

HOONAH CITY SCHOOL BOARD OF EDUCATION

MISSION STATEMENT

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

AMENED AGENDA

Regular Board Meeting

June 15, 2023

7:00 PM

In the Library

<https://us06web.zoom.us/j/88130918958?pwd=TTU4MG1CMk9nOVZDVnZtVUIZc0gyQT09>

Meeting ID: 881 3091 8958

Phone Number: 1-877-853-5247

.....
MEETING AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL (ESTABLISH QUORUM)

CORRESPONDENCE TO THE BOARD

AGENDA REVISIONS

ADOPTION OF AGENDA

APPROVAL OF MINUTES

- SBM 5.11.23 Minutes
- RBM 5.18.23 Minutes

BOARD CALENDAR

- June 2023

PRESENTATIONS

- Curriculum Team

PUBLIC COMMENTS (THREE MINUTES PER SPEAKER)

ADMINISTRATIVE REPORTS

- A. Superintendent's Report – Heather Wheeler, Written
- B. Principal's Report – Nicole Egan, Written
- C. Finance Report – Amy Stevenson, Written

OLD BUSINESS

- 1.0 Board Policy 3450, Money in School Buildings
- 1.1 Board Policy 3450, Transportation
- 1.2 Board Policy 3541, Trips by School Vehicles

NEW BUSINESS

- 2.0 FY 2023/2024 Teaching Contract-Danny Check
- 2.1 FY 2023/2024 Teaching Contract-Mae Higgins

DISCUSSION ITEMS

PUBLIC COMMENTS (THREE MINUTES PER SPEAKER)

COMMENTS FROM BOARD MEMBERS

FUTURE AGENDA ITEMS

ADJOURNMENT

NEXT MEETING DATES:

- Regular Board Meeting August 17, 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

Hoonah City School District
BOARD OF EDUCATION MEETING
Special Board Meeting
May 11th, 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	Jayme Coutlee	District Secretary
Other		
Status	Name	Role/Title
P	Helen Cheek	Superintendent Candidate
P	Tom Vail	Superintendent Candidate
P	Joann Henderson	AASB Representative

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

Item		Action/Follow-up
Convene	8:22 am	
Consent Agenda		
Approval of Agenda	M/S J. Erickson/ B. Tyler move to adopt agenda as presented.	Motion passes unanimously.
Executive Session		
Convene	8:25 am	
Invite of AASB Representative Joann Henderson to join Executive Session	M/S J. Erickson/ K. Hinchman move to invite AASB Joann Henderson to participate Executive Session.	Motion passes unanimously.

Action		
1.0 Superintendent Search	M/S H. Houston/ B. Tyler move to hire superintendent candidate Helen Cheek for school years 23/26.	Roll call vote taken. Motion passes unanimously.

Adjournment		
Adjournment	1:43 pm	

Next Meeting		
Regular Board Meeting	May 18th, 2023	

Hoonah City School District
BOARD OF EDUCATION MEETING
Meeting Minutes – May18th, 2023
7:00 PM

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

Staff		
Status	Name	Role/Title
P	Heather Wheeler	Superintendent
P	Amy Stevenson	Business Manager
P	Jayne Coutlee	District Secretary
P	Nicolle Egan	Principal
P	Marti Lee	Associate Teacher
P	Mark Browning	Teacher
Z	Kathleen VanDusen	Teacher
P	Tesh Miller	Associate Teacher

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

Item		Action/Follow-up
Convene	7:03 p.m. by H. Houston	
Correspondence to the Board	None	
Agenda Revisions	None	
Consent Agenda		
Approval of Agenda	M/S K. Hinchman/ B. Tyler move to adopt agenda as presented.	Motion passes unanimously.
Item		
Approval of RBM 4.20.23 Minutes	M/S B. Tyler/ K. Hinchman move to approve board minutes.	Motion passes unanimously.
Approval of SBM 4.26.23 Minutes	M/S B. Tyler/ K. Hinchman move to approve board minutes.	Motion passes unanimously.
Approval of SBM 5.11.23 Minutes	M/S B. Tyler/ K. Hinchman move to approve board minutes.	Motion passes unanimously.
Board Calendar		
June 2023	No corrections/ additions	
Student Presentations	Close-Up - volunteer Glenda Hutton presenting on Emily Hurtado, Kaci Jewell, Teresa Lewis, and Cheyanne Jack's trip to Washington D.C. for the Close-Up student program.	
Public Comments (3 min. each)	None	

Reports		
Administrator Report	Heather Wheeler– Verbal report given with written	

Principal Report	Nicolle Egan – Verbal report given with written	
Business Manager Report	Amy Stevenson – Verbal report given with written	
Maintenance Report	Atti Wark- No report	
Old Business		
2 nd and Final Reading of District Calendar 23-24	M/S H. Houston/J. Erickson move to approve 2 nd and Final Reading of District Calendar 23-24.	Motion passes unanimously.
New Business		
1.0 ELA K-5 Curriculum	M/S H. Houston/ J. Erickson move approve the Advanced Benchmark Curriculum for the amount of \$38,039.70. Discussion: Mark Browning presented his findings of the proposed curriculum on behalf of the Curriculum Committee. Mr. Browning was asked to compile more information and present at the June regular board meeting as a committee report.	Roll call vote taken. Motion passes unanimously.
Discussion Items		
BP 9012 Communications To And From The Board	The board discussed the information on the by-laws focused on Communication to and from the board. There will be continued conversation next meeting.	Add further communication policies to the June meeting.
Comments from the Board Members		
	None	
Future Agenda Items		
Committee Addition	Presentation with more information from curriculum committee about the new ELA K-5 Curriculum	
Discussion Item	Continuing conversation about policies that effect communication to and from the board.	
Adjournment		
Adjournment	8:20 pm	
Next Meeting		
Regular Board Meeting	June 15 th , 2023 at 7:00 p.m.	

June

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9 Packet Distributed	10
11	12	13	14	15 Regular Board Meeting @ 7pm	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Hoonah City School District Board of Education Meetings

<u>Meeting Date</u>	<u>Packet Information Due</u>	<u>Packet Distributed*</u>
Aug 17, 2023	Aug 10, 2023	Aug 11, 2023
Sept 21, 2023	Sept 14, 2023	Sept 15, 2023
Oct 19, 2023	Oct 12, 2023	Oct 13, 2023
Nov 16, 2023	Nov 9, 2023	Nov 10, 2023



Jan 18, 2024	Jan 11, 2024	Jan 12, 2024
Feb 15, 2024	Feb 8, 2024	Feb 9, 2024
Mar 21, 2024	Mar 14, 2024	Mar 15, 2024
Apr 18, 2024	Apr 11, 2024	Apr 12, 2024
May 16, 2024	May 9, 2024	May 10, 2024
Jun 20, 2024	Jun 13, 2024	Jun 14, 2024

BB 9320 Regular Meetings

The School Board shall adopt a yearly calendar specifying the date, time and place of each regular meeting. The local media shall be provided with the annual calendar of regular School Board meetings and shall be notified of any changes to the calendar.

The School Board shall schedule one regular meeting each month***. Unless changed by the School Board, regular meeting shall be held at 7:00 PM at the school. Notice of regular meeting shall be posted at least five (5) days prior to the meeting.

*Packets are posted at www.hoonahschools.org when distributed to the Board of Education.

**The Board of Education may opt to hold a budget work session in lieu of a board meeting in December.

***The Hoonah City School District Board of Education established the third Thursday of each month as the designated board meeting date.

Date: June 12, 2023
To: HCS School Board
From: Heather Wheeler, Superintendent
Re: Administrator's Report for June

The Legislature passed a one-time funding for education outside of the BSA at \$175 million. The BSA will remain the same as this year.

A report was delivered to the Department of Education by the retirement and recruitment committee that discusses why a defined retirement pension plan is needed as opposed to a defined contribution plan. Retention and recruitment continue to be an issue within the state of Alaska and there is a push within the state of Alaska to go back to a pension plan.

The district is still without a second custodian and a maintenance supervisor. As you have probably noticed, our lawn has not been addressed. Our one custodian has been busy deep cleaning. We are trying to locate someone who has a business license that can do it. If not, Jesse and I will be out there.

We still have a shortage in teaching staff. While we have obtained a music teacher and a social studies/generalist, we are still down one elementary teacher and five on the secondary side. We continue to access all avenues of hiring including posting at the point and the use of our reader board.

Helen and I have spoken a couple of times. She will be on site June 27th so we will have time to transition. She has emailed me many questions and we have the document AASB has shared with us regarding onboarding.

Thank you to the board, staff, students and community members. I have enjoyed working in Hoonah and will miss it, but one never knows what the future holds.



Hoonah City School

Board Meeting

June 17, 2023

Principal's Report

Principal Summer Schedule

I am currently "off contract", but have been given an extra duty contract of 10 days (between June 3rd and 30th) to address several outstanding responsibilities. It will likely take more than 10 hours, so the Superintendent has prioritized the propose list to that of the tasks below.

- staff evaluation,
- activity/event calendar,
- parent/student handbook - aligned with board policy,
- school safety emergency protocols,
- professional development planning,
- webpage update,
- secondary class schedule.

Staffing

We continue to be very concerned with the teacher and paraprofessional shortage, as well as lack of custodian and maintenance staff. We need one more elementary teacher and we need several secondary teachers (English Language Arts, Math, Science, CTE and other critical electives.). In addition, we anticipate having to manage with a very limited, and inconsistent substitute pool. We will have several scenarios for schedules so that we are ready to serve students in August.

Alaska Reads Act & new Curriculum

Several teachers/admin are volunteering their time over the summer to prepare for the Alaska Reads Act and new reading curriculum implementation.

- Elementary: Browning/Coutlee
- Secondary: Egan
- Lisa Pinkerton is generously lending her expertise, pro bono, at this point.

Work Based Learning – summer session

Between June 15 and August 25, students can earn .5 elective credit to Juniors and Seniors who are employed this summer. To earn the .5 credit, the following criteria must be met

- work (or volunteer) a minimum of 67.5 hours (Carnegie Unit),
- participate in 2 site visits and an exit interview,
- update resume,
- complete final questionnaire and summary.

Culture Camp

This extensive day camp is run by Heather Powell. The camp will held at the school and mulitplae sites between June 23-30, 2023. There is capacity for more than 50 students K-12, and it involves more than 25 staff and volunteer community members.

Extended School Year (ESY)

Students who receive special education services have the opportunity to participate in the "Extended School Year" to limit the loss of skills or knowledge and/or have time to obtain previous skills or knowledge. Not all students who receive services attend. The student's IEP team determines if the student is eligible. ESY is currently being held in the school building and is managed by Associate Teacher Tesh Miller, and paraprofesisonals.

June 9, 2023

MEMORANDUM

TO: HCSD Board of Education

FROM: Amy Stevenson, Business Manager

RE: June 2023 Board Report

Current Information:

1. Accounts payables are up-to-date
2. Deposits done as needed.
3. All journal entries are update.
4. NSLP reimbursements done through May 2023
5. Order are up to date.
6. All May 2023 regular, Classified year end, bonus and leave payroll; Certified year end and personal day payrolls; and all year Classified and Certified payroll were completed.
7. Completed November 2022 bank reconciliation with the help of BMS.
8. Picking up mail daily and to date have move 107 boxes and totes for incoming staff.
9. Time and effort forms are done for all grants
10. By the time you read this, I should have all new personal action form done for the classified staff to pass on to Ms. Egan for returning classified staff in August.

Next Steps:

1. Bank reconciliation from Dec - March still need to be done. This is one of the pieces of this new system I really do no care for. I know after time; the processes will be more familiar but I will still not care for this part of the new system
2. Drafting next year teacher contracts as needed
3. Completing the FY2024 NSLP application and documents needed for that program
4. Learn how to set up grant budgets in the BMS system for all grant funds.
5. Close out the school year and set up the new one.
6. Prep for annual audit.
7. Setting up new files for the next school year.
8. Accounts payables as needed
9. Journal Vouchers as needed
10. Figure out how to put grant budgets in the new accounting system.
11. Travel as needed.
12. Hoping to be able for find time to go to my annual summer conference which is in Juneau this year.
13. Orders as needed
14. Many other things that have not come to mind right at this moment.
15. Setting up new accounting, payroll, JV, deposit, bank statement, grant and vendor files.
16. Getting ready for 4th Qtr reporting such as payroll and grant reporting due.

Hoonah City Schools
Year to Date - 7/1/22-6/8/23

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	\$457,573.66	\$132,426.34	22.45%
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	\$272.32	\$1,227.68	81.85%
100-0-40	OTHER LOCAL REVENUE	\$5,000.00	\$0.00	\$7,564.30	(\$2,564.30)	
100-0-11	MUSIC RECEIPTS	\$0.00	\$0.00	\$6,817.00	(\$6,817.00)	
100-0-47	E-RATE REVENUE	\$32,400.00	\$0.00	\$0.00	\$32,400.00	100.00%
100-0-51	STATE FOUNDATION	\$2,477,125.00	\$0.00	\$2,227,721.00	\$249,404.00	10.07%
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	\$2,805,508.28	\$1,872,432.28	

Year to Date Expense Report

Accounts summarized by Function	Current Budget	YTD Encombrances	YTD Expenditures	Remaing Balance	Percent Remaining
100 - REGULAR INSTRUCTION	\$1,297,973.00	\$0.00	\$694,708.49	\$603,264.51	46.48%
200 - SPECIAL EDUCATION INSTRUCTION	\$498,200.00	\$0.00	\$472,406.11	\$25,793.89	5.18%
220 - SPEC ED SUPPORT SVCS - STUDENTS	\$242,880.00	\$0.00	\$112,627.30	\$130,252.70	53.63%
350 - SUPPORT SERVICES - INSTRUCTION	\$51,619.00	\$0.00	\$30,632.90	\$20,986.10	#NAME?
351 - SUPPORTING SERVICES-TECHNOLOGY	\$128,500.00	\$0.00	\$67,632.29	\$60,867.71	47.37%
400 - SCHOOL ADMINISTRATION - PRINCIPAL	\$188,839.00	\$0.00	\$133,815.14	\$55,023.86	29.14%
450 - SCHOOL ADMIN SUPPORT SVCS - PRINCIPAL	\$91,090.00	\$0.00	\$76,282.51	\$14,807.49	16.26%
510 - DIST ADMIN - SUPERINTENDENT	\$138,165.00	\$0.00	\$73,757.08	\$64,407.92	46.62%
511 - SCHOOL BOARD	\$48,972.00	\$0.00	\$55,031.54	(\$6,059.54)	(12.37%)
550 - DISTRICT ADMINISTRATION SUPPORT SVCS	\$247,796.00	\$0.00	\$249,384.17	(\$1,588.17)	(0.64%)
600 - OPERATIONS AND MAINTENANCE OF PLANT	\$577,743.00	\$0.00	\$448,769.33	\$128,973.67	22.32%
700 - STUDENT ACTIVITIES	\$272,253.00	\$0.00	\$311,147.26	(\$38,894.26)	(14.29%)
900 - TRANSFER TO OTHER FUNDS	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%
Report Total:	\$3,834,030.00	\$0.00	\$2,726,194.12	\$1,107,835.88	28.89%

Net YTD-Revenue Minus Expense Total: \$79,314.16

Grant Expenditure and Revenue
To-Date - FY 23

	<u>Expenses to-date</u>	<u>Revenue to-date</u>
Fund 202, Title 6 B	\$14,351.28	\$2,365.61
Fund 203, Title 619, Presch.	\$0.00	\$0.00
Fund 212, Title 6 B, ARP	\$9,485.38	\$9,485.38
Fund 213, Title 619, ARP	\$899.98	\$899.98
Fund 231, Carl Perkins	\$8,959.84	\$9,140.84
Fund 250, ESSER II	\$148,146.88	\$122,910.86
Fund 260, ESSER III	\$45,427.67	\$45,427.67
Fund 263, Title IA	\$73,861.99	\$68,861.99
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	\$10,521.38
Fund 351, Indian Ed	\$32,459.25	\$32,459.25
Fund 353, Arts in Ed.	\$235,689.75	\$235,689.75
Fund 369, STEPS	\$111,210.30	\$83,062.75
Total Grant Funds:	\$713,748.47	\$638,170.03

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

MONEY IN SCHOOL BUILDINGS

BP 3450

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

Revised 10/2021

TRANSPORTATION

BP 3540(a)

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

The goals of the transportation service are:

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

(cf. 3312 - Contracts)

(cf. 3541.5 - Alternative Transportation Arrangements)

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

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

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

TRANSPORTATION (continued)

BP 3540 (b)

Charter School Transportation

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

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

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

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

TRANSPORTATION (continued)

BP 3540 (c)

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

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

(cf. 6182 - Secondary Boarding Program)

(cf. 6181 - Charter School)

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

Legal Reference:

ALASKA STATUTES

14.09.010 Transportation of pupils

14.09.030 School buses

14.30.347 Transportation of exception children

ALASKA ADMINISTRATIVE CODE

4 AAC 09.050 Secondary Boarding Programs

4 AAC 27.006-990 Transportation

4 AAC 27.057 Charter school transportation policy

Revised 10/2021

SCHOOL-RELATED TRIPS

BP 3541.1(a)

Trips by School Vehicles

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

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

Transportation by Private Automobile

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

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

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

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

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

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

SCHOOL-RELATED TRIPS

BP 3541.1(b)

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

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

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

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

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

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

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

(cf. 6153 - School-sponsored Trips)

Revised 10/2021

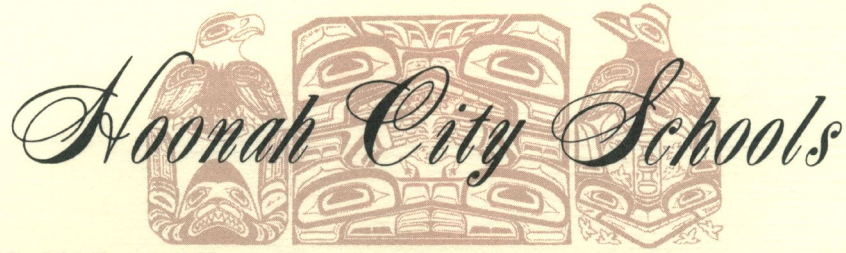


P.O. Box 157 366 Garteeni Hwy. Hoonah, Alaska 99829 (907) 945-3611 Fax (907) 945-3492

Date: June 9, 2023
To: HCS School Board
From: Heather Wheeler, Superintendent
Re: Social Studies/Generalist Hire

I would like to recommend Danny Cheek for the position of Social Studies/Generalist. Danny has worked in other rural communities such as Yukon Flats School District and the Iditarod School District.

Recommended Motion: Move to approve the hire of Danny Cheek for the position of Social Studies/Generalist for the 2023-2024 school year.



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

Date: June 9, 2023
To: HCS School Board
From: Heather Wheeler, Superintendent
Re: Music Position

I would like to recommend Mae Higgins for the position of Music Teacher. Mae has visited Hoonah before with the cruise ships and when she was just in Hoonah in May, she saw the position was open and became interested. She has taught many years in Maryland and has a diverse background in music.

Recommended Motion: Move to approve the hire of Mae Higgins for the position of Music Teacher for the 2023-2024 school year.