

**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, January 21, 2021**

**6:00 PM – BUDGET WORKSHOP  
7:00 PM - REGULAR BOARD MEETING**

**Library**

.....  
**MEETING AGENDA**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL (ESTABLISH QUORUM)**

**CORRESPONDENCE TO THE BOARD**

**AGENDA REVISIONS**

**ADOPTION OF AGENDA**

**APPROVAL OF MINUTES**

**Regular Board Meeting- November 19, 2020**

**BOARD CALENDAR**

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

**ADMINISTRATIVE REPORTS**

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

**NEW BUSINESS:**

- 1.0 Budget Revision First Reading FY 2020/2021**
- 1.1 Scott Burton Productions Spring Semester 2020/2021**
- 1.2 Kristi Styers Culinary Arts Course Spring Semester 2020/2021**
- 1.3 GEMS Training LLC Spring Semester 2020/2021**

**DISCUSSION ITEMS**

- **Board Roles & Committees**

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

**COMMENTS FROM BOARD MEMBERS**

**FUTURE AGENDA ITEMS**

**ADJOURNMENT**

**NEXT MEETING DATES:**

- **Special Board Meeting - January 23, 2021**
- **Regular Board Meeting – February 18, 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.

**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.\*

# January

2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Winter Break	2
3	4 Virtual Learning	5 Virtual Learning	6 Virtual Learning	7 Virtual Learning	8 -Virtual Learning -ACT Registration Deadline	9
10	11 Virtual Learning	12 Virtual Learning	13 Virtual Learning	14 Virtual Learning	15 -Virtual Learning -ACT Late Registration Deadline	16
17	18 TEACHER WORKDAY NO SCHOOL	19	20	21 -6PM Budget Workshop -7PM School Board Meeting	22	23 SBM DISCUSS SUPERINTENDENT CONTRACT
24	25 Elective Phase	26 Elective Phase	27 Elective Phase	28 Elective Phase	29 Elective Phase	30
31						

# February

2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Elective Phase	2 Elective Phase	3 Elective Phase	4 Elective Phase	5 End of Second Quarter	6 ACT Test
7	8 Teacher In-Service NO SCHOOL	9	10	11	12	13
14	15	16	17	18 7PM School Board Meeting	19	20
21	22	23	24	25	26	27
28						

January 21st Regular School Board Meeting  
Superintendent/Principal Board Report

I would first like to welcome the board back from an eventful end of the year and into what I hope is successful new year. Much has happened since our last meeting in November that has tested our resolve, validated our plans, and prepared us to move forward with confidence.

**Goal 2: Stakeholder satisfaction**

**Objective: Improve communication with all stakeholders**

**COVID Response Update**

We held Covid testing January 10<sup>th</sup> and 11<sup>th</sup>, in the school gym. We had a high degree of participation. Results were sent out on Tuesday the 12<sup>th</sup> and we are expecting results this week. We are scheduled to deliver face to face instruction on January 18<sup>th</sup>. We are pleased with our Covid protocols designed to keep our students, staff, and community safe.

**Goal 1: Support Systems**

**Objective: Produce an increasing graduation rate**

**Activity: Distance & Virtual Learning**

As the board is aware the district has held virtual learning for approximately 6 weeks of the 20-21 school year. The week prior to Thanksgiving Break and 2 weeks following. Then again and the week prior to Christmas break and the 2 weeks following. During that time there was discussion amongst the community, staff, and teachers about the amount of time outside of face to face instruction and the impact on student learning. To improve the quality of instruction the district has implemented several tools to increase student outcomes and engagement. One of the biggest challenges during our early implementation was supporting students in grades K-5. We have taken strides to improve this concern. We have adopted Seesaw as a tool to increase teacher connectivity with students and student access to curriculum. Using these tools teachers are experiencing a greater than 85% participation rate. Regular communication with parents has also been increased with students in these grades.

Secondary students are using a similar platform and it has increased their engagement, task completion, and student independence. Teachers are averaging about 70% engagement and task completion which is slightly less than in person. Teachers are working extra hard to ensure connection and engagement across grade levels. As distancing delivery continues to be part of our learning modalities we will continue to work to improve delivery.

For semester 2 we will have 10 students who will continue in virtual learning.

**GOAL 3: Employee Development**

**OBJECTIVE 2 To make every employee feel valued and increase their capacity to make a difference.**

The district is preparing to offer contracts for the 2021-2022 school year. At this time we are expecting greater than 90% teacher retention.

**GOAL 1: Student Learning**

**OBJECTIVE 1 Meet every student's individual learning needs**

In a meeting with the commissioner of education it was decided that the state will be conducting a summative state assessment. What that assessment will look like has not been decided. The assessment will take place in the spring.

**Upcoming Events:**

Budget workshop planned for 6pm Thursday January 21<sup>st</sup>.  
End of Semester 1 February 4<sup>th</sup>



January 13, 2021

## MEMORANDUM

TO: HCS D Board of Education

FROM: Amy Stevenson, Business Manager

RE: January Report

### **Current Information:**

1. Payroll is up-to-Date
2. Summer Food Service Program reimbursements are done through December
3. Accounts payables are up-to-date.
4. General fund and grant budgets almost completed in ADS
5. Orders up-to-date
6. Bank reconciliations through November completed. I am waiting for the bank to send December's statements
7. Picking up school mail daily
8. Completed the required reports to the Bureau of Labor Statistics on worker's compensation claims.
9. First draft of a budget revision done and presented for first reading with updated ADM. We are still waiting for a confirmation on one addition student claimed as a new intensive to finalize the numbers in this revision.
10. Per Pupil Expenditure Report has been completed
11. All grant reimbursements have been submitted for the 2<sup>nd</sup> quarter (Oct – Dec)
12. F941 and ESD done for the second quarter
13. W-2's were done last week and mailed to all employees. I will be completing the 1099 forms but waiting for a update in our accounting software as there are 2 kinds of 1099's this year (1099 and 1099-NEC, which stands for non-employee compensation).

### **Next Steps:**

1. The bank reconciliation for December needs to be done.
2. January 29<sup>th</sup> 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. Continued work on FY 2022 School Operating Fund budget
5. Begin drafting next school year's teaching, exempt, and extra-curricular contract
6. Begin work on next year's MOA for support staff needed for Special Education
7. Deposits done as received
8. Filing
9. Journal entries as needed
10. Set up my financial board reports for FY 2021 when all budgets are known and in for grants.
11. Budget for grants put into our accounting software
12. Accounts payables as needed
13. Orders as needed
14. Work on destruction of old records per the State of Alaska's School District Model Records Retention and Disposition Schedule.

15. Process Feb 15<sup>th</sup> payroll with estimated time for all employees. This will be looked at and hours will be adjusted as needed on Feb 26<sup>th</sup>.

\*\*\*\* Just a reminder, I will be out of the district from February 4<sup>th</sup> thru February 16<sup>th</sup> on vacation in Maui. I will have to “social distance” 5 days when I return. My plan is to work from home during these days.

I will have all of the documents for the board meeting done and submitted to Elana for the February Board meeting. If corrections needed to be made on any of these documents, I will correct those when I return and email the corrected documents out to all parties. I will be back for the meeting but “social distancing” so not able to attend in person.

Hoonah City Schools

Year to Date - 7/1/2020-1/13/21

Monthly Revenue Report

Account number	Account Description	Current Approved				YTD Revenue	Remaining Balance	Percentage Remaining
		Budget	YTD Encumb	YTD Revenue	Remaining Balance			
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	33,014.00	100.00%		
100-0000-10-40300	AVAILABLE FUND BALANCE	257,465.00	0.00	0.00	257,465.00	100.00%		
100-0000-10-40300	EARNINGS ON INVESTMENTS	1,500.00	0.00	877.04	622.69	41.53%		
100-0000-10-40400	OTHER LOCAL REVENUE	5,000.00	0.00	4,000.00	1,000.00	20.00%		
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	1,228,800.00	1,263,876.00	50.70%		
100-0000-20-40556	TRS ON-BEHALF RELIEF	177,238.00	0.00	0.00	177,238.00	100.00%		
100-0000-20-40557	PERS ON-BEHALF RELIEF	37,615.00	0.00	0.00	37,615.00	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	7,307.00	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			
<b>Report Total:</b>		<b>\$3,495,415.00</b>	<b>\$0.00</b>	<b>\$1,233,677.04</b>	<b>\$2,261,737.69</b>			

Monthly Expense Report

Accounts summarized by Function	Current Budget				YTD Expenditures	Remaining Balance	Percent Remaining
	Current Budget	YTD Encumbrances	YTD Expenditures	Remaining Balance			
1100 REGULAR INSTRUCTION	\$1,354,700.00	\$0.00	\$386,575.00	\$968,125.00	71.46%		
2000 SPECIAL EDUCATION INSTRUCTION	728,802.00	0.00	210,663.41	518,138.59	71.09%		
2200 SPEC ED SUPPORT SVCS - STUDENTS	122,000.00	0.00	51,230.42	70,769.58	58.00%		
3500 SUPPORT SERVICES - INSTRUCTION	35,619.00	0.00	9,237.87	26,381.13	74.06%		
3510 SUPPORTING SERVICES-TECHNOLOGY	128,500.00	209.78	11,933.81	116,356.41	90.54%		
4000 SCHOOL ADMINISTRATION - PRINCIPAL	114,946.00	0.00	49,458.16	65,487.84	56.97%		
4500 SCHOOL ADMIN SUPPORT SVCS - PRINCIPAL	76,777.00	10,052.86	35,398.85	31,325.29	40.80%		
5100 DIST ADMIN - SUPERINTENDENT	127,532.00	0.00	52,289.74	75,242.26	58.99%		
5110 SCHOOL BOARD	48,972.00	0.00	11,752.71	37,219.29	76.00%		
5500 DISTRICT ADMINISTRATION SUPPORT SVCS	168,699.00	0.00	117,283.49	51,415.51	30.47%		
6000 OPERATIONS AND MAINTENANCE OF PLANT	452,868.00	2,747.70	191,902.58	258,217.72	57.01%		
7000 STUDENT ACTIVITIES	86,000.00	0.00	12,926.60	73,073.40	87.50%		
9000 TRANSFER TO OTHER FUNDS	50,000.00	0.00	0.00	50,000.00	100.00%		
<b>Report Total:</b>	<b>\$3,495,415.00</b>	<b>\$13,010.34</b>	<b>\$1,140,652.64</b>	<b>\$2,341,752.02</b>	<b>66.99%</b>		

Net YTD-Revenue Minus Expense Total: **\$93,024.40**

Hoonah City School District  
State and Federal Grant Report  
Hoonah Board of Education  
January 7, 2021  
Prepared by Norma Holmgaard

**Consolidated Grant Programs**

**Title I, A: 199,166.00**

There have been no changes to the Title IA Program since November 2020.

**Title II A – Class Size Reduction and Professional Development**

No change.

**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 ETT (Emergency Trauma Technician) program will be offered second semester. The ETT Program contains wilderness training as well.

This 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 has been submitted but has not yet been acted on.

This is the last year of this grant. If there are significant unspent funds in September 2021 HCSD can request a no-cost extension to these activities until June 2022.

**Indian Education**

**Current Award: 45,595.00**

No change in this program.

### **Federal Programs Advisory Committee**

This group is still being formed.

### **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.

January 2021  
Maintenance

All major maintenance components operating as they should. Corresponding with state entities to remain in compliance.

AGENDA ITEM    New Business 1.0

  √   ACTION

     DISCUSSION

TOPIC: FY 2020/2021 School Operating Fund Budget Revision for 1<sup>st</sup> Reading

Background

The attached budget cover memo describes this board agenda item.

Recommendation

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



January 15, 2021

**MEMORANDUM**

TO: Hoonah Board of Education  
THRU: Ralph Watkins, Superintendent/Principal  
FROM: Amy Stevenson, Business Manager  
RE: Second FY 21 Budget Revision – School Operating Fund

**PURPOSE**

Per AS 14.14.060, the Hoonah City School District (HCSD) Board of Education is required to approve a balanced budget that is then transmitted to the City of Hoonah by May 1<sup>st</sup>. This budget must then be submitted to the Department of Education and Early Development by July 15<sup>th</sup> annually.

The FY 2021 budget was developed for recommendations from the Board of Education, staff, and community members on ways to reduce projected expenditures to match projected revenue. The revenue budget total was: \$3,495,415 minus the expenditure budget total of \$3,495,415 = 0.00. This budget was Board approved on April 16, 2020.

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

Due to the hardship of COVID-19 and financial uncertainty, the City has committed \$450,000 for FY 2021. This is a reduction of \$279,000.00. Breakdown: \$364,000 local contribution and \$86,000 projected in 1% revenue designated for student activities. This is \$113,766 less than what was spent on student activities to date this year. The first budget revision was approved by the Board of Education during the May 2020 board meeting to reflect the use to fund balance to make up the shortage of local contribution.

On December 21, 2020, the Dept. of Education sent out an updated Foundation report that reflects the fall oasis numbers. Our original projected number was 124 students and the fall Oasis number is 128.89 students with an additional intensive student. This is not the Closeout Foundation Report as that report will not be available until February. Please see the revenue budget paragraph for the changes

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

**PERTINENT INFORMATION - OPERATING FUND**

The budget revision before the board will show that with the additional foundation funds of **\$152,364**, our use of the unassigned fund balance decreased to **\$78,408**. It will also show an increase in TRS and PERS On-Behalf again. This is based on actual contracts, benefits and step amounts for all staff members. There was another small increase in the Quality School Grant due to the increase of ADM also.

**Revenue Budget**

The FY 21 enrollment is based on 128.89 students generating \$2,645,040. These numbers are based on the Fall Oasis report.

The FY 21 required minimum local effort in the funding formula is \$215,318; whereas the maximum amount the City of Hoonah may contribute is \$839,837. The new amount they have committed to the district is \$450,00 for FY 2021. Breakdown: Estimated \$86,000 in 1% revenue and \$364,000 local contribution.

The changes to the revenue budget are:

- Foundation Funds : \$ 152,364.00
- Quality School Grant: \$ 360.00
- TRS On-Behalf : \$ 17,248.00
- PERS On-Behalf \$ 9,085.00
- New Unassigned. Fund Balance: -\$ 179,057.00  
0.00

**Expenditure Budget**

**Staffing:** The FY 21 revised budget reflects 10.68 regular instructional teachers in general fund, 2 special education teachers, a half-time contracted sped director, a half-time principal, a half-time superintendent, a full-time business manager, a .50 % Board clerk/administrative assistant, a school secretary, 2.0 custodians, and a .50 % maintenance director (the other half of this person’s day will include custodial duties.)

Classified staff are status quo with their number of days budgeted as follows based on a teacher’s contract year of 190 days.

Para-professionals	179 days per year
School Secretary	220 days per year
Custodian	244 days per year
Acct Clerk/Adm Assist	179 days per year
Maintenance Director	260 days per year
Business Manager	260 days per year

Administration will remain status quo: Superintendent/principal

**Benefits:** Health care costs actually decreased this year.

**Other Expenditure Budget Categories:**

Salaries & benefits to actuals, and bonuses have been added and decreased to the salary and benefits in Instructional Support, but benefits decreased due to a decrease in our health premiums this year. Also, the cost for the City gym was added and funds for the purchase of textbooks.

Salaries & benefit was increased to actuals for Special Education Instruction.

Funding was added to Support Services-Instruction for professional development for teacher in-services

There was an increase in the cost of PowerSchool in the School Admin Support services.

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

Additional funds were added to Operation and Maintenance of Plant for ½ custodian and janitorial supplies for PPE purchases.

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

<u>Function Description</u>	<u>Budget Change</u>	<u>Amount</u>
100 Regular Instruction	10.68 teacher to salary, benefit actuals & sup. Also, the cost of the Ctiy Gym for PE	\$ -32,215
200 Special Education	Salary and Benefits to actuals	\$ 7,773
220 Special Education Support		\$ 0
350 Supporting Services	Professional development costs	\$ 5,000
351 Supporting Services-Tech		\$ 0
400 School Administration		\$ 0
450 School Adm. Support Staff	Increase cost to PowerSchool	\$ 1,559
510 District Administration (& Board)		\$ 0
550 District Adm. Support Staff	Increase of liability insurance	\$ 1,984
600 Operations & Maintenance	Increase to property and liability insurance cost and ½ time custodian sal. and benefits	\$ 14,899
700 Student Activity Fund		\$ 0
	Total Expenditure Changes	\$ 0

**FOOD SERVICE FUND**

These funds have been budgeted status quo for Food Service.

**RECOMMENDATION**

The administration recommends that the Board approve the second FY 21 Revised Operating Fund Budget for first reading.

Hoonah City School District  
 FY21 Budget Revision to ADM Actuals 1.15.20

	124	124	124	128.89			
Student Enrollment							
OPERATING FUND							
REVENUE	FY 21 Approved Budget	FY 21 Budget Approved	FY 21 Budget Revision	Difference			
1 City Contribution	726,000	450,000	450,000	-			
2 City Contribution - In Kind	33,014	33,014	33,014	-			
3 City Contribution - Pupil Activities							
4 Earnings on Investments	1,500	1,500	1,500	-			
5 Other	5,000	5,000	5,000	-			
6 Rentals							
7 Leases							
8 E Rate Revenues	33,600	33,600	33,600	-			
9 State Revenue: Foundation Program	2,492,676	2,492,676	2,645,040	152,364			
10 State Revenue: Quality Schools Grant	7,307	7,307	7,667	360			
11 State Contribution: On Behalf TRS	164,838	177,238	194,486	17,248			
12 State Contribution: On Behalf PERS	31,480	37,615	46,700	9,085			
13 State Broadband Assistance							
14 Federal Revenue: Impact Aid							
15 Use of Fund Balance							
16 Total Revenue	3,495,415	3,495,415	3,495,415	(0)			
<b>EXPENDITURES</b>							
17 100 Regular Instruction							
18 310 Certified Salaries	680,582	741,378	778,232	36,854			
19 320 Non-Certified Salaries	5,000	5,000	5,000	-			
20 350 Employee Benefits	548,864	575,322	480,253	(95,069)			
21 420 Travel							
22 440 Other Purchased Services	8,000	8,000	25,000	17,000			
23 441 Online Classes	10,000	10,000	10,000	-			
24 443 Music Equipment Repair							
25 450 Teaching Supplies	15,000	15,000	15,000	-			
26 451 Music Supplies							
27 471 Textbooks			10,000	10,000			
28 Total Regular Instruction	1,267,446	1,354,700	1,323,485	(31,215)			

Percents come from students transferring in to HCS during count period and PreK SPeD student are counted as .75 FTE

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

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

Additional student enrollment  
 W/ Addition of teachers TRS & Percent On Behalf increased from Correct Contract Amounts  
 With Additional PERs On Behalf percent to included Grant funded Positions

Because of the additional foundation funds due to increased enrollment numbers and TRS & PERS on-behalf amounts

Based on Actuals  
 teacher subs for year  
 Based on actuals including actuals for Health insurance

Added the cost of use of the City Gym for Physical Education class

Purchasing of Textbooks

		FY 21 Approved Budget	FY 21 Budget Revision	FY 21 Budget Revision	Difference			
<b>29 200 Special Education Instruction</b>								
<b>30 310 Certified Salaries</b>		140,072	140,072	147,845	7,773			
<b>31 320 Non-Certified Salaries</b>		279,211	279,211	279,211	-			\$20,000 for subs + Est 10 days Leave Cash out
<b>32 350 Employee Benefits</b>		302,819	302,819	302,819	-			
<b>33 420 Staff Travel</b>		1,200	1,200	1,200	-			
<b>34 440 Other Purchased Services</b>		500	500	500	-			
<b>35 450 Teaching Supplies</b>		5,000	5,000	5,000	-			
<b>36 Total Special Education Instruction</b>		728,802	728,802	736,575	7,773			
<b>37 220 Special Ed Supporting Services</b>								
<b>38 310 Certified Salaries</b>		-	-	-	-			
<b>39 350 Employee Benefits</b>		-	-	-	-			
<b>40 410 Professional &amp; Technical</b>		120,000	120,000	120,000	-			
<b>41 420 Staff Travel</b>		2,000	2,000	2,000	-			
<b>42 Total Special Ed Supporting Services</b>		122,000	122,000	122,000	-			
<b>43 300 Supporting Services - Students</b>								
<b>44 310 Certified Salaries</b>								
<b>45 410 Professional &amp; Technical</b>								
<b>46 Total Supporting Services - Students</b>								
<b>47 350 Supporting Services - Instruction</b>								
<b>48 310 Certified Salaries</b>		15,000	15,000	15,000	-			
<b>49 320 Non-Certified Salaries</b>								
<b>50 350 Employee Benefits</b>		4,914	4,914	4,914	-			
<b>51 410 Professional &amp; Technical</b>				5,000	5,000			Professional Development for Certified Staff
<b>52 420 Staff Travel</b>					-			
<b>53 425 Student Travel</b>					-			
<b>54 421 Teacher Enrichment</b>		4,788	5,705	5,705	-			
<b>55 433 Communications</b>					-			
<b>56 440 Other Purchased Services</b>					-			
<b>57 450 Supplies</b>		10,000	10,000	10,000	-			
<b>58 Total Supporting Services - Instruction</b>		34,702	35,619	40,619	5,000			
<b>59 351 Supporting Services - Technology</b>								
<b>60 410 Professional &amp; Technical</b>		70,000	70,000	70,000	-			
<b>61 433 Communications</b>		45,000	45,000	45,000	-			
<b>62 475 Technology Purchases</b>		13,500	13,500	13,500	-			
<b>63 Total Supporting Services - Instruction</b>		128,500	128,500	128,500	-			

		FY 21 Approved Budget	FY 21 Budget Revision	FY 21 Budget Revision	Difference				
<b>64</b>	<b>400 School Administration</b>								
<b>65</b>	310 Certified Salaries	68,607	68,607	68,607	-				
<b>66</b>	350 Employee Benefits	39,689	39,689	39,689	-				
<b>67</b>	410 Professional and Technical Services								
<b>68</b>	420 Staff Travel	5,000	5,000	5,000	-				
<b>69</b>	450 Supplies	1,000	1,000	1,000	-				
<b>70</b>	491 Dues and Fees	650	650	650	-				
<b>71</b>	Total School Administration	114,946	114,946	114,946	-				
<b>72</b>	<b>450 School Administration Support Serv</b>								
<b>73</b>	320 Non-Certified Support Staff	39,287	39,287	39,287	-				
<b>74</b>	350 Employee Benefits	27,549	27,549	27,549	-				
<b>75</b>	420 Staff Travel	1,500	1,500	1,500	-				
<b>76</b>	440 Other Purchases Services	7,441	7,441	9,000	1,559			Increased cost of Power/School	
<b>77</b>	450 Supplies	1,000	1,000	1,000	-				
<b>78</b>	Total School Administration Support Services	76,777	76,777	78,336	1,559				
<b>79</b>	<b>510 District Administration</b>								
<b>80</b>	310 Certified Salaries	68,607	68,607	68,607	-				
<b>81</b>	320 Non-Certified Support Staff	39,689	39,689	39,689	-				
<b>83</b>	380 Housing Allowance								
<b>84</b>	410 Professional & Technical	2,500	2,500	2,500	-				
<b>85</b>	420 Staff Travel	10,000	10,000	9,000	(1,000)			Moved funds to increase supt supply budget	
<b>86</b>	440 Other Purchases Services	3,700	3,700	3,700	-				
<b>87</b>	450 Supplies	536	536	1,536	1,000			Funds from Supt travel budget for increase in supplies	
<b>88</b>	490 Other Expenses								
<b>89</b>	490 Dues & Fees	2,500	2,500	2,500	-				
<b>90</b>	Total District Administration	127,532	127,532	127,532	-				
<b>91</b>	<b>511 Board of Education</b>								
<b>92</b>	410 Professional & Technical	20,000	20,000	20,000	-				
<b>93</b>	420 Staff Travel	12,000	12,000	12,000	-				
<b>94</b>	440 Other Purchases Services	2,900	2,900	2,900	-				
<b>95</b>	450 Supplies	1,000	1,000	1,000	-				
<b>96</b>	490 Other Expenses	5,000	5,000	5,000	-				
<b>97</b>	490 Dues & Fees	8,072	8,072	8,072	-				
<b>98</b>	Total District Administration	48,972	48,972	48,972	-				

		FY 21 Approved Budget	FY 21 Budget Revision	FY 21 Budget Revision	Difference			
<b>99</b>	<b>550 District Admin Support Services</b>							
<b>100</b>	320 Non-Certified Support Staff	95,366	95,366	95,366	-			
<b>101</b>	350 Employee Benefits	71,153	71,153	71,153	-			
<b>102</b>	410 Professional & Technical	30,000	30,000	30,000	-			
<b>103</b>	420 Staff Travel	4,000	4,000	3,000	(1,000)	Decreased to increase supply budget		
<b>104</b>	433 Communications	4,500	4,500	4,500	-			
<b>105</b>	440 Other Purchased Services	20,000	20,000	18,500	(1,500)	Decreased to increase supply budget		
<b>106</b>	445 Liability Insurance	13,000	13,000	14,984	1,984	Increase in liability insurance		
<b>107</b>	450 Supplies	2,500	2,500	5,000	2,500	Increased for supplies purchased-Computer and chair		
<b>108</b>	490 Other Expenses	180	180	180	-			
<b>109</b>	491 Dues & Fees	-	-	0	-			
<b>110</b>	495 Indirect Cost Reimbursement	(72,000)	(72,000)	(72,000)	-			
<b>111</b>	510 Equipment							
<b>112</b>	Total District Admin Support Services	168,699	168,699	170,683	1,984			
<b>113</b>	<b>600 Operation &amp; Maintenance of Plant</b>							
<b>114</b>	320 Non-Certified Support Staff	98,507	98,507	102,522	4,015	Increased to reflect 1/2 time Custodian		
<b>115</b>	350 Employee Benefits	67,102	67,102	72,721	5,619	Increased to reflect 1/2 time Custodian		
<b>116</b>	410 Professional & Technical	6,700	6,700	6,700	-			
<b>117</b>	420 Staff Travel	1,800	1,800	1,800	-			
<b>118</b>	430 Utility Services	6,745	6,745	6,745	-			
<b>119</b>	In-Kind Services (water, sewer, garbage)	33,014	33,014	33,014	-			
<b>120</b>	435 Electricity	107,000	107,000	107,000	-			
<b>121</b>	436 Heating Fuel	55,000	55,000	55,000	-			
<b>122</b>	440 Other Purchased Services	12,000	12,000	12,000	-			
<b>123</b>	443 Repair & Maintenance	22,000	22,000	22,000	-			
<b>124</b>	445 Property Insurance	22,000	30,000	30,000	-			
<b>125</b>	452 Maintenance Supplies	8,000	8,000	6,000	(2,000)			
<b>126</b>	453 Janitorial Supplies	4,000	4,000	11,265	7,265	Increased due to PPE for all staff and students		
<b>127</b>	458 Gas & Oil	1,000	1,000	1,000	-			
<b>128</b>	491 Dues and Fees							
<b>129</b>	Total Operation & Maintenance of Plant	444,868	452,868	467,767	14,899			

		FY 21 Approved Budget	FY 21 Budget Revision	FY 21 Budget Revision	Difference
130	<b>700 STUDENT ACTIVITY FUND</b>				
131	Equipment				
132	Certificated Salaries	30,000	30,000	30,000	-
133	Non-certificated salaries	11,000	11,000	11,000	-
134	Employee benefits	16,032	16,032	16,032	-
135	Staff travel	5,000	5,000	5,000	-
136	Student travel	102,840	23,968	23,968	-
137	Other purchased services				
138	Supplies	17,299			
139	Other expenses				
140	Total Expenditures	182,171	86,000	86,000	-
141	<b>900 Transfer of Funds</b>				
142	Transfer to Technology Replacement Fund				
143	Transfer to Student Activity Fund				
144	Transfer to Food Service Fund	50,000	50,000	50,000	-
145	Transfer of Funds	50,000	50,000	50,000	-
146	Total Expenditures and Transfer of Funds	3,495,415	3,495,415	3,495,415	-
147	Excess of Revenues over Expenditures	(0)	(0)	(0)	(0)
148	Beginning Unrestricted/Unassigned Fund Balance	266,885	266,885	266,885	
	Fund Balance, End of Year	266,885	9,420	188,477	
149	<b>FOOD SERVICES FUND</b>				
150	Revenue	90,000	90,000	90,000	-
151	Expenditures				
152	Non-certificated salaries	50,109	50,109	50,109	-
153	Employee Benefits	31,627	31,627	31,627	-
154	Staff Travel	1,072	1,072	1,072	-
155	Other Purchased Services	3,110	3,110	3,110	-
156	Supplies	54,082	54,082	54,082	-
157	Total Expenditures	140,000	140,000	140,000	-
158	Funds needed from operating fund	(50,000)	(50,000)	(50,000)	-

\*\*\*This Transfer may have to be increased as the cost of food service has tripled due to container purchases for breakfast and lunches due to COVID-19



AGENDA ITEM    New Business 1.1

  √   ACTION

     DISCUSSION

TOPIC: Memorandum of Agreement for Spring 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 Spring Semester of 2020/2021 – Scott Burton Productions, LLC.

Recommendation

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

AGENDA ITEM    New Business 1.2

ACTION

DISCUSSION

TOPIC: Memorandum of Agreement for Spring Semester of 2020/2021 – Kristi Styers, Culinary Arts Course.

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 – Kristi Styers, Culinary Arts Course.

Recommendation

I move that we approve the Memorandum of Agreement for the Spring Semester of 2020/2021 Kristi Styers, Culinary Arts Course.

AGENDA ITEM    New Business 1.3

ACTION

DISCUSSION

TOPIC: Memorandum of Agreement for Spring Semester of 2020/2021 – GEMS Training LLC.

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 – GEMS Training LLC.

Recommendation

I move that we approve the Memorandum of Agreement for the Spring Semester of 2020/2021 for GEMS Training LLC.