

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

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

**September 15, 2022**

**7:00 PM  
In the Library**

.....  
**MEETING AGENDA**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL (ESTABLISH QUORUM)**

**CORRESPONDENCE TO THE BOARD**

**AGENDA REVISIONS**

**ADOPTION OF AGENDA**

**APPROVAL OF MINUTES**

- **RBM 8.18.22**

**BOARD CALENDAR**

- September**
- October**

**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 2022/2023 Teaching Contract Lora Jett, Secondary ELA & Social Studies**
- 1.1 Approve Board/Staff Work Session on Oct 13, 2022 at 6:00 pm**
- 1.2 FY 2022/2023 Memorandum of Agreement City of Hoonah**

**DISCUSSION ITEMS**

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

**COMMENTS FROM BOARD MEMBERS**

**FUTURE AGENDA ITEMS**

**ADJOURNMENT**

**NEXT MEETING DATES:**

- **Regular Board Meeting 10.20.22**

**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
P	Dillion Styers	Board Member
P	Karen Hinchman	Board Secretary

Staff		
Status	Name	Role/Title
P	Heather Wheeler	Superintendent
P	Amy Stevenson	Business Manager
P	Nicolle Egan	Principal
P	Dianne Zemanek	Arts in Ed Grant Director
P	Jamie Coutlee	Incoming District Adm/Board Secretary

P=Present    E=Excused    A=Absent Without Notice

Item	Action/Follow-up	
Convene	7:03 pm	
<b>Agenda Revisions</b>	Remove Oath of Office and add maintenance supervisor contract as New Business 1.3	
Consent Agenda		
<b>Approval of Agenda</b>	M/S Jamie Erickson/Dillion Styers to approve the agenda as revised	<b>Roll call vote taken. Motion passes unanimously.</b>
Item		
<b>Approval of 5.19.2022 RBM Minutes</b>	M/S Jamie Erickson/Dillion Styers that we accept the minutes for the RBM 6.18.22.	<b>Roll call vote taken. Motion passes unanimously.</b>

Reports		
<b>Administrator's Report</b>	Heather Wheeler– Verbal Report Given with Written	<b>X</b>
<b>Principal Report</b>	Nicolle Egan – Verbal Report Given with Written	<b>X</b>
<b>Business Manager Report</b>	Amy Stevenson – Verbal report given with Written	<b>X</b>
<b>Maintenance Supervisor Report</b>	None	
<b>Board/Committee Reports</b>	None	
<b>Public Comments</b>	Dianne Zemanek introduced herself and thanks the board. Express to the board how helpful the staff has been.	

<b>New Business</b>		
<b>1.0 FY 2023 MOA – Lynne Coilli, Special Education</b>	M/S Jamie Erickson, Karen Hinchman move to approve the hire of Lynne Ciolli as an independent contractor in the area of special education for the 2022-2023 school year.	<b>Roll call vote taken. Motion passes unanimously.</b>
<b>1.1 FY 2022/2023 Teaching Contract Jens Jacobsen, Secondary Math</b>	M/S Jamie Erickson, Karen Hinchman move to approve the hire of Jens Jacobsen for the position of virtual math teacher for the 2022-2023 school year.	<b>Roll call vote taken. Motion passes unanimously.</b>
<b>1.2 FY 2024-2029 Six Year Capital Improvement Plan</b>	M/S Dillion Styers, Jamie Erickson move that the Board of Education approve and adopt the FY 2024-2029 Six Year Capital Improvement Plan as presented.	<b>Roll call vote taken. Motion passes unanimously.</b>
<b>Discussion Items</b>		
•	Board Staff Meetings	<b>Ongoing</b>
<b>Next Meeting Date</b>		
<b>Regular Board Meeting</b>	September 15, 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 8:02 pm.	

# 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 COVID Meeting at 6 pm	22	23 Student Leadership Committee Meeting	24
25	26	27	28	29	30	

# October

2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11 Strategic Planning	12	13	14	15
16	17	18	19	20 End of First Quarter	21 Teacher Workday No School	22
23	24	25	26	27 Parent/Teacher Conferences	28 In-service No School	29
30	31					

Date: September 8, 2022

To: HCS School Board

From: Heather Wheeler, Superintendent

Re: Administrator's Report for September

A strategic planning meeting will be held on October 11<sup>th</sup> with Tiffany Jackson from AASB. I am meeting with Tiffany on Sept 9<sup>th</sup> via zoom to find out the specifics.

Our CIP (Capital Improvement Project) list was accepted by the state as well as the budget that was submitted to them before July 1st.

Andreas Wark has started working with the district as our maintenance supervisor. He will be attending the AASB maintenance training workshop in Anchorage on Oct. 4<sup>th</sup> and 5<sup>th</sup>.

Jayne Coutlee has joined the district as the district office/board secretary starting September 12<sup>th</sup>. This will help alleviate job responsibilities that Amy has had to take over with that position unfilled.

Angie Lunda and Carie Green will be in Hoonah October 20<sup>th</sup> to the 22<sup>nd</sup> with the Molly from Denali project. With parent permission, they will be interviewing 1<sup>st</sup> and 2<sup>nd</sup> graders to gather ideas to be used on this PBS program. They will also hold a family night while in Hoonah.

A Covid review committee meeting will be held on September 21<sup>st</sup> at 6 pm. The recommendation of that committee will come before the board in October. Until then, the current plan is still in effect.

During October, the district will be moving to a new accounting system. This will take some time moving from one system to another. Other staff members will be trained on the new system as backup.

Recruitment and retention still continue to be an issue state and nationwide. Alaska has 6 different committees working on specific issues and remedies. The committee is currently working on the implementation phase.

The Alaska State Board of Education & Early Development adopted amendments to regulations for assessment cut scores and re-adopted regulations for teacher certification, assessment participation guidelines, and native languages. This information can be found on the Department of Education website.

Hoonah City School  
Board Meeting  
SEPT 15, 2022  
Principal's Report

**Academic Achievement**

- A curriculum committee is being formed.
- MAPS, STAR and Longitudinal Study dates are being set.
- MAPS testing is scheduled for September and October.
- Staff is being trained in using testing to drive instruction.

**Students**

- The Student Leadership Committee has met twice and is prioritizing tasks for the first semester. Top priorities include electing a student council, which would include election of a School Board Representative, and looking at the student handbook for possible updates.
- Sponsors for the Jr. class, Sr. class, Pep Band, and Yearbook are being filled this month.
- Elementary students are participating in the following “specials” each week: Tlingit Language, SEL (Social Emotional Learning), PE (Physical Education), STEAM (Science, Technology, Engineering, Arts, Math), and Library.

**Staff**

- The new Maintenance Supervisor has been hired and is working with admin and custodians to assess and prioritize building and school property related tasks.
- We are currently putting various staff trainings and PLCs (Professional Learning Community) opportunities together.
- Because of limited staff, classroom coverage when staff members need to be out of the building is a challenge. We are working hard at planning ahead and mapping out personal leave, professional development and other important opportunities that require absences, however it is likely we will not be able to accommodate all requests.
- Specialists in the areas of speech, language, occupational therapy, Autism and behavior will be visiting Hoonah City School in September and October to work with students who receive special education services and their teachers.

**Communication**

- The HCS facebook page is being used for information distribution and recognition of students and staff. Please encourage others to “friend” and “follow” it.
- We are currently scheduling monthly Family Nights for 1<sup>st</sup> semester. We will use these events to welcome families, provide information, facilitate dialogue and have an



opportunity to strengthen relationships between school staff, admin, family and community members.

### **Activities/Athletics**

- Jessie Dybdahl, Activities Director, has had great response from students signing up for extra curricular activities. We are now posting geocaching opportunities in the community.
- Five students on the Cross Country Team traveled to Haines to compete in the Haines invitational. Runners included: Dietrich Lewis, Teresa Lewis, Jora Savland, Easton Ross, Chloe lane. There are at least 6 others who are on the team, but did not travel and are preparing for the next competition or are on the team to condition for an upcoming sport.
- Volleyball started on Sep 7, 2022.

### **Community Engagement**

- We have met with Hoonah Law Enforcement and are looking at ways for officers and staff to be more engaged with students throughout the school day, as well as in extra curricular activities.
- We have also met with HIA to learn more about the programs they offer and ways that we can work together.
- On September 8, The Missing and Murdered Indigenous Persons Coordinator (MMIP), the Executive Assistant United States Attorney, DEA Special Agent, Alaska State Trooper, CCHITA Public Safety visited Hoonah as part of their education and outreach visit to Southeast. They met with 10-12 graders as well as 6<sup>th</sup> graders.
- We are beginning discussions on holding Carnival this year.

### **Misc.**

- An Incident Response committee was formed in August and we are currently working on updating all safety protocols and presenting them to teachers (and students where appropriate).

September 9, 2022

## MEMORANDUM

TO: HCS D Board of Education

FROM: Amy Stevenson, Business Manager

RE: September 2022 Board Report

### Current Information:

1. Update on the FY 2023 School Budget that was submitted to the AK Department of Education & Early Learning-This was accepted by the Dept. of Education.
2. Completed and submitted our School Nutrition program forms for FY 23 and we receive the approval letter last week. We will be operating under the Community Eligibility Program.
3. Payroll and AP checks are up to date.
4. All annual orders are complete
5. Deposits done as needed.
6. All journal entries are update.
7. The FY 22 Final Expenditure reports for our State grants have been completed and submitted to the Dept. of Education.
8. The general fund budget has been entered into our computer system
9. HR and payroll files are set up for new staff
10. The last payroll and account payables will be entered in our old accounting software the end of September. I have attached the schedule of the transition for all of you. This shows the dates of the final pieces of the conversion process. Along with working in the new software, there is numerous hours of training involved with the process. Please be patient with the district office staff and also Anne while we are involved in this training. It will be nice to have additional employees cross trained in all aspect except for payroll. We have started to have conversation on cross training for payroll.
11. The draft audit was send to me to review for errors. I reviewed and sent it back. It is in its final stages.
12. I have been in the lunch room doing breakfast/lunch counts, washing table, washing dishes and whatever else Kathy needs help with for about 2.5 hours a day.

### Next Steps:

1. The bank reconciliation for July and August needs to be done when the bank statements are received
2. Primero Edge work to be updated.
3. Set up grant budgets in the computer for all grant funds.
4. Set up grant files
5. First quarter grant reimbursement for all grants
6. ESD and F941 work for first quarter
7. Processing orders as needed
8. Processing travel briefs as needed
9. Working on required annual State mandated training and also the 12.5 hour of mandated NSLP training required to manage the food service program.
10. Submit NSLP August reimbursement.
11. 2023 Fall Staff Accounting
12. 2022 Medical Expenditure Panel Survey from the US Dept. of Commerce
13. Account reconciliation for our local charge accounts and credit cards

# October 2022

October 2022							November 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 25 HOONAH CITY SCHOOLS	26 10:30am Monday, July 11th - Transfer Preliminary Data from ADS ProFund	27 Preliminary Report Deadline- JULY 29th	28	29	30 Final Cut-Off date for all entries in prior software Final Pay Date in prior software	Oct 1
2	3 Pull Final Payroll reports (including Year to Date balances for each employee)	4 Accounting Training Begins	5 Accounting Training	6 Payroll Training Begins	7 1st BMS AP Check Run Accounting/Payroll Training	8
9 PLEASE CONFIRM WHEN FINAL SEPTEMBER REPORTS WILL BE AVAILABLE FROM PRIOR	10 Payroll Training	11 Payroll Training	12 1st BMS ACH Direct Deposit File due to bank for October 14th Pay Date Payroll Training	13 Accounting/Payroll Training	14 1st BMS Payroll Pay Date 2nd BMS AP Check Run Accounting/Payroll Training	15
16 Purchase Orders, Remote Requisitions, Budget Prep, Credit Card Manager, Asset Manager Training	17-19 Accounting/Payroll Training, as needed			20 BOARD MEETING	21 AP Check Run	22
23 Time Clock Interface, Daily Time Cards, Human Resources Training when ready	24-26 Accounting/Payroll Training, as needed			27 2nd BMS ACH Direct Deposit File due to bank for October 31st Pay Date	28 AP Check Run	29

# November 2022

November 2022							December 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5				1	2	3	
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

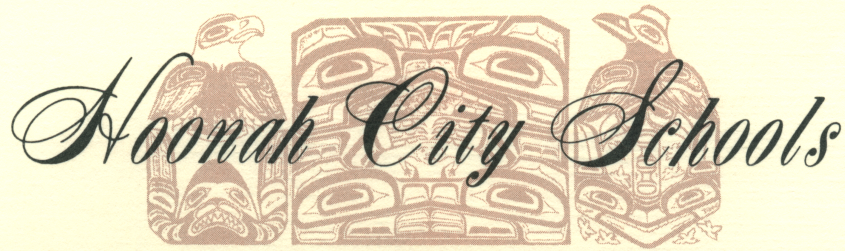
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 30	31	Nov 1	2	3	4	5
	Accounting Payroll Training, as needed					
	2nd BMS Payroll Pay Date				AP Check Run	
6	7	8	9	10	11	12
Bank Reconciliation, Monthly Procedures when ready	Accounting/Payroll Training, as needed					
					ACH Direct Deposit File to Bank for November 15th Pay	
					AP Check Run	
13	14	15	16	17	18	19
	Accounting/Payroll Training, as needed BMS-Serina/Donna available-Tammi vacation					
		Payroll Pay Date		BOARD MEETING	AP Check Run	
20	21	22	23	24	25	26
			AP Check Run	HAPPY THANKSGIVING	BMS offices closed	
27	28	29	30	Dec 1	2	3
	ACH Direct Deposit file due to Bank for November 30th Pay Date		Payroll Pay Date		AP Check Run	

**Hoonah City Schools**  
**Year to Date - 7/1/22-9/9/22**

Monthly Revenue Report						
Current Approved						
Account number	Account Description	Budget	YTD Encumb	YTD Revenue	Remaining Balance	Percentage Remaining
100-0000-10-40110	CITY APPROPRIATION	\$590,000.00	\$0.00	\$49,504.06	\$540,495.94	91.60%
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	\$472,743.00	\$0.00	\$0.00	\$472,743.00	100.00%
100-0000-10-40300	EARNINGS ON INVESTMENTS	\$1,500.00	\$0.00	\$41.95	\$1,458.05	97.20%
100-0000-10-40400	OTHER LOCAL REVENUE	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%
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	\$2,477,125.00	\$0.00	\$410,874.00	\$2,066,251.00	83.41%
100-0000-20-40556	TRS ON-BEHALF RELIEF	\$196,467.00	\$0.00	\$0.00	\$196,467.00	100.00%
100-0000-20-40557	PERS ON-BEHALF RELIEF	\$18,515.00	\$0.00	\$0.00	\$18,505.00	100.00%
100-0000-20-40910	ADJUSTMENT PRIOR YRS FOUND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
100-0000-20-40920	OTHER STATE REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
100-0000-20-40940	QUALITY SCHOOLS	\$7,266.00	\$0.00	\$0.00	\$7,266.00	100.00%
100-0000-30-41090	PRIOR YR PL81-874	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
100-0000-30-41100	PUBLIC LAW 81-874	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Report Total:</b>		<b>\$3,834,030.00</b>	<b>\$0.00</b>	<b>\$460,420.01</b>	<b>\$3,373,599.99</b>	

Monthly Expense Report					
Accounts summarized by Function	Current Budget	YTD Encombrances	YTD Expenditures	Remaing Balance	Percent Remaining
1100 REGULAR INSTRUCTION	\$1,297,973.00	\$0.00	\$47,166.10	\$1,250,806.90	96.36%
2000 SPECIAL EDUCATION INSTRUCTION	\$498,200.00	\$0.00	\$31,385.16	\$466,814.84	93.70%
2200 SPEC ED SUPPORT SVCS - STUDENTS	\$242,880.00	\$0.00	\$13,518.40	\$229,361.60	94.43%
3500 SUPPORT SERVICES - INSTRUCTION	\$51,619.00	\$991.35	\$5,843.62	\$44,784.03	86.75%
3510 SUPPORTING SERVICES-TECHNOLOGY	\$128,500.00	\$54.40	\$47,983.06	\$80,462.54	62.61%
4000 SCHOOL ADMINISTRATION - PRINCIPAL	\$188,839.00	\$0.00	\$21,498.70	\$167,340.30	88.61%
4500 SCHOOL ADMIN SUPPORT SVCS - PRINCIPAL	\$91,090.00	\$0.00	\$11,846.90	\$79,243.10	86.99%
5100 DIST ADMIN - SUPERINTENDENT	\$138,165.00	\$0.00	\$13,430.30	\$124,734.70	90.27%
5110 SCHOOL BOARD	\$48,972.00	\$0.00	\$1,480.40	\$47,491.60	96.97%
5500 DISTRICT ADMINISTRATION SUPPORT SVCS	\$247,796.00	\$0.00	\$78,086.79	\$169,709.21	68.48%
6000 OPERATIONS AND MAINTENANCE OF PLANT	\$577,743.00	\$0.00	\$111,994.76	\$465,748.24	80.61%
7000 STUDENT ACTIVITIES	\$272,253.00	\$0.00	\$1,120.00	\$271,133.00	99.50%
9000 TRANSFER TO OTHER FUNDS	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%
<b>Report Total:</b>	<b>\$3,834,030.00</b>	<b>\$1,045.75</b>	<b>\$385,354.19</b>	<b>\$3,447,630.06</b>	<b>89.92%</b>

**Net YTD-Revenue Minus Expense Total:           \$75,065.82**



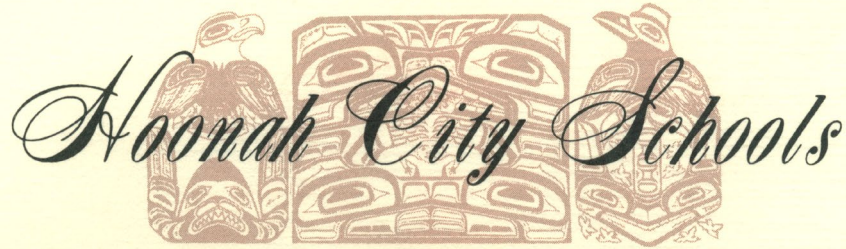
P.O. Box 157 366 Garteeni Hwy. Hoonah, Alaska 99829 (907) 945-3611 Fax (907) 945-3492

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Date: September 8, 2022  
To: HCS School Board  
From: Heather Wheeler, Superintendent  
Re: ELA/Social Studies Teacher

I would like to recommend Lora Jett for an English Language Arts/Social Studies teacher. Lora has worked for the district before and has a good rapport with the students and the community.

Recommended Motion: Move to approve the hire of Lora Jett for the position of ELA/Social Studies for the 2022-2023 school year.



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

Date: September 9, 2022  
To: HCS School Board  
From: Heather Wheeler, Superintendent  
Re: MOA for City Gym

The City of Hoonah is once again writing a MOA for Hoonah City School to utilize the city gym. The use of the gym is for the students for various reasons including sports practice and games.

Recommended Motion: Recommend to sign the MOA with the City of Hoonah for the use of the city gym for the 2022-2023 school year.