

HOONAH CITY SCHOOL BOARD OF EDUCATION
MISSION STATEMENT

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

Regular Board Meeting April 20th, 2023

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 3.16.23 Minutes
- SBM 4.6.23 Minutes

BOARD CALENDAR

- April 2023 Calendar **UPDATED**
- May 2023 Calendar

PRESENTATIONS

- Hoonah City School Choir

PUBLIC COMMENTS (THREE MINUTES PER SPEAKER)

ADMINISTRATIVE REPORTS

- A. Superintendent's Report – Heather Wheeler, Written
 - Strategic Plan
- B. Principal's Report – Nicolle Egan, Written
- C. Finance Report – Amy Stevenson, Written
- D. Grants Report – Soles Michaud, Verbal
- E. Maintenance Report – Atti Wark

OLD BUSINESS

- FY 24 School Operating Fund Budget, 2nd and Final Reading

NEW BUSINESS

- 1.0 Long Term Substitute Contracts
- 1.1 FY 23-24 Business Managers Contract
- 1.2 Occupational Therapy MOA
- 1.3 School Psychologist MOA
- 1.4 Speech-Language Pathologist MOA
- 1.5 Dual Enrollment Board Policy
- 1.6 Hoonah Indian Association Physical Education Contract
- 1.7 1st Reading District Calendar 23-24

DISCUSSION ITEMS

PUBLIC COMMENTS (THREE MINUTES PER SPEAKER)

COMMENTS FROM BOARD MEMBERS

FUTURE AGENDA ITEMS

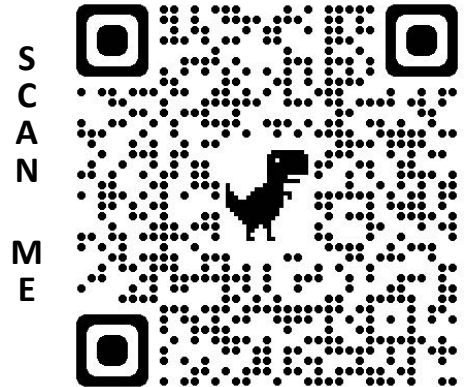
ADJOURNMENT

NEXT MEETING DATES:

- Regular Board Meeting May 18th, 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: 846 6208 2196
Passcode: uxLXp8
+1 253 215 8782 US (Tacoma)

Hoonah City School District
BOARD OF EDUCATION MEETING
Meeting Minutes – March 16th, 2023
7:00 PM

Board		
Status	Name	Role/Title
P	Harold Houston	President
P	Jamie Erickson	Vice President
P	Bryce Tyler	Board Member
P	Dillion Styers	Board Member
P	Karen Hinchman	Board Secretary
E	Teresa Lewis	Student Body Representative
Audience		
Status	Name	Role/Title
P	NC State Students x13	Guest
P	Lisa Pinkerton	Guest
P	Elizabeth Stoltzfus	Parent
P	Sally Dybdahl	Grandparent
P	Amy Courtney	Parent
P	Elleana Elliott	Parent

Staff		
Status	Name	Role/Title
P	Heather Wheeler	Superintendent
P	Amy Stevenson	Business Manager
P	Jayne Coutlee	District Secretary
P	Nicolle Egan	Principal
P	Dianne Zemanek	Director of Arts
P	Atti Wark	Maintenance Manager
P	Darcy Higgins	Teacher
Z	Veronica Dalton	Paraprofessional
P	Jeff Skaflestad	Teacher
P	Heather Powell	Teacher
P	Julian Narvaez	Fisheries Course Teacher
P	Mark Browning	Teacher
P	Ollee Kloeckner	Associate Teacher
P	Jessie Leblanc	Paraprofessional
P	Tesh Miller	Associate Teacher
P	Cassia Coutlee	Teacher
P	Marti Lee	Associate Teacher
Z	Lora Jett	Teacher

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

Item		Action/Follow-up
Convene	7:15 p.m. by H. Houston	
Correspondence to the Board (3 minutes each)	(A mix-up took place and the Public Comments happened at this time) Martha Lee, Amy Courtney, Elizabeth Stoltzfus, Jessie Leblanc, Mark Browning, Dianne Zemanek	
Agenda Revisions	None	
Consent Agenda		
Approval of Agenda	M/S D. Styers/ J. Erickson move to adopt agenda as presented.	Motion passes unanimously.
Item		
Approval of RBM 2.20.23 Minutes	M/S D. Styers/ J. Erickson move to approve board minutes	Motion passes unanimously.

Approval of SBM 2.23.23 Minutes	M/S D. Styers/ J. Erickson move to approve board minutes	Motion passes unanimously.
Board Calendar		
Student Presentations	Lisa Pinkerton- Reading specialist thanked Hoonah City Schools for the opportunity to come to our school. North Carolina State University Students- student volunteers Bryson and Katelynn introduced themselves and shared a little about their visit.	
Public Comments (3 min. each)	See Correspondence to the Board	

Reports

(A.)Administrator Report	Heather Wheeler– Verbal report given with written	
(B.)Principal Report	Nicolle Egan – Verbal report given with written	
(C.)Business Manager Report	Amy Stevenson – Verbal report given with written	
(D.)Maintenance Report	Atti Wark – Gives verbal report	

Old business

1.0 FY 23 Budget Revision Final Reading	M/S D. Styers/ J. Erickson moves to approve FY 23 Budget Revision Final Reading	Roll call vote taken. Motion passes unanimously.
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New Business

2.0 Certified Contracts	M/S D. Styers/ J. Erickson moves to approve certified staff Cassia Coutlee, Mark Browning, Barbara Baysinger, Heather Powell, Katherine Medley, and Darcy Higgins.	Roll call vote taken. Motion passes unanimously.
2.1 First Reading FY 23-24 Operating Fund	M/S D. Styers/ J. Erickson moves to approve First Reading FY 23-24 Operating Fund	Roll call vote taken. Motion passes unanimously.

Public Comments

(3 min. each)	Mark Browning and Lora Jett	
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Comments from the Board Members

	Dillon Styers, Jamie Erickson and Harold Houston	
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Future Agenda Items

	FY 24 School Operating fund Budget, 2 nd and Final Reading	
	Contracts/ MOAs	

Adjournment

Adjournment	8:15 pm	
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Next Meeting		
Regular Board Meeting	May 18th, 2023	

Hoonah City School District
BOARD OF EDUCATION MEETING
Special Board Meeting
April 6th, 2023
6:00 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
Z	Karen Hinchman	Board Secretary

Staff		
Status	Name	Role/Title
P	Amy Stevenson	Business Manager
P	Jayne Coutlee	District Secretary

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

Item	Action/Follow-up	
Convene	6:10 pm	
Consent Agenda		
Approval of Agenda	M/S D. Styers/ K. Hinchman move to adopt agenda as presented.	Roll call vote taken. Motion passes unanimously.
Discussion		
Superintendent Position		
Adjournment		
Adjournment	6:45 pm	
Next Meeting		
Regular Board Meeting	April 20 th , 2023	

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 12 th - 16 th Choir Competition	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 Earth Day
23	24	25	26 Huna Heritage 2023 Clan Workshop	27 Huna Heritage 2023 Clan Workshop	28 Ku.éex' @ HCS	29
30						

May

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 Family Reading Event @ 4:30 pm	4	5 Choir Concert @ 6pm	6
7	8 8 TH Grade Promotion	9	10 Packet Info Due	11	12 Packet Distributed High School Graduation	13
14	15	16	17 Last Day of School/ Park Picnic	18 Regular Board Meeting In-service	19 In-service	20
21	22	23	24	25	26	27
28	29	30	31			

Date: April 11, 2023

To: HCSD School Board

From: Heather Wheeler, Superintendent

Re: Superintendent's Report for April

Thank you to the staff for all of the work they continue to do and stepping up to the plate when needed.

There are many bills still waiting to be passed by the house and senate. As of this writing, HB 65 the Student Base Allocation bill (SBA), still has not been decided yet and testimony continues. There is also SB 52 which will raise the SBA by \$1000. Testimony continues on that as well.

Recruitment for teachers, especially for the secondary side is an ongoing process. The district may need to look at using a company for J1 visas or utilize a recruitment company. Both will have costs associated with them.

The Mitigation Plan has been posted on the website. It remains suspended and the district has the right to reinstate it at any time.

You have in your packet the Strategic Plan that was done in conjunction with AASB. The Board approved the Vision, Mission and Values back in the fall. The plan was started back in the spring of 2021 and is now a working document.

Soles Michaud and I attended the ESEA technical workshop in Anchorage on the 18th and 19th of this month. We still have paperwork to submit to the state regarding our monitoring.

Our ESSER and GEER monitoring is occurring this month. We have been working on this as well but there are still documents that need to be done and submitted to the state.

You have in your packet, several long-term substitute contracts. We were fortunate to contact and hire these teachers to finish out the remainder of the school year. This helps to alleviate the principal subbing in the classes and provides continuity for the students.

Hoonah City Schools

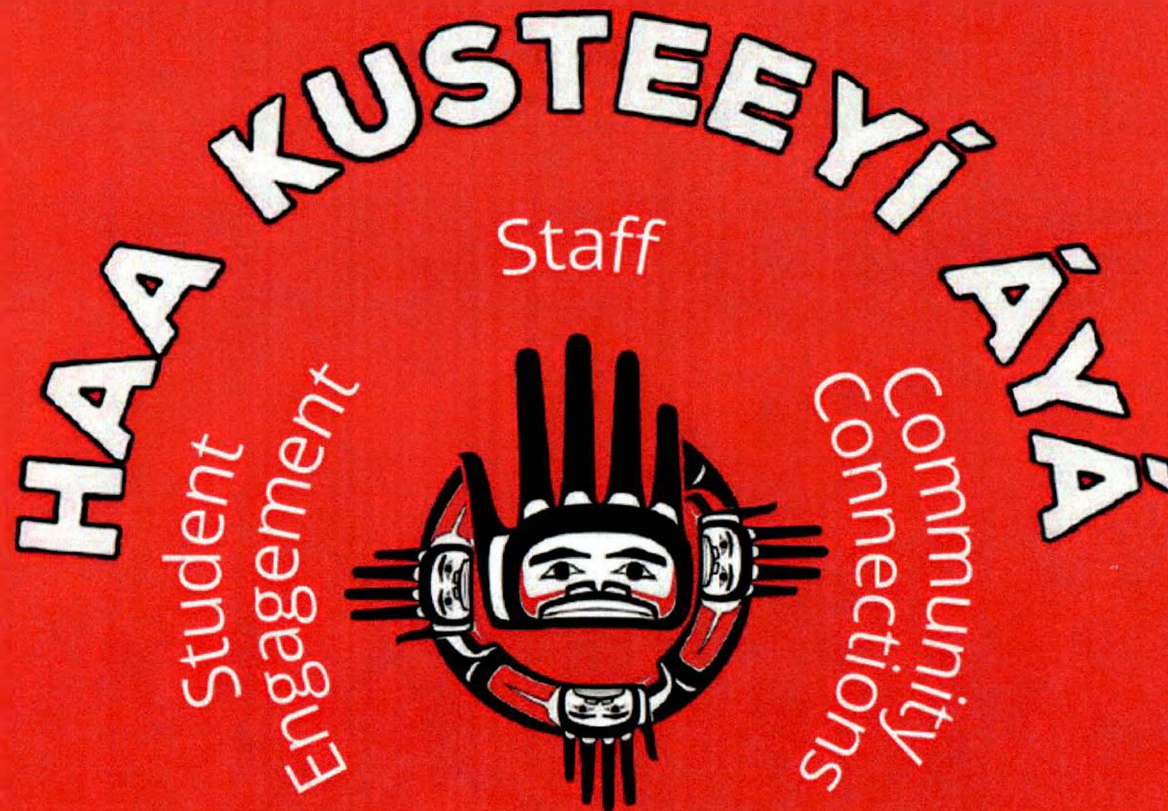
2021 - 2026 Strategic Plan

Vision:

Tlingit Tundataaní our Tlingit way of being, inspires and challenges all students and families to become whole.

Mission:

Engaging students in a rigorous and diverse learning environment grounded in Tlingit Culture.



Hoonah City Schools

2021 - 2026 Strategic Plan

**HAA KUSTEEYI
AYÁ**

Values

Respect

Compassion

Positivity

Speak with Care

Pride in Student Accomplishment

Humbleness

Responsible Stewardships

Critical Thinking

Strategic Plan Committee

Heather Wheeler

Debra Batchelder

Nicolle Egan

Students: Teresa Lewis, RJ Didrickson

Tesh Miller

Heather Powell

Dianne Zemanek

Carol Williams

Joan Martin

Amelia Wilson

Ralph Watkins



Focus Area/ Goal 1: Student Engagement			
Objective statement: <i>Who will do what, by when, in order to achieve what?</i>			
Strategies and Actions: <i>What activities will be done to accomplish the objective?</i>	Metrics: <i>What will be measured and/or tracked to determine what progress is being made on the objective?</i>	Completion Date	Who is Responsible

Objective 1 HCS will actively Provide access to resources to support student mental health			
Strategies and Actions	Metrics	Completion Date	Who is Responsible
1.1.1 Strong partnership with SEARCH	Existence of a partnership with SEARCH in place (MOA) (Y/N) Existence of mental health services (Y/N) Procedure in place for school to make referrals (Y/N) Contact identified for SEARCH and School District (Y/N) Transportation arrangements in place for services (Y/N)	12/31/23	Administration
1.1.2 Provide in-school mental health support/services	Dedicated position budgeted (Y/N) Services/supports being provided (Y/N) Family supports being provided (Y/N) % of students receiving services	8/30/23	Administration Counselor or Social Worker

1.1.3 HCS will provide enhanced services through programs and curriculum	Curriculum is identified <ul style="list-style-type: none"> • SEL/TES/CRS Curriculum is adopted by the board Curriculum is in place/staff provided professional development Peer learning/educators in place	Ongoing	Administration Counselor or Social Worker
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Objective 2 Every Student in HCS will be Culturally strong and connected to our community through Tlingit cultural values and beliefs			
Strategies and Actions	Metrics	Completion Date	Who is Responsible
1.2.1 Every HCS Student will have access to daily language and cultural learning	Curriculum identified for language and culture Curriculum adopted for language and culture Curriculum implemented for language and culture Staff provided professional development in curriculum	Ongoing	Administration Cultural Staff
1.2.2 Culture Bearer/Elder leadership will be present in the school in a meaningful way	# of monthly activities completed Elders/Culture Bearers provide professional development for new staff Framework created to provide elders in the classrooms/schoolwide (y/n)	Ongoing	Administration Cultural Staff
1.2.3 The district will hold a Ku.eex every year	Ku.eex held every year (y/n) # of students participating in Ku.eex # of families participating # of community members participating	Each year from 2023 to 2026	Administration Cultural Staff

	# of elders participating # of culture bearers participating		
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Objective 3 HCS will provide opportunities for students to explore and obtain knowledge related to their areas of interest, because Haa Kusteeyi Aya (This is who we are)			
Strategies and Actions	Metrics	Completion Date	Who is Responsible
1.3.1 HCS will offer access to electives	# of electives offered # of students taking electives	Ongoing	Principal Counselor
1.3.2 HCS will provide preparation for independent living skills	Basic needs are being taught Elective skill are being taught Mentorships are being provided Voc/Tec opportunities are being provided Family support skills being provided Intermural opportunities/clubs are provided Service learning is provided # of students taking advantage of each program # of students successfully completing mentorship/other program	Ongoing	Administration School Staff Counselor
1.3.3			

Focus Area/ Goal 2: Staff Support
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Objective 1 HCS will recruit and retain qualified staff, and provide professional development and dedicated time to make connections with families

Strategies and Actions	Metrics	Completion Date	Who is Responsible
2.1.1 Create recruitment & retention committee to identify Innovative Strategies for recruitment & retention	Committee exists (y/n) Strategies to aid recruitment and retention are identified (y/n) Recommendations are made regarding strategies identified Strategies are implemented (y/n) Who's on the committee (classified, certified, community, admin)	Ongoing	Administration Staff Community
2.1.2 Recruitment would start locally in HNH and/or Southeast	# of staff recruited locally (Hoonah) # of staff recruited southeast # of staff recruited Alaska # of staff recruited from PITTA (preparing indigenous teachers and teacher administrators) program # of staff recruited nationally	Ongoing	Administration Staff Community
2.1.3 Build infrastructure to support local recruitment & retention	Sub training held (y/n) Open house nights held to learn about different jobs (y/n) Electives and extracurricular opportunities to promote professions in education provided Funding identified (y/n) Identifying where/how dedicated time for teachers may work Development of new teacher/community member 'mentorship'	Ongoing	Administration Staff Community

Objective 2

HCS will have qualified staff to provide direct instruction to include all levels of learning through the use of curriculum.

Strategies and Actions	Metrics	Completion Date	Who is Responsible
2.2.1 HCS will create a Curriculum committee	Committee have evaluated what curriculums needs are Committee will build curriculum cycle completion dates Recommendations made regarding curriculum (y/n)	Review Cycle adopted by Board	Administration Staff Community
2.2.2 Ongoing professional development around interpreting scores and how to use data is provided.	Staff can identify how knowing scores will help them (y/n) Training on interpreting data provided (y/n) Strategies are developed to improve student achievement success (y/n)	Ongoing	Administration Staff
2.2.3 Health and wellness activities are provided for all staff (certified and classified)	Programs around health and wellness are held once a quarter. (y/n) Tracking program put in place to monitor growth (y/n) What is being tracked for tracking program identified (y/n) Incentives provided (y/n) Time dedicated to health and wellness identified (y/n)	Ongoing	Administration Staff Community

Focus Area/ Goal 3: Community Connections

Objective 1 HCS will be fully integrated with family and community by working together to build an active partnership.			
Strategies and Actions	Metrics	Completion Date	Who is Responsible
3.1.1 HCS will build two way communication	Families have pathway to communicate with the school system that is meaningful and consistent Staff will communicate positives back to the family/community	Ongoing	Administration Staff Community

	Communication systems currently in place have been strengthened and reengaged Call logs/email communications logged		
3.1.2 HCS will partner to host interactive opportunities to engage with community entities	Entities in town identified to partner with (y/n) Actives will be held once a month specifically to address community engagement Recruit a representative from each entity to help coordinate program Community calendar created and published (y/n)	Ongoing	Administration Staff Community
3.1.3 HCS will partner to host interactive opportunities to engage with families	Families have been asked what their interests are? A foundation for families has been created in order to engage in school activities # of families that attend # of students Truancy rates are going down Absentee rate on testing days goes down	Ongoing	Administration Staff Community

Objective 2 Culture Bearers and Elder Leadership are present and meaningful in the school to help bring cultural values forward			
Strategies and Actions	Metrics	Completion Date	Who is Responsible
3.2.1 HCS will provide positive role models in the school	All classes incorporate culture bearer/elders to augment all lessons # of classes utilizing culture bearers/elders Monthly calendar created (y/n)	Ongoing	Administration Staff Community

	<p>% of students who feel connected to their school will increase</p> <p>% of students who feel there is a caring adult in the school will increase</p> <p># of story tellers in the school</p> <p>Truancy rates decrease</p> <p>Student attitude towards school increases (SCCS?)</p>		
<p>3.2.2 HCS will partner with the senior center and SHI to provide cultural resources</p>	<p># of resources provided</p> <p># of partnerships in place</p> <p>Cultural calendar created (y/n)</p> <p># of School supported activities in the community (not necessarily school hosted, but school supported)</p>	<p>Ongoing</p>	<p>Administration</p> <p>Staff</p> <p>Community</p>

Hoonah City School
Board Meeting
April 20, 2023
Principal's Report

- Two long term subs have been hired for the remainder of the year. Mr. David Lueck is teaching middle school math, career exploration and PE Specials. Mrs. Jane Renslo is teaching Kindergarten and PreK.
- Gunalcheesh to all staff and community members who continue to support each other and go above and beyond to provide a quality education to Hoonah students.
- The AK STAR (Alaska System of Academic Readiness) and the Alaska Science Assessments have been completed. The AK STAR is designed to streamline the testing experience for grades 3–9 in the areas of English language arts (ELA) and mathematics. It expands Alaska educators' assessment literacy and knowledge of strategies for data-informed decision-making and formative instructional practices. The Alaska Science Assessments have been conducted for grades 5, 8 and 10 over the past 2 weeks. Results for these assessments are released in the fall of the following year.
- Middle School Volleyball players traveled to Juneau to compete early in April. Their season has wrapped up.
- Mark Browning's 4th and 5th grade students read for 34,000 minutes during Read Across America month. All elementary students participated and earned minutes by reading independently, with their teacher, with other students and with adults outside of school.
- The School Climate and Connectedness survey window closed on March 24. Results will be presented as soon as we get them.
- The Hoonah Choir traveled to The Music Festival April 12.
- School K̄u.éex' will be held on Friday April 28. Two days prior to that the community will host Clan Workshops. Daphne Wright, Heather Powell and Cristina Smith will be our school leaders.
- School events will continue through the end of the year – reading, art, music/choir, Earth Week, SEA Week, Sports and Activities banquet, end of the year picnic, 8th grade promotion, High School Graduation and more!
- Congratulations to the following seniors (9) who are scheduled to graduate on May 12: Alejandro Contreras, Theodore Elliot, Alona Howland, Emily Hurtado, Cheyanne Jack, Kaci Jewell, Teresa Lewis, Kelly St Clair, Abigail Stevenson
- Congratulations to the following 8th graders (9) who will participate in 8th grade promotion on May 15: William Dalton, Ava Didrickson, Sophie Didrickson, Aryah Dybdahl, Tanner Howland, Kyan Martin, Easton Ross, Jorge Sandoval, and Jora Savland.
- Congratulations to the following 5th graders who will transition to the Middle School this fall: Chloe Brown, Declyn Byers, Davina Dalton, Landon Lane, Savannah Marvin, Alexandra Mord, Giana Quick, Silas Sharclane, Devlyn Smith.

April 13, 2023

MEMORANDUM

TO: HCSD Board of Education

FROM: Amy Stevenson, Business Manager

RE: April 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 February 2023
6. Order are up to date. Thank you, Jayme for your help in this.
7. Final draft of FY 23/24 budget is done and on the agenda for final reading
8. The final conversion of data is done and is all in Black Mountain now.
9. April 2023 Classified payroll has been processed.
10. Finished documents for the ESEA: Title IA, IIA and Title IV grant monitoring.
11. I have completed all but three third quarter grant reimbursements.
12. AML/JIA insurance survey has been completed.
13. Started working on the COVID Fund Grants: CEER I, E\$SER II, and E\$SER III audit

Next Steps:

1. Bank reconciliation from Oct - March still need to be done. Training on this module was supposed to happen this week, but because of the sudden death of Phillip's sister, we postponed until the following week.
2. Enter the school budget into the State of Alaska form and submit to the City of Hoonah.
3. Continued on the COVID Fund Grants: CEER I, E\$SER II, and E\$SER III audit.
4. Drafting next year teacher contracts as needed
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. April 28th Classified and Certified payrolls
8. Grant reimbursements for 3rd quarter – 3 more
9. F941 and ESD reporting
10. Accounts payables as needed
11. Orders as needed
12. Many other things that have not come to mind right at this moment.

Hoonah City Schools
Year to Date - 7/1/22-4/14/23

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	\$1,848,933.00	\$628,192.00	25.36%
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	\$98,456.00	(\$98,456.00)	
100-0-94	QUALITY SCHOOLS	\$7,266.00	\$0.00	\$7,104.00	\$162.00	2.23%
Report Total:		\$3,516,043.00	\$0.00	\$2,344,727.73	\$1,872,432.28	

Year to Date Expense Report

Accounts summarized by Function	Current Budget	YTD Encombrances	YTD Expenditures	Remaining Balance	Percent Remaining
100 - REGULAR INSTRUCTION	\$1,297,973.00	\$0.00	\$444,058.71	\$853,914.29	65.79%
200 - SPECIAL EDUCATION INSTRUCTION	\$498,200.00	\$0.00	\$364,103.76	\$134,096.24	26.92%
220 - SPEC ED SUPPORT SVCS - STUDENTS	\$242,880.00	\$0.00	\$97,972.30	\$144,907.70	59.66%
350 - SUPPORT SERVICES - INSTRUCTION	\$51,619.00	\$0.00	\$16,127.44	\$35,491.56	68.76%
351 - SUPPORTING SERVICES-TECHNOLOGY	\$128,500.00	\$0.00	\$60,584.84	\$67,915.16	52.85%
400 - SCHOOL ADMINISTRATION - PRINCIPAL	\$188,839.00	\$0.00	\$100,659.42	\$88,179.58	46.70%
450 - SCHOOL ADMIN SUPPORT SVCS - PRINCIPAL	\$91,090.00	\$0.00	\$62,165.43	\$28,924.57	31.75%
510 - DIST ADMIN - SUPERINTENDENT	\$138,165.00	\$0.00	\$61,694.74	\$76,470.26	55.35%
511 - SCHOOL BOARD	\$48,972.00	\$2,382.70	\$38,497.24	\$10,474.76	21.39%
550 - DISTRICT ADMINISTRATION SUPPORT SVCS	\$247,796.00	\$0.00	\$209,975.79	\$37,820.21	15.26%
600 - OPERATIONS AND MAINTENANCE OF PLANT	\$577,743.00	\$0.00	\$363,047.15	\$214,695.85	37.16%
700 - STUDENT ACTIVITIES	\$272,253.00	\$0.00	\$299,933.15	(\$27,680.15)	(10.17%)
900 - TRANSFER TO OTHER FUNDS	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%
Report Total:	\$3,834,030.00	\$2,382.70	\$2,118,819.97	\$1,715,210.03	44.74%

Net YTD-Revenue Minus Expense Total: \$225,907.76

Grant Expenditure and Revenue

To-Date - FY 23

	<u>Expenses to-date</u>	<u>Revenue to-date</u>
Fund 202, Title 6 B	\$34,851.24	\$34,851.24
Fund 203, Title 619, Presch.	\$0.00	\$0.00
Fund 212, Title 6 B, ARP	\$18,970.76	\$18,970.76
Fund 213, Title 619, ARP	\$1,799.96	\$1,799.96
Fund 231, Carl Perkins	\$9,489.03	\$9,489.03
Fund 250, ESSER II	\$198,487.43	\$143,838.72
Fund 260, ESSER III	\$110,723.16	\$93,052.42
Fund 263, Title IA	\$184,228.00	\$120,272.23
Fund 278, Title IIA	\$9,731.59	\$9,731.59
Fund 282, NSP	\$7,612.98	\$7,612.98
Fund 350, Johnson O'Malley	\$15,911.58	\$15,911.58
Fund 351, Indian Ed	\$197,694.34	\$197,694.35
Fund 353, Arts in Ed.	\$308,526.95	\$235,689.75
Fund 369, STEPS	\$166,023.34	\$106,400.78
Total Grant Funds:	\$1,264,050.36	\$995,315.39

March 23, 2023

MEMORANDUM

TO: Hoonah Board of Education

FROM: Amy Stevenson, Business Manager

RE: FY 24 Preliminary Budget – School Operating Fund, Final Reading

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 second and final reading.

	Hoonah City School District												
	FY24 Draft Budget												
	Student Enrollment		111.09	110									
			Fall	Projected				***Projected Foundation for FY 2024					
			Oasis numbers	ADM				This is an estimate.					
	OPERATING FUND												
			FY 23	FY 24									
			Budget	Draft				Difference					
	<u>REVENUE</u>		Revision	Budget				Between F'23 & 24					
1	City Contribution		315,747	400,000				84,253					
2	City Contribution - In Kind		33,014	33,014				-				Max local contribution can be \$836,779	
3	City Contribution - Pupil Activities		274,253	300,000				25,747					
4	Earnings on Investments		1,500	1,500				-					
5	Other		5,000	5,000				-					
6	Rentals												
7	Leases												
8	E Rate Revenues		32,400	32,400				-				***Internet is out for bid this year	
9	State Revenue: Foundation Program		2,417,114	2,316,368				(100,746)					
	House Bill 281 Grant AADM		97,706										
10	State Revenue: Quality Schools Grant		7,104	6,926				(178)					
11	State Contribution: On Behalf TRS		196,468	262,869				66,401					
12	State Contribution: On Behalf PERS		18,514	38,911				20,397					
13	State Broadband Assistance												
14	Federal Revenue: Impact Aid		-	-									
15	Use of Fund Balance		78,134	609,955				531,821				TO BALANCE THE BUDGET	
16	Total Revenue		3,476,954	4,006,943				529,989					

			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				

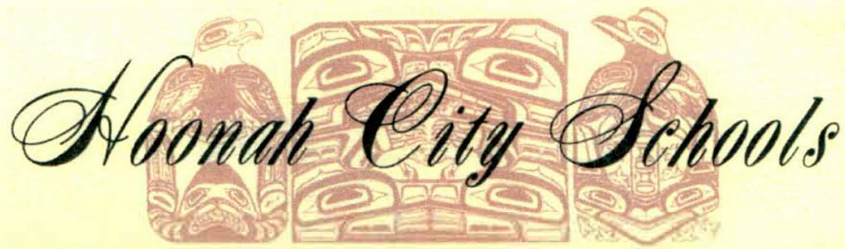
			FY 23	FY 24						
			Budget	Draft						
			Revision	Budget	Difference					
43	300 Supporting Services - Students		-	-	-					
44	310 Certified Salaries		-	-	-					
45	410 Professional & Technical		-	-	-					
46	Total Supporting Services - Students		-	-	-					
47	350 Supporting Services - Instruction									
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			140,000	140,000								
158	Funds needed from operating fund			(50,000)	(50,000)								



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

Date: April 1, 2023
To: HCS School Board
From: Heather Wheeler, Superintendent
Re: Long Term Substitute Teachers

Attached are the contracts for three long term substitute teachers. Two are on the secondary side and one is on the elementary side. They will be substituting until May 17th. Please approve these three contracts.

Recommended Motion: Move to approve the three long term substitute contracts for the remainder of the 22/23 school year.

Robert Hutton
David Lueck
Jane Renslo

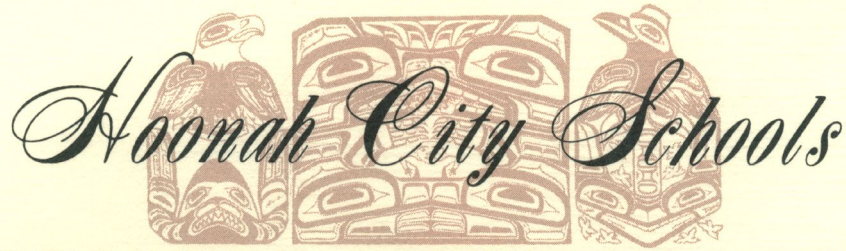


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Date: April 11, 2023
To: HCS School Board
From: Heather Wheeler, Superintendent
Re: Business Manager Contract

Attached is the contract for the Business Manager for the 23/24 school year. It includes a 3% increase that classified employees will receive. If this position was not exempt, it would fall under the classified agreement.

Recommended Motion: Move to approve the Business Manager contract for the 23/24 school year.



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Date: April 13, 2023
To: HCS School Board
From: Heather Wheeler, Superintendent
Re: OT/PT Therapy Services

Lois Verbaan with Island Therapeutics has again agreed to provide OT/PT services to Hoonah City School. She has been working with Hoonah since the spring of 2022.

Recommended Motion: Move to approve the contract with Lois Verbaan and Island Therapeutics for OT/PT services for the 23/24 school year.



Contract for Temporary Services

Hoonah City School

2023-2034

This agreement is entered into on 21 February 2023, by and between Hoonah City Schools, located at 366 Garteeni Hwy, P.O.Box 157, Hoonah, Alaska, 99829, and Lois Verbaan, Occupational Therapist and owner of Island Therapeutics, located at 1301 Edgumbe Drive, Sitka, Alaska, 99835 (hereinafter called Contractor).

Period August 2023 – May 2024

Purpose To provide quarterly Occupational Therapy services to students and staff in and as required by the Hoonah School District including but not limited to assessments, treatments, reports/recommendations, liaison with, education to and support of staff.

Terms

1. Daily rates
 - On-site rates: Daily rate of \$800 for onsite OT services (\$400/half day)
 - Report writing rates: One report writing day per visit at \$800/day (Not to overlap with onsite days).
 - Travel rate: One travel day per visit at \$800/day and \$400/half day. This rate also applies in the event the contractor is weathered in.
 - Per Diem: \$60/day per diem, \$30/half day, regardless of whether on-site or in transit.
2. Travel and Accommodation: Hoonah City Schools will arrange and pay for travel and lodging. Alternately, the contractor will do this and receive reimbursement after the trip. Expenses due to unforeseen travel delays resulting in overnight stays in locations other than Hoonah or the contractors point of origin, will be billed in addition to the per diem rate.
3. Benefits & statutory obligations: The contractor will not accrue leave, retirement, insurance, or any other benefits afforded to Hoonah City Schools employees. The contractor will be responsible for payment of all applicable taxes and similar statutory obligations.
4. Termination: This agreement may be terminated by either party with 30 days written notice, with or without cause.
5. Billing: The contractor will bill the district at the completion of and within 14 days of each invoice which is payable within 30 days. Receipts for reimbursement will be provided. The

invoice will be separated into two sections – daily rate (taxable income) and expenses incurred (non-taxed reimbursement).

Thank you!



Lois Verbaan, Contractor

Occupational Therapist, License #2235
Island Therapeutics
1301 Edgecumbe Drive, Sitka, Alaska, 99835,
(907) 752-8264

IslandTherapeuticsAK@gmail.com

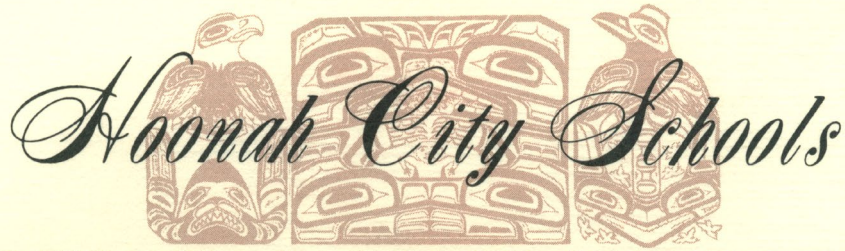
Approval:

Human Resources: _____ Date: _____

Superintendent: _____ Date: _____

Special Education Director: _____ Date: _____

Board: _____ Date: _____

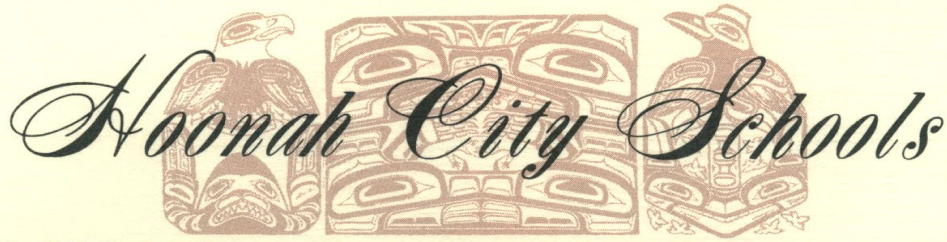


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Date: April 13, 2023
To: HCS School Board
From: Heather Wheeler, Superintendent
Re: School Psychologist Services

Doug Wessen with Rainforest Mediation has once again agreed to provide school psychology services to Hoonah City School. He has been coming to Hoonah for quite some time and is very familiar with our students.

Recommended Motion: Move to approve the contract with Doug Wessen and Rainforest Mediation for school psychology services for the 23/24 school year.



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

Memorandum of Agreement- Independent Contractor

Name: Doug Wessen, Rainforest Mediation and Consultation

Address: PO Box 21282 Juneau, Alaska 99802

300 W 9th St Juneau, Alaska 99801

Phone: cell (907) 321-1567 Email: dougwessen@gmail.com

Purpose:

To provide School Psychology services to include, but not limited to:

- Conducting observation and/or evaluations for eligibility for special services or 504 for K-12 students.
- Developing reports that include assessments and recommendations to be completed within two weeks of the evaluation.

Period Covered/Time Frame:

Hoonah City Schools from August 2023 - May 2024.

- Up to 4 visits (number of days to be determined by special education director) per school year 2023-2024 for on-site School Psychology as needed per ESER and IEP.

Terms:

Daily rate of \$850 per day for onsite School Psychology services to equal:

Plus: Report writing @ \$525 a day.

Per Diem for overnight trips include \$60 a day on full days. For day trips there is no per diem charge.

Charge to: Hoonah City Schools

Hoonah City Schools will reimburse expenses for airfare or ferry, parking when necessary, overnight accommodations, when needed.

Mr. Wessen is responsible for making arrangements for travel and will submit receipts for reimbursement, along with the payment invoices that document the types of monthly services rendered.

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

Approval:

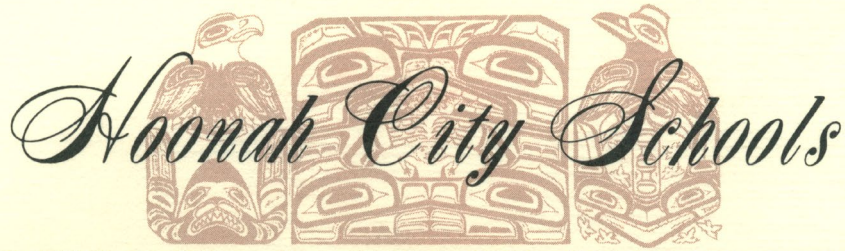
Human Resources: _____ **Date:** _____

Superintendent: _____ **Date:** _____

Independent Contractor: _____ **Date:** _____

Board: _____ **Date:** _____

Thank you.



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Date: April 13, 2023
To: HCS School Board
From: Heather Wheeler, Superintendent
Re: Speech Pathology Services

Chelsea Wilburn McCarthy with Midnight Sun Therapy has once again agreed to provide speech pathology services to Hoonah City School. Her company has been coming to Hoonah for many years.

Recommended Motion: Move to approve the contract with Chelsea Wilburn McCarthy and Midnight Sun Therapy for speech pathology services for the 23/24 school year.

Chelsea Wilburn, M.A. CCC-SLP,
D.B.A. Alaska's Midnight Sun Therapy Services, LLC

Private Contracting Speech-Language Pathologist
Alaska Type C Certified, ASHA Certified

P.O. Box 240034
Douglas, AK, 99824
970-217-6359 (phone)
chelsea_wilburn@yahoo.com (email)

CONTRACTUAL GUIDELINES (**Hoonah School District**):

It is mutually understood and agreed upon as follows:

1. **Contractual Agreement:**

- a) Hoonah City School District, in Hoonah, Alaska agrees to contract a minimum of up to 15 (fifteen) onsite days throughout the school calendar year of 2023/2024, with Alaska Midnight Sun Therapy Services, LLC.
- b) Alaska Midnight Sun Therapy Services, LLC covenants that it provides speech language pathologists that have been trained, engaged in, and are experienced in the field of Speech-Language Pathology as detailed in its curriculum vitae and that statements and representations made in the curriculum vitae are current, true and accurate. Alaska Midnight Sun Therapy Services represents that it is currently licensed and approved to practice Speech-Language Pathology in Alaska, and agrees to secure and maintain any and all additional licensing necessary to provide the Speech-Language Pathology services.

2. **Compensation and Reimbursement Expenses:**

- i. Alaska Midnight Sun Therapy Services, LLC shall be paid for Speech-Language Pathology services at the following rate: \$750.00 (U.S.) dollars per contract day. **Five** trips total, **2-3** days per trip will be provided throughout the school district calendar year August 2023 through June 2024.
- a) 1-2 paperwork day(s) will be billed per trip at \$350.00/day throughout the school year, depending on evaluations/progress reports.
- b) Travel expenses will either be paid for **or** reimbursed by the school district. Travel to and from Hoonah, AK, from either Denver, Co or Anchorage, AK, (along with from Juneau, AK on AK Sea Planes), tickets will be purchased 21 days in advance, and will be covered by the Hoonah School District, along with lodging and transportation while onsite and weathered in, in Hoonah.

3. **Travel/Weather:** If Alaska Midnight Sun Therapy Services, LLC is to stay past the contracted two day trip due to weather or other unplanned circumstances that

prevent it's employee from returning home to Juneau, those days will be paid at a daily rate, equaling \$750.00/day. If Alaska Midnight Sun Therapy Services is unable to make the trip to Hoonah due to weather, those days will be coordinated as teletherapy days and coordinated onsite and billed at the daily rate.

4. **Independent Contractor Status and Obligations:**

- a) For purposes of this Agreement and the performance of all duties, responsibilities, and obligations described herein, Speech-Language Pathologist shall at all times be acting and performing as an independent contractor and shall not be considered an employee of **Hoonah School District** for any purpose. Speech-Language Pathologist shall exercise her professional judgment free of any direction or control by **Hoonah School District**. However; state mandated regulations will be upheld per district requirements.
- b) Each party hereby agrees that adequate and proper insurance coverage shall be in existence and coordinated, as necessary, at all times during the term of the Agreement, so that all potential liability with regard to malpractice or general liability are covered. Contractor shall maintain or cause to be maintained at all times during the term of this Agreement, malpractice coverage of not less than one million dollars (\$1,000,000) per occurrence, and three million dollars (\$3,000,000) in the aggregate. Copies of the certificates of insurance shall be provided by each party to the other party to this Agreement upon request. In addition, Contractor providing services under this Agreement will maintain the appropriate levels of coverage as noted above.

5. **Confidentiality.** All records and information relating to the business of **Hoonah School District**, including but not limited to speech-language pathology services delivered to children, which the Speech-Language Pathologist may receive or learn during the course of performing services for **Hoonah School District**, are confidential and proprietary information. Speech-Language Pathologist shall not communicate or disclose, directly or indirectly, orally or in writing, any record or information learned in the performance of this Agreement for any purpose other than for a purpose directly related to the performance of services on behalf of **Hoonah School District** or pursuant to the express written direction of **Hoonah School District**.

6. **Cancellation Policy:**

- a) If for any reason a contracted trip is cancelled by the district for any specific reason, the contracted trip of (2) days may be billed at the discretion of the Speech-Language Pathologist for that particular trip. If the cancelled trip is able to be made up at another agreed upon time or supplemented by another contract that Speech-Language Pathologist holds; then the trip may or may not be billed for services. This contracted therapist depends on contractual agreements for intent of employment throughout the year and a cancelled trip may be detrimental to this therapist's line of work and income. It needs to be

noted that the contracted and agreed upon days/per trip could have been contracted elsewhere for the reliability of constituent income.

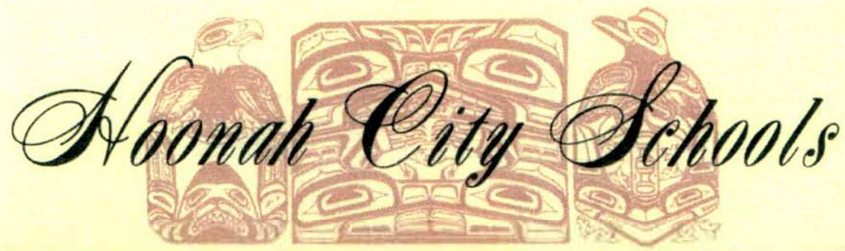
b)This contract between Alaska Midnight Sun Therapy Services, LLC and Hoonah School District after signed and agreed upon may be cancelled with 60 days notice.

The above contractual terms are agreed upon and understood by both parties involved: Chelsea Wilburn-McCarthy owner of Alaska Midnight Sun Therapy Services and **Hoonah** School District.

<i>Chelsea McCarthy</i>	3/26/23
Alaska Midnight Sun Therapy Services, Chelsea Wilburn-McCarthy	Date

Signature	Date
-----------	------

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

Date: April 11, 2023
To: HCS School Board
From: Heather Wheeler, Superintendent
Re: Dual Credit Enrollment

I am recommending that the Hoonah City School Board change Board Policy 6183. In the time period from 2018 to 2022, students were given 1 high school credit for a 3-credit college course (dual enrollment). The current Board Policy (BP 6183) states .5 high school credit for a 3-credit dual enrollment course. I believe it would be prudent to continue what has been done in the past for graduates of 2023 and by changing the board policy now, it will be in effect for future graduates.

Recommended Motion: Move to approve changing Board Policy 6183 from .5 high school credit to 1 high school credit for a 3-credit dual enrollment course.

BP 6183 POSTSECONDARY ENROLLMENT PROGRAM

It is recognized that while the Hoonah City Schools will meet the needs locally of the vast majority of our students, in some circumstances courses offered outside our local school setting will best match student needs and learning style.

In order to accommodate the specific needs of a student, they may upon approval of the superintendent or designee, enroll in courses offered by accredited/approved institutions such as a college, community college, vocational-technical school or approved correspondence school. Courses would be acceptable for secondary credit and may be counted toward graduation requirements. College courses would be counted with three (3) semester hours equaling one-half $\frac{1}{2}$ high school credit. Quarter hours would be appropriately prorated. All courses must be approved prior to enrollment to verify the appropriateness of the course to meet graduation requirements.

To be approved for enrollment in a postsecondary course the following criteria will be used:

1. The student's past academic achievement.
2. The student's acceptance by the post secondary school.
3. The student's progress toward graduation.
4. The acceptability of the course(s) for high school credit. ((Acceptability will be based on the post secondary institution's syllabus describing the course. The final approval of the appropriateness of a course rests with the Superintendent or designee.))

The student and/or parents will assume all responsibility for costs related to tuition, books, transportation, etc. incurred in any and all post secondary course work. Further, if a student applies for and is accepted to postsecondary study, and takes courses equaling more than half of any high school semester, they will forfeit any consideration for valedictorian or salutatorian. The student may, however, upon completion of approved classes, participate in graduation exercises and receive a diploma. Participation in activities will be in accordance with the Alaska Association of School Activities guidelines and the meeting of those requirements as prescribed by the AASA.

(cf. [6146.3](#) Reciprocity on graduation requirements)

(cf. [6182](#) Correspondence study program)

Reviewed 9/16

Adopted January 19, 1999

Hoonah City School District



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

Date: April 1, 2023
To: HCS School Board
From: Heather Wheeler, Superintendent
Re: HCS/HIA MOA

Miguel Contreras has been teaching a Lifeskills PE class since January. This is a class that is being done in conjunction with HIA and HCS. This class is for our middle school students. There is no cost associated with this MOA.

Recommended Motion: Move to approve the Hoonah City School and Hoonah Indian Association MOA for Miquel Contreras for the period of January 30th to May 17th 2023.

**A Memorandum of Agreement Between
Hoonah Indian Association and Hoonah City School District**

MEMORANDUM OF AGREEMENT

Dates of Service: January 30-May 17, 2023

Contact:	HIA Nathan Moulton	nathan.moulton@hiatribe.org	(907) 945-3545
	HIA Miguel Contreras	miguel.contreras@hiatribe.org	(907) 209-9177
	HCSD Nicolle Egan	egann@hoonahschools.org	(907) 345-3613

This Memorandum of Agreement (MOA) is entered into by and between: Hoonah Indian Association (HIA) and Hoonah City Schools.

HIA Tribal Youth Program Coordinator will provide direct services to students ages 10-17 with healthy recreational activities, and Botvin Lifeskills Training in Hoonah City School. Botvin Lifeskills Training is an evidence-based prevention program for schools, families, and communities that teach strategies to enhance and promote positive mental health and youth development.

Hoonah City Schools and HIA are working together to create a healthy relationship between two agencies to provide the best opportunities and services for youth in our community. The collaborative effort will provide youth with direct education of healthy exercise and social skills they will use throughout their lives.

Hoonah Indian Association Tribal Youth Program Coordinator:

- Provide healthy recreational activities and social skills to middle school students (6th grade, 6th period M-F).
- Conduct the Rapid Assessment for Adolescent Preventative Services (RAAPS).
- Teach Botvin Lifeskills Training curriculum to middle school students during their PE class (6th grade, 6th period M-F).
- Create schedule for bi-weekly to weekly Botvin Lifeskills Training
- Teach 3 days of physical / recreational education 1 day of Botvin LifeKSill Training and partner with the Tlingit Language and Culture Class to participate in Song and Dance programming.
- Regularly provide information to HCSD administration to identify quarter and semester grades. (student attendance, participation, behavior, preparedness)
-

Hoonah City School District:

- Provide HIA with proper exercise facility and equipment during the scheduled class time.
- Provide HIA with classroom accessibility during scheduled class time

- Provide HIA with liability forms, field trip forms and emergency contact information on an as needed basis.
- Allow HIA to collect grant based data, using number identifiers rather than student names.
- Provide support to the HJIA staff member when needed.
- Provide staff leadership for cultural song & dance activities.

Confidentiality

To ensure the safety of clients, all parties to the Memorandum of Agreement agree to adhere to the confidentiality expectations as outlined in the policy used by HCSD and HIA.

This Memorandum of Agreement is the complete agreement between Hoonah Indian Associations' Tribal Youth Program Coordinator and Hoonah City Schools and may be amended or destroyed only by written agreement signed by each of the parties involved.

HIA Authorized Representative	Title	Date

HCSD Authorized Representative	Title	Date

Date approved by HCSD School Board

PE/Botvin Lifeskills Training for Middle School

Spring 2023

Instructor information

Instructor

Miguel Contreras

Email

Miguel.contreras@hiatribe.org

Office location & hours

City Gym & Room 415

General information

Description

Physical Education and Botvin Lifeskills Training (promoting health & personal Development); we will be learning about healthy activities through exercise for 3 days a week, 1 day a week we will be learning about a specific topic structured for the targeted population, some examples may include the following: Self Image & Self Improvement, Smoking: Myths and Realities, Coping with Anxiety, and many more throughout the semester. A letter will be sent home with some information before the topic is discussed in class. If there is a chance you do not want your student involved in the topic, please call or send a message to the Instructor at 907-209-9177.

Expectations and goals

Students are expected to show up on time for class with the proper attire for the day. On Gym Days they will be required to wear comfortable exercise clothes (T-shirt, shorts or sweats, and Gym Shoes). On Classroom days students will be required to bring a pencil, a good attitude and willingness to learn about the life skill they will be learning on a weekly basis.

Course materials

Required materials

The materials that students will need are listed below:

- Shorts or Sweats
- Gym Shoes are Required to keep the gym floor safe from further damage.
- Comfortable and appropriate t shirt to exercise in.
- Pencil for non-exercise days in the classroom.

Classroom Schedule (Dates are subject to change due to H.S. basketball Travel schedule)

M-Th 6th period, 2:35pm-3:30pm

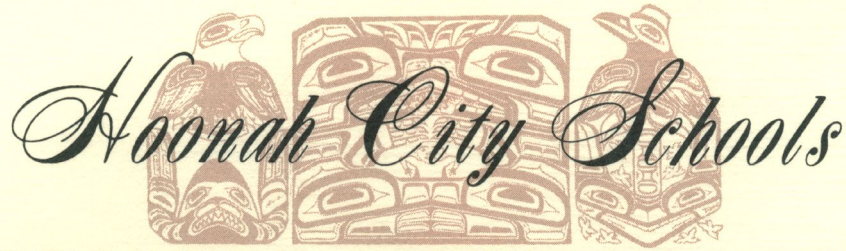
6th Grade

City Gym and room 415

F 6th period, 1:00pm-2:00pm

6th Grade

City Gym and room 415



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

Date: April 12, 2023
To: HCS School Board
From: Heather Wheeler, Superintendent
Re: 1st Reading District Calendar

You have before you the 23/24 District School Calendar for the 1st reading. The second reading will occur at the board meeting in May. Once finalized it will be submitted to the state for approval.

Recommended Motion: Move to approve the 23/24 School District Calendar for the 1st reading.

School Year Calendar 2023-2024

DRAFT District Proposed Calendar DRAFT

District Name: Hoonah City School District

School: Hoonah City School

Approved By: Hoonah City School Board

Superintendent: Heather Wheeler

Jul-23							Aug-23							Sep-23							Oct-23						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5						1	2	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
		H					NT	I	I	I	W				H										E	W	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
							W	O																			
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
30	31																										

NT	New Teacher
H	Legal Holiday
W	Work Day
O	School Opens
E	End of Quarter
I	Inservice
C	School Closes
G	Graduation
PT	Parent Teacher Conf
S	Last day Seniors
V	Vaction
EC	

# of Inservice Days:	# of Inservice Days: 2	# of Inservice Days: 0	# of Inservice Days: 0
# of Student Days:	# of Student Days: 12	# of Student Days: 20	# of Student Days: 21
# of Teacher Days:	# of Teacher Days: 14	# of Teacher Days: 21	# of Teacher Days: 22

Nov-23							Dec-23							Jan-24							Feb-24						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	Th	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6					1	2	3
															H	V	V										
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
			PT	PT																							
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
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19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
			V	H	H				E	W	V	H											PT	PT			
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29		
								H	V	V	V	V															
													31														

	Teach	Stud
Aug	18	13
Sept	21	20
Oct	22	21
Nov	21	18
Dec	16	13
Jan	21	20
Feb	21	21
March	16	14
April	22	22
May	12	11
June	0	0
TOTAL:	190	173

# of Inservice Days:1	# of Inservice Days:0	# of Inservice Days: 0	# of Inservice Days:0
# of Student Days: 18	# of Student Days: 15	# of Student Days: 19	# of Student Days: 21
# of Teacher Days: 22	# of Teacher Days: 16	# of Teacher Days: 20	# of Teacher Days: 21

Mar-24							Apr-24							May-24							Jun-24						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	Th	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6				1	2	3	4							1
																				S							
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
			E	W																G							
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
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			V	V	V	V																					
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	
31																											

student days	
Q1	Q2
46	46
Q3	Q4
46	43

# of Inservice Days:1	# of Inservice Days: 0	# of Inservice Days:2	# of Inservice Days:0
# of Student Days: 15	# of Student Days: 22	# of Student Days: 11	# of Student Days:0
# of Teacher Days: 16	# of Teacher Days: 22	# of Teacher Days: 11	# of Teacher Days: 0