touch areas (light switches, door handles, counters, and benches. This has taken longer every day as there are usually people in the bathrooms or needing to use them.

Some things requested of me are:

Ensure cleaning supply availability

Order keys

Maintenance report

Investigate remodeling of Erickson building classrooms

Bringing desks and chairs to different areas.

Dealing with unforeseen messes

Meet Ipec so they can check meters for our electricity and heat exchange system.

Replace a door lock core because some staff was unable to open it.

Pick up broken glass around school

freight

Corbin (these times are estimate and reflect ideal conditions)

Resuppling.

20 mins library cleaning and disinfecting dependent on the if stairs are dirty and general use

20-30mins cleaning and disinfecting staff break/supply areas

120 mins elementary classrooms cleaning and disinfecting desks, counters, door handles, light switches, sinks, and chairs

20 mins elementary office area

60 mins for the 4 elementary bathrooms

60 mins for the high school classrooms and office areas

60 mins for the 6 hs bathrooms

20 mins 2 Erickson building classrooms

15 mins 2 Erickson building bathrooms

20 mins remove trash from building to the dumpsters

20 mins walk through and lock up

If additional time available assist with linoleum

Some cleaning items we have yet to deal with but expect are; The woodshop, autoshop, 4 additional areas in the Erickson building, band room.

AGENDA ITEM New Business 1.0

 √ ACTION

 DISCUSSION

TOPIC: Memorandum of Agreement for Fall Semester of 2020/2021 – Independent Contractor – Chez Alaska Cooking School.

Background

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

Status

Administration has identified the additional following consultant is needed to address student needs for Fall Semester of 2020/2021.

Recommendation

I move that we approve the Memorandum of Agreement for the Fall Semester of 2020/2021 for Chez Alaska Cooking School.

A Memorandum of Agreement between
Chez Alaska Cooking School and Hoonah City School District
From October 12, 2020 through February 5, 2021
Business License: 971268

Dates of Service:

- October 12-23, 2020, November 23 – December 4, 2020, January 18, 2021 – February 5, 2021
- Contact Anne Humphrys: 907-723-8801

Course Description: Culinary Arts

Chez Alaska Cooking School will:

- Provide 10 full days of training which will result in the completion of the above course as defined by Chez Alaska Cooking School.
- Allow HCSD to conduct a background check as per HCSD practices
- Provide copy of professional certification to conduct training
- Provide copy of Alaska Business License
- Provide proof of liability insurance
- Provide and/or submit all classroom rosters, attendance records, evaluations and any other necessary documentation for the course
- Submit invoices for payment at the end of the session to include hours of instruction for each instructor if more than one.
- May submit per diem invoice at the beginning of each session if instructor lives outside of Hoonah
- Agrees that all equipment and supplies purchased by the Hoonah City School District remain at the District
- Cover the costs of a substitute at own expense unless HCSD fails to communicate correct program dates.
- Provide instruction as outlined in the proposal from Chez Alaska Cooking School.

Hoonah City Schools will:

- Enroll approximately 12 students in the program
- Provide equipment and materials limited to 600.00 for this program. (This may be a direct purchase from the HCSD or a reimbursement upon receipt of verification of purchase from Chez Alaska Cooking School)
- Pay one instructor from Chez Alaska Cooking School 55.00/hour for a maximum of 210 hours of instruction including 2 planning days upon receipt of invoice that specifies days and hours of work.
- Remit payment within 15 days of receipt of invoice (invoice may not be submitted until session ends)
- Provide space for training
- Reimburse for travel costs (2 round trips) to Hoonah for one instructor if instructor lives outside of Hoonah (upon presentation of receipts)
- Reimburse for lodging upon presentation of lodging receipt or arrange for housing to be billed to the HCSD upon confirmation of days needed.
- Remit per diem of 60.00 per day for one instructor upon submission of invoice

***In the event that enrollment falls below 5 and the session is cancelled, no payment will be made.**

Anne Humphrys:

Chez Alaska Cooking School

Date

Ralph Watkins

Superintendent

Date

Date of Board Approval (Required to be valid)

AGENDA ITEM New Business 1.1

 √ ACTION

 DISCUSSION

TOPIC: Memorandum of Agreement for Fall Semester of 2020/2021 – Scott Burton Productions.

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 Fall Semester of 2020/2021 – Scott Burton Productions, LLC.

Recommendation

I move that we approve the Memorandum of Agreement for the Fall Semester of 2020/2021 Scott Burton Productions, LLC.

A Memorandum of Agreement between
Scott Burton Productions, LLC and Hoonah City School District
for the **October 1, 2020 through February 5, 2021**
AK Business License: 2113187
EIN: 85-2731854

Dates of Service:

- October 12-23, 2020, November 23 – December 4, 2020, January 18, 2021 – February 5, 2021
- Contact Scott Burton; 406-560-7499
3240 Foster AV
Juneau, AK 99801

Contact for Hoonah City School District

Ralph Watkins, Superintendent
watkinsr@hoonahschools.org
Norma Holmgaard, Grant Manager
holmgaardn@hoonahschools.org
Heather Powell, teacher
Powellh@hoonahschools.org

Scott Burton Productions, LLC will lead the student Radio/Broadcasting Program during the three phases listed above.

Days of service are equal to 10 days with students and 1 day of planning and prep for each phase totaling 11 days for each phase.

Scott Burton Productions, LLC will upgrade station equipment and program equipment as needed not to exceed 3500.00

Scott Burton Productions, LLC will secure IT support to address station equipment needs not to exceed 1200.00.

Scott Burton Productions, LLC will communicate regularly with the assigned teacher.

Scott Burton Productions, LLC will provide a short summary of phase accomplishments for program evaluation. Summaries will be sent to Norma Holmgaard and Ralph Watkins.

Should in person teaching be interrupted due to the COVID 19 Pandemic, Scott Burton Productions, LLC will notify HCSD, provide virtual instruction when possible and only invoice HCSD for the hours engaged with students at the rate of 95.00/hour.

Scott Burton Productions, LLC will submit an invoice to HCSD for services and per diem within 15 days of the final day of each phase.

Any Scott Burton Productions, LLC Employee working with students will agree to a background screening through Hoonah City School District as required by Federal Law

Hoonah City Schools will:

- Provide access to Scott Burton Productions, LLC staff to the HCSD based radio station and equipment as needed.
- Register students in the program

- Purchase supplies, equipment and materials as requested up to 3500.00
- Remit payment for monthly detailed invoices within 15 days of receipt
- Utilize HCSD contract with SERRC TechOps if needed
- Agrees to the project budget as stated below:
 - Pay 750.00/day x 33 days of service (Upon receipt of invoice) Maximum: 24,750.00
 - Ratio Technician (Upon receipt of invoice) Maximum: 1200.00
 - Travel, Roundtrip/AK Seaplanes, 8 trips at 198.00/trip Maximum: 1600.00
 - Arrange lodging at 150.00/night x 40 nights Maximum: 6000.00
 - Reimburse 60.00/day for per diem x 33 maximum for on-site work (Upon receipt of invoice) Maximum: 1980.00

Signatures

Scott Burton Productions, LLC: _____

_____ Date

Ralph Watkins _____
Superintendent

_____ Date

Date Approved by HCSD Board of Education:

(Contract may be terminated with 30 notice of either party.)

AGENDA ITEM New Business 1.2

 √ ACTION

 DISCUSSION

TOPIC: Memorandum of Agreement for Fall Semester of 2020/2021 – Alaska Academy of Advanced Cosmetology.

Background

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

Status

Administration has identified the additional following consultant is needed to address student needs for Spring Semester of 2020/2021 – Alaska Academy of Advanced Cosmetology.

Recommendation

I move that we approve the Memorandum of Agreement for the Spring Semester of 2020/2021 for Alaska Academy of Advanced Cosmetology.

A Memorandum of Agreement between
Alaska Academy of Advanced Cosmetology and Massage and Hoonah City School District
From October 2020 through February 2021

Dates of Service:

- October 12 through October 23, 2020 – November 23 through December 4, 2020 – January 18 through February 5, 2021

Contact Kimberly Savland: 907-789-9283

Course Description: Nail Technician Program

Academy of Advanced Cosmetology and Massage will:

- Provide three two-week sessions of full day training which will result in the completion of the above course.
- Allow HCSD to conduct a background check as per HCSD practices
- Provide copies of professional certification to conduct training
- Provide copy of Alaska Business License
- Provide proof of liability insurance
- Provide and/or submit all classroom rosters, attendance records, evaluations and any other necessary documentation for the course
- Submit invoices for payment at the end of each session to include hours of instruction for each instructor if more than one.
- May submit per diem invoice at the beginning of each session if instructor lives outside of Hoonah
- Agrees that all equipment and supplies purchased by the Hoonah City School District remain at the District
- Cover the costs of a substitute at own expense unless HCSD fails to communicate correct program dates.
- Provide direction to HCSD in the payment of licensing fees for students in the program.
- Provide instruction as outlined in the October 25 proposal from the Academy of Advanced Cosmetology and Massage.

Hoonah City Schools will:

- Enroll a minimum of 5 students and a maximum of 8 students in the 3-session course
- Agree that students must be enrolled in all three sessions to receive certifications and credit
- Provide equipment and materials limited to 2000.00 per semester
- Pay Alaska Academy of Advanced Cosmetology 32.50/hour for a maximum of 35 hours per week of instruction upon receipt of invoice for session.
- Remit payment within 15 days of receipt of invoice (invoice may not be submitted until session ends)
- Provide space for training
- Cover substitute trainer costs if substitute is necessary due to HCSD's failure to honor original training dates
- Reimburse for travel costs to Hoonah for one instructor if instructor lives outside of Hoonah (upon presentation of receipts)
- Reimburse for lodging upon presentation of lodging receipt.
- Remit per diem of 60.00 per day for one instructor upon submission of invoice

***In the event that enrollment falls below 5 and the session is cancelled, no payment will be made.**

Kimberly Savland:

Alaska Academy of Advanced Cosmetology Date

Ralph Watkins

Superintendent Date

Date Approved by HCSD Board of Education:

(Contract is not valid until approved by the Hoonah City School District School Board.)