

**HOONAH CITY SCHOOL BOARD OF EDUCATION
MISSION STATEMENT**

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

May 19, 2022
7:00 PM
In the Library

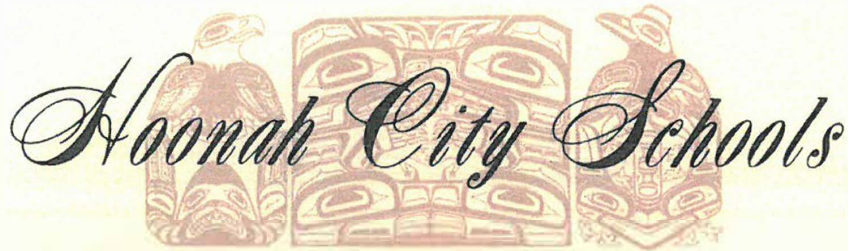
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Meeting ID: 827 8584 2107
Passcode: 9PrVXw
Dial by your location
+1 253 215 8782 US (Tacoma)
Meeting ID: 827 8584 2107
Passcode: 400061

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MEETING AGENDA

- CALL TO ORDER**
- PLEDGE OF ALLEGIANCE**
- SCHOOL BOARD MEMBER OATH OF OFFICE**
- ROLL CALL (ESTABLISH QUORUM)**
- CORRESPONDENCE TO THE BOARD**
- AGENDA REVISIONS**
- ADOPTION OF AGENDA**
- APPROVAL OF MINUTES**
 - **RBM 4.21.22 Minutes**
- BOARD CALENDAR**
 - MAY**
 - JUNE**
- PUBLIC COMMENTS (THREE MINUTES PER SPEAKER)**
- ADMINISTRATIVE REPORTS**
 - A. Administrator's Report – Heather Wheeler, Written**
 - B. Principal's Report – Edward Snow, Written**
 - D. Finance Report – Amy Stevenson, Written**
 - E. Maintenance Report – Jeremiah Byers, Written**
 - F. Board & Committee Reports**
- NEW BUSINESS:**
 - 1.0 FY 23 Music Teacher Contract**
 - 1.1 FY 23 MOA – Doug Wesson/School Psychologist**
- OLD BUSINESS:**
- DISCUSSION ITEMS**
 - **Superintendent Contract**
- PUBLIC COMMENTS (THREE MINUTES PER SPEAKER)**
- COMMENTS FROM BOARD MEMBERS**
- FUTURE AGENDA ITEMS**
- ADJOURNMENT**
- NEXT MEETING DATES:**
 - **Regular Board Meeting 6.16.22**

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:



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

SCHOOL BOARD MEMBER OATH OF OFFICE

HOONAH CITY SCHOOL BOARD OF EDUCATION

I, **Kali Harris-Membreno**, do solemnly affirm that I will defend and support the Constitution of the United States, the Constitution of the State of Alaska, and the Charter and Ordinances of the City of Hoonah, and that I will honestly, faithfully, and impartially discharge my duties as a member of the Hoonah City School Board to the best of my ability.

Appointed Student Representative

Date

ATTEST:

School Board President

Date

Hoonah City School District
BOARD OF EDUCATION MEETING
Meeting Minutes – April 21, 2022
7:02 PM

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

Staff		
Status	Name	Role/Title
P	Heather Wheeler	Interim Superintendent
P	Amy Stevenson	Business Manager
P	Shawna Howland	Board Secretary
P	Renee Gray	Teacher
P	Edward Snow	Principal

Staff/Guests via Zoom		
Status	Name	Title/Organization
P	Glenda Hutton	
P	Kathleen VanDusen	Teacher
P-zoom	Joan Martin	Teacher
P-zoom	Veronica Dalton	Para
P	Kali Harris	Student

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	7:01 pm	
Agenda Revisions	None	
Consent Agenda		
Approval of Agenda	M/S Dillion Styers, Jamie Erickson moved to approve the agenda as presented.	Roll call vote taken. Motion passes unanimously.
Item		
	M/S Jamie Erickson/Dillion Styers move we approve the minutes for the SBM 1.18.22 and RBM 1.20.22.	Roll call vote taken. Motion passes unanimously.

Reports		
Administrator's Report	Heather Wheeler – Verbal Report Given with Written	X
Principal Report	Edward Snow – Verbal Report Given with Written	X
Business Manager Report	Amy Stevenson – Verbal report given with Written	
Maintenance Supervisor Report	Written included in the packet, Jeremiah Byers not present.	X
Board/Committee Reports		
Executive Session	M/S Jamie Erickson/Karen Hinchman motion to go into executive session. 7:42PM	Roll call vote taken. Motion passes unanimously.
	M/S Jamie Erickson/Karen Hinchman motion to come out of executive session. 8:04PM	Roll call vote taken. Motion passes unanimously.
1.0 FY 23 Certified Contracts		
1.0 Director of Arts Hire	M/S Dillion Styers/Jamie Erickson move to approve the hire of Dianne Zemanek for the position of Director of Arts for the 2022-2023 school year.	Voice call vote taken. Motion passes unanimously.
1.1 FY 22 Interim Superintendent Contract	M/S Dillion Styers/Jamie Erikson move to approve the Interim Superintendent contract for Heather Wheeler for the remainder of the 2021-2022 school year.	Voice call vote taken. Motion passes unanimously.
1.2 Business Manager Contract	M/S Dillion Styers/Karen Hinchman move to approve the contract of Amy Stevenson as Business Manager of the Fiscal Year 2022-2023.	Voice Vote taken, Motion passes unanimously
1.3 FY MOA-Ak Midnight Sun Therapy Services	M/S Jamie Erickson/Karen Hinchman move to approve the memorandum of agreement for Chelsea Wilburn Alaska's Midnight Sun Therapy Services, LLC for the 2022/2023 School year.	Voice Vote taken, Motion passes unanimously
1.4 FY 23 MOA – TechOps	M/S Jamie Erickson/Karen Hinchman move to approve the contract with SERRC in the amount of \$38,333.00 for the FY 2022/2023 school year.	Voice Vote taken, Motion passes unanimously
1.5 Board/Staff Workshops	M/S Jamie Erickson/Karen Hinchman move to have a board/staff workshop in the 1 st week of November 2022 and the first week of March 2023.	Voice Vote taken, Motion passes unanimously
1.6 Student Body Representative	M/S Jamie Erickson/Karen Hinchman to appoint Kali Harris as Student Representative to the HCS School Board for the remainder of the 2021/2022 school year.	Voice Vote taken, Motion passes unanimously

	Old Business	
2.0 FY 22 Revised School Operating Fund Budget, Final Reading	M/S Jamie Erickson/Karen Hinchman move to approve the FY 22 Revised Operating Fund Budget in the amount of \$3,295,791 for final reading.	Voice Vote taken: Motion Passes
	Discussion Items	
	Future Agenda Items	
	MOA's Budget after City Council Committee as a Whole Meeting Student Body Representative	
Adjournment	8:38PM	

May

2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 No School – Teacher In-Service	7
8	9 Amy on Vacation	10 Amy on Vacation	11 Amy on Vacation	12 Amy on Vacation	13 Amy on Vacation	14 Prom Night
15	16 Amy on Vacation	17 Amy on Vacation	18 Amy on Vacation	19 Regular School Board Meeting Amy on Vacation	20	21
22	23	24	25	26	27	28
29	30 No School – Memorial Day	31				

June

2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 8 th Grade Promotion	4
5	6	7	8	9	10 Last Day of School for Seniors	11
12	13 Graduation	14	15 Last Day of School	16 Regular Board Meeting Teacher In-Service	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Date: May 12, 2022
To: HCS School Board
From: Heather Wheeler, Interim Superintendent
Re: Administrator's Report for May

Welcome to Kali Harris-Membreno as the student representative to the board.

State testing was completed and it went very smoothly. The state applauded the district for the 99% of students who tested. The state wanted at least 95%. While we have tested 4 times this year (3 MAPS and 1 STAR), next year will be reduced to 3 times (2 MAPS and 1 STAR). Thank you to Mark Browning for taking the lead on this.

May 6th was an in-service day. Heather Coulehan and Lisa Worl from AASB came over to conduct the last trauma engagement session of the year.

The Herring Derby which was scheduled for April 30th was held May 7th. There were over 40 students who participated. It was a beautiful day for such an event. Thank you to Mr. Browning and friends who helped make this happen.

A soft skills workshop was held by Hailie Mahoney and Nicolle Egan on the afternoon of May 6th and the morning of May 7th. 10 students from grade 6 to 11 attended. This workshop is sponsored by DVR's JOBZ Club program. Some of the topics covered were communication, problem solving, teamwork, self-advocacy and professionalism.

Rebecca Soza and Kristy Ford were in the building on May 10th to meet with students in grades 9 through 12 to promote the two summer camps SeaAlaska Heritage is hosting this summer. One is focused on STEAM Career Pathways and the other is on Northwest Coast Art and Leadership.

On May 12th, Zuill Bailey (a world-renowned cellist) was in the school to visit with the students and put on a school and community concert in the school gym. This visit was sponsored by Juneau Jazz and Classics.

Swimming ended on Thursday, May 12th. This was a good opportunity for students to become more comfortable in the water as well as learn rotary breathing, treading water and water safety. A big thank you to Kathie Deitering, Sally Dybdahl and Kellie Gretsinger.

We are still working on the Superintendent Contract. I returned to Hoonah on May 7th and Amy went on vacation May 9th so we did not have a chance to sit and finalize it. We can bring it forward for the June meeting or a special meeting before then.

I leave Hoonah on May 20th and will return on June 4th. The staff going away party will be held that evening.

May 19, 2022 Regular School Board Meeting
Principal Board Report

1. May 16th – 27th, school-wide MAPS Testing.
2. Completed teacher evaluations, waiting on teachers to talk with them and then finish counseling.
3. Completing classified staff evaluations.
4. K-5 Swim lessons finished May 12th.
5. Scheduled Parent/Teacher Conference, 25th – 26th May.
6. Prom held on May 14th in the Youth Center.

May 4, 2022

MEMORANDUM

TO: HCS D Board of Education

FROM: Amy Stevenson, Business Manager

RE: May Report

Current Information:

1. Payroll is up-to-Date
2. Summer Food Service Program reimbursements are done through April
3. Accounts payables are up-to-date.
4. Orders up-to-date
5. Picking up mail when needed
6. February and March bank reconciliations are complete
7. March and April's NSLP reimbursements have been submitted
8. FY 23 Operating Fund Budget was discussed at the committee as a whole May 3rd. We had a healthy discussion about the budget and a motion was made to act on our budget at the meeting the next week. I am hoping it was approved and signed by Mayor Byers as you read this.
9. Most contracts and MOA's are drafted and to the Board
10. Prepping for end of year payrolls and Payroll Action Forms for all classified staff for next year.
11. Have been in contact with Black Mountain software and have started a "to do" list to prep data in our current software to begin the conversion process. We will either start in October, the beginning of the 2nd quarter or January, the beginning of the 3rd quarter. This process will be done in pieces starting with accounts payables.

Next Steps:

1. The April bank reconciliation need to be done.
2. Budget Revision for FY 2022/2023 with new staffing and correct TRS & PERS On-Behalf percentages
3. To-Do list from Black Mountain Software.
4. Clean up old payroll and accounts payable checks.
5. Submit FY 2022/2023 Operating Fund Budget to the State of Alaska before July 15, 2022
6. Deposits done as received
7. Filing
8. Payrolls as scheduled
9. Journal entries as needed
10. Budgets for grants put into our accounting software, almost complete
11. Accounts payables as needed
12. Process end of year order that were turned in to the district office.
13. Travel for staff as needed.
14. Close out the school year and set up for next school year.
15. Prep for FY 2021/2022 school financial audit scheduled the week of July 25, 2021.
16. Set up new files for FY 2022/2023 school year.

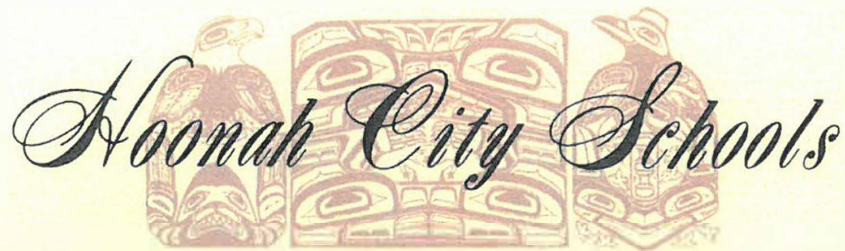
Hoonah City Schools
Year to Date - 7/1/21-5/4/22

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	\$98,803.00	\$322,560.00	53.95%
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	\$753.67	\$746.33	49.75%
100-0000-10-40400	OTHER LOCAL REVENUE	\$5,000.00	\$0.00	\$11,478.80	(\$6,478.80)	
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	\$2,138,630.00	\$399,931.00	15.75%
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	\$79.00	\$0.00	0.00%
100-0000-20-40920	OTHER STATE REVENUE	\$0.00	\$0.00	\$765.00	\$0.00	0.00%
100-0000-20-40940	QUALITY SCHOOLS	\$7,428.00	\$0.00	\$7,211.00	\$217.00	2.92%
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	\$2,257,720.47	\$1,438,498.53	

Monthly 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	\$703,222.43	\$604,754.57	46.23%
2000 SPECIAL EDUCATION INSTRUCTION	\$665,990.00	\$0.00	\$284,211.43	\$381,778.57	57.32%
2200 SPEC ED SUPPORT SVCS - STUDENTS	\$122,000.00	\$0.00	\$88,204.74	\$33,795.26	27.70%
3500 SUPPORT SERVICES - INSTRUCTION	\$40,619.00	\$0.00	\$25,054.47	\$15,564.53	38.31%
3510 SUPPORTING SERVICES-TECHNOLOGY	\$128,500.00	\$468.28	\$76,227.84	\$51,803.88	40.31%
4000 SCHOOL ADMINISTRATION - PRINCIPAL	\$225,653.00	\$0.00	\$115,483.46	\$110,169.54	48.82%
4500 SCHOOL ADMIN SUPPORT SVCS - PRINCIPAL	\$81,642.00	\$0.00	\$67,314.29	\$14,327.71	17.54%
5100 DIST ADMIN - SUPERINTENDENT	\$168,416.00	\$433.44	\$104,058.58	\$63,923.98	37.95%
5110 SCHOOL BOARD	\$48,972.00	\$632.44	\$22,897.33	\$25,442.23	51.95%
5500 DISTRICT ADMINISTRATION SUPPORT SVCS	\$188,396.00	\$433.44	\$182,434.21	\$5,528.35	2.93%
6000 OPERATIONS AND MAINTENANCE OF PLANT	\$460,407.00	\$912.67	\$376,501.90	\$82,992.43	18.02%
7000 STUDENT ACTIVITIES	\$108,000.00	\$7,749.82	\$112,911.24	(\$12,661.06)	105.00%
9000 TRANSFER TO OTHER FUNDS	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%
Report Total:	\$3,596,572.00	\$10,630.09	\$2,158,521.92	\$1,427,419.99	39.68%

Net YTD-Revenue Minus Expense Total: \$99,198.55



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

Date: May 10, 2022
To: HCS School Board
From: Heather Wheeler, Interim Superintendent
Re: Music Teacher Hire

I would like to recommend Katherine Medley for the position of Music Teacher. Katherine is from Alabama and just graduated in December. She is currently subbing at a high school in Alabama. She is very excited about coming to Hoonah and starting up the music program.

Recommended Motion: Move to approve the hire of Katherine Medley for the position of Music Teacher for the 2022-2023 school year.



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Date: May 10, 2022

To: HCS School Board

From: Heather Wheeler, Interim Superintendent

Re: MOA – Doug Wessen, School Psychologist

Doug Wessen, Ed.S is once again willing to work with Hoonah City School to provide evaluations and reports for students referred for special education.

Recommended Motion: Move to approve the MOA of Doug Wessen, School Psychologist for the 2022-2023 school year.