

**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, May 16, 2019
7:00 PM
REGULAR BOARD MEETING**

Located in the School Library

.....
MEETING AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL (ESTABLISH QUORUM)

HONORING SCHOOL BOARD STUDENT REPRESENTATIVE ETHAN GRAY

CORRESPONDENCE TO THE BOARD

AGENDA REVISIONS

ADOPTION OF AGENDA

APPROVAL OF MINUTES

Regular Board Meeting-April 18, 2018

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. Grant Director - Norma Holmgaard
- E. SPED Report - Sheryl Ross, Written
- F. Board & Committee Reports - Robert Hutton

OLD BUSINESS

- 1.0 AASB Policy Updates for Articles 0, 1, and 3 for 2nd and Final Reading
- 1.1 FY 2019/2020 School Calendar for 2nd and Final Reading

NEW BUSINESS

- 2.0 FY 2019/2020 Exempt Contract - Jeremiah Byers
- 2.1 FY 2019/2020 Exempt Contract - Amy Stevenson
- 2.2 FY 2019/2020 Memorandum of Agreement - Duffy Wright
- 2.3 FY 2019/2020 Memorandum of Agreement - Petersburg Medical Center
- 2.4 FY 2019/2020 Part-Time Federal Grants Manager Contract - Norma Holmgaard
- 2.5 Approval of Purchase of Security Camera System
- 2.6 AASB Policy Updates for Articles 4 and 5 for 1st Reading
- 2.7 Approval of Gaming as a Supplement to the School Budget

DISCUSSION ITEMS

- Language Summit Travel

PUBLIC COMMENTS (THREE-MINUTES PER SPEAKER)

COMMENTS FROM BOARD MEMBERS

FUTURE AGENDA ITEMS

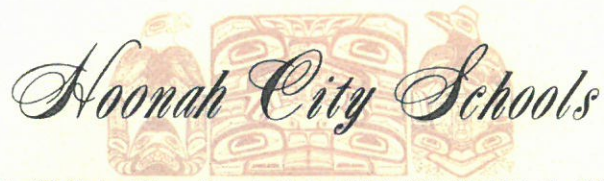
ADJOURNMENT

NEXT MEETING DATES:

- Regular Board Meeting-June 20, 2019

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.



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: May 16, 2019

Public Comments

Name (please print)	Subject	Telephone Number
1. Marti Lee	Gaming for Funding	907 957-3003
2. Paul Miller	School	" 4101
3. Travis Lewis	Sports	
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Public Comment and Communications

Name (please print)	Subject	Telephone Number
13. Jamie Erickson	School	
14. Travis Lewis	Teacher Turn over	
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		

Three minutes per speaker.

**HOONAH CITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING**

April 18, 2019

BOARD MEMBERS PRESENT: Harold Houston, Dillon Styers, Grace Villarreal, Robert Hutton, and Ethan Gray (Student Representative). Heidi Jewell was absent excused.

SUPERINTENDENT/PRINCIPAL: Ralph Watkins

OTHERS PRESENT: Kelli Gretsinger, Recording Secretary, Amy Stevenson, Business Manager, Jeremiah Byers, Maintenance Director, Veronica Dalton, Britta Tonnessen, and Shawn McConnell.

CALL TO ORDER: Robert Hutton called the meeting to order at 6:58 pm.

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

CORRESPONDENCE TO THE BOARD: No Correspondence to the Board.

AGENDA REVISIONS: No revisions.

ADOPTION OF AGENDA: Robert Hutton asked if there was any objection for adopting the Agenda. No objection. Approved by unanimous consent.

APPROVAL OF MINUTES: Robert Hutton asked if there was any objection to adopting the minutes. No objection. Approved by unanimous consent.

BOARD CALENDAR: May 5th will be the celebration of Wilma Davis and Ladonna Dybdahl's Retirement Party at ISP.

PUBLIC COMMENTS (THREE MINUTE TIME LIMIT EACH): No Public Comments.

ADMINISTRATIVE REPORT:

- **Administrator Report – Ralph Watkins** gave a written attached report. He gave a Legislative Update and spoke about the quotes for the Security Cameras.
- **Business Office Report – Amy Stevenson** gave a written attached report.
- **Grant Director's Report – Norma Holmgaard** gave a written attached report. Not present for questions.
- **Maintenance Report – Jeremiah Byers** gave a written attached report.

- **SPED Report – Sheryl Ross** gave a written attached report. Not present for questions.
- **Board Report – Robert Hutton** read a statement. He described a “suggested timeline for policy review and AASB-suggested policy changes. Tonight we have before us the AASB-suggested changes to Articles 0,1 and 3. There are no suggested changes for Articles 2 or 9. He anticipate that we will have second and final readings in May. He would like to have the first readings for Articles 4 and 5 in May, with the idea of completing them with second and final readings in June. Also in June, if anyone has revisions that they would like to suggest for Articles 4 and 5, we can present them for first reading in June. If there are no revisions, we will have the second and final readings of the AASB updates and the annual review process for articles 4 and 5 as per policy AR 9311-R will be considered as having been completed. As for Article 6, there are changes suggested by AASB that has to do with Native ceremonies and observances as well as culturally-responsive education. Because he thinks that it would be a good idea to have input from our Native Education staff before bringing Article 6 revisions before the board, he would like to postpone first readings of Article 6 until August, with second and final readings in September.”

OLD BUSINESS:

1.0 FY 2019/2020 School Operating Fund Budget 2nd and Final Reading

M/S Grace Villarreal, Dillon Styers moved that we approve the FY 20 School Operating Fund Budget in the amount of \$2,979,558 for second and final reading. Discussion: None. **Roll Call Voice Vote: Representative Preferential Vote: Yes, DS-Yes, GV-Yes, HH-Yes, RH-Yes. Motion passes.**

NEW BUSINESS:

2.0 Approval of the 2019-2020 School Calendar for 1st Reading

M/S Dillon Styers, Grace Villarreal moved that we approve the proposed 2019-2020 School Calendar for 1st reading. Discussion: None. **Roll Call Voice Vote: Representative Preferential Vote: Yes, DS-Yes, GV-Yes, HH-Yes, RH-Yes. Motion passes.**

2.1 Memorandum of Agreement for the 2019/2020 School Year

M/S Grace Villarreal, Dillon Styers moved that we approve the Memorandum of Agreement for: Chelsea Wilburn, Kaye Lawson, and Doug Wessen for the 2019/2020 school year. Discussion: None. **Roll Call Voice Vote: Representative Preferential Vote: Yes, DS-Yes, GV-Yes, HH-Yes, RH-Yes. Motion passes.**

2.2 AASB Policy Updates for Articles 0, 1, 3 for 1st Reading

M/S Dillon Styers, Grace Villarreal moved that we put on the table for the first reading the following board policies as recommended by AASB: BP 0100, BP 1000, BP 1260, BP 1311, BP 1312, BP& AR 1312.1, BP 1312.2, BP 1312.3, BP 1330, BP 1400, and BP 3550. Robert Hutton

read a written statement. **“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 be read, and read them.” **Roll Call Voice Vote: Representative Preferential Vote: Yes, DS-Yes, GV-Yes, HH-Yes, RH-Yes. Motion passes.**

DISCUSSION ITEMS:

- **Gaming as a supplement to the school budget:** Grace Villarreal, Ralph Watkins, Amy Stevenson, and Chris Hustman had a meeting to discuss how the gaming and operator process works. Harold Houston and Grace Villarreal are in favor of this. Dillon Styers and Robert Hutton are not in support of it because of ethical issues. It was unsure if this will become an action item by next meeting.
- **Board Workshop and Board Retreat – Dates, topics for agendas:** It was agreed upon that the Board Workshop and Retreat would be combined. Three topics: Board Self-Evaluation, setting Board Goals for the upcoming school year, and setting District Goals. The Board agreed that a Friday evening and all day Saturday would be best. Robert Hutton is going to contact AASB to see if June 14th-15th would work. If these don't work the Board Retreat will be postponed until August.

PUBLIC COMMENTS (THREE MINUTES PER SPEAKER):

- Britta Tonnessen spoke about upcoming events for AWARE and HIA.

COMMENTS FROM THE BOARD:

- **Harold Houston** thanked the audience for coming to the meeting even though they have families. He appreciated them being there.
- **Robert Hutton** announced that there will be an event honoring Ladonna Dybdahl's and Wilma Davis's service to the school. There will be a dinner at Icy Strait Point from 5-7 pm on Sunday, May 5. The cost of the meal is \$25 including tip and beverage, payable in advance to Glenda Hutton or at the door. Please notify Glenda by April 30 if you will be attending. Renee Gray is collecting money for gifts.

FUTURE AGENDA ITEMS:

- **MOAs**
- **Exempt Contracts**
- **Second and Final Reading of Articles 0, 1, and 3**
- **Second and Final Reading of 2019/2020 School Calendar**

ADJOURNMENT: Meeting adjourned at 7:50 pm.

Respectfully submitted,



Dillon Styers
Board Secretary



Kelli D Gretsinger
School Board Secretary

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

May

2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Annual 'Ku.éex' Alumni Gym 10:00 am	4 Jr/Sr Prom
5	6 Elementary Beach Day	7 Senior Last Day	8	9 MS/HS Academic Awards	10 Graduation Night Class of 2019	11
12	13	14 Field Day	15 8 th Grade Promotion	16 Last Day of School Regular Board Meeting	17 Teacher Work Day (Last Day for Teachers)	18
19	20	21	22	23	24	25
26	27 Memorial Day	28	29	30	31	

June

2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Trauma Informed School Conference in MO – Ralph Watkins traveling	18	19	20 Regular Board Meeting	21	22
23 Power School Conference for High School Admin Assistant and Ralph Watkins	24	25	26	27	28 Ralph Watkins and H/S Admin Assistant return from Power School Training	29
30						

May 16th Regular School Board Meeting
Superintendent/Principal Board Report

Since our last board meeting in April here are a few things that have being taking place in support of our district's strategic plan

Legislative update

Nothing new from the legislature. The governor did go on record saying he will not cut public education.

Gov. Dunleavy pledges no K-12 education funding veto — under one condition - Anchorage Daily News

Goal 3: Employee Development

Goal 3: Student Learning

Objective: To make every employee feel valued and increase their capacity to make a difference

Objective: Meet every student's individual learning needs

Activity: Trauma informed Schools Training Report

The trauma informed in-service and partner meeting held on the 25th was very successful. Staff, along with Huna Education and PAT joined us in the training. We discussed the impact of trauma on our students as well as our community. On Friday the staff met with Michelle Byers and discussed what implementation would look like in Hoonah City Schools. Next on the agenda in this implementation process is our leadership team, (myself, Renee Gray, Lora Jett, and Natalia Butcher will be involved in a training specifically designed to help schools with the implementation of trauma informed practices.

Goal 2: Stakeholder satisfaction

Objective: Improve communication with all stakeholders

To improve communication, we administered the climate and connectedness survey. We had a high rate of participation and some very positive results as well as some opportunities for growth. The results of the survey can be found at this link;

<https://secure.panoramaed.com/aasb/understand/2239807/summary>

Activity: City of Hoonah

On Thursday at the City council meeting and ordinance change was discussed that would send the whole of the 1% (291,000) to the school for use in the general fund. The only requirement is that we continue to fund student activities at the current level. I met with the city manager and he informed me that this will take place in July of this year.

Goal 1: Student Learning

Objective: Produce an increasing graduation rate.

Activity: Monitor student growth through data collection

We recently completed our Spring MAP assessment. The results indicated considerable growth across all grade levels. From fall of this year to spring of this year we went from 58% proficiency in reading to 73% proficiency in reading. This is over 30 points higher than the state average. Students were experiencing growth 3 and 4 times higher than the national average of 10 points. For the first time in my tenure of 3 years we will be advancing 1 first grade class to second grade with more than 90% of them reading at or above grade level.

Goal 3: Employee Development

Objective: Educate employees on local and tribal culture

Action 3: Scheduling an in-service for new teachers

Last year as part of teacher in-service we work with Huna Totem to provide information to for incoming staff on the history of our community and the Tlingit people. They shared stories, answered questions, and engaged the staff in an examination of their own culture. This was well received by the staff and Huna Totem. We want to continue this effort of acclimating our new teachers to our community. We have planned another in-service for next years staff. Board members are welcomed to participate.

Upcoming Travel:

June 18th-21st Trauma Informed School Conference. Attending: Renee Gray, Laura Jett, Natalia Bucher

Update on staff positions:

We are still searching for a Math teacher. The applicant pool has all but dried up. I am actively looking online and through national searches as well as local. I will continue to keep the board apprised of my efforts as they happen.

At the time of the meeting interviews for Ladonna's replacement will have taken place. I will inform the board of the outcome of those interviews at our May 16th board meeting.

May 9, 2019

MEMORANDUM

TO: HCSD Board of Education

FROM: Amy Stevenson, Business Manager

RE: May Board Report

Current Information:

1. Extra-Curricular expenses sent to the City of Hoonah for April 2019.
2. FY 2020 School Budget was submitted to the City of Hoonah on April 30 for the City Council approval and Mayor Byer's signature.
3. Deposits up to date.
4. Journal entries are up to date.
5. Payroll action forms are completed for next year's classified staff.
6. April breakfast/lunch counts and FFVP reimbursement is done and sent to DEED
7. The 2020 Impact Aid field review was received back. The US Department of Education is questioning all of the Tlingit and Haida properties claimed, and are not accepting our FY 2020 application. We have until June 15 to submit documentation showing that these properties are in fact eligible ANCSA Land. I have contacted Colleen LaBelle, who is the manager of BIA Land Titles and Records Office to assist the district in researching this. I should be hearing the outcome within a couple of weeks.
8. Processing end of the year payrolls for 10 month employees and full time employees. Submitting TRS, PERS and taxes.

Next Steps:

1. The bank reconciliation for April needs to be done when bank statements are received.
2. Deposits done as received
3. Filing
4. Continued audit prep. Our annual audit is scheduled for July 29th thru August 2nd.
5. End of the year orders.
6. Setting up new files for FY 2020.
7. Continued work on closing out the FY 2019 school year.
8. 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 - 7/1/2018-5/31/2019
 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	\$314,603.00	\$0.00	\$200,000.00	\$114,603.00	36.42%	
100-0000-10-40120	CITY - IN-KIND SERVICES	29,391.00	0.00	0.00	29,391.00	100.00%	
100-0000-10-40300	AVAILABLE FUND BALANCE	151,931.00	0.00	0.00	151,931.00	100.00%	
100-0000-10-40300	EARNINGS ON INVESTMENTS	1,500.00	0.00	392.42	1,107.58	73.83%	
100-0000-10-40400	OTHER LOCAL REVENUE	10,000.00	0.00	5,996.65	4,003.35	40.03%	
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	2,262,178.00	0.00	1,906,195.00	355,983.00	15.73%	
100-0000-20-40556	TRS ON-BEHALF RELIEF	155,726.00	0.00	0.00	155,726.00	100.00%	
100-0000-20-40557	PERS ON-BEHALF RELIEF	26,078.00	0.00	0.00	26,078.00	100.00%	
100-0000-20-40940	QUALITY SCHOOLS	6,858.00	0.00	6,858.00	0.00	0.00%	
100-0000-30-41090	PRIOR YR PL81-874	0.00	0.00	55,877.55	(55,847.55)		
100-0000-30-41100	PUBLIC LAW 81-874	112,125.00	0.00	209,533.58	(97,408.58)	-86.87%	
Report Total:		\$3,103,990.00	\$0.00	\$2,384,853.20	\$719,166.80		

Monthly Expense Report

Accounts summarized by Function	Current Budget			YTD Expenditures	Remaining Balance	Percent Remaining
	Current Budget	YTD Encumbrances	YTD Expenditures			
1100 REGULAR INSTRUCTION	1,083,656.00	0.00	744,479.82	339,176.18	31.29%	
2000 SPECIAL EDUCATION INSTRUCTION	631,471.00	489.93	493,508.78	137,472.29	21.77%	
2200 SPEC ED SUPPORT SVCS - STUDENTS	153,441.00	0.00	78,147.64	75,293.36	49.06%	
3500 SUPPORT SERVICES - INSTRUCTION	30,288.00	1,048.92	9,200.76	20,038.32	66.15%	
3510 SUPPORTING SERVICES-TECHNOLOGY	153,225.00	7,009.65	90,774.99	55,440.36	36.18%	
4000 SCHOOL ADMINISTRATION - PRINCIPAL	115,804.00	371.17	90,058.95	25,373.88	21.91%	
4500 SCHOOL ADMIN SUPPORT SVCS - PRINCIPAL	107,892.00	0.00	85,113.97	22,778.03	21.11%	
5100 DIST ADMIN - SUPERINTENDENT	134,354.00	359.96	97,760.35	36,233.69	26.96%	
5110 SCHOOL BOARD	49,472.00	52.69	25,090.11	24,329.20	49.17%	
5500 DISTRICT ADMINISTRATION SUPPORT SVCS	189,572.00	1,268.10	148,204.11	40,099.79	21.15%	
6000 OPERATIONS AND MAINTENANCE OF PLANT	404,815.00	0.00	295,539.91	109,275.09	26.99%	
9000 TRANSFER TO OTHER FUNDS	50,000.00	0.00	0.00	50,000.00	100.00%	
Report Total:	\$3,103,990.00	\$10,600.42	\$2,157,879.39	\$935,510.19	35.45%	

Net YTD-Revenue Minus Expense Total: \$226,973.81

Hoonah City Schools
Grants Year to Date - 7/1/2018-5/31/2019

Monthly Revenue Report

Account number	Grants	Current Approved Budget	YTD Encumb	YTD Revenue	Remaining Balance	Percentage Remaining
202-0000-20-41810	Fund 202 SPED PART B, TITLE VIB	\$83,528.14	\$0.00	\$2,355.66	\$81,172.48	97.17%
203-0000-20-41810	Fund 203 PRESCHOOL DISABLED	3,116.56	0.00	0.00	3,116.56	100.00%
245-0000-20-40900	Fund 245 PRE-ELEMENTARY DEV	240,000.00	0.00	89,686.77	150,313.23	62.63%
263-0000-20-41810	Fund 263 TITLE I PART A	118,417.40	0.00	44,847.97	82,534.27	69.69%
278-0000-20-41810	Fund 278 TITLE II PART A	8,770.00	0.00	7,870.62	899.38	10.25%
280-0000-10-40400	Fund 280 Cult. Resp Schools - Local Revenue	1,000.00	0.00	0.00	1,000.00	100.00%
280-0000-31-41400	Fund 280 Culturally Responsive Schools	10,627.00	0.00	4,943.22	5,638.78	53.48%
282-0000-31-41400	Fund 282 Culturally Responsive Schools FY 18	42,669.00	0.00	0.00	42,669.00	100.00%
350-0000-30-41300	Fund 350 Johnson O'Malley Old Grant	115.08	0.00	115.08	0.00	0.00%
351-0000-30-40180	Fund 351 Title VI, Indian Education	42,176.00	0.00	31,451.49	10,988.51	25.89%
359-0000-30-41300	Fund 359 JOHNSON O'MALLEY FY 18	33,220.00	0.00	12,946.74	23,419.74	64.40%
367-0000-30-40180	Fund 367 LINGIT TUNDATA'AN	1,127,499.00	0.00	306,244.29	821,254.29	72.83%
369-0000-10-40400	Fund 369 STEPS Partnership w/ AASB	193,500.00	0.00	9,859.42	183,640.58	94.90%
393-0000-10-40400	Fund 393 ANEP Cultrual Approach Local Revenue	13,426.00	0.00	0.00	13,426.00	100.00%
393-0000-30-40180	Fund 393 ANEP CULTURAL APPROACH TO LEARNING	196,921.00	0.00	192,978.48	3,942.52	2.00%
Report Total:		\$2,114,985.18	\$0.00	\$703,299.74	\$1,424,015.34	953%

Monthly Expense Report

Expenditures summarized by Grants	Current Budget	YTD Expenditt	YTD Encumb	Remaing Balance	Percent Remaining
Fund 202 SPED PART B, TITLE VIB	\$83,528.14	\$28,298.47	\$0.00	\$55,229.67	66.12%
Fund 203 PRESCHOOL DISABLED	3,116.56	1,986.38	0.00	1,130.18	36.26%
Fund 245 PRE-ELEMENTARY DEV	240,000.00	108,974.06	61,866.94	69,159.00	28.81%
Fund 263 TITLE I PART A	118,417.40	48,908.12	0.00	69,509.28	58.69%
Fund 278 TITLE II PART A	8,770.00	7,870.62	0.00	899.38	10.25%
Fund 280 Culturally Responsive Schools	11,627.00	4,943.22	0.00	6,683.78	57.48%
Fund 282 Culturally Responsive Schools FY 18	42,669.00	0.00	0.00	42,669.00	100.00%
Fund 350 Johnson O'Malley Old Grant	115.08	115.08	0.00	115.08	0.00%
Fund 351 Title VII, Indian Education	42,440.00	36,569.49	0.00	5,870.51	13.83%
Fund 359 JOHNSON O'MALLEY	36,366.00	20,445.47	0.00	15,920.53	43.77%
Fund 367 LINGIT TUNDATA'AN	1,127,499.00	335,936.27	5,334.64	786,228.09	69.73%
Fund 369 STEPS	196,921.00	15,949.45	0.00	177,550.55	91.75%
Fund 393 ANEP CULTURAL APPROACH TO LEARNING	210,347.00	197,285.17	0.00	13,061.83	6.20%
Report Total:	\$2,121,816.18	\$807,281.80	\$67,201.58	\$457,798.79	

Net YTD-Rev Minus Expense Total: -\$103,982.06

May 2019 Maintenance Report

This month my report is going to focus on the previous year's Maintenance reporting.

My contract is for 260 days before vacation, holidays, and sick leave. At 4 hours of maintenance a day there are 1040 hours to do maintenance. Another 4 hours on the 40 days of summer and you get about 1200 available maintenance hours.

If I used all my vacation leave and sick leave that would be 124 hours that become unavailable.

Then there are 7 holidays which would take away another 28 hours

1200-124-23=1053 total available maintenance hours.

The data entry for the last 12 months shows 1432.52 hours used. The extra hours come away from necessary custodial duties.

As much as I know the value of a thorough maintenance program I also know that the custodial duties in a school setting are of the utmost importance. The cleanliness and sanitation have a direct impact on student and staff attendance and also play a vital role related to the safety of our facilities.

- I have included a list of the maintenance usage hours by month. Please note that the hours are allocated to the date that the work orders have as a requested completion date, not when the actual labor occurs. (I have not had extensive time to work with the reporting portion of this program so I am unable to make changes and am only using the standard reports)
- I also included a list of work orders that were cancelled and denied. Most denied have a note next to them or were duplicates but the cancelled are preventative maintenance that I was unable to get to due to time constraints.
- The next page is a breakdown of the maintenance hours by type and month.

**AK: Work Order Summary -
Hours by Employee & Month**

Work order labor hours summarized by
employee and TARGET month (which may or
may not be the same as the labor month).

Printed: 5/10/2019 8:59 AM

Name	2018-05	2018-06	2018-07	2018-08	2018-09	2018-10	2018-11	2018-12	2019-01	2019-02	2019-03	2019-04	2019-05	2019-06
Hoonah City School District														
Byers, Jeremiah	67.75	255.75	180.8	57.77	132.03	136.35	67.35	66.45	112.95	67.68	111.85	65	40.5	67.42
Harris, Corbin	1.5	0	0	0	0.5	0	0	0	0	0	0	0	0	0
Grand Total (2 Records):	69.25	255.75	180.8	57.77	132.53	136.35	67.35	66.45	112.95	67.68	111.85	65	40.5	67.42

DENIED

145322

Christmas Bazaar on December 15th. Set up is today at 9:30 pm. There is a chair rental for the Memorial Service in the New Gym. One rack of chairs will be picked up by Penny, Raymond, and Joel on December 17th at 1:00 pm. I will take the middle of the doors out for them. The chairs will be returned to us by the same person. (Hoonah) The next morning (the 18th) at 8:00 am. It is necessary for the chairs to be returned first thing in the morning because the Elementary Christmas Program is that night at 6:00 pm. Please also remember that they will only be using one rack (60 chairs).

Routine or Unspecified
12/14/2018
8

Requester, Hoonah

12/15/2018

No

0

multiple requests in one

JB

The Elementary Christmas Program is in the Alumni Gym on December 18th at 6:00 pm. Val Buffa is the contact person for this. The set up is as follows please, lamps are down, chairs set, bleachers out, and risers out in front of the stage.

There will be a Luncheon Open House in the basement of the Erickson Building for Kenya Staflstad's EMT class graduation. This is on Friday, December 21 from 11:30-1:30 pm. There is no set up required.

On December 24th there is the Annual Christmas Tree Program in the Alumni Gym. Heather Powell is the contact person for this. Please take out 9 small student chairs and add the next size up in students chairs(9).

Please assemble the two tricycles that are in the band room. This month our focus is transportation and I would really like the students to get some exercise when learning some safety rules about riding. I think the boxes are still in the band room. I am going to rearrange the bikes in the equipment room and make room for two more today.

Valorie Buffa said there is a huge chunk of ice outside the door by the playground.

Kleenex and clorox wipes please

Dolly & band room opened, please. I'm moving bookshelves. At your convenience, but I'd like to move them to school on Monday. Thanks!!

3-wheeled bike in gym needs a new tubeline. Coach keeps filling it up for Jr. but definitely needs a new tire or tube. He just learned how to ride it and absolutely loves it. Thank you! Facility Use Agreement for Forest Service renting the cafeteria today. Can I have a key to give them just in case the door is locked?

DENIED

149023

Hoonah Elementary School

Corrective/Repairs

1/29/2019

Patricia Gardner, 2nd Elementary

2/4/2019

No

0

Need identifying information

JB

DENIED

151364

Hoonah Elementary School

Routine or Unspecified

2/1/2019

Requester, Hoonah

2/12/2019

No

0

they were assembled just stashed in a side room

JB

DENIED

151523

Hoonah Elementary School

General

2/12/2019

Requester, Hoonah

2/13/2019

No

0

duplicate

JB

DENIED

155145

Hoonah High School

General

3/13/2019

Requester, Hoonah

3/25/2019

No

0

these supplies are located in HS office

JB

DENIED

155238

Hoonah Elementary School

Routine or Unspecified

3/22/2019

Vali

3/23/2019

No

0

Didn't notice this until the issue was resolved

JB

DENIED

158337

Hoonah Elementary School

Corrective/Repairs

4/3/2019

Requester, Hoonah

4/8/2019

No

0

done by ralph

JB

DENIED

158551

Hoonah High School

General

4/10/2019

Requester, Hoonah, Eli

4/11/2019

No

0

locking identifying identification

JB

DENIED

158620

Hoonah High School

Key Request

4/16/2019

Requester, Hoonah

4/17/2019

No

0

no work required

JB

Hoonah Site - 89 Total:
Hoonah City School District - 89 Total:

AK: Work Order Summary - Labor Hours by Site, WO Type & Month

Maintenance labor hours by site, work order type, and target month. Note that in some cases the WO type may be altered (e.g. housing and non-generated PMs).

Printed: 5/10/2019 9:39 AM

Month	AD	CM	EM	GM	KEY	PM	RO	SN	SS	VM
Hoonah City School District										
Hoonah City School District >										
	(Site Not Specified)									
2018-06	22	0	0	5	0	0	16	0	12	0
2018-07	0	0	0	8	0	0	0	0	32	0
2018-08	0.7	0	0	0	0	1	0	0	0	0
2018-09	1.57	2.78	0	0	0	1	0	0	24	0
2018-10	0	0	10	0	0	1	0	0	1.09	0
2018-11	2.5	0	0	0	0	1.42	2	0	1	1.75
2018-12	0	0	0	0	0	1	0	22	0	0
2019-01	13.5	0	0	0	0	1	19	0	0	0
2019-02	3	0	0	0	0	1	0	0	0	0
2019-03	2	0	0	0	0	1	1	0	8.55	0
2019-04	3	0	0	0	0	1	6	0	0	0
2019-05	14	0	0	0	0	0	3	0	0	0
2019-06	0	0	0	0	0	0	0	65	0	0
Hoonah City School District >										
	Hoonah Site									
2018-05	1	0	0	0	0	68.25	0	0	0	0
2018-06	0	0	0	80.5	0	26.25	20	66	8	0
2018-07	0	0.3	0	78	0	14.5	32	0	16	0
2018-08	0	0.5	0	2	1	50.5	2.07	0	0	0
2018-09	1	14	1	12.5	0.5	58.61	9.57	0	6	0
2018-10	2.5	2	2.5	0	9	108.26	0	0	0	0
2018-11	2	4.25	4.2	4.55	0	37.06	0.12	0	5.5	1
2018-12	0	2.13	0	17.27	0	23.67	1	0	0	0
2019-01	1	2.75	0	24.2	0	49	0	0	2	0.5
2019-02	0	2.5	9	1.5	0	38.75	6	5.93	0	0
2019-03	0	0	6.2	21	0	67.78	1	0	3.32	0
2019-04	0.5	0	0	0	0	50.5	4	0	0	0
2019-05	8	0	0	11.5	0	0	0	0	4	0
2019-06	0	2.42	0	0	0	0	0	0	0	0
Grand Total (27 Records):	78.27	33.63	32.9	266.02	10.5	602.55	122.76	158.93	123.46	3.25



Hoonah City Schools

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

May 2019

Special Education Report to the Hoonah School District Board

Dear Hoonah City School Board and Superintendent Ralph Watkins,

Action Items:

1. Requesting board approval of the MOA for special service provider:
Physical Therapist, Ms. Bradee Axmaker, at the PMC Health Center, Petersburg, Alaska

May Report:

I am preparing the Supplemental Data Collection for Special Education, to be done this next week. OSEP requires each state to collect and report data on provisions of the IDEA. While part of this data is already collected in established data collections, there are data elements not collected via any other means. Those federally required elements are the reason for this data collection.

Extended School Year, (ESY) for special education students who may regress without services schedule follows. There are fourteen students who are being served during this time, primarily for speech and language as well as intensive needs.

June

Week 1: Monday-Thursday June 3, 4, 5, 6

Week 2: Monday-Thursday June 10, 11, 12, 13

Week 3: Monday-Thursday June 17, 18, 19, 20

Break

July

Week 4: Monday-Thursday July 8, 9, 10, 11

Week 5: Monday-Thursday July 15, 16, 17, 18

Week 6: Monday-Thursday July 22, 23, 24, 25

We are preparing a tentative schedule for special education teachers and para-professionals for Fall as well as a comprehensive student information document to inform our new special education teacher of the needs of our students, new evaluations for Fall, our specialists, etc. I have gone through the draft with Mr. Watkins.

We are completing the last paperwork for a late Spring re-evaluation and the final IEP on Monday. We are waiting for the Quarter 4 Speech/Language reports as well as Quarter 4 Occupational Therapy reports. We will mail a final newsletter along with Quarter 4 Progress Reports and specialists reports to families.

Title VI-B Sped Funds- (\$83,528.14): The quarter and end of year draw-downs are done by Amy Stevenson. Mr. Watkins stated he would be completing the Title VI-B application for next year on GMS. We discussed- that as much as possible to be disbursed towards staffing as our sped needs have grown. Supplies are looking good. The same can be done with the Title 619 SpEd Coordinated Early Intervening Services Section- Title 619 Funds (approx. \$3000). Thank you, Amy and Mr. Watkins!

Final Note:

It's hard to believe the school-year end is very close. As a reminder, our new teachers are Carolyn Kramlich from Kake, and Joan Martin from Anchorage. Joan previously worked with our superintendent/principal. Both are seasoned teachers. We wish both the very best as they serve our students. Thank you, one last time, for the opportunity to serve in this public forum; to our community, our staff, and our students; it has been an honor the last three years.

Thank you,

Sheryl Ross

*As you experience changes and breakthroughs, know that integrity,
honesty and truth are the highest vibrating energies to guide you forward.
Everything else will fall away.
Molly McCord*

Hoonah City School District
 State and Federal Grant Report
 Hoonah Board of Education
 May 12, 2019

Prepared by Norma Holmgaard

<u>Early Learning</u>	<u>240,000.00</u>
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Department of Education Approved.

This Grant has not been approved by the Alaska State Legislature for continued funding in FY'20.

<u>Consolidated Grant Programs</u>	<u>109,061.00</u>
------------------------------------	-------------------

Professional Development activities have changed in the FY'19 program. There were unspent funds which are being used to provide travel and registration for several teachers and the Superintendent to attend a Trauma-Informed Education conference in St. Charles, Missouri in June. In addition, unspent funds will be used to provide financial support for the new secretary and the Superintendent to attend a PowerSchool training in Anaheim, also in June.

FY'20 Consolidated Programs

The Federal Programs Advisory Committee met for the last time on Thursday, May 2 to recommend activities for the FY'20 programs. (Minutes are found at the end of this report.)

After listening to information regarding a schoolwide program and a targeted assistance program, the Committee unanimously supported continuing with a schoolwide program.

HCS D transfers its Title IV funds (Innovative Programs and Technology) to Title IA to increase these activities.

Part of Title IIA (Recruitment and Retention of new teachers & Professional Development) funds are also transferred to Title IA.

\$8,000.00 has been left in Title IIA for signing bonuses to new teachers to assist in the costs of moving. Remaining funds are transferred to Title IA.

Because there is no indication that the Pre-K program will be funded by the Alaska Legislature, this was the top priority for continuation through Title IA. Funds will cover a 4-hour paraprofessional within the program

Professional Development priorities include cultural education for all staff, ongoing throughout the year. Also, the Advisory Committee felt that continued training in trauma-informed practices and Power teacher training were vital to a smoothly operating school.

Lingit Tundata'ani – Demonstration Grant

This program remains the same for FY'20. Carol Williams will continue in the program but will become a full time Auntie. Currently we are posting another full-time position planning to fill this yet this spring.



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

Federal Programs Parent Advisory Committee

Thursday May 2, 2019

1:30-3:30 pm in the Hoonah School Library

NOTES

Participants: Sheryl Ross, Sped Director/Facilitator: Rita Crouch, Counselor: Liyah Jewell, student: Ashlynn Grey, student: Tesh Miller, parent/paraprofessional: Ralph Watkins, Superintendent: Christina Smith, parent: Norma Holmgaard, Grant Manager

- I. Welcome/Purpose of the Meeting: Norma Holmgaard welcomed the members and reviewed the agenda. She explained how the Committee would set ESEA priorities.
- II. Lingit Tundata'ani Activities for FY'20: Norma Holmgaard reviewed the activities for this Demonstration Grant. She highlighted the work being done on the radio station and the pre-work for the FY'20 Auntie and Uncle program.
- III. Consolidated Application: Norma Holmgaard described the ESEA purpose for Title IA, Title IIA and Title IV. She reviewed how these programs had been used in the past year. She also explained that funds from Title IIA and Title IV had been moved into the Title I A program.
- IV. Targeted Assistance vs. Schoolwide Program: Norma Holmgaard explained the difference between a Targeted Assistance Program and a Schoolwide Program. She pointed out that HCSD had been operating a schoolwide program in order to serve the whole school.
All members present supported continuing with a Schoolwide Program at HCSD.
- V. Identification of School Needs: At this time the Committee generated a list of school needs, professional development needs and parent engagement needs. They then set priorities for school needs and professional development needs. These are included in the following lists.

School/Academic Needs

Pre-K Education (Priority 1)

K-2 Language Arts (Priority 2)

Peer Relationships, especially at the secondary level (Priority 3)

College Exploration

Social Emotional Learning High School lower level learners still struggling

Tardies are an issue

There is growth in Math but lower levels still don't show much growth

Students get along at school but not outside of school

Intervention for primary grades

Professional Development/Training Needs

(Three areas tied for Priority 1 becoming all three priorities)

Cultural PD for all staff (Priority 1)

Trauma Informed Practices (Priority 1)

PowerSchool/Power Teacher Training (Priority 1)

Reading Curriculum Training

Math Program Training

Quarterly Cultural Training and Activities for Staff

MAP Assessment Training

CHAMPS/PBIS Training

Parent Involvement Activities

The Committee made some recommendations regarding parent engagement opportunities.

Targeted parent group activities such as parents of primary students or intermediate student parents

Variety of activities such as Cocoa and Books; Learning handouts; language learning; learning night with Dad

Every month could have a grade span specific activity so each teacher would do one a year

Add a cultural activity to each of the above

Classroom luncheons

Tea's

Activities need to be more often and not so big

Special lunches with staff and/or the principal

AGENDA ITEM Old Business 1.0

ACTION

DISCUSSION

TOPIC: AASB Policy Updates for Articles 0, 1, and 3 for 2nd and Final Reading

Background

Annual updates to AASB Board Policy.

Recommendation

I move that we put on the table for the second and final reading the following board policies as recommended by AASB:

BP 0100, BP 1000, BP 1260, BP 1311, BP 1312, BP & AR 1312.1, BP 1312.2, BP 1312.3, BP 1330, BP 1400, and BP 3550.

AGENDA ITEM Old Business 1.1

✓ ACTION

 DISCUSSION

TOPIC: APPROVAL of the 2019-2020 SCHOOL CALENDAR for 2nd and Final Reading

Background

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

Recommendation

I move that we approve the proposed 2019-2020 School Calendar for 2nd and Final reading.

DRAFT Board Approved Academic School Calendar 2019-2020

Due Date: July 1, 2019

District Name: HOONAH CITY SCHOOL DISTRICT

School: HOONAH ELEMENTARY, JR/SR HIGH SCHOOL

Approved By: Ralph Watkins

Title: SUPERINTENDENT

KEY		Aug-19							Sep-19							Oct-19						
		S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
C	School Closes																					
E	End of Quarter					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
H	Legal Holiday										H							I				
I	Inservice Day	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
PT	Parent-Teacher Conf			NT	NT	I	I	I														
NT	New Teacher Orientation	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
S	Last day Seniors		W	W																	E	W
G	Graduation	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
O	School Opens																					
S	Saturday School	25	26	27	28	29	30	31	29	30						27	28	29	30	31		
T	Testing																					
V	Vacation Day																					
W	Teacher Workday																					
M	Minimun Days	# of Inservice Days: 4							# of Inservice Days: 0							# of Inservice Days: 1						
		# of Student Days: 13							# of Student Days: 20							# of Student Days: 21						
		# of Teacher Days: 18							# of Teacher Days: 21							# of Teacher Days: 23						

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

Mar-20							Apr-20							May-20							Jun-20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	Th	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2	1	2	3	4	5	6	
				E	W																						
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	15	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	25	26	27	28	28	30	28	29	30	31			
															H												
# of Inservice Days:							# of Inservice Days: 2							# of Inservice Days:							# of Inservice Days:						
# of Student Days: 16							# of Student Days: 20							# of Student Days: 10							# of Student Days:						
# of Teacher Days: 17							# of Teacher Days: 22							# of Teacher Days: 11							# of Teacher Days:						

169 total of student days 9 total of inservice days snow days will come out of inservice
 190 total of teacher days 6 total of work days total of 6 legal holidays
 total of ? parent/teacher conference days

	<u>Teacher</u> <u>Days</u>	<u>Student</u> <u>Days</u>
Aug	18	13
Sept	21	20
Oct	23	21
Nov	21	19
Dec	16	14
Jan	21	17
Feb	20	20
March	17	16
April	22	20
May	11	10
	<hr/> <hr/> 190	<hr/> <hr/> 170

AGENDA ITEM New Business 2.0

ACTION

DISCUSSION

TOPIC: APPROVAL OF EXEMPT CONTRACT – Jeremiah Byers

Background

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

Recommendation

I move that we approve FY 2019/2020 Exempt Contract for Jeremiah Byers.

AGENDA ITEM New Business 2.1

ACTION

DISCUSSION

TOPIC: APPROVAL OF EXEMPT CONTRACT – Amy Stevenson

Background

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

Recommendation

I move that we approve FY 2019/2020 Exempt Contract for Amy Stevenson.

AGENDA ITEM New Business 2.2

ACTION

DISCUSSION

TOPIC: Memorandum of Agreement for the 2019/2020 School Year- Duffy 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 2019/2020 school year:

Recommendation

I move that we approve the Memorandum of Agreement for Daphne Wright for the 2019/2020 school year.

AGENDA ITEM New Business 2.3

ACTION

DISCUSSION

TOPIC: FY 2019/2020 Memorandum of Agreement for the SPED Physical Therapist

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 2019/2020 school year:

Recommendation

I move that we approve the Memorandum of Agreement for Petersburg Medical Center for the 2019/2020 school year.

AGENDA ITEM New Business 2.4

ACTION

DISCUSSION

TOPIC: Part-Time Federal Grants Manager

Background

Norma Holmgaard has worked as Part-Time Federal Grants Manager for the FY 2018/2019.

Recommendation

I move that the Board of Education approve the contract for services with Norma J. Holmgaard for FY 2019/2020.

AGENDA ITEM New Business 2.5

ACTION

DISCUSSION

TOPIC: Approval of Security Camera System Purchase

Background: Ralph Watkins would like to purchase Security Cameras for our school to be monitored.

Recommendation:

I move that we purchase the Security Camera System.



PO BOX 34136
Juneau, AK 99803-4136

JOB QUOTE

Date	Quote #
4/23/2019	012508-327

Name / Address

Hoonah City Schools
PO Box 157
366 Garteeni Hwy
Hoonah, AK 99829

Description	Qty	Cost	Total
32 Channel NVR - H.265 4K Recording (Video Recording Appliance)	1	285.00	285.00T
8TB Hard Drive (Video Footage Storage)	2	245.00	490.00T
5MP H.265 Varifocal Vandal-Proof Dome IP Camera	28	135.00	3,780.00T
16 Port PoE GigE Network Switch (For Camera Power)	2	150.00	300.00T
CAT-5e Network Cable - Plenum - 1000' (Estimate)	1	175.00	175.00T
CAT-5e Network Cable - Riser - 1000' (Estimate)	3	125.00	375.00T
MISC Mounting / Brackets / Installation Materials *Estimate*		500.00	500.00T
Shipping and Handling - Delivery to Hoonah *Estimate* - Will Bill Actual		250.00	250.00
On-Site Day Rate - Camera Installation/Configuration - (2 Technicians - 3 Days) - *Estimate*	6	700.00	4,200.00T
Travel - Airfare / Food / Lodging - *Estimate* Will Bill Actual		1,000.00	1,000.00T

I hereby authorize Alaska Technical Solutions (ATS) to do the above quoted work and/or order the quoted equipment on my behalf. I understand that ATS makes every effort to accurately estimate the costs of each job but that unforeseen circumstances may change the final billable amount. I understand that ATS will consult with me about any expenses that go above or beyond this quote. I acknowledge that I am responsible for prompt payment of the above listed goods and services. Payment methods other than Cash/Check require a surcharge, please contact ATS for more information.

Subtotal	\$11,355.00
Sales Tax (0.0%)	\$0.00
Total	\$11,355.00

Signature _____ Date _____

Alaska Contractors License
114017

√ ACTION

 DISCUSSION

TOPIC: AASB Policy Updates for Articles 4 and 5 for 1st Reading

Background

Annual updates to AASB Board Policy.

Recommendation

I move that we put on the table for the first reading the following board policies as recommended by AASB:

BP 4119.41 (a), BP 4119.41 (b),
BP 4112.61,
BP 4020 (a), BP 4020 (b), BP 4020(c),
BP 4119.25,
BP 4313.1,
BP 4132,
BP 5124,
BP 5030 (a), BP 5030 (b), BP 5030 (c), BP 5030 (d), BP 5030 (e),
BP 5040 (a), BP 5040 (b), BP 5040 (c), BP 5040 (d), BP 5040 (e), BP 5040 (f),
BP 5131 (a), BP 5131 (b), BP 5131 (c), BP 5131 (d),
BP 5132,
BP 5137,
and BP 5147.