

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

September 21st, 2023

5:00 PM

In the Library

MEETING AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL (ESTABLISH QUORUM)

CORRESPONDENCE TO THE BOARD

- Letter from Community Member
- Loss Prevention Report

AGENDA REVISIONS

ADOPTION OF AGENDA

APPROVAL OF MINUTES

- RBM 8.17.23

BOARD CALENDAR

- September 2023
- October 2023

PRESENTATIONS

PUBLIC COMMENTS (THREE MINUTES PER SPEAKER)

ADMINISTRATIVE REPORTS

- A. Principal's Report – Nicolle Egan, Written
- B. Finance Report – Amy Stevenson, Written
- C. Art's Grant Report – Dianne Zemanek, Written
- D. SPED Director Report – Sheryl Ross, Written
- E. Superintendent's Report – Helen Cheek, Written

NEW BUSINESS

- 1.0 FY 2023/2024 Teacher MOA
- 1.1 FY 2023/2024 Fisheries Teacher MOA, HIA
- 1.2 AR 1312.1 - Motion to Eliminate, First Reading
- 1.3 Change High School Credit Requirements
- 1.4 Maintenance Director Salary
- 1.5 Request Bids for HVAC System Update
- 1.6 Request Bids for Sale of Sauna
- 1.7 Add Elementary Staff Member
- 1.8 Close Campus for 6th Graders
- 1.9 Create Work Session Meeting Schedule
- 2.0 Closing Campus for 6th Graders
- 2.1 Amend to Increase BP 3300
- 2.2 Explore Options for Four Day School Week

FORMING OF COMMITTEES

- Policy
- Budget
- Curriculum

DISCUSSION ITEMS

COMMENTS FROM BOARD MEMBERS

FUTURE AGENDA ITEMS

ADJOURNMENT

NEXT MEETING DATES:

- Regular Board Meeting October 19th, 2023



Scan me with your smart
phone for quick zoom access!

Call in# 253-215-8782 US (Tacoma)

Meeting ID: 853 6128 4957

Passcode: 118012

Alaska State Law, 44.62.310 makes all school board meetings open to the public except the following excepted subject may be discussed in executive session if so determined by a majority vote of the government body:

- (1) matters, the immediate knowledge of which would clearly have an adverse effect on the finances of the public entity,
- (2) subjects, that tend to prejudice the reputation and character of any person, provided the person may request a public discussion,
- (3) matters which by law, municipal charter or ordinance are required to be confidential,
- (4) matters involving consideration of government records that by law are not subject to public disclosure

Posted September 15th, 2023

Loss Prevention Report

The Hartford Steam Boiler Inspection and Insurance Company

Insured:

Alaska Municipal League Joint Insurance Association
807 G St, Ste 356
Anchorage, AK 99501

HSB ID No.:

SF-2228039

HSB Location No.:

00662

Location:

Hoonah City School District
Garteen Highway 366
Hoonah, AK 99829

HSB Representative:

Joshua Sims

Conferred With:

Amy Stevenson

Service Date:

August 17, 2023

Inspection Summary

The purpose of this visit was to conduct insurance loss prevention activities and complete jurisdictional inspections required by law on boilers and pressure vessels. All jurisdictional objects requiring inspection were inspected and recommendations were made to the jurisdiction to issue the Certificates of Operation.

RECEIVED

SEP 05 2023

AML/JIA
ANCHORAGE



This report does not purport to set forth all hazards nor to indicate that other hazards do not exist. By issuing this report, neither the Company nor any of its employees makes any warranty, express or implied, concerning the contents of this report. Furthermore, neither the Company nor any of its employees shall be liable in any manner (other than liability that may be expressed in any policy of insurance that may be issued by the Company) for personal injury or property damage or loss of any kind arising from or connected with this inspection or failure to inspect.

© Copyright HSB



Recommendations

Code Recommendations

Violations of local codes that are required to be corrected by law.

Recommendation No.:	Equipment ID:	Initial/Follow-up:	Recommendation Status:
UPV-MUPV-V-23-08-17-01/OP-01	196632AK	Initial	Open

Condition

The pressure vessel at this location does not have a pressure relief device to protect against possible overpressure.

Recommendation

Install a safety relief valve with an ASME/NB rated safety relief valve designed for hot water heating service. The safety relief valve shall have a minimum relieving capacity of 2,050,000 BTU/HR and set at or below the maximum set pressure of 125 PSI. The safety relief valve shall be installed so that there are no isolation valves between it and the tank. The valve spindle shall be installed in a vertical position. The discharge pipe on the safety relief valve shall be piped to a safe location within six inches of the floor. The discharge pipe shall not be reduced down in size from the discharge outlet of the safety relief valve.

Photos
 Expansion tank 192623AK



RECEIVED
SEP 05 2023
 AML/JIA
 ANCHORAGE



P.O. Box 61509 • King of Prussia, Pennsylvania 19406-0909
 Tel: 1-800-333-4677 • Fax (800)801-3199
 www.hsb.com

Alaska Municipal League Joint Insurance Association
 August 17, 2023
 Page 3

Recommendation No.:	Equipment ID:	Initial/Follow-up:	Recommendation Status:
BLR-CI-V-HWH-21-09-30-01/CO-01	870584AK	Follow-up	Completed

Condition

The safety or safety relief valve on the boiler at this location is incorrectly installed in the horizontal position.

Recommendation

The safety or safety relief valve shall be located in the top or side of the boiler with the spindles vertical. The valve shall be connected directly to a tapped or flanged opening in the boiler, to a fitting connected to the boiler by a short nipple, to a Y-base or to a valveless header connecting steam or water outlets on the same boiler. No valve of any description shall be placed between the safety or safety relief valve and the boiler or on discharge pipes between the valve and the point of discharge.

Status: August 17, 2023 - The safety relief valve has been installed correctly

Comments

Equipment requiring inspection under local jurisdictional rules were examined externally for indications of leakage, corrosion, or other adverse conditions. Controls and/or safety devices were examined for proper installation and were tested by facility personnel for proper operation. Recommendations were presented as a result of this inspection; please refer to the Recommendations section of this report for details. Those recommendations categorized as "Code" must be satisfactorily completed before a report recommending issuing a Certificate of Operation can be submitted to the jurisdictional authority.

Outstanding recommendations from previous inspections were reviewed during this visit. Please refer to the Recommendations section of this report for details.

Thank you for the cooperation received during this inspection. Should you have any questions or comments concerning this inspection or recommendations made, please contact the HSB Hot Line at 1-800-333-4677 for assistance.

RECEIVED

SEP 05 2023

AML/JIA
 ANCHORAGE



This report does not purport to set forth all hazards nor to indicate that other hazards do not exist. By issuing this report, neither the Company nor any of its employees makes any warranty, express or implied, concerning the contents of this report. Furthermore, neither the Company nor any of its employees shall be liable in any manner (other than liability that may be expressed in any policy of insurance that may be issued by the Company) for personal injury or property damage or loss of any kind arising from or connected with this inspection or failure to inspect.

© Copyright HSB



HSB Efficiency First™ brings together tools and resources to help you better manage the equipment you rely on every day. This easy-to-navigate site brings you efficiency calculators, self-assessment tools to evaluate hidden exposures, maintenance and operation guidelines, and pre-emergency planning tools to help you handle those unforeseen equipment outages. So, check out **HSB Efficiency First™** and take control of one of the most important aspects of your business – your equipment.

Visit **HSB Efficiency First™**
www.hsbefficiencyfirst.com/VISIT



SV

RECEIVED

SEP 05 2023

**AML/JIA
ANCHORAGE**



This report does not purport to set forth all hazards nor to indicate that other hazards do not exist. By issuing this report, neither the Company nor any of its employees makes any warranty, express or implied, concerning the contents of this report. Furthermore, neither the Company nor any of its employees shall be liable in any manner (other than liability that may be expressed in any policy of insurance that may be issued by the Company) for personal injury or property damage or loss of any kind arising from or connected with this inspection or failure to inspect.

© Copyright HSB



Hoonah City School District
BOARD OF EDUCATION MEETING
Meeting Minutes – August 17th, 2023
7:00 PM

Board		
Status	Name	Role/Title
P	Harold Houston	President
P	Bryce Tyler	Vice President
P	Robert Page	Secretary/ Treasurer
P	Dillion Styers	Board Member
P	Geraldine Cheslock	Board Member
Audience		
Status	Name	Role/Title
P	Valerie Houston	Parent

Staff		
Status	Name	Role/Title
P	Helen Cheek	Superintendent
P	Amy Stevenson	Business Manager
P	Jayme Coutlee	District Secretary
P	Nicolle Egan	Principal
P	Patrick O'Toole	Teacher
P	Danny Cheek	Teacher
P	Mary Swanson	Teacher
P	Tamika Galvin	Teacher
P	Susan McCullough	Teacher
P	Sheryl Ross	SPED Director
P	Mary Swanson	Teacher
P	Ollee Kloeckner	Student Teacher
P	Heather Powell	Teacher
P	Mae Higgins	Teacher
P	Julian Narvaez	Fisheries Course Teacher

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

Item	Action/Follow-up	
Convene	7:08 p.m. by H. Houston	
Correspondence to the Board	None	
Agenda Revisions	None	
Consent Agenda		
Approval of Agenda	M/S D. Styers/ B. Tyler move to adopt agenda as presented.	Motion passes unanimously.
Item		
Letter of Interest and Interview	Geraldine Cheslock, and Robert Page for school board vacancies.	Geraldine Cheslock- Roll call vote taken. Motion passes unanimously. Robert Page- Roll call vote taken. Motion passes unanimously.
Election of Secretary/ Treasurer	D. Styers nominates Robert Page for Secretary/ Treasurer.	Roll call vote taken. Motion passes unanimously.
Election of Vice President	D. Styers nominated Bryce Tyler for Vice President.	Roll call vote taken. Motion passes unanimously.

Approval of Minutes: RBM 6.15.23 Minutes	M/S D. Styers/ R. Page move to approve board minutes.	Motion passes unanimously.
SBM 7.17.23 Minutes	M/S D. Styers/ R. Page move to approve board minutes.	Motion passes unanimously.
Board Calendar		
August 2023	No corrections/ additions	
September 2023	No Corrections/ additions	
Presentations	New Teacher Introductions: Patrick O’Toole, Danny Cheek, Mary Swanson, Tamika Galvin, Susan McCullough, Sheryl Ross, and Mae Higgins. Current Staff Introductions: Heather Powell, Julian Narvaez, and Ollee Kloeckner	
Public Comments (3 min. each)	None	

Reports		
Superintendent Report	Helen Cheek– Verbal report given with written	
Principal Report	Nicolle Egan – Verbal report given with written	
Business Manager Report	Amy Stevenson – Verbal report given with written	
New Business		
1.0 FY 2023/2024 Teaching Contracts	M/S D. Styers/ B. Tyler move to approve FY 2023/2024 Teaching Contracts for Cristina Smith, Patrick O’ Toole, and Susan McCullough	Roll call vote taken. Motion passes unanimously.
1.1 FY 2023/2024 .58% Teacher Contract	M/S D. Styers/ R. Page move to approve FY 2023/2024 .58% Teacher Contract for Mary Swanson	Roll call vote taken. Motion passes unanimously.
1.2 FY 2023/2024 MOA- Kidability Physical Therapy, LLC	M/S D. Styers/ R. Page move to approve FY 2023/2024 MOA- Kidability Physical Therapy, LLC	Roll call vote taken. Motion passes unanimously.
1.3 UPDATED FY 2023/2024 School Calendar	M/S D. Styers/ B. Tyler move to approve UPDATED FY 2023/2024 School Calendar	Roll call vote taken. Motion passes unanimously.
Discussion Items		
	None	
Public Comments		
	Heather Powell	
Comments from the Board Members		
	None	
Future Agenda Items		

	Possibly audit, and graduation requirements	
Adjournment		
	8:00 p.m.	
Next Meeting		
Regular Board Meeting	September 21st, 2023 at 7:00 p.m.	

September

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 X Country @ Skagway
3	4 Labor Day	5	6 HS Volleyball Starts	7	8	9
10	11 11 th -15 th Career Academy - Palmer Patriot Day	12 Community Night @ 5:30pm	13	14 Packet Info Due	15 Packet Distributed	16 X Country @ Sitka Volleyball Starts
17	18 18 th -22 th - Brett Dillingham in Building	19 19 th -21 st MAPS Testing	20	21 21 st -22 nd Pathful Regular Board Meeting @ 7pm	22 MAPS Testing Celebration	23
24	25	26 26 th -27 th MAPS Make-up	27 HS Wrestling Starts	28	29	30 X Country @ Juneau Regionals

October

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Robotics and MS Basketball Starts	3	4	5	6	7
3	9 Alaska Day	10 Community Night @ 5:30	11	12 Packet Info Due End 1 st Quarter	13 Packet Distributed Staff Work Day	14 Robotics Scrimmage @JNU
15	16	17	18	19 Regular Board Meeting	20	21
22	23	24	25	26	27 Judge/ Attorney Guest Speakers in Building	28
29	30	31 Halloween				

September 15, 2023

MEMORANDUM

TO: HCS D Board of Education

FROM: Amy Stevenson, Business Manager

RE: September 2023 Board Report

Current Information:

1. Update on the FY 2023 School Budget that was submitted to the AK Department of Education & Early Learning-This was accepted by the Dept. of Education.
2. Completed and submitted our School Nutrition program forms for FY 23 and we receive the approval letter last week. We will be operating under the Community Eligibility Program.
3. Payroll and AP checks are up to date.
4. Deposits done as needed.
5. All journal entries are update.
6. The FY 23 Final Expenditure Reports for our State grants have been completed and submitted to the Dept. of Education.
7. The general fund budget has been entered into our computer system
8. HR and payroll files are set up for new staff
9. Last year at this time, was the final month of data entry in our old accounting software. I am happy to say we are finally back to working in one system.
10. The draft audit should be sent soon to me to review for errors and is in its final stages so we can have this on October's board meeting. If this does not happen, we may have to have a special board meeting as the deadline for sending this to DEED is November 15th.

Next Steps:

1. The bank reconciliation for July and August needs to be done when the bank statements are received
2. Primero Edge work to be updated.
3. Set up grant budgets in the computer for all grant funds.
4. Set up grant files
5. First quarter grant reimbursement for all grants
6. ESD and F941 work for first quarter
7. Working on required annual State mandated training and also the 12.5 hour of mandated NSLP training required to manage the food service program.
8. Submit NSLP August reimbursement.
9. 2023 Fall Staff Accounting

Hoonah City Schools
Year to Date - 7/1/23-9/15/23

Monthly Revenue Report

Account number	Account Description	Current Approved				Percentage
		Budget	YTD Encumb	YTD Revenue	Remaining Balance	Remaining
100-0-11	CITY APPROPRIATION	\$700,000.00	\$0.00	\$0.00	\$700,000.00	100.00%
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	\$609,955.00	\$0.00	\$0.00	\$609,955.00	100.00%
100-0-30	EARNINGS ON INVESTMENTS	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%
100-0-40	OTHER LOCAL REVENUE	\$5,000.00	\$0.00	\$0.00	\$5,000.00	
100-0-11	MUSIC RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	
100-0-47	E-RATE REVENUE	\$32,400.00	\$0.00	\$0.00	\$32,400.00	100.00%
100-0-51	STATE FOUNDATION	\$2,316,368.00	\$0.00	\$404,036.00	\$1,912,332.00	82.56%
100-0-56	TRS ON-BEHALF RELIEF	\$262,869.00	\$0.00	\$0.00	\$262,869.00	100.00%
100-0-57	PERS ON-BEHALF RELIEF	\$38,911.00	\$0.00	\$0.00	\$38,911.00	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	\$0.00	\$0.00	
100-0-94	QUALITY SCHOOLS	\$6,926.00	\$0.00	\$0.00	\$6,926.00	100.00%
Report Total:		\$3,516,043.00	\$0.00	\$404,036.00	\$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	\$1,229,036.00	\$0.00	\$86,569.13	\$1,142,466.87	92.96%
200 - SPECIAL EDUCATION INSTRUCTION	\$706,872.00	\$0.00	\$74,109.07	\$632,762.93	89.52%
220 - SPEC ED SUPPORT SVCS - STUDENTS	\$135,988.00	\$0.00	\$14,613.26	\$121,374.74	89.25%
350 - SUPPORT SERVICES - INSTRUCTION	\$52,075.00	\$0.00	\$27,089.62	\$24,985.38	47.98%
351 - SUPPORTING SERVICES-TECHNOLOGY	\$128,500.00	\$0.00	\$53,289.01	\$75,210.99	58.53%
400 - SCHOOL ADMINISTRATION - PRINCIPAL	\$159,511.00	\$0.00	\$29,252.27	\$130,258.73	81.66%
450 - SCHOOL ADMIN SUPPORT SVCS - PRINCIPAL	\$93,289.00	\$0.00	\$18,936.73	\$74,352.27	79.70%
510 - DIST ADMIN - SUPERINTENDENT	\$255,921.00	\$0.00	\$37,425.22	\$218,495.78	85.38%
511 - SCHOOL BOARD	\$48,972.00	\$0.00	\$1,210.90	\$47,761.10	97.53%
550 - DISTRICT ADMINISTRATION SUPPORT SVCS	\$249,334.00	\$0.00	\$69,573.13	\$179,760.87	72.10%
600 - OPERATIONS AND MAINTENANCE OF PLANT	\$597,445.00	\$0.00	\$128,788.30	\$468,656.70	78.44%
700 - STUDENT ACTIVITIES	\$300,000.00	\$0.00	\$40,048.33	\$259,951.67	86.65%
900 - TRANSFER TO OTHER FUNDS	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%
Report Total:	\$4,006,943.00	\$0.00	\$580,904.97	\$3,426,038.03	85.50%

Net YTD-Revenue Minus Expense Total: (\$176,868.97)

Grant Expenditure and Revenue
Expenses to-date

Revenue to-date

To-Date - FY 23

Fund 202, Title 6 B	\$240.00	\$0.00
Fund 203, Title 619, Presch.	\$0.00	\$0.00
Fund 212, Title 6 B, ARP	\$0.00	\$0.00
Fund 213, Title 619, ARP	\$0.00	\$0.00
Fund 231, Carl Perkins	\$0.00	\$0.00
Fund 250, ESSER II	\$37,648.01	\$0.00
Fund 260, ESSER III	\$4,801.02	\$0.00
Fund 263, Title IA	\$8,074.15	\$0.00
Fund 278, Title IIA	\$0.00	\$0.00
Fund 282, NSP	\$16,071.02	\$0.00
Fund 350, Johnson O'Malley	\$46.22	\$0.00
Fund 351, Indian Ed	\$0.00	\$0.00
Fund 353, Arts in Ed.	\$142,356.55	\$0.00
Fund 369, STEPS	\$0.00	\$0.00
Total Grant Funds:	\$209,236.97	\$0.00

SPECIAL EDUCATION REPORT TO THE BOARD SEPTEMBER 2023

Equality vs. Equity

GOOD TEACHING CANNOT BE REDUCED TO
TECHNIQUE; GOOD TEACHING COMES FROM
THE IDENTITY AND INTEGRITY OF THE
TEACHER.
- PARKER PALMER -



SPECIALISTS

Each of the following specialists have traveled to Hoonah to run evaluations and reports for our student's services this past month:

Occupational Therapist Lois Verbaan, Island Therapeutics, Sitka;

Physical Therapist, Kristin Bacon, Kidability, Anchorage;

School Psychologist, Doug Wessen, Juneau;

Speech & Language Pathologist, Chelsea Wilburn, Juneau;

Special Education Service Agency, SESA Autism and Behavior Specialists Brian Babcock, Jessica Williams, and Erin Land.

After we receive these reports, we are busy writing Evaluation Summary Reports and Individual Education Plans for our students with disabilities.

These specialists help train, look at data, write goals, and collaborate with our team to provide best services.

The next step is to provide hearing and vision screening for all our students through the state health nurse.

TRAINING FOR OUR SPECIAL EDUCATION TEAM FALL 2023

SERRC will train our team in the following areas:

Behaviors, Support Strategies, how to implement IEP programs, Literacy and Math Accommodations when testing, and modifications to curriculum.

~

Crisis Prevention Institute Training, CPI Certification

Part I: Online Individually, Part II: In-Person
with Trainer, Sheryl Ross

Prevention & verbal de-escalation skills, Disengagement, safety techniques, Risk assessment framework, Physical intervention techniques, and Trauma.

~



The Alaska Special Education Director’s Conference in October in Anchorage to stay abreast of all the legal-beagle art of special education for the director only.

~

The Alaska Statewide Special Education Conference, ASSEC in Anchorage in February. Comprehensive workshops for all special education staff.

SPECIAL EDUCATION TEAM

The team of paras and teachers are supporting our students each day tirelessly through differentiated instruction, providing goals and objectives that may include academic services, fine and gross motor, language acquisition, speech, positive behavioral supports, play-based interventions, de-escalation strategies, feeding, hygiene, and bathroom needs, providing data to the specialists, developing communication boards, and delivering individual instruction as needed.

Thank you to all our teachers both general education and special education staff for filling out all those protocols for the specialists, referrals for student’s needs, and working together for the sake of our students.

We are still seeking three additional paraprofessional staff to support individual students.

TRANSITIONAL SKILL STEWARDSHIP

Traditional Alaska Transition Skill Stewardship and Harvest from the Land: Developed for Southeast Alaska school districts as a demonstration project to show how traditional skills can be supported and integrated into transition planning for youth with IEPs.

These materials were created through the Developmental Disabilities Act partnership of the Governor’s Council Disabilities

On behalf of the Special Education Team,

Thank you to the Hoonah City School Board and Superintendent, Helen Cheek for your work in this public service arena.

- Melissa Thaalesen
- Tesh Miller
- Sheryl Ross
- Judy Bitz
- Jenny Miller
- Mary Erickson
- Ree Dalton
- Zada Michel
- Jenny Miller
- Jesse LaBlanc
- Jamie Erickson





& Special Education and the Center for Human Development, with funding from the Alaska Department of Education & Early Development and the Alaska Mental Health Trust Authority.



In Conclusion

The Special Education Director has completed corrections on the Summer OASIS Report to the state for special education numbers, working on Safety Plans, Functional Behavior Assessments and Behavior Intervention Plans with the team and specialists, writing ESERs and IEPs.

The next step is to complete any new referrals for special education by the end of October for the Fall OASIS and the special education count. 28% of or student population qualifies for special education services. The Nat'l average is 15-17% per school district.

Thank you!



AR 1312.1 PUBLIC COMPLAINTS CONCERNING SCHOOL PERSONNEL

The School Board seeks to ensure that complaints by the public are addressed equitably, regardless of ethnicity, race, disability, gender identity, sexual orientation, religious or cultural preferences, familial status, or socioeconomic background, of the complainant or the personnel at issue. In order to promote fair and constructive communication, the following procedures shall govern the resolution of complaints. Every effort should be made to resolve a complaint at the earliest possible stage. Individuals are encouraged to attempt to verbally resolve concerns with the staff member directly.

In order to ensure fair and equitable access to the complaint process, the district may assist a complainant in the complaint process and resolution efforts. Assistance can include, but is not limited to, cultural support, age appropriate support, and disability accommodation that will assist complainants with oral and written communications related to the complaint and resolution processes.

All written complaints regarding district personnel, other than administrators, shall be initially filed with the principal or immediate supervisor. If the complaint regards a principal or central office administrator, the written complaint shall be initially filed with the Superintendent or designee. If the written complaint concerns the Superintendent or designee, it shall be initially filed with the School Board President. If the complaint is also against the district, the principal or designee shall provide a copy of the complaint to the district compliance officer so that appropriate procedures may be followed.

If the complaint cannot be resolved informally by the persons involved, the complainant may submit the complaint in writing to the appropriate individual as identified in the paragraph immediately above. When necessary, the district shall assist in the preparation of the written complaint so as to meet the requirements of this regulation. The administrative staff shall inform the complainant that such assistance is available if he/she is unable to prepare the written complaint without assistance. A written complaint must include the name of each employee involved and a brief but specific summary of the complaint and the facts surrounding it. It must also include a specific description of any prior attempts to discuss the complaint with the employee involved and the failure to resolve the matter.

The principal or immediate supervisor shall investigate and attempt to resolve the complaint to the satisfaction of the person(s) involved. If the complaint is resolved, the principal will so advise all concerned parties, including the Superintendent or designee.

If the complaint remains unresolved after review by the principal or the immediate supervisor, the principal shall refer the written complaint, together with a report and analysis of the situation, to the Superintendent or designee. Complainants should consider and accept the Superintendent or designee's decision as final.

However, the complainant, the employee, or the Superintendent or designee may ask to address the School Board regarding the complaint.

Except when a complaint is directed against the Superintendent or designee, no party to a complaint may address the School Board, either in closed or open session, unless the School Board has received the Superintendent or designee's written report concerning the complaint. School Board members shall make every effort to not prejudice themselves by listening to or discussing the matter of the complaint with any other School Board members, staff, students or public prior to receiving the Superintendent's report and formally meeting as a Board on the issue.

Complaints before the School Board concerning an employee that may tend to be prejudicial to the employee's reputation or character shall be addressed in executive session of the School Board. All parties to a complaint, including the school administration, may be asked to attend a School Board

meeting, or part of such meeting, for the purpose of presenting all available evidence and allowing every opportunity for explaining and clarifying the issue. The decision of the School Board following the hearing shall be final.

(cf. 9321 – Executive Sessions)

Note: *The district should make sure that complaints heard in executive session are indeed complaints against an employee, not against district practice or procedures.*

Revised 5/19

Adopted November 17, 1998

Hoonah City School District

BP 3300 EXPENDITURES/EXPENDING AUTHORITY

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

The Superintendent or designee may purchase supplies, materials and equipment in accordance with law. Prior School Board approval is required for purchases over \$10,000.

(cf. 3310 - Purchasing Procedures)

(cf. 3311 - Bids)

(cf. 3312 - Contracts)

(cf. 3460 - Financial Reports and Accountability)

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

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

(cf. 3100 - Budget)

(cf. 3110 - Transfer of Funds)

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

Legal Reference:

ALASKA STATUTES

[14.08.101](#) *Powers (Regional school boards)*

[14.08.111](#) *Duties (Regional school boards)*

[14.14.060](#) *Relationship between borough school district and borough*

[14.14.065](#) *Relationship between city school district and city*

[14.17.190](#) *Restrictions governing receipt and expenditure of money from public school foundation account*

[36.30](#) *State Procurement Code*