

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

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

**Budget Work Session Meeting at 6:00 PM
Thursday, March 16th, 2023**

**7:00 PM
In the Library**

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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 2.20.23 Minutes**
- **SBM 2.23.23 Minutes**

BOARD CALENDAR

- **March 2023 Calendar UPDATED**
- **April 2023 Calendar**

PRESENTATIONS

- **Lisa Pinkerton**
- **North Carolina State University Students**

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 Report – Atti Wark**

OLD BUSINESS

- 1.0 **FY 23 Budget Revision Final Reading**

NEW BUSINESS

- 2.0 **Certificated Contracts**
- 2.1 **First Reading FY 23-24 Operating Fund**

DISCUSSION ITEMS

PUBLIC COMMENTS (THREE MINUTES PER SPEAKER)

COMMENTS FROM BOARD MEMBERS

FUTURE AGENDA ITEMS

ADJOURNMENT

NEXT MEETING DATES:

- **Regular Board Meeting April 20th, 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.

JOIN US ON ZOOM!

Meeting ID: 836 2650 9836

Passcode: DmVu3D

+1 253 215 8782 US (Tacoma)

Posted: February 10th, 2023

Hoonah City School District
BOARD OF EDUCATION MEETING
Meeting Minutes – February 20th, 2023
7:00 PM

Board		
Status	Name	Role/Title
P	Harold Houston	President
P	Jamie Erickson	Vice President
E	Bryce Tyler	Board Member
P	Dillion Styers	Board Member
P	Karen Hinchman	Board Secretary
E	Teresa Lewis	Student Body Representative

Staff		
Status	Name	Role/Title
P	Heather Wheeler	Superintendent
P	Amy Stevenson	Business Manager
P	Jayne Coutlee	District Secretary
P	Nicolle Egan	Principal
Z	Dianne Zemanek	Director of Arts
P	Julian Narvaez	Fisheries Course Teacher
Z	Veronica Dalton	Paraprofessional

Audience		
Status	Name	Role/Title
Z	Valerie Houston	Parent
P	Amy Hurtado	Parent
P	Emily Hurtado	Student
P	Rosanna Lackey	Student

Audience		
Status	Name	Role/Title

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

Item		Action/Follow-up
Convene	7:10 p.m. by H. Houston	
Motion to Extend	Approximately 8:55 p.m. M/S H. Houston/ J. Erickson move to extend meeting to 9:30 p.m.	Motion passes unanimously.
Correspondence to the Board	<ul style="list-style-type: none"> • Certificate Presentations from AASB • Superintendent Retirement Letter 	
Agenda Revisions	J. Erickson requested a revision to add an update to the board on the Board Work Session Meeting that took place January 26 th , and an update on the AASB Fly-In that her and K. Hinchman attended earlier in the month.	
Consent Agenda		
Approval of Agenda	M/S H. Houston/ J. Erickson move to adopt agenda as presented.	Motion passes unanimously.

Item		
Approval of RBM 1.19.23 Minutes	M/S D. Styers/ J. Erickson move to approve board minutes	Motion passes unanimously.
Board Calendar	February 2023 UPDATED and March calendars approved. J. Erickson mentioned the possible conflict of Reading Event Night on March 16 th , N. Egan explained that the event will be finished by that time and she hopes the reading specialist will join us at the board meeting afterwards to introduce herself.	
Student Presentations	Julian Narvaez, Emily Hurtado, Rosanna Lackey presented on their attendance of the Alaska Federal Subsistence Board conference in Anchorage.	
Public Comments (3 min. each)	None	

Reports		
(A.)Administrator Report	Heather Wheeler– Verbal report given with written. Board members received gifts from Superintendent Wheeler as a thank-you.	
(B.)Principal Report	Nicolle Egan – Verbal report given with written	
(C.)Business Manager Report	Amy Stevenson – Verbal report given with written	
(D.)Board/Committee Reports	J. Erickson updated the board on the Staff Work Session Meeting held January 26 th .	
(E.)Board/Committee Reports	J. Erickson and K. Hinchman presented about the AASB Legislator Fly-In they attended in Juneau early February.	

New Business		
Appreciation for Hoonah City Schools Involved Community Members	M/S J. Erickson/K. Hinchman moves to make Appreciation for Hoonah City Schools Involved Community Members a part of the <u>Ku.eex</u> '.	Motion passes unanimously.
Budget Revision for FY 23	M/S D. Styers/ K. Hinchman move to receive Budget Revision for FY 23 from Amy Stevenson.	Motion passes unanimously.
Vehicle Purchase	D. Styers/ K. Hinchman move to approve vehicle purchase for the intent of snow removal for up to \$40,000.	Motion passes unanimously.

Discussion Items		
<ul style="list-style-type: none"> Superintendent Search 	A special board meeting will be held and AASB will be invited to answer questions board members may have on the process of a new superintendent search.	

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Comments from the Board Members		
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Karen Hinchman	Makes a comment about majority senators wanting a larger PFD and how that will impact schools.	
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Future Agenda Items		
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	Second reading of budget revision for FY 23	
	First reading for operating fund for FY 23-24	
	Contracts/ MOAs	

Adjournment		
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Adjournment	9:25 pm	
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Next Meeting		
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Regular Board Meeting	March 16 th , 2023 at 7:00 p.m.	
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Hoonah City School District
BOARD OF EDUCATION MEETING
Special Board Meeting
February 23rd, 2023
6:00 PM

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

Staff		
Status	Name	Role/Title
Z	Heather Wheeler	Superintendent
P	Jayme Coutlee	District Secretary
Z	Nicolle Egan	Principal
P	Dianne Zemanek	Director of Arts
P	Marti Lee	Teacher

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

Item		Action/Follow-up
Convene	6:03 pm	
Consent Agenda		
Approval of Agenda	M/S J. Erickson/K. Hinchman move to approve agenda.	Motion passes unanimously.
Public Comments		
	Dianne Zemanek	
New Business		
1.0 Zoom with AASB Superintendent Search	M/S H. Houston/ J. Erickson move to approve AASB representative, JoAnn to speak on what to expect during a superintendent search. M/S H. Houston/J. Erickson move to approve AASB to conduct the superintendent search.	Motion passes unanimously. Motion passes unanimously.
1.1 FY 23/24 Principal Contract	M/S J. Erickson/ K. Hinchman move to approve principal contract.	Motion passes unanimously.
1.2 FY 23/24 Administrator (1/2 SPED Director/ 1/2 SPED Teacher)	M/S J. Erickson/ K. Hinchman move to approve administrator contract.	Motion passes unanimously.
1.3 FY 23/24 Grant Administrator Contract	J. Erickson/ K. Hinchman move to approve grant administrator contract.	Motion passes unanimously.
Adjournment		
Adjournment	6:33 pm	

Next Meeting		
Regular Board Meeting	March 16 th , 2023	

March

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 BBall Regionals @ Sitka SPIRIT WEEK!	2 BBall Regionals @ Sitka SPIRIT WEEK	3 BBall Regionals @ Sitka SPIRIT WEEK	4 BBall Regionals @ Sitka
5	6	7	8 Packet Info Due Sports/activities Informational Meeting @ 6	9 Huna Heritage hosted ISP Job Fair 9th-11th Elem. BBall @ Haines	10 Packet Distributed End of 3rd Quarter	11 North Carolina State U Students here 3/11-3/18
12	13 NO SCHOOL (inservice)	14 Alaska Autism Resource Center Hoonah Caregiver Connection Night @ 6:30 pm	15 BBall State @ ANC Love to read Elem Reading Event	16 BBall State @ ANC Regular Board Meeting @ 7pm	17 BBall State @ ANC	18 BBall State @ ANC
19	20 SPRING BREAK First Day of Spring	21 SPRING BREAK	22 SPRING BREAK	23 SPRING BREAK	24 SPRING BREAK	25
26	27	28 Family Art Night @ 7 pm	29	30	31	

April

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10 10 th -26 th District Testing & Make-up	11	12 Packet Info Due	13	14 Packet Distributed 14 th -19 th Close Up	15
16 EASTER	17 17 th -21 st Earth Week	18	19	20 Regular Board Meeting @ 7pm	21	22
23	24	25	26	27	28 Ku.éex' @ HCS	29
30						

Date: March 9, 2023
To: HCSD School Board
From: Heather Wheeler, Superintendent
Re: Superintendent's Report for March

Principal Egan and I attended the job fair last month. We had two CTE prospects but they went to Bristol Bay. Overall there were about 22 applicants present and 25 districts. We are continuing our recruiting processes and hope to have a couple of candidates sign on with Hoonah.

Alaska Teacher Placement is now known as AT&P.

Sondra Meredith who is in charge of Teacher Certification did a presentation at the job fair regarding the changes they are making to allow teachers more flexibility in obtaining jobs and coming from other states. Those who have a retired or lifetime certificate can have it be reinstated to a regular certificate. They also have allowed other venues for Paras to take the ParaPro test.

The Reads Act continues to be a discussion within the legislature and among superintendents and school boards. This act will require additional Tier 3 materials along with a reading teacher and possibly a reading administrator to oversee the program. If a student is not proficient, they will be placed on a reading improvement plan that will need to be monitored. All K-3 teachers will need to have a certificate that will require them to take specific courses and pay a \$50 fee to have the certificate.

The Reads Act also requires the use of a screener tool. The state is using MClass and will provide one kit per school. It is also downloadable from the University of Oregon. This will require a day long training which will be planned for the fall before school starts.

The amount being presented to the legislature for the BSA is \$1000.

In addition to being monitored for ESEA funds (Title 1) we are now going to be monitored for GEER 1, ESSER 1 and ESSER 2 funds. This monitoring will require much work to be done before we get the formal letter of what we may not have been able to submit.

Suzie Michaud will be in Hoonah for the April 20th meeting and can answer any questions you may have regarding any of the monitoring and what the district did and didn't have in place. Suzie and I will be attending the ESEA workshop in Anchorage that week to ensure that Hoonah is in compliance with the state on this grant. The GEER I, ESSER I and II monitoring will be done virtually like the ESEA one was. I will be working over spring break to submit as many documents as I can for this monitoring.

There are two other bills that Governor Dunleavy is introducing. One involves teacher retention and allows remote teachers a lump sum of \$15,000, rural teachers \$10,000 and city teachers \$5,000. Given the need throughout the state for retention of teachers, this bill may struggle on equality.

The other bill is for sex education which would require parent permission for a student to take a sex education class and change names or pronouns.

The state special education department has applied for a very competitive grant that would pay for paraprofessionals to get their special education teaching degree. We are awaiting an answer.

The state is also discussing a requirement of a Civics class for all students to graduate. The state would have the list or coursework of those Civics classes that would be allowable.

If you have not filled out the School Climate Survey, please do.

March 9, 2023

MEMORANDUM

TO: HCSD Board of Education

FROM: Amy Stevenson, Business Manager

RE: March 2023 Board Report

Current Information:

1. Payroll is up to date.
2. Accounts payables are up-to-date
3. Deposits done as needed.
4. All journal entries are update.
5. NSLP reimbursement done through January 2023
6. Order are up to date. Thank you, Jayme for your help in this.
7. First draft of FY 23/24 budget is done and on the agenda for first reading
8. Budget Revision on FY 22/23 budget is done and on the agenda for second reading
9. Finish work on finical data for the final conversion piece for Black Mountain Soft ware. I am comparing all of the numbers out of ADS to the numbers entered into Black Mountain Software.
10. March 15th Classified payroll has been processed.
11. Finished documents for the ESEA: Title IA, IIA and Title IV grant monitoring.
12. AASB Certified and Classified Staff Salary Surveys completed before March 10th and sent off to AASB.

Next Steps:

1. Bank reconciliation from Oct - Feb needs to be done. I will be trained on this when we are sure the finical date is correct.
2. Work on the school's calendar for 1st reading
3. Gearing up for the COVID Fund Grants: CEER I, E\$SER II, and E\$SER III audit.
4. Drafting next year's returning teacher contracts and exempt staff contracts.
5. Learn how to set up grant budgets in the BMS system for all grant funds.
6. Working on required annual State mandated training.
7. Finish drafting next school years' staff contract and MOA's for support staff and contractors.
8. Setting a date for the state of the implementation of the new accounting software and work on cleaning up all of the old data in the current accounting system.
9. March 31 Classified and Certified payrolls
10. AML/JIA insurance survey needs to be done by April 1
11. Grant reimbursements for 3rd quarter
12. F941 and ESD reporting
13. Accounts payables as needed
14. Orders as needed
15. Many other things that have not come to mind right at this moment.

Hoonah City Schools
Year to Date - 7/1/22-3/09/23

Monthly Revenue Report

Account number	Account Description	Current Approved				Percentage
		Budget	YTD Encumb	YTD Revenue	Remaining Balance	Remaining
100-0-11	CITY APPROPRIATION	\$590,000.00	\$0.00	\$383,186.01	\$206,813.99	35.05%
100-0-12	CITY - IN-KIND SERVICES	\$33,014.00	\$0.00	\$0.00	\$33,014.00	100.00%
100-0-830	AVAILABLE FUND BALANCE	\$472,743.00	\$0.00	\$0.00	\$472,743.00	100.00%
100-0-30	EARNINGS ON INVESTMENTS	\$1,500.00	\$0.00	\$138.02	\$1,361.98	90.80%
100-0-40	OTHER LOCAL REVENUE	\$5,000.00	\$0.00	\$400.00	\$4,600.00	92.00%
100-0-11	MUSIC RECEIPTS	\$0.00	\$0.00	\$6,510.70	(\$6,510.70)	
100-0-47	E-RATE REVENUE	\$32,400.00	\$0.00	\$0.00	\$32,400.00	100.00%
100-0-51	STATE FOUNDATION	\$2,477,125.00	\$0.00	\$821,748.00	\$1,655,377.00	66.83%
100-0-56	TRS ON-BEHALF RELIEF	\$196,497.00	\$0.00	\$0.00	\$196,497.00	100.00%
100-0-57	PERS ON-BEHALF RELIEF	\$15,515.00	\$0.00	\$0.00	\$15,515.00	100.00%
100-0-53	ADJUSTMENT PRIOR YRS FOUND	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
100-0-90	OTHER STATE REVENUE	\$0.00	\$0.00	\$97,706.00	(\$97,706.00)	
100-0-94	QUALITY SCHOOLS	\$7,266.00	\$0.00	\$0.00	\$7,266.00	100.00%
Report Total:		\$3,516,043.00	\$0.00	\$1,643,610.72	\$1,872,432.28	

Year to Date Expense Report

Accounts summarized by Function	Current Budget	YTD Encombrances	YTD Expenditures	Remaing Balance	Percent Remaining
100 - REGULAR INSTRUCTION	\$1,297,973.00	\$0.00	\$289,689.64	\$1,008,283.36	77.68%
200 - SPECIAL EDUCATION INSTRUCTION	\$498,200.00	\$0.00	\$237,707.30	\$260,492.70	52.29%
220 - SPEC ED SUPPORT SVCS - STUDENTS	\$242,880.00	\$0.00	\$61,873.43	\$181,006.57	74.53%
350 - SUPPORT SERVICES - INSTRUCTION	\$51,619.00	\$0.00	\$6,854.04	\$44,764.96	86.72%
351 - SUPPORTING SERVICES-TECHNOLOGY	\$128,500.00	\$0.00	\$8,233.69	\$120,266.31	93.59%
400 - SCHOOL ADMINISTRATION - PRINCIPAL	\$188,839.00	\$0.00	\$56,432.98	\$132,406.02	70.12%
450 - SCHOOL ADMIN SUPPORT SVCS - PRINCIPAL	\$91,090.00	\$0.00	\$35,344.85	\$55,745.15	61.20%
510 - DIST ADMIN - SUPERINTENDENT	\$138,165.00	\$0.00	\$35,829.66	\$102,335.34	74.07%
511 - SCHOOL BOARD	\$48,972.00	\$0.00	\$33,973.35	\$14,998.65	30.63%
550 - DISTRICT ADMINISTRATION SUPPORT SVCS	\$247,796.00	\$0.00	\$95,389.46	\$152,406.54	61.50%
600 - OPERATIONS AND MAINTENANCE OF PLANT	\$577,743.00	\$0.00	\$186,950.89	\$390,792.11	67.64%
700 - STUDENT ACTIVITIES	\$272,253.00	\$0.00	\$225,720.35	\$46,532.65	17.09%
900 - TRANSFER TO OTHER FUNDS	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%
Report Total:	\$3,834,030.00	\$0.00	\$1,273,999.64	\$2,560,030.36	66.77%

Net YTD-Revenue Minus Expense Total: \$369,611.08

February 10, 2023

MEMORANDUM

TO: Hoonah Board of Education

FROM: Amy Stevenson, Business Manager

RE: FY 23 Budget Revision – School Operating Fund

PURPOSE

A budget is a spending plan based on what is financially known at a given point in time. An annual review of this budget happens after the final State foundation reports are received. Our final student count decreased from the projected ADM of 123 to 111.09. The proposed revised FY23 budget has been adjusted to reflect the corrected expenditures for each category of the approved school budget.

Information about the general fund budget recommendations is described below with detailed information included in the attached FY23 budget revision spreadsheet for the general fund.

PERTINENT INFORMATION - OPERATING FUND

The budget revision before the board will show a reduction in foundation funds in the amount of **-\$60,011**, an additional **\$97,706** grant for adjusted average daily membership (AADM) due to the passing of HB 281 and a reduction in the amount of **-\$162** in quality schools. With these numbers, the district will use \$175,840 in fund balance. This reflects a reduction in the use of fund balance in the amount of **-296,903**.

Revenue Budget

The FY 23 enrollment is based on 111.09 students generating \$2,417,114. These numbers are based on the Fall Oasis report.

The FY23 required minimum local effort in the funding formula is \$215,747; whereas the maximum amount the City of Hoonah may contribute is \$8845,411. The amount they have committed to the district is \$590,000 for FY 2023. Breakdown: \$315,747 into general fund with \$274,253 to student activities.

The changes to the revenue budget are:

- Foundation Funds : **-\$ 60,011.00**
- Quality School Grant: **-\$ 162.00**
- HB 281 Grant **\$ 97,706**
- Unassigned Fund Balance: **-\$296,903.00**
-\$357,076.00

Expenditure Budget

Staffing: The FY 23 revised budget reflects 10.5 regular instructional teachers in general fund as the last teaching position was never filled due to lack of candidates, 2 special education teachers, a half-time contracted sped director, a full time principal, a half-time superintendent, a full-time business manager, a full time district office/board secretary, a school secretary, 1.5 custodians, and a full time maintenance supervision. We are still looking for a replacement for the custodian that resigned in December.

Classified staff are status quo with their number of days budgeted as follows based on a teacher's contract year of 190 days.

Para-professionals	185 days per year
School Secretary	220 days per year
Custodian	244 days per year
District/Board Secretary	220 days per year
Maintenance Director	260 days per year
Business Manager	260 days per year

Administration staffing is: half-time superintendent/SPED director and a full time principal.

Other Expenditure Budget Categories:

Salaries, benefits, leave cash outs, including up to 100 hrs of sick leave for classified employees, and bonuses have been added to the salary and benefits for all employees

The Teacher Enrichment Fund remains the same.

Property and liability insurance reminds the same as last year.

FY 23 Budget Expenditure Function Changes Relative to the FY 21 Revised Budget are:

<u>Function Description</u>	<u>Budget Change</u>	<u>Amount</u>
100 Regular Instruction	9 teacher w/ correct salaries & benefits	-\$268,900
200 Special Education	Add Funds for SPED Teacher (not hired as of yet)	\$ 57,013
220 Special Education Support		-\$127,782
350 Supporting Services		\$ 0
351 Supporting Services-Tech		\$ 0
400 School Administration	Correct Salary & Benefits	-\$ 5,000
450 School Adm. Support Staff	Updated leave cash out and bonus	\$ 1,132
510 District Administration (& Board)	Correct salary and benefit- move half to SPED director salary & benefits	-\$ 29,867
550 District Adm. Support Staff	Increase cost from decrease of projected indirect	\$ 20,918
600 Operations & Maintenance	Increase to property insurance and janitorial supplies.	\$ 39,724
	Total Expenditure Changes	-\$357,076

STUDENT ACTIVITY & FOOD SERVICE FUND

These funds have been budgeted status quo for student activities and Food Service.

RECOMMENDATION

Move that the Board approve the FY 23 Revised Operating Fund Budget in the amount of \$3,476,954 for second and final reading.

		<u>FY 22</u>	<u>FY 23</u>	<u>FY 23</u>					
		<u>Budget</u>	<u>Approved</u>	<u>Budget</u>					
		<u>Revision</u>	<u>Budget</u>	<u>Revision</u>	Difference				
	EXPENDITURES								
17	100 Regular Instruction								
18	310 Certified Salaries	656,422	729,080	567,251	(161,829)	10.5 teachers, 5 Elem, 5,5 secondary (Still looking for 4 Gen ED teachers			
19	320 Non-Certified Salaries	19,537	5,000	5,000	-	teacher subs for year			
20	350 Employee Benefits	345,544	448,893	341,822	(107,071)	Benefits include a projected 6% increase to health insurance			
21	420 Travel				-				
22	440 Other Purchased Services	25,000	25,000	25,000	-				
23	441 Online Classes	10,000	10,000	10,000	-				
24	443 Music Equipment Repair				-				
25	450 Teaching Supplies	20,000	20,000	20,000	-				
26	451 Music Supplies				-				
27	471 Textbooks	5,000	60,000	60,000	-	Lauanguage Arts/Reading Curriculum for Elementary			
28	Total Regular Instruction	1,081,503	1,297,973	1,029,073	(268,900)				
29	200 Special Education Instruction								
30	310 Certified Salaries	150,081	78,378	132,832	54,454	1 New SPED Teacher, 1 SPED teacher w/ Additional Year			
31	320 Non-Certified Salaries	219,273	223,397	225,956	2,559	\$20,000 for subs + Est 15 days Leave Cash out, 7 Paras			
32	350 Employee Benefits	221,065	188,525	188,525	-	Added \$1000 Bonues for Class at the end of the year			
33	420 Staff Travel	1,200	1,200	1,200	-				
34	440 Other Purchased Services	1,700	1,700	1,700	-				
35	450 Teaching Supplies	5,000	5,000	5,000	-				
36	Total Special Education Instruction	598,319	498,200	555,213	57,013				
37	220 Special Ed Supporting Services								
38	310 Certified Salaries	-	95,000	48,000	(47,000)				
39	350 Employee Benefits	-	85,880	5,098	(80,782)				
40	410 Professional & Technical	120,000	60,000	60,000	-	Contracted Speech, OT, physicist, Contracted SPED Support			
41	420 Staff Travel	2,000	2,000	2,000	-				
42	Total Special Ed Supporting Services	122,000	242,880	115,098	(127,782)				

		FY 22	FY 23	FY 23						
		<u>Budget</u>	<u>Approved</u>	<u>Budget</u>						
		<u>Revision</u>	<u>Budget</u>	<u>Revision</u>	Difference					
43	300 Supporting Services - Students									
44	310 Certified Salaries									
45	410 Professional & Technical									
46	Total Supporting Services - Students									
47	350 Supporting Services - Instruction									
48	310 Certified Salaries	15,000	15,000	15,000	-	Teacher stipends				
49	320 Non-Certified Salaries				-					
50	350 Employee Benefits	4,914	4,914	4,914	-					
51	410 Professional & Technical	5,000	5,000	5,000	-	Professional Development for Certified Staff				
52	420 Staff Travel	1,755			-					
53	425 Student Travel				-					
54	421 Teacher Enrichment	5,705	5,705	5,705	-					
55	433 Communications				-					
56	440 Other	1,750	11,000	11,000	-	Teacher evaluation tool, Temp Housing for incoming teachers				
57	450 Supplies	10,000	10,000	10,000	-					
58	Total Supporting Services - Instruction	44,124	51,619	51,619	-					
59	351 Supporting Services - Technology									
60	410 Professional & Technical	70,000	70,000	70,000	-					
61	433 Communications	45,000	45,000	45,000	-					
62	475 Technology Purchases	13,500	13,500	13,500	-					
63	Total Supporting Services - Instruction	128,500	128,500	128,500	-					

		<u>FY 22</u>	<u>FY 23</u>	<u>FY 23</u>					
		<u>Budget</u>	<u>Approved</u>	<u>Budget</u>					
		<u>Revision</u>	<u>Budget</u>	<u>Revision</u>	Difference				
64	400 School Administration								
65	310 Certified Salaries	102,000	105,000	100,000	(5,000)	1 FTE Principal			
66	350 Employee Benefits	68,306	76,689	66,199	(10,490)	& Benefits including Health			
67	410 Professional and Technical Services				-				
68	420 Staff Travel	5,000	5,000	5,000	-				
69	450 Supplies	1,500	1,500	1,500	-				
70	491 Dues and Fees	650	650	650	-				
71	Total School Administration	177,456	188,839	173,349	(15,490)				
72	450 School Administration Support Serv								
73	320 Non-Certified Support Staff	42,586	44,406	45,538	1,132	Step & 15 days est leave cash out, bonus			
74	350 Employee Benefits	28,339	29,184	29,184	-				
75	420 Staff Travel	1,500	1,500	1,500	-				
76	440 Other Purchases Services	15,000	15,000	15,000	-				
77	450 Supplies	1,000	1,000	1,000	-				
78	Total School Administration Support Services	88,425	91,090	92,222	1,132				
79	510 District Administration								
80	310 Certified Salaries	75,000	75,000	48,000	(27,000)	.24 Superintendent 120 days			
81	320 Non-Certified Support Staff				-				
82	350 Employee Benefits	7,965	7,965	5,098	(2,867)				
83	380 Housing Allowance				-				
84	410 Professional & Technical	2,500	2,500	2,500	-				
85	420 Staff Travel	45,000	45,000	45,000	-	Travel, per diem, lodging			
86	440 Other Purchases Services	5,700	3,700	3,700	-				
87	450 Supplies	1,500	1,500	1,500	-				
88	490 Other Expenses				-				
89	490 Dues & Fees	1,500	2,500	2,500	-				
90	Total District Administration	139,165	138,165	108,298	(29,867)				

		<u>FY 22</u>	<u>FY 23</u>	<u>FY 23</u>					
		<u>Budget</u>	<u>Approved</u>	<u>Budget</u>					
		<u>Revision</u>	<u>Budget</u>	<u>Revision</u>	Difference				
91	511 Board of Education								
92	410 Professional & Technical	20,000	20,000	20,000	-				
93	420 Staff Travel	5,000	12,000	12,000	-	Added AASB Annual Conference cost in person			
94	440 Other Purchases Services	2,900	2,900	2,900	-				
95	450 Supplies	1,000	1,000	1,000	-				
96	490 Other Expenses	5,000	5,000	5,000	-				
97	490 Dues & Fees	8,072	8,072	8,072	-				
98	Total District Administration	41,972	48,972	48,972	-				
99	550 District Admin Support Services								
100	320 Non-Certified Support Staff	104,015	100,235	119,495	19,260	2 FTE District Office employees, Business Manager			
101	350 Employee Benefits	77,701	76,061	77,719	1,658	District/Board Secretary			
102	410 Professional & Technical	33,500	35,000	35,000	-	Annual Audit cost and Contracted Assistance with Acct Software			
103	420 Staff Travel	3,000	3,000	3,000	-				
104	433 Communications	0	0	0	-				
105	440 Other Purchased Services	7,500	35,000	35,000	-	Increased for the purchase of accounting software			
106	445 Liability Insurance	16,300	25,000	25,000	-	Increase to actual cost to date			
107	450 Supplies	3,000	2,500	2,500	-				
108	490 Other Expenses	11,000	10,820	10,820	-	Annual Fee for current accounting software			
109	491 Dues & Fees	180	180	180	-	We will have to run both software systems during the conversion			
110	495 Indirect Cost Reimbursement	(40,000)	(40,000)	(40,000)	-				
111	510 Equipment								
112	Total District Admin Support Services	216,196	247,796	268,714	20,918				

		<u>FY 22</u>	<u>FY 23</u>	<u>FY 23</u>					
		<u>Budget</u>	<u>Approved</u>	<u>Budget</u>					
		<u>Revision</u>	<u>Budget</u>	<u>Revision</u>	Difference				
113	600 Operation & Maintenance of Plant								
114	320 Non-Certified Support Staff	113,820	138,302	138,302	-	1 Maintenance Supervisor, 1.5 custodians			
115	350 Employee Benefits	84,952	96,832	96,832	-	other half of custodian in ESSER II Annual Steps and sub costs			
116	410 Professional & Technical	6,700	47,950	47,950	-				
117	420 Staff Travel	1,800	1,800	1,800	-				
118	430 Utility Services	6,745	6,745	6,745	-				
119	In-Kind Services (water, sewer, garbage)	33,014	33,014	33,014	-				
120	435 Electricity	107,000	107,000	107,000	-				
121	436 Heating Fuel	55,000	55,000	55,000	-				
122	440 Other Purchased Services	12,000	12,000	12,000	-				
123	443 Repair & Maintenance	22,000	22,000	22,000	-				
124	445 Property Insurance	40,100	40,100	41,000	900				
125	452 Maintenance Supplies	6,000	6,000	6,000	-				
126	453 Janitorial Supplies	10,000	10,000	15,000	5,000	Increase as exp mid year are \$9,435.13			
127	458 Gas & Oil	1,000	1,000	1,000	-				
128	491 Dues and Fees				-				
129	Total Operation & Maintenance of Plant	500,131	577,743	583,643	5,900				
130	700 STUDENT ACTIVITY FUND								
131	Equipment								
132	Certificated Salaries	30,000	40,000	40,000	-				
133	Non-certificated salaries	11,000	15,000	15,000	-				
134	Employee benefits	16,032	20,000	20,000	-				
135	Staff travel	5,000	5,000	5,000	-				
136	Student travel	45,968	120,000	120,000	-				
137	Other purchased services				-				
138	Supplies		30,000	30,000	-				
139	Other expenses		30,000	30,000	-				
			12,253	12,253	-				
140	Total Expenditures	108,000	272,253	272,253	-				

		FY 22	FY 23	FY 23						
		<u>Budget</u>	<u>Approved</u>	<u>Budget</u>						
		<u>Revision</u>	<u>Budget</u>	<u>Revision</u>	Difference					
141	900 Tranfer of Funds									
142	Transfer to Technology Replacement Fund									
143	Transfer to Student Activity Fund									
144	Transfer to Food Service Fund	50,000	50,000	50,000	-					
145	Transfer of Funds	50,000	50,000	50,000	-					
146	Total Expenditures and Transfer of Funds	3,295,791	3,834,030	3,476,954	(357,076)					
147	Excess of Revenues over Expenditures	(0)	0	-	(0)					
148	Beginning Unrestricted/Unassignend Fund Balance	981,116	1,210,234	1,210,234	-					
	Fund Balance, End of Year	810,867	737,491	1,132,100						
149	FOOD SERVICES FUND									
150	Revenue	90,000	90,000	90,000	-					
151	Expenditures									
152	Non-certificated salaries	51,115	51,115	54,708	3,593					
153	Employee Benefits	32,382	32,382	32,382	-					
154	Staff Travel	1,000	1,000	1,000	-					
155	Other Purchased Services	3,500	3,500	1,910	(1,590)					
156	Supplies	52,003	52,003	50,000	(2,003)					
157	Total Expenditures	140,000	140,000	140,000	-					
158	Funds needed from operating fund	(50,000)	(50,000)	(50,000)	-					

March 23, 2023

MEMORANDUM

TO: Hoonah Board of Education

FROM: Amy Stevenson, Business Manager

RE: FY 24 Preliminary Budget – School Operating Fund

PURPOSE

Per AS 14.14.060, the Hoonah City School District (HCSD) Board of Education is required to approve a balanced budget that is then transmitted to the City of Hoonah by May 1st. This budget must then be submitted to the Department of Education and Early Development by July 15th annually.

The preliminary draft budget has been developed for recommendations from the Board of Education, staff, and community members.

The attached budget recaps are an integral part of this budget memo.

PERTINENT INFORMATION - OPERATING FUND

The budget work session tonight is to go over the draft budget for the FY 2023/2024 school year. The public and staff are encouraged to continue providing input to the administration and to the Board of Education throughout this budget season.

Revenue Budget

The FY 24 enrollment projections is based on 110 students, with 7 intensives (this is what was projected in October) generating **\$2,316,368.00**. As of now, it is our understanding that the Governor plans to flat fund education, with no reduction or increase to the BSA (Base Student Allocation). There is a bill before the house and the senate to added \$1,000 per student to the State budget to increase the BSA.

The FY 23 required minimum local effort in the funding formula is **\$263,537**; whereas the maximum amount the City of Hoonah may contribute is **\$858,508**. The City has projected the amount of **\$700,000** to the District consisting of funds for Small Rural Schools in the form of timber taxes and projected 1 %.

The FY 24 budget goal is to operate within the available revenues. To do this this year without reduction staff, it is the suggestion of Administration to use fund balance in the amount of **\$609,955** to balance the FY 2023/2024 Operating Fund Budget.

Expenditure Budget

Staffing: The FY 24 draft budget includes 10 regular instructional teachers in general fund, 1.5 special education teachers, a .5 sped director, a full-time principal, a full-time superintendent, a full-time business manager, a Board clerk/District secretary, a school secretary, 2 custodians, maintenance supervisor, and 9 para-professional.

Classified/exempt staff are status quo with their number of days budgeted as follows based on a teacher's contract year of 190 days.

Para-professionals	185 days per year
School Secretary	220 days per year
Custodian	244 days per year
Adm Assist/Board Sec.	220 days per year
Maintenance Supervisor	260 days per year
Business Manager	260 days per year

Administration in this budget consist of a superintendent, a full time principal, and a .5 SPED director.

Benefits: Health care has been budgeted with a projected 6 % increase.

Other Expenditure Budget Categories: All budgets that have been included in the FY 24 draft budget, have been increased or decreased in categories that statistic showed underspent for the past 5 years.

FY 24 Draft Budget Expenditure Function Changes Relative to the FY 23 Revised Budget are:

<u>Function Description</u>	<u>Budget Change</u>	<u>Amount</u>
100 Regular instruction	Salary Schedule and Step increases for returning staff	\$133,697
200 Special Education	1.5 special education teachers, 9 PARAs and projected salary & benefits	\$ 85,599
220 Special Education Support	.5 special education director and other pertinent SPED itinerants	\$ 20,890
350 Supporting Services	Salary and benefits, staff supply budgets	\$ 456
351 Supporting Services-Tech	Technology purchases amount, tech contract changes	\$ 0
400 School Administration	Full time principal	(\$ 13,838)
450 School Adm. Support Staff	Salary step and benefits for secretary as a classified employee	\$ 1,067
510 District Administration (& Board)	Full time superintendent and benefits	\$ 147,623
550 Dist Admin Support Staff	Step and projected benefit increases, District/Board secretary and business manager	(\$ 19,380)
600 Operation & Maintenance	Step and projected benefit increases for 2 custodians and a maintenance supervisor	\$ 13,802

Total Expenditure Changes \$529,989.00

*****All Functions include a projected 6% increase to health insurance.*****

LEGISLATIVE SESSION

There is a bill before the House financial committee last week to increase the base student allocation this year. We are crossing our finger awaiting the outcome of this bill.

FOOD SERVICE AND PUPIL ACTIVITY FUNDS

Food service have been budgeted status quo based on the FY 23 budget revision. There is a \$50,000 transfer built into the general fund budget for food service if needed.

Pupil activities has been budgeted to the remainder of the projected local contribution.

RECOMMENDATION

I move that the Board approve the FY 24 School Operating Fund Budget in the amount of \$4,006,943 for first reading.

			FY 23	FY 24			
			Budget	Draft			
			Revision	Budget	Difference		
EXPENDITURES							
17	100 Regular Instruction						
18	310 Certified Salaries		567,251	700,948	133,697	10 teachers - 5 Elementary, 5 MS/HS	
19	320 Non-Certified Salaries		5,000	5,000	-	teacher subs for year	
20	350 Employee Benefits		341,822	408,088	66,266	Benefits include a projected 6% increase to health insurance	
21	420 Travel		-	-	-		
22	440 Other Purchased Services		25,000	25,000	-		
23	441 Online Classes		10,000	10,000	-		
24	443 Music Equipment Repair		-	-	-		
25	450 Teaching Supplies		20,000	20,000	-		
26	451 Music Supplies		-	-	-		
27	471 Textbooks		60,000	60,000	-	Language Arts/Reading Curriculum for Elementary	
28	Total Regular Instruction		1,029,073	1,229,036	199,963		
29	200 Special Education Instruction						
30	310 Certified Salaries		132,832	124,517	(8,315)		
31	320 Non-Certified Salaries		225,956	319,870	93,914	**\$20,000 SPED Substitutes, Bonus for full time staff, leave cash out	
32	350 Employee Benefits		188,525	254,585	66,060	Also and additional Intensive SPED Para	
33	420 Staff Travel		1,200	1,200	-		
34	440 Other Purchased Services		1,700	1,700	-		
35	450 Teaching Supplies		5,000	5,000	-		
36	Total Special Education Instruction		555,213	706,872	151,659		
37	220 Special Ed Supporting Services						
38	310 Certified Salaries		48,000	52,024	4,024		
39	350 Employee Benefits		5,098	21,964	16,866		
40	410 Professional & Technical		60,000	60,000	-	Contracted Speech, OT, psychologist, Contracted SPED Support	
41	420 Staff Travel		2,000	2,000	-		
42	Total Special Ed Supporting Services		115,098	135,988	20,890		

				FY 23	FY 24					
				Budget	Draft					
				Revision	Budget	Difference				
43	300 Supporting Services - Students			-	-	-				
44	310 Certified Salaries			-	-	-				
45	410 Professional & Technical			-	-	-				
46	Total Supporting Services - Students			-	-	-				
47	350 Supporting Services - Instruction									
48	310 Certified Salaries			15,000	15,000	-	Teacher stipends			
49	320 Non-Certified Salaries			0	0	-				
50	350 Employee Benefits			4,914	5,052	138				
51	410 Professional & Technical			5,000	5,000	-	Professial Development for Certified Staff			
52	420 Staff Travel			0	0	-				
53	425 Student Travel			0	0	-				
54	421 Teacher Enrichment			5,705	6,023	318	Increased with Salary increase 12% of \$50,194.34 Base Salary			
55	433 Communications			0	0	-				
56	440 Other			11,000	11,000	-	Teacher evaluation tool, Temp Housing for incoming teachers			
57	450 Supplies			10,000	10,000	-				
58	Total Supporting Services - Instruction			51,619	52,075	456				
59	351 Supporting Services - Technology									
60	410 Professional & Technical			70,000	70,000	-				
61	433 Communications			45,000	45,000	-				
62	475 Technology Purchases			13,500	13,500	-				
63	Total Supporting Services - Instruction			128,500	128,500	-				

				FY 23	FY 24					
				Budget	Draft					
				Revision	Budget					
64	400 School Administration									
65	310 Certified Salaries			100,000	103,000	3,000	1 FTE Principal			
66	350 Employee Benefits			66,199	49,361	(16,838)	& Benefits including Health			
67	410 Professional and Technical Services			0	0	-				
68	420 Staff Travel			5,000	5,000	-				
69	450 Supplies			1,500	1,500	-				
70	491 Dues and Fees			650	650	-				
71	Total School Administration			173,349	159,511	(13,838)				
72	450 School Administration Support Serv									
73	320 Non-Certified Support Staff			45,538	46,322	784	Step, leave cash out, bonus			
74	350 Employee Benefits			29,184	29,467	283				
75	420 Staff Travel			1,500	1,500	-				
76	440 Other Purchases Services			15,000	15,000	-				
77	450 Supplies			1,000	1,000	-				
78	Total School Administration Support Services			92,222	93,289	1,067				
79	510 District Administration									
80	310 Certified Salaries			48,000	127,000	79,000	1 FTE Superintendent Estimated			
81	320 Non-Certified Support Staff									
82	350 Employee Benefits			5,098	84,721	79,623				
83	380 Housing Allowance				24,000	24,000	Housing Cost is an estimation depending on what is included.			
84	410 Professional & Technical			2,500	2,500	-				
85	420 Staff Travel			45,000	10,000	(35,000)				
86	440 Other Purchases Services			3,700	3,700	-				
87	450 Supplies			1,500	1,500	-				
88	490 Other Expenses									
89	490 Dues & Fees			2,500	2,500	-				
90	Total District Administration			108,298	255,921	147,623				

			FY 23	FY 24					
			Budget	Draft					
			Revision	Budget					
91	511 Board of Education								
92	410 Professional & Technical		20,000	20,000	-				
93	420 Staff Travel		12,000	12,000	-	Added AASB Annual Conference cost in person			
94	440 Other Purchases Services		2,900	2,900	-				
95	450 Supplies		1,000	1,000	-				
96	490 Other Expenses		5,000	5,000	-				
97	490 Dues & Fees		8,072	8,072	-				
98	Total District Administration		48,972	48,972	-				
99	550 District Admin Support Services								
100	320 Non-Certified Support Staff		119,495	123,091	3,596	2 FTE District Office employees, Business Manager			
101	350 Employee Benefits		77,719	82,243	4,524	District/Board Secretary			
102	410 Professional & Technical		35,000	35,000	-	Annual Audit cost			
103	420 Staff Travel		3,000	3,000	-				
104	433 Communications		-	-	-				
105	440 Other Purchased Services		35,000	7,500	(27,500)				
106	445 Liability Insurance		25,000	25,000	-				
107	450 Supplies		2,500	2,500	-				
108	490 Other Expenses		10,820	10,820	-	Annual Fee for current accounting software			
109	491 Dues & Fees		180	180	-				
110	495 Indirect Cost Reimbursement		(40,000)	(40,000)	-				
111	510 Equipment								
112	Total District Admin Support Services		268,714	249,334	(19,380)				

			FY 23	FY 24					
			Budget	Draft					
			Revision	Budget					
113	600 Operation & Maintenance of Plant								
114	320 Non-Certified Support Staff		138,302	140,475	2,173	1 Maintenance Supervisor, 2 custodians, Custodian bonuses			
115	350 Employee Benefits		96,832	97,461	629				
116	410 Professional & Technical		47,950	47,950	-				
117	420 Staff Travel		1,800	1,800	-				
118	430 Utility Services		6,745	6,745	-				
119	In-Kind Services (water, sewer, garbage)		33,014	33,014	-				
120	435 Electricity		107,000	107,000	-	YTD: \$86,015			
121	436 Heating Fuel		55,000	65,000	10,000	YTD: 48,792			
122	440 Other Purchased Services		12,000	12,000	-				
123	443 Repair & Maintenance		22,000	22,000	-				
124	445 Property Insurance		41,000	42,000	1,000				
125	452 Maintenance Supplies		6,000	6,000	-				
126	453 Janitorial Supplies		15,000	15,000	-	Increase as exp mid year are \$9,435.13			
127	458 Gas & Oil		1,000	1,000	-				
128	491 Dues and Fees								
129	Total Operation & Maintenance of Plant		583,643	597,445	13,802				
130	700 STUDENT ACTIVITY FUND								
131	Equipment								
132	Certificated Salaries		40,000	40,747	747				
133	Non-certificated salaries		15,000	15,000	-				
134	Employee benefits		20,000	20,000	-				
135	Staff travel		5,000	5,000	-				
136	Student travel		120,000	147,000	27,000				
137	Other purchased services		12,253	12,253	-				
138	Supplies		30,000	30,000	-				
139	Other expenses		30,000	30,000	-				
140	Total Expenditures		272,253	300,000	27,747				

				FY 23	FY 24								
				Budget	Draft								
				Revision	Budget								
141	900 Tranfer of Funds												
142	Transfer to Technology Replacement Fund												
143	Transfer to Student Activity Fund												
144	Transfer to Food Service Fund			50,000	50,000	-							
145	Transfer of Funds			50,000	50,000	-							
146	Total Expenditures and Transfer of Funds			<u>3,476,954</u>	<u>4,006,943</u>	529,989							
147	Excess of Revenues over Expenditures			-	-								
148	Beginning Unrestricted/Unassigend Fund Balance			1,210,234	1,210,234	-							
	Fund Balance, End of Year			<u>1,132,100</u>	<u>600,279</u>	(531,821)							
149	FOOD SERVICES FUND												
150	Revenue			90,000	90,000								
151	Expenditures												
152	Non-certificated salaries			54,708	56,000								
153	Employee Benefits			32,382	32,500								
154	Staff Travel			1,000	1,000								
155	Other Purchased Services			1,910	500								
156	Supplies			50,000	50,000								
157	Total Expenditures			<u>140,000</u>	<u>140,000</u>								
158	Funds needed from operating fund			(50,000)	(50,000)								