

**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  
February 15<sup>th</sup>, 2024 at 7:00 PM  
In the Library**

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**MEETING AGENDA**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL (ESTABLISH QUORUM)**

**CORRESPONDENCE TO THE BOARD**

**AGENDA REVISIONS**

**ADOPTION OF AGENDA**

**APPROVAL OF MINUTES**

- RBM 1.18.24 Meeting Minutes
- SBM 1.27.24 Meeting Minutes
- SBM 2.1.24 Meeting Minutes
- SBM 2.6.24 Meeting Minutes

**BOARD CALENDAR**

- February 2024 Updated
- March 2024

**PRESENTATIONS**

- Texas-Gail Raymond/ Student Test Scores

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

**ADMINISTRATIVE REPORTS**

- A. Art Grant Director Report – Dianne Zemanek, Written
- B. SpEd Director Report – Sheryl Ross, Written
- C. Counselor Report – Susan McCullough, Written
- D. Business Manager Report – Amy Stevenson, Written
- E. Maintenance Director Report – Matthew Ebersbach, Written
- F. Interim Chief School Administrator Report – Nicolle Egan

**NEW BUSINESS**

- 1.0 BP 9200

**COMMITTEE REPORTS**

**DISCUSSION ITEMS**

- Superintendent Position

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

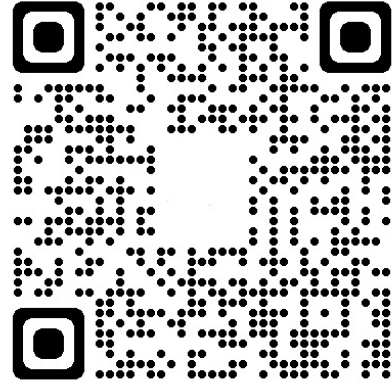
**COMMENTS FROM BOARD MEMBERS**

**FUTURE AGENDA ITEMS**

**ADJOURNMENT**

**NEXT MEETING DATES:**

- Work Session Meeting, March 14<sup>th</sup>, 2024
- Regular Board Meeting, March 21<sup>st</sup>, 2024



Scan me with your smart phone!

(253) 215-8782

Meeting ID: 938 1815 0127

Passcode: 164399

**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**  
**Meeting Minutes – January 18<sup>th</sup>, 2024**  
7:00 PM

Board		
Status	Name	Role/Title
P	Harold Houston	President
P	Bryce Tyler	Vice President
E	Robert Page	Secretary/ Treasurer
P	Geraldine Cheslock	Board Member
P	Pearl Miller	Board Member
Staff		
Status	Name	Role/Title
P	Mark Browning	Teacher
P	Cassia Coutlee	Teacher
P	Darcy Higgins	Teacher
P	Julian Narvaez	Fisheries Teacher
P	Jamie Erickson	Paraprofessional

Staff		
Status	Name	Role/Title
P	Helen Cheek	Superintendent
P	Amy Stevenson	Business Manager
P	Jayme Coutlee	District Secretary
P	Nicolle Egan	Principal
P	Dianne Zemanek	Director of Arts
P	Matthew Ebersbach	Maintenance Director
P	Sheryl Ross	SpEd Director
P	Veronica Dalton	Paraprofessional
P	Tesh Miller	Associate Teacher
P	Susan McCullough	Counselor
P	Heather Powell	Tlingit Teacher

Audience		
Status	Name	Role/Title
P	Ramon Narvaez	Future brave
P	Angela Pirtle	Teacher mentor
P	Heidi Jewell	Audience
P	Grace Villareal	Audience

Audience		
Status	Name	Role/Title
P	Bill Miller	City Mayor
P	Sally Dybdahl	Audience
P	Brent Coutlee	Audience
P	Cayenne Boe	Student

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

Item		Action/Follow-up
Convene	7:07 p.m. by H. Houston	
Correspondence to the Board	None	
Agenda Revisions	None	
Consent Agenda		
Approval of Agenda	M/S P. Miller/ B. Tyler move to adopt agenda.	<b>Roll call vote taken. Motion passes unanimously.</b>
Item		
Approval of RBM 11.16.23 Minutes	M/S P. Miller/ B. Tyler move to accept the minutes for the RBM 11.16.23 minutes.	<b>Roll call vote taken. Motion passes unanimously.</b>

		<b>Correct Robert Page to reflect his role as Secretary/ Treasurer.</b>
Approval of SBM 12.14.23 Minutes	M/S B. Tyler/ P. Miller move to accept the minutes for the SBM 12.14.23 minutes.	<b>Roll call vote taken. Motion passes unanimously. Replace Pearl Miller for Dillon Styers and correct Allen Clendaniel to attend via Zoom.</b>
Approval of SBM 12.16.23 Minutes	M/S B. Tyler/ G. Cheslock move to accept the minutes for the SBM 12.16.23 minutes.	<b>Roll call vote taken. Motion passes unanimously. Replace Pearl Miller for Dillon Styers.</b>
Approval of SBM 1.3.24 Minutes	M/S B. Tyler/ P. Miller move to accept the minutes for the SBM 1.3.24 minutes.	<b>Roll call vote taken. Motion passes unanimously. Replace Pearl Miller for Dillon Styers and correct date.</b>
Board Calendar	No changes	
Presentations	Ethnomath presentation by Cayenne Boe and Heather Powell	
Public Comments (3 min. each)	None	

Reports		
Principal Report	Nicolle Egan – Verbal report given with written	
Business Manager Report	Amy Stevenson – Verbal report given with written	
Art Grant Director Report	Dianne Zemanek - Verbal report given with written	
SpEd Director	Sheryl Ross - Verbal report given with written	
Counselor Report	Susan McCullough - Written report given	
Maintenance Director Report	Matthew Ebersbach- Verbal report given with written	
Superintendent Report	Helen Cheek - Verbal report given with written	
New Business		
1.0 6 <sup>th</sup> Grade into Secondary, Open/ Closed Campus	M/S H. Houston/ P. Miller move to add 6 <sup>TH</sup> grade into open/ closed campus. (BP 5112.5 Open/ Closed Campus)	<b>Roll call vote taken. Motion passes unanimously.</b>
1.1 Changes to 23-24 Calendar to Include Snow Day	M/S P. Miller/ B. Tyler move to accept calendar.	<b>Roll call vote taken. Motion passes unanimously. Change</b>

		<b>in-service date from 16<sup>th</sup> to 23<sup>rd</sup>.</b>
1.2 Board Policies	M/S P. Miller/ B. Tyler move to put board policies on the floor.	<b>Roll call vote taken. Motion passes unanimously. BB 9200 tabled until future board meeting.</b>
1.3 37k Invoice for Wrestling Mats	M/S B. Tyler/ G. Cheslock move to accept invoice for the wrestling mats.	<b>Roll call vote taken. Motion passes unanimously.</b>
1.4 Disposal of Erickson Building Contents	M/S P. Miller/ G. Cheslock move to move forward on disposal of Erickson building contents.	<b>Roll call vote taken. Motion passes unanimously.</b>
1.5 Disposal of HCSD Plow Truck	M/S B. Tyler/ P. Miller move to put the disposal of the plow truck on the floor.	<b>Roll call vote taken. Motion fails unanimously.</b>

**Discussion Items**

	None	
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**Public Comments**

	Heidi Jewell, Grace Villareal, Jamie Erickson	
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**Comments from the Board**

	Pearl Miller, Geraldine Cheslock, Harold Houston	
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**Future Agenda Items**

	Policy 9200, update from Texas-Gail Raymond about student test scores	
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**Adjournment**

Adjournment	9:03 pm	
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**Next Meeting**

Regular Board Meeting	February 15 <sup>th</sup> , 2024	
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**Hoonah City School District**  
**BOARD OF EDUCATION MEETING**  
**Special Board Meeting**  
**January 27<sup>th</sup>, 2024**  
**6:00 PM**

Board		
Status	Name	Role/Title
P	Harold Houston	President
E	Bryce Tyler	Vice President
E	Robert Page	Board Secretary/ Treasurer
P	Geraldine Cheslock	Board Member
P	Pearl Miller	Board Member

Staff		
Status	Name	Role/Title
P	Jayne Coutlee	District Secretary
Audience		
Status	Name	Role/Title
P	Harold Houston Jr.	Student

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

Item		Action/Follow-up
Convene	6:04 pm	
Consent Agenda		
Approval of Agenda	M/S H. Houston/ P. Miller move to accept Robert Page's resignation letter dated January 23 <sup>rd</sup> , 2024. H. Houston stated that he appreciates Robert Page for his service on the HCSD Board of Education.	<b>Roll call vote taken. Motion passes unanimously.</b>
Agenda Item		
	M/S P. Miller/ G. Cheslock move to set the deadline for letters of interest for the school board vacancy to be on February 1 <sup>st</sup> , 2024 by 4pm.	<b>Roll call vote taken. Motion passes unanimously.</b>

Adjournment		
Adjournment	6:08 pm	

Next Meeting		
Regular Board Meeting	February 15 <sup>th</sup> , 2024	

**Hoonah City School District**  
**BOARD OF EDUCATION MEETING**  
**Special Board Meeting**  
**February 1<sup>ST</sup>, 2024**  
6:30 PM

Board		
Status	Name	Role/Title
P	Harold Houston	President
E	Bryce Tyler	Vice President
P	Heidi Jewell	Board Secretary/ Treasurer
P	Geraldine Cheslock	Board Member
P	Pearl Miller	Board Member

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	6:34 pm	
<b>Consent Agenda</b>		
Approval of Agenda	M/S P. Miller/ G. Cheslock move to adopt the agenda.	<b>Roll call vote taken. Motion passes unanimously.</b>
<b>Letter of Interest/ Interview</b>		
	M/S P. Miller/ H. Houston move to invite Heidi Jewell onto the school board. Oath of office administered.	<b>Roll call vote taken. Motion passes unanimously.</b>
Election of Secretary/ Treasurer	P. Miller nominates Heidi Jewell to Secretary/ Treasurer.	
	M/S H. Houston/ G. Cheslock moves to close nominations.	<b>Roll call vote taken. Motion passes unanimously.</b>
	Vote to approve Heidi Jewell as Secretary/ Treasurer	<b>Roll call vote taken. Motion passes unanimously.</b>

<b>Adjournment</b>		
Adjournment	6:47 pm	

<b>Next Meeting</b>		
Regular Board Meeting	February 15 <sup>th</sup> , 2024	

**Hoonah City School District**  
**BOARD OF EDUCATION MEETING**  
**Special Board Meeting**  
**February 6<sup>th</sup>, 2024**  
6:00 PM

Board		
Status	Name	Role/Title
P	Harold Houston	President
P	Bryce Tyler	Vice President
P	Heidi Jewell	Board Secretary/ Treasurer
P	Geraldine Cheslock	Board Member
Z	Pearl Miller	Board Member

Staff		
Status	Name	Role/Title
P	Jayme Coutlee	District Secretary
P	Nicolle Egan	Principal
P	Cassia Coutlee	Teacher
P	Cristina Smith	Teacher
P	Mark Browning	Teacher
P	Patrick O'Toole	Teacher
P	Heather Powell	Tlingit Teacher
P	Darcy Higgins	Teacher
Z	Allen Clendaniel	District Attorney
P	Sally Dybdahl	Audience

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

Item		Action/Follow-up
Convene	6:02 pm	
<b>Consent Agenda</b>		
Approval of Agenda	M/S B. Tyler/ G. Cheslock move to adopt the agenda.	<b>Roll call vote taken. Motion passes unanimously.</b>
<b>Executive Session</b>		
Attorney Client Privileged Communication Regarding School Board/ Superintendent Relations	M/S B. Tyler/ G. Cheslock move to enter executive session at 6:04pm.	<b>Roll call vote taken. Motion passes unanimously.</b>
H. Houston calls meeting back to order	7:52pm	
	M/S B. Tyler/ H. Jewell move to extend meeting for one hour.	<b>Roll call vote taken. Motion passes unanimously.</b>
	M/S B. Tyler/ H. Jewell move to enter executive session at 8:08pm.	<b>Roll call vote taken. Motion passes unanimously.</b>
	M/S B. Tyler/ G. Cheslock move to exit executive session at 8:27pm	<b>Roll call vote taken. Motion passes unanimously.</b>

**New Business Item**

1.0	M/S H. Jewell/ G. Cheslock move to terminate the superintendent contract without cause as provided in paragraph fourteen of the superintendent contract.	<b>Roll call vote taken. Motion passes unanimously.</b>
1.1	M/S H. Jewell/ G. Cheslock move to appoint Nicolle Egan as Interim Chief School Administrator.	<b>Roll call vote taken. Motion passes unanimously.</b>
<b>Adjournment</b>		
Adjournment	8:29pm	

**Next Meeting**

Regular Board Meeting	February 15 <sup>th</sup> , 2024	
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# February Updated

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Girls B-Ball @ Gustavus until 2nd	2	3
4	5 BBall @ Klawock until 6 <sup>th</sup>	6	7 BBall @ Hydaburg until 8 <sup>th</sup> Girls BBall @ Craig until 8 <sup>th</sup>	8 Work Session Meeting @ 6pm	9 AASB Law & Policy Day 2	10 AASB Fly-in until 13 <sup>th</sup>
11	12	13	14 <b>Valentine's Day</b>	15 Icy Strait BBall Tourney until 17 <sup>th</sup> Regular Board Meeting @ 7pm	16 Robotics @ Palmer <b>Elizabeth Peratrovich Day</b>	17
18	19 <b>President's Day</b>	20	21 <b>Parent/ Teacher Conferences</b>	22 B-Ball @ HNH <b>Parent/ Teacher Conferences</b>	23 B-Ball @ HNH In-service – No School	24
25	26	27	28 BBall @ Ketchikan until 2nd			

# March

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 2 <sup>nd</sup> -6 <sup>th</sup> Read Across America
3	4	5	6	7 End of 3rd Quarter	8 AK Star Training Teacher Inservice	9 Teacher Workday
10	11	12	13	14 Work Session Meeting	15	16
17 St. Patrick's Day	18 18 <sup>th</sup> -22 <sup>nd</sup> Spring Break	19 First Day of Spring	20	21 Regular Board Meeting	22	23
24	25	26	27	28	29	30
31 Easter						



# Hoonah City Schools

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

Board Report: February 2024

From: Dianne Zemanek, Art Grant Director

**So many wonderful things are happening with the ART Grant.**

- Evaluator report Attached
- AAE technical assistance will be rolling out a number of opportunities for their grantees. [Link](#)
- Mentor Project projected start date has been moved to this month.
- Family Engagement Art Night: coming up in March: on Reading
- Guitar class resumed on Thursday nights thanks to Mae Higgins.
- NYO with Kiera Budke with our 7th graders is underway.
- Preparation for regalia making is underway with Lisa Anderson
- Semester 2 brings 2 artists in residence this quarter with a possibility of more spring quarter.

**Together great things are happening with our CLSD (Literacy Grant)**

- Family Engagement Literacy Night January “take me out to the Ballgame” Chowder and reading strategies shared with families.
- 3 Staff fully paid and attended the [2024 Alaska RTI/MTSS Effective Instruction Conference](#) January 25 & 26



Dianne Zemanek <zemanekd@hoonahschools.org>

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## Arts for Alaska Year 3 Progress

2 messages

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**Claudia Dybdahl** <csdybdahl@outlook.com>

Sun, Feb 4, 2024 at 2:11 PM

To: "Superintendent, Helen Cheek" <cheekh@hoonahschools.org>

Cc: Dianne Zemanek <zemanekd@hoonahschools.org>

Superintendent Cheek,

Please see attached a year 3 progress report that I have completed for the Arts in Alaska grant. This report is not filed with the Department of Education but it will inform the required Annual Progress Report required by the Department and that will be due, typically, in April.

Dianne and I met last week and spoke at length about the grant objectives and benchmarks set for year 3. We reviewed progress to date and I am pleased to report that, under Dianne's stewardship, excellent progress towards meeting year 3 benchmarks is being made.

Dianne's success in managing the grant is in no small part due to her identification and hiring of local artists. In doing so, she has enriched the opportunities available to students and built connections with the community. I would also note that partnership work has increased significantly in year 3, as has the construction of a network for dissemination.

Please feel free to contact me if you have any questions or would like to discuss any matters relating to grant evaluation.

Respectfully,

Claudia

Claudia S Dybdahl  
**Lead Evaluator**  
Grantwriters  
845.248.1927 (cell)  
[csdybdahl@outlook.com](mailto:csdybdahl@outlook.com)

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 **Arts for Alaska Strategies Q Report.Y3.Q1.docx**  
115K

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**Superintendent, Helen Cheek** <cheekh@hoonahschools.org>

Sun, Feb 4, 2024 at 8:27 PM

To: Claudia Dybdahl <csdybdahl@outlook.com>

Cc: Dianne Zemanek <zemanekd@hoonahschools.org>

Thank you for the update.  
This is great news.

[Quoted text hidden]

### Arts for Alaska Strategies

STRATEGY	WHO	Quarterly Progress Year 3: Q1 (Oct-Dec 2023)	Reporting Objective
<p>Delivers at least one hour of coaching and mentoring in every Hoonah classroom each week totaling at least 40 hours of PD each year for each teacher</p>	<p>Director of Cultural Programming  Artists in Residence  Art Specialists  Culture Bearers</p>	<p>Q1 target of 10 hours was met</p> <ul style="list-style-type: none"> <li>• Dianne, art specialists, culture bearers and artists-in-residence all provided coaching and mentoring</li> </ul> <p>Q2 is on target to be met</p>	<p>GPRA 2 Objective</p> <p>Target 1: Quarterly, 10 hours of push-in coaching and mentoring will be provided to each teacher.</p>
<p>Provides culturally reflective art experiences during the traditional school day and in the afterschool enrichment program</p>	<p>Artists-In-Residence</p>	<p>Q1 Artists-in-Residence program</p> <ul style="list-style-type: none"> <li>• Ben Mcluckie, technology design; Invertor's Workshop</li> <li>• Heather Powell and Darlene See designing and sewing regalia</li> <li>• Jeff Skaflestad, form line design, trout head designs</li> <li>• Stephanie Harold, close looking and sketching with</li> </ul>	<p>Project Objective 3</p> <p>Annually, Hoonah students will take part in at least 120 hours of instruction featuring the arts and aligned to Alaska State Arts Anchor Standards</p>

		<p>pen and ink and some watercolor</p> <p>Q2 Plans Include</p> <ul style="list-style-type: none"> <li>• Kiara Budke, Native Youth Olympics</li> <li>• Jeff Skaflestad , drum making, including, drum designs and drum painting</li> <li>• Heather Powell and Darlene See designing and sewing regalia</li> <li>• Ashlee Hutton, silk painting</li> </ul> <p>Q2 is on target to be met</p>	
<p>Offers classes in music education, instrumental music and vocal music</p> <p>Establishes a Hoonah chorus and a Hoonah band</p> <p>Project Objective 3</p>	<p>Full-time Music Educator</p>	<p>Music teacher has a full schedule for Qs 1, 2, and 3</p> <p>In addition to choir and band she also works with the special education program and pushes into each elementary class twice per week</p>	<p>Project Objective 3</p> <p>Annually, Hoonah students will take part in at least 120 hours of instruction featuring the arts and aligned to Alaska State Arts Anchor Standards</p>
<p>Push-in to science instruction at least once</p>	<p>STEAM Art Teacher</p>	<p>Q 1: Stephanie Harold</p> <ul style="list-style-type: none"> <li>• One project focused on the</li> </ul>	<p>Project Objective 3</p>

<p>each month, leading fully integrated, hands-on arts experiences that align directly to content covered in science. Lesson plans will be shared with classroom teachers, building capacity for arts-integrated instruction</p>		<p>life cycles of an animal. Students selected an animal, created illustrations, designed the book and wrote informational text about it.</p> <ul style="list-style-type: none"> <li>• Staff also collaborated in a Tlingit Picasso Project that involved the kids selecting a berry to focus on and then using oil pastels to illustrate; the Tlingit name for the berry was then incorporated and added to the design</li> </ul> <p>Future Planning</p> <ul style="list-style-type: none"> <li>• Create a website that will hold the students' art works. Students will be taught how to maintain the site</li> </ul> <p>Q 2 is on target to be met</p>	<p>Annually, Hoonah students will take part in at least 120 hours of instruction featuring the arts and aligned to Alaska State Arts Anchor Standards</p>
<p>Quarterly Arts and Literacy Events</p>	<p>Director of Cultural Programming and Other Staff</p>	<p>Q1</p> <ul style="list-style-type: none"> <li>• Monthly family engagement nights include arts melded with literacy</li> <li>• 94 unique families were</li> </ul>	<p>Project Objective 4</p> <p>By the end of the 60-month period, at least 80% of Hoonah families</p>

		<p>present at one event, which meets the target set for year 3 of the grant</p>	<p>will have attended an Arts Night event with their children.</p> <p>Y3 target is 60% and has been met and exceeded</p>
<p>Establish a Curricular Team to create a vertically aligned Scope and Sequence for the Arts And to create lesson plans for K-12 that provide authentic instruction in Tlingit history, culture and traditions GPRA 3 (See Below) Project Obj 5 (See Below)</p>	<p>Director of Cultural Programming; HCS staff; Native Artists in Residence; National Park Service; Sealaska Heritage Institute</p>	<p>Q1</p> <ul style="list-style-type: none"> <li>• Curricular Team (teachers, SHI representative, Park Service Representative) is meeting and will meet each quarter; Lessons are coming in; Lessons designed and/or taught by the artists in residence are also being included</li> <li>• A grassroots approach to the dissemination network is being followed; district contacts are being asked to look at lessons to see if they would be of interest and, if they are interested to add a lesson</li> <li>• Informal contacts have been</li> </ul>	<p>GPRA 3 Objective Development and Dissemination of an Arts Scope and Sequence</p> <p>Year 3 target: 20 lessons for grades 6-8 and dissemination to 5 SE school districts</p> <p>Project Objective 5</p> <p>Dissemination of the Arts Scope and Sequence Year 3 target: 5 Districts</p>



		<p>made with the Sitka, Juneau, Angoon, Wrangell, Gustavus, Kake and SE Island School Districts</p> <p>Q2 is on target to be met</p>	
<p>Teachers will pursue PD in the arts through the Alaska Arts Education Consortium and/or through the Institute for Arts Integration and STEAM</p>	<p>Teachers</p>	<p>PD is provided by Dianne at various staff meetings</p> <p>Dianne will also provide 4-hours of PD at the next in-service day</p> <p>Q2 is on target to be met</p>	<p>GPRA Objective 2</p> <p>Target 2: Annually, each teacher will participate in at least 8 hours of professional development arts education.</p>
<p>Advisory Team</p>		<p>Q2: The Advisory Group will meet</p> <p>An appreciation dinner was held to recognize the mentor program and its contributions to teacher retention</p>	
<p>Partnership Activity</p>		<p>SHI purchased a GlowForge Laser Cutter/Engraver and provided</p>	

		<p>training to the interested staff. During Q1, the Cutter was used to make snowflakes that were designed by the students.</p> <p>In partnership with Hoonah Totem, an artist visited the school to provide instruction in watercolor.</p> <p>Planning is ongoing with the Hoonah Indian Association and Hoonah Heritage Foundation to connect HCS students with artifact pictures that are housed in the digital archives of the Smithsonian and National archives. The students will engage in research to connect the pictures with the community and then write up the stories in their LA classes. Final products will be displayed at Hoonah Heritage and at the school.</p> <p>In partnership with the Glacier Bay National Park Service, a retreat is occurring during Q2. Students will</p>	
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		travel to the Park via the ferry and engage in various hands-on activities at the Clan House.	
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### Other Notes

1. Project Objective 1 sets targets for student improvement on the Alaska ELA Achievement Test. The State is making changes to achievement testing. HCS will participate in achievement testing per State guidelines.
2. Project Objective 2 sets targets for staff to increase their content knowledge in the arts. The year 3 target is that 80% of the staff will have increased their knowledge. This is measured in a pre post test that is given at the beginning and at the end of each school year.

In order to more directly respond to the stated objective a Yes/No question will be added to the post test: *My knowledge about arts integration has increased during this school year.*

3. Evaluative measures do not currently include families and community members. In order to provide this stakeholder group with opportunities to comment on grant activities, a Community Survey, using a 5-point scale, is recommended for distribution at Arts and Literacy Events.

(Draft) Family/Community Survey (True/False)

1. I enjoy coming to family engagement events.
2. My child (children) enjoys the arts opportunities that are offered at school.

3. I think that the arts program is positive for my child (children).
4. I think that the arts program promotes positive feelings by the community towards the school.
  5. I support art being taught in the school.

# February 2024 Special Services Report to the Board



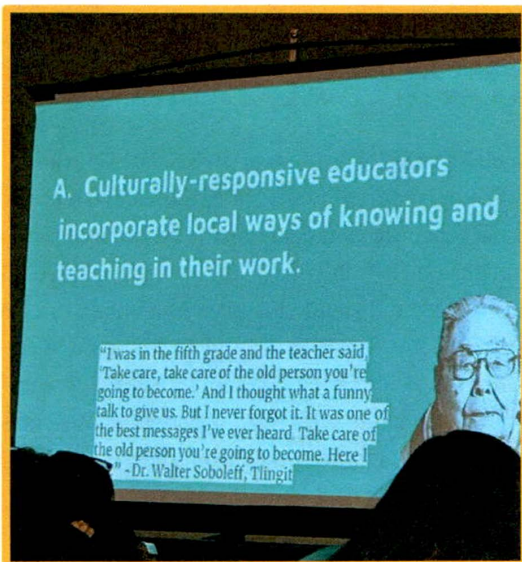
The 2024 ASSEC,  
Alaska State Special Education Conference



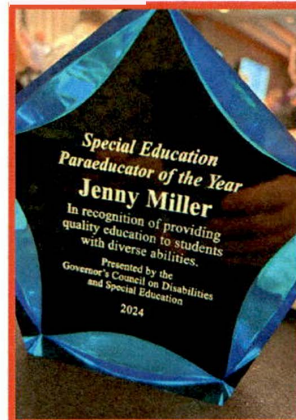
## WE APPRECIATE YOU!

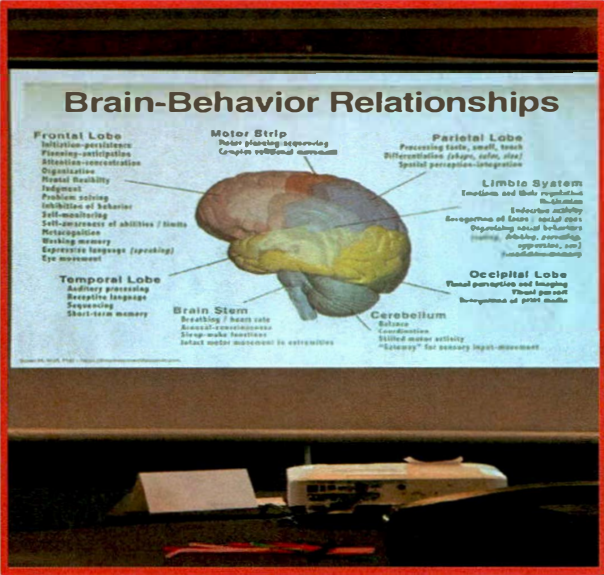
The team would like to thank the district staff and families for giving us this time to learn more about Autism, behavioral health, neuro-development strategies, transitional services, vision and motor skills, strength-based approaches, regulation, ADHD as a superpower. Body, brain and behaviors with working with a dysregulated child, Tumguiq: To make a trail, Trauma: Inside & Out, Alaska Native Cultures & Standards, challenging behaviors, and so many more topics.

THANK YOU TO THE PARA-EDUCATORS THAT WORKED WITH OUR STUDENTS WHILE WE WERE GONE: JESSIE LEBLANC, MARY ERICKSON, TRUMAN GRAY AND DANIELLE QUINN.



Jenny Miller,  
Paraeducator of the Year 2024 for the State of Alaska



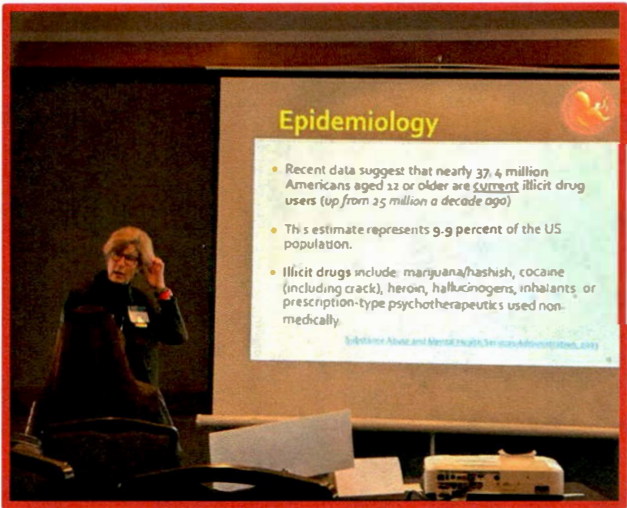


## UPDATES

Quarter 3 specialist's visits are happening throughout February. The special education team is very busy when we have specialists gathering data to write reports that we then develop ESERs and IEPs for students who qualify. I have completed the 90-day evaluations for any new sped staff and working on informal evals. Thank you for those who helped my students last week running after school interventions. I am also a part of the Disability Innovation Fund Advisory Committee in collaboration with DEED, Partners in this project include the Statewide Independent Living Council, the Governor's Council on Disabilities and Special Education, Southeast Alaska Independent Living, and UAA Center for Human Development, and the Alaska Department of Labor and Workforce Development, and Division of Vocational Rehabilitation to help students with disabilities be competitively employed.

## MORE TRAINING

Part II of the CPI, Crisis Prevention Institute Training for all staff who have completed Part I of the online training, is happening during the Feb 23 Inservice. I am completing the DLM, Dynamic Learning Map renewal training for the state alternate assessment.



## STATE REQUIREMENTS

Due February 24 are two of 50 Special Education Indicators reported to the state: Indicator 14 includes district specific, and contains the names and school Id# of students on IEPs in your district who may have left school in 2022-23, and supply the primary contact information for these students for survey purposes. Indicator 8 contains instructions/ formatted for primary parent contact information along with related student demographic data for all current district students on IEPs using the OASIS codes where applicable.

# STUDENT & STAFF

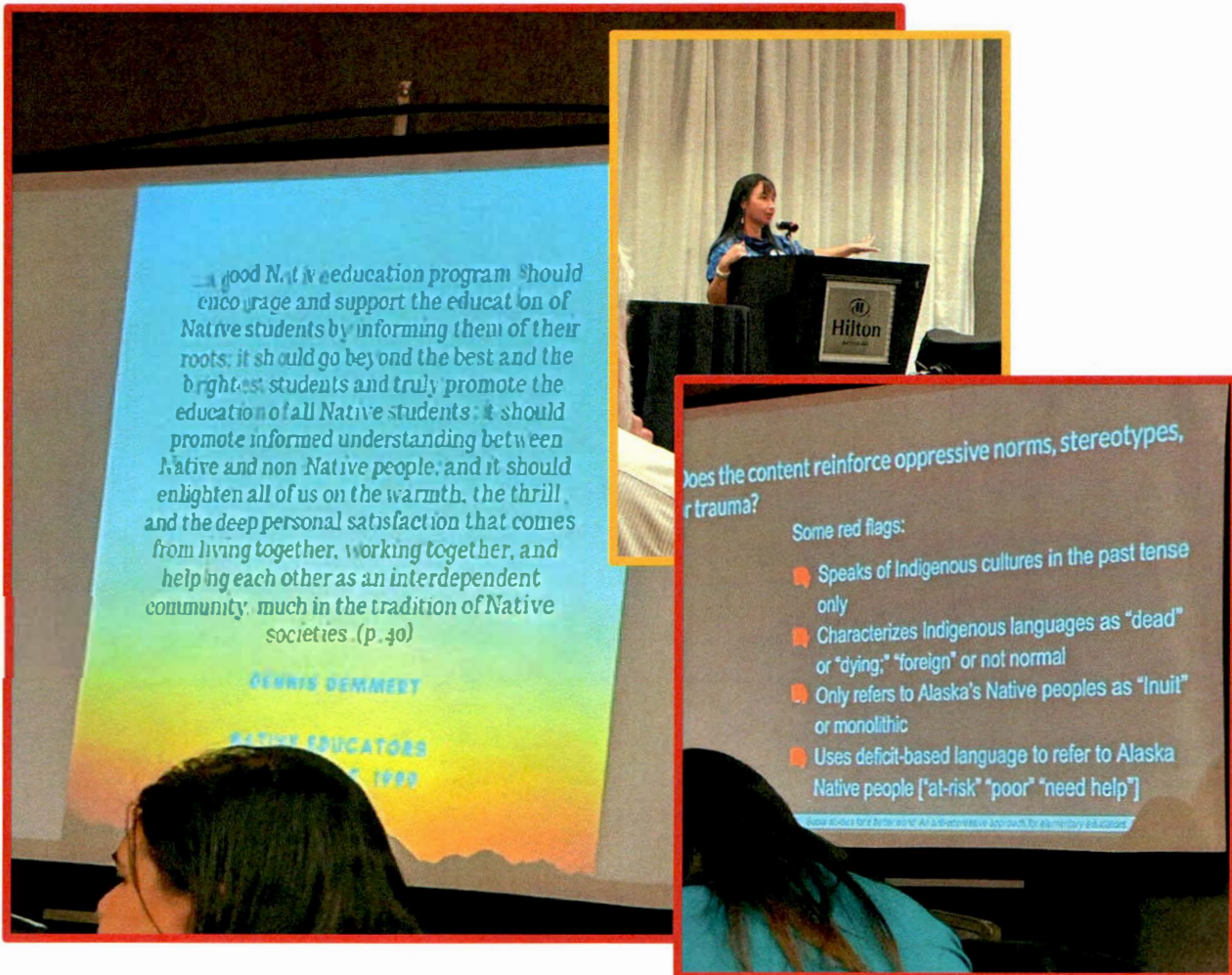
## Growing Our Own Teachers!

We want to also celebrate ZADA MICHEL for her success as a member of the National Honor Society as she navigates her classes to work through a teaching degree through Grand Canyon University. This is Zada's second year as a para-educator. She is steadfast, patient, and demonstrates teaching skills within the special education realm far beyond her years. She is busy doing her homework in any spare time she has. We are so proud of her!



And closing, during the conference we also were reminded of our responsibilities for all students and how grateful we are to live in a rich cultural community where tradition, healing, and restorative practice is the key.

On behalf of the special services team, we thank our school board, principal & acting superintendent, and staff for your leadership. Aatlein gunalchéesh, Sheryl Ross



## February 2024 Board Report

This month the team is planning the Career Fair week with Huna Heritage. The dates are March 4-8. Throughout the week there will be opportunities for students in both elementary and secondary to participate in tours and workshops.

This year both middle school promotion and high school graduation will take place on May 10<sup>th</sup>; grade 8 will take place during lunch and high school graduation will take place from 6- 7pm. Graduating seniors must have all requirements completed by Friday April 26<sup>th</sup>.

In January 2024, a group of us attended the RTI conference. I returned and made a suggestion for a Professional Development for teachers with Dr. Julie Stern, to target *-Transfer of Learning*. Dr. Stern lives in Brazil with her family, she works with multiple schools around the globe. As a former Director of Curriculum and Instruction and teacher, I found all her sessions powerful and how I can use this in mt own teaching. I encourage you to take a moment and watch this overview <https://www.youtube.com/watch?v=q3rH5mLQfRw>



February 8, 2024

## MEMORANDUM

TO: HCSD Board of Education

FROM: Amy Stevenson, Business Manager

RE: February 2024 Board Report

### **Current Information:**

1. Payroll and AP checks are up to date.
2. Deposits done as needed.
3. All journal entries are update.
4. NSLP reimbursement done through January 2024
5. Second quarter grant reimbursements are done.
6. Completed and sent W-2s and 1099s to all staff, vendors, the Internal Revenue service and Dept. of Social Security by Jan 31, 2024.
7. 2<sup>nd</sup> Qtr ESD and Form 941 were completed and sent.

### **Next Steps:**

1. Bank reconciliations need to be done.
2. Set up grant budgets in the computer for all grant funds.
3. FY 23/24 School Operating Fund Budget Revision for next meeting, 1<sup>st</sup> reading .
4. FY 2024/2025 School Operating Fund Budget for next school board meeting for 1<sup>st</sup> reading so we can be on schedule to submit a school Board approved budget to the City of Hoonah by May 1, 2024.
5. Draft next school years' staff contract (teacher and exempt), MOA's for support staff and contractors, and extra duty contracts.
6. Civil Rights Data Collection started and needs to be complete
7. Begin working on next school year's calendar.
8. AASB Salary and Benefit Surveys for administrators, classified and certified staff.

NOTE: Please be prepared for addition work session hours to deal with the FY 23/24 School Operation Fund Budget Revision and the FY 24/25 School Operating Fund Budget. These will need to be at least an hour each to go over the document in depth before action on each of these.

**Hoonah City Schools**  
**Year to Date - 7/1/23-2/8/24**

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	\$453,176.33	\$246,823.67	35.26%
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	\$604,495.00	\$0.00	\$0.00	\$604,495.00	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	\$4,000.00	\$0.00	\$3,120.00	\$880.00	
100-0-11	MUSIC RECEIPTS	\$1,000.00	\$0.00	\$880.00	\$120.00	
100-0-40-43	ACTIVITIES RECEIPTS	\$0.00	\$0.00	\$2,153.07		
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	\$1,414,126.00	\$902,242.00	38.95%
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 FOUN	\$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%
<b>Report Total:</b>		<b>\$3,516,043.00</b>	<b>\$0.00</b>	<b>\$1,873,455.40</b>	<b>\$1,873,455.40</b>	

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	\$546,378.85	\$682,657.15	55.54%
200 - SPECIAL EDUCATION INSTRUCTION	\$706,872.00	\$0.00	\$325,212.36	\$381,659.64	53.99%
220 - SPEC ED SUPPORT SVCS - STUDENTS	\$135,988.00	\$0.00	\$70,305.17	\$65,682.83	48.30%
300 & 350 - SUPPORT SERVICES - INSTRUCTION & COUNSELOR	\$52,075.00	\$0.00	\$121,472.50	(\$69,397.50)	(133.26%)
351 - SUPPORTING SERVICES-TECHNOLOGY	\$128,500.00	\$0.00	\$65,589.87	\$62,910.13	48.96%
400 - SCHOOL ADMINISTRATION - PRINCIPAL	\$159,511.00	\$0.00	\$88,568.82	\$70,942.18	44.47%
450 - SCHOOL ADMIN SUPPORT SVCS - PRINCIPAL	\$93,289.00	\$0.00	\$57,236.80	\$36,052.20	38.65%
510 - DIST ADMIN - SUPERINTENDENT	\$255,921.00	\$0.00	\$114,795.15	\$141,125.85	55.14%
511 - SCHOOL BOARD	\$48,972.00	\$0.00	\$41,120.99	\$7,851.01	16.03%
550 - DISTRICT ADMINISTRATION SUPPORT SVCS	\$249,334.00	\$0.00	\$144,280.90	\$105,053.10	42.13%
600 - OPERATIONS AND MAINTENANCE OF PLANT	\$597,445.00	\$0.00	\$295,678.01	\$301,766.99	50.51%
700 - STUDENT ACTIVITIES	\$300,000.00	\$0.00	\$265,895.51	\$34,104.49	11.37%
900 - TRANSFER TO OTHER FUNDS	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%
<b>Report Total:</b>	<b>\$4,006,943.00</b>	<b>\$0.00</b>	<b>\$2,136,534.93</b>	<b>\$1,870,408.07</b>	<b>46.68%</b>

Net YTD-Revenue Minus Expense Total: (\$263,079.53)

Grant Expenditure and Revenue  
Year-To Date FY 2023/2024

	<u>Expenses to-date</u>	<u>Revenue to-date</u>
Fund 202, Title 6 B	\$22,096.57	\$254.21
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	\$83,719.32	\$83,719.32
Fund 255, Food Service	\$76,783.64	\$44,738.73
Fund 260, ESSER III	\$216,683.00	\$13,949.59
Fund 263, Title IA	\$28,448.49	\$0.00
Fund 268, CLSD	\$11,306.84	\$0.00
Fund 278, Title IIA	\$10,231.35	\$0.00
Fund 282, NSP	\$89,440.73	\$18,069.50
Fund 350, Johnson O'Malley	\$225.93	\$49.68
Fund 351, Indian Ed	\$0.00	\$1,393.00
Fund 353, Arts in Ed.	\$457,390.33	\$406,088.84
Fund 369, STEPS	\$38,772.83	\$0.00
Fund 387, Tech Replacement Fund	\$66,743.27	\$0.00
<b>Total Grant Funds:</b>	<b>\$1,101,842.30</b>	<b>\$568,262.87</b>

## **Matthew Ebersbach, Maintenance Director**

- Working around the weather to keep grounds safe and clear of snow
  
- **Department Projects:**
  - Identified source of the leaks in the Erickson building. Working on getting those leaks fixed. Also, at the same time going to repair a related small leak in the woodshop area (same recirc. hot water line).
  - HVAC system upgrades scheduled to start in the middle of February. Weather permitting, we should have contractors in town 2/14 to start that work.
  - Putting materials list together and starting the water line repairs in the Auto shop
  - Wrapping up 4th grade classroom division to make room for Hydro-Ponics lab.
  - Have not yet been able to start addressing flatbed truck. Should be able to begin that endeavor as we get closer into the spring.

Note: The following sample bylaw may be revised to reflect district philosophy and needs.

### **Limits of Board Members Authority**

The School Board has broad but clearly limited powers. The exercise of its authority is restricted to the functions required or permitted by law, and then only when it acts in a legally constituted meeting. Board members have authority only in regularly called meetings of the Board, or when delegated specific tasks by Board action.

The Board is the unit of authority. The Board member is a part of the governing body which represents and acts for the community as a whole. Apart from the normal function as part of the unit, the Board member has no individual authority. No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools; nor, as an individual, command the services of any school employee. Individually, the Board member may not commit the district to any policy, act or expenditure.

### **Optional:**

School visits by Board members are encouraged. Principals should receive a courtesy call in advance of a visit. Board members, as with all visitors, must check in with the school office. Board members who visit schools of their own volition have no more authority than any other citizen.

*(cf. 1250 - Visits to the Schools)*

Note: The following is an optional process for Board members to make information requests.

### **Board Member Requests for Information**

Board members should make informed decisions on matters before them for a vote. The Superintendent or designee is responsible for providing the Board with relevant materials to inform the Board on those matters on which it is to act. If Board members desire further information, a request for information shall be directed to the Superintendent, pursuant to the following guidelines:

1. Requests for simple facts. Any Board member may make a request for simple facts to the Superintendent who will forward the request to the appropriate staff member. All responses to requests for simple facts will be provided to the requesting Board member, and copied to the Board President.

2. Requests for reports, research, administrative studies, detailed information, or for information relating to a problem or a potential problem in the District. Some information requests require significant administrative time and explanation to provide the requested response. Individual Board members shall submit such requests to the full Board for consideration. Upon [concurrence of the other board members/majority request of the Board], the request shall then be forwarded to the Superintendent for response.

Bylaws of the Board

**BOARD MEMBERS** (continued)

BB 9200(b)

3. Complaints regarding personnel. Board members may have their own complaints regarding District personnel ~~or may hear such complaints from the community~~. These concerns should be privately communicated to the Superintendent.

4. When Board members receive complaints or requests for action from staff, students or members of the public, the Board members will direct the staff, students, members of the public to the appropriate complaint policy. Such information will be conveyed to the superintendent.

5. Requests for legal advice or opinions by a Board member that will incur a cost for the district must be approved by a majority vote of the Board before the request is made to legal counsel. Legal counsel is responsible to the Board.

*(cf. 6162.8 - Research)*

*(cf. 9322 - Agenda/Meeting Materials)*

**Obligations of Members**

Members of the Board must endeavor to attend all meetings, study all materials presented with the agenda prior to attending the meeting, participate in the discussion of any items which come before the Board, and vote on all motions and resolutions, abstaining only for compelling reasons. If no compelling reason requires abstention, members of the Board shall not abstain.

The Board member should not subordinate the education of children and youth to any partisan principle, group interest, or the member's own personal interest.

The Board member should be prepared and willing to devote a sufficient amount of time to the study of the problems of education in the district, the state, and the nation in order to interpret them to the people of the district.

*(cf. 9230 - Meetings)*

*Legal Reference:*

ALASKA STATUTES

*14.14.140 Restrictions on employment*

*Revised ~~4/2022~~ 2/2023*