

HOONAH CITY SCHOOL BOARD OF EDUCATION

MISSION STATEMENT

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

June 16, 2022

7:00 PM

In the Library

<https://us06web.zoom.us/j/83677052827?pwd=NCT2cHlmd1hCTDdrTG5xcktHVldXdz09>

Meeting ID: 836 7705 2827

Passcode: BZ91zr

Dial by your location

+1 253 215 8782 US (Tacoma)

833 548 0282 US Toll-free

Meeting ID: 836 7705 2827

Passcode: 760130

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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 5.19.22 Minutes**

BOARD CALENDAR

- **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**

EXECUTIVE SESSION - Personnel

NEW BUSINESS:

- 1.0 FY 23 MOA – Island Therapeutic**
- 1.1 FY 23 MOA – Daphne Wright**
- 1.2 FY 23 MOA – Sole Michaud**
- 1.3 FY 23-25 Ratified Hoonah Education Association Negotiated Agreement**
- 1.4 FY 23 Superintendent Contract**
- 1.5 FY 23 Principal Contract**
- 1.6 FY 23 School Operating Fund Budget Revision**

DISCUSSION ITEMS

- **ISP Traffic in School Parking Lot**

PUBLIC COMMENTS (THREE MINUTES PER SPEAKER)

COMMENTS FROM BOARD MEMBERS

FUTURE AGENDA ITEMS

ADJOURNMENT

NEXT MEETING DATES:

- **Regular Board Meeting 8.18.22**

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:

- (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

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 – May 19, 2022

7:00 PM

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

Staff		
Status	Name	Role/Title
P	Heather Wheeler	Interim Superintendent
P	Shawna Howland	Board Secretary
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	7:07 pm	
Agenda Revisions	Move Oath of Office to next meeting. Add an executive session to discuss school personnel after Discussion.	
Consent Agenda		
Approval of Agenda	M/S Harold Houston, Karen Hinchman moved to adopt the agenda with the revisions.	Roll call vote taken. Motion passes unanimously.
Item		
Approval of Minutes	M/S Jamie Erickson, Karen Hinchman for approval of the minutes for RBM 4.21.22.	Roll call vote taken. Motion passes unanimously.
Public Comments	None	

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 – Written	
Maintenance Supervisor Report	Jeremiah Byers – Verbal Report Given with Written	X
Board/Committee Reports	Harold gave verbal report on negotiation with HEA	
New Business		
1.0 FY 23 Music Teacher Contract	M/S Jamie Erickson, Karen Hinchman approve the hire of Katherine Medley for the position of music teacher for the FY 2022/2023 school year.	Roll call vote taken. Motion passes unanimously.
1.1 FY 23 MOA Doug Wesson/ School Psychologist	M/S Jamie Erickson, Karen Hinchman approve the MOA for Doug Wessen, School Psychologist for the FY 2022/2023 school year.	Roll call vote taken. Motion passes unanimously.
Executive Session to Discuss School Personnel		
	Into: 7:23 PM Out: 7: 42 PM M/S Jamie Erickson, Karen Hinchman to come out of executive Session	Roll call vote taken. Motion passes unanimously.
Discussion Items		
	Superintendent Contract – Making progress	
Public Comments		
	None	
Board Comments		
	Jamie thanked all the staff for the extra duties. Harold thanked Ms. Wheeler for all of her work.	
Future Agenda Items		
	-Oath of Office -FY 23 Budget Revision	
Adjournment		
	7:34 PM	

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: June 10, 2022

To: HCS School Board

From: Heather Wheeler, Interim Superintendent

Re: Administrator's Report for June

School ends, June 15th for students and the 16th for teachers. I'm sure both students and teachers are excited to be done for the summer. It will be a short summer since school opens on August 17th. For those students who attend ESY (Extended School Year), that will begin on July 5th and run through August 5th. It will be held Tuesday through Friday.

On June 4th, a going away party for staff members leaving was held in the back yard of Teresa and Shawn McConnell. Glenda and Bob Hutton, Sally Dybdahl, Daphne Wright and Teresa McConnell spearheaded this event. Delicious halibut lasagna was made by Dodie Lunda. We said our good-byes to those who are leaving us and thank them for being a part of Hoonah City School District and teaching our students.

I have received and accepted the resignations of Joan Martin, Vivian and Charles Bosworth, Halie Mahoney, Jeremiah Byers and Shawna Howland.

Hoonah and Hoonah City School was well represented in Juneau at the Celebration. Heather Powell brought many students over to perform while many of those students' parents also attended. We were able to watch their performances on our whiteboards as it was aired live.

The first grade was able to go on a wildlife viewing safari as a special outing. This was courtesy of Glacier Wind Charters, Shawn and Teresa McConnell. Ms. Martin supported the trip by paying for fuel. Mr. Mettling's class went to Glacier Bay for a Plume Trip and some of Ms. Higgin's students went to Glacier Bay for an Oceanography survey.

I will be doing a virtual job fair and a one-day fair in July. Currently we still have secondary English, Math, Generalist, Special Education, Middle School and an Elementary position open. I have been on the Alaska Teacher Placement website and have made phone calls to candidates but have not received any responses yet.

On April 27th and 28th, Tim Mearig, Manager of Facilities with DEED was here for an on-site inspection. The district passed inspection which allows us to apply for CIP projects. Both Amy and Jeremiah provided the information required for the review.

The district's annual audit will occur the last week of July. Amy will be spending the rest of June closing out this fiscal year and will spend the first weeks of July getting ready for the audit.

I will be attending the ASA/DEED 2022 Summer Meeting in Juneau from July 24th to July 26th. This will be a time for me to connect with association members and colleagues. Commissioner Johnson will be attending. He has announced he will be retiring.

It sounds like our CIP boiler project will be funded. We are number 50 on the list so just barely making the list. We will know for sure after July 1st. New CIP projects is listed on the board agenda for board discussion.

On May 16th, negotiations began between the District and the HEA Negotiation team. Good faith bargaining allowed the process to be finished in a reasonable amount of time. Teachers have remained strong and done their jobs in these challenging times and all of their effort is greatly appreciated. THANK YOU, teachers. Classified negotiations will begin in August.

A breakfast for the graduates and their families was held on Sunday, June 12th. It was a feast for all. Thank you to Renee Gray and her mom, Gail Piinard and Nicolle Egan and her mom, Betty Walters.

Graduation was held on the 13th at 7:30 pm. Thank you to everyone who made this such a night to remember for our graduates. CONGRATULATIONS to the Class of 2022!!

June 16, 2022 Regular School Board Meeting
Principal Board Report

1. Completed May 16th – 27th, school-wide MAPS Testing.
2. Completed teacher evaluations, waiting on teachers to talk with them and then finish.
3. Completed classified staff evaluations.
4. Scheduled Parent/Teacher Conference, 25th – 26th May accomplished
5. Graduation preparation and will hold on 13 June at 7:30
6. 15 June, last day of school
7. Conducting maintenance inspection of the physical structure of the building
8. 16 June, teacher in-service

June 11, 2022

MEMORANDUM

TO: HCSD Board of Education

FROM: Amy Stevenson, Business Manager

RE: June Report

Current Information:

1. Payroll is up-to-Date
2. Summer Food Service Program reimbursements are done through May
3. Accounts payables are up-to-date.
4. Orders up-to-date
5. Picking up mail daily
6. April bank reconciliations are complete
7. May's NSLP reimbursements have been submitted
8. FY 23 Operating Fund Budget was approved by the City Council in May and signed by the Mayor. A budget revision for FY 23 is before the board as an action item to correct the PERS and TRS on-behalf rates. The State of Alaska reduced the percentages.
9. Most contracts and MOA's are drafted and to the Board
10. By the time you read this, end of year payrolls have been completed and Payroll Action Forms for all classified staff will have been drafted for next year.
11. Time and effort forms done for all grants.
12. Certified negotiations are complete and the agreement is on the agenda for the Board's approval.

Next Steps:

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

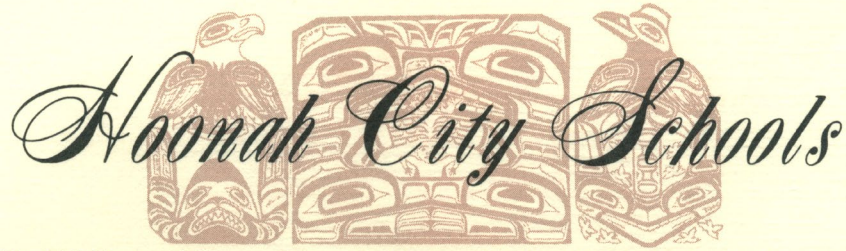
Hoonah City Schools
Year to Date - 7/1/21-6/11/22

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	\$392,195.66	(\$69,635.66)	122.00%
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	\$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	\$2,551,113.13	\$1,046,302.87	

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	\$793,173.77	\$514,803.23	39.35%
2000 SPECIAL EDUCATION INSTRUCTION	\$665,990.00	\$0.00	\$320,992.59	\$344,997.41	51.80%
2200 SPEC ED SUPPORT SVCS - STUDENTS	\$122,000.00	\$0.00	\$101,992.68	\$20,007.32	16.39%
3500 SUPPORT SERVICES - INSTRUCTION	\$40,619.00	\$0.00	\$25,397.48	\$14,661.52	36.09%
3510 SUPPORTING SERVICES-TECHNOLOGY	\$128,500.00	\$468.28	\$78,040.63	\$49,991.09	38.90%
4000 SCHOOL ADMINISTRATION - PRINCIPAL	\$225,653.00	\$0.00	\$128,385.42	\$97,267.58	43.10%
4500 SCHOOL ADMIN SUPPORT SVCS - PRINCIPAL	\$81,642.00	\$0.00	\$73,395.49	\$8,246.51	10.10%
5100 DIST ADMIN - SUPERINTENDENT	\$168,416.00	\$433.44	\$117,654.16	\$50,328.40	29.88%
5110 SCHOOL BOARD	\$48,972.00	\$632.44	\$22,994.83	\$25,344.73	51.75%
5500 DISTRICT ADMINISTRATION SUPPORT SVCS	\$188,396.00	\$433.44	\$195,617.28	(\$7,654.72)	(4.06%)
6000 OPERATIONS AND MAINTENANCE OF PLANT	\$460,407.00	\$912.67	\$425,382.33	\$34,626.67	7.52%
7000 STUDENT ACTIVITIES	\$108,000.00	\$7,749.82	\$129,505.80	(\$21,505.80)	120.00%
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	\$2,412,532.46	\$1,181,113.94	39.68%

Net YTD-Revenue Minus Expense Total: \$138,580.67



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Date: June 11, 2022
To: HCS School Board
From: Heather Wheeler, Interim Superintendent
Re: Lois Verbaan, Occupational Therapist

Lois Verbann, who currently serves as our Occupational Therapist is willing to return next year to continue working with the students of Hoonah City School. She truly is an asset with a wealth of knowledge in her field.

Recommended Motion: Move to approve the MOA of Lois Verbaan, Occupational Therapist for the 2022-2023 school year.



Contract for Temporary Services

Hoonah City Schools

This agreement is entered into on 5/25/22, by and between Hoonah City Schools, located at 366 Garteen Hwy, P.O.Box 157, Hoonah, Alaska, 99829, and Lois Verbaan, Occupational Therapist and owner of Island Therapeutics, located at 1301 Edgumbe Drive, Sitka, Alaska, 99835 (hereinafter called Contractor).

Period August 2022 – May 2023

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, 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 30 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

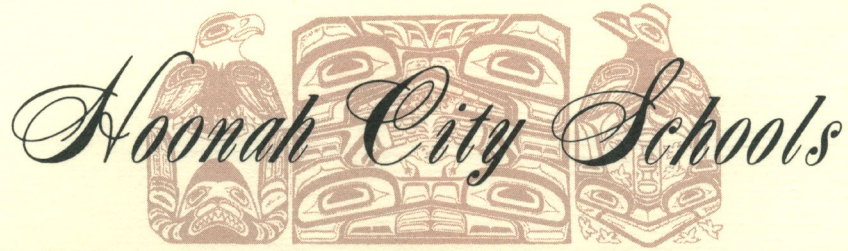
Approval:

Human Resources: _____ Date: _____

Superintendent: _____ Date: _____

Special Education Director: _____ Date: _____

Board: _____ Date: _____

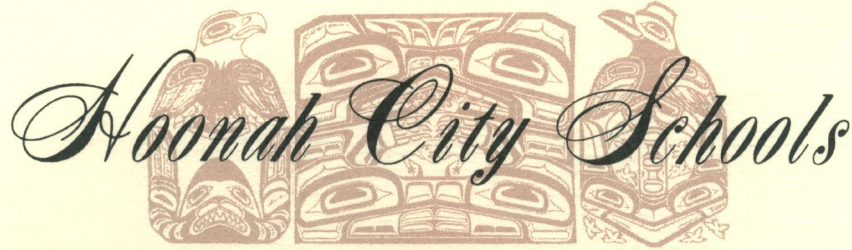


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Date: June 11, 2022
To: HCS School Board
From: Heather Wheeler, Interim Superintendent
Re: Daphne Wright, Tlingit Teacher

This MOA is for Daphne Wright to return for the 2022-2023 school year to continue teaching elementary students the Tlingit Language.

Recommended Motion: Move to approve the MOA of Daphne Wright, Tlingit Teacher for the 2022-2023 school year.



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**Hoonah City School District
Memorandum of Agreement - Independent Contractor**

Name: Daphne B. Wright, Alaska License #997841

Address: PO Box 497 Hoonah Alaska 99829

Phone: Home (907) 945-3306

Purpose: Provide Tlingit language instruction to all Hoonah City Schools' students in grades K-6 and write the quarterly HCS newsletter.

Charge to: Indian Education and Johnson O'Malley

Period Covered/ Time Frame: August 2022 to May 2023

Rate: Approximately 26 hours per week at \$42.67/Hour, not to exceed \$40,000.

This MOA is dependent on Contractor possessing a valid Alaska Type A teaching certificate or an Alaska Type M certificate.

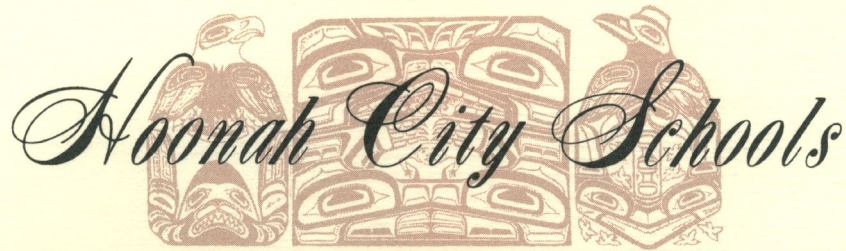
Contractor will invoice Hoonah City Schools quarterly for services performed.

This contract may be terminated at any time by either party for cause upon written notification to the other party.

Approval:
Business Manager: _____ Date: _____

Superintendent: _____ Date: _____

Independent Contractor _____ Date: _____

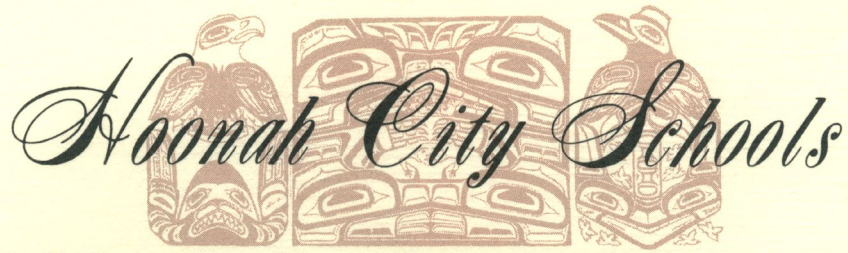


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Date: June 11, 2022
To: HCS School Board
From: Heather Wheeler, Interim Superintendent
Re: Sole Michaud, Grant Writer

This MOA is for Sole (Susie) Michaud to be the grant writer for the 2022-2023 school year. Susie has been the Federal Grants Writer in Valdez for many years. She has recently retired and is willing to do Hoonah City School's grant writing.

Recommended Motion: Move to approve the MOA of Sole Michaud, Grant Writer for the 2022-2023 school year.

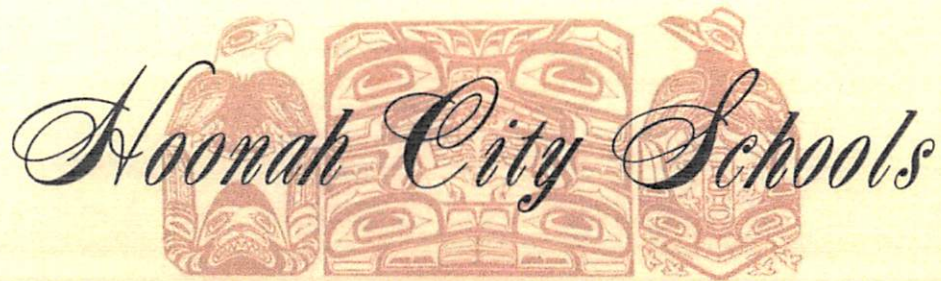


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Date: June 11, 2022
To: HCS School Board
From: Heather Wheeler, Interim Superintendent
Re: HEA Negotiated Agreement

The District met with the members of the Hoonah Education Association (HEA) negotiation team to review and update the HEA negotiated agreement for FY 2023 – 2025. Both teams met with good faith and were able to reach an agreement on June 6th for the HEA negotiation team to bring it to the union members on June 8th for ratification.

Recommended Motion: Move to approve the Hoonah Education Association Negotiated Agreement for FY 2023-2025.



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**Hoonah City School District
&
Hoonah Education
Association**

Negotiated Agreement

FY 2023-2025

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ARTICLE I: THE AGREEMENT

Section I: DURATION OF AGREEMENT

This agreement shall become effective July 1, 2023 and shall continue in full force through June 30, 2025 or until a successor contract is negotiated. Negotiations can be reopened by mutual consent at any time during the contract period to address specific issues that will be agreed to prior to reopening negotiations.

Section II: RECOGNITION

The Board recognizes the Association as the exclusive negotiating agent for all certified teachers. Type M and Type C will be recognized as a teacher within the salary scale. Type M will come in as a teacher on the first column, but in order to move across the salary schedule, they will need to earn additional credits towards a bachelor's or master's degree.

Section III: FAIR SHARE

It is recognized that the responsibility of the exclusive representation of certified employees under this agreement entails expenses. Whenever a new teacher is hired, the District shall notify the association of hire.

It is agreed by and between the District and the Association that upon receipt of a membership form from the Association, the District will deduct the determined amount of dues from each paycheck, starting with the second regular paycheck and continuing through the remainder of the fiscal year. The District agrees to consider the membership form an affirmation consent to the dedication of membership dues for his/her paycheck, commencing with the second of the school year and continuing through the school year. Such deductions will be equal amounts and immediately transmitted to the Association or designee. The transmittal will include a list showing the names of all employees for whose salary membership dues have been deducted and the amount deducted from each employees' paycheck.

The Association agrees to defend, indemnify, and hold the District harmless against any and all claims, suits, orders or judgment brought or issued against the District as a result of any actions taken by the District under the provisions of this section. The District agrees to promptly notify the Association in writing of any claim, demand, suit or other form of liability regarding implementation of the provision of this section and, if the Association so requests in writing, to surrender to the Association full responsibility for the defense of such claim, demand, suit or other form of liability.

Section IV: NON-DISCRIMINATION

The Association and the district agree that they shall not discriminate against any employee covered by this Agreement because of age, race, religion, sex, national origin, marital status, physical disability or by reason of an individual's membership or non-membership status in the Association. All references to employees in this Agreement designate both sexes and when the male gender is used, it shall be construed to include both male and female employees.

ARTICLE II: NEGOTIATIONS

Section I: SCOPE OF BARGAINING

The scope of bargaining shall be limited to items determined negotiable by the Alaska Supreme Court or as established by law, or mutually agreed upon during the first two negotiation sessions.

Section II: OPENING NEGOTIATIONS

If negotiations are to take place, a request shall be made between November 15 and January 31 by either party. There shall be no new proposals after the second joint meeting for negotiations purposes. All meetings

shall be held at times and in places acceptable to both parties. Unless mutually agreed to, all meetings shall be held outside the workday and shall not exceed three hours.

Section III: EXCHANGE OF INFORMATION

Upon reasonable request, the parties shall provide each other with available information regarding negotiations.

Section IV: THE AGREEMENT

Upon ratification of the contract by the two parties, the Board will provide the Association with a signed copy.

Section V: DEFINITION OF "DAY"

Unless otherwise specified in this agreement, the term "day" shall mean calendar day.

ARTICLE III: CONDITIONS OF EMPLOYMENT

Section I: SICK LEAVE ACCRUAL

Sick leave shall accrue at the rate of one and one-third days per school month. Sick leave for all half-time employees shall accrue at two-thirds day per month. Sick leave may be used for the death, illness or welfare of a person in the teacher's family.

Sick leave may be granted for other than illness or death in the teacher's family at the discretion of the Superintendent. Each teacher shall be given a written accounting of his/her accumulated sick leave days at the end of each school month.

Section II: REDUCTION IN FORCE/REHIRE

The District shall adhere to applicable state law (currently AS 14.20.177) regarding Reductions in Force and Rehire.

Section III: VACANCY

Vacancies occur when a new teaching position is created or a current teaching position is vacated.

Teachers currently employed by the District will be notified via District email of all vacancies no less than five (5) business days prior to filling the vacancy. For any vacancies occurring during breaks from the academic year, the District will contact an Association officer by phone, text or email. The Association will provide the District with a current list of personal contact numbers for the Association officers. It is the Association's responsibility to maintain a phone tree and contact the membership.

In filling any vacancy, the District will give first consideration to those current teachers who have requested that assignment and who meet the qualifications. If two or more teachers apply for a vacancy and they are similarly qualified for such assignment, full-time equivalent service within the District will determine the order of consideration. In such circumstances, the teacher with the greatest amount of full-time service will be considered first. A tenured teacher whose request to a vacancy has been denied shall be advised in writing of the reasons for such denial upon written request.

Section IV: TERMINATION

The District shall follow the termination procedures set by applicable state law (currently AS 14.20.170; 14.20.180).

Section V: FAMILY LEAVE

The District shall provide family leave in accordance with federal and state law (currently set forth in the Family Medical Leave Act and the Alaska Family Leave Act).

Section VI: PERSONAL LEAVE

Teachers with 0-3 years in the district are allotted 4 personal leave. Teachers with 4 or more years are allotted 5 personal leave days. Teachers with 0-3 years with the district may carry over 4 days to the following school. Teachers with 4 or more years with the district may carry over 4 days to the following school year. No teacher may bank more than 8 personal leave days. Teachers will be paid for any unused days not carried over to the following year at the teacher's per diem rate. Teachers are responsible for notifying the district if they will be carrying over personal days.

The superintendent must approve requests for personal leave in advance. Requests must be submitted to the superintendent at least seventy-two (72) hours in advance of the requested leave dates. The superintendent may waive advance notice for delays and emergency situations beyond the control of the teacher. It is the responsibility of the teacher to notify the superintendent (or designee) in a timely manner, should such an emergency occur. When a teacher is absent on a day immediately after a school break because of delayed or canceled transportation over which he/she has no control, the District shall grant a Weather Related Travel Day.

When weather prevents a teacher from returning to Hoonah as scheduled after a break or vacation, the teacher shall receive up to two days of paid leave each school year for such absences. Those two days do not count against the teacher's personal leave days. If weather causes the teacher to miss more than two days, the teacher will have to use personal days or take leave without pay.

The Association will determine which teachers plan to take personal leave in conjunction with vacation days or holiday periods and will provide a finalized list to the superintendent by September 30. Personal days cannot be used during scheduled parent/teacher conferences.

Personal leave is intended for matters of business and other personal affairs that, due to their scheduling, cannot be conducted during school vacations or on weekends. Commercial fishing and supplemental incomes are examples of such activities that are not allowed.

Section VII: SICK LEAVE BANK

A sick leave bank shall be maintained according to written Board policy. This policy shall not be changed without the Board having solicited input from the Association at a regular meeting of the Board.

Section VIII: BEREAVEMENT LEAVE

A total of seven (7) days per fiscal year shall be paid by the District for bereavement leave and be separate from sick and personal leave. These days may be allowed for an absence occasioned by death or impending death of an employee's or spouse's immediate family. Immediate family is defined as spouse or cohabitating domestic partner, parent, child, sibling, grandchild, grandparent, niece, nephew, aunt, uncle, cousin, and legal ward (including foster family).

The superintendent's discretion, may approve someone not specifically listed here. If more than seven (7) days are needed, the educator may request additional days and such requests may be approved by the superintendent. Any additional leave would be charged to personal or sick leave at the member's choice.

Section IX: ASSOCIATION LEAVE

The District shall provide, in the aggregate, ten (10) days per year of Association leave with pay to teachers representing the Association. The Association will reimburse the District for the substitute salaries for the 9th and 10th days. This leave shall not be used for work stoppages, walkouts or strikes that would conflict with or infringe upon the normal activity of this District or any other school district. The Association shall provide written notification to the superintendent of Association leave a minimum of ten days prior to the leave. If more than two teachers are to be on Association leave simultaneously, they must have Board approval.

Section X: PER DIEM

The school District shall pay all reasonable travel and lodging expenses and shall provide the employee \$60.00 per day for the purchase of meals. Upon request, an estimated per diem amount may be made available in advance. If the Board raises the District standard per diem rate during the life of this contract it will be standard for all teachers.

Section XI: TEACHER PREPARATION DAYS

Teachers shall receive no less than five non-student days for the purpose of long-term planning and regular assessment of students. Two of these days shall occur prior to the first student day of the school year, and the remaining three shall occur on the days following each of the first three grading periods.

New-to-district teachers shall be compensated for two (2) additional days per year, used for district meetings.

Section XII: IN-SERVICE

The administration will request from the Department of Education approval for at least four in-service workdays per year for the purpose of professional staff development. These shall occur between the first teacher contract day and last student days of the school year.

Section XIII: TRAVEL INSURANCE

Any employee, when traveling on school business by common carrier vehicle under the direction of the Board and/or administration, will be insured for \$100,000 against accidental death or disability with a maximum of \$300,000 per incident. This coverage will be in effect from the time of their departure from home until their return.

Section XIV: LIFE INSURANCE

Each teacher will be provided with life insurance in the amount of his/her annual salary upon the signing of the teacher's personal contract. The Board shall make available a group plan by which all employees may purchase additional life insurance if they so desire.

Section XV: DENTAL, VISUAL, AUDIO AND MEDICAL INSURANCE

The Board agrees to pay for family insurance for dental, visual, audio, and medical insurance for all certified employees. Each certified employee shall contribute 4.99% of the health care premium to be deducted from salary/wages.

The current health insurance plan is with the Public Education Health Trust.

During the term of this contract, the parties, by mutual written agreement, may reopen this health insurance provision for the sole purpose of considering and negotiating changes to the type of coverage (including but not limited to premium amount, carrier and plan design) to reduce the overall cost of health insurance.

Section XVI: PROFESSIONAL ENRICHMENT FUND

The Board shall establish a Professional Enrichment Fund from which certified staff may withdraw funds for professional development. The applicant must submit for approval a written description and cost expectations of the training session to the Professional Enrichment Committee. The Professional Enrichment Committee will be composed of three certified teachers selected by the Association. Teachers submitting an application after March 1, must have a signed contract with HSD for the subsequent year except for case by case basis. The applicant will be granted leave for up to three days if the training occurs within the school year when recommended by the committee. Twelve percent (12%) of the base salary will be funded for this purpose at the beginning of each fiscal year. All expenses must be paid out in the fiscal year.

Section XVII: PERSONNEL FILE

There shall be only one official personnel file, which shall contain only materials and appropriate records related to the employment history and evaluations material with the District. No anonymous material or confidential pre-hire information shall be placed in a teacher's personnel file. This file shall be maintained under conditions that insure its integrity and safekeeping in the district office.

A teacher shall have the right to examine his/her own official personnel file during normal business hours. A copy of any material placed in a teacher's personnel file shall be forwarded to that teacher at the time it is placed in the file. A teacher will have the right to place a rebuttal to any material placed in the teacher's personnel file.

An Association representative, with the teacher's written permission and with the teacher present, shall have the right to examine the teacher's personnel file upon prior written notification to the superintendent. The superintendent will make available original material, or copies of the original material, for examination by the Association representative in the District office.

Any additional files maintained by the administrator shall be for evaluative purposes only and shall be kept private. The employee may request to see the contents of the file at any reasonable time. Only dated, contemporaneous records may be entered in the file. The District is obligated to notify each teacher in a timely fashion of any entries into his/her file that could adversely affect the teacher's evaluation or employment status. Material in an in-house file may only be used in defense of a personnel evaluation for which that material was collected. There will be no secret files.

Except for required personnel and payroll purposes or other common office procedures, upon termination no access will be allowed to a teacher's personnel file except with the express written permission of that teacher.

Section XVIII: PREPARATION TIME

Between the hours of 9:00 and 3:30, teachers will get 50 minutes of uninterrupted planning time per day, free of district meetings. That total time can be split up into two increments during the day. If due to scheduling or other unforeseen occurrences a teacher does not receive these minutes they can be compensated time for time, during the school day. Time for time could be banked throughout the grading quarter and must be used before the end of the next grading period. If not used then, or it will be lost. Fourth quarter time must be used before the end of the year.

PREPARATION TIME DURING BLOCK SCHEDULING

If the scheduling format remains the same (Block Scheduling) secondary teachers will receive a prep period not equal to less than half of the total block period time. The second half of the period will be scheduled for support or supervision.

Elementary teachers will receive a guaranteed prep period between the hours of 9:00 and 3:30, free of district meetings. Prep time will be no less than a total of 50 minutes. If due to scheduling or other unforeseen occurrences a teacher does not receive this additional time they can be compensated time for time, during the school day. Time for time could be banked throughout the grading quarter and must be used before the end of the next grading period. If not used then, or it will be lost. Fourth quarter time must be used before the end of the year.

Section XIX: MEETINGS

District-required school meetings that follow the instructional day (except early release days) will be limited to five (5) per month, with the exception of Special Education meetings and extra-curricular activities. This limit recognizes the importance of this time for helping students, meeting with parents and for preparation. For any IEP meetings that go after the end of the contracted day, teachers will be compensated time-for-time, which must happen outside the instructional day. This time will need to be recorded and submitted to the district office before the end of the quarter when the meetings occurred. This time must be used before the end of the next grading period. If not used, then it will be lost. Fourth quarter time must be used before the end of the year.

Section XX: SAFE WORKING CONDITIONS

The District shall make reasonable efforts to provide and maintain a safe and healthy work environment and will comply with all applicable laws. Teachers will report all hazardous or potentially hazardous conditions to the principal.

Section XXI: ASSIGNMENTS

If a teacher is to be assigned Activities Director, then that teacher will be given one period in his/her class schedule and an extra duty contract to fulfill that assignment.

Section XXII: EVALUATIONS

Teachers will be evaluated annually in accordance with the District's evaluation procedure and the State statutes (currently AS 14.20.14) and regulations. If changes are made to the District's evaluation instrument and evaluation procedure, the Board will collaborate with the Association in formulating and approving the new instrument and procedure.

Section XXII: PARENT TEACHER CONFERENCES

Calendared parent-teacher conferences will be compensated time-for-time up to one full school day.

Section XXIII: WEATHER RELATED TRAVEL DAYS

Weather Related Travel Days. When weather prevents a teacher from returning to Hoonah as scheduled after a break or vacation, the teacher shall receive up to two days of paid leave each school year for such absences. Those two days do not count against the teacher's personal leave days. If weather causes the teacher to miss more than two days, the teacher will have to use personal days or take leave without pay.

Section XXIV: RESIGNATION

Teachers who have signed a continuing contract for the subsequent year and who resign the continuing contract after April 1 will be charged \$400.00 by payroll deduction to cover recruitment and hiring costs associated with filing a late resignation. If an employee must resign due to an emergency, then this cost will be waived by the Superintendent on a case to case basis.

ARTICLE IV: GRIEVANCE

PREFACE:

The purpose of this grievance procedure is to provide a framework within which certified personnel may work toward solving problems as they arise and to guarantee fair treatment to all parties. Although this procedure is written from the standpoint of the two parties involved being the school district and an employee who is an Association member, it is also valid for a non-Association member or a member who does not wish to involve the Association. Above all, the individual's right of privacy will be protected. The Association has the right to refuse to represent the teacher who fails to present to the Association a valid grievance. It is expected that all parties to a disagreement will initially attempt to solve problems at the lowest possible administrative level through free and informal communication. Both parties to this agreement agree that all such grievance proceedings shall be confidential.

Section I: GRIEVANCE DEFINED

A grievance is any claim by the Association or a teacher employed by the District that there has been a violation, misinterpretation, or misapplication of the terms of this agreement and/or the teacher's personal contract. (See Appendix A.)

Section II: COMMITMENTS GOVERNING THE BOARD OR ITS DESIGNEES AND THE ASSOCIATION

A. THE BOARD OR DESIGNEES

The Board recognizes the right of the Association and its committees to advise, represent, or take action for any aggrieved personnel who so request in writing.

B. THE ASSOCIATION

The Association and the Board agree to process a grievance with dispatch and when possible without loss of time in school by any person(s) involved.

C. THE GRIEVANT

Grievant shall mean an employee or group of employees or the Association filing a grievance. Any aggrieved person(s) involved in a grievance proceeding may be represented at any level of the grievance procedure by a person(s) of his/her own choosing. The grievant shall be bound by the procedure hereafter established.

Section III: PROCEDURE

A. TIME LIMIT

The grievance must be filed within fifteen (15) days of the occurrence or non-occurrence of the act(s) or action(s) on which the grievance is based. The grievant shall inform his/her immediate supervisor that a grievance is being initiated. It is important that grievances be processed as rapidly as possible. All participants in a grievance shall follow the procedure specified below within the time limits indicated. The time limits specified, however, may be reduced or extended by mutual agreement.

B. TRANSCRIPTS

It is understood that no written or printed matter dealing with the processing of a grievance shall be filed in the District's personnel files of any of the participants. A report of the final resolution of a grievance shall be filed in a separate grievance file.

C. FORMS

Forms and other necessary documents required for filing grievances shall be available to the grievant.

D. REPORTS

The Association shall receive a statement within thirty (30) days explaining the nature of each grievance and its final resolution.

Section IV: GRIEVANCE PROCEDURE LEVELS

Decisions and justifications at Levels 1 and 2 of the grievance procedure will be written using the electronic grievance form found on the district website or in the district office. This form may be typed but must be printed and signed by hand. That form is submitted to the teacher's immediate supervisor.

A. LEVEL 1

1. The grievant may initiate the grievance procedure by:

- a) approaching the immediate supervisor concerned and discussing the matter on his/her own behalf, or
 - b) requesting that a representative of the Association or any other person accompany the grievant in approaching the immediate supervisor. The Association representative or other person may speak on behalf of the grievant if requested to do so by the grievant. The immediate supervisor may have another person present if the grievant is accompanied by a representative.
2. The immediate supervisor shall meet with the grievant and anyone accompanying him/her within seven (7) work days of receipt of the written request to meet. The immediate supervisor shall set the time of the meeting.
 3. The immediate supervisor shall render a decision within seven (7) work days after the meeting with the grievant.

B. LEVEL 2

1. If the grievant is not satisfied with the disposition of his/her grievance at Level 1, or if no decision has been rendered within seven (7) work days after presentation of the grievance, he/she may file the grievance in writing with the superintendent within seven (7) work days after the decision at Level 1, or ten (10) work days after the grievance was presented. The superintendent shall immediately notify the Association as to the nature of the grievance if the grievant has indicated he/she wishes the Association to be involved.
2. Within seven (7) work days after receipt of the written grievance by the superintendent, the superintendent will meet with the grievant and his/her representative in an effort to resolve the grievance
3. The superintendent shall issue a decision to the grievant within seven (7) work days after meeting with the grievant.

C. LEVEL 3

1. In the event the grievance is not satisfactorily resolved at Level 2, or a decision is not timely made, the grievant may file with the superintendent for transmission to the Board a letter stating the nature of the grievance and his/her basis for appealing the decision of the superintendent.
2. Application to the Board must be made within seven (7) work days of the determination by the superintendent, or the date when the superintendent was required to render a decision, whichever is later.
3. The Board shall grant the grievant a hearing within ten (10) work days following the filing of the grievance. The Board may afford the superintendent and the grievant an opportunity to file briefs and present or all arguments. Any party may call and present witnesses. Each party shall, at least 24 hours prior to each hearing, make available to all other parties the names of all witnesses the party intends to call. The named individual shall be released as necessary without loss of pay if the hearing is scheduled during school time by order of the Board or its designee.
4. The Board shall render its decision to the superintendent and the grievant within seven (7) work days of the final hearing.

D. LEVEL 4

If the grievance is not resolved at Level 3, the Association may, within twenty (20) calendar days of the date of the Level 3 decision or the date the Level 3 decision is due whichever is earlier, submit a written demand for arbitration to the Superintendent. Within ten days thereafter, the Association and Superintendent shall meet in an effort to select an arbitrator. If no agreement is reached, the parties shall jointly contact the American Arbitration Association for a list of qualified arbitrators. The parties shall then proceed alternately to strike names from the list until one name remains. That person shall become the arbitrator if able and willing to serve. If not, the parties shall repeat the selection process. Arbitration shall be conducted according to the rules of the American Arbitration Association.

The arbitrator's decision shall be issued no later than thirty (30) calendar days from the date of the close of

the hearings or from the date the final statements and proofs are submitted to him/her. The arbitrator's decision will be final and binding on both parties.

The cost of the services of the arbitrator will be borne equally by the District and the Association.

ARTICLE V: COMPENSATION

Section I: EXTRA DUTY PAY

- A. The following table lists compensation for current extracurricular activities set by the HCS School Board. This current list does not preclude additional activities or clubs as approved by the School Board and/or Superintendent.

Activity	HCS Years of Experience in Position			
	1 - 4	5-9	10-14	15 +
Athletic Director	1 Class Period +\$5,500/yr	1 Class Period +\$5,700/yr.	1 Class Period +\$5,900/yr.	1 Class Period +\$6,000/yr.
Cross Country	\$2,000	\$2,300	\$2,600	\$3,000
Mix 6 Volleyball	\$4,200	\$4,450	\$4,600	\$4,800
Wrestling	\$4,200	\$4,450	\$4,600	\$4,800
Varsity Girls BB	\$5,000	\$5,200	\$5,600	\$5,800
Varsity Boys BB	\$5,000	\$5,200	\$5,600	\$5,800
Music/Pep Band	\$2,000	\$2,250	\$2,500	\$2,800
MS Volleyball	\$1,700	\$1,800	\$1,900	\$2,000
MS Wrestling	\$1,700	\$1,800	\$1,900	\$2,000
MS Basketball	\$1,700	\$1,800	\$1,900	\$2,000
MS Robotics	\$1,700	\$1,800	\$1,900	\$2,000
HS Robotics	\$2,000	\$2,300	\$2,600	\$3,000
Jr. Class Advisor	\$1,000	\$1,000	\$1,000	\$1,000
Sr. Class Advisor	\$1,000	\$1,000	\$1,000	\$1,000
Cultural Leadership	\$1,800	\$1,800	\$1,800	\$1,800
Student Gov't.	\$2,000	\$2,200	\$2,200	\$2,200
Yearbook	\$2,500	\$2,500	\$2,500	\$2,500
Archery	\$1,300	\$1,300	\$1,300	\$1,300
Elementary Sports	\$1,000	\$1,000	\$1,000	\$1,000
Battle of the Books	\$750.00	\$750.0	\$750.0	\$750.0
Elementary Robotics	\$1,500	\$1,500	\$1,500	\$1,500
District Test Coordinator	\$2000	\$2000	\$2000	\$200
Mentor Teacher	\$1,000	\$1,000	\$1,000	\$1,000
Lead Teacher	\$2,000	\$2,000	\$2,000	\$2,000
District Leadership Team	\$700	\$700	\$700	\$700
SPED Teacher	\$500	\$500	\$500	\$500
Certified Facilitator	\$2000	\$2000	\$2000	\$2000
Acting Administrator	\$75 daily	\$75 daily	\$75 daily	\$75 daily

- B A discussion between the Union and the District will be held before the 1st School Board meeting of the year about which extra duty contracts will be offered that year. The School Board retains the right to determine each fiscal year whether the above-mentioned listed activities will be offered for that year.

C. The Association can give thoughts and suggestions to the district on job descriptions and they will be considered by the district.

Section II: SALARIES

- A. Graduate classes or undergraduate classes approved in advance by the Superintendent, relevant to teaching will be accepted for advancement on the salary schedule. All classes must be substantiated by an official transcript.
- B. A teacher may develop a professional improvement plan which includes graduate classes, undergraduate classes, and vocational/technical training for advancement on the salary schedule. Elements of the professional improvement plan must be approved in advance by the superintendent and teacher.
- C. For advancement change to be made, transcripts must be available in the administration office within sixty (60) days of the start of the new school year. The salary increase due to such advancement will be retroactive to the beginning of the contract year. If a teacher has reason to believe that at the end of the sixty-day period there is an outstanding transcript, he/she may notify the superintendent in writing that credits affecting the salary advancement may arrive. In such cases as this the teacher has an additional thirty (30) days in which to submit said transcripts. However, any adjustments after the initial sixty days of the school year will not be retroactive. They will commence at the end of the then current pay period. Such a change will necessitate the issuance of a contract addendum. If the administration deems the class irrelevant, then a review committee composed of the employee's building principal, a certified employee and a representative of the Association, jointly chosen by the administration and the concerned employee, shall meet to review the administration's decision and either accept it or make additional recommendations to the administration.
- D. Up to six (6) years of out-of-state with a Bachelors Degree and eight (8) years for Masters of out-of-state teaching experience will be allowed for initial placement on the salary schedule. Two half-years of full-time teaching experience will be allowed as one full year for placement on the salary schedule.
- E. The employees frozen at the bottom of the last three columns will receive 1 percentage raise, in addition to the negotiated salary increases, up to and shall not exceed 3%.

Section III: ADDITIONAL PAY

When a teacher has been requested by the administration to work additional days beyond the contracted 190 days, he/she will receive compensation at his/her contracted per diem rate.

Teachers will be paid for the following holidays: Labor Day, Thanksgiving Day, Day Following Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, Memorial Day

Section IV: METHOD OF PAYMENT

All teachers shall receive a check for the days worked in August and may select to receive the remainder of their annual salary in one of the following ways:

- A. Nine (9) equal payments with the ninth (9th) payment due a week after the last working day of the school year, by direct deposit, if the business manager has received a signed teacher checkout sheet. If this is not received then a check will be issued.
- B. Nine (9) payments, eight (8) of which shall be paid on the basis of one-twelfth (1/12th) of the annual salary due on the last working day of the months of September through April and a final payment consisting of the remainder of the contract, due a week after the last working day of the year by direct deposit, if the business manager has received a signed teacher checkout sheet. If not received then a check will be issued.

Section V: SIGNING BONUS

Any incoming certified teacher, upon receiving a signed contract, will receive \$2,000.00 to be paid within 10 work days of the first teacher work day.

Section VI: HOUSING ALLOWANCE

All full-time teachers will receive \$200 monthly housing allowance beginning August and ending with the May payroll.

Section VII: RETENTION BONUSES

For each year of this Agreement an annual attract and retain stipend will be issued. All the time calculated for the bonus payment is time in the Hoonah City School District. Payment will be paid in the September check of the following year. After completing the first year, the teacher will be paid their bonus in the September of the next year and so on.

- 1-3 years- \$750.00 per year
- 4+ years- \$1000.00 per year

	FY2022-2023	2.5% Increase				
	Type M/BA	BA10	BA20	MA/BA30	MA18/BA48	MA36/BA66
0	\$48,732.36	\$50,472.24	\$52,212.12	\$54,951.79	\$56,872.20	\$58,792.61
1	\$50,761.04	\$52,668.79	\$54,576.31	\$57,283.66	\$59,335.83	\$61,387.77
2	\$52,789.71	\$54,865.34	\$56,940.50	\$59,615.53	\$61,799.46	\$63,982.95
3	\$54,818.39	\$57,061.89	\$59,304.70	\$61,947.40	\$64,262.54	\$66,577.99
4	\$56,847.07	\$59,053.45	\$61,668.88	\$64,279.27	\$66,726.76	\$69,173.29
5	\$58,875.95	\$61,454.99	\$64,033.06	\$66,611.13	\$68,984.84	\$71,768.46
6	\$60,904.42	\$63,651.55	\$66,181.84	\$68,759.92	\$71,339.18	\$73,917.24
7			\$68,330.64	\$70,943.38	\$73,487.96	\$76,066.03
8			\$70,478.74	\$73,057.48	\$75,635.56	\$78,214.81
9				\$75,205.93	\$77,784.34	\$80,363.59
10					\$79,932.46	\$82,513.58
11						\$84,662.36

	FY 2023-2024	3.0% Increase				
	Type M/BA	BA10	BA20	MA/BA30	MA18/BA48	MA36/BA66
0	\$50,194.34	\$51,986.41	\$53,778.48	\$56,600.34	\$58,578.36	\$60,556.38
1	\$52,283.88	\$54,248.86	\$56,213.60	\$59,002.17	\$61,115.90	\$63,229.41
2	\$54,373.41	\$56,511.30	\$58,648.72	\$61,403.99	\$63,653.45	\$65,902.44
3	\$56,462.95	\$58,773.75	\$61,083.84	\$63,805.82	\$66,190.42	\$68,575.33
4	\$58,552.49	\$60,825.05	\$63,518.95	\$66,207.65	\$68,728.56	\$71,248.49
5	\$60,642.23	\$63,298.64	\$65,954.05	\$68,609.47	\$71,054.38	\$73,921.51
6	\$62,731.56	\$65,561.09	\$68,167.30	\$70,822.72	\$73,479.36	\$76,134.76
7			\$70,380.56	\$73,071.68	\$75,692.60	\$78,348.01
8			\$72,593.11	\$75,249.20	\$77,904.63	\$80,561.25
9				\$77,462.11	\$80,117.87	\$82,774.50
10					\$82,330.44	\$84,988.98
11						\$87,202.23

	FY 2024-2025 Type M/BA	2.0% Increase BA10	BA20	MA/BA30	MA18/BA48	MA36/BA66
0	\$51,198.22	\$53,026.14	\$54,854.05	\$57,732.35	\$59,749.93	\$61,767.51
1	\$53,329.55	\$55,333.84	\$57,337.87	\$60,182.22	\$62,338.22	\$64,493.99
2	\$55,460.87	\$57,641.53	\$59,821.69	\$62,632.07	\$64,926.52	\$67,220.49
3	\$57,592.20	\$59,949.23	\$62,305.51	\$65,081.94	\$67,514.22	\$69,946.84
4	\$59,723.54	\$62,041.55	\$64,789.32	\$67,531.80	\$70,103.14	\$72,673.46
5	\$61,855.07	\$64,564.61	\$67,273.13	\$69,981.66	\$72,475.47	\$75,399.94
6	\$63,986.19	\$66,872.32	\$69,530.64	\$72,239.17	\$74,948.94	\$77,657.45
7			\$71,788.17	\$74,533.11	\$77,206.45	\$79,914.97
8			\$74,044.97	\$76,754.19	\$79,462.72	\$82,172.48
9				\$79,011.35	\$81,720.23	\$84,429.99
10					\$83,977.04	\$86,688.76
11						\$88,946.27

**APPENDIX A
HOONAH CITY SCHOOL DISTRICT
P. O. Box 157 Hoonah, AK 99829
(907) 945-3611**

SAMPLE CERTIFICATED EMPLOYEE CONTRACT

This contract between Hoonah City School District Board of Education, hereinafter referred to as the **BOARD**, and _____, whose permanent address is _____, hereinafter referred to as **TEACHER**.

WITNESSETH

It is mutually agreed between the **BOARD** and the **TEACHER**, in consideration of the promises and covenants herein contained,

THAT THE TEACHER WILL:

1. Perform the duties of **TEACHER** and such other duties as may be assigned in the Hoonah City School District during the _____ school year, beginning on or about _____ for a total of not more than _____ school/work days, which shall include legal school holidays.
2. Be responsible for such extracurricular assignments as are made by the **BOARD** as of the date of the issuance of this contract or at a later date during the term of this agreement.
3. Abide by and be bound by the policies, rules, and regulations of the **BOARD** and the State Board of Education.
4. Authorize deductions for the Teachers Retirement System or FICA withholding, if eligible.

THAT THE BOARD WILL:

5. Pay the **TEACHER** an annual salary in the amount of \$_____ * to be paid for the number of days worked in August, with the remainder being paid in either of the following two choices:
 - a. Nine equal monthly installments of \$_____, the first installment being paid on the last working day in _____20 , each succeeding installment being paid on the last working day of each month, and the balance to be paid on the final day of employment under this contract.
 - b. Nine (9) equal monthly installments, eight (8) of which shall be paid on the basis of one-twelfth (1/12th) of the annual gross salary or \$_____ due on the last working day of the months of September through April and a final payment consisting of the remainder of the contract, due on the last working day of the year.

***Subject to adjustment as changed by the Negotiated Agreement**

AND THAT THE TEACHER AND THE BOARD AGREE TO BE BOUND BY THE FOLLOWING CONDITIONS:

6. Placement on the salary schedule at the time of employment is _____. This placement reflects the holding of a _____ Degree and at least _____ semester hours earned after the issuance of the degree, plus _____ years of teaching experience, which is applicable to the Hoonah District salary schedule.
7. The per diem rate is \$_____*.
8. The above per diem rate will be paid for each and every day in session, as that term is defined by AS 14.03.040 and as accepted by the Alaska Department of Education, for every State school holiday and for every approved local holiday, provided that such payment shall be made only if the TEACHER was under contract at the time.
9. The term a TEACHER as employed herein is defined in relevant portions of the Alaska Statutes Title 14.
10. The TEACHER shall abide by the Code of Ethics and the Professional Teaching Standards adopted by the Professional Teaching Practices Commission.
11. This contract is not effective unless and until the TEACHER subscribes to the Oath of Allegiance required under 4 AAC 18.010(a)(5) and files a fully executed form of the oath with the BOARD for placement in the TEACHER's personnel file. Once the oath has been filed with the BOARD, the TEACHER need not re-subscribe to it for subsequent school years so long as the TEACHER's employment is continuous. However, by signing this contract, the TEACHER affirms his or her continued adherence to that oath.
12. The TEACHER, within 60 days of initial employment and periodically as required by State law or as required by the BOARD, must file a current medical certificate with the BOARD.
13. Subject to the three month maximum grace period provided under AS 14.10.010, the TEACHER must hold a valid Alaska Teaching Certificate at the time of entrance on duty and maintain said certificate while employed by the District, and no salary shall be paid unless the TEACHER has such certificate. Failure to maintain a valid certificate constitutes grounds for immediate termination of this contract without penalty to the BOARD.
14. The BOARD reserves the right to transfer the TEACHER to another assignment either before or after beginning duties of the proposed assignment if enrollments decrease or other conditions warrant change.
15. This contract may be terminated without liability to the BOARD should the TEACHER fail to discharge the duties imposed either through incapacity or disability or for cause as defined in AS 14.20.170. Upon written notice of such intended termination, the TEACHER shall be entitled to exercise any and all rights set forth in AS 14.20, including but not limited to the right to hearing set forth in AS 14.20.180. The TEACHER may be suspended from duty during any period of investigation as set forth in AS 14.20.170, but such suspension shall be with full pay.
16. This contract may be terminated without liability to the BOARD should it become necessary to eliminate the position because of decreased enrollment, provided that at least thirty (30) days prior written notice is given. In case of hardship, the BOARD may, in its discretion, afford such compensation as it deems necessary, not to exceed payment for twenty (20) days of service at regular contract per diem rate.
17. This contract may be amended by mutual consent upon application of one party and the written consent of the other party.

18. This contract may be terminated by mutual consent upon thirty (30) days written notice by one party and the written consent of the other party.

19. The violation or breach by the TEACHER of any term, condition, or requirement of this contract is grounds for the revocation of the TEACHER's certificate by the Commissioner of Education or by the PTPC.

This contract is subject to the Negotiated Agreement between the BOARD and the Hoonah Education Association. If there are any conflicts or differences between the terms of said agreement and the terms of this contract, the terms of the Negotiated Agreement shall be controlling.

1. This contract supersedes and replaces any prior individual Employee's Contract which may have been issued for the school year covered by this contract.

ACCEPTANCE

I hereby accept this offer of employment and the conditions contained herein.

Date

Accepted By

Acceptance by the BOARD is necessary before this contract becomes binding on the BOARD. The above contract is hereby validated on behalf of the BOARD.

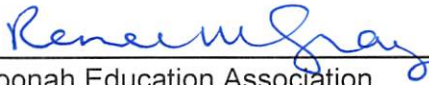
Date

Board President

Date

Board Member

SIGNATURE PAGE



Hoonah Education Association
Renee Gray, President, Negotiations
Spokesperson

June 9, 2022
Date



Hoonah Education
Association
Ben Mettling, Vice-President

June 9, 2022
Date



Hoonah Education
Association
Nicolle, Egan, HEA Rep.

June 9, 2022
Date

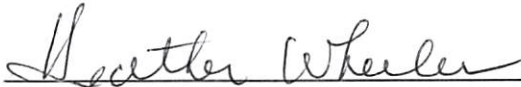
Hoonah City School District Board of
Education Harold Houston,
President

Date



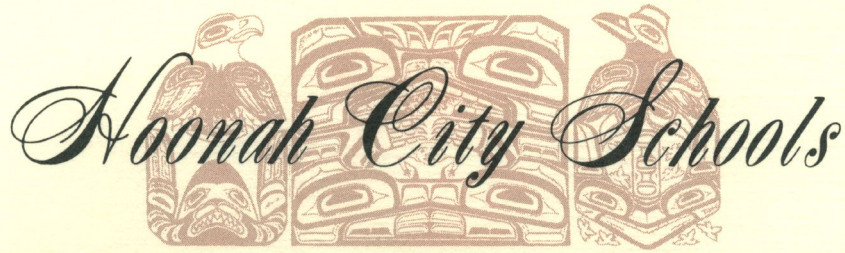
Hoonah City School District
Amy Stevenson, District
Business Office

June 9, 2022
Date



Hoonah City School District
Heather Wheeler, Interim District
Superintendent

June 9th, 2022
Date

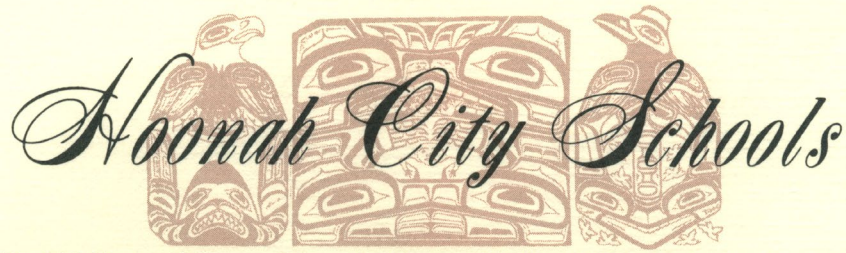


P.O. Box 157 366 Garteeni Hwy. Hoonah, Alaska 99829 (907) 945-3611 Fax (907) 945-3492

Date: June 11, 2022
To: HCS School Board
From: Heather Wheeler, Interim Superintendent
Re: Superintendent Contract

The superintendent contract is before you. This contract is for 120 days and is less per day than the interim contract for the 21/22 school year.

Recommended Motion: Move to approve the Superintendent contract naming Heather Wheeler as Superintendent for the 2022-2023 school year.

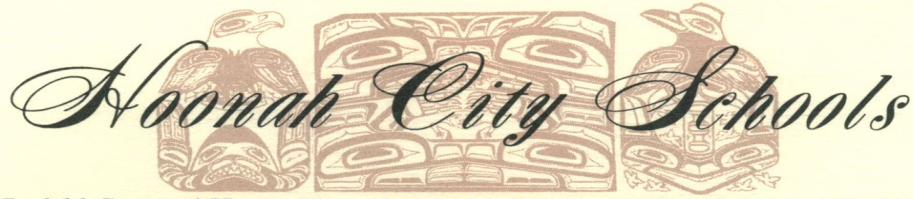


P.O. Box 157 366 Garteeni Hwy. Hoonah, Alaska 99829 (907) 945-3611 Fax (907) 945-3492

Date: June 11, 2022
To: HCS School Board
From: Heather Wheeler, Interim Superintendent
Re: Nicolle Egan, Principal Hire

I would like to recommend Nicolle Egan for the principal position at Hoonah City School. Nicolle came to Hoonah in February of 2021 to be our secondary special education teacher and held that position this school year. She knows our students and has been instrumental in organizing the secondary side throughout the year. Her foci if hired, aside from the daily duties of a principal, would be communication, team building, discipline, curriculum, student/community involvement and student improvement.

Recommended Motion: Move to approve the hire of Nicolle Egan for the position of principal for the 2022-2023 school year.



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

June 12, 2022

MEMORANDUM

TO: Hoonah Board of Education
THRU: Heather Wheeler, Interim Superintendent
FROM: Amy Stevenson, Business Manager
RE: FY23 School Operating Fund Budget Revision

PURPOSE:

A budget is a spending plan based on what is financially known at a given point in time. When developing the FY 2023 School Operating Fund Budget, the calculation for PERS and TRS on-behalf was done with the wrong percentage. The State of Alaska sends a letter out to each district with the percent amount each year, and I did not change the percent. PERS and TRS's on-behalf counts as revenue to the District from the State of Alaska.

On another note, the legislature and the Governor did increase the base student allocation this year by \$10.00 per student so we will be receiving additional funds for each of our children. The District will need to use additional fund balance to balance the budget so it can be to the State by the deadline of July 15, 2022. When the new base student allocation information is received, we will need to do another revision. Hopefully, at this time we will have both union negotiations done and final teacher salaries calculated.

Information about the general fund budget recommendations are described below with detailed information included in the attached FY 23 budget revision spreadsheet for the general fund.

PERTINENT INFORMATION – GENERAL FUND:

<u>Revenue Budget</u>	<u>Original</u>	<u>New</u>	<u>Difference</u>
TRS On-Behalf:	\$ 229,411	\$196,467	-\$32,944
PERS On-Behalf:	\$ 46,234	\$ 18,515	-\$17,779
Use of Fund Balance:	\$414,020	\$472,743	\$58,723

RECOMMENDATION:

The administration recommends the Board of Education approve the revised FY 23 general fund budget as outlined for \$3,834,030.

	Student Enrollment	123							
		Estimated							
		FY 23 ADM							
	OPERATING FUND								
		FY 23	FY 23						
		Final	Budget						
	REVENUE	Budget	Revision	Difference					
1	City Contribution	315,747	315,747	-					
2	City Contribution - In Kind	33,014	33,014	-					
3	City Contribution - Pupil Activities	272,253	274,253	2,000	Subtracted wrong				
4	Earnings on Investments	1,500	1,500	-					
5	Other	5,000	5,000	-					
6	Rentals								
7	Leases								
8	E Rate Revenues	32,400	32,400	-					
9	State Revenue: Foundation Program	2,477,125	2,477,125	-					
10	State Revenue: Quality Schools Grant	7,266	7,266	-					
11	State Contribution: On Behalf TRS	229,411	196,467	(32,944)	State of AK reduced their contribution to 12.06% for TRS				
12	State Contribution: On Behalf PERS	46,294	18,515	(27,779)	State of AK reduced their contribution to 2.79% for PERS				
13	State Broadband Assistance			-					
14	Federal Revenue: Impact Aid	-	-	-					
15	Use of Fund Balance	414,020	472,743	58,723	Increase to use of fund balance				
16	Total Revenue	3,834,030	3,834,030	-	The Governor did approve an increase				

		FY 23	FY 23						
		Final	Budget						
		Budget	Revision						
	<u>EXPENDITURES</u>								
17	100 Regular Instruction								
18	310 Certified Salaries	729,080	729,080	-					
19	320 Non-Certified Salaries	5,000	5,000	-					
20	350 Employee Benefits	448,893	448,893	-					
21	420 Travel			-					
22	440 Other Purchased Services	25,000	25,000	-					
23	441 Online Classes	10,000	10,000	-					
24	443 Music Equipment Repair			-					
25	450 Teaching Supplies	20,000	20,000	-					
26	451 Music Supplies			-					
27	471 Textbooks	60,000	60,000	-					
28	Total Regular Instruction	1,297,973	1,297,973	-					
29	200 Special Education Instruction								
30	310 Certified Salaries	78,378	78,378	-					
31	320 Non-Certified Salaries	223,397	223,397	-					
32	350 Employee Benefits	188,525	188,525	-					
33	420 Staff Travel	1,200	1,200	-					
34	440 Other Purchased Services	1,700	1,700	-					
35	450 Teaching Supplies	5,000	5,000	-					
36	Total Special Education Instruction	498,200	498,200	-					
37	220 Special Ed Supporting Services								
38	310 Certified Salaries	95,000	95,000	-					
39	350 Employee Benefits	85,880	85,880	-					
40	410 Professional & Technical	60,000	60,000	-					
41	420 Staff Travel	2,000	2,000	-					

42	Total Special Ed Supporting Services	242,880	242,880	-					
		FY 23	FY 23						
		Final	Budget						
		Budget	Revision						
				-					
43	300 Supporting Services - Students			-					
44	310 Certified Salaries			-					
45	410 Professional & Technical			-					
46	Total Supporting Services - Students			-					
47	350 Supporting Services - Instruction								
48	310 Certified Salaries	15,000	15,000	-					
49	320 Non-Certified Salaries			-					
50	350 Employee Benefits	4,914	4,914	-					
51	410 Professional & Technical	5,000	5,000	-					
52	420 Staff Travel			-					
53	425 Student Travel			-					
54	421 Teacher Enrichment	5,705	5,705	-					
55	433 Communications			-					
56	440 Other	11,000	11,000	-					
57	450 Supplies	10,000	10,000	-					
58	Total Supporting Services - Instruction	51,619	51,619	-					
59	351 Supporting Services - Technology								
60	410 Professional & Technical	70,000	70,000	-	180,119				
61	433 Communications	45,000	45,000	-					
62	475 Technology Purchases	13,500	13,500	-					
63	Total Supporting Services - Instruction	128,500	128,500	-					

		FY 23	FY 23						
		Final	Budget						
		Budget	Revision						
64	400 School Administration								
65	310 Certified Salaries	105,000	105,000	-	1 FTE Principal -Projected Salary of New Principal				
66	350 Employee Benefits	76,689	76,689	-	& Benefits including Family Health				
67	410 Professional and Technical Services			-					
68	420 Staff Travel	5,000	5,000	-					
69	450 Supplies	1,500	1,500	-					
70	491 Dues and Fees	650	650	-					
71	Total School Administration	188,839	188,839	-					
72	450 School Administration Support Serv								
73	320 Non-Certified Support Staff	44,406	44,406	-	Step & 15 days est leave cash out				
74	350 Employee Benefits	29,184	29,184	-					
75	420 Staff Travel	1,500	1,500	-					
76	440 Other Purchases Services	15,000	15,000	-					
77	450 Supplies	1,000	1,000	-					
78	Total School Administration Support Services	91,090	91,090	-					
79	510 District Administration								
80	310 Certified Salaries	75,000	75,000	-	.48 Superintendent 120 days				
81	320 Non-Certified Support Staff			-					
82	350 Employee Benefits	7,965	7,965	-					
83	380 Housing Allowance			-					
84	410 Professional & Technical	2,500	2,500	-					
85	420 Staff Travel	45,000	45,000	-	Travel, per diem, lodging				
86	440 Other Purchases Services	3,700	3,700	-					
87	450 Supplies	1,500	1,500	-					
88	490 Other Expenses			-					

89	490 Dues & Fees	2,500	2,500	-					
90	Total District Administration	138,165	138,165	-					
		FY 23	FY 23						
		Final	Budget			187,137			
		Budget	Revision						
91	511 Board of Education								
92	410 Professional & Technical	20,000	20,000	-					
93	420 Staff Travel	12,000	12,000	-					
94	440 Other Purchases Services	2,900	2,900	-					
95	450 Supplies	1,000	1,000	-					
96	490 Other Expenses	5,000	5,000	-					
97	490 Dues & Fees	8,072	8,072	-					
98	Total District Administration	48,972	48,972	-					
99	550 District Admin Support Services								
100	320 Non-Certified Support Staff	100,235	100,235	-					
101	350 Employee Benefits	76,061	76,061	-					
102	410 Professional & Technical	35,000	35,000	-					
103	420 Staff Travel	3,000	3,000	-					
104	433 Communications	0	0	-					
105	440 Other Purchased Services	35,000	35,000	-					
106	445 Liability Insurance	25,000	25,000	-					
107	450 Supplies	2,500	2,500	-					
108	490 Other Expenses	10,820	10,820	-					
109	491 Dues & Fees	180	180	-					
110	495 Indirect Cost Reimbursement	(40,000)	(40,000)	-					
111	510 Equipment								
112	Total District Admin Support Services	247,796	247,796	-					

			FY 23		FY 23							
			Final		Budget							
			Budget		Revision							
113	600 Operation & Maintenance of Plant											
114	320 Non-Certified Support Staff		138,302		138,302		-					
115	350 Employee Benefits		96,832		96,832		-					
116	410 Professional & Technical		47,950		47,950		-					
117	420 Staff Travel		1,800		1,800		-					
118	430 Utility Services		6,745		6,745		-					
119	In-Kind Services (water, sewer, garbage)		33,014		33,014		-					
120	435 Electricity		107,000		107,000		-					
121	436 Heating Fuel		55,000		55,000		-					
122	440 Other Purchased Services		12,000		12,000		-					
123	443 Repair & Maintenance		22,000		22,000		-					
124	445 Property Insurance		40,100		40,100		-					
125	452 Maintenance Supplies		6,000		6,000		-					
126	453 Janitorial Supplies		10,000		10,000		-					
127	458 Gas & Oil		1,000		1,000		-					
128	491 Dues and Fees											
129	Total Operation & Maintenance of Plant		577,743		577,743		-					
130	700 STUDENT ACTIVITY FUND											
131	Equipment											
132	Certificated Salaries		40,000		40,000		-					
133	Non-certificated salaries		15,000		15,000		-					
134	Employee benefits		20,000		20,000		-					
135	Staff travel		5,000		5,000		-					
136	Student travel		120,000		120,000		-					

137	Other purchased services				-				
138	Supplies	30,000	30,000		-				
139	Other expenses	30,000	30,000		-				
		12,253	12,253		-				
140	Total Expenditures	272,253	272,253		-				
		FY 23	FY 23						
		Final	Budget						
		Budget	Revision						
141	900 Tranfer of Funds								
142	Transfer to Technology Replacement Fund								
143	Transfer to Student Activity Fund								
144	Transfer to Food Service Fund	50,000	50,000		-				
145	Transfer of Funds	50,000	50,000		-				
146	Total Expenditures and Transfer of Funds	3,834,030	3,834,030		-				
147	Excess of Revenues over Expenditures	0			(0)				
148	Beginning Unrestricted/Unassigend Fund Balance	810,867	810,867		-				
	Fund Balance, End of Year	396,847	338,124		(58,723)				
149	FOOD SERVICES FUND								
150	Revenue	90,000	90,000						
151	Expenditures								
152	Non-certificated salaries	51,115	51,115						
153	Employee Benefits	32,382	32,382						
154	Staff Travel	1,000	1,000						
155	Other Purchased Services	3,500	3,500						

156	Supplies	52,003	52,003						
157	Total Expenditures	140,000	140,000						
158	Funds needed from operating fund	50,000	50,000						