

**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  
August 17<sup>th</sup>, 2023  
7:00 PM  
In the Library**

<https://us06web.zoom.us/j/85183327089?pwd=cjdUWDJvalljRFRKbVZiTGNNRExaZz09>

Phone #: 877-853-5247

Meeting ID Number: 851 8332 7089

Passcode: 036236

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**MEETING AGENDA**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL (ESTABLISH QUORUM)**

**CORRESPONDENCE TO THE BOARD**

**AGENDA REVISIONS**

**ADOPTION OF AGENDA**

**LETTER OF INTEREST**

- Election of Secretary/ Treasurer
- Election of Vice President

**APPROVAL OF MINUTES**

- RBM 6.15.23 Minutes
- SBM 7.17.23 Minutes

**BOARD CALENDAR**

- August 2023
- September 2023

**PRESENTATIONS**

- New Teacher Introduction

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

**ADMINISTRATIVE REPORTS**

- A. Superintendent's Report – Helen Cheek, Written
- B. Principal's Report – Niccole Egan, Written
- C. Finance Report – Amy Stevenson, Written

**NEW BUSINESS**

- 1.0 FY 2023/2024 Teaching Contracts
- 1.1 FY 2023/2024 .58% Teacher Contract
- 1.2 FY 23/24 MOA-Kidability Physical Therapy, LLC
- 1.3 Updated FY 23/24 School Calendar

**DISCUSSION ITEMS**

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

**COMMENTS FROM BOARD MEMBERS**

**FUTURE AGENDA ITEMS**

**ADJOURNMENT**

**NEXT MEETING DATES:**

- Regular Board Meeting September 21, 2023

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: August 14, 2023

# Geraldine Cheslock

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P. O Box 32 | (509) 901-2294 | geriperrin@gmail.com

August 1, 2023

Mr. Harold Houston, Sr., President  
Hoonah City Schools Board of Education  
P.O. Box 157  
Hoonah, Alaska 99829

Re: School Board

Dear Harold:

This letter is to express my interest in one of the interim positions for the School Board. Please consider me for a position.

Thank you.

Sincerely,



Geri Cheslock  
(509) 901-2294

Dear Homestead School Board,

I would like to volunteer my time to serve on the board. I would like to serve to the end of the current term and build up to election during the next cycle.

Robert Page

8/16/2023

**Hoonah City School District**  
**BOARD OF EDUCATION MEETING**  
 Meeting Minutes – June 15th, 2023  
 7:00 PM

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

Staff		
Status	Name	Role/Title
P	Heather Wheeler	Superintendent
P	Amy Stevenson	Business Manager
P	Jayme Coutlee	District Secretary
P	Nicolle Egan	Principal
P	Cassia Coutlee	Teacher
P	Mark Browning	Teacher

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

Item		Action/Follow-up
Convene	7:02 p.m. by H. Houston	
Correspondence to the Board	<b>None</b>	
Agenda Revisions	<b>None</b>	
Consent Agenda		
Approval of Agenda	M/S D. Styers/ K. Hinchman move to adopt agenda as presented.	<b>Roll call vote taken. Motion passes unanimously.</b>
Item		
Approval of SBM 5.11.23 Minutes	M/S D. Styers/ K. Hinchman move to approve board minutes.	<b>Roll call vote taken. Motion passes unanimously.</b>
Approval of RBM 5.18.23 Minutes	M/S D. Styers/ K. Hinchman move to approve board minutes.	<b>Roll call vote taken. Motion passes unanimously.</b>
Board Calendar		
June 2023	No corrections/ additions	
<b>Presentations</b>	<b>Curriculum Team-</b> Mark Browning and Cassia Coutlee present on the new Benchmark Advanced literature curriculum.	
<b>Public Comments</b> (3 min. each)	Nicolle Egan	

Reports		
Administrator Report	Heather Wheeler– Verbal report given with written	

Principal Report	Nicolle Egan – Verbal report given with written	
Business Manager Report	Amy Stevenson – Verbal report given with written	
<b>Old Business</b>		
1.0 Board Policy 3450, Money in School Buildings	M/S D. Styers/ K. Hinchman move to approve Board Policy 3450, Money in School Buildings	<b>Roll call vote taken. Motion passes unanimously.</b>
1.1 Board Policy 3450, Transportation	M/S D. Styers/K. Hinchman move to strike the word “optional” from Board Policy 3450, Transportation	<b>Roll call vote taken. Motion passes unanimously.</b>
1.2 Board Policy 3541, Trips by School Vehicles	M/S D. Styers/ K. Hinchman moves to adopts option 1 under Board Policy 3541, Trips by School Vehicles	<b>Roll call vote taken. Motion passes unanimously.</b>
<b>New Business</b>		
2.0 FY 2023/2024 Teaching Contract, Danny Cheek	M/S D. Styers/ K. Hinchman move to approve FY 2023/2024 Teaching Contract, Danny Cheek	<b>Roll call vote taken. Motion passes unanimously.</b>
2.1 FY 2023/2024 Teaching Contract, Mae Higgins	M/S D. Styers/ K. Hinchman move to approve FY 2023/2024 Teaching Contract, Mae Higgins	<b>Roll call vote taken. Motion passes unanimously.</b>
<b>Discussion Items</b>		
	None	
<b>Comments from the Board Members</b>		
	None	
<b>Future Agenda Items</b>		
	None	

<b>Adjournment</b>		
Adjournment	8:04 pm	

<b>Next Meeting</b>		
Regular Board Meeting	August 17 <sup>th</sup> , 2023 at 7:00 p.m.	

**Hoonah City School District**  
**BOARD OF EDUCATION MEETING**  
**Special Board Meeting**  
**July 17th, 2023**  
7:00 PM

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

Staff		
Status	Name	Role/Title
P	Amy Stevenson	Business Manager

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

Item		Action/Follow-up
Convene	7:01 pm	
<b>Consent Agenda</b>		
Approval of Agenda	M/S H. Houston/K. Hinchman move to adopt agenda. H. Houston requests to move Board Resignation to New Business under 1.2	<b>Roll call vote taken. Motion passes unanimously.</b>
<b>Public Comments</b>		
	None	
<b>New Business</b>		
1.0 Teacher Contracts	M/S J. Erickson/ K. Hinchman move to approve contracts for Melissa Thaalesen, Tamika Galvin, and Shelly Peterson	<b>Roll call vote taken. Motion passes unanimously.</b>
1.1 FY 23/24 School Counselor Contract	M/S J. Erickson/ K. Hinchman move to approve FY 23/24 School Counselor Contract for Steve Riggs	<b>Roll call vote taken. Motion passes unanimously.</b>
1.2 Board Resignation	M/S H. Houston/ J. Erickson move to approve board resignations	<b>Roll call vote taken. Motion passes unanimously.</b>
<b>Adjournment</b>		
Adjournment	7:08 pm	

<b>Next Meeting</b>		
Regular Board Meeting	August 17 <sup>th</sup> , 2023	

# August

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 New Teacher Start Day	8 In-service	9 In-service	10 Packet Info Due In-service	11 Packet Distributed Teacher Work Day	12
13	14 Teacher Work Day	15 First Day of School!	16	17 Regular Board Meeting @ 7pm	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
30	31					

# September

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 X Country @ Skagway
3	4 <b>Labor Day</b>	5	6 HS Volleyball Starts	7	8	9
10	11 11 <sup>th</sup> -15 <sup>th</sup> Career Academy- Palmer <b>Patriot Day</b>	12	13	14 Packet Info Due	15 Packet Distributed	16 X Country @ Sitka
17	18	19	20	21 Regular Board Meeting @ 7pm	22	23
24	25	26	27 HS Wrestling Starts	28	29	30 X Country @ Juneau Regionals



August 11, 2023

## MEMORANDUM

TO: HCS D Board of Education

FROM: Amy Stevenson, Business Manager

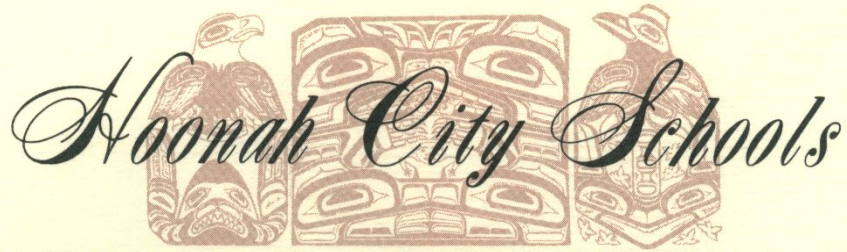
RE: August 2023 Board Report

### **Current Information:**

1. FY 2023 School Budget was submitted to the AK Department of Education & Early Learning before July 15. We are waiting for this to be approved.
2. I have completed our FY 23 annual audit work as of today; and make sure all data as been send to the auditors on Monday. The financial statement will be drafted and sent out for the district to look at for errors soon.
3. Completed and submitted our School Nutrition program forms for FY23.
4. First Day Certified Vacancy report is due to DEED
5. Educator Evaluation date due
6. AML/JIA payroll audit is due by August 31, 2023
7. All accounts payable files are set up
8. Payroll and AP checks are up to date.
9. Most of the orders to date are completed.
10. Annual orders were received for instructional supplies.
11. All grant files are set up.

### **Next Steps:**

1. The bank reconciliation for Jan, Feb, March, April, May, June and July needs to be done in the new system. There was an issue in the new system for December. It was just fixed and I am ready to move forward with the rest. I did create an excel spread sheet of all debits and credits and kind of created my own bank rec system to check all items off of the bank statements for the auditors.
2. Primero Edge work to be updated.
3. Working on Final Expenditure Reports for the State of Alaska grants.
4. HR and payroll set up for new staff and updating files for returning staff.
5. Set up all budgets in the computer for all funds.
6. Deposits entered as needed.



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

August 17<sup>th</sup>, 2023

Memorandum – Action Item 1.0

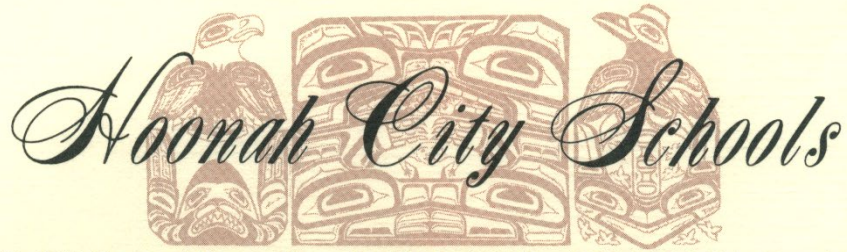
To: Hoonah School Board  
From: Helen Cheek, Superintendent  
RE: FY 2023/2024 Teaching Contracts

Hoonah City School District would like to offer the following teachers Susan McCullough, Cristina Smith, and Patrick O’Toole a teaching contract for the FY 2023/2024 school year.

Recommended Motion:

I move to approve the 2023/2024 Teaching Contracts for the following staff:

Cristina Smith  
Patrick O’Toole  
Susan McCullough



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

August 17<sup>th</sup>, 2023

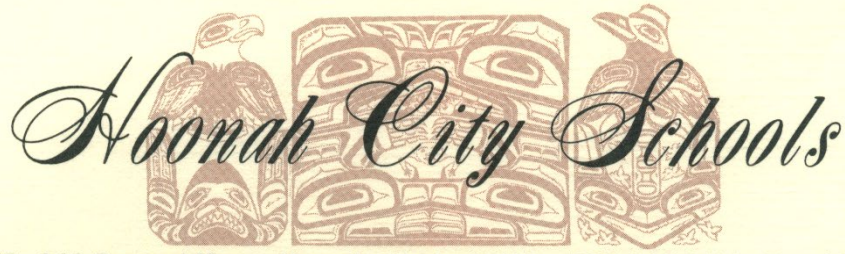
Memorandum – Action Item 1.1

To: Hoonah School Board  
From: Helen Cheek, Superintendent  
RE: FY 2023/2024 .58% Teacher Contract

Hoonah City School District would like to offer Mary Swanson a teaching contract for the FY 2023/2024 school year.

Recommended Motion:

I move to approve the 2023/2024 Teaching Contract for Mary Swanson.



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

August 17<sup>th</sup>, 2023

Memorandum – Action Item 1.2

To: Hoonah School Board  
From: Helen Cheek, Superintendent  
RE: FY 2023/2024 Kidability Physical Therapy, LLC

Hoonah City School District would like to offer Kidability Physical Therapy, LLC a contract for the FY 2023/2024 school year.

Recommended Motion:

I move to approve the 2023/2024 Kidability Physical Therapy, LLC Contract.

## Memorandum of Agreement

2023-2024 School Year

DISTRICT: Hoonah City Schools

AND

CONTRACTOR: Kristin Bacon, PT

DBA: Kidability Physical Therapy, LLC

BUSINESS LICENSE NO: 419964

Insurance Policy NO: HPSO 0252226613

Mailing address: PO Box 521504 Big Lake, AK 99652

Phone: 907.230.0402

AK PT License NO: 1159

Through this agreement Kristin Bacon dba Kidability Physical Therapy, LLC will provide the following contracted services for the 2023-2024 school year.

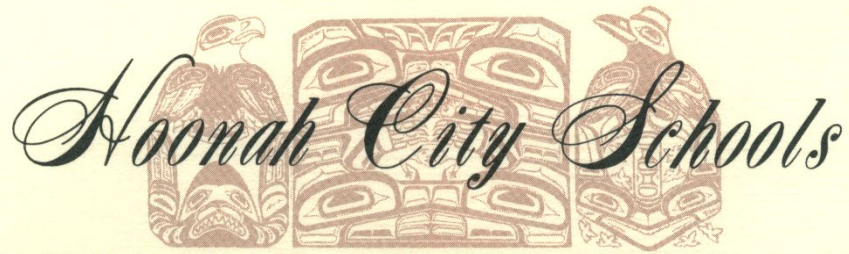
1. Screenings and evaluations for appropriate students as requested by school staff from Hoonah
2. Direct and consultative therapy with students from Hoonah, specified in their Individualized Educational Plan (IEP), as needed
3. Consultations and training with the student's parents and/or teacher(s), as appropriate
4. Participation in the development of applicable IEP goal(s) and objectives as determined necessary by the student's team. This service may be provided through telephone consultation or video conference, if needed.
6. Completion of necessary documentation of services for inclusion in the student's school record.
7. Billing for services and expenses will be submitted once student's paperwork is submitted to the District.
8. Current State license and liability coverage will be provided to the District.
9. Contractor is responsible for paying all taxes related to payment of these provided services.
10. Invoices and receipts will be provided within 30 days of service.

Hoonah City Schools agrees to provide the following:

1. Assistance with coordination and scheduling of parent and student participation as requested by Kristin Bacon
2. Appropriate space for confidential therapy sessions, as needed
3. Compensation for on-site visits at a rate of \$1000/day, quarterly.
4. Compensation for off-site work at a rate of \$100/hr (evaluations, distance service delivery, service preparation, emails, phone calls, video conferences, IEP meetings, report writing, student recommendations, travel time, etc)
5. Mileage will be reimbursed at \$0.65/per mile
6. Lodging will be reimbursed at cost, when required
7. Per diem per District rate, when on-site visits are required
8. Travel expenses (airplane ticket, ferry fare, airport parking, etc) will be reimbursed at cost

This agreement shall be in effect until the final day of the 2023-2024 school year, and can be modified only with consent of both parties. Furthermore, either party can cancel this agreement with 30 days written notice.

DocuSigned by: <i>Kristin Bacon</i> 52025C3F19344BD...	8/10/2023
Kristin Bacon	Date
Kidability Physical Therapy, LLC	
DocuSigned by: <i>Helen Cheek, Superintendent</i> 382680F70C59454...	8/10/2023
Helen Cheek	Date
Superintendent, HCSD	



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

August 17<sup>th</sup>, 2023

Memorandum – Action Item 1.3

To: Hoonah School Board  
From: Helen Cheek, Superintendent  
RE: FY 2023/2024 School Calendar UPDATED

Before you is an updated calendar for Hoonah City School District.

Recommended Motion:

I move to approve the FY 2023/2024 School Calendar

LEGEND	
C School Closes	O School Opens
E End of Quarter	S Saturday School
H Legal Holiday	T Testing
I Inservice Day	V Vacation Day
M Meeting	W Teacher Workday
N Not Meeting	X Emergency Closure Day

District: Hoonah City School District / School: Hoonah City School  
2023-2024 School Calendar

'FY 2023/2024 Hoonah City School Calendar'

Approved By: Helen Cheek Title: Superintendent  
[170] Student days [10] Inservice days [180] Total

July 2023							August 2023							September 2023							October 2023									
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
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2	3	4 H	5	6	7	8	6	7	8 I	9 I	10 I	11 W	12	3	4 H	5	6	7	8	9	8	9	10	11	12 E	13 I	14			
9	10	11	12	13	14	15	13	14 W	15 O	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21			
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																													
Number of Inservice Days: 0 Number of Student Days: 0 Number of Teacher Days: 0							Number of Inservice Days: 3 Number of Student Days: 13 Number of Teacher Days: 18							Number of Inservice Days: 0 Number of Student Days: 20 Number of Teacher Days: 21							Number of Inservice Days: 1 Number of Student Days: 21 Number of Teacher Days: 22									
November 2023							December 2023							January 2024							February 2024									
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
						1							1	2		1 H	2 V	3 V	4 V	5 I	6							1	2	3
5	6	7	8 M	9 M	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10			
12	13	14	15	16	17 I	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16 I	17			
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26	27	28	29	30	24	25 H	26 V	27 V	28 V	29 V	30	28	29	30	31	25	26	27	28	29										
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Number of Inservice Days: 1 Number of Student Days: 18 Number of Teacher Days: 21							Number of Inservice Days: 1 Number of Student Days: 13 Number of Teacher Days: 16							Number of Inservice Days: 1 Number of Student Days: 18 Number of Teacher Days: 20							Number of Inservice Days: 1 Number of Student Days: 20 Number of Teacher Days: 21									
March 2024							April 2024							May 2024							June 2024									
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
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17	18 V	19 V	20 V	21 V	22 V	23	21	22	23	24	25	26 I	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22			
24	25	26	27	28	29	30	28	29	30	26	27 H	28	29	30	31	23	24	25	26	27	28	29	23	24	25	26	27	28	29	
31																					30									
Number of Inservice Days: 1 Number of Student Days: 15 Number of Teacher Days: 16							Number of Inservice Days: 1 Number of Student Days: 21 Number of Teacher Days: 22							Number of Inservice Days: 0 Number of Student Days: 11 Number of Teacher Days: 12							Number of Inservice Days: 0 Number of Student Days: 0 Number of Teacher Days: 0									