

**HOONAH CITY SCHOOL BOARD OF EDUCATION**

**MISSION STATEMENT**

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

**August 18, 2022**

**7:00 PM  
In the Library**

.....  
**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 6.16.22**

**BOARD CALENDAR**

- August**
- September**

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

**ADMINISTRATIVE REPORTS**

- A. Administrator's Report – Heather Wheeler, Written**
- B. Principal's Report – Nicolle Egan, Written**
- D. Finance Report – Amy Stevenson, Written**
- F. Board & Committee Reports**

**NEW BUSINESS:**

- 1.0 FY 23 MOA – Lynne Ciolli, Special Education**
- 1.1 FY 2022/2023 Teaching Contract Jens Jacobsen, Secondary Math**
- 1.2 FY 2024-2029 Six Year Capital Improvement Plan**

**DISCUSSION ITEMS**

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

**COMMENTS FROM BOARD MEMBERS**

**FUTURE AGENDA ITEMS**

**ADJOURNMENT**

**NEXT MEETING DATES:**

- **Regular Board Meeting 9.15.22**

**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.

# Hoonah City School District BOARD OF EDUCATION MEETING

Meeting Minutes – June 16, 2022

7:00 PM

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

Staff		
Status	Name	Role/Title
P	Heather Wheeler	Superintendent
P	Amy Stevenson	Business Manager
P	Edward Snow	Principal
Staff/Guests via Zoom		
Status	Name	Title/Organization
P	Veronica Dalton	Paraprofessional
P	Joan Martin	Teacher
P	Kathleen VanDusen	Teacher

P=Present

E=Excused

A=Absent Without Notice

\*Phn for those participating via Phone\*

\*Zm for those participating via Zoom

Item	Action/Follow-up	
Convene	7:01 pm	
Agenda Revisions	None	
Consent Agenda		
Approval of Agenda	M/S Harold Houston, Jamie Erickson moved to approve the agenda.	Roll call vote taken. Motion passes unanimously.
Item		
Approval of 5.19.2022 RBM Minutes	M/S Jamie Erickson/KH move we approve the minutes for the RBM 5.19.22.	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	X
Maintenance Supervisor Report	None	
Board/Committee Reports	None	

<b>EXECUTIVE SESSION: Personnel</b>	M/S Jamie Erickson, Karen Hinchman to go into executive session to discuss personnel.	<b>Into: 7:20 PM Out Of: 7:34 PM</b>
<b>New Business</b>		
<b>1.0 FY 2023 MOA - Island Therapeutic</b>	M/S Jamie Erickson, Karen Hinchman move to approve the MOA of Lois Verbaan Occupational Therapist for the 2022-2023 school year.	<b>Roll call vote taken. Motion passes unanimously.</b>
<b>1.1 FY 2023 MOA – Daphne Wright</b>	M/S Jamie Erickson, Karen Hinchman move to approve the MOA of Daphne Wright, Tlingit Teacher for the 2022-2023 school year.	<b>Roll call vote taken. Motion passes unanimously.</b>
<b>1.2 FY 2023 MOA - Sole Michard, Grant Writer</b>	M/S Jamie Erickson, Karen Hinchman move to approve the MOA of Sole Michard, Grant Writer for the 2022-2023 school year.	<b>Roll call vote taken. Motion passes unanimously.</b>
<b>1.3 FY 23-23 Ratified HEA Negotiated Agreement</b>	M/S Jamie Erickson/ Karen Hinchman move to approve the Hoonah Education Association Negotiated Agreement for FY 2023-2025	<b>Roll call vote taken. Motion passes unanimously.</b>
<b>1.4 FY 2023 Superintendent Contract</b>	M/S Jamie Erickson, Karen Hinchman move to approve the Superintendent contract naming Heather Wheeler as Superintendent for the 2022-2023 school year.	<b>Roll call vote taken. Motion passes unanimously.</b>
<b>1.5 FY 23 Principal Contract</b>	M/S Jamie Erickson, Karen Hinchman move to approve the hire of Nicolle Egan for the position of principal for the 2022-2023 school year.	<b>Roll call vote taken. Motion passes unanimously.</b>
<b>1.6 FY 23 School Operating Fund Budget Revision</b>	M/S Harold Houston, Jamie Erickson move to approve the revised FY 23 general fund budget as outlined for \$3,834,030.	
<b>Discussion Items</b>		
•	Board Staff Meetings	<b>Ongoing</b>
•	Discipline Policy	
<b>Next Meeting Date</b>		
<b>Regular Board Meeting</b>	August 18, 2022	<b>7:00 PM</b>
<b>Public Comments</b>		
•	None	
<b>Comments from Board Members</b>		
•	None	
<b>Future Agenda Items</b>		
•	FY 22 School Board Policy Updates	
<b>Adjournment</b>		
	Harold Houston called the Regular Board Meeting's adjournment at 7:57 pm.	

# August


2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8 New Teachers in	9	10 In-service for all staff	11 In-service for all staff	12 Teacher Work Day	13
14	15 In-service	16 Teacher Work Day Back to School Night 5pm Elem, 6pm Secon.	17 First day of school for students	18 Regular Board Meeting	19	20
21	22	23	24	25	26	27
28	29	30	31			

# September

2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 No School Labor Day	6	7 Mix-6 Volleyball Session starts	8	9	10
11	12	13	14	15 Regular School Board Meeting	16	17
18	19	20	21	22	23 Student Leadership Committee Meeting	24
25	26	27	28	29	30	

Date: August 14, 2022  
To: HCS School Board  
From: Heather Wheeler, Superintendent   
Re: Superintendent's Report for August

On August 16<sup>th</sup>, we have a Back to School night. Elementary is scheduled from 5 to 6 pm and secondary is from 6 to 7 pm. The elementary teachers will be inviting parents/students into their classrooms during 5 to 6 pm. Secondary side will also be inviting parents into classrooms but a meeting will be held in the gym to explain the schedule.

School begins on August 17<sup>th</sup>. We are excited to be back on a typical schedule that aligns with other districts in the state and organizations like SESA (Special Education Services Agency) that provides support for some of our low-incidence students.

Staffing continues to be a challenge but we have been very creative and innovative in scheduling so that the students of HCS have a quality education. While recruiting and retention in education is a hot topic in our state and in the nation, there are other areas also having staffing difficulties. Bus drivers and nurses across the nation are in the same place that we are being short staffed. I am hopeful that we have a maintenance supervisor by the end of the month. We did hire a District Office/Board Secretary. Jaymee Coutlee will begin September 12<sup>th</sup>. She had a prior engagement that she needs to attend to before starting.

I am recommending accepting the MOA of Lynne Ciolli, a retired special education teacher. Lynne will be here supervising the paras on the secondary side 80 days during the year while also keeping us in compliance on paperwork. The other recommendation is Jens Jacobsen, a math teacher currently living in MN. He has an Alaska certificate and is very adept at teaching virtually. I am continuing to look for additional staffing to join HCS.

David Landis from SERRC (Southeast Regional Resource Consortium) recommended that HCS use a reuse of scores so that our boiler project moves further up the list. Together we completed the paperwork for this which you have as an action item. As I reported in June, we were 50<sup>th</sup> on that list. The governor decreased the funding for CIP projects which allowed only about the top 25 to be funded.

Work on the Strategic Plan that was started the 20/21 school year will be completed this year. AASB (Alaska Association of School Boards) will be working with us to complete this project. This is a document that guides the district for the next 5 years. Staff, board members, community members who want to be involved in this process are welcome to join in.

The creating of a curriculum cycle plan will be done this year, so that on a yearly basis we are critiquing our curriculum and upgrading it over a 7-year period. It is important that this is done so that if there are changes to staff (teachers or administration), we remain consistent with curriculum and use it with fidelity.

We will begin working on a course catalog this year. The purpose behind this document is to outline what required courses will be offered so that high school students can plan out their course of study for graduation. Within that course catalog, there will be descriptions of what each course entails.

We will be revisiting the Covid plan next month. Until that is done with the committee and a recommendation presented to the board as an action item, we will continue with the current plan we have on file. CDC has made some guidance changes that the committee needs to meet and discuss as we bring our plan up to date.

The Alaska Reads Act was passed and it is a K-3 comprehensive Reading Policy. It is expected to be in effect the 23/24 school year. More information regarding this Act will be dispersed over the coming year.

I want to thank the staff for their effort, commitment and dedication to ready the school for August 17<sup>th</sup> and the excitement they are emitting for students to be back in the building.

Hoonah City School  
Board Meeting  
August 18, 2022  
Principal's Report

**Students**

- Three high school students have been volunteering in the building to help get ready for the start of the year. (Cheyanne Jack, Emily Hurtado and new student Amelia)
- Several students will be putting together a meeting in September to form a “student leadership committee”. This committee will have several roles, but mostly will look at ways to continue to improve the environment and experience for all students K-12.
- New Counselor, Wanda Wright, has begun working juniors and seniors to confirm their credits and path to graduation, including their thoughts on what they want to do after high school and how the school can support that path.
- Class rosters:
  - Pre-K/Kindergarten (14 students)
  - 1<sup>st</sup>– 2<sup>nd</sup> grade (16 students)
  - 3<sup>rd</sup> grade (14 students)
  - 4<sup>th</sup> - 5<sup>th</sup> grade (19 students)
  - 6<sup>th</sup>-8<sup>th</sup> (35 students)
  - 9<sup>th</sup>-12<sup>th</sup> (30 students)

**Staff**

- Teachers, paraprofessionals, and custodial staff have all stepped up to ensure that even though we are short on staff, we design the best schedule for students both academically and overall experience-wise. While there will be challenges along the way, we have an exceptional and committed staff.
- We welcomed 5 new staff members, and 23 returning (certified, classified and contract). New staff includes a music teacher, counselor, elementary teacher (returning after completing her student teaching at Hoonah School), the Director of Arts, and a Special Education supervisor.
- In-service and teacher work days were held on August 10, 11, 12 and 15-16. Topics included: Standard Operating Procedures, Employee Handbook, Parent/Student Handbook, Trauma Engaged Professional Learning, incident/crisis response, culturally responsive schools, curriculum, Title IX, school climate & culture, evaluations, day to day operations, and team building.

**Academic Achievement**

- More to report in this area in September.

**Communication**

- Increasing communication to and from students, family and the community is a priority this year.



- We will be using email, text blasts, phone calls, and events/gatherings to inform and promote school happenings.
- We are working to make the Facebook and a new Instagram page an additional method of communication. They will be used for announcements such as upcoming events, and recognition of school, students and staff.

### **Activities/Athletics**

- Jessie Dybdahl has begun the Hoonah Activities program organization and promotion. She is currently working on supporting Cross Country, and planning for postings of Basketball and Volleyball coaches.
- Ten students are participating in Cross Country, with Akasha Moulton coaching. Their first Cross Country meet is scheduled in Haines on September 3, 2022.

### **Community Engagement**

- We have had several volunteers working over the summer and in the past few weeks. Bob Hutton has helped tremendously with the new music teacher and inventorying/setting up the music room. Charles Wright (husband of new Counselor) helped with prep for in-service. Glenda Hutton continues to work with the Close-Up group to raise funds for their trip in the Spring.
- We participated in the National Night Out event hosted by Hoonah PD and first responders.
- Students going to Close-Up held a car wash and have been doing other fundraising in the community.

### **Misc.**

August 13, 2021

## **MEMORANDUM**

TO: HCS D Board of Education

FROM: Amy Stevenson, Business Manager

RE: August 2022 Board Report

### **Current Information:**

1. FY 2023 School Budget was submitted to the AK Department of Education & Early Learning before July 15. We are waiting for this to be approved.
2. Completed our FY 22 annual audit. The financial statement will be drafted and sent out for the district to look at for errors soon.
3. Completed and submitted our School Nutrition program forms for FY22. The District qualified for the Community Eligibility Program again this year and it will be effective through FY 2025. This provides meals free of charge to all students.
4. All accounts payable files are set up
5. Payroll and AP checks are up to date.
6. Most of the orders are completed.
7. Annual orders were received for instructional supplies.
8. All grant files are set up.
9. All Final Expenditure Reports are completed for the State of Alaska grants

### **Next Steps:**

1. The bank reconciliation for July needs to be done.
2. Primero Edge work to be updated.
3. Continued work on the new accounting software. We should be totally live October 1<sup>st</sup>.
4. HR and payroll set up for new staff and updating files for returning staff.
5. Set up all budgets in the computer for all funds.
6. Deposits to be entered.



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

Date: August 14, 2022  
To: HCS School Board  
From: Heather Wheeler, Superintendent *HW*  
Re: Secondary Special Education MOA

I would like to recommend Lynne Ciolli as an independent contractor in the area of special education. Lynne is a retired teacher and has taught in the Pribilofs, Dillingham, Sitka, Kodiak and Wasilla.

Recommended Motion: Move to approve the hire of Lynne Ciolli as an independent contractor in the area of special education for the 2022-2023 school year.

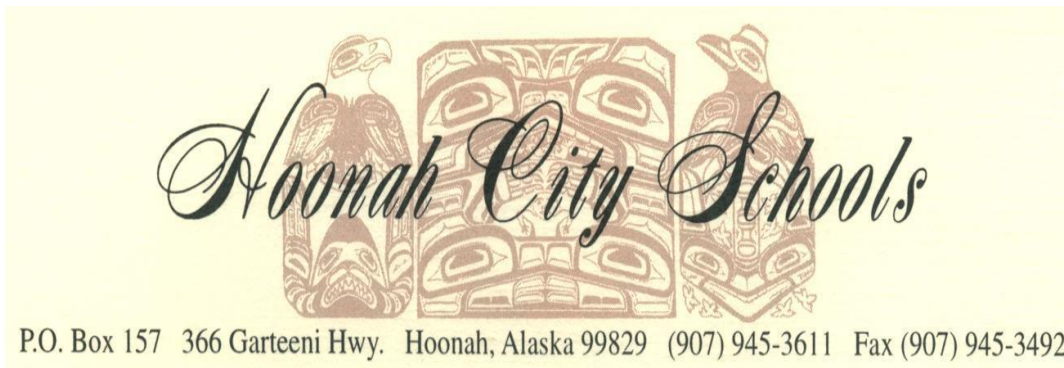


P.O. Box 157 366 Garteeni Hwy. Hoonah, Alaska 99829 (907) 945-3611 Fax (907) 945-3492

Date: August 14, 2022  
To: HCS School Board  
From: Heather Wheeler, Superintendent <sup>HW</sup>  
Re: Virtual Math Teacher Hire

I would like to recommend Jens Jacobsen for the position of Virtual Math Teacher. This position would allow high school students a math credit in the areas of Geometry, Algebra 1 and/or Algebra 2. Jens has an Alaska math credential and previously worked in the Nenana School District. He currently resides in MN with his family. He is technology savvy and utilizes the Canvas platform through an iPad streaming directly to students' individual computers. He will be teaching two periods a day.

Recommended Motion: Move to approve the hire of Jens Jacobsen for the position of Virtual Math Teacher for the 2022-2023 school year.



August 12, 2022

MEMORANDUM

To: Hoonah City School Board

From: Heather Wheeler, Superintendent

FY 2024 – 2029 Six-Year Capital Improvement Plan

Every year in August, the District must submit an updated capital improvement plan that lists the requested projects; and descriptions of these to the Department of Education. This is due by September 1, 2022

Recommended Motion: I move that the Board of Education approve and adopt the FY 2024 – 2029 Six-Year Capital Improvement Plan as presented.

# Hoonah City Schools

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

Tim Mearig, Manager  
Alaska Department of Education & Early Development  
Division of Finance & Support Services/Facilities  
P.O. Box 110500  
Juneau, AK 99811-0500

August 1, 2022

RE: Reuse of FY2023 and prior year CIP Application Scores

Dear Mr. Mearig:

Under the provisions of regulation 4 AAC 31.021(c) through (h), the Hoonah City School District hereby requests the reuse of scores from prior year applications for the FY2024 capital improvement project application cycle on the below identified projects.

For planned projects initially submitted for the FY2023 CIP cycle, I certify that neither eligibility for additional square footage, nor the condition of the facilities affected have changed in a way that would adversely impact the project's score. If a standard inflationary increase provided in subsection (f) of the regulation is warranted, it should be applied to accommodate increases to the project's cost. I understand that should the department differ in its assessment of space eligibility for any of these projects, a corresponding increase or decrease to the estimated project cost may be made.

Planned Projects - Project Title	Initial CIP Scoring Year
Hoonah Central Boiler Replacement	FY 2023

In addition, for the following completed projects, I certify that the project was substantially complete in the initial scoring year. I understand these projects are not eligible for a cost increase due to inflation as provided in subsection (f) of the regulation.

Completed Projects - Project Title	Initial CIP Scoring Year
Hoonah School Playground Improvements	FY 2021

A copy of the district's current board-approved six-year plan is enclosed indicating the need for projects in fiscal years FY2024 through FY2029, including the above-identified planned and completed projects in FY2024, and the projects' respective district priority.

Sincerely,

Heather Wheeler, Superintendent

Enclosure

**Hoonah City School District**  
**FY 2024 – 2029 Six-Year Capital Improvement Plan**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
1	C	<b>Hoonah Central Boiler Replacement</b> Project will replace two outdated and failing boilers with 3 new properly sized boilers, upgraded controls and pumps, new valves, piping, and chimneys.	X	\$310,154
2	F	<b>Hoonah School Playground Improvements</b> Project to remove old existing small play equipment, remove gravel and prep site. New swing set and spinner equipment installed, and appropriate fall protection and border installed at existing and new equipment areas.	X	\$227,747

**FY 2024 TOTAL \$537,901**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost

**FY 2025 TOTAL \$0**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost

**FY 2026 TOTAL \$0**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost

**FY 2027 TOTAL \$0**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost

**FY 2028 TOTAL \$0**

**Hoonah City School District**  
**FY 2024 – 2029 Six-Year Capital Improvement Plan**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost

**FY 2029 TOTAL \$0**

Adopted [ enter date ] at a duly convened meeting of the Hoonah City School District at which a quorum was present and voting. I hereby certify that the information presented is true and correct to the best of my knowledge.

Superintendent

Date

School Board President

Date

Submit to the Department of Education & Early Development by September 1

Form #05-19-051