

HOONAH CITY SCHOOLS BOARD OF EDUCATION  
MISSION STATEMENT

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

**REVISED**  
**April 22, 2021**

**6:00 PM Budget Work Session**

**7:00 PM - REGULAR BOARD MEETING**  
**Library**

**Zoom**

**<https://zoom.us/j/98002922680?pwd=dE1rV2hzbWVSN1sZXlrUGp4ZFIFZz09>**

**Meeting ID: 980 0292 2680**

**Passcode: 123456**

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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**

**March 18, 2021**

**BOARD CALENDAR**

**April 2021**

**May 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 –**

**OLD BUSINESS:**

**1.0 FY 2021/2022 Budget 2<sup>nd</sup> Reading**

**NEW BUSINESS:**

**2.0 Memorandum of Agreement for Doug Wesson, Rainforest Mediation and Consultation**

**2.1 Memorandum of Agreement for Chelsea Wilburn, Alaska's Midnight Sun Therapy Services, LLC**

**2.2 Requisition for Purchase Order Heavy Equipment**

**2.3 Accept resignation from Esther Heath-Mills, Board Secretary**

**EXECUTIVE SESSION**

**DISCUSSION ITEMS**

- **Testing Update to Smart Start Plan**
- **Update on Staffing**
- **2021/2022 Academic School Year Calendar**

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

**COMMENTS FROM BOARD MEMBERS**

**FUTURE AGENDA ITEMS**

**ADJOURNMENT**

**NEXT MEETING DATES:**

- **Regular Board Meeting- May 20, 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

March 18, 2021

**BOARD MEMBERS PRESENT:** Dillon Styers; Amy Courtney; Esther Heath Mills; Karen Hinchman; Harold Houston; Student Government President Teresa Lewis

**SUPERINTENDENT/PRINCIPAL PRESENT:** Ralph Watkins

**OTHERS PRESENT:** Amy Stevenson, Elana Cranston

**OTHERS PRESENT VIA ZOOM:** Bob Barton, Heather Powell, iPhone; Jeremiah Byers; Joan Martin; Norma Holmgaard; Shawn McConnell; Sondra Steele; Veronica Dalton

**CALL TO ORDER:** Dillon Styers called the meeting to order at 7:11PM.

**PLEDGE OF ALLEGIANCE:** Esther Heath Mills led the Pledge of Allegiance.

**ROLL CALL:** Five (5) Board Members were present at roll call, a quorum was established.

**CORRESPONDENCE TO THE BOARD:** Dillon has nothing at this time.

**AGENDA REVISIONS:**

**ADOPTION OF REVISED AGENDA:** M/S Amy Courtney, Karen Hinchman move to approve the revised agenda.

**Discussion:**

**Voice Vote:** KH;\_\_\_, EH-M;\_\_\_, AC;\_\_\_, DS;\_\_\_ HH;\_\_\_.

**The motion** \_\_\_\_\_.

**APPROVAL OF MINUTES:** M/S

**Discussion:**

**Voice Vote:** KH;\_\_\_, EH-M;\_\_\_, AC;\_\_\_, DS;\_\_\_ HH;\_\_\_.

**BOARD CALENDAR:** Comments from the board regarding updating the School Board Calendar on the Hoonah City School District website.

- Add Timi Tullis as visitor for April.
- Add Interview with Juneau Empire on April 1<sup>st</sup>.
- Add Herring Derby scheduled for April 2<sup>nd</sup>.
- Add next COVID Testing date April 15<sup>th</sup>.
- Add next school board meeting of April 15<sup>th</sup>.
- Add RBM for March 18, 2021 to March calendar.

**PUBLIC COMMENTS (THREE MINUTE TIME LIMIT EACH):**

No Public Comments during this section.

**ADMINISTRATIVE REPORT:**

**A. Chief Administrator's Report - Ralph Watkins**

- Written report
  - H.H. had a question in regards to COVID testing requirements. Mr. Watkins provided a detailed response.
  - EHM had a question in regards to the current CDC requirements 5ft to 3ft in distance. Mr. Watkins provided a response in regards to meeting he had with medical field personnel. Mr. Watkins explained the requirements from mandates regarding vaccines and traveling (strict social distance).

**B. Business Office Report - Amy Stevenson**

- Written report
  - Mrs. Stevenson asked if there were any additional questions besides what was discussed during the Budget Workshop prior to this RBM. Made a comment that her door is always open for anybody with any questions or concerns.

**C. Grant Report-Norma Holmgard**

- No new reporting to submit for March 2021; No Comments)

**D. Maintenance Report-Jeremiah Byers**

- Written Report
  - H.H. asked a question in regards to the generator not having enough power to generate power during the power outage on March 17, 2021. Mr. Watkins proposed to have a meeting with Mr. Jeremiah Byers.

**E. Board & Committee Reports –**

- Verbal Reports
  - Teresa Lewis, Student Government President, provided student update in regards to ongoing bullying issues as well as sports.

## **New Business**

### **1.0 Contract for Norma Holmgaard, Hoonah City Schools Grant Manager**

**M/S** Amy Courtney, Esther Heath Mills move that the Board approve the Contract for Norma Holmgaard, Hoonah City Schools Grant Manager.

**Discussion:** H.H. had comment on page 2.. fix typos. Has Mr. Watkins been able to clarify if Norma is going to be managing/evaluations. Ralph provided response she is only going to be evaluating staff who work under grants. H.H. asked about BP 4115 if Norma Holmgaard will be acting Admin when Mr. Watkins is out of the building.

**Voice Vote:** KH; Yes, EH-M; Yes, AC; Yes, DS; Yes HH; Yes.

**The motion passes.**

### **1.1 Exempt Contract for Jeremiah Byers, Maintenance Director.**

**M/S** Harold Houston, Amy Courtney move that the Board of Education approve Exempt Contract for Jeremiah Byers, Maintenance Director.

**Discussion:** Regarding “1.5% Step Increase”

**Voice Vote:** KH, Yes; EH-M, Yes; AC, Yes; DS, Yes; HH, Yes.

**The motion passes.**

### **1.2 Exempt Contract for Amy Stevenson, Business Office Manager.**

**M/S** Harold Houston, Karen Hinchman move that the Board of Education approve the Exempt Contract for Amy Stevenson, Business Office Manager.

**Discussion:** H.H. has a question regard exempt contracts. Mrs. Stevenson responded with a “step” increase per year as part of her answer.

**Voice Vote:** KH, Yes; EH-M, Yes; AC, Yes; DS, Yes; HH, Yes.

**The motion passes.**

### **1.3 FY 20/21 Budget Revision 1<sup>st</sup> & Final**

**M/S** Esther Heath-Mills, Amy Courtney move that the Board approve FY 20/21 Budget Revision 1<sup>st</sup> & Final for the addition of Fund Balance.

**Discussion:** Amount of Budget does not need to be school operation fund budget.

**Voice Vote:** KH, Yes; EH-M, Yes; AC, Yes; DS, Yes; HH, Yes.

**The motion passes.**

### **1.4 FY 22 Budget First Reading**

**M/S** Amy Courtney, Esther Heath-Mills move that the Board approve FY 2021/2022 Budget First Reading.

**Discussion:** 2 readings, but will most likely have 3 readings if necessary.

**Voice Vote:** KH, Yes; EH-M, Yes; AC, Yes; DS, Yes; HH, Yes.

**The motion passes.**

### **1.5 FY 20/21 MOA Family Engagement, Heather Powell**

**M/S** Harold Houston, Amy Courtney move that the Board approve FY 21 MOA Family Engagement, Heather Powell.

**Discussion:** Harold Houston asked a question. How long is this contract good for? Amy Stevenson provided response.

**Voice Vote:** KH, Yes; EH-M, Yes; AC, Yes; DS, Yes; HH, Yes.

**The motion passes.**

### **1.6 FY 2021/2022 Tenured Teacher Contracts for Adam Gretsinger, Eli Darenoff, and Renee Gray**

**M/S** Amy Courtney, Esther Heath-Mills move that the Board approve FY 2021/2022 Tenured Teacher Contracts for Adam Gretsinger, Eli Darenoff, and Renee Gray.

**Discussion:**

**Voice Vote:** KH, Yes; EH-M, Yes; AC, Yes; DS, Yes; HH, Yes.

**The motion passes.**

**1.7 FY 2021/2022 Non-Tenured Teacher Contract for Alex Tannehill, Rachel Priser, Ben Mettling, Joan Martin, Mark Smith, Sascha Smith, Mark Browning, Morgan Reeves, Sondra Steele, Nicolle Egan, and Elizabeth Mair**

**Discussion:**

**Voice Vote:** KH, Yes; EH-M, Yes; AC, Yes; DS, Yes; HH, Yes.

**The motion passes.**

**DISCUSSION ITEMS:**

- 1. COVID Testing** – Mr. Ralph Watkins provided response regarding molecular testing, screening and school doors, testing at the local airport upon arrival, etc.
- 2. The Board responded with questions and/or concerns regarding how much longer COVID tests to be taken at school.**
- 3. Timi Tullis from AASB to assist with Strategic Planning during a meetings on 21<sup>st</sup> and 22<sup>nd</sup> of April.**

**Amy Courtney out of town the entire month of April.**

**PUBLIC COMMENTS (THREE –MINUTES)**

Shawn McConnell commented with clarification regarding during the previous City Council meeting, Section 8 Part B regarding new city policies mandating students/staff to keep COVID testing. Superintendent needs to have a meeting with City Council and School Board.

**COMMENTS FROM BOARD MEMBERS:**

Esther Heath Mills asked questions regarding next school year start time; student achievement scores; Ralph Watkins says spring benchmark tests and also planning a summer school. Close up? Yes, May 10<sup>th</sup>.

**FUTURE AGENDA ITEMS:**

- 2<sup>nd</sup> Reading Operating Fund Budget**
- 1<sup>st</sup> Reading School Calendar 2021/2022**
- Grant for Fine Arts**

**ADJOURNMENT:**

Meeting adjourned at 8:57pm.

Respectfully submitted,

Esther Heath-Mills  
School Board Secretary

Elana Cranston  
District Office Secretary

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

# April

# 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 School Wide Bully Prevention Campaign	2 School Wide Bully Prevention Campaign -Herring Derby	3
4	5 School Wide Bully Prevention Campaign	6 School Wide Bully Prevention Campaign	7 School Wide Bully Prevention Campaign	8 School Wide Bully Prevention Campaign -End of 3 <sup>rd</sup> Quarter -Special Board Meeting	9 School Wide Bully Prevention Campaign -In Service - Teacher work day	10
11	12 12	13 -Budget Workshop 7pm	14	15 -COVID Testing	16	17 -ACT Test
18	19 19	20 -Regular Board Meeting 7pm	21 -Strategic Planning Workshop 8:30am to 3:30pm	22 -Strategic Planning Workshop -RBM 7:00pm	23	24
25	26 -Elective Phase	27 -Elective Phase	28 -Elective Phase	29 -Elective Phase	30 -Elective Phase	



# May

# 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 -Elective Phase	4 -Elective Phase	5 -Elective Phase	6 -Elective Phase	7 -Elective Phase	8
9	10	11	12	13	14	15
16	17	18	19	20 -Regular Board Meeting 7pm	21	22
23	24	25	26	27	28	29
30	31 Memorial Day					

April 13, 2021

**MEMORANDUM**

TO: Hoonah Board of Education  
THRU: Ralph Watkins, Superintendent/Principal  
FROM: Amy Stevenson, Business Manager  
RE: FY 22 Revised Preliminary Budget – 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 preliminary draft budget has been developed for recommendations from the Board of Education, staff, and community members.

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

**PERTINENT INFORMATION - OPERATING FUND**

The budget work session tonight is to go over the original draft budget with the new administrative configuration decided on in April 8 Special Board Meeting. The public and staff are encouraged to continue providing input to the administration and to the Board of Education throughout this budget season. Note that if the State of Alaska holds District to the cap of fund balance under 10%, we will have to look at making cuts through this budget.

**Revenue Budget**

The FY 22 enrollment projections is based on 127 students, with 8 intensives generating \$2,583,561.00. As of now, it is our understanding that the Governor plans to flat fund education, with no reduction or increase to the BSA (Base Student Allocation).

The FY 22 required minimum local effort in the funding formula is \$214,560; whereas the maximum amount the City of Hoonah may contribute is \$849,486. The City has projected the amount of \$322,560 to the District. Breakdown: Estimated \$108,000 in 1% revenue and \$214,560 local contribution.

The FY 22 budget goal is to operate within the available revenues. To do this this year without reduction staff, it is the suggestion of Administration to use fund balance in the amount of \$468,145 to balance the FY 2021/2022 Operating Fund Budget.

**Expenditure Budget**

Staffing: The FY 22 draft revised budget includes 11 regular instructional teachers in general fund, 2 special education teachers, a half-time contracted sped director, a full-time principal, a half-time superintendent, a half-time grant director, a full-time business manager, a full-time Board clerk/District

secretary, a school secretary, 1.5 custodians, and a half-time maintenance director (the other half of this person's day will include custodial duties) and 8 para-professional.

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	220 days per year
Maintenance Director	260 days per year
Business Manager	250 days per year
Grant Director	101 days per year

Administration will remain status quo: Superintendent/principal

Benefits: Health care has been budgeted with a projected 6 % increase. This is due to actual numbers from Public Education Health Trust for next school year.

Other Expenditure Budget Categories: All budgets have been included in the FY 22 draft budget have been increased or decreased in categories that statistic showed underspent for the past 5 years to balance the budget to zero.

FY 22 Draft Revised Budget Expenditure Function Changes Relative to the FY 22 Draft Budget are:

<u>Function Description</u>	<u>Budget Change</u>	<u>Amount</u>
100 Regular Instruction	Salary Schedule and step increases for returning staff.	(\$ 5,208)
200 Special Education	2 special education teachers and projected salary & benefits	(\$ 3,195)
220 Special Education Support	.5 special education director and other pertinent SPED itinerants.	\$ 0
350 Supporting Services	Salary and benefits added and reduction to the supply budget	\$ 0
351 Supporting Services-Tech	Technology purchases amount	\$ 0
400 School Administration	Added full-time principal position	\$ 53,359
450 School Adm. Support Staff	Salary step and benefits for secretary as a classified employee.	(\$ 444)
510 District Administration (& Board)	Increased in projected health insurance	\$ 39,700
550 District Adm. Support Staff	Step and projected benefit increases, Full-time Board/District Secretary	(\$ 1,334)
600 Operations & Maintenance	Step and projected benefit increases, additional .5 custodians, insurance increase new maintenance truck	(\$ 30,452)
	Total Expenditure Changes	<u>\$ 52,456.00</u>

**\*\*\*All Functions include a projected 6% increase to health insurance.\*\*\***

**LEGISLATIVE SESSION**

As you know, the Alaska Legislature is in session wrestling with the Governor's budget along with the State of Alaska's financial challenges. At this time, it appears there will not be a decrease to the foundation funding formula, and districts will be flat funded.

**FOOD SERVICE AND PUPIL ACTIVITY FUNDS**

These funds have been budgeted status quo based on the FY 21 budget revision.

**RECOMMENDATION**

The administration recommends that the Board approve the FY 22 Operating Fund Budget for second reading.

April 9, 2021

## MEMORANDUM

TO: HCSD Board of Education  
FROM: Amy Stevenson, Business Manager  
RE: April 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. Second draft of a budget for FY 2022 has been revamped and is done. This is before the board this board meeting for second reading. Depending on the outcome of the budget workshop, it may be ready for final reading. If not, we will have to have a special board meeting for a 3<sup>rd</sup> and final reading.
8. Bank reconciliations done thru March
9. AML/JIA insurance survey was completed and sent.
10. Annual Survey of Public Employment and Payroll due every year was completed
11. All 3<sup>rd</sup> quarter grant reimbursements have been completed
12. F941 and ESD report for 3<sup>rd</sup> quarter has been completed
13. Began destruction of old records in the district storage room. Thank you, Elana for giving up part of your spring break to help me organize and destroy.

### Next Steps:

1. The bank reconciliation for April needs to be done.
2. Submit March NSLP breakfast and lunch reimbursements
3. April Classified and Certified payrolls
4. Daily lunch counts for 3 lunch periods of Elementary and High School lunches.
5. Continued work on FY 2022 School Operating Fund budget
6. Continued 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. Budget for grants put into our accounting software
11. Accounts payables as needed
12. Orders as needed

Hoonah City School District  
State and Federal Grant Report  
Hoonah Board of Education  
April 6, 2021  
Prepared by Norma Holmgaard

**Consolidated Grant Programs**

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

Currently we are working on a revision to the Title IA Program to include funding of half of the HCSD summer school program.

**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**

Career programs and counseling services continue. A Heavy Equipment Program has been approved for funding through this grant. The Directors’ meeting has been scheduled for April 20-22. It will be held virtually this year.

**Indian Education**

**Current Award: 45,595.00**

No change in this program.

The Indian Education Parent Committee met on Thursday; April 1, 2021 The Parent Committee recommended that the current cultural activities continue. It was noted that the number of eligible students has decreased which may impact the level of service for FY’22. Parent Committee members present: Mary Beth Moss, Amelia Wilson, Carrie Lindoff. Members Absent: Christina Contreras.

**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.



## April 2021 Maintenance report

- Created daily work plan document for the custodians to follow(included)
- Participated in a training related to meeting the new requirements related to energy management
  - Although I mentioned monitoring both the elementary and highschool it looks like the highschool doesn't meet the criteria so we will not have to provide that information to the state. If time allows it would be a good idea to implement these practices throughout our entire facilities, as they are meant to help identify component decrease in efficiency to cut cost as well as help avoid component failure.
- I serviced and cleaned all the air handling units over spring break
  - We will have to increase the frequency in which we change and order the filters as long as we are using the mer 13 filters and keeping the outside air dampers in a partially open position.
    - Normally they would open when the CO2 levels are elevated beyond a set point and shut when the CO2 levels were reduced to another set point. Now instead of closing they are set to only go as low as 15% open.
- Began researching if the generators in the boiler room would power the school and if it would be worth it to have the existing generators repaired or if we would need to replace them entirely.
- I've been doing the twice daily sanitation of the bathrooms and main entrances. I haven't had a lot of time for Preventative maintenance this month.
- We received a large supply order that should get us through the year with our hand sanitizer and cleaning products.

## Morning Custodial duties

Clock in at 6:00AM

Restock Cart

6:00~30 mins-Main Highschool bathrooms- Wipe down and spray disinfectant on door handles, sinks, toilets, feminine waste disposal and rails. Check trash, paper towels, toilet paper, and soap dispenser; sweep and mop.

- Wipe down and sanitize benches outside district office
- Wipe and sanitize door hands to main high school entrance/clean windows
- Wipe and sanitize water fountains outside HS staff bathrooms

6:30~15 mins-Highschool staff bathrooms- Wipe down and spray disinfectant on door handles, sinks, toilets, feminine waste disposal and rails. Check trash, paper towels, toilet paper, and soap dispenser; sweep and mop.

- Wipe and sanitize door handles on foyer doors and clean windows
- Wipe and sanitize water fountains between foyer and cafeteria

6:45~20 minsCafeteria/library bathrooms- Wipe down and spray disinfectant on door handles, sinks, toilets, feminine waste disposal and rails. Check trash, paper towels, toilet paper, and soap dispenser; sweep and mop.

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7:05~30mins-elementary bathrooms. Wipe down and spray disinfectant on door handles, sinks, toilets, feminine waste disposal and rails. Check trash, paper towels, toilet paper, and soap dispenser; sweep and mop

7:35~20 mins-Science room-Sweep, mop and vacuum

- 7:55-20 mins-414-Sweep, mop and vacuum
- 8:05~10 mins-415-vacuum
- 8:15~10 mins-416-vacuum
- 8:20~5mins417A-vacuum
- 8:25~5mins-417B-vacuum
- 8:30~10 mins-418-vacuum
- 8:40~30 mins Vacuum HS hallways to cafeteria.
- 9:10~30 mins-clean gym floor
- 9:40~20 mins-clean band room (student lounge)
- Alternate accomplishing until 10:30 AM or at other times where you finish your duties early.
  - Vacuum HS or district offices
  - Vacuum library
  - Sweep stairs located in Erickson building, woodshop and library
  - Vacuum entry mats and sweep around entryways
- 10:30 ~20 mins check trash cans in hallways, trash cans on exterior of school, and remove trash bags in hallways from breakfast in Highschool, elementary and Erickson building.

- 10:50~20 mins-Main Highschool bathrooms- Wipe down and spray disinfectant on door handles, sinks, toilets, feminine waste disposal and rails. Check trash, paper towels, and soap dispenser. Wipe of sanitizer after at least 5 minutes of being wet (while waiting clean other areas of the bathroom like stalls, walls, light fixtures, or vents.)
  - disinfect main high school entrance door handles remove disinfectant after 5 minutes (after staff bathrooms)
  - Disinfect counter outside HS secretary desk wipe off disinfectant after 5(after staff bathrooms)
- 11:10~10 mins-HS staff bathrooms- Wipe down and spray disinfectant on door handles, sinks, toilets, feminine waste disposal and rails. Check trash, paper towels, and soap dispenser. Wipe of sanitizer after at least 5 minutes of being wet (while waiting clean other areas of the bathroom like stalls, walls, light fixtures, or vents.)
  - Sanitize foyer door handles
- 11:25~15 mins-Cafeteria/Library Bathrooms- Wipe down and spray disinfectant on door handles, sinks, toilets, feminine waste disposal and rails. Check trash, paper towels, and soap dispenser. Wipe off sanitizer after at least 5 minutes of being wet (while waiting clean other areas of the bathroom like stalls, walls, light fixtures, or vents.)
- 11:50~25 mins-Elementary Bathrooms- Wipe down and spray disinfectant on door handles, sinks, toilets, feminine waste disposal and rails. Check trash, paper towels, and soap dispenser. Wipe off sanitizer after at least 5 minutes of being wet (while waiting clean other areas of the bathroom like stalls, walls, light fixtures, or vents.)
  - disinfect elementary entrance door handles
- 12:00~10 mins-Elementary office area bathroom- Wipe down and spray disinfectant on door handles, sinks, toilets, feminine waste disposal, washer and dryer buttons, light switch, and rails. Check trash, paper towels, and soap dispenser. Wipe off sanitizer after at least 5 minutes of being wet(while waiting clean other areas of the bathroom like stalls, walls, light fixtures, or vents.)
  - Disinfect Erickson building door handles
- 12:10~10 mins-Erickson building bathrooms Wipe down and spray disinfectant on door handles, sinks, toilets, feminine waste disposal and rails. Check trash, paper towels, and soap dispenser. Wipe off sanitizer after at least 5 minutes of being wet(while waiting clean other areas of the bathroom like stalls, walls, light fixtures, or vents.)
- 12:20 Check for trash and clean up as needed in the gym from lunch
- Take your lunch from 12:30PM to 1:00PM
- 1:00~20 mins-Main Highschool bathrooms- Wipe down and spray disinfectant on door handles, sinks, toilets, feminine waste disposal and rails. Check trash, paper towels, and soap dispenser. Wipe of sanitizer after at least 5 minutes of being wet (while waiting clean other areas of the bathroom like stalls, walls, light fixtures, or vents.)
  - disinfect main high school entrance door handles remove disinfectant after 5 minutes (after staff bathrooms)
  - Disinfect counter outside HS secretary desk wipe off disinfectant after 5(after staff bathrooms)

- 1:20~10 mins-HS staff bathrooms- Wipe down and spray disinfectant on door handles, sinks, toilets, feminine waste disposal and rails. Check trash, paper towels, and soap dispenser. Wipe off sanitizer after at least 5 minutes of being wet (while waiting clean other areas of the bathroom like stalls, walls, light fixtures, or vents.)
  - Sanitize foyer door handles
- 1:30~15 mins-Cafeteria/Library Bathrooms- Wipe down and spray disinfectant on door handles, sinks, toilets, feminine waste disposal and rails. Check trash, paper towels, and soap dispenser. Wipe off sanitizer after at least 5 minutes of being wet (while waiting clean other areas of the bathroom like stalls, walls, light fixtures, or vents.)
- 1:55~25 mins-Elementary Bathrooms- Wipe down and spray disinfectant on door handles, sinks, toilets, feminine waste disposal and rails. Check trash, paper towels, and soap dispenser. Wipe off sanitizer after at least 5 minutes of being wet (while waiting clean other areas of the bathroom like stalls, walls, light fixtures, or vents.)
  - disinfect elementary entrance door handles
- 2:05~10 mins-Elementary office area bathroom- Wipe down and spray disinfectant on door handles, sinks, toilets, feminine waste disposal, washer and dryer buttons, light switch, and rails. Check trash, paper towels, and soap dispenser. Wipe off sanitizer after at least 5 minutes of being wet(while waiting clean other areas of the bathroom like stalls, walls, light fixtures, or vents.)
  - Disinfect Erickson building door handles
- 2:15~10 mins-Erickson building bathrooms Wipe down and spray disinfectant on door handles, sinks, toilets, feminine waste disposal and rails. Check trash, paper towels, and soap dispenser. Wipe off sanitizer after at least 5 minutes of being wet(while waiting clean other areas of the bathroom like stalls, walls, light fixtures, or vents.)
- 2:25Make sure to run a full container of water through the disinfectant sprayer at this time each day.
  - Clock out at 2:30

## Night custodial duty

2:30 PM Clock in

~15 mins-HS staff room-Wipe off visible grim and then spray disinfectant on door handle, table, counter, chairs, and refrigerator door handle; vacuum; check trash (replace if necessary); wipe off disinfectant. Check hand soap and paper towels

2:50~20 mins-Band room (student lounge)-Pick up trash; wipe off visible grim and then spray disinfectant on tables chairs and door; check trash (replace if necessary) vacuum while waiting on disinfectant; wipe off disinfectant

3:05~15 mins-Library-wipe off visible grim then spray disinfectant on tables, chairs, hand rails, and door handles; check trash (replace if necessary); check hand sanitizer

~25 mins-(FOR PHASE SCHEDULE ONLY)Auto shop-clean and remove breakfast trash, in bathroom wipe off then spray disinfectant; mirror, sink, toilet, door handle, check trash) mop when needed.

3:15~10 mins-Restock and organize Custodial closets and cart with; ample rags, full sprayers, trash bags, remove dirty rags (this would be a good time to get the rags in the washer if they the supply is low it's in the bathroom in elementary office area separate microfiber and white rags, use bleach)

3:25~15 mins-Elementary staff room-Wipe off visible grim and then spray disinfectant on door handle, table, counter, chairs, and refrigerator door handle; vacuum; check trash (replace if necessary); wipe off disinfectant. Check hand soap and paper towels

3:45~20 mins-Elementary Sped room-wipe off visible grim then spray disinfectant on toilet paper, and paper towels tables, chairs, hand rails, and door handles; check trash (replace if necessary); check hand sanitizer, toilet paper, and paper towels. Vacuum, sweep and mop

4:10~25 mins-Elementary office area and front elementary entrance- wipe off visible grim then spray disinfectant on, tables, chairs, hand rails, and door handles; check trash (replace if necessary); check hand sanitizer, hand soap, paper towels, and toilet paper; Vacuum, sweep and mop

4:35~20 mins-At 4:30 check to ensure that each exterior door is closed. Each door should be tested to ensure it is properly latched. Check the windows while cleaning the classrooms

4:55~20 mins-Tlingit room if used- wipe off visible grim then spray disinfectant on tables, chairs, counter tops, sinks and door handles; check trash (replace if necessary); check hand sanitizer, paper towels, and hand soap; sweep, mop and vacuum.

5:40~40 mins-2nd/3rd grade class (Sacha Smith)- wipe off visible grim then spray disinfectant on tables, chairs, counter tops, sinks and door handles; check trash (replace if necessary) ; check hand sanitizer, paper towels, and hand soap; sweep, mop and vacuum.

6:20~25 mins-Pre-k/Kindergarten (Sacha Steele)- wipe off visible grim then spray disinfectant on tables, chairs, counter tops, sinks and door handles; check trash (replace if necessary) ; check hand sanitizer, paper towels, and hand soap; sweep, mop and vacuum.

6:45~25 mins-1<sup>st</sup> grade (Mark smith)-wipe off visible grim then spray disinfectant on tables, chairs, counter tops, sinks and door handles; check trash (replace if necessary) ; check hand sanitizer, paper towels, and hand soap; sweep, mop and vacuum.

7:10~25 mins-4<sup>th</sup> grade (Mark Browning)- wipe off visible grim then spray disinfectant on tables, chairs, counter tops, sinks and door handles; check trash (replace if necessary) ; check hand sanitizer, paper towels, and hand soap; sweep, mop and vacuum.

7:35~25 mins-5<sup>th</sup> grade (Ben Mettling)- wipe off visible grim then spray disinfectant on tables, chairs, counter tops, sinks and door handles; check trash (replace if necessary) ; check hand sanitizer, paper towels, and hand soap; sweep, mop and vacuum.

7:50~10 mins-Back elementary entrance- sweep large rocks outside out of doors way; disinfect door handles and clean windows; vacuum

Lunch From ~8:00-8:30

8:30~5 mins-Erickson building first room on the right from ramp entrance-wipe off visible grim then spray disinfectant on tables, chairs, hand rails, and door handles; check trash (replace if necessary); check hand sanitizer

~5 mins- (PHASE SCHEDULE ONLY)Erickson building first on the left from ramp entrance- wipe off visible grim then spray disinfectant on tables, chairs, hand rails,sink, and door handles; check trash (replace if necessary); check hand sanitizer

8:35~5 mins-Erickson building second on the right from ramp entrance- wipe off visible grim then spray disinfectant on tables, chairs, hand rails, and door handles; check trash (replace if necessary); check hand sanitizer

8:40~5 mins-Erickson building second on the left from ramp entrance- wipe off visible grim then spray disinfectant on tables, chairs, hand rails, and door handles; check trash (replace if necessary); check hand sanitizer

8:45~5 mins-Erickson building third on the left from ramp entrance- wipe off visible grim then spray disinfectant on tables, chairs, hand rails, and door handles; check trash (replace if necessary); check hand sanitizer

8:50~15 mins-Women's bathroom in Erickson building- Wipe down and spray disinfectant on door handles, sinks, toilets, feminine waste disposal and rails. Check trash and soap dispenser; sweep and mop.

Men's bathroom in Erickson building- Wipe down and spray disinfectant on door handles, sinks, toilets, and rails. Check trash and soap dispenser; sweep and mop.

9:05~40 mins-vacuum hall and all classrooms that you cleaned. Watch for nuts and bolts in robotics area.

9:45~5 mins-HS hallway- wipe down and disinfect counter outside anns area and the entrance check point.

9:50~10 mins-Science room- wipe and spray disinfectant on door handles, sinks, countertops, and tables, check trash

10:00~10 mins-414(Renee Gray)- wipe and spray disinfectant on door handles and tables, check trash

10:10~5 mins-415(Rachel Prisner)- wipe and spray disinfectant on door handles and tables, check trash

10:15~5 mins-416(Morgan Reeves)- wipe and spray disinfectant on door handles and tables, check trash

10:25~10 mins-417A and B- wipe and spray disinfectant on door handles and tables, check trash

10:35~5 mins-418 Heather- wipe and spray disinfectant on door handles and tables, check trash

10:40~10 mins-Ensure trash is removed to the dumpsters

10:50~ 40 mins-Sweep and mop elementary hallway  
~30 mins- Sweep and mop cafeteria (if have time.)

Clock out at 11:30

AGENDA ITEM    Old Business 1.0

  ✓   ACTION

       DISCUSSION

TOPIC: FY 22 School Operating Fund Budget for Second 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 \$3,596,572 for second reading.





	FY 21	FY 22		FY 22		Difference	
		Budget Revision	Draft Budget	Revised Draft Budget	Budget		
<b>64 400 School Administration</b>							
65 310 Certified Salaries	68,607	119,007	143,400		24,393	\$93,000 est contract for full time principal	
66 350 Employee Benefits	39,689	46,607	75,603		28,996	1 FTE Principal, .48 FTE Grant Director	
67 410 Professional and Technical Services							
68 420 Staff Travel	5,000	5,000	5,000		-	93,000 without grant director	
69 450 Supplies	1,000	1,000	1,000		-		
70 491 Dues and Fees	650	650	650		-		
<b>71 Total School Administration</b>	<b>114,946</b>	<b>172,264</b>	<b>225,653</b>		<b>53,389</b>		
<b>72 450 School Administration Support Serv</b>							
73 320 Non-Certified Support Staff	39,287	42,045	42,045		-		
74 350 Employee Benefits	27,549	28,541	28,097		(444)	Step & 15 days est leave cash out	
75 420 Staff Travel	1,500	1,500	1,500		-		
76 440 Other Purchases Services	9,000	9,000	9,000		-		
77 450 Supplies	1,000	1,000	1,000		-		
<b>78 Total School Administration Support Serv</b>	<b>78,336</b>	<b>82,086</b>	<b>81,642</b>		<b>(444)</b>		
<b>79 510 District Administration</b>							
80 310 Certified Salaries	68,607	68,607	68,607		-		
81 320 Non-Certified Support Staff						Left as is. This is a \$571.73 per diem for 120 days	
82 350 Employee Benefits	39,689	40,909	48,109		7,200	Add per diem? Or put in travel	
83 380 Housing Allowance							
84 410 Professional & Technical	2,500	2,500	2,500		-		
85 420 Staff Travel	9,000	9,000	26,500		17,500	Add 12 trips 1500 est	
86 440 Other Purchases Services	3,700	3,700	3,700		-		
87 450 Supplies	1,536	1,500	1,500		-		
88 490 Other Expenses			15,000		15,000	Add lodging expense	
89 490 Dues & Fees	2,500	2,500	2,500		-		
<b>90 Total District Administration</b>	<b>127,532</b>	<b>128,716</b>	<b>168,416</b>		<b>39,700</b>		

		FY 21		FY 22		FY 22		Difference
		Budget	Revised	Draft	Revised	Draft	Budget	
		Revision	Budget	Budget	Budget	Budget	Budget	
<b>113</b>	<b>600 Operation &amp; Maintenance of Plant</b>							
114	320 Non-Certified Support Staff	102,522	114,577			94,252	(20,325)	.5 maintenance director/.5 custodian & 1 Custodian
115	350 Employee Benefits	72,721	80,023			69,896	(10,127)	Annual Steps
116	410 Professional & Technical	6,700	6,700			6,700	-	
117	420 Staff Travel	1,800	1,800			1,800	-	
118	430 Utility Services	6,745	6,745			6,745	-	
119	In-Kind Services (water, sewer, garbage)	33,014	33,014			33,014	-	
120	435 Electricity	107,000	107,000			107,000	-	
121	436 Heating Fuel	55,000	55,000			55,000	-	
122	440 Other Purchased Services	12,000	12,000			12,000	-	
123	443 Repair & Maintenance	22,000	22,000			22,000	-	
124	445 Property Insurance	30,000	35,000			35,000	-	Inceased for additional vehicle on insurance
125	452 Maintenance Supplies	6,000	6,000			6,000	-	
126	453 Janitorial Supplies	11,265	10,000			10,000	-	
127	458 Gas & Oil	1,000	1,000			1,000	-	
128	491 Dues and Fees							
<b>129</b>	<b>Total Operation &amp; Maintenance of Plant</b>	<b>467,767</b>	<b>490,859</b>			<b>460,407</b>	<b>(30,452)</b>	
<b>130</b>	<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	23,968	45,968			45,968	-	
137	Other purchased services						-	
138	Supplies						-	
139	Other expenses						-	
<b>140</b>	<b>Total Expenditures</b>	<b>86,000</b>	<b>108,000</b>			<b>108,000</b>	<b>-</b>	

ACTION ITEM New Business 2.0

Action

Discussion

TOPIC: Memorandum of Agreement Doug Wessen, Rainforest Mediation and Consultation, for the 2021/2022 School Year.

Background

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

Status

Administration has identified Doug Wessen, Rainforest Mediation and Consultation, is needed to address student needs for the 2021/2022.

Recommendation

I move that we approve the memorandum of agreement for Doug Wessen, Rainforest Mediation and Consulting for the 2021/2022 School Year.

ACTION ITEM New Business 2.1

Action

Discussion

TOPIC: Memorandum of Agreement for Chelsea Wilburn, Alaska's Midnight Sun Therapy Services, LLC, for the 2021/2022 School Year.

Background

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

Status

Administration has identified Chelsea Wilburn, Alaska's Midnight Sun Therapy Services, LLC is needed to address student needs for the 2021/2022.

Recommendation

I move that we approve the memorandum of agreement for Chelsea Wilburn, Alaska's Midnight Sun Therapy Services, LLC for the 2021/2022 School Year.

AGENDA ITEM New Business 2.2

ACTION

DISCUSSION

**TOPIC:** Requisition for Purchase Order of a Drill Jumbo PS DRJ 01 010703 & USB Key & Shipping.

Background: Ralph Watkins would like to purchase a Drill Jumbo PS DRJ 01 010703 & USB Key & Shipping, for a class.

Recommendation:

I move that we purchase Drill Jumbo PS DRJ 01 010703 & USB Key & Shipping,

# Requisition for Purchase Order



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

**Vendor:** SIMLOG **Date:** 3/19/2020  
440, Rene-Levesque Blvd. Suite 1210 **Ordered By:** Aug-20  
Montreal, Quebec H2Z 1V7

**Telephone #:** 514.861.3111 **Fax #:** 514 861.3337

	Quantity	Item Number	Name of Item/Description	Price Each	Total
1	1		Drill Jumbo PS DRJ 01 010703	\$10,000.00	\$10,000.00
2					
3	1		USB Key & Shipping	\$100.00	\$100.00
4					
5			<b>Subtotal</b>		\$10,100.00
6					
7					
8					
9					
10					
11					
12					

**Acct. Code:**  
\_\_\_\_\_

**Superintendent's Authorization:**  
\_\_\_\_\_

**Business Manager:**  
\_\_\_\_\_

**Principal's Authorization (if applicable)**  
\_\_\_\_\_

I certify that there is an expendible balance to cover expenditures under this account code.

AGENDA ITEM    New Business 2.3

  √   ACTION

     DISCUSSION

TOPIC: Accept resignation from Esther Heath-Mills, Board Secretary

Background

Esther Heath-Mills, Board Secretary, has decided to resign.

Recommendation

I move that we, the Board of Education, accept resignation from Esther Heath-Mills.