

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

BOARD MEMBERS PRESENT VIA VIDEOCONFERENCING:

Esther Heath-Mills, Amy Courtney, Dillon Styers, Harold Houston

SUPERINTENDENT/PRINCIPAL PRESENT: Ralph Watkins

OTHERS PRESENT: Anne Sharclane, Recording Secretary; Amy Stevenson Business Manager; Jeremiah Byers, Maintenance; Elana Cranston, District Office/Counselor Secretary; Jamie Erickson; Mary Erickson; Michael Akes; Joan Martin; Veronica Dalton; Daphne Wright; Shawn McConnell; Adam Rosenlund; Cristina Contreras

CALL TO ORDER: Dillon Styers called the meeting to order at 7:22 P. M.

PLEDGE OF ALLEGIANCE

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

CORRESPONDENCE TO THE BOARD:

- Board Member Recognition Plaques – Heidi Jewell; Bob Hutton; Grace Villerreal

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;Not Present, EH-M; YES, AC;YES, DS;YES HH;YES.

The motion passes.

APPROVAL OF MINUTES:M/S Harold Houston, Esther Heath-Mills move to approve the minutes of Regular Board meeting on November 19, 2020 as presented.

Discussion: None

Voice Vote: KH;Not Present, EH-M; YES, AC;YES, DS;YES HH;YES.

The motion passes.

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

1.1 Northrim Bank Account Signatures

M/S Amy Courtney, Esther Heath-Mills move that we approve the change in signers on the school's bank accounts by removing Amy Courtney and adding Esther Heath-Mills as a signer.

Discussion: None

Voice Vote: KH;Not Present, EH-M; YES, AC;YES, DS;YES HH;YES.

The motion passes.

1.2 Memorandum of Agreement for Fall Semester 2020/2021 for Sam Sheakley

M/S Esther Heath-Mills, Amy Courtney move that we approve the Memorandum of Agreement for the Fall Semester of 2020/2021 for Samuel Sheakely.

Discussion: NW Herb Sheakley's was not available this semester and was unable to fulfill a proposed MOA. His brother Samuel Sheakley was available. This is why the board is receiving this now instead of during the start of the elective stages.

Voice Vote: KH;Not Present, EH-M; YES, AC;YES, DS;YES HH;YES.

The motion passes.

PUBLIC COMMENTS (THREE-MINUTES)

- None

COMMENTS FROM BOARD

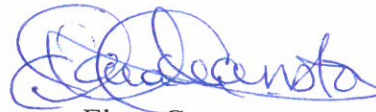
FUTURE AGENDA ITEMS

ADJOURNMENT: Meeting adjourned at 8:34pm.

Respectfully submitted,



Amy Courtney
Board Secretary



Elana Cranston
School Board Secretary

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

**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, November 19, 2020

7:00 PM - REGULAR BOARD MEETING

Via ZOOM

.....
MEETING AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL (ESTABLISH QUORUM)

CORRESPONDENCE TO THE BOARD

Board Member Recognition

AGENDA REVISIONS

ADOPTION OF AGENDA

APPROVAL OF MINUTES

Regular Board Meeting-October 15, 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 Northrim Bank - Account Signature

1.1 Memorandum of Agreement for Fall Semester 2020/2021-Sam Sheakley

DISCUSSION ITEMS

- Virtual Learning**
- COVID Testing for Students and Staff Inside the School**
- Administrative Reports**

PUBLIC COMMENTS (THREE MINUTES PER SPEAKER)

COMMENTS FROM BOARD MEMBERS

FUTURE AGENDA ITEMS

ADJOURNMENT

NEXT MEETING DATES:

- Regular Board Meeting-January 21, 2021**

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.

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 Veterans Day	12	13	14 Board Workshop 9am-noon
15	16	17	18	19 Regular Board Meeting @ 7	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					

December

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Beginning of 4-week Core Phase Begins	8	9	10	11	12
13	14 Virtual Learning	15 Virtual Learning	16 Virtual Learning	17 Virtual Learning	18 Virtual Learning	19
20	21 Winter Break	22 No School	23 Winter Break	24 No School	25 Merry Christmas	26
27	28 No School	29 Winter Break	30 No School	31 Winter Break	1 Happy New Year	2
3	4 Back to School-Virtual Learning	5 Virtual Learning	6 Virtual Learning	7 Virtual Learning	8 Virtual Learning Face to Face Learning starts 1/11/2021	

November 19th 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 2: Stakeholder satisfaction

Objective: Improve communication with all stakeholders

COVID Response Update

As I informed the board on November 12th a student who had been in contact with someone who tested positive for COVID came to school. We got a call from the parent the next day. Following our Smart Start Plan we mobilized and put the plan into action. A meeting was held with the SSPT (Smart Start Planning Team) to discuss next steps. The team agreed that we should immediately move to distance learning. Parents were notified via our school messenger, FB, district website, and phone calls. School was released early and a staff meeting was held to inform staff and answer any questions. Staff members who were out of the building received a phone call to inform them of the situation. During this time leadership was in contact with the city, HIA, and the clinic. School was cancelled on Friday to better prepare for food distribution on Monday. We are planning on remaining in a virtual learning mode until after Thanksgiving. It is our hope that things will be clearer at that time.

Goal 4: Support Systems

Objective: City Gym usage

Activity: Agreement on city gym usage

When we returned to school we knew we would be using the school gym for lunch and would have to find an alternative site for P.E. We contacted the city and after some discussion could not agree upon a price we could afford. After negotiating they have agreed to let the district rent the gym for 20k for the school year. The district will be responsible for the cleaning of the gym after each usage. Up until this time we have not been using the gym. Gym classes have been held outside or in the Erickson Building.

November 13, 2020

MEMORANDUM

TO: HCSD Board of Education

FROM: Amy Stevenson, Business Manager

RE: November Report

Current Information:

1. AP Files set up
2. Payroll is up-to-Date
3. Completed a Summer Food Service Program to transition to due to in person school closer. This give us the flexibility to offer breakfast and lunch for all student enrolled in-person or on-line.
4. Fall Oasis is complete and submitted
5. Certified and Classified Staff Account report was submitted on time for all staff before Oct 15th.
6. Accounts payables and all orders are completed when I have time available to process them.
7. General fund and grant budgets almost completed in ADS
8. Orders up-to-date
9. Bank reconciliations for August completed
10. Picking up school mail daily

Next Steps:

1. The bank reconciliation for September and October needs to be done.
2. November 30th Classified and Certified payroll need to be done next week.
3. Daily lunch counts for 3 lunch periods of Elementary and High School lunches.
4. Submit Sept and Oct breakfast and lunch data for reimbursement.
5. Per Pupil Expenditure Report due in December 15, 2020
6. Look to see if a budget revision needs to be done. Since our student count is up then this will have to happen.
7. Begin work on FY 2022 School Operating Fund budget
8. Begin drafting next school year's teaching, exempt, and extra-curricular contract
9. Begin work on next years MOA for support staff needed for Special Education
10. Deposits done as received
11. Filing
12. Journal entries as needed
13. Set up my financial board reports for FY 2021 when all budgets are known and in for grants.
14. Budget for grants put into our accounting software
15. Accounts payables as needed
16. Orders as needed
17. 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	819,200.00	1,673,476.00	67.00%	
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	\$819,200.00	\$2,378,272.00		

Monthly Expense Report

Accounts summarized by Function	Current Budget			YTD Expenditures	Remaining Balance	Percent Remaining
	Current Budget	YTD Encumbrances	YTD Expenditures			
1100 REGULAR INSTRUCTION	\$1,354,700.00	\$350.84	\$210,623.17	\$1,143,725.99	84.42%	
2000 SPECIAL EDUCATION INSTRUCTION	728,802.00	0.00	108,262.18	620,539.82	85.14%	
2200 SPEC ED SUPPORT SVCS - STUDENTS	122,000.00	0.00	39,706.42	82,293.58	67.45%	
3500 SUPPORT SERVICES - INSTRUCTION	35,619.00	0.00	8,585.25	27,033.75	75.89%	
3510 SUPPORTING SERVICES-TECHNOLOGY	128,500.00	209.78	6,871.81	121,418.41	94.48%	
4000 SCHOOL ADMINISTRATION - PRINCIPAL	114,946.00	0.00	34,242.92	80,703.08	70.20%	
4500 SCHOOL ADMIN SUPPORT SVCS - PRINCIPAL	76,777.00	5,026.43	23,376.61	48,373.96	63.00%	
5100 DIST ADMIN - SUPERINTENDENT	127,532.00	0.00	37,047.67	90,484.33	70.95%	
5110 SCHOOL BOARD	48,972.00	0.00	6,697.19	42,274.81	86.32%	
5500 DISTRICT ADMINISTRATION SUPPORT SVCS	168,699.00	0.00	102,585.94	66,113.06	39.18%	
6000 OPERATIONS AND MAINTENANCE OF PLANT	452,868.00	2,747.70	139,732.50	310,387.80	68.53%	
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	\$8,884.75	\$454,629.59	\$3,035,677.81	86.84%	

Net YTD-Revenue Minus Expense Total: **\$364,570.41**

Hoonah City School District
State and Federal Grant Report
Hoonah Board of Education
November 12, 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. At this time the paraprofessional position has not been filled.

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

Title II A – Class Size Reduction and Professional Development

Most of these funds were transferred to Title IA to support the Early Childhood program. However, HCSD provides a signing bonus for new teachers. This bonus is funded through the remaining Title II funds.

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. (Approximately 500,000.00)

The Phase programs of Welding, Construction, Nail Technician, Broadcasting, Native Wood Carving/NW Art and Culinary Arts are funded through this program. Sam Sheakley is leading the Native Woodcarving program. 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 has filled all grant funded positions except the full time vocational teacher.

A budget revision is being completed to incorporate the unspent balance from FY'20. HCSD will request a no-cost extension to utilize funds through the 2021-2022 school year. A decision should be made by early January 2021.

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 will convene 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 names to Mr. Watkins or Norma Holmgaard of anyone you might know who would be interested in providing guidance for these programs.

Partnership Grants

Library/SAIL Grant with Hydaburg

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

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

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

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

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

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

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

The SCANS Project (Safe Climate for Alaska Native Schools)

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

Schools in this project will begin by improving school climate by implementing a Positive Behavior Intervention System (PBIS). This will be developed by a leadership team and the staff at each school will be trained. The system will include rewards for improved behavior. All schools are to collect behavioral data to measure growth and improvement in school climate.

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

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

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

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

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

STEPS Partnership Grant

This grant is held by the Association of Alaska School Boards (AASB). Currently HCSD is in Year of this program. Activities in this program include Trauma-Informed Practices training for all staff, Culturally Responsive Practices, Summer Culture Camp, Youth, Family and Community Engagement, Post-Secondary College visits, STEM (Science, Math, and Technology) programs. This grant also funds a school social worker.

November 2020 Maintenance report

We have hired a part time custodian which has allowed me to complete and process some of the work orders. I have been targeting work orders submitted by staff and the current fire protection and emergency lighting work orders. I haven't had time to do the previous work orders that had to be put to the side before the hiring of additional staff.

Superintendent Watkins had a meeting to put together a document to obtain snow removal services for the parking lot.

With the school shut down right now we are trying to do a thorough cleaning and disinfecting around the staff that is still in the building. This process has been sped up as we have received the additional spray guns and the accompanying tablets. Unless informed otherwise I will continue to monitor the heating, sprinkler and piping components of the building as well as try to minimize my time in the building and contact with other staff.

AGENDA ITEM New Business 1.0

ACTION

DISCUSSION

TOPIC: Northrim Bank-Account Signature Sheets

Status

In October, the community elected 3 board members and the board re-organized during the October meeting. We need to change the signatures on the bank accounts at Northrim Bank, as we have a new board secretary/clerk.

Recommendation

I move that we approve the change in signers on the school's bank accounts by removing Amy Courtney and adding Esther Heath-Mills as a signer.

AGENDA ITEM New Business 1.1

 √ ACTION

 DISCUSSION

TOPIC: Memorandum of Agreement for Fall Semester of 2020/2021 – Samuel Sheakley

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 – Samuel Sheakley. Herb Sheakly provided this instruction last year but was not available, but his brother, Sam was.

Recommendation

I move that we approve the Memorandum of Agreement for the Fall Semester of 2020/2021 for Samuel Sheakley.

A Memorandum of Agreement between
Samuel Sheakley and Hoonah City School District
From October 2020 2020 through February 2021

Contact Samuel Sheakley 907-723-8284
Email: samuelsheakley@gmail.com
October 12 through October 23
November 23 through December 4
January 18 through February 5
Course Description: Cultural Arts/Form Line/Carving

Samuel Sheakley will:

- Provide six weeks of instruction with each week consisting of 15 hours of instruction
- 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
- Submit invoice for per diem at the beginning of each session if staying away from home in Hoonah
- Agrees that all equipment and supplies purchased by the Hoonah City School District remain at the District as HCSD property
- Secure a substitute if absent from classes.
- Provide student grades in a timely manner.
- Have a clear background screening (conducted by HCSD)

Hoonah City Schools will:

- Agree that students must be enrolled in all six weeks of instruction
- Pay 60.00/day of on-site service for per diem upon receipt of invoice if teacher is not living at home
- Provide equipment and supplies limited to 2000.00 total for the 6 weeks of instruction
- Pay Samuel Sheakley 35.00/hour for up to 90 (maximum of 30 hours per session) hours of instruction which includes planning time for the total of 6 weeks upon receipt of invoice (maximum of 3150.00)
- Remit payment within 15 days of receipt of invoice
- Provide space for training
- Cover substitute trainer costs if substitute is necessary due to HCSD's failure to honor original training dates
- Cover the costs of travel to Hoonah for each phase upon receipt of receipts

Signatures

Samuel Sheakley

Contractor

Date

Ralph Watkins

Superintendent

Date

Date Approved by HCSD Board of Education: _____