

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

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

November 17th, 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 10.20.22**

BOARD CALENDAR

- **December 2022**
- **January 2023**

STUDENT PRESENTATIONS

- **WHALE Fest**
- **AICES Conference**

PUBLIC COMMENTS (THREE MINUTES PER SPEAKER)

ADMINISTRATIVE REPORTS

- A. **Superintendent's Report – Heather Wheeler, Written**
- B. **Principal's Report – Nicolle Egan, Written**
- C. **Finance Report – Amy Stevenson, Written**
- D. **Maintenance Supervisor- Atti Wark, Written**
- E. **Board & Committee Reports**

NEW BUSINESS

- 1.0 **January 2022 School Board Policy Update**
- 2.0 **AR 6141 Curriculum Review Cycle**
- 3.0 **ZOOM Reintroduction**

DISCUSSION ITEMS

COMMENTS FROM BOARD MEMBERS

FUTURE AGENDA ITEMS

ADJOURNMENT

NEXT MEETING DATES:

- **Budget Work Session December 15th, 2022 at 7:00 p.m.**
- **Regular Board Meeting January 19th, 2023 at 7:00 p.m.**

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.

Posted: November 11, 2022

Hoonah City School District
BOARD OF EDUCATION MEETING
Meeting Minutes – October 20th, 2022
7:00 PM

| Board | | |
|--------|----------------|-----------------|
| Status | Name | Role/Title |
| P | Harold Houston | President |
| P | Jamie Erickson | Vice President |
| Z | Bryce Tyler | Board Member |
| E | Dillion Styers | Board Member |
| Z | Karen Hinchman | Board Secretary |
| | | |
| | | |
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| | | |
| | | |
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| | | |

| Staff | | |
|--------|---------------------|-----------------------------|
| Status | Name | Role/Title |
| P | Heather Wheeler | Superintendent |
| P | Amy Stevenson | Business Manager |
| P | Nicolle Egan | Principal |
| P | Jayme Coutlee | District Secretary |
| P | Veronica Dalton | Paraprofessional |
| P | Wanda Wright | K-12 Counselor |
| P | Julian Narvaez | Fisheries Course Instructor |
| P | Dietrich Lewis | Student |
| P | Alejandro Contreras | Student |
| Z | Teresa Lewis | Student School Board Rep. |
| Z | Jordan Keisler | School Finance Auditor |
| Z | Brittney Tyler | Audience |

P=Present E=Excused A=Absent Without Notice Z=Present/ Zoom

| Item | | Action/Follow-up |
|---------------------------------|---|---|
| Convene | 7:07 p.m. by H. Houston | |
| Oath of Office | <i>School Board Member- Bryce Tyler</i> <i>Student School Board Representative- Teresa Lewis</i> | Signatures to follow upon their return to Hoonah |
| Reorganization of The Board | M/S J. Erickson/K. Hinchman <i>President-</i> Harold Houston M/S H. Houston/ K. Hinchman <i>Vice President-</i> Jamie Erickson M/S H. Houston/ J. Erickson <i>Secretary/Treasurer-</i> Karen Hinchman | Motion passes unanimous |
| Agenda Revisions | None | |
| Consent Agenda | | |
| Approval of Agenda | M/S H. Houston/ J. Erickson, approval and adoption of agenda. | Roll call vote taken. Motion passes unanimously. |
| Item | | |
| Approval of 9.15.22 RBM Minutes | M/S J. Erickson/Karen Hinchman move to accept the minutes for the RBM 9.15.22. | Roll call vote taken. Motion passes unanimously. |

| | | |
|-----------------------|---|--|
| Board Calendar | October and November 2022 calendars approved. | Add Fall Carnival on October 29th |
| Student Presentations | <p>Julian Narvaez presented Student Council Elections results as follows:</p> <p><i>President-</i> Teresa Lewis <i>Vice President-</i> Paige Woitte <i>Secretary-</i> Emily Hurtado <i>Treasurer-</i> Dietrich Lewis <i>School Board Representative-</i> Teresa Lewis <i>7th Grade Representative-</i> Jazlene Cranston-Sheakley <i>6th Grade Representative-</i> Ava Hinchman</p> <p>Dietrich Lewis represented HCS Cross Country team and gave a report on the season thus far.</p> <p>Alejandro Contreras gave a presentation on his experience attending Sealaska Indigenous College and Career Fair in Juneau at University of Southeast Alaska.</p> | D. Lewis expressed concern over lack of reliable ferry transportation to meets. |
| Public Comments | None | |

| Reports | | |
|-------------------------------|--|--|
| Administrator Report | Heather Wheeler– Verbal Report Given with Written | |
| Principal Report | Nicolle Egan – Verbal Report Given with Written | |
| Business Manager Report | Amy Stevenson – Verbal report given with Written | |
| Maintenance Supervisor Report | Atti Wark – Written report presented in board meeting packet | |
| Board/Committee Reports | None | |

| New Business | | |
|---|---|---|
| 1.0 New Commercial Dishwasher for Kitchen | M/S J. Erickson/ K. Hinchman move to approve the purchase of a new commercial dishwasher. | Roll call vote taken. Motion passes unanimously. |
| 2.0 MOA- Julian Narvaez, HIA Fishers Management, Law and Economics Course | M/S J. Erickson/ K. Hinchman move to approve the memorandum of agreement between HIA and HCS. | Roll call vote taken. Motion passes unanimously. |
| 3.0 COVID-19 Mitigation Plan Suspension | M/S H. Houston/ K. Hinchman move to approve the suspension of HCS COVID-19 Mitigation Plan. | Roll call vote taken. Motion passes unanimously. |
| 4.0 Adoption of HCS’s Vision, Mission, Values, Goal Areas 21-26’ Strategic Plan | M/S J. Erickson/ K. Hinchman move to adopt HCS’s 21-26’ Strategic Plan. | Roll call vote taken. Motion passes unanimously. |
| 5.0 FY 21-22’ School Finance Audit | M/S J. Erickson/ K. Hinchman move to approve the 21-22’ financial audit. | Roll call vote taken. Motion passes unanimously. |
| | | |

| Discussion Items | | |
|---|--|--|
| <ul style="list-style-type: none"> 10.13.22 Work Session Update | J. Erickson presented an update on the Work Session meeting. | |
| <ul style="list-style-type: none"> ZOOM Reintroduction Request | Moved to New Business for next RBM | |
| Comments from Board Members | | |
| Jamie Erickson | Thanks paraprofessionals for their time and involvement in school under staff restrictions, and thanks the audience for their attendance, and welcomes Bryce Tyler as our newest board member. | |
| Future Agenda Items | | |
| <ul style="list-style-type: none"> FY 22' School Board Policy Update | | Move to Agenda for November 17th RBM |
| Adjournment | | |
| Adjournment | 8:32 pm by H. Houston | |
| Next Meeting | | |
| | November 17 th , 2022 at 7:00 p.m. | |

December

2022

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------------------|-----------------|---|-----------------------------------|--|---|--|
| | | | | 1 | 2 Wrestling @ Petersburg/ State for Volleyball | 3 Wrestling @ Petersburg/ State for Volleyball |
| 4 | 5 | 6 | 7 | 8 | 9 Wrestling Regionals @ Ketchikan | 10 Christmas Bazaar Wrestling Regionals @ Ketchikan |
| 11 | 12 | 13 Parent's Advisory Committee @ 6 p.m. | 14 Christmas Concert @ 6 pm | 15 Budget Work Session Meeting @ 7pm | 16 Wrestling State @ Anchorage | 17 Wrestling State @ Anchorage |
| 18 | 19 | 20 | 21 First Day of Winter | 22 Winter Break Begins NO SCHOOL | 23 NO SCHOOL | 24 NO SCHOOL |
| 25 Christmas Day | 26 NO SCHOOL | 27 NO SCHOOL | 28 NO SCHOOL | 29 NO SCHOOL | 30 NO SCHOOL Dec 30-Jan 1 Don Hather Basketball Tournament in Skagway | 31 New Year's Eve |

January

2023

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|------------------------------------|----------------|---------------------------------------|--------------------------------|---|----------|
| 1 Last Day Don Hather Basketball Tournament in Skagway New Year's Day | 2 NO SCHOOL | 3 NO SCHOOL | 4 Winter Break Ends NO SCHOOL | 5 | 6 | 7 |
| 8 | 9 | 10 | 12 Packet Info Due | 13 End of First Quarter, S1 | 14 Packet Distributed Teacher Work Day NO SCHOOL | 15 |
| 16 | 17 Martin Luther King, JR. Day | 18 | 19 Regular Board Meeting @ 7 pm | 20 | 21 | 22 |
| 23 | 24 Family Art Night @ 6 p.m. | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Date: November 10, 2022

To: HCS School Board

From: Heather Wheeler, Superintendent

Re: Superintendent's Report for November

The Report Card to the Public that was due November 11th has been sent to the state. I had a few surveys to go off of from the community. TechOps is going to be loading evaluations onto the website so that students, teachers, parents and the community can complete surveys over the course of the year in preparation for next year's report.

I am asking the board to adopt the Administrative Regulation for a curriculum review cycle beginning with FY23 for English Language Arts. This will go with Board Policy 6141.

Our ESEA monitoring will be on December 8th and 9th virtually. I have already submitted some requested information. Collection of documentation and completing the District Response Form has begun. This will be a major undertaking as I don't know where or if a lot of the Title 1 information they are requesting is housed.

The new school construction CIP list has been posted. The results for Hoonah City School are as follows:

FY22 School Playground Improvements was #7 and the Boiler Replacement was #44.

FY23 School Playground Improvements is #7 and the Boiler Replacement was #50.

FY24 School Playground Improvements is #6 and the Boiler Replacement is #40.

Negotiations with the classified staff continue. The next meeting date is November 16th at 5 pm.

Next month (December) is the budget work session beginning at 7 pm. I will be attending the SESA (Special Education Services Agency) board meeting in Anchorage and will participate by zoom.

Hoonah City School
Board Meeting
November 17, 2022
Principal's Report

Students

- The Class of 2023 Seniors have had 2 “Senior Nights” where School Counselor, Wanda Wright, discussed college admissions, technical and training school opportunities, scholarships, etc.
- Halloween festivities occurred in the school as well as at the Youth Center this year.
- Students involved in the 2022 Veterans Day Ceremony: included Senior Alejandro Contreras as MC, Hoonah Choir singing the national anthem, and the 4/5 grade class led the Pledge of Allegiance in Tlingit and also sang You’re a Grand Old Flag. Third graders made cards for the veterans and handed them out at the ceremony
- The Student Council has been meeting weekly. They are focused on developing their constitution, getting registered with the Alaska Association of Student Governments, identifying school activities to make the school environment fun, and reviewing the Student Handbook.
- Students are now preparing for holiday activities and the holiday performances scheduled for Dec 14.
- We will hold a Youth Dialogue with 10-12 grade students on Nov 15. Much of the discussion will be about “what they want to leave the next generation”. This activity is being lead by AASB who are in town to hold a “Family Dialogue” as well (see below).

Staff

- GUNALCHEESH! to Kaz Harris, Mark Browning, Dianne Zemanek and Tesh Miller for coordinating Veterans Day Celebration and luncheon.
- Two staff driven committees have begun meeting: Curriculum Committee and the Recruitment/Retention Committee. We will be inviting the community in to these committees as well.
- Professional Learning Community has begun: We will focus on being a “Culturally Responsive School”. We will begin a focus on literacy in January. *A professional learning community, or PLC, is a group of educators that meets regularly, shares expertise, and works collaboratively to improve teaching skills and the academic performance of students.*
- Classroom coverage when staff members need to be out of the building continues to be 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.
- Staff is preparing for “Mandt” training inservice scheduled for Friday, November 18. The “Mandt” system is a comprehensive, integrated approach to preventing, de-escalating, and if necessary, intervening when the behavior of an individual poses a threat of harm to themselves and/or others.
- The Special Education Department including ParaProfessionals have been working very hard to support children during this staff shortage. Please thank them when you see them in the community.

Communication

- Parent/Teacher Conference Night was done differently this year and had a lot of great things about it. Secondary parents liked using the gym to get to all teachers efficiently as well as meet other teachers while they were there. Elementary ran their conferences out of their classrooms and that is the most effective for them.

Activities/Athletics

- Robotics, Volleyball, Wrestling and MS Basketball are all running smoothly.
- Activities and Sports continue to be the number one motivator for students to attend class and do their best. Students complete a homework travel sheet before travel and coaches and teachers ensure the impact on academics is minimal on student athletes.
- Activities Director, Jessie Martin has been working in overdrive since August 15 to ensure coaches are hired and trained with ASAA related programs, facilities and equipment is all available for teams, arranging travel – adjusting travel for weather challenges – ensuring student athletes keeping up with their academic responsibilities, and preparing for hosting 1A Mix Six Volleyball Regions here in Hoonah. She is an incredible asset to the community, the school district and most important the youth of Hoonah.

Community Engagement

- Family Art Nights continue to occur once a month.
- We have a “Artist in Residence” working with Ms. Medley, the music teacher.
- More than 30 community members attended the Veterans Celebration.
- Fall Carnival was a HUGE success in terms of funds raised, however it was even more so a success in regards to bringing the community together. Gunalcheesh to Sally Dybdahl, Kathie Dietering, Associate Teacher Tesh Miller, Kaz Harris, Duffy Wright, teachers, parents and many more individuals who made it a success. Many local businesses and community members generously donated items and their time.
- A “Family Dialogue” will be held on Tuesday November 15. Families and community members have been invited in several ways including phone calls from teachers. Topics of discussion will include what are you most proud of in your community or school? How can we bring out community knowledge into learning? What can we do together to support learning....at home...in school. This event is hosted by AASB and funds from our STEPS Grant make it possible.

November 11, 2022

MEMORANDUM

TO: HCS D Board of Education

FROM: Amy Stevenson, Business Manager

RE: November 2022 Board Report

Current Information:

1. Fall OASIS report was submitted and certified November 9, 2022. We have 111.09 students. Our projected numbers last year were 123 students. So the District is down 11.91 students.
2. Payroll and AP checks are up to date.
3. August and September bank statements have been reconciled.
4. All 1st quarter grant reimbursements were processed before October 30.
5. Deposits done as needed.
6. All journal entries are update.
7. October breakfast and lunch count for NSLP have been submitted.
8. Working 100% in the new accounting system from October 1, 2022. I am almost done working in the old system for July – September 2022. Both Jayme and Anne have been trained on processing purchase orders in the new system. I am finding more helpful features with the new system but slowly learning the ins and outs of it all. The lady would is training me is amazing and always available when needed.

Next Steps:

1. The bank reconciliation for September is almost complete and needs to be finished. October bank reconciliation needs to be done.
2. Set up grant budgets in the computer for all grant funds.
3. The Indirect Cost workbook for FY 24 needs to be completed by Dec 31, 2022
4. Working on required annual State mandated training.
5. Begin work on a FY 2020/2021 budget revision if needed
6. Begin looking and entering numbers for FY 2021/2022 School Operating Fund Budget for December.
7. The Per Pupil Expenditure Report should be out soon to complete
8. A budget revision will be needed for FY 2022-2023 when we receive the updated foundation summary from the fall oasis numbers. Also, I will start work on FY 2023-2024 budget with our projected numbers of 110.
9. Civil Rights Data Collection during December.
10. I will be out of town Dec 1-7, 2022 for the annual ALASBO Conference in Anchorage.
11. It is my hope when things settle down, to set up a time to take the School Financial Officer exam. I have been studying for this exam for the past year as part of furthering my education to be more of an asset to the school

Friday, Nov. 11, 2022
Maintenance report
Atti Wark

For November, all outdated and pending work orders, have been completed, we have relocated all of the playground pallets left over from when the original installation was performed hopefully we can complete that project, next spring.

Both of our steam kettles are down until we receive the parts for them to complete the repairs, The ice machine is back in service. And the dishwasher has all the new parts installed.

AHU2 (Air Handling Unit) has been out of service waiting for parts on that repair as well.

We finally received a small part that I had order a few weeks back, for one of the walk in freezers.

I have completed the clean up on the tool, and supply rooms, still working on inventory of what we have.

I am also currently working on the new batch of work orders from serrc.

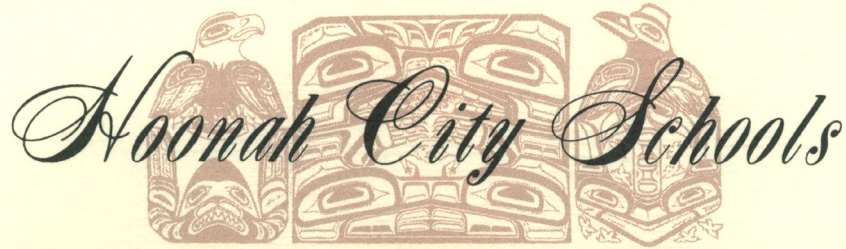
First snowfall of the year, all went fine with the skid steer, we have all snow removal attachments for it, which makes it easier.

Our snowblowers are in good working condition, and ready for the snow season, we have 1 ½ pallets of snow melt.

The flat bed needs to be looked at. the ABS System is coming on automatically, and sometimes it locks the wheels, also the plow for it is rusted beyond repair, and quoted by the plow dealers that I spoke with that truck is not rated for a plow to begin with, due to the engine and drivetrain making it too heavy for a plow. I would like to recommend to the board the approval for a more suited utility, plow, rock spreader, mini dump truck for the school needs.

I would like to thank every board member for keeping me working, I will continue to do my best to keep our school in shape, and our teachers happy.

Heather W., Niccole E., Anne S., Amy S., Jayme C. thank you ladies for all your help and patience, I Appretiate you all.



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

Date: November 11, 2022
To: HCS School Board
From: Heather Wheeler, Superintendent
Re: Board Policy

There are board policies from January 2022 that AASB has updated. There are fourteen policies that the board needs to adopt. These fourteen policies have red print on them which are word/phrase suggestions that AASB has made.

Recommended Motion: Move to approve the first reading of the fourteen board policies that AASB has updated with the changes recommended by AASB.

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

CONCEPTS AND ROLES

BP 3000(a)

The School Board recognizes that ~~money and money management~~ fiscal resources and fiscal management comprise the foundational support of the entire school program. To make that support as effective as possible, the School Board intends to:

1. encourage advance planning through the best possible budget procedures
2. explore practical sources of ~~dollar income~~ revenue
3. guide the expenditure of funds so as to derive the greatest possible educational returns.
4. expect sound fiscal management from the administration
5. advocate a level of per student funding sufficient to provide quality education

The School Board desires to support the educational program with high standards of safety in the operation and maintenance of school facilities, equipment and services.

Role of The School Board

The School Board:

1. solicits public input on educational needs and utilizes that information in making budget decisions.
2. approves and adopts the annual budget and approves budget transfers.
3. is accountable for all district funds.
4. adopts written policies governing the purchase of supplies and equipment.
5. monitors all expenditures by receiving statements and approving payments.
6. Receives and reviews the annual audit of district accounts and business procedures.
7. adopts Provides for an insurance program which complies with law and reflects prudent financial management.
8. provides for long-range plans to acquire or dispose of sites and to add, maintain and staff new facilities.

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

CONCEPTS AND ROLES (continued)

BP 3000(b)

9. advocates and secures community support for additional financing when necessary.

Role of Superintendent or Designee

The Superintendent or designee:

1. prepares the detailed annual budget and presents it to the School Board for adoption.
2. administers the budget and keeps expenditures within approved limits.
3. enforces requisition and purchase order policies and regulations.
4. establishes control/inventory systems to account for district funds, supplies and equipment in accordance with law and School Board policy.
5. makes all financial reports required by law or School Board policy and prepares reports for public release.
6. analyzes the district's financial condition and presents the School Board with proposals for meeting financial needs including budget revisions.
7. provides for the annual audit of district accounts and business procedures.
8. helps the School Board to establish an adequate insurance program.
9. maintains the district's noninstructional and business operations.

Working Relationships of the School Board and Superintendent or Designee

The Superintendent or designee shall recommend financial plans to the School Board in accordance with the district's mission, vision, strategic goals and objectives, — The Superintendent shall recommend financial plans and options whenever district programs may be endangered by a lack of funds or when the continuation of district programs may result in an over expenditure of district funds.

The School Board desires complete information from the Superintendent or designee on all matters relating to the district's financial operations. The School Board shall closely scrutinize monitor all district financial operations so that it may fully discharge its legal responsibilities with regard to school finance. The School Board will work with the Superintendent to determine the timing and format of certain financial reports, so information is useful in decision making.

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

CONCEPTS AND ROLES (continued)

BP 3000(c)

(cf. 3460 - Financial Reports and Accountability)

Legal Reference:

ALASKA STATUTES

14.08.101 Powers (Regional School Boards)

14.08.111 Duties (Regional School Boards)

14.12.020 Support, Management and Control

14.14.060 Relationship between borough school district and borough

14.14.065 Relationship between city school district and city

14.14.090 Additional duties

Revised 10/2021

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

**SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES
(Personal Property)**

BP 3270

Note: Borough and city districts should check city and borough ordinances for requirements, if any, regarding sale of equipment.

The School Board recognizes that the district may own personal property which is unusable, obsolete, or no longer needed by the district and that the disposal of such property may be in the best interests of the district.

The Superintendent or designee shall identify to the School Board all inventoried personal property not needed by the district, together with the estimated value and recommended disposition. With School Board approval, the Superintendent or designee shall arrange for the sale or disposal of district personal property in accordance with state and federal law.

Disposal of items with an estimated value of less than \$5,000 will be left to the discretion of the Superintendent or designee.

(cf. 3440- Inventories)

Revised 10/2021

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

GIFTS, GRANTS AND BEQUESTS

BP 3290

Note: This optional policy may be revised as needed to reflect district philosophy and needs.

The School Board greatly appreciates the support of community members and may accept suitable donations on behalf of the district. -All donations greater than \$1,000 shall be brought before the Board. The Superintendent or designee may apply for special revenue grants.

To be acceptable, a gift, grant, or bequest must satisfy the following criteria:

1. not begin a program which the School Board would be ~~unwilling~~ unable to continue when the donated funds are exhausted.
2. not entail undesirable or hidden costs, such as additional staff workload.
3. place no restrictions on the school program.
4. not be inappropriate or harmful to the best education of students.
5. not imply endorsement of any business or product.
6. not conflict with any provision of the School Board policy or public law.
7. have a purpose consistent with those of the district.

The School Board discourages any gifts which may directly or indirectly impair its commitment to providing equal educational opportunities for all district students. Use of a gift shall not be impaired by restrictions or conditions imposed by the donor. The School Board will try to follow the donor's wishes insofar as they do not conflict with district philosophy or operations.

Upon acceptance by the School Board, all gifts, grants and bequests shall become school district property. At the Superintendent or designee's discretion, a gift may be used at a particular school.

(cf. 3430 - Investing)

(cf. 3440 - Inventories)

Revised 10/2021

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

EXPENDITURES/EXPENDING AUTHORITY

BP 3300

Note: The following sample policy should be revised as appropriate to reflect district philosophy and needs. A.S. 14.14.060 and 14.14.065 provide that the borough assembly/city council, with the consent of the borough/city school district, may by ordinance delegate to the school district responsibility for a centralized treasury and/or accounting system. A.S. 14.08.101 empowers regional school boards to establish their own fiscal procedures and exempts them from A.S. 36.30 (State Procurement Code) and A.S. 37.05 (Fiscal Procedures Act). A.S. 14.08.111 requires the regional school board to designate employees authorized to direct disbursements from school funds of the School Board.

The Superintendent or designee may purchase supplies, materials and equipment in accordance with law. Prior School Board approval is required for purchases over \$_____. ~~The School Board shall approve or ratify all transactions.~~

(cf. 3310 - Purchasing Procedures)

(cf. 3311 - Bids)

(cf. 3312 - Contracts)

(cf. 3460 - Financial Reports and Accountability)

Note: A.S. 14.17.225 requires districts to operate under a balanced budget and provides that the state is not responsible for the debts of school districts.

The Superintendent or designee shall not authorize any proposed expenditure which exceeds the major budget classification allowance against which the expenditure is the proper charge unless an amount sufficient to cover the purchase is available in the budget for transfer.

(cf. 3100 - Budget)

(cf. 3110 - Transfer of Funds)

The School Board shall not recognize obligations incurred contrary to School Board policy and administrative regulations.

Legal Reference:

ALASKA STATUTES

14.08.101 Powers (Regional school boards)

14.08.111 Duties (Regional school boards)

14.14.060 Relationship between borough school district and borough

14.14.065 Relationship between city school district and city

14.17.190 Restrictions governing receipt and expenditure of money from public school foundation account

36.30. State Procurement Code

37.05 Fiscal Procedures Act

Revised 10/2021

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

RELATIONS WITH VENDORS

BP 3315(a)

Note: The following optional policy should be revised as needed to reflect district philosophy and needs and is intended to avoid situations wherein a conflict of interest exists or appears to exist. A.S. 11.56.100-11.56.130 defines the felony offense of receiving a bribe and the misdemeanor offense of receiving unlawful gratuities. Receiving a bribe includes soliciting or receiving a benefit with the intention or understanding that a public servant's decisions or actions will be influenced. Receiving unlawful gratuities includes soliciting a benefit of any value or accepting any benefit having a value of \$50 or more for performing an official act not entitled to any special or additional compensation.

No district employee or Board member shall accept personal gifts, commissions or expense-paid trips from individuals or companies selling equipment, materials or services required in the operation of district programs. Gifts include any gift purchased specifically for an employee which is not generally offered to other buyers.

This policy does not prohibit employees from accepting promotional or advertising items such as calendars, desk pads, notebooks and other office gadgets which are offered by business concerns free to all as part of their public relations programs.

District employees who work for or serve as consultants for potential vendors shall not participate in evaluating any equipment, materials or services of that vendor or its competitors.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 9270 - Conflict of Interest)

This policy does not prohibit the Board from accepting materials and/or services which are of use and benefit to the district.

No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm consideration for a contract. The employees, officers, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

Universal Service Program/E-Rate Vendors

Note: The following language should be adopted by those districts receiving E-rate discounts. Effective 2011, the FCC amended its E-rate program rules and adopted gift restrictions for schools and districts participating in E-rate. The receipt of gifts by applicants from service providers and potential providers is a competitive bidding violation. The gift prohibitions are always applicable, not just during the bidding process. Relevant school district personnel may not solicit or receive any gift or other thing of value from a service provider participating in or seeking to participate in the E-rate program. There are limited exceptions, including when the value of the item is worth \$20 or less, so long as items do not exceed \$50 per year per employee from any one service provider.

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

RELATIONS WITH VENDORS (continued)

BP 3315(b)

The District takes advantage of federal technology funding through the universal service program known as E-rate. E-rate participants may not, at any time, solicit or accept gifts or other things of value from an existing or potential E-rate service provider. Nominal gifts and refreshments may be allowed as authorized by the Superintendent or designee.

E-rate gift prohibitions apply to the School Board and to employees, consultants or contractors involved in the District's E-rate Program who: prepare, approve, sign, or submit E-rate applications, technology plans or other E-rate forms; prepare bids, communicate, or work with E-rate service providers, E-rate consultants, or the Universal Service Administrative Company; and those responsible for monitoring compliance with the E-rate program.

Charitable donations by service providers in support of the schools are permitted. These contributions may not be directly or indirectly related to E-rate procurement activities or decisions.

The Superintendent or designee shall develop guidelines to implement this policy in compliance with E-rate program rules.

(cf. 3290 - Gifts, Grants and Bequests)

Legal Reference:

CODE OF FEDERAL REGULATIONS

47 C.F.R. Part 54, subpart f, Universal Service Support for Schools and Libraries

ALASKA STATUTES

11.56.100-56.130 Bribery and related offenses

Revised 2/11/2021

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

MONEY IN SCHOOL BUILDINGS

BP 3450

Money collected by ~~district employees and student~~ individuals and organizations on behalf of the District shall be handled according to prudent business procedures. Monies collected up to \$ _____ shall be recorded and deposited weekly. Over \$ _____ will be deposited daily. The individual recording the receipt of funds should not be the same individual who maintains custody of funds in the safe or other secured place. Whenever possible, two individuals should count funds and sign together. All money collected shall be receipted and accounted for and directed without delay to the proper location of deposit. Any money left overnight in schools shall be kept in locked locations provided for safekeeping of valuables.

Revised 10/2021

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

PETTY CASH FUNDS

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34513450

Note: The following optional regulation and petty cash amount may be revised as desired to reflect district practice.

The purpose of a petty cash fund is to have cash available in the office of the principal or other administrative officer for express charges, postage due and other unforeseen small expenses which cannot conveniently be charged and handled in the usual manner.

1. The amount of petty cash funds at any school site shall not exceed \$250.
2. The principal or administrative official in whose name the fund is created will be responsible for all expenditures made from it.
3. Each disbursement will be supported by a cash register tape, a sales slip or other evidence of the expenditure. Such evidence will be summarized monthly, or earlier if the fund needs replenishment.
4. The documents and the summary will be forwarded to the business office where a check will be issued to replenish the fund.
5. The amount on deposit plus receipts of disbursement must always equal the original amount of the fund.
6. Funds will be regularly audited by the business office.
7. Funds are subject to audit by the district's auditor.
8. Money left overnight in schools shall be kept in a safe or secured place.

(cf. 3400 - Management of District Assets)

Revised 10/2021

MAINTENANCE

BP 3510

Note: In order to qualify for a capital improvement project grant or debt reimbursement under AS 14.11.011, a school district must have in effect a preventive maintenance plan. This plan: 1) must include a computerized maintenance management program, cardex system, or other formal systematic means of tracking the timing and costs associated with planned and completed maintenance activities, including scheduled preventive maintenance; 2) must address energy management for buildings owned or operated by the district; 3) must include a regular custodial care program for buildings owned and operated by the district; 4) must include preventive maintenance training for facility managers and maintenance employees; and 5) must include renewal and replacement schedules for electrical, mechanical, structural, and other components of facilities owned and operated by the district. Additionally, the district must be adequately adhering to the preventive maintenance plan.

The School Board recognizes the importance of timely maintenance and repair of district facilities, property and equipment in ensuring the safety of students and employees, in protecting state and local investment, in providing necessary loss control, and in helping to ensure the availability of capital funding. A preventive maintenance plan shall be in effect which includes custodial care, scheduled preventive maintenance, and energy management for district buildings. The Superintendent or designee shall ensure a systematic means of tracking the timing and costs associated with maintenance activities; shall direct the preparation of renewal and replacement schedules for electrical, mechanical, structural, and other components of district facilities; and shall provide for preventive maintenance training for facility managers and maintenance employees.

(cf. 3511 - Energy Conservation)

(cf. 3514 - Environmental Safety)

(cf. 3515 - School Safety and Security)

(cf. 5142 - Safety)

The Superintendent or designee shall regularly inspect district facilities and operations and make recommendations for maintenance and capital expenditures which may help the district reach its energy consumption goals.

All school buildings and equipment shall be regularly inspected to assure that all are maintained at the highest level of safety. Employees are responsible for promptly reporting to their supervisor any damage to district property or equipment.

Legal Reference:

ALASKA STATUTES

14.11.011 Grant applications

14.11.100 State aid for costs of school construction debt

Hazardous Substances

The School Board recognizes that the daily operations of our schools entail the use of potentially hazardous substances. The Superintendent or designee shall insure that hazardous substances are inventoried, used, stored and regularly disposed of in a safe and legal manner.

Teachers shall instruct students as to the importance of proper handling, storage, disposal and protection with regard to all potentially hazardous substances within the classroom and other instructional areas.

The Superintendent or designee shall develop, execute, and monitor a hazard communication plan as required by applicable law.

Insofar as possible, the Superintendent or designee shall minimize the quantities of hazardous substances stored on school property. The Board encourages staff to substitute less dangerous materials for hazardous ones whenever feasible.

The Superintendent or designee shall ensure that the schools are regularly inspected to identify potential sources of risk and shall inform the Board of any environmental risks in the schools.

Pesticides

The Superintendent or designee shall, when practical, ensure the use of nonchemical methods to control pests, including proper sanitation practices, structural repair, and window screens.

When application of pesticides is necessary, the Superintendent or designee shall ensure timely notice to parents and the public.

Legal Reference:

*ALASKA ADMINISTRATIVE CODE
18 AAC 90.625 School use and notification*

Revised 10/2021

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

SCHOOL SAFETY AND SECURITY

BP 3515

The School Board is fully committed to preventing violence and crime on school grounds. The Superintendent or designee and staff shall strictly enforce district policies and regulations related to crime, campus disturbances, campus intruders, student safety, student conduct and student discipline.

(cf. 3514 - Environmental Safety)

(cf. 3515.2 - Intruders on Campus)

(cf. 3440 - Inventory)

(cf. 3450 - Money in School Buildings)

(cf. 3451 - Petty Cash)

(cf. 4158/4258/4358 - Employee Security)

(cf. 5131 - Student Conduct)

(cf. 5131.4 - Campus Disturbances)

(cf. 5131.5 - Vandalism)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5136 - Gangs)

(cf. 5141.4 - Child Abuse and Neglect)

(cf. 5142 - Student Safety)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 6114 - Emergencies and Disaster Preparedness Plan)

~~The Superintendent or designee shall establish procedures to secure physical records, district assets, and to protect against vandalism and burglary during non-business hours. The Superintendent or designee shall establish procedures for securing records and funds and for protecting buildings against vandalism and burglary during non-business hours. The Superintendent or designee also shall investigate ways that school grounds can be made more secure.~~

The School Board encourages staff, parents/guardians and students at each school to work with local law enforcement agencies and other interested parties in developing a comprehensive school safety plan which includes strategies for preventing crime and violence on school premises.

Revised 10/2021

TRANSPORTATION

BP 3540(a)

The School Board desires to provide transportation for eligible students in accordance with state and federal law.

The goals of the transportation service are:

1. to provide maximum safety for students between home and school and on school-sponsored trips.
2. to promote desirable student behavior and respect for traffic safety.
3. to provide assistance and transportation for students with disabilities.
4. to provide transportation for field trips.

(cf. 3312 - Contracts)

(cf. 3541.5 - Alternative Transportation Arrangements)

Note: Secondary students who do not have daily access to school by being transported a reasonable distance must be offered a boarding program pursuant to 4 AAC 09.050.

When necessary, the School Board shall make available a boarding program for secondary students whose transportation needs make daily access to school impractical and who are not participating in an alternative educational program.

Note: Effective July 1, 2014, AS 14.09.010 was amended to require that school districts adopt a policy addressing transportation services to students attending a charter school operated by the district. Department of Education and Early Development regulations require a charter school transportation policy if: 1) the district provides pupil transportation services under AS 14.09.010; and 2) the district operates a charter school or an application for the establishment of a charter school in the district is pending. A district must submit its charter school transportation policy to the Department for approval by: 1) April 15, 2015 if a charter school is in operation in the district on July 1, 2014; or 2) no later than 30 days after approval of a new charter school if the district does not already have an approved charter school transportation policy in effect. See 4 AAC 27.057 for further guidance on the transportation policy approval process. The policy is to be developed with input solicited from individuals involved in the charter school, including staff, students, and parents. If a district fails to adopt a policy, the district is required to allocate the amount of state transportation funding received for each charter school student to the charter school. AS 14.09.010(f).

TRANSPORTATION (continued)

BP 3540 (b)

Charter School Transportation

The School Board recognizes that charter school students may benefit from transportation services. On a space available basis, charter school students may access school bus transportation on those regular school bus routes that run within the attendance area where the charter school is located. Transportation access is subject to the following:

- a. There must be adequate space available (seating) on the bus to accommodate the attendance area school students and additional charter school students. There must be adequate space on the bus schedule so that transportation to charter schools does not interfere with transportation to attendance area schools.
- b. Charter school students may only access those school bus routes that are appropriate to their school level, i.e., elementary school, middle school or high school.
- c. Charter school students who reside within a mile and a half of the charter school are not eligible for transportation unless they must cross a designated hazardous road area. Special education routes are not subject to the mile and a half restriction.
- d. Charter school students must comply with all rules for safe and appropriate conduct while waiting for, boarding, riding, and exiting the bus, and while riding the bus. Charter school students are subject to the same sanctions as other students for bus violations.
- e. Annually, the charter school must provide information to charter school families who are accessing school bus transportation about the district's school bus rules.
- f. School bus transportation is not available to charter school students enrolled in charter schools identified as correspondence programs.

Annually, the Superintendent or designee shall communicate to the charter school the space availability on applicable transportation route(s) and determine the transportation needs of charter school students. If the number of charter school students desiring transportation exceeds available space, the charter school is responsible for developing a written process for addressing ridership on a fair and equitable basis. A copy of the written process shall be provided to the district.

Note: The above language reflects the minimum transportation obligation for charter school students as required by AS 14.09.010(e)(2). A district is not obligated to provide greater service, to establish dedicated routes for exclusive use of the charter schools, or to permit charter schools to opt out of the policy and receive transportation funding. The following is optional language for those districts desiring a process to consider, and act upon, requests by charter schools for additional transportation services.

TRANSPORTATION (continued)

BP 3540 (c)

OPTIONAL: The district is not required to establish dedicated transportation routes for the exclusive use of charter school students, but may choose to do so.

A charter school desiring additional or dedicated student transportation may submit a written proposal to the Superintendent or designee. The proposal shall identify, at a minimum, student transportation needs, charter school funding available to support additional transportation, and the transportation routes and services being requested. The Superintendent will make a recommendation to the School Board to approve or deny the request. The Superintendent and the Board will consider the funding, equipment and personnel necessary to accommodate the requested transportation; the impact on operations of the district; the needs of the charter school and its students; equity with other charter schools and district alternative and optional programs; and the best interests of the district. The School Board will approve or deny the transportation request at a regularly scheduled meeting.

(cf. 6182 - Secondary Boarding Program)

(cf. 6181 - Charter School)

(cf. 5112.6 – Education For Homeless Children and Children in Foster Care)

Legal Reference:

ALASKA STATUTES

14.09.010 Transportation of pupils

14.09.030 School buses

14.30.347 Transportation of exception children

ALASKA ADMINISTRATIVE CODE

4 AAC 09.050 Secondary Boarding Programs

4 AAC 27.006-990 Transportation

4 AAC 27.057 Charter school transportation policy

Revised 10/2021

SCHOOL-RELATED TRIPS

BP 3541.1(a)

Trips by School Vehicles

Note: Federal safety regulations enacted in 2000 govern the number of students that may be transported in vans. These regulations are applicable to the purchase or lease of new vans by Alaska school districts. After 1 September 2000, new vehicles designed by the manufacturer to carry 11 or more persons (rated capacity if equipped with full seating) that are used for transporting students to or from school or school-related activities are required to meet all Federal Motor Vehicle Safety Standards for school buses. As a result, passenger vans are limited to transporting a total of ten passengers, including the driver, unless the passenger van or suburban meets the Federal Motor Vehicle Safety Standards applicable to school buses. The large majority of passenger vans do not meet and comply with Federal school bus safety standards. Although used vans are not covered under the federal regulations, for risk management purposes, districts may want to require the new van standards for the purchase of used vans.

Besides taking students to and from school, the Board may approve transportation for field trips and school-sponsored activities. The Superintendent or designee shall regulate the use of the district transportation, including vans, for approved school-related activities. Student councils, parent-teacher associations, and any other organizations requesting transportation shall be fully responsible for the costs of the trip. To the extent that funding has been approved by the Board, such costs may be charged to the district.

Transportation by Private Automobile

Note: In spite of any waiver of liability, in certain cases a court may find schools liable for injuries to students occurring in private vehicles during school-sponsored activities. Therefore, AASB recommends that districts consult their attorneys before deciding whether or not to allow the use of private automobiles for school-related trips.

OPTION 1: Private automobiles shall not be used to transport students on any school-related trips.

Note: The following option and exhibit are provided for districts that allow transportation by private vehicles.

OPTION 2: The Superintendent or designee may authorize the transportation of students by private automobile for approved field trips and activities when the vehicle is driven by an adult registered with the district for such purposes. Drivers shall be issued safety instructions and emergency information. All student passengers shall provide permission slips signed by their parents/guardians.

Drivers shall be required to possess a valid driver's license and liability insurance of at least \$100,000 per occurrence.

Note: AASB strongly recommends that districts require at least \$100,000 minimum liability. If desired, however, the district may change the above specification to read "liability insurance in amounts required by law."

SCHOOL-RELATED TRIPS

BP 3541.1(b)

Owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents which may occur. District personnel who frequently transport students in their private vehicles are urged to carry liability insurance of \$1,000,000 or more per occurrence.

A seat belt must be provided for each passenger. Trucks and pickups may not transport more persons than can safely sit in the passenger compartment.

Owners furnishing private vehicles shall not accept reimbursement from passengers in excess of the cost of operating the vehicle. Reimbursement for the use of private transportation may be made from district funds.

Transportation by other private means (boat, ATV, off-road vehicles, snow machines)

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| Note: The following optional language addresses remote districts and schools where there may be a need to transport students via alternate means such as boats, ATV's or snow machines. |
|---|

The Superintendent or designee may authorize the transportation of students by other private means for approved field trips and activities when an adult registered with the district for such purposes operates the vehicle. Operators shall be issued safety instructions and emergency information. Operators must abide by the specific vehicle safety ratings such as passenger capacity, maximum speed and required safety equipment (helmets, life jackets, etc.)

All student passengers shall provide permission slips signed by their parents/guardians. Operators shall be required to possess a valid driver's license and liability insurance of at least \$100,000 per occurrence.

(cf. 6153 - School-sponsored Trips)

Revised 10/2021

ALTERNATIVE TRANSPORTATION ARRANGEMENTS

BP 3541.5

Note: The following option is intended to address the unique transportation needs of some students.

The Superintendent or designee may create reimbursement agreements with parents/guardians in lieu of district transportation when it is more economical to do so.

Note: State regulation previously provided that if student travel time exceeds two hours per day, parent/guardian permission is required or the parent/guardian may select other reasonable and available educational or transportation alternatives. That regulation has been repealed. Districts may retain a two hour standard, select a different standard, or remove a maximum ride standard altogether. 4 AAC 27.032 provides the following limitations on in-lieu-of agreements: 1) unless the child is a special education student, the student's residence must be more than a mile and a half from both the nearest regular bus route and the student's attendance center; 2) the per-mile rate may not exceed the maximum reimbursement rate paid to district employees; and 3) reimbursement must be based on the actual miles traveled, not the number of students transported.

The Superintendent or designee will obtain the parent/guardian's acknowledgement to confirm alternative transportation/education arrangements when a student's designated travel time exceeds _____ hours per day.

(cf. 6181 - Correspondence Study Program)

(cf. 6182 - Secondary Boarding Program)

Legal Reference:

ALASKA STATUTES

14.09.010 Transportation of pupils

14.30.347 Transportation of exception children

ALASKA ADMINISTRATIVE CODE

4 AAC 09.050 Secondary Boarding Programs

4 AAC 27.990 Definitions

4 AAC 27.032 In-lieu-of agreements

Revised 10/2021

Note: The following optional policy may be revised to reflect district philosophy and needs.

The School Board recognizes that students need adequate, nourishing food in order to grow, learn, and to give a good foundation for their future physical well-being. The Board may provide for a food service program based on regular lunch service and include other snack and breakfast programs as the needs of the students and the financial capacity of the district permit. The Board recognizes that breakfast, lunch and other nutrition programs are an important complement to the nutritional responsibilities of parents/guardians.

The Board believes that:

1. Foods and beverages available on school premises should contribute to the nutritional well-being of students and meet the nutritional criteria of the applicable child nutrition program operating in the District. Nutrition programs must comply with applicable state and federal law.
2. Foods can help students and families feel comfortable in the school. The District may include cultural and subsistence foods if available and can be served in compliance with school safety and nutritional programs.
3. Foods and beverages available should be considered as carefully as other educational support materials as they can serve to build cultural connectedness for students.
4. Foods and beverages should be prepared in ways which will appeal to students while retaining nutritive quality.
5. To further Alaskan values, food and beverages should be prepared and served in ways that reduce waste.
6. Food should be served in quantities appropriate to the needs of students at their age level and served in as pleasant and relaxed an atmosphere as possible, with adequate time for students to eat and travel to and from the cafeteria.
7. Schools are encouraged to assess common eating habits and eating times to establish appropriate meal and snack times.
8. Foods grown in the state provide nutritional, environmental, and economic benefits and should be utilized in the district's food service program to the extent feasible.
9. The District and its schools will have food safety plans and written guidance for procuring, receiving, and preparing subsistence foods harvested and donated to the school.
10. The District will include subsistence foods as a part of the nutritional and dietary guidelines for Americans.

Note: Effective January 14, 2010, the U.S. Department of Agriculture requires schools participating in the National School Lunch and Breakfast Programs to develop a written food safety program for the preparation and serving of school meals. The goal is to prevent and reduce the risk of food-borne illness among students. Schools are required to utilize the "hazard analysis and critical control point (HACCP) system" when developing their food safety programs. A written safety program must be in place for each food preparation and service facility that prepares and serves meals under the federal breakfast or lunch programs.

The Superintendent or designee will oversee the development of a written food safety program for each food preparation and serving facility in the district, as required by law. Foods and beverages will be stored, prepared and served in accordance with food safety regulations in order to prevent or reduce the risk of food-borne illness among students.

Note: Effective July 1, 2015, federal regulations of the Department of Agriculture, Food and Nutrition Service, require that certain food service personnel meet minimum professional standards. More specifically, school nutrition program directors who are responsible for management of the day-to-day food service operations for all schools in the district must meet minimum educational qualifications as a condition of hire. The qualifications vary depending upon the student enrollment (size) of the district. The qualification requirements are applicable to the hire of new directors only; current directors employed prior to the July 1, 2015 effective date are grandfathered. In addition, the new regulations require minimum continuing education and training requirements for all student nutrition staff, including school nutrition program directors, school nutrition program managers who are responsible for day-to-day operations of food service for a particular school, and other personnel who work an average of at least 20 hours per week. The hours of continuing education/training varies depending upon the position held by the individual.

Qualified and trained food service personnel are critical to a healthy and safe food service program. The Superintendent or designee shall hire qualified personnel and/or an independent contractor, taking into consideration professional standards required by law, and will ensure that continuing education and training is provided to food service personnel in compliance with applicable state and federal standards.

(cf. 4131 – Staff Development)

The School Board intends that, insofar as possible, the school food services program shall be self-supporting and may include foods from school gardens, greenhouses and farms. The Board shall review and approve of menu prices. Program financial reports shall be presented regularly for inspection by the Board.

(cf. 3554 – Other Food Sales)

(cf. 5040 – Student Nutrition and Physical Activity)

(cf. 6163.4 – School Gardens, Greenhouses and Farms)

Legal Reference:

UNITED STATES CODE

Richard B. Russell National School Lunch Act, 42 U.S.C. 1751-1769j

Child Nutrition Act of 1996, 42 U.S.C. 1771-1793

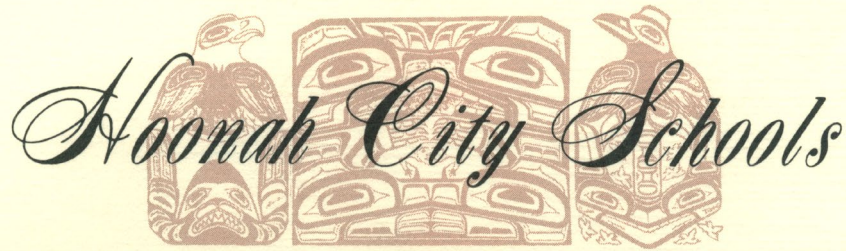
CODE OF FEDERAL REGULATIONS

7 C.F.R. Parts 210, 220, and 235 National School Lunch Program and Breakfast Program

FEDERAL REGISTER

Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010, Vol. 80, No. 40 and No. 88 (2015)

Revised 10/2021



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

Date: November 11, 2022
To: HCS School Board
From: Heather Wheeler, Superintendent
Re: Administrative Regulation

Board Policy 6141 relates to instruction and refers to a six-year curriculum cycle. I would like to add the Administration Regulation to this board policy that dictates the order of curriculum review beginning with this school year and the English Language Arts curriculum.

Recommended Motion: Move to adopt the Administrative Regulation to accompany Board Policy 6141 on curriculum review cycle.

Instruction

CURRICULUM REVIEW CYCLE

AR 6141

The curriculum review cycle for Hoonah City Schools will be as follows beginning with the 2022-2023 school year.

Year One: English Language Arts

Year Two: Math

Year Three: Science

Year Four: Social Studies

Year Five: World Languages

Created 11/22

HOONAH CITY SCHOOL DISTRICT

Adopted November 17, 2022