

HOONAH CITY SCHOOL BOARD OF EDUCATION

MISSION STATEMENT

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

February 17, 2022

7:00 PM

In the Library

Meeting ID: 834 7774 7294

<https://us06web.zoom.us/j/83477747294?pwd=a2xyUXNYMzczeHo5YkZVcEo3bStlZz09>

Passcode: 58Gfnr

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 834 7774 7294

Passcode: 856214

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MEETING AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL (ESTABLISH QUORUM)

CORRESPONDENCE TO THE BOARD

- **COVID Response Plan**

AGENDA REVISIONS

ADOPTION OF AGENDA

ELECTION OF VICE PRESIDENT

APPROVAL OF MINUTES

- **SBM 1.18.22 Minutes**
- **RBM 1.20.22 Minutes**

BOARD CALENDAR

- February**
- March**

PUBLIC COMMENTS (THREE MINUTES PER SPEAKER)

ADMINISTRATIVE REPORTS

- A. Administrator's Report – Norma Holmgaard, Written**
- B. Principal's Report – Edward Snow, Written**
- C. Grant Report – Norma Holmgaard, Written**
- D. Finance Report – Amy Stevenson, Written**
- E. Maintenance Report – Jeremiah Byers**
- F. Board & Committee Reports –**

NEW BUSINESS:

- 1.0 FY'23 Certified Contracts**
- 1.1 Resignations**
- 1.2 Occupational Therapy Contract**

OLD BUSINESS:

- 2.0 Second Reading of Board Bylaw 9250**

DISCUSSION ITEMS

- 1. Board/Staff Meeting**
- 2. Cell Phone Policy**
- 3. COVID Response Plan**

PUBLIC COMMENTS (THREE MINUTES PER SPEAKER)

EXECUTIVE SESSION – Negotiations and FY 23 Staffing

COMMENTS FROM BOARD MEMBERS

FUTURE AGENDA ITEMS

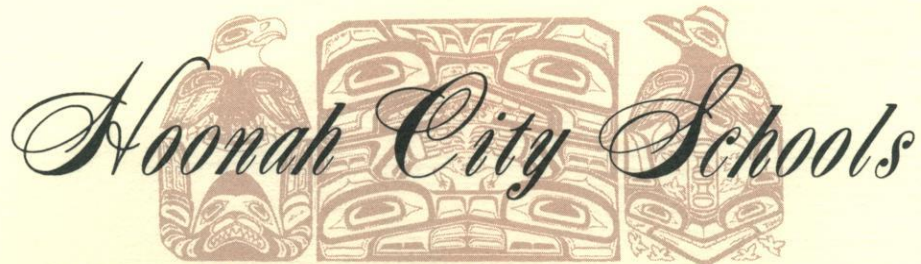
ADJOURNMENT

NEXT MEETING DATES:

- **Regular Board Meeting-March 24, 2022**

Alaska State Law, 44.62.310 makes all school board meetings open to the public except the following excepted subject may be discussed in executive session if so determined by a majority vote of the government body:

- (1) matters, the immediate knowledge of which would clearly have an adverse effect on the finances of the public entity,
- (2) subjects, that tend to prejudice the reputation and character of any person, provided the person may request a public discussion,
- (3) matters which by law, municipal charter or ordinance are required to be confidential,
- (4) matters involving consideration of government records that by law are not subject to public disclosure.



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

February 13, 2022

MEMORANDUM

To: Hoonah School Board
From: Norma Holmgaard, Superintendent
Re” DHSS & DEED Communication regarding Schools

The attached letter came from DHSS and the Department of Education on February 1 and makes recommendations for schools who are developing plans for Covid Response.

The letter encourages schools and districts to revisit mitigation plans and consider if it may be time to begin to make moves to decrease such things as quarantines, risk levels and masking requirements.

This letter has been sent to all members of the Covid Response Committee and will be discussed at the next Committee meeting.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Education & Early Development

OFFICE OF THE COMMISSIONER

801 West Tenth Street, Suite 200
P.O. Box 110500
Juneau, Alaska 99811-0500
Main: 907.465.2800
TTY/TDD: 907.465.2815
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MEMORANDUM

TO: Superintendents

FROM: Dr. Anne Zink, Chief Medical Officer, DHSS
Dr. Michael Johnson, Commissioner

DATE: February 1, 2022

SUBJECT: COVID-19 Mitigation

Handwritten signatures of Dr. Anne Zink and Dr. Michael Johnson.

We wanted to take this opportunity to thank each of you for your steadfast commitment to educating Alaska's children during these challenging times. Your leadership in assuring the health and safety of students and staff while offering an effective learning environment for students over the past two years has been tremendous.

Our mission is the health and well-being of our children combined with an excellent education for every student every day. This has required us to continuously balance the challenges of a highly infectious disease with the importance of in-person learning and school activities, which we also know are essential for healthy youth development. As COVID-19 has evolved, we have continued to develop new tools and to use those that are most helpful for each new situation.

We are now entering a time when the Alaska Department of Health and Social Services (DHSS) can work with districts and schools during surges to best protect students and staff, while ongoing mitigation efforts, such as good ventilation and frequent handwashing, can become part of our daily routines.

Throughout the pandemic, malleability has been a key factor for effective response. COVID-19 is ever-changing, and schools will continue to benefit from being willing and able to adjust their response efforts appropriately as the pandemic continues to evolve. As layered mitigation has

shown to be the best defense against COVID-19, easing mitigations slowly will be safer than eliminating all strategies at once. Mitigation strategies should be considered holistically, and decisions about a given strategy should be made in the context of other mitigation strategies in place.

There is not one best approach to easing mitigation that will fit all schools equally, as districts throughout Alaska differ in many ways. Each district will need to consider which indicators and de-escalation strategies are best within the context of their schools and communities. Similarly, if subsequent waves occur due to new variants or other factors, districts will need to consider which layers to add back (and when) based on the local epidemiology and severity of the wave. Fortunately, we have more tools than ever before to manage COVID-19, including effective vaccines and promising treatments that help decrease the incidence of severe illness caused by this virus.

Examples of mitigation layers that districts will need to consider when to remove include the following:

- Moving from universal masking to optional masking
- Reducing/eliminating school-based contact tracing
- Reducing/eliminating asymptomatic screening testing and shifting to in-home tests for symptomatic students
- Diminished cohorting with a return to group work and play
- Modifying school-based quarantine policies

Districts will also need to consider which indicators are most useful in their community for determining when it is appropriate to increase or decrease mitigation efforts, such as:

- Vaccination rates of the community/school
- Case rate trends in schools and in the community, including student and staff absentee rates
- Hospitalization rates and capacity at the hospital(s) which serve your community. For smaller communities, consider rates and capacity at your nearest regional hospital.

Additional CDC school guidance is provided and routinely updated at the following links:

- [Schools, Child Care, and Colleges](#) (Updated Jan. 28, 2022)
- [K-12 Schools Guidance](#) (Updated Jan. 13, 2022)
- [Early Childhood Education and Child Care Guidance](#) (Updated Jan. 28, 2022)

We appreciate the amazing collaboration that has occurred over the past two years with school districts, and we look forward to continuing to work together to address new challenges as they arise during this ongoing pandemic response effort. As with all transitions, communicating changes about your mitigation strategies and protocols will be important within the schools and

communities you serve. Like you, we are committed to ensuring that Alaska children are given the best education possible during the COVID-19 pandemic and beyond. We are here to support you in these efforts.

If you have any questions or would like assistance, please email schoolhealthandsafety@alaska.gov or call the school health and safety number: 907-269-3433.

For more information, please visit the [DHSS School Health Information webpage](#).

Hoonah City School District
BOARD OF EDUCATION MEETING
Special Board Meeting Minutes – January 18, 2022

Board		
Status	Name	Role/Title
P	Harold Houston	President
	Vacant	Vice President
P	Karen Hinchman	Board Secretary
P	Dillion Styers	Board Member
P	Jamie Erickson	Board Member

Staff		
Status	Name	Role/Title
P	Norma Holmgaard	Superintendent
P	Amy Stevenson	Business Manager

Guests		
Status	Name	Title/Organization
P	Geri Cheslock	Board Candidate

P=Present E=Excused A=Absent Without Notice *Phn for those participating via Phone*

Item	Action/Follow-up	
Convene	Harold Houston called the January 18, 2022 Special Board Meeting to order at 7:01 pm	
Consent Agenda		
Approval of Agenda	Dillion Styers moved to approve the agenda as presented. Jamie Erickson seconded.	Roll call vote taken. Motion passes unanimously.
Item		
Board Appointment Interview	Board interviewed open school board seat candidate	

New Business		
1.0	Approval of Board Appointee called for by Board President Harold Houston.	Roll call vote taken. Motion passes unanimously.
Action	Oath of office read by Geri Cheslock. Board members welcomed Geri to the school board	
Adjournment		
Adjournment	Harold Houston called the Special School Board meeting's adjournment at 7:18 pm.	

Hoonah City School District
BOARD OF EDUCATION MEETING
Meeting Minutes – January 20, 2022

7:00 PM

Board		
Status	Name	Role/Title
P	Harold Houston	President
P	Karen Hinchman	Board Secretary
P	Geri Cheslock	Board Member
P	Dillion Styers	Board Member
P	Jamie Erickson	Board Member

Staff		
Status	Name	Role/Title
P	Norma Holmgaard	Superintendent
P	Amy Stevenson	Business Manager

Staff/Guests via Zoom		
Status	Name	Title/Organization
Zm	Edward Snow	Principal
Zm	Nicolle Egan	Teacher
Zm	Elizabeth Mair	Social Worker
Zm	Joan Martin	Teacher
Zm	Veronica Dalton	Para Professional
Zm	Heather Powell	Teacher
Zm	Kathleen VanDusen	Teacher

P=Present E=Excused A=Absent Without Notice *Phn for those participating via Phone*
 Zm for those participating via Zoom

Item	Action/Follow-up	
Convene	7:07 pm	
Agenda Revisions	None	
Consent Agenda		
Approval of Agenda	M/S Dillion Styers, Karen Hinchman moved to approve the agenda as presented.	Roll call vote taken. Motion passes unanimously.
Item		
EXECUTIVE SESSION-Personal Informal Hearing	M/S Jamie Erickson, Dillion Styers to go into executive session. Into Executive Session: 7:12 pm, Out of Executive: 7:42 pm	Roll call vote taken. Motion passes unanimously.
ACTION:	M/S Dillion Styers, Harold Houston to sustain the personnel decision.	Roll call vote taken. Motion passes unanimously.

Approval of 11/18/21 RBM & 12/9/21 SBM Minutes	M/S Dillion Styers, Jamie Erickson move we approve the minutes for Regular Board Meeting from 11/18/21 and Special Board Meeting 12/9/21.	Roll call vote taken. Motion passes unanimously.
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Reports		
Administrator's Report	Norma Holmgaard – Verbal Report Given with Written	X
Principal Report	Edward Snow – Verbal Report Given with Written	X
Grant Report	Norma Holmgaard – Verbal Report Given with Written	X
Business Manager Report	Amy Stevenson – Verbal report given with Written	X
Maintenance Director Report	None	
Board/Committee Reports	Harold spoke on meeting with the Mayor of Hoonah bi-weekly on topic such as COVID.	
New Business		
1. FY 23 Certified Contracts	M/S Dillion Styers, Jamie Erickson move to approve the 2022-2023 contracts for Eli Derenoff, Nicolle Egan, Renee Gray, Joan Martin, Ben Mettling, Sondra Steele, and Kathleen Van Dusen.	Roll call vote taken. Motion passes unanimously.
2. Technology Order	M/S Dillion Styers, Jamie Erickson move to approve the quote from CDW-G for the purchase of Chromebooks for classrooms in the amount of \$58,755.06	Roll call vote taken. Motion passes unanimously.
3. Middle School/High School Generalist Contract	M/S Harold Houston, Jamie Erickson move to approve the hire of Halie Mahoney as a secondary generalist for the remainder of the 2021-2022 school year.	Roll call vote taken. Motion passes unanimously.
4. March 2022 Recommendation for Board Meeting Change	M/S Dillion Styers, Karen Hinchman move that we reschedule the March Regular Board Meeting to the 24 th at 5:30 PM.	Roll call vote taken. Motion passes unanimously.
5. First Reading of Board Bylaw 9250	M/S Dillion Styers, Jamie Erickson move to approve the first reading of Board Bylaw 9259 as presented	Roll call vote taken. Motion passes unanimously.
6. Housing/Apartment Rental Proposal to HIA	M/S Dillion Styers, Jamie Erickson move to allow the Hoonah City School District Administration to make a proposal to HIA for apartment complexes” as presented	Voice vote taken-JE-Yes, GC-Yes, KH-Yes, DS-Yes, HH-Yes. Motion passes with 5 Yes votes
7. Approval of MOA for Gym Use and Carving Shed	M/S Dillion Styers, Karen Hinchman move to approve the MOA with the City of Hoonah for the use of the City Gym and the Carving Shed through June 3, 2022	Voice vote taken-JE-Yes, GC-Yes, KH-Yes, DS-Yes, HH-Yes. Motion passes with 5 Yes votes

8. Resignation – Certified,	M/S Dillion Styers, Karen Hinchman move to accept the resignation of Lora Jett effective January 27, 2022	Roll call vote taken. Motion passes unanimously.
Discussion Items		
•	FY 23 School Operating Fund Budget	On Going
•	COVID Response Plan	On Going
Next Meeting Date		
Budget Work Session	February 15, 2022	5:50 PM
Regular Board Meeting	February 17, 2022	7:00 PM
Public Comments		
•	None	
Comments from Board Members		
•	None	
Future Agenda Items		
•	Election of Vice President	
•	Executive Session-Negotiated Agreements and Staffing for FY 23	
•	Second Reading of Board Bylaw 9250	
Adjournment		
	Harold Houston called the Regular Board Meeting’s adjournment at 8:47 pm.	

February

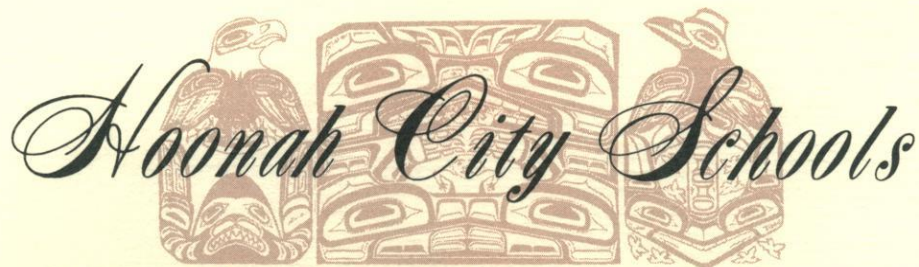
2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Maps Testing Grades 6 - 10	2 Maps Testing Grades 6 - 10	3 Maps Testing Grades 6 - 10	4 Maps Testing Grades 6 - 10	5
6	7 Maps Testing Grades 3 - 5	8 Maps Testing Grades 3 - 5	9 Maps Testing Grades 3 - 5	10 Maps Testing Grades 3 - 5	11 Maps Testing Grades 3 - 5	12
13	14 Maps Testing	15 Maps Testing	16 Maps Testing	17 Maps Testing School Board Meeting 7pm	18 Maps Testing	19
20	21	22	23	24	25	26
27	28					

March

2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Varsity Basket Ball Regional in Juneau	3 Varsity Basket Ball Regional in Juneau	4 Varsity Basket Ball Regional in Juneau	5 Varsity Basket Ball Regional in Juneau
6	7	8	9	10	11	12
13	14	15	16	17 ATP Job Fair In Anchorage	18 ATP Job Fair In Anchorage	19 ATP Job Fair In Anchorage
20 ATP Job Fair In Anchorage	21 SPRING BREAK	22 SPRING BREAK	23 SPRING BREAK	24 Regular School Board Meeting	25 SPRING BREAK	26
27	28	29	30	31		



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

February 10, 2022

MEMORANDUM

To: HCS D School Board
From: Norma Holmgaard, Superintendent
Re: February 2022 Report to the Board

PFD Education Raffle Funds

The State of Alaska conducts a PFD Education Raffle each year. Funds from this raffle go to a single winner, and then divided among schools. This year Hoonah School received 765.00. These funds come in the form of a grant. These funds will be put into student activities as activity funding is very low this year.

Curriculum Development

The first curriculum area targeted is English/Language Arts, to include Reading K-8. A committee consisting of 5 teachers has been created and held its first review meeting on Friday, January 21. The current ELA/Reading Curriculum Journeys is no longer published making it vital that we select a new program and complete ordering to be prepared for fall. All elementary teachers have identified the important elements of a quality ELA curriculum. The next step will be to identify 3 programs that embody these elements.

Covid Testing Update

HCS D continues to test weekly.

Community Input

A zoom meeting was held on Thursday, February 10, 2022, to solicit input on the Covid Response Plan and the FY'23 Calendar. Comments were typed and submitted to the Covid Committee and the Calendar Committee.

FY'23 Calendar

Work on the FY'2 calendar has not yet begun. Scheduling meetings has been problematic. A meeting has been scheduled for Wednesday, February 16, 2022, at 6:30.

New Positions

We are posting two new part-time positions. The first is a part-time Technology Support position. This person will be on-site to provide tech support for issues that arise. In the immediate future he/she will assist in the setup and distribution of the new technology.

The second part-time position is for a Radio Station Technician. This person will be trained in the operation of the Radio Station, making sure it is on-air. He/she will also learn to add real time announcements and to work with teachers wanting to give their students broadcasting experience.

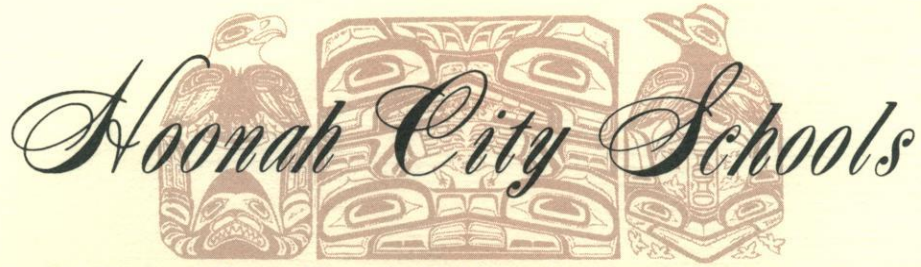
We have requested grant funds for these positions. The job descriptions are attached.

HCS D Calendar Committee Membership

Jamie Erickson
Ben Mettling
Tesh Miller
Norma Holmgaard

Superintendent Schedule

- October 10, 2021 – October 21, 2021
- November 14, 2021 – November 20, 2021
- December 5, 2021 – December 18, 2021
- January 9, 2022 – January 22, 2022
- February 3, 2022 – February 19, 2022
- February 28, 2022 – March 12, 2022
 - Job Fair March 17-20
- April 10, 2022 – April 23, 2022
- May 8, 2022 – May 21, 2022
- June 5, 2022 – June 18, 2022



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Hoonah City School District
Radio Station Technician/Manager

KHOO is a small radio station located inside Hoonah City School that broadcasts at 90.7 FM. The HCSD is looking for a part-time Manager/Technician.

Duties to include:

- Opening station computers
- Developing an understanding of radio broadcasting
- Basic operation of an audio mixing board, microphones, and other radio gear
- Speaking “on air” about school and community events, weather etc.
- Selecting music for broadcast
- Working with KHOO’s technical advisor and engineer when needed
- Developing a broadcast schedule
- Organizing programs such as Tlingit language time or sports corner
- following and enforcing station guidelines for FCC compliance and radio-safe language
- interviewing guests
- work with community to organize underwriting and public service announcements

The station manager/technician will need to briefly check into the station mornings to ensure the station is broadcasting. The manager/technician will also facilitate teachers and students as they learn to make announcements etc.

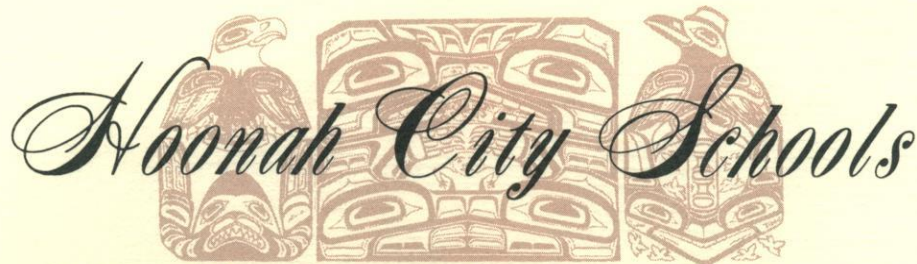
Hours/week: Up to 7

Salary:

Classified Salary Schedule

Level F	17.63	18.18	18.69	19.23	19.76	20.30	20.81	21.36
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Hoonah City School is an Equal Opportunity Employer



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

Title: Technology Support Specialist

Description:

The Technology Support Specialist works within the district's technology team to provide a broad range of technology service to staff, teachers, and students. This position involves a variety of tasks focused on the support of classroom and district technology. This position reports to the Superintendent or designee. Flexible 15-hour work week.

Salary: Level F

To apply, visit: the Hoonah City Schools website "Employment" link

Qualifications:

- 1+ years in a service-related position
- Strong written and verbal communication skills
- Strong organizational skills
- Ability to work with remote IT specialists as part of a team
- Experience with Macs and Chromebooks highly desirable
- Experience with Google Apps (docs, spreadsheets) preferred
- Experience working in a K12 school environment preferred
- Demonstrated interest and aptitude in learning new technology
- Must be responsive to staff needs
- Flexible working hours

Position Duties/Responsibilities:

- Work on technology support assignments
- Update and image computers and tablets according to district processes
- Support classroom technology including screens, projectors, and speakers
- Document and inventory technology and related resources
- Provide hands-on troubleshooting
- Technology support for school events
- Work with the district technology team remotely to accomplish IT projects and tasks
- Continually develop skills to further assist the Hoonah School and stakeholders as they continue to integrate technology into classrooms and practice.
- Assist in District website updates

Hoonah City School District is an Equal Opportunity Employer,

February 17, 2022 Regular School Board Meeting
Principal Board Report

1. Conducted weekly school-wide Covid 19 testing of available students and staff for the last three weeks.
2. April 21-23, 2022 Open Doors Grant training will take place in Hoonah.
3. 12 – 19 March, 2022, NC State University student will visit Hoonah Schools.
4. Our school and community has been enrolled in the upcoming 2022 School Climate & Connectedness Survey (SCCS) that will take place starting on February 21st through March 25th, 2022.
5. Completed 1st round of MAPS testing before winter break, 3 more sessions are scheduled to take place before end-of-school-year. Thanks to Mark Browning as the site test coordinator for making this happen.
7. NAEP testing for all 8th grade students will be rescheduled for later in the year.
8. Will start second round of non-tenured teacher observations on 14 February 2022.

Hoonah City School District
State and Federal Grant Report
Hoonah Board of Education
February 11, 2022
Prepared by Norma Holmgaard

Art Assistance Grant Awarded

Hoonah City School District has been awarded an Art Assistance Program Grant. This is a 5-year program with the first-year award of 500,000.00.

A meeting with the program evaluators was held on Wednesday, February 9. We are working on job descriptions for the Artist in Residence positions.

American Recovery Plan

ESSER I: This grant was used primarily for Covid response supplies and is now expended.

ESSER II: This grant covers multiple years and supports a half-time custodian, half-time Food Service worker, new heating system software, copy machine replacement, additional cafeteria tables and library tables.

ESSER III: This grant also spans several years. It supports our counselor, Radio Tech support, purchase of new technology, librarian, a full-time paraprofessional in the primary grades, a half-time intervention paraprofessional.

Indian Education

The first step in the FY'22 Indian Education Grant Process has just been completed.

90 of 134 students including Pre-K qualify for Indian Education Funding.

A planning webinar was held on Tuesday, February with the first [art of the FY'23 application opened on Monday, February 7 and has been completed.

Partnership Grants

The SCANS Project (Safe Climate for Alaska Native Schools)

Hydaburg is the holder of the grant. Partners include: HCSD and Kake. This project continues until June 30, 2022. At this time the HCSD Tlingit Language and Culture Intern is funded through this program.

STEPS Partnership Grant

This grant is held by the Association of Alaska School Boards (AASB). 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.

This program ends on December 31, 2022. We are investigating how to continue positions and funding for the second semester of the 2023 school year.

Opening Doors Grant

Mr. Browning has arranged for a professional development opportunity in integrating cultural standards in the classroom to be provided in April 2022.

Opening the Box of Traditional Ecological Knowledge: STEAM Pathways

This grant is held by Sealaska Heritage Institute and focuses on STEAM (Science, Technology, Engineering, Art, Math) classes. Ms. Powell teaches and Art class under this program. It also supports career pathways and college readiness including visits to institutions of higher education. Activities include student mentoring programs and a dual credit course for high school students. This is the third year of a 3-year grant program.

Literacy Grant

This partnership Grant is held by the Southeast Island School District. It focuses on literacy development for elementary students. Through this grant teachers use the IReady Reading assessment to determine student achievement levels.

This grant also funds a reading interventionist. Last year this was Teresa McConnell and this year Lisa Callahan supported student in October, November, and December. Unser Ms. Callahan's direction students made tremendous progress. Her report is attached.

Currently, we have no applicants for the intervention position.

February 11, 2022

MEMORANDUM

TO: HCSD Board of Education

FROM: Amy Stevenson, Business Manager

RE: February 2022 Board Report

Current Information:

1. Payroll and AP checks are up to date.
2. Deposits done as needed.
3. All journal entries are update.
4. NSLP reimbursement done through January 2022
5. Second quarter grant reimbursements are done.
6. November and December bank reconciliations are done
7. Order are up to date.
8. All staff travel completed.
9. Completed and sent W-2s and 1099s to all staff, vendors, the Internal Revenue service and Dept. of Social Security by Jan 31, 2022.
- 10.

Next Steps:

1. January bank reconciliation needs to be done.
2. Set up grant budgets in the computer for all grant funds.
3. Working on required annual State mandated training.
4. Begin work on a FY 2021/2022 budget revision if needed
5. Finish FY 2022/2023 School Operating Fund Budget for next school board meeting for 1st reading so we can be on schedule to submit an approved budget to the City of Hoonah by May 1, 2022
6. Finish drafting next school years' staff contract and MOA's for support staff and contractors
7. Civil Rights Data Collection started and needs to be complete
8. Come to a discussion on which account software we would like to purchase
9. OSHA Occupation Injury report
10. Many other things that have not come to mind right at this moment.

Hoonah City Schools
Year to Date - 7/1/21-2/11/22

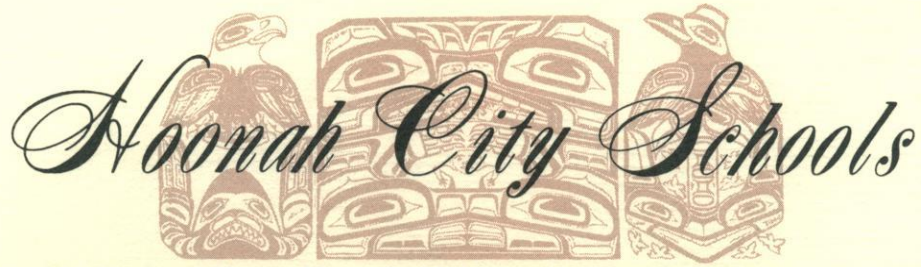
Monthly Revenue Report

Account number	Account Description	Current Approved				Percentage
		Budget	YTD Encumb	YTD Revenue	Remaining Balance	Remaining
100-0000-10-40110	CITY APPROPRIATION	\$322,560.00	\$0.00	\$0.00	\$322,560.00	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	\$361,698.00	\$0.00	\$0.00	\$361,698.00	100.00%
100-0000-10-40300	EARNINGS ON INVESTMENTS	\$1,500.00	\$0.00	\$631.91	\$868.09	57.87%
100-0000-10-40400	OTHER LOCAL REVENUE	\$5,000.00	\$0.00	\$4,478.80	\$521.20	10.42%
100-0000-10-40470	E-RATE REVENUE	\$32,400.00	\$0.00	\$0.00	\$32,400.00	100.00%
100-0000-20-40510	STATE FOUNDATION	\$2,538,561.00	\$0.00	\$1,319,286.00	\$1,219,275.00	48.03%
100-0000-20-40556	TRS ON-BEHALF RELIEF	\$240,670.00	\$0.00	\$0.00	\$240,670.00	100.00%
100-0000-20-40557	PERS ON-BEHALF RELIEF	\$53,741.00	\$0.00	\$0.00	\$53,741.00	100.00%
100-0000-20-40910	ADJUSTMENT PRIOR YRS FOUND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
100-0000-20-40920	OTHER STATE REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
100-0000-20-40940	QUALITY SCHOOLS	\$7,428.00	\$0.00	\$0.00	\$7,428.00	100.00%
100-0000-30-41090	PRIOR YR PL81-874	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
100-0000-30-41100	PUBLIC LAW 81-874	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Report Total:		\$3,596,572.00	\$0.00	\$1,324,396.71	\$2,272,175.29	

Montly Expense Report

Accounts summarized by Function	Current Budget	YTD Encombrances	YTD Expenditures	Remaing Balance	Percent
					Remaining
1100 REGULAR INSTRUCTION	\$1,307,977.00	\$0.00	\$452,883.29	\$855,093.71	65.37%
2000 SPECIAL EDUCATION INSTRUCTION	\$665,990.00	\$0.00	\$192,601.03	\$473,388.97	71.08%
2200 SPEC ED SUPPORT SVCS - STUDENTS	\$122,000.00	\$0.00	\$50,351.08	\$71,648.92	58.72%
3500 SUPPORT SERVICES - INSTRUCTION	\$40,619.00	\$0.00	\$21,030.95	\$19,588.05	48.22%
3510 SUPPORTING SERVICES-TECHNOLOGY	\$128,500.00	\$0.00	\$71,315.25	\$57,184.75	44.50%
4000 SCHOOL ADMINISTRATION - PRINCIPAL	\$225,653.00	\$0.00	\$76,636.63	\$149,016.37	66.03%
4500 SCHOOL ADMIN SUPPORT SVCS - PRINCIPAL	\$81,642.00	\$0.00	\$53,410.31	\$28,231.69	34.57%
5100 DIST ADMIN - SUPERINTENDENT	\$168,416.00	\$0.00	\$69,689.54	\$98,726.46	58.62%
5110 SCHOOL BOARD	\$48,972.00	\$199.00	\$12,099.89	\$36,673.11	74.88%
5500 DISTRICT ADMINISTRATION SUPPORT SVCS	\$188,396.00	\$0.00	\$152,301.46	\$36,094.54	19.15%
6000 OPERATIONS AND MAINTENANCE OF PLANT	\$460,407.00	\$398.00	\$264,218.78	\$195,790.22	42.52%
7000 STUDENT ACTIVITIES	\$108,000.00	\$9,793.00	\$51,228.12	\$46,978.88	43.00%
9000 TRANSFER TO OTHER FUNDS	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%
Report Total:	\$3,596,572.00	\$10,390.00	\$1,467,766.33	\$2,118,415.67	66.99%

Net YTD-Revenue Minus Expense Total: -\$143,369.62



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

February 10, 2022

MEMORANDUM

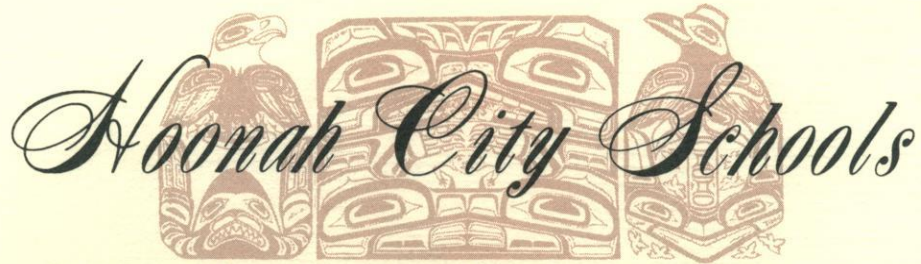
To Hoonah School Board
From: Norma Holmgaard, Superintendent
Re: FY'23 Certified Contracts

Below are the FY'23 Teacher Contracts ready for renewal at this time. Beside the teacher's name is the column, the row, and the salary they would receive for the new 2022-2023 school year. Contract negotiations are in progress, so these are tentative only.

Teachers who have reached the bottom of their column receive an annual increase of .05% up to a maximum of 3%.

Barbara Baysinger: (Elementary) MA36/BA36, Row 9 -78,403.05
Mark Browning: (Elementary) MA36/BA36, Step 8 -76,307.13
Darcy Higgins: (Secondary Science) MA/BA30, Step 0 -53,611.50
Heather Powell: (Culture and Language) (Type M) BA, Row 7-59,418.95

Recommended Motion: Move to approve the 2022-2023 contracts for Barbara Baysinger, Mark Browning, Darcy Higgins and Heather Powell.



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February 10, 2022

MEMORANDUM

To: Hoonah School Board
From: Norma Holmgaard, Superintendent
Re: Approval of Resignations

We have received resignations from Renee Gray and Edward Snow effective at the end of this school year. (Attached)

Ms. Gray has been teaching here for a decade and made an incredible impact on HCSD student. She will be greatly missed.

Although Mr. Snow is new to the District, he has worked diligently to do his best by the students and staff of Hoonah School.

The administration recommends that the Hoonah City School Board accept the resignations of Renee Gray and Edward Snow.

Recommended Motion: Move to accept the resignations of Renee Gray and Edward Snow effective at the end of this contract year.

January 16, 2022

Dear Ms. Holmgaard,

I am writing to let you know that I will be resigning from my position at the end of the year. I am hoping that by giving you this much notice, you will have ample time to post my job and attract more possible candidates.

Hoonah is my home and will always be. This school and community mean the world to me, but time has come for a new chapter.

I will always be indebted to Hoonah City Schools for giving me fourteen years to impact and change childrens' lives.

Sincerely,

Renee Gray

12 January 2022

Norma Holmgaard, Superintendent
Hoonah City School District
Hoonah, Alaska 99829

RE: Letter of Resignation

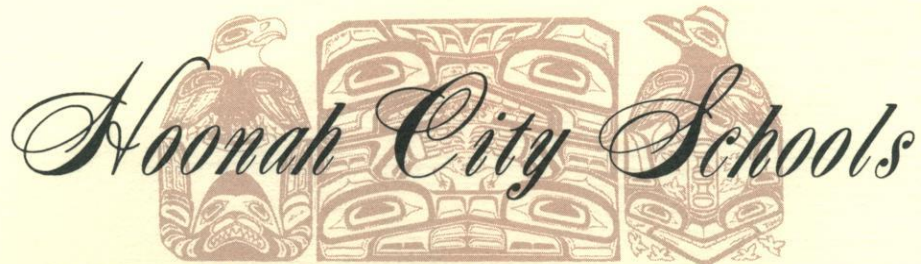
Dear Superintendent Holmgaard,

I appreciate the time I was able to spend as the principal of Hoonah City School. Because of personal reasons I will not be able to return for next school year. Therefore, I am resigning as the principal of Hoonah City Schools effective that last day of the 2021-2022 school year.

Best regards,

A handwritten signature in black ink, appearing to read 'Edward L. Snow', written over a horizontal line.

Edward L. Snow
Principal



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

February 10, 2022

MEMORANDUM

To: Hoonah School Board
From: Norma Holmgaard, Superintendent
Re: Approval of Occupational Therapy Contract

Due to a late termination of an Occupational Therapist contract HCSD has had to secure another service provider. Please find attached a proposed contract with Island Therapeutics to provide OT services for the remainder of the 2021-2022 school year.

Administration respectfully requests approval of the attached contract.

Recommended Motion: Move to approve the contract with Island Therapeutics for the remainder of the 21-22 school year according to the terms specified in the contract.



Contract for Temporary Services

Hoonah City Schools

This agreement is entered into on February 17, 2022, by and between Hoonah City Schools, located at 366 Garteeni Hwy, P.O.Box 157, Hoonah, Alaska, 99829, and Lois Verbaan, Occupational Therapist and owner of Island Therapeutics, located at 1301 Edgecumbe Drive, Sitka, Alaska, 99835 (hereinafter called Contractor).

Period January - May 2022

Purpose To provide quarterly Occupational Therapy services to students and staff in and as required by the Hoonah School District including but not limited to assessments, treatments, reports/recommendations, liaison with, education to and support of staff.

Terms

1. Daily rates
 - On-site rates: Daily rate of \$800 for onsite OT services (\$400/half day)
 - Report writing rates: One report writing day per visit at \$800/day (Not to overlap with onsite days).
 - Travel rate: One travel day per visit at \$800/day and \$400/half day. This rate also applies in the event the contractor is weathered in.
 - Per Diem: \$60/day per diem, \$30/half day, regardless of whether on-site or in transit.
2. Travel and Accommodation: Hoonah City Schools will arrange and pay for travel and lodging. Alternately, the contractor will do this and receive reimbursement after the trip. Expenses due to unforeseen travel delays resulting in overnight stays in locations other than Hoonah or the contractors point of origin, will be billed in addition to the per diem rate.
3. Benefits & statutory obligations: The contractor will not accrue leave, retirement, insurance, or any other benefits afforded to Hoonah City Schools employees. The contractor will be responsible for payment of all applicable taxes and similar statutory obligations.
4. Termination: This agreement may be terminated by either party with 30 days written notice, with or without cause.
5. Billing: The contractor will bill the district at the completion of and within 14 days of each invoice which is payable within 30 days. Receipts for reimbursement will be provided. The

invoice will be separated into two sections – daily rate (taxable income) and expenses incurred (non-taxed reimbursement).

Thank you!



Lois Verbaan, Contractor

Occupational Therapist, License #2235
Island Therapeutics
1301 Edgecumbe Drive, Sitka, Alaska, 99835,
(907) 752-8264

IslandTherapeuticsAK@gmail.com

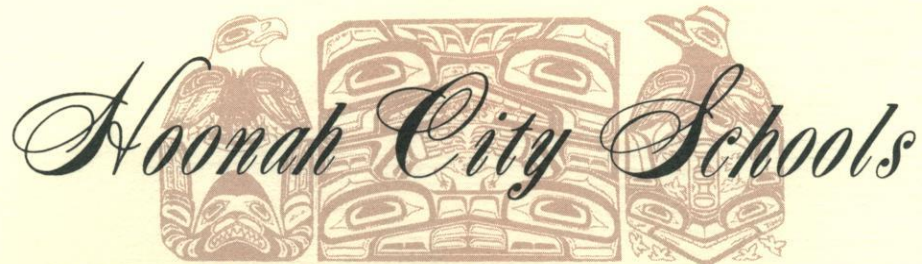
Approval:

Human Resources: _____ Date: _____

Superintendent: _____ Date: _____

Special Education Director: _____ Date: _____

Board: _____ Date: _____



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

February 10, 2022

MEMORANDUM

To: Hoonah School Board
From: Norma Holmgaard, Superintendent
Re: Final Reading of BP 9250: Remuneration, Reimbursement, and Other Benefits

Although Members of the HCSD School Board volunteer their service to the District, dependence on technology has increase significantly during the current Pandemic leaving a huge need for appropriate technology to ensure that all Board Members can fulfill their Board responsibilities.

To assist with the need for technology, the following revision to BB 9250: Remuneration, Reimbursement, and Other Benefits is proposed.

Recommended Motion; Move to approve the final reading of Board Bylaw 9250 as presented.

BB 9250 REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS

Stipend

The School Board views School Board service as a voluntary contribution to the community and does not approve compensation for School Board members.

Reimbursement of Expenses

School Board members shall be reimbursed for expenses incurred in attending any meetings or in making any trips on official business of the school district when so authorized in advance by the School Board.

Hoonah City School District will loan a laptop computer to any Board Member requesting one for the purpose of fulfilling School Board responsibilities. Members requesting a laptop will be asked to sign a Technology Agreement and will return the equipment upon exiting the School Board.

ALASKA STATUTES

[14.14.140](#) *Restriction on*

employment **Reviewed 02/2022**

Adopted November 17, 1998

(cf. 9240 - School Board Development)

Legal Reference:

Hoonah City School District