

**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, March 18, 2021
6:00PM – BUDGET WORKSHOP - LIBRARY
7:00 PM - REGULAR BOARD MEETING – LIBRARY/ZOOM**

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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- February 18, 2021

Special Board Meeting – February 25, 2021

BOARD CALENDAR

March 2021

April 2021

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 Contract for Norma Holmgaard, Hoonah City Schools Grant Manager
- 1.1 Exempt Contract for Jeremiah Byers, Maintenance Director
- 1.2 Exempt Contract for Amy Stevenson, Business Manager
- 1.3 FY 21 Budget Revision 1st & Final
- 1.4 FY 22 Budget First Reading
- 1.5 FY 21 MOA Family Engagement, Heather Powell
- 1.6 Tenured Teacher Contracts
- 1.7 Non Tenured Teacher Contracts

DISCUSSION ITEMS:

- A. Testing
- B. Dates for Strategic Planning

PUBLIC COMMENTS (THREE MINUTES PER SPEAKER)

COMMENTS FROM BOARD MEMBERS

FUTURE AGENDA ITEMS

ADJOURNMENT

NEXT MEETING DATES:

- Regular Board Meeting-April 15, 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.

March

2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 -Begin Marching Through March Campaign	2	3	4	5	6
7	8 -Begin Elective Phase -Walk Like A Warrior	9	10	11	12 -Family Engagement Virtual Event -ACT Registration Deadline	13
14	15	16	17	18 Regular School Board Meeting – 7PM in the School Library	19	20
21	22 -Begin Spring Break	23	24	25	26 -End Spring Break -ACT Late Registration Deadline	27
28	29	30 -End of Marching Through March Campaign	31			

April

2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8 -End of Quarter	9 - Teacher Workday - No Students in School	10
11	12	13	14	15 Regular School Board Meeting 7PM-Library	16 -Family Engagement Event	17 -ACT Test
18	19	20	21	22	23	24
25	26 -Elective Phase	27 -Elective Phase	28 -Elective Phase	29 -Elective Phase	30 -Elective Phase	

Maintenance report March 2021

This month I have started working with Jeromy Grant on indoor air quality monitoring. When we agreed to participate it was made to sound like a miniscule investment of time, but after the first meeting I was provided a nearly fifty pages of questionnaire and information that I have been making my way through when I have time. Another thing I am working on is updating the custodial care plan as it was not updated after the smart start plans changes to the cleaning protocol or after the change in custodial hours. I temporarily patched some snow damage to the roof above an elementary bathroom in a way that should not impact the warranty.

An upcoming task I have is still to finish the process of changing our energy monitoring plans to isolate components and their energy use in the elementary and highschool as both buildings have had the necessary components replaced within a supplied timeframe to require this extra monitoring. This isn't due until the end of May, but it is quite a change and will require an increased maintenance time investment to collect the necessary data to meet the states mandate.

AGENDA ITEM New Business 1.0

 √ ACTION

 DISCUSSION

TOPIC: APPROVAL OF GRANT DIRECTOR CONTRACT – Norma Holmgaard

Background

On February 25, 2021, a Special Board Meeting was held to discuss a .48 FTE Grant Director position. Administration was directed to draft and post this position to solicit a part-time grand director. The posting was posted and the District received one application for the position. Ms. Holmgaard was the applicant.

Ms. Holmgaard was selected and a contract was drafted with the help of the school district's legal counsel. Ms. Holmgaard accepted the position.

Recommendation

I move that we approve FY 2021/2022 Grant Director Contract for Norma Holmgaard.

AGENDA ITEM New Business 1.1

 √ ACTION

 DISCUSSION

TOPIC: APPROVAL OF EXEMPT CONTRACT – Jeremiah Byers, Maintenance Director

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 2021/2022 Exempt Contract for Jeremiah Byers.

AGENDA ITEM New Business 1.3

 √ ACTION

 DISCUSSION

TOPIC: APPROVAL OF EXEMPT CONTRACT – Amy Stevenson and 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 2020/2021 Exempt Contract for Amy Stevenson and Jeremiah Byers.

AGENDA ITEM New Business 1.3

 √ ACTION

 DISCUSSION

TOPIC: FY 2020/2021 School Operating Fund Budget Revision for 1st and Final Reading

Background

This revision is to reflect the correct fund balance shown in the FY 2019/2020 HCSD Financial Statement. This was missed when completing the previous FY 2020/2021 Budget revision.

Recommendation

I move that we approve the FY 2020/2021 School Operation Fund Budget Revision, in the amount of \$3,495,415.00, reflecting the corrected fund balance for 1st and Final Reading

AGENDA ITEM New Business 1.4

 √ ACTION

 DISCUSSION

TOPIC: FY 22 School Operating Fund Budget for First Reading

Background

The attached budget cover memo describes this board agenda item.

Recommendation

I move that we approve the FY 22 School Operating Fund Budget in the amount of \$3,657,170 for first reading.

AGENDA ITEM New Business 1.5

 √ ACTION

 DISCUSSION

TOPIC: Memorandum of Agreement – Heather Powell

Background

The District has been meeting the objectives of the STEPS grant.

Funds have become available in the STEPS grant to compensate Ms. Powell for providing cultural responsive family engagement activities both in school and out of school for the current school year FY 2020/2021.

Recommendation

I move that we approve the memorandum of agreement with Heather Powell.

AGENDA ITEM New Business 1.6

 ✓ ACTION

 DISCUSSION

TOPIC: FY' 2021/2022 Tenure Teacher Contracts

Background

The Board of Education is required to issue contracts to tenured teachers annually by the 15th day of May.

Status

The following teachers have tenured teacher status in the Hoonah School District for the 2020/2021 school year: Adam Gretsinger, Eli Darenoff, and Renee Gray.

Recommendation

I move that the Board of Education offer 2021/2022 teaching contract to the following teachers: Adam Grestinger, Eli Darenoff, and Renee Gray.

AGENDA ITEM New Business 1.7

 √ ACTION

 DISCUSSION

TOPIC: FY' 2020/2021 Non-Tenured Teacher Contracts

Background

The Board of Education is required to issue contracts to tenured teachers annually by the 15th day of May.

Status

Non-Tenured Teachers:

Alex Tannehill, Rachel Priser, Ben Mettling, Joan Martin, Mark Smith, Sascha Smith, Mark Browning, Morgan Reeves, Sondra Steele, Nicolle Egan, and Elizabeth Mair

Recommendation

I move that the Board of Education offer 2021/2022 teaching contract to the following employees: Alex Tannehill, Rachel Priser, Ben Mettling, Joan Martin, Mark Smith, Sascha Smith, Mark Browning, Morgan Reeves, Sondra Steele, Niccole Egan, and Elizabeth Mair.

March 12, 2021

MEMORANDUM

TO: HCS D Board of Education
FROM: Amy Stevenson, Business Manager
RE: March Report

Current Information:

1. Payroll is up-to-Date
2. Summer Food Service Program reimbursements are done through February
3. Accounts payables are up-to-date.
4. General fund and grant budgets almost completed in ADS
5. Orders up-to-date
6. Picking up school mail daily
7. First draft of a budget for FY 2022 done and before the board this board meeting
8. Second FY 2021 Budget revision done and before the board to update the fund balance
9. All staff contracts drafted and before the Board for approval

Next Steps:

1. The bank reconciliation for December, January and February needs to be done.
2. March 31 Classified and Certified payrolls
3. AML/JIA insurance survey needs to be done by April 1
4. Grant reimbursements for 3rd quarter
5. F941 and ESD reporting
6. Daily lunch counts for 3 lunch periods of Elementary and High School lunches.
7. Continued work on FY 2022 School Operating Fund budget
8. Begin work on next year's MOA for support staff needed for Special Education
9. Deposits done as received
10. Filing
11. Journal entries as needed
12. Set up my financial board reports for FY 2021 when all budgets are known and in for grants.
13. Budget for grants put into our accounting software
14. Accounts payables as needed
15. Orders as needed
16. Work on destruction of old records per the State of Alaska's School District Model Records Retention and Disposition Schedule.

***Please remember, my door is always open (well, most of the time) if anyone has any questions.