HOONAH CITY SCHOOLS BOARD OF EDUCATION
MISSION STATEMENT

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

Thursday
April 27, 2017

REGULAR BOARD MEETING

6:30 PM
Located in the High School
Room 418

MEETING AGENDA

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL (ESTABLISH QUORUM)
CORRESPONDENCE TO THE BOARD
AGENDA REVISIONS
ADOPTION OF AGENDA
APPROVAL OF MINUTES

- **Regular Board Meeting-March 14, 2017**
- **Special Board Meeting-March 16, 2017**
- **Special Board Meeting-March 21, 2017**
- **Special Board Meeting-March 31, 2017**
- **Special Board Meeting-April 11, 2017**
- **Special Board Meeting-April 14, 2017**
- **Emergency Board Meeting-April 15, 2017**

BOARD CALENDAR
PUBLIC COMMENTS (THREE-MINUTES PER SPEAKER)
ADMINISTRATIVE REPORTS

A. **Superintendent's Report – PJ Ford Slack, PhD, Written**
B. **Principal's Report – Ralph Watkins, Written**
C. **ANEP Grant Director's Report – Heather Powell, Verbal**
D. **Maintenance Report – Jeremiah Byers, Verbal**
E. **SPED Report – Sheryl Ross, Verbal**
F. **Pre-School Report – Heather Wheeler, Written**

OLD BUSINESS

1.0 FY '18 General Operations Budget, Final Reading

NEW BUSINESS

2.0 Non-Tenure Teacher Contract
2.1 Superintendent/Principal Contract
2.2 Exempt Contracts-District Office
2.3 FY '17 City of Hoonah Local Effort Contribution
2.4 Transfer Funds from the Transportation Fund to the Operating Fund
2.5 FY 18 SPED Itinerant Memoranda of Agreements'

DISCUSSION ITEMS
PUBLIC COMMENTS (THREE-MINUTES PER SPEAKER)
COMMENTS FROM BOARD MEMBERS
FUTURE AGENDA ITEMS
ADJOURNMENT
NEXT MEETING DATES:

- **Regular Board Meeting-May 18, 2017**

Posted: April 21, 0217

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: April 21, 0217

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

SIGN IN SHEET

Meeting: Regular Board Meeting **Date:** April 27, 2017

Public Comments

Name (please print)	Subject	Telephone Number
1. Travis Lewis	Banning	988-0532
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Public Comment and Communications

Name (please print)	Subject	Telephone Number
13. Travis	Banning	988-0532
14. Aimee Smith	Student Govt	738-4689
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		

Three minutes per speaker.

QTY	Unit	Description	Price	Ext Price
		Frozen		
USDA				
15 ~~19~~	Cases	hamburger patties -291 ct/40 lbs		
23.75 ~~25~~	Cases	ground beef - 4/10 lb chub		
16	Cases	diced chicken - 4/10 lb bags		
17	Cases	dark meat-12 cases/chicken strip-5 fajita - 30 lbs		
3.5 ~~5.5~~	Cases	sausage patties - 30 lb 6/5 lb		
4 1/2 ~~5~~	Cases	blueberries - 30 lb		
~~2~~	Cases	carrots - 30 lb		
9 1/2 ~~11.5~~	Cases	omelets - 225 ct		
9 1/4 ~~10.5~~	Cases	potato wedges - 6/5 lb bags		
9 ~~9.25~~	Cases	potato gems - 6/5 lb bag		
13	Cases	potato sticks - 6/5 lb bag		
42 ~~70~~	boxes	whole wheat 10" totillas - 11 count		
62	boxes	Whole wheat 6" totillas - ~~11~~ count 16 ct/10PK		
15 ~~18~~	Cases	broccilli - 30 lb		
7 ~~10~~	Cases	sweet potato fries - 15 lbs		
17 ~~18~~	Cases	diced sweet potato - 15 lb		
16 ~~19~~	Cases	orange juice - 70 ct/4 oz		
21 ~~23~~	Cases	whole grain cinnamon french toast sticks		
10 ~~12~~	Cases	whole grain french toast		
1	Case	strawberry cups - 96 ct/4.5 oz		
18	cases	french fries - 27 lb		
FSA				
0.7	Box	walnuts		
30 ~~10~~	Lbs	mango chunks	86.31	28.48
20 ~~10~~	Lbs	strawberries	90.91	
23 ~~6~~	Lbs	black berries	74.97	
1 ~~2~~	cases	bacon Canadian	61.25	
3	cases	eggs		
2013		Raspberry Crumble		
Local				
~~50~~	lbs	Halibut	97.31	

QTY	Unit	Description	Price	Ext Price
		Dry Goods		
USDA				
~~6~~ 5+2	cases	rolled oats - 36 lb each		
21 ~~24~~+5 cans	cases	kidney beans		
4 ~~6~~ + 1 can	cases	canned apple sauce - 6/#10		
26+2 cans	cases	mixed fruit - 6/#10		
15 ~~18~~ +1	cases	diced peaches		
43 ~~47~~	cases	diced pears		
4 ~~10~~	bags	brown rice - 25 lb		
1 ~~2~~+2 cans	cases	corn - 6/#10		
8 ~~12+2~~ +4 cans	cases	green beans		
~~1~~	case	cinnamon apple sauce cups - 96 ct		
~~1~~	case	blue raspberry apple saucs cups - 96 ct		
~~9~~ 7	cases	apple sauce cups - 96 ct		
1+19 cans	case	chicken 12.5 oz - 24 ct/cs		
8 ~~9~~	cases	whole grain rotini - 20 lbs		
4 ~~5~~	boxes	51% whole wheat spaghetti noodles		
FSA + other				
1	25 lb	corn polenta	44.1	44.1
1	50 lb	AP flour	28.87	28.87
1	50 lb	Spring Wheat flour	30.8	30.8
~~1~~ 1+4	case	no salt diced tomatoes	40.56	40.56
~~2+4 cans~~	cases	tomato paste	38.35	
1 ~~2+2~~ cans 4	cases	diced tomatoes		
4 ~~5+2~~ cans 4	cases	pineapple	56.5	292.11
2	cases	black beans	30.44	60.88
2 ~~3+2~~ cans 4	cases	garbanzo beans		
1	case	wax beans		
1 ~~3~~	gal	salsa - [illegible]	61.70	
~~4~~	gal	syrup	39.4	39.4
2	gal	100% maple syrup		
5	gal	worcesteshire sauce		
1	gal	soy sauce		
2	gal	apple cider vinegar		
5 ~~10~~	boxes	28 oz cream of wheat		
~~5~~	~~boxes~~	~~18 oz zoom~~		
2	Bags	total rasin bran 56 oz		
2 ~~3~~	Bags	reeses puffs 35 oz		
1 ~~2~~	Bags	cocoa puff 35 oz	50.18	25.09
~~1~~	Bag	lucky charms 35 oz	51.26	12.82
~~1~~ 1 Bag	box	frosted mini wheats		
1+ 8 bags	case	mashed potatoes	82.07	137.06
~~3~~	cans	66.5 oz tuna		
~~11~~	cans	cream of mushroom soup		

~~5~~	bags	tortilla chips 8/16 oz		19.63	12.37
1.5	cans	shortening 50 lbs			
2	cans	clams			
8	cans	apple pie filling			
1	case	whole grain rigale			
1C ~~18~~ 3	lbs	elbow macaroni			
~~23~~	lbs	brown sugar			
0.5	box	whole grain lasagna noodles			
~~25~~ 17	lbs	pinto beans			
35	lbs	pearl barley			
~~8~~ 15	lbs	black beans 25 #		30.44	9.74
1		rice vinegar			
1 ~~2~~		white vinegar			
4 ~~6~~		peanut butter			
3 ~~2~~		canola oil Costco	4pk 24.05	~~37.04~~	~~74.08~~
~~1~~ 1/2		olive oil blend			
4 ~~7~~	cans	pan spray 6 cans per cases		40.01	45.61
1	gal	apple juice			
~~1~~	gal	french dressing 5526			
1	gal	italian dressing			
~~45~~	bags	rasins			
2		birch syrup			
1		raspberry syrup			
5		blueberry syrup			
5		lingan berry syrup			
3		strawberry syrup			
~~58~~ 58	bowls	cocoa puffs			
~~44~~ 17	bowls	frosted flakes			
~~12~~	bowls	~~honey nut cheerios~~			
~~76~~ 54	bowls	cinnamon toast crunch		46.32	36.59
~~19~~	bowls	~~frosted mini spooner~~			
2 + ~~3~~ cans 1	cases	refried beans		48.83	122.08
90	Bowls	Froot Loops		46.33	
96	Bowls	Lucky Charms		45.55	

QTY	Unit	Description	Price	Ext Price
		Spices		
FSA				
7	containers	bay leaf 2 oz each		
1	container	basil 22 oz		
1.13	containers	caraway seed 16 oz		
~~1~~ 1 3/4	container	chili powder 5 lbs		
4.5	containers	cinnamon 15 oz		
1	container	cilantro 4 oz		
1.5	containers	coriander 14 oz		
~~6~~ 5 1/2	containers	cumin 15 oz		
3.5	containers	curry powder 17 oz		
1.13	containers	dill weed 5 oz		
0.5	container	funnel seed 14 0z		
6 ~~0.75~~	container	granulated garlic -109.49/6ct		
~~0.75~~ 1/2	container	itailian seasoning 28 oz		
1	container	chives 5 oz		
~~8~~ 1 3/4	containers	paprika 5 lbs		
0.13	container	poultry seasoning		
1	container	tarragon 20 oz		
0.5	container	ground ginger 16 oz		
0.25	container	marjoram 11 oz		
3	containers	dry muster 1 lb		
1	container	nutmeg 16 oz		
4.~~75~~25	containers	onion powder 20 oz		
0.5	container	onion salt		
3.25	containers	pickling spice		
1	container	poppy seed 20 oz		
1	container	rosemary 6 oz		
0.5	container	thyme leaves 6 oz		
0.33	container	turmeric 15 oz		
6 ~~7~~	containers	tahini 32 oz		
5 ~~6~~	containers	vegetable base 1 lb		
~~1~~	container	chicken base 5 lb		
~~6~~	containers	beef base 1 lb		
19 ~~22~~	containers	corn starch 1 lb		
4	containers	baking powder 5 lb		
22 ~~23~~	containers	salt 1 lb, 10 ozs	29.82	28.63

QTY	Unit	Description	Price	Ext Price
		Non-Food		
FSA				
~~1.25~~ .75	boxes	white sandwich bags	28.51	35.64
~~1.25~~ .75	boxes	sporks	30.22	37.78
2 ~~3~~	pks	200 ct portion cups		
5 ~~6~~	pks	100 ct portion cup lids		
1+14 pks	cases	16 oz soup cup		
16 ~~1 + 4 pks~~	cases	12 oz soup cup		
12 pk ~~1+3 pks~~	cases	8 oz soup cup		
14 ~~1 + 2 pks~~	case	soup cup lids		
3 ~~4~~	pks	clear cups 116 ct	69.81	46.08
14	pks	clear cup lids 61 ct	47.17	44.01

HOONAH CITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING

March 14, 2017

BOARD MEMBERS PRESENT: Anasia Neal, Jamie Erickson, Dillion Styers, Heidi Jewell. Robert Hutton, present telephonically.

SUPERINTENDENT: PJ Ford Slack

OTHERS PRESENT: Amy Stevenson, Recording Secretary; Melody Douglas, present telephonically; Ralph Watkins, Principal; Pearl Miller, Amber Malone, Aimee Smith, Veronica Dalton, Jeremiah Byers, Maintenance Director, Melody Douglas, present telephonically.

CALL TO ORDER: Robert Hutton called the meeting to order at 6:30 PM.

ROLL CALL: Five (5) Board Members were present at roll call, a quorum was established.

CORRESPONDENCE TO THE BOARD

- None

AGENDA REVISIONS

- New Business 2.0 Contract proposals from Dr. PJ Ford Slack and Douglas Enterprises have been rescinded.

ADOPTION OF AGENDA

M/S Dillon Styers, Heidi Jewell to adopt the agenda as revised. Roll Call Voice Vote: Student Representative Preferential Vote: Yes, JE-Yes, AN-Yes, DS-Yes, HJ-Yes, RH-Yes. Motion passes.

APPROVAL OF MINUTES

M/S Heidi Jewell, Jamie Erickson to approve the minutes of Regular Board Meeting, February 27, 2017. . Roll Call Voice Vote: Student Representative Preferential Vote: Yes, JE-Yes, AN-Yes, DS-Yes, HJ-Yes, RH-Yes. Motion passes

BOARD CALENDAR

- None

PUBLIC COMMENTS (THREE MINUTE TIME LIMIT EACH)

- **Ralph Watkins** - He has enjoyed his time here in Hoonah. He is terrified of what is to come next year. He is concerned with the high turnover of our staff. It will be very hard next year. Being an educator is very hard. He is worried about the future
- **Travis Lewis** - He shares Mr. Watkin's concerns about the future of the school. We need to invest in our staff so they are willing to stay here 10 years or more.

ADMINISTRATIVE REPORT

A. Superintendent's Report – PJ Ford Slack, PhD

- She reported on the National Superintendents Conference and the direction of where education is going all over. Our school was the highlight of the conference because of Orange Frog training. We are the only trainers in Alaska and the one of the only schools who has participated in the training. She is working with the State of Alaska on monitoring Maintenance and Special Education.

B. Principal's Report – Ralph Watkins

- Written

C. ANEP Grant Director's Report – Heather Powell

- Moved until April regular board Meeting

D. Maintenance Report – Jeremiah Byers

- He has been busy preparing for the maintenance audit coming up. We have been having ongoing issues with our sprinkler system. The compressor burnt out. He has is running off a small personal compressor.

E. Student Representative Report - Halle Budke

- We had a very successful homecoming last week. We had a student government meeting where we have been going over the constitution.

H. Board Reports – Robert Hutton

- Heidi Jewell – It has been some time since she has been to an AASB Leg Fly-in. Other school districts sent their whole school board.

OLD BUSINESS

1.0 Approval of the 2017-18 School Calendar, Final Reading

M/S Anasia Neal, Jamie Erickson move that we approve the proposed 2017-2018 school calendar for first reading. DISCUSSION: Jamie asked who did the calendar. Heidi was sad to see that there was not much participation and that no students were involved. Roll Call Voice Vote: Student Representative Preferential Vote: Yes, JE-Yes, AN-Yes, DS-Yes, HJ-Yes, RH-Yes. Motion passes.

DISCUSSION ITEMS

- **Superintendent Search –**

M/S Robert Hutton, Jamie Erickson move that the Board permits the School Board President to enter into negotiation with the Alaska Association of School Boards to develop a memorandum of agreement for conducting and facilitating a superintendent search for FY 18. A proposed memorandum of agreement for such services will be brought to the Board for final approval. DISCUSSION: the Board discussed options and time frame to do this. We cannot wait until the next regular board meeting. Heidi Jewell called for question. Roll Call Voice Vote: Student Representative Preferential Vote: Yes, JE-Yes, AN-Yes, DS-Yes, HJ-Yes, RH-Yes. Motion passes.

- **FY 18 Budget Presentation** - Melody Douglas went over the FY '18 budget with the board and she told the Board again that that this may have to be presented to the City unbalanced as the district does not know what the Legislature will do. The Board discussed the different options to try to close the deficit. Heidi asked to see an inventory of food service. Melody suggested this be as an action item for the next meeting.

PUBLIC COMMENT (THREE-MINUTES PER SPEAKER)

- **Ralph Watkins –** He is speaking as a parent and he is again voicing how concerned he is with everything that is going on. Our focus must be the students of this school. Let's get it together.

COMMENTS FROM BOARD MEMBERS

- **Jamie Erickson** - She is a graduate of the Hoonah City Schools and takes pride in this. It is very important to have people who work together.
- **Robert Hutton –** He is upset that PJ has seen fit to withdrawn her proposal.
- **Heidi Jewell –** She thanked PJ for her years and dedication to the school,

FUTURE AGENDA ITEMS

- FY '18 Budget
- Public Health Nurse-Discussion on Sex Education
- Playground report
- ANEP presentation
- SPED audit report

ADJORNMENT

M/S Heidi Jewell, Dillon Styers to adjourn. MOTION CARRIED BY UNANIMOUS CONSENT

Meeting Adjourned at 7:45 PM

Respectfully Submitted,

Dillon Styers
Board Secretary

Amy Stevenson
Recording Secretary

HOONAH CITY SCHOOLS
SPECIAL BOARD MEETING

March 17, 2017

5:30 PM

BOARD MEMBERS PRESENT: Heidi Jewell, Jamie Erickson, Dillon Styers, and Robert Hutton (telephonic). Anasia Neal-Submitted a letter of resignation from the Board

SUPERINTENDENT: Not Present

OTHERS PRESENT: Amy Stevenson, Recording Secretary; David Haye, Ralph Watkins, Principal.

CALL TO ORDER: Robert Hutton, Board President, called the meeting to order at 5:35 PM

PLEDGE OF ALLEGIANCE - Abstanded

ROLL CALL: Four (4) Board Members were present at roll call, a quorum was established.

ADOPTION OF AGENDA:

M/S Dillon Styers, Jamie Erickson to adopt the agenda as presented. Roll Call Vote: Heidi Jewell-Yes, Jamie Erickson-Yes, Dillon Styers-Yes, Robert Hutton-Yes. MOTION PASSES WITH 4 YES VOTES.

NEW BUSINESS

1.0 Approval of Memorandum of Agreement with AASB for Superintendent Search

M/S Dillon Styers, Jamie Erickson to approve the memorandum of agreement with AASB for a superintendent search. Roll Call Vote: Jamie Erickson-Yes, Heidi Jewell-Yes, Dillon Styers-Yes, Robert Hutton-Yes. MOTION PASSES WITH 4 YES VOTES.

M/S Dillon Styers, Jamie Erickson move to adjourn. MOTION PASSES WITH UNAMIMOUS CONSENT

Meeting adjourned at 5:45 PM.

Respectfully Submitted,

Dillon Styers
Board Secretary

Amy Stevenson
Recording Secretary

HOONAH CITY SCHOOLS
SPECIAL BOARD MEETING

March 21, 2017

5:00 PM

BOARD MEMBERS PRESENT: Heidi Jewell, Jamie Erickson, Dillon Styers, and Robert Hutton (telephonic).

SUPERINTENDENT: Not Present

OTHERS PRESENT: Amy Stevenson, Recording Secretary; Lon Garrison, AASB.

CALL TO ORDER: Robert Hutton, Board President, called the meeting to order at 5:02 PM

PLEDGE OF ALLEGIANCE

ROLL CALL: Four (4) Board Members were present at roll call, a quorum was established.

ADOPTION OF AGENDA:

M/S Jamie Erickson, Dillon Styers to adopt the agenda. Roll Call Vote: Heidi Jewell, Jamie Erickson-Yes, Dillon Styers-Yes, Robert Hutton-Yes. MOTION PASSES WITH 4 YES VOTES.

EXECUTIVE SESSION – Superintendent Search process and potential compensation

M/S Robert Hutton, Jamie Erickson to go into executive session to discuss the superintendent search process and potential compensation. Roll Call Vote: Heidi Jewell, Jamie Erickson-Yes, Dillon Styers-Yes, Robert Hutton-Yes. MOTION PASSES WITH 4 YES VOTES.

Into Executive Session: 5:05 PM
Out of Executive Session: 7:30 PM

BOARD COMMENTS

- Jamie Erickson stated that was a learning experience.

M/S Dillon Styers, Jamie Erickon to adjourn. MOTION CARRIED WITH UNANIMOUS CONSENT.

Meeting adjourned at 7:31 PM.

Respectfully Submitted,

Dillon Styers
Board Secretary

Amy Stevenson
Recording Secretary

HOONAH CITY SCHOOLS
SPECIAL BOARD MEETING

March 31, 2017

5:00 PM

BOARD MEMBERS PRESENT: Jamie Erickson, Dillon Styers, and Robert Hutton (telephonic). Heidi Jewell is absent excused.

SUPERINTENDENT: Not Present

OTHERS PRESENT: Amy Stevenson, Recording Secretary

CALL TO ORDER: Robert Hutton, Board President, called the meeting to order at 5:00 PM

PLEDGE OF ALLEGIANCE

ROLL CALL: Three (3) Board Members were present at roll call, a quorum was established.

ADOPTION OF AGENDA:

M/S Robert Hutton, Dillon Styers to adopt the agenda. Roll Call Vote: Jamie Erickson-Yes, Dillon Styers-Yes, Robert Hutton-Yes. MOTION PASSES WITH 3 YES VOTES.

NEW BUSINESS

1.0 Accepting Board Member Resignation.

M/S Robert Hutton, Jamie Erickson to accept Anasia Neal's resignation. Roll Call Vote: Jamie Erickson-Yes, Dillon Styers-Yes, Robert Hutton-Yes. MOTION PASSES WITH 3 YES VOTES.

BOARD COMMENTS

- Bob thanked Anasia for serving on the Board. He understands the reason for her resigning.

M/S Dillon Styers, Jamie Erickson to adjourn. MOTION CARRIED WITH UNANIMOUS CONSENT.

Meeting adjourned at 5:09 PM.

Respectfully Submitted,

Dillon Styers
Board Secretary

Amy Stevenson
Recording Secretary

HOONAH CITY SCHOOLS
SPECIAL BOARD MEETING

April 11, 2017

5:30 PM

BOARD MEMBERS PRESENT: Jamie Erickson, Heidi Jewell, Dillon Styers, Grace Villarreal, and Robert Hutton.

SUPERINTENDENT: PJ Ford Slack, PhD

OTHERS PRESENT: Amy Stevenson, Recording Secretary; Ralph Watkins, Principal; Travis Lewis, Aimee Smith, Shawn McConnell, Amber Malone, Stan Savland, and Glenda Hutton

CALL TO ORDER: Robert Hutton, Board President, called the meeting to order at 6:00 PM

PLEDGE OF ALLEGIANCE

SCHOOL BOARD CANDIDATE INTERVIEWS

- Bob informed the Board and the Audience that Mark Smith withdrew is letter of interest. He then explained the process for the audience.
- The Board interviewed Grace Villarreal

M/S Robert Hutton, Jamie Erickson to fill the vacant seat. Roll Call Vote: Heidi Jewell-Yes, Dillon Styers-Yes, Jamie Erickson-Yes, Robert Hutton-Yes. Motion passes with roll call vote of 4 yes.

OATH OF OFFICE – Board Secretary administered the Oath of Office for Grace Villarreal

ROLL CALL: Five (5) Board Members were present at roll call, a quorum was established.

ADOPTION OF AGENDA:

M/S Heidi Jewell, Jamie Erickson to adopt the agenda. MOTION CARRIED BY UNANIMOUS CONSENT.

****Bob made a statement apologizing to the Board for overstepping by not following proper protocol by making a decision to investigate a contract with Ralph Watkins based on a poll of the board members because he knew that the district could not afford a full time superintendent. He contacted the Board's attorney and had him draw up a contract offering Ralph Watkins a job as superintendent/principal. He has realized that this decision should have been made in public by the board as a whole.**

DISCUSSION: Alternatives to the search for a full-time superintendent

Bob asked if there was a motion to consider the possibility of a supt/principal as an alternative instead of a full time superintendent.

M/S Jamie Erickson, Grace Villarreal to consider a superintendent/principal as an alternative to a full time superintendent. DISCUSSION: The Board discussed the pros and cons. Heidi commented that she could not make a decision without see the budget with the number for this scenario. We need a work session. Dillion stated that they needed a special board meeting soon to decide this. Heidi asked to see the job descriptions for both of the positions. Roll Call Vote: Jamie

Erickson-Yes, Heidi Jewell-Yes, Dillon Styers-Yes, Grace Villarreal-Yes, Robert Hutton-Yes.

The Board set a special board meeting for Friday at 5:00 PM to discuss this further.

M/S Heidi Jewell, Jamie Erickson to adjourn. MOTION CARRIED BY UNANIMOUS CONSENT.

Meeting adjourned at 6:48 PM.

Respectfully Submitted,

Dillon Styers
Board Secretary

Amy Stevenson
Recording Secretary

HOONAH CITY SCHOOLS
SPECIAL BOARD MEETING

April 14, 2017

5:30 PM

BOARD MEMBERS PRESENT: Jamie Erickson, Heidi Jewell, Dillon Styers, Grace Villarreal, and Robert Hutton.

SUPERINTENDENT: PJ Ford Slack, PhD

OTHERS PRESENT: Amy Stevenson, Recording Secretary; Ralph Watkins, Principal; Sally Dybdahl, Travis Lewis, Aimee Smith, Stan Savland, Amber Malone, David Haye, Sheryl Ross, Jenny Miller, Melissa Thaalesen, Pearl Miller, Bob Barton, Jennifer Bidiman, Glenda Hutton, and Melody Douglas, telephonic.

CALL TO ORDER: Robert Hutton, Board President, called the meeting to order at 5:31 PM

PLEDGE OF ALLEGIANCE

ROLL CALL: Five (5) Board Members were present at roll call, a quorum was established.

ADOPTION OF AGENDA:

M/S Grace Villarreal, Heidi Jewell to adopt the agenda Roll Call Voice Vote: Yes, JE-Yes, AN-Yes, DS-Yes, HJ-Yes, RH-Yes. Motion passes.

PUBLIC COMMENTS (Three Minutes per speaker):

- **Sally Dybdahl -** She spent 11 years on the school board cutting expenses-Natatorium, pool, the public library, and the breakfast program for parents and adults. If the budget allows, there needs to be a full time principal.

- **Stan Savland –** He strongly advises the Board to consider a combined positon for the principal and superintendent. Try and go back to both next year if need to.

- **Pearl Miller –** You need to know cutting para hours is not the way to go. We can cover the duties of the SPED teacher who is leaving. She supports a ½ time superintendent and a full-time principal.

- **Shawn McConnell -** He strongly encourages the Board to hire Mr. Watkins as the Principal/Superintendent.

DISCUSSION: Consideration of a full-time superintendent vs. a superintendent/principal, including financial consequences of each alterative.

- **Bob asked PJ and Melody to go over the financials for the Board. Melody presented 4 different versions of the FY 18 budget. The Board discussed the**

alternatives and the cost of each. Heidi was concerned with the size of the job combined as one as both positions have huge jobs to do. She suggested maybe a part-time superintendent and a full time principal. Dillon commented that if they were going to do that they should look at a full time superintendent as no one will want to come in part time. Jamie commented that we can try and see if a combined positon works and if not change back next year. The Board decided to hold an emergency board meeting at 10:00 AM on Saturday, April 15, 2017 to have an executive session to discuss this in detail and interview Ralph.

M/S DillonStyers, Jamie Erickson to adjourn. MOTION CARRIED WITH UNANAMIOUS CONSENT.

Meeting adjourned at 6:30PM.

Respectfully Submitted,

Dillon Styers
Board Secretary

Amy Stevenson
Recording Secretary

EMERGENCY BOARD MEETING

April 15, 2017

10:00 AM

BOARD MEMBERS PRESENT: Jamie Erickson, Heidi Jewell, Dillon Styers, Grace Villarreal, and Robert Hutton.

SUPERINTENDENT: Not Present

OTHERS PRESENT: Amy Stevenson, Recording Secretary; David Haye, Pearl Miller, Jenny Miller, Melissa Thaalesen

CALL TO ORDER: Robert Hutton, Board President, called the meeting to order at 10:04 AM

PLEDGE OF ALLEGIECE

ROLL CALL: Five (5) Board Members were present at roll call, a quorum was established.

ADOPTION OF AGENDA:

M/S Dillon Styers, Grace Villarreal to adopt the agenda as presented. MOTION CARRIED BY UNANIMOUS CONSENT.

PUBLIC COMMENTS (Three Minutes per speaker):

- None

EXECUTIVE SESSION - Personnel

M/S Grace Villarreal, Jamie Erickson to go into executive session. MOTION CARRIED BY UNANIMOUS CONSENT.

Into Executive Session: 10:06 AM
Out of Executive Session: 12:01 PM

****Board President made a statement that the Board has made a decision to hire Ralph Watkins as Supt/Principal for the next school year.**

M/S Heidi Jewell, Jamie Erickson move to adjourn. MOTION CARRIED BY UNANIMOUS CONSENT.

Meeting adjourned at 12:03 PM.

Respectfully Submitted,

Dillon Styers
Board Secretary

Amy Stevenson
Recording Secretary

Home of the Braves

Hoonah City Schools

April 2017

Special points of interest:

- April - State Wide Testing Month
- April 6 - 2017 Activities Banquet
- April 20 - Regular Board Meeting

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

HOONAH CITY SCHOOLS

Home of the Braves

May 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Special points of interest:

- May 12 - Seniors last day of school
- May 13, - Jr/Sr Prom
- May 18 - Graduation for Class of 2017
- May 18 - Regular school board Meeting
- May 19 - Last day of school

QTY	Unit	Description	Price	Ext Price
		Frozen		
USDA				
15 ~~19~~	Cases	hamburger patties -291 ct/40 lbs		
23.75 ~~28~~	Cases	ground beef - 4/10 lb chub		
16	Cases	diced chicken - 4/10 lb bags		
17	Cases	dark meat-12 cases/chicken strip-5 fajita - 30 lbs		
3.5 ~~5.5~~	Cases	sausage patties - 30 lb 6/5 lb		
4 1/2 ~~5~~	Cases	blueberries - 30 lb		
~~2~~	Cases	carrots - 30 lb		
9 1/2 ~~11.5~~	Cases	omelets - 225 ct		
9 1/4 ~~10.5~~	Cases	potato wedges - 6/5 lb bags		
9 ~~9.25~~	Cases	potato gems - 6/5 lb bag		
13	Cases	potato sticks - 6/5 lb bag		
42 ~~70~~	boxes	whole wheat 10" totillas - 11 count 10 PK		
62	boxes	Whole wheat 6" totillas - ~~11~~ count 16 ct/10PK		
15 ~~18~~	Cases	broccilli - 30 lb		
7 ~~10~~	Cases	sweet potato fries - 15 lbs		
17 ~~18~~	Cases	diced sweet potato - 15 lb		
16 ~~19~~	Cases	orange juice - 70 ct/4 oz		
21 ~~23~~	Cases	whole grain cinnamon french toast sticks		
10 ~~12~~	Cases	whole grain french toast		
1	Case	strawberry cups - 96 ct/4.5 oz		
18	cases	french fries - 27 lb		
FSA				
0.7	Box	walnuts		
30 ~~10~~	Lbs	mango chunks	86.31	28.48
20 ~~10~~	Lbs	strawberries	90.91	
23 ~~6~~	Lbs	black berries	74.97	
1 ~~2~~	cases	bacon Canadian	61.25	
3	cases	eggs		
2013		Raspberry Crumble		
Local				
~~50~~	lbs	Halibut	97.31	

QTY	Unit	Description	Price	Ext Price
		Dry Goods		
		USDA		
~~6~~ 5+2 3LB BAGS	cases	rolled oats - 36 lb each		
21 ~~24~~+5 cans	cases	kidney beans		
4 ~~6~~ + 1 can	cases	canned apple sauce - 6/#10		
26+2 cans	cases	mixed fruit - 6/#10		
15 ~~18~~ +1	cases	diced peaches		
43 ~~47~~	cases	diced pears		
4 ~~10~~	bags	brown rice - 25 lb		
1 ~~2~~+2 cans	cases	corn - 6/#10		
8 ~~12+2 cans~~ +4	cases	green beans		
~~1~~	case	cinnamon apple sauce cups - 96 ct		
~~1~~	case	blue raspberry apple saucs cups - 96 ct		
~~9~~ 7	cases	apple sauce cups - 96 ct		
1+19 cans	case	chicken 12.5 oz - 24 ct/cs		
8 ~~9~~	cases	whole grain rotini - 20 lbs		
4 ~~5~~	boxes	51% whole wheat spaghetti noodles		
		FSA + other		
1	25 lb	corn polenta	44.1	44.1
1	50 lb	AP flour	28.87	28.87
1	50 lb	Spring Wheat flour	30.8	30.8
~~1~~ 1+4	case	no salt diced tomatoes	40.56	40.56
~~2+4 cans~~	cases	tomato paste	38.35	
1 ~~2+2~~ cans 4	cases	diced tomatoes		
4 ~~5+2~~ cans 4	cases	pineapple	56.5	292.11
2	cases	black beans	30.44	60.88
2 ~~3+2~~ cans 4	cases	garbanzo beans		
1	case	wax beans		
1 ~~3~~	gal	salsa - [illegible]	61.70	
~~4~~	gal	syrup	39.4	39.4
2	gal	100% maple syrup		
5	gal	worcesteshire sauce		
1	gal	soy sauce		
2	gal	apple cider vinegar		
5 ~~10~~	boxes	28 oz cream of wheat		
~~5~~	~~boxes~~	~~18 oz zoom~~		
2	Bags	total rasin bran 56 oz		
2 ~~3~~	Bags	reeses puffs 35 oz		
1 ~~2~~	Bags	cocoa puff 35 oz	50.18	25.09
~~1~~	Bag	lucky charms 35 oz	51.26	12.82
~~1~~ 1 BAG	box	frosted mini wheats		
1+ 8 bags	case	mashed potatoes	82.07	137.06
~~3~~	cans	66.5 oz tuna		
~~11~~	cans	cream of mushroom soup		

~~5~~	bags	tortilla chips 8/16 oz		19.63	12.37
1.5	cans	shortening 50 lbs			
2	cans	clams			
8	cans	apple pie filling			
1	case	whole grain rigale			
10 ~~18~~ 3	lbs	elbow macaroni			
~~23~~	lbs	brown sugar			
0.5	box	whole grain lasagna noodles			
~~25~~ 17	lbs	pinto beans			
35	lbs	pearl barley			
~~8~~ 15	lbs	black beans 25 #		30.44	9.74
1		rice vinegar			
1 ~~2~~		white vinegar			
4 ~~6~~		peanut butter			
3 ~~2~~		canola oil ~~Costco~~	4PK 24.05	~~37.04~~	~~74.08~~
~~1~~ 1/2		olive oil blend			
4 ~~7~~	cans	pan spray 6 cans per cases		40.01	45.61
1	gal	apple juice			
~~1~~	gal	french dressing 5524			
1	gal	italian dressing			
4 ~~5~~	bags	rasins			
2		birch syrup			
1		raspberry syrup			
5		blueberry syrup			
5		lingan berry syrup			
3		strawberry syrup			
~~58~~ 38	bowls	cocoa puffs			
~~44~~ 17	bowls	frosted flakes			
~~12~~	bowls	~~honey nut cheerios~~			
~~76~~ 54	bowls	cinnamon toast crunch		46.32	36.59
~~19~~	bowls	~~frosted mini spooner~~			
2 + ~~3~~ 1/3 cans	1 cases	refried beans		48.83	122.08
90	Bowls	Froot Loops		46.33	
96	Bowls	Lucky Charms		45.55	

QTY	Unit	Description	Price	Ext Price
		Spices		
FSA				
7	containers	bay leaf 2 oz each		
1	container	basil 22 oz		
1.13	containers	caraway seed 16 oz		
~~1~~ 1 3/4	container	chili powder 5 lbs		
4.5	containers	cinnamon 15 oz		
1	container	cilantro 4 oz		
1.5	containers	coriander 14 oz		
~~6~~ 6 1/2	containers	cumin 15 oz		
3.5	containers	curry powder 17 oz		
1.13	containers	dill weed 5 oz		
0.5	container	funnel seed 14 0z		
6 ~~0.75~~	container	granulated garlic -109.49/6ct		
~~0.75~~ 1/2	container	itailian seasoning 28 oz		
1	container	chives 5 oz		
~~3~~ 1 3/4	containers	paprika 5 lbs		
0.13	container	poultry seasoning		
1	container	tarragon 20 oz		
0.5	container	ground ginger 16 oz		
0.25	container	marjoram 11 oz		
3	containers	dry muster 1 lb		
1	container	nutmeg 16 oz		
4.~~75~~ 25	containers	onion powder 20 oz		
0.5	container	onion salt		
3.25	containers	pickling spice		
1	container	poppy seed 20 oz		
1	container	rosemary 6 oz		
0.5	container	thyme leaves 6 oz		
0.33	container	turmeric 15 oz		
6 ~~7~~	containers	tahini 32 oz		
5 ~~6~~	containers	vegetable base 1 lb		
~~1~~	container	chicken base 5 lb		
~~6~~	containers	beef base 1 lb		
19 ~~22~~	containers	corn starch 1 lb		
4	containers	baking powder 5 lb		
22 ~~23~~	containers	salt 1 lb, 10 ozs	29.82	28.63

QTY	Unit	Description	Price	Ext Price
		Non-Food		
FSA				
~~1.25~~ .75	boxes	white sandwich bags	28.51	35.64
~~1.25~~ .75	boxes	sporks	30.22	37.78
2 ~~3~~	pks	200 ct portion cups		
5 ~~6~~	pks	100 ct portion cup lids		
1+14 pks	cases	16 oz soup cup		
16 ~~1 + 4 pks~~	cases	12 oz soup cup		
12 pk ~~1+3 pks~~	cases	8 oz soup cup		
14 ~~1 + 2 pks~~	case	soup cup lids		
3 ~~4~~	pks	clear cups 116 ct	69.81	46.08
14	pks	clear cup lids 61 ct	47.17	44.01

April School Board Report

Superintendent PJ Ford Slack, Ph.D.

The Mobile Green house is here at HCS. Planting is in process and Sheryl Ross is the point person.

Health Insurance Update: Curt Hebert, our insurance broker at Marsh and McLennan Agency, received three bids for Hoonah City Schools to consider. One is a renewal with our current provider, Premera Blue Cross (Poli-sub group), PEHT (Plan B, former NEA health trust), and Moda Health.

The PEHT offers savings to employees and the district. There was a requirement that all employees fill out a medical disclosure form. Forms that were turned in to the D.O. by Tuesday April 18 were sent to Marsh and McLennan to get them to PEHT. PEHT will then calculate the true costs to HCS and re-submit.

When we have the true costs based on our employees needs Mr. Allen Clendaniel will review and decide whether to open negotiations. At this time we are hoping to hear back by the first week in May.

Legislature: Education funding is still a mystery. The Senate wants the 5% cut and told the superintendents if not this year then next year. The Senate is also hoping to move the PERS/TRS on behalf of back to the districts. That means HCS would be paying the matching payment to the retirement accounts for all employees.

PRE-K Grant Continuation: Heather Wheeler and I are prepared to submit a continuation grant that would fund a Pre-K teacher and paraprofessional to run a Pre-K program. The state has approved our Pre-K teacher to be able to help with Kindergarten of the numbers are not too high. At this time we do not know if the amount for the Pre-K grants that appear in the Governor's budget will be maintained.

Hoonah City Schools Strategic Plan: One Year Summary

GOAL 1 Student Learning:

OBJECTIVE 1: Meet every student's individual needs

1. Build a 9-12 Schedule that is culturally supported and matriculates to post-secondary:

Independent Learning Plans 9-12 were started for the FY17 school year

ANEP, SPECIAL ED Director, Principal were all involved

The schedule is a work in progress depending on staffing and opportunities with Huna Heritage, The National Parks, HIA, and SeaAlaska.

2. Make use of Internal and External Data for Learning Plans/Portfolios

Measurement of Academic Progress (MAPS) is the testing protocol now used by 80% of the Alaskan School Districts. The data points are reviewed 3 times a year. Students are involved in their data and setting goals.

Year two will see more student involvement and the data will be part of Parent Teacher conferences.

MAPS was chosen so that every teacher and student will know what they need to focus on or improve as well as when to advance. This is a more useful protocol then waiting each year for the State Testing results.

3. Expand Learning

Online options have been added.

UAS Fisheries program is an option

Further expansion is being explored. The addition of 25/25 band width in August should help open opportunities. Schedule flexibility still needs exploration.

Look to HIA and Huna Heritage for new options in Fall 2017

Objective 2:

1. Every student will have an advisor to co-manage Individual Learning Plan: **IN PROCESS**
Hope to implement August 2017

2. Monitor Student Growth: In process (reports to the school board)

Goal 2. Stakeholder Satisfaction
Objective 1: Improve communication with all stakeholders

1. Establish Quarterly meeting with Mayor and City Assembly
Two meetings have been held with the Mayor and Assembly. The Assembly has sent members to the school board meeting.
This is good but will continue to be a focus for next year.

2. Develop an external communication plan:

This was a three pronged plan established between the Superintendent and Principal.

A. Get HCS website up and useful: Keep expanding and add Board notes

B. **Establish an instant msg. with families Working and updated every semester**
C. **Radio station up and operational: Then add programming.**

Added radio programming will be done FY 18 school year

Added bandwidth at the school should provide us with the ability to broadcast basketball games and perhaps even School Board Meetings.

3. School Internal Communication

Principal Weekly Monday Update

Superintendent Weekly update to Board and shared with Leadership team

Monday morning All school check in

Superintendent: Thankful Thursdays to all staff

Instant message to staff when needed

FY 18: Superintendent Will establish a new communication plan by looking at what is working and what can be done better.

Goal 2: Stakeholder Satisfaction

Objective 2: Engage Stakeholders as Partners to support our Mission

1. Develop and conduct family survey**: Mr. Watkins used survey monkey and IPADs to get family feedback. This will be expanded in 2017.**
2. Establish and implement parent volunteer system: To be done in Fall of 2017 or Fall of 2018
3. Spring Celebration for Volunteers: Principal's lunch: Mr. Watkins is doing a Principal's lunch with the school volunteers for this year. His hope is that next year we can get volunteers to do some of the needed supports like: School lunch count, before and after school safety and so forth.

Goal 3: Employee Development

1. Develop annual plan for providing in-service on specific cultural information: **This is currently part of our ANEP: Cultural and Language Grant and our partnership with SERRC on the PASSAGES grant. Last year we had Cultural day long in-service and surveys with Passages. Fall 2017 In-service will be with First Alaskans full day cultural training. This training will be for all staff.**

2. Use one PLC per month for language/culture professional development: **Ongoing**.
3. Incorporate Language components into High school classes: **Ongoing**

Objective 2: Make every employee feel valued and increases their capacity to make a difference.

1. Establish appreciation week for school district employee groups
   We have trained all staff in the Orange Frog Project to increase reflection on happiness. Mr. Watkins has established a recognition of employees at awards assemblies. A focused week on employee recognition has not been considered at this time due to other State and Federal requirements. We do bring food, have monthly potlucks, and birthday celebrations.

Objective 3 Employee Development

Ensure HCS staff is trained in the use of instructional technology

1. Provide PD in the use of instructional technology for staff members who are expected to use technology in their work.

Training will be done Fall 2017 on PowerSchool (a student attendance and grading system). This year the use of MAPS has been part of all day in-service and PLC time. We have been unable to identify a trainer for Marzano and that is on the Principal's list. Without an internal tech coordinator this becomes an item on a list of To Do's. It is on the list.

Goal 4: Support Systems

Objective 1: Maintain technology in preparation for adequate service upgrades

1. Create a School District Technology Plan: **Not completed**

   We do have a Five year infrastructure plan (replacement of hardware items and software renewals) that was created by Tekmate.

2. Explore hiring a technology support expert to assist development of the technology plan. **Due to finances not explored**
3. Engage with a technology company to explore shared on-site technology services for HCS and other local organizations.

   Working with the Mayor, HCS schools re-opened their e-rate bid. The successful company was SE Alaska Communications (Snow

Cloud). They will bring increased band width to the school on July 1, 2017, for much less then ACS or ATT or GCI.

Below is the focus of the Department of Education and Early Development for the Coming year. We did not have anyone in attendance at this event due to travel cost. However, Mr. Watkins or I will keep you informed of what was decided. AASB was at the meeting and I am sure you will hear about it at your November meeting.

Committees for Alaska's Education Challenge to Meet April 20 in Anchorage

JUNEAU – The committees developing recommendations to transform Alaska's public schools will kick-off their efforts April 20 at the Dena'ina Civic and Convention Center in Anchorage. The event, which is open to the public, begins at 9 a.m. and ends at 5 p.m. This is the agenda: https://gov.alaska.gov/wp-content/uploads/sites/5/20170420_Meeting-Agenda.pdf.

Governor Bill Walker introduced Alaska's Education Challenge in his State of the State Address in January. He challenged Alaskans to establish an efficient, sustainable, and comprehensive system to provide an excellent education for every student.

The ultimate goal is for students to graduate high school ready for career training and college, whether in the workforce, the military, apprenticeships, technical education programs, or associate degree and bachelor's degree programs.

Alaska's Education Challenge builds on the work of the State Board of Education and Early Development, which identified five priorities for public education: improve student learning, ensure excellent educators, modernize the education system, inspire tribal and community ownership of educational excellence, and promote safety and well-being.

For each of the priorities a committee of up to 20 parents, students, educators, tribal members, legislators and others -- co-chaired by State Board of Education members -- will meet periodically into September. The committees will submit their recommendations to the State Board of Education, which will prepare a report for the Governor and Legislature by year-end.

After the meeting on April 20, committee meetings will be held by audio conferences open to the public. Alaskans can follow the process on the Alaska Education Challenge webpage.

May 18th is graduation. The School Board sits on the stage with the graduates.

You will be asked to be at the school a half an hour before we start. Start time is normally 7PM but Mr. Watkins will instruct us. It is a fun evening!

MAY 20th is the Eagle and Raven Pole Raising at Bartlett Cove. If you would like to go over contact HIA about tickets to ride the Catamaran.

To: The Hoonah City School Board
From: Ralph M. Watkins

Principal Report April 17th

The weeks leading up to this report have been busy. Much has been accomplished and there is still much to do.

Upcoming Events:
April 24th Aims and MAPS spring benchmarking begins
April 28th
May 6th Prom
May 12th last day for seniors
May 17th Quarter 4 Awards ceremony and 8th grade promotion
May 19th Graduation

Objective #2
Increasing graduation rate to 100%
Action item 2

PEAKs Testing was completed since our last update. The data won't be available until around July. We will use this data in conjunction with our MAPs and Aimsweb to identify where our students are growing and where the deficits are still evident. The PEAKs data is the last piece of our assessment cycle. When we return for next year we will have a complete picture of our student achievement for the entire school year.

Beginning April 24th our final benchmarking windows for MAPS and Aimsweb will open and be completed May 10th.

Goal #1 Student learning
Objective #2
Build a schedule that culturally supported and matriculates through grade 12 and students first post-secondary year
Action item 1

Work on secondary schedule has begun. Professional earning teams are working on alignment of math curriculum to ensure that students are prepared for high school math by the time they reach freshman year. This work involves making sure foundational skills from each grade level provide students with the skills they need to be successful in the succeeding grade level.

Goal #2 Stakeholder satisfaction
Objective #2
Improve communication with all stakeholders

Action item 2

Thursday April 20th meeting help persons representing HIA to develop civics unit to provide students with information about local government, tribal organizations, and other information that will help students better understand their place in the larger social structures. Similar meets have been and will be held with Huna Totem, City of Hoonah, ANB, and other gropus.

April 2017 Maintenance

- School Playground architectural bids. Included both bids. I recommend we choose which one we are going with and begin moving forward with this project.
- Still waiting on the motor for the elementary sprinkler compressor. Three of my personal compressors have burnt out from keeping air in the system.
- The EED inspection is on Monday the 15th. I will bring whatever information I am provided from that.
- We are currently down a custodian. I have been informed that there is no intention of filling the position which I do not agree with. The custodian is a vital part of our organization. Not only are they making sure the school is visually clean, but they are keeping germs at bay with the use of disinfectants.
- I am growing concerned with the cuts to all the over the breaks cleaning and maintenance that the custodians usually do. We usually shampoo and wax the floors over Christmas break and some main floors (cafeteria, elementary hallways, and high school entrances) over spring break. I can see some places the wax is beginning to wear threw because it has not been done since last summer. When the floor under the wax becomes damaged it will be visible threw the wax until the floor is replaced.
- I hope we can avoid a furlough during this summer as even with the help of the two temporary positions that were hired last year it was a rush at the end of summer to make sure the school was ready for classes to begin.
    - **Over summer break the custodians**
    - Shampoo and wax all flooring and carpet which includes moving all furniture
    - Painting and repair walls interior and exterior, lockers
    - Deep clean; desks, walls, whiteboards, air handling units, cooling units, windows and window seals, trash cans, bathrooms, lockers
    - Keep up with grounds keeping duties.
    - Relocate furniture to accommodate other staff.
    - Process freight
    - Go through annual trainings
    - Clean parking lot for repainting as needed
    - Assist maintenance with various PM work orders that include ladders, electricity or can be expedited by their assistance.

Dear Hoonah City School Board of Education,

I believe having a second custodian is paramount to the health and wellbeing to our students and staff, as well as to the condition of the school facilities. It has been suggested that I can be used as a custodian/maintenance employee because we have gotten rid of the pool. Although the pool occupied a lot of my time I was usually working more than the 8 hours a day I am scheduled to work to keep up with the upkeep of both buildings. During this period our tool room was in disarray as well as many storage areas, and although now they are not as in order as I would like them they are constantly improving as I have time to work on them. I find time to keep the mechanical rooms cleaner, which cuts down on the dust around motors increasing the longevity we can expect from our equipment.

Already 70% of my time is spent on PM work orders, that do not include gathering the tools for tasks or going from one place to another. Then there is also the time needed for unscheduled work orders.(IE; emergency repairs, repairs requested by staff, and work that I notice needs to be done.) The morning cleaning required to keep the school sanitary and visually appealing will take two hours each morning, which is 25% of my available time.

Although the unscheduled work orders vary from month to month leaving only five percent of the 40 hours a week I am scheduled to work only leaves 2 hours a week for those tasks like finding the necessary tools, traveling from place to place, cleaning storage and mechanical areas, and completing unscheduled work orders.

Some weeks when there are minimal unscheduled work orders that may be ok but on weeks where any task above a minor repair comes up I will be left deciding between sanitizing, completing the PM work orders for the week or my personal time as something that will be lessened during that week. I have always been willing to work more hours than I am scheduled too, as my contract requires I do, in the event of an emergency. I believe combining maintenance with a custodial position will make these instances common occurrence rather than a once in a while ordeal.

Our PM work order program is important as it allows us to stay eligible for CIP projects and other funding opportunities from the state. Also they allow us to delay and discover issues that arise to our schools mechanical components.

Sanitation is important as it keeps students and staff healthy, allowing us to have school. Not to mention visual cleanliness which assists in comfort and trust provided by our students and their parents.

Another important aspect of the day custodian is the ability to help me complete tasks dealing with heights, pressure, electricity, and heavy lifting in a safe manor. There are tasks which I can only complete on the weekends or in the evening because they have the potential to disrupt classes and having someone to be here during all the school days will quickly become important to the other staff.

We may be able to make the closure of one of our custodial positions work, but it wouldn't come without costs. At the least they would include cleanliness of the mechanical rooms (resulting in a decrease of longevity of equipment), the ability to always have maintenance/custodial staff here during school days, and all the general assistances that should be provided by a day time custodian.

Sincerely,

Maintenance Supervisor

Jeremiah Byers

Jeremiah Byers

Corvus Design

Landscape Architecture • Planning • Industrial Design

2506-B Fairbanks Street, Anchorage, Alaska 99503
119 Seward Street, Suite 15, Juneau, Alaska 99801

December 5, 2016

Jeremiah Byers
Hoonah City Schools
366 Garteeni Highway
Hoonah, AK 99829

Subject: **Hoonah City Schools Playground**

Dear Jeremiah,

Corvus Design appreciates this opportunity to provide the following scope of work and fee for developing construction drawings and specifications for the new play equipment at the Hoonah City Schools.

SCOPE OF WORK

Our scope of work includes the development of bid ready construction documents that includes drawings and specifications for the new play equipment and safety surfacing at the City Schools. Play equipment to be specified includes one swing set, one at grade slide and a composite climbing/play structure identified as play areas 3, 5 and 6. The equipment is to be Landscape Structures play equipment (project number 89201-1-1). Design work includes earthworks, placement of the play equipment, design of safety surfacing and related playground work. Limited existing site information exists as AutoCAD drawings and work would include rough magnitude site measurements and the creation of an AutoCAD site plan for the play area to serve as the base drawing. Specifications would be also prepared for the project (Sections 1-13, as required). The City of Hoonah is to provide their boiler plate Section 0 specifications for this project. Work will also include discussion of 'inclusive play and accessibility' with Schools staff to determine the appropriate level of accessibility and cost implications for the play equipment and safety surfacing. It is assumed that a majority of safety surfacing will be pea gravel however some play elements will require accessible surfacing. A cost estimate will be prepared at the 65% level to verify costs. Final construction drawings will be stamped by a licensed professional Alaska Landscape Architect as stated in Alaska Statutes AAC 36.069.

DELIVERABLES

Deliverables include:

- One site visit to meet with staff, verify conditions and take site measurements
- Drawings for review at design development (65%), 95% and 100% construction documents as 11x17 pdf. 100% documents will be stamped by a professional Alaska Landscape Architect as 11x17 and 22x34 drawings

- Specifications at 95% and 100% (Word document and pdf)
- Cost estimate at the 95% level (pdf)
- One teleconference call to discuss and review work after each submittal

SCHEDULE

We are available to begin our landscape architectural work immediately after receipt of Notice-to-Proceed. We estimate approximately 30-45 days to complete the work once the site visit has taken place and assumes that review of documents by Schools staff will be 5 working days or less. Longer review periods will extend the schedule.

FEE PROPOSAL

We propose to furnish the above-described services for a total lump sum fee of $7,878.00. The detailed fee estimate is attached.

We trust this provides adequate information for evaluating our proposal. If desired, Corvus Design will be pleased to create a contract for this project. We look forward to working with you on this project, and we will be happy to answer any additional questions.

Sincerely,

Christopher Mertl, PLA, ASLA
Principal Landscape Architect
Corvus Design, Inc.
119 Seward Street, Suite 15
Juneau, AK 99801

Attachment: Fee Schedule

Corvus Design, Inc.
Attn: Christopher Merti
Anchorage: 907.222.2859
Juneau: 907.988.9000
www.corvus-design.com

Fee proposal					6-Dec-16
Client:	Hoonah City Schools				
Project:	Hoonah Playground Improvements				
Contract Type:	Lump Sum				
	Personnel Type	Senrior Principal	Principal	Landscape Designer	Total Hours/ Total Fee
Task	Hourly Rate	$165.00	$152.00	$100.00	
Design Period Services					
1.0	**Design Development (65%)**				
1.01	Site Meeting, Measurements and Travel	0	8	0	8
1.02	Drawing set-up	0	0	4	4
1.03	Playground Design	0	2	8	10
1.04	Cost Estimate	0	1	2	3
1.05	Project Management	0	1	0	1
1.06	Meetings (1 @ 2 hours each teleconf)	0	2	0	2
1.0	Task Total Hours	0	14	14	28
1.0	Task Total Fee	$0	$2,128	$1,400	$3,528.00
2.0	**95% Design**				
2.01	Playground Plans & Details	0	2	8	10
2.02	Specifications	0	4	4	8
2.03	Meetings (1 @ 2 hours each teleconf)	0	2	0	2
2.04	Project Management	0	1	0	1
2.05	Quality Assurance/Quality Control	2	0	0	0
2.0	Task Total Hours	2	9	12	23
2.0	Task Total Fee	$330	$1,368	$1,200	$2,898.00
3.0	**100% Design**				
3.01	Playground Plans & Details	0	1	4	5
3.02	Specifications	0	1	2	3
3.03	Project Management	0	1	0	1
3.04	Meetings (1 @ 1 hours each teleconf)	0	1	0	1
3.0	Task Total Hours	0	4	6	10
3.0	Task Total Fee	$0	$608	$600	$1,208.00
Design Period Services Totals					
	Labor Total Hours	2	23	26	51
	Labor Total Fee	$330.00	$4,104.00	$3,200.00	$7,634.00
	Expenses				$244.00
	Total Fee				$7,878.00

Fee Notes:

1) Fee includes single copy 8.5x11 and 11x17 hard copy reproduction and digital files. Additional reproduction shall be reimbursed on a time and expenses basis.

2) Additional deliverables, tasks, meetings and coordination beyond those outlined in this fee, and design aspects outside of scope, shall be considered additional services and shall be billed on a time and expenses basis or negotiated lump sum.

Cost Constants

Flight and Travel Costs - JNU to HNH	LS	$200.00
Parking	per day	$24.00
Per Diem	per day	$20.00

Task	Item	Quantity	Unit	Cost	Extended
1.0	**Design Development (65%)**				
1.01	Flight and Travel Costs - JNU to HNH	1	LS	$200.00	**$200.00**
1.02	Parking	1	per day	$24.00	**$24.00**
1.03	Per Diem	1	per day	$20.00	**$20.00**
1.0	**Total Expenses**				**$244.00**

Fee Proposal Expense Totals					
	Expense Total Fee				**$244.00**

PDC ENGINEERS

PLAN • DESIGN • CONSTRUCT

March 9, 2017

Sent via Email

Hoonah City Schools
366 Garteeni Highway
Hoonah, AK 99829

Attn: Jeremiah Byers
Maintenance Supervisor

Re: Hoonah City Schools Playground
Design Fee Proposal

Dear Jeremiah,

Per your request PDC Engineers is pleased to submit fee's for the Hoonah City Schools playground facility to be located in the rear of the existing Hoonah Schools building. We have teamed with Corvus Design for the playground design and PDC will handle the site mapping and drainage design. The following is our anticipated scope of work and associated fee's for the project.

SCOPE OF WORK

Our scope of work includes the development of bid ready construction documents that includes drawings and specifications for the new play equipment and safety surfacing at the City Schools. Play equipment to be specified includes one swing set, one at grade slide and a composite climbing/play structure identified as play areas 3, 5 and 6. The equipment is to be Landscape Structures play equipment (project number 89201-1-1). Design work includes earthwork, placement of the play equipment, design of safety surfacing and related playground work. PDC site topographic drawing would be used as base drawings for the playground design. Landscape architect will make a site visit to Hoonah to inspect existing conditions. Specifications would be also prepared for the project (Sections 1-13, as required). The City of Hoonah is to provide their boiler plate Section 0 specifications for this project. Work will also include discussion of 'inclusive play and accessibility' with Schools staff to determine the appropriate level of accessibility and cost implications for the play equipment and safety surfacing. It is assumed that a majority of safety surfacing will be pea gravel however some play elements will require accessible surfacing. PDF electronic submittals of the plans will be made at the 65%, 95% and 100% final design phases. Construction cost estimates would be prepared at the 95% level to verify costs. Corrections per owner/client review comment to the 65% and 95% level plans and specifications. Assume teleconference review meetings after each submittal phase. Final bid ready signed plans, specifications and final cost estimate will also be prepared and submitted in electronic Adobe pdf format to Hoonah Schools.

ESTIMATE OF FEES

ENGINEERING SERVICES TASK DESCRIPTION	FEE
PDC Playground Topographic Survey/Drainage Design	$4,235
Corvus Playground Design	$9,060
LUMP SUM FEE TOTAL	**$13,295**

Fee Estimate Assumptions:

1. Agency permitting excluded from this fee proposal.
2. No construction administration or inspection services included.

Additional deliverables, tasks, meetings and coordination beyond those outlined in this outside of scope, shall be considered additional services and shall be billed on a time and expenses basis or negotiated lump sum.

SCHEDULE

Pending snow/ice covering the ground surface we are available to mobilize to Hoonah for the field survey work within one week of a notice to proceed. We would begin the playground design after the playground mapping was complete with an estimated 30-45 days to complete the design work. We anticipate City of Hoonah submittal review of documents by Schools staff will be 5 working days or less. Longer review periods will extend the schedule.

We appreciate being of service to Hoonah City Schools on this project and should you have questions concerning this fee proposal please do not hesitate to contact us.

Sincerely,
PDC Engineers

J. Mark Pusich

J. Mark Pusich, P.E.
Principal Civil Engineer

Approved By: _____ Date: _____

PDC FEE PROPOSAL
FOR
Hoonah City Schools Playground

PREPARED BY: JMP
PREPARED ON: March 9, 2017 REVISED ON:

FIXED FEE

TASK NO.	TASK	PDC LABOR HOURS PER JOB CLASSIFICATION & STAFF PERSON					
		PROJECT MANAGER	CIVIL ENGINEER	AUTOCAD TECHNICIAN	Survey Team		
		Pusich	Pollard	Ethan			
1	Topo Survey Field Work				6		
2	Topo Survey Office Mapping			4			
3	Playground Drainage Design		3	4			
4	Project Meetings w/client and Corvus	3					
5	PDC QC on Deliverables	2					
6	Deliverable Preparation			2			
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
	TOTAL HOURS	5	3	10	6	0	0
	LABOR RATES	$180.00	$145.00	$105.00	$225.00		
	SUB-TOTAL FEES	$900.00	$435.00	$1,050.00	$1,350.00	$0.00	$0.00
FEES							$3,735.00

xpenses				
Item No.	Item	Quantity	Unit Price	Total Price
1	Airfare Hoonah, 2 people	2	$250.00	$500.00
2	Parking	1	$15.00	
				$0.00
			SUB-TOTAL EXPENSES	$500.00

Total Fixed Fee **$4,235.00**

Corvus Design, Inc.
Attn: Christopher Mertl
Anchorage: 907.222.2859
Juneau: 907.988.9000
www.corvus-design.com

Fee proposal					6-Dec-16
Client:	Hoonah City Schools				
Project:	Hoonah Playground Improvements				
Contract Type:	Lump Sum				
	Personnel Type	Senrior Principal	Principal	Landscape Designer	Total Hours/ Total Fee
Task	Hourly Rate	$165.00	$152.00	$100.00	
Design Period Services					
1.0	**Design Development (65%)**				
1.01	Site Meeting, Measurements and Travel	0	8	0	8
1.02	Drawing set-up	0	0	4	4
1.03	Playground Design	0	2	8	10
1.04	Cost Estimate	0	1	2	3
1.05	Project Management	0	1	0	1
1.06	Meetings (1 @ 2 hours each teleconf)	0	2	0	2
1.0	Task Total Hours	0	14	14	28
1.0	Task Total Fee	$0	$2,128	$1,400	$3,528.00
2.0	**95% Design**				
2.01	Playground Plans & Details	0	2	8	10
2.02	Specifications	0	4	4	8
2.03	Meetings (1 @ 2 hours each teleconf)	0	2	0	2
2.04	Project Management	0	1	0	1
2.05	Quality Assurance/Quality Control	2	0	0	0
2.0	Task Total Hours	2	9	12	23
2.0	Task Total Fee	$330	$1,368	$1,200	$2,898.00
3.0	**100% Design**				
3.01	Playground Plans & Details	0	1	4	5
3.02	Specifications	0	1	2	3
3.03	Project Management	0	1	0	1
3.04	Meetings (1 @ 1 hours each teleconf)	0	1	0	1
3.0	Task Total Hours	0	4	6	10
3.0	Task Total Fee	$0	$608	$600	$1,208.00
Design Period Services Totals					
	Labor Total Hours	2	23	26	51
	Labor Total Fee	$330.00	$4,104.00	$3,200.00	$7,634.00
	Expenses				$244.00
	Total Fee				$7,878.00

Fee Notes:

1) Fee includes single copy 8.5x11 and 11x17 hard copy reproduction and digital files. Additional reproduction shall be reimbursed on a time and expenses basis.

2) Additional deliverables, tasks, meetings and coordination beyond those outlined in this fee, and design aspects outside of scope, shall be considered additional services and shall be billed on a time and expenses basis or negotiated lump sum.

With R&M Markup
15% = $9,060

Cost Constants

Flight and Travel Costs - JNU to HNH	LS	$200.00
Parking	per day	$24.00
Per Diem	per day	$20.00

Task	Item	Quantity	Unit	Cost	Extended
1.0	**Design Development (65%)**				
1.01	Flight and Travel Costs - JNU to HNH	1	LS	$200.00	**$200.00**
1.02	Parking	1	per day	$24.00	**$24.00**
1.03	Per Diem	1	per day	$20.00	**$20.00**
1.0	**Total Expenses**				**$244.00**

Fee Proposal Expense Totals					
	Expense Total Fee				**$244.00**

Hoonah school district

Special Education HCS Board Meeting Report for April, 2017

From: Sheryl Ross, Special Education

Thank you for the opportunity to serve our school and community!

Action Items:

Approval of Special Related Providers MOA Contracts for the 2017-2018 school year.

Doug Wessen, School Psychologist
Crezell Wilburn, Speech & Language Pathologist
Tyler Gilson, Physical Therapist
Maggie Heyman-Hotch, Occupational Therapist
Aaron Fong, Counselor, Searhc cost per student if needed.

Updates

Our team is pleased that each of these providers want to come back to Hoonah to serve our students on a quarterly basis. If there are new referrals it may be necessary for specialists to come an additional time.

Each provider has opportunity to serve many other districts and pick and choose favorite places. These providers either know our students well after serving for a number of years such as as our school psychologist and speech pathologist, or are just getting to know our students this past school year, (OT, PT).

Our counselor services have been covered under Denali Kid Care or as a beneficiary except for one student. We are seeking a scholarship or reduced cost for this student rather than the $540 per visit cost.

We are currently receiving evaluation summaries from our specialists and will complete the final 9 IEPs in the next couple weeks.

Title VI-B - Funding worksheets due April 28, 2017 Heather Wheeler and Sheryl Ross will complete this by April 12, 2017

Supplemental Workbook for Summer Oasis by the end of April.

Count - As of April 2017, our special education count is at 24. We are in the process of evaluating new referrals and running annual IEPs or ESER/IEPs for the remainder of students. If determined eligible

through testing protocol and team consensus, that align with State eligibility requirements, we will have 28 students receiving special education services by the end of the school year. We thank the community for entrusting our team to support their students.

Compliance Monitoring- Please see monitoring report attached.

EED Special Education Dept. of Alaska team monitored our special education services April 10-12, along with a meeting with staff and parents the evening of Weds., April 12.

The monitoring went very well. Thank you SpEd Team! We had minimal corrections on four IEPs:

EED was very pleased that we have partnerships with our special service providers, SESA specialists, and our partnership with Searhc, along with strong para supports and our student's needs are met beyond expectation. We provided full-disclosure of our files and access to students and to staff. We had minimal corrections on four IEPs to be corrected before the end of the school year. There will be some errors due to the volume of paperwork. Again- errors were minimal. Thank you team!

Action Required and submitted to the state:

- We are expected to repair any errors and have parents sign off on each.
- We are expected to complete a root cause analysis.
- Conduct training in the specific monitoring category.
- Submit a training agenda.
- Participant sign-in sheet.
- Create a root cause summary.
- Provide EED with copies of the next three (3) documents demonstrating corrective action.

Comparison:
In 2012 there were 68 errors.
In 2017 there are 6 errors.

Areas of Need:

- Ensure there is evidence that copies of the ESERS are provided to parents
- Ensure ESER needs match goals and services provided
- Ensure specific assessments are not referenced on student IEPs
- Ensure progress monitoring is marked on each student goal, not just the first one.

Areas of Strength:

- Very organized and complete files
- Friendly and cooperative staff
- Paperwork was consistent
- Policies and procedures are evident and well-managed
- IEPs were well written and reflected true application to individual students
- Implementing the use of COS (Child Outcomes Summary) forms

The State of Alaska Alternate Assessment and State Assessment window opened on March 21, 2017.

We are currently in the three-week testing process.

Mobile Greenhouse

The Mobile Greenhouse grant from from April 14 to October in partnership with HIA and the City of Hoonah. The intent of this project is for students to grow fruits and vegetables successfully with the intent to proceed with a grant for community greenhouses. This goal can provide skill-based activities, and small business curriculum to build a sustainable service to supply produce to the school and to the community. Our middle school students are planting now and on trays in the middle school classroom.

Thank you!

THE STATE of ALASKA
GOVERNOR BILL WALKER

Department of Education and Early Development

DIVISION OF TEACHING AND LEARNING SUPPORT
Special Education

801 West 10th Street, Suite 200
P.O. Box 110500
Juneau, Alaska 99811-0500
Office: 907.465.8693
Fax: 907.465.2806

April 12, 2017

Sheryl Ross, Special Education Coordinator
Hoonah City School District
P.O. Box 157
Hoonah, AK 99829

Dear Sheryl Ross,

This letter is to provide you and your staff with the results of the compliance monitoring conducted by the Alaska State Department of Education & Early Development (EED), Teaching & Learning Support/Special Education Programs, on 4/10/2017 through 4/12/2017.

The following documents are included with this letter:

1. The Students Reviewed and Identified Specific Instances of Non-Compliance Report - *This list contains **confidential information** used by the Special Education Coordinator to address individual student findings.*
2. Copy of the Superintendent's Letter
3. Student Statistical Data Report
4. Comprehensive Student Monitoring Report
5. Plan of Improvement - Training
6. Plan of Improvement - Compliance Requirements
7. Guide to Systemic Errors and Specific Errors

Evidence of corrections or evidence of implementation of necessary changes must be submitted to the Department of Education & Early Development, Special Education Programs, for review and approval. **The deadline for meeting the requirements of the Plan of Improvement is not to exceed six (6) months from the date of this letter.** Please send documents in one organized packet to the attention of Cassidy Jones.

Thank you for your continued cooperation in working to achieve quality education programs for exceptional children in your district.

Sincerely,

Cassidy Jones
Program Manager

Enclosures

cc: P.J. Ford Slack, Ph.D., Superintendent
Department Compliance File

THE STATE of ALASKA
GOVERNOR BILL WALKER

Department of Education and Early Development

DIVISION OF TEACHING AND LEARNING SUPPORT
Special Education

801 West 10th Street, Suite 200
P.O. Box 110500
Juneau, Alaska 99811-0500
Office: 907.465.8693
Fax: 907.465.2806

April 12, 2017

P.J. Ford Slack, Ph.D., Superintendent
Hoonah City School District
P.O. Box 157
Hoonah, AK 99829

Dear P.J. Ford Slack, Ph.D.,

This letter is to provide you and your staff with the results of the compliance monitoring conducted by the Alaska State Department of Education & Early Development, Teaching & Learning Support/Special Education Programs, on 4/10/2017 through 4/12/2017.

The following documents are included with this letter:

1. Copy of the Special Education Coordinator Letter
2. Student Statistical Data Report
3. Plan of Improvement - Training
4. Guide to Systemic Errors and Specific Errors

Your Special Education Coordinator has been provided this information and additional information needed to conduct corrective actions.

I enjoyed my visit to Hoonah and am excited about the continued improvement of the Special Education Program. Please feel free to contact me if I can be of further assistance.

Sincerely,

Cassidy Jones
Program Manager

Enclosures

cc: Sheryl Ross, Special Education Coordinator
Department Compliance File

Department of Education and Early Development
Student Statistical Data Report
Hoonah City School District

Disability	
DD	2
ED	1
LD	1
MD	1
OHI	1
SI	3
Total	9

Schools	
Hoonah Elementary	6
Hoonah Jr/Sr High School	3

Grades Reviewed	
1	1
2	1
4	1
7	1
9	2
PK	3
Total:	9

Type of Review	
Full	9
Total:	9

Gender	
F	5
M	4
Total	9

Department of Education and Early Development

Special Education

Comprehensive Student Monitoring Report

District Name:

Hoonah City School District

Date of Review: 4/10/2017

Date of Report: 4/11/2017

Strengths: Very organized and complete files
Friendly and cooperative staff
Paperwork was consistent
Policies and procedures are evident and well-managed
IEP's were well-written and reflected true application to individual students
Implementing the use of COS (Child Outcome Summary) forms

Areas of Need: Ensure that there is evidence that copies of the ESER are provided to parents
Ensure that ESER needs match goals and services provided
Ensure specific assessments are not referenced on student IEP's (example: 12042, AMP is referenced on assessment accommodations)
Ensure progress reporting is mark on each student goal, not just the first one

Student ID: 12029 **School Name: Hoonah Elementary**

Standard Category: **Evaluation**

Standard:	3.05
Standard Met?	No

ALL EVALUATIONS: A copy of the evaluation report(s) was provided to the parents.

Findings: There is no evidence the parents received a copy of the ESER and supporting documents.
TRAINING: The district must provide training regarding the requirement of obtaining evidence the parents received a copy of the ESER and supporting documents.
CORRECTIVE ACTION: The district must document providing the parent a copy of the ESER and supporting documents.

Student ID: 12033 **School Name: Hoonah Elementary**

Standard Category: **IEP Process**

Standard:	5.05
Standard Met?	No

The student's present levels are identified, including the areas of educational need (from the ESER) and required components.

Findings: The student's present levels in the areas of educational needs are not addressed. Needs Identified on ESER include: speech and language, fine and gross motor, reading, writing and math. Student's Present Levels include behavior and adaptive not identified on ESER as needs. Needs Identified do not match Present Levels.
TRAINING: The district must provide training regarding the requirement of addressing required areas of present levels of performance.
CORRECTIVE ACTION: The district must reconvene and complete the IEP in accordance with regulatory requirements.

Standard:	5.09
Standard Met?	No

Student goals are measurable and address the identified educational needs.

Findings: Student goals include behavior and adaptive not identified on ESER as needs. Goals do not match Needs Identified.
TRAINING: The district must provide training regarding the requirement of writing goals that address the student's educational needs.
CORRECTIVE ACTION: The district must reconvene and complete a new IEP or amend the current IEP to include measurable goals that address the student's educational needs.

Standard:	5.14
Standard Met?	No

Services include all areas of need identified in the ESER/ Present Levels and are consistent with annual goals/ objectives.

Findings: There are services provided that are not areas of need identified in the ESER.
TRAINING: The district must provide training regarding the requirement of addressing the areas of educational need identified on the ESER.
CORRECTIVE ACTION: The district must reconvene and complete a new IEP or amend the current IEP to align services with the areas of educational need identified in the ESER.

Standard Category: **Early Childhood Transition**

Standard:	7.03
Standard Met?	No

For students receiving special education services turning age 6, there is an exit COS.

Findings: There is no evidence of an exit COS.
TRAINING: The district must provide training regarding the importance of the Child Outcome Summary requirements.
CORRECTIVE ACTION: The district must complete an exit COS.

Student ID: 12041 **School Name: Hoonah Elementary**

Standard Category: **Evaluation**

Standard:	3.05
Standard Met?	No

ALL EVALUATIONS: A copy of the evaluation report(s) was provided to the parents.

Findings: There is no evidence the parents received a copy of the ESER and supporting documents.
TRAINING: The district must provide training regarding the requirement of obtaining evidence the parents received a copy of the ESER and supporting documents.
CORRECTIVE ACTION: The district must document providing the parent a copy of the ESER and supporting documents.

Standard Category: **Eligibility Process**

Standard:	4.07
Standard Met?	No

The student meets specific requirements for a single eligibility category.

Findings: The student does not meet all eligibility requirements for a single disability category.
TRAINING: The district must provide training regarding the requirement of students meeting eligibility requirements for a single disability category.
CORRECTIVE ACTION: The district must provide a physician report.

Standard Category: **IEP Process**

Standard:	5.07
Standard Met?	No

Necessary accommodations for assessment (including statewide testing) are documented in the IEP and are supported by and consistent with any special factors considered.

Findings: The IEP does not identify accommodations required for this student.
TRAINING: The district must provide training regarding the requirement of completely addressing assessments.
CORRECTIVE ACTION: The district must reconvene and complete the IEP in accordance with regulatory requirements.

Student ID: 12043 **School Name: Hoonah Elementary**

Standard Category: **Evaluation**

Standard:	3.05
Standard Met?	No

ALL EVALUATIONS: A copy of the evaluation report(s) was provided to the parents.

Findings: There is no evidence the parents received a copy of the ESER and supporting documents.
TRAINING: The district must provide training regarding the requirement of obtaining evidence the parents received a copy of the ESER and supporting documents.
CORRECTIVE ACTION: The district must document providing the parent a copy of the ESER and supporting documents.

Standard Category:	IEP Process
Standard: 5.07 **Standard Met?** No	Necessary accommodations for assessment (including statewide testing) are documented in the IEP and are supported by and consistent with any special factors considered.

Findings: The IEP does not identify how the student will participate in district wide/statewide assessments.
The IEP does not identify accommodations required for this student.
TRAINING: The district must provide training regarding the requirement of completely addressing assessments.
CORRECTIVE ACTION: The district must reconvene and complete the IEP in accordance with regulatory requirements.

This report was prepared by the Department of Education and Early Development Compliance Monitoring Team.

Department of Education and Early Development

Special Education

Plan of Improvement - TRAINING

HOONAH CITY SCHOOLS

1. Prepare district training based on occurences of standards not met:
    a. Prepare an agenda for the training
    b. Identify a qualified trainer
    c. Identify the dates that training will occur
    d. Notify the target staff of training dates
2. Submit the training agenda/ attendance record to EED within 6 months of **4/11/2017**

STANDARDS NOT MET

Category	Standard	Occurences
Evaluation	**3.05**	3
Eligibility Process	**4.07**	1
IEP Process	**5.05**	1
IEP Process	**5.07**	2
IEP Process	**5.09**	1
IEP Process	**5.14**	1
Early Childhood Transition	**7.03**	1

Department of Education and Early Development
Special Education
Plan of Improvement - COMPLIANCE REQUIREMENTS
Hoonah City School District

Instructions concerning the Plan of Improvement (POI) Compliance Requirements Form:

1. Look at each category and determine if any corrective actions are needed.
2. Note the number of required documents to be submitted for each category.
3. Refer to the Required Documentation List to determine which documents are to be submitted.
4. Documents are to be submitted in one complete packet at one time within 6 months of **4/11/2017**

Confidentiality

[X] No action required.

[ ] Complete a root cause analysis.
Conduct training in the specific monitoring category.
Submit training agenda, participant sign-in sheets and a root cause analysis summary.
Provide EED with copies of the next three (3) documents demonstrating corrective action.

Required Documentation List

- ☐ CONFIDENTIALITY - Copy of the Record of Access to file.
- ☐ REFERRAL/ EVALUATION - Referral, Invitations, PWNs, ESERs
- ☐ ELIGIBILITY PROCESS - Invitations, PWNs, ESER, specific documents for disability (Physician, Observation)
- ☐ IEP PROCESS - Invitations, PWNs, IEP, Amendments
- ☐ BEHAVIOR - IEP (when goals/Objectives are behavior related), BIP, FBA, Manifestation Determinations
- ☐ EARLY CHILDHOOD TRANSITION - COSF (Entry and Exit, or as applicable), IEP
- ☐ SECONDARY TRANSITION - IEP with completed secondary transition information
- ☐ EXIT - PWNs, Exit

Referral

[X] No action required.

[ ] Complete a root cause analysis.
Conduct training in the specific monitoring category.
Submit training agenda, participant sign-in sheets and a root cause analysis summary.
Provide EED with copies of the next three (3) documents demonstrating corrective action.

Required Documentation List

- ☐ CONFIDENTIALITY - Copy of the Record of Access to file.
- ☐ REFERRAL/ EVALUATION - Referral, Invitations, PWNs, ESERs
- ☐ ELIGIBILITY PROCESS - Invitations, PWNs, ESER, specific documents for disability (Physician, Observation)
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- ☐ BEHAVIOR - IEP (when goals/Objectives are behavior related), BIP, FBA, Manifestation Determinations
- ☐ EARLY CHILDHOOD TRANSITION - COSF (Entry and Exit, or as applicable), IEP
- ☐ SECONDARY TRANSITION - IEP with completed secondary transition information
- ☐ EXIT - PWNs, Exit

Evaluation

☐ No action required.

☒ Complete a root cause analysis.
Conduct training in the specific monitoring category.
Submit training agenda, participant sign-in sheets and a root cause analysis summary.
Provide EED with copies of the next three (3) documents demonstrating corrective action.

Required Documentation List

- ☐ CONFIDENTIALITY - Copy of the Record of Access to file.
- ☒ REFERRAL/ EVALUATION - Referral, Invitations, PWNs, ESERs
- ☐ ELIGIBILITY PROCESS - Invitations, PWNs, ESER, specific documents for disability (Physician, Observation)
- ☐ IEP PROCESS - Invitations, PWNs, IEP, Amendments
- ☐ BEHAVIOR - IEP (when goals/Objectives are behavior related), BIP, FBA, Manifestation Determinations
- ☐ EARLY CHILDHOOD TRANSITION - COSF (Entry and Exit, or as applicable), IEP
- ☐ SECONDARY TRANSITION - IEP with completed secondary transition information
- ☐ EXIT - PWNs, Exit

Eligibility Process

☐ No action required.

☒ Complete a root cause analysis.
Conduct training in the specific monitoring category.
Submit training agenda, participant sign-in sheets and a root cause analysis summary.
Provide EED with copies of the next three (3) documents demonstrating corrective action.

Required Documentation List

- ☐ CONFIDENTIALITY - Copy of the Record of Access to file.
- ☐ REFERRAL/ EVALUATION - Referral, Invitations, PWNs, ESERs
- ☒ ELIGIBILITY PROCESS - Invitations, PWNs, ESER, specific documents for disability (Physician, Observation)
- ☐ IEP PROCESS - Invitations, PWNs, IEP, Amendments
- ☐ BEHAVIOR - IEP (when goals/Objectives are behavior related), BIP, FBA, Manifestation Determinations
- ☐ EARLY CHILDHOOD TRANSITION - COSF (Entry and Exit, or as applicable), IEP
- ☐ SECONDARY TRANSITION - IEP with completed secondary transition information
- ☐ EXIT - PWNs, Exit

IEP Process

☐ No action required.

☒ Complete a root cause analysis.
Conduct training in the specific monitoring category.
Submit training agenda, participant sign-in sheets and a root cause analysis summary.
Provide EED with copies of the next three (3) documents demonstrating corrective action.

Required Documentation List

- ☐ CONFIDENTIALITY - Copy of the Record of Access to file.
- ☐ REFERRAL/ EVALUATION - Referral, Invitations, PWNs, ESERs
- ☐ ELIGIBILITY PROCESS - Invitations, PWNs, ESER, specific documents for disability (Physician, Observation)
- ☒ IEP PROCESS - Invitations, PWNs, IEP, Amendments
- ☐ BEHAVIOR - IEP (when goals/Objectives are behavior related), BIP, FBA, Manifestation Determinations
- ☐ EARLY CHILDHOOD TRANSITION - COSF (Entry and Exit, or as applicable), IEP
- ☐ SECONDARY TRANSITION - IEP with completed secondary transition information
- ☐ EXIT - PWNs, Exit

Early Childhood Transition

☐ No action required.

☒ Complete a root cause analysis.
Conduct training in the specific monitoring category.
Submit training agenda, participant sign-in sheets and a root cause analysis summary.
Provide EED with copies of the next three (3) documents demonstrating corrective action.

Required Documentation List

- ☐ CONFIDENTIALITY - Copy of the Record of Access to file.
- ☐ REFERRAL/ EVALUATION - Referral, Invitations, PWNs, ESERs
- ☐ ELIGIBILITY PROCESS - Invitations, PWNs, ESER, specific documents for disability (Physician, Observation)
- ☐ IEP PROCESS - Invitations, PWNs, IEP, Amendments
- ☐ BEHAVIOR - IEP (when goals/Objectives are behavior related), BIP, FBA, Manifestation Determinations
- ☒ EARLY CHILDHOOD TRANSITION - COSF (Entry and Exit, or as applicable), IEP
- ☐ SECONDARY TRANSITION - IEP with completed secondary transition information
- ☐ EXIT - PWNs, Exit

Services Verification

☒ No action required.

☐ Complete a root cause analysis.
Conduct training in the specific monitoring category.
Submit training agenda, participant sign-in sheets and a root cause analysis summary.
Provide EED with copies of the next three (3) documents demonstrating corrective action.

Required Documentation List

- ☐ CONFIDENTIALITY - Copy of the Record of Access to file.
- ☐ REFERRAL/ EVALUATION - Referral, Invitations, PWNs, ESERs
- ☐ ELIGIBILITY PROCESS - Invitations, PWNs, ESER, specific documents for disability (Physician, Observation)
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- ☐ EXIT - PWNs, Exit

Guide to Systemic Errors and Specific Errors for the Special Education Plan of Improvement (POI)

What is a Systemic Error?

Systemic errors are errors that are noted several times in a Special Education Monitoring Report. These may occur across sites and/or across caseloads for different service providers. Systemic errors are illustrated on the Plan of Improvement forms if there are several standards that have not been fully met under any category.

How can the district best correct Systemic Errors?

Systemic errors indicate a need for systems change. Because Systemic Errors occur across sites and caseloads, a change in district policies, procedures and/or guidelines may be necessary. In addition to possibly changing district guidelines, in-service training in these areas will also be necessary. Systemic errors may help to identify staff development training needs.

What is a Specific Error?

Specific errors may be noted only one time in a Special Education Monitoring Report or may occur several times, but only on one person's caseload. Specific errors may indicate a need for targeted training for an individual.

How can the district best correct Specific Errors?

Specific errors that occur in active student files must be corrected. For example; reconvene the IEP team to create an IEP amendment adding additional goals/objectives, transition planning, etc. Specific errors are best addressed through individual staff training. Specific errors may be related to staff evaluations and help determine specific staff development needs.

Things to keep in mind when conducting corrective actions:

- Student files should never be altered retroactively.
- Reevaluations and Amendments to IEPs are often the best improvements to correct errors in files for students who are still receiving special education services in the district.
- Errors in files of students who have been exited from special education or moved to another district should still be addressed through staff training.
- The Special Education Monitoring Team Leader will serve as a resource to the district throughout the Plan of Improvement Process.

Raven and Eagle Learning and Growing Strong PreK

The Raven and Eagle Learning and Growing Strong PreK class is in its final weeks. In keeping with the Head Start schedule, the program will end on May 10th with all 8 students headed to Kindergarten in the fall. There will be a shadowing opportunity for the students to observe and interact with the Kindergarten classroom before entering in the fall. A graduation date has yet to be announced. It will be in collaboration with Head Start. ☺

The strategic plan document for the 2017/2018 PreK program has been sent out and is due back to DEED by June 15th. The strategic planning session that PJ and I attended in Fairbanks allowed us to have a good start on this strategic plan. It is not yet determined whether or not there will be funding for early childhood education but DEED is proceeding with grant documents to have everything in place. ☺

Other notable dates are budget templates and budget narrative sheets will be emailed May 1st as well as a technical assistance WebEx for questions related to the strategic plan. Award announcements will be June 30th and since this is a three-year renewable grant, Hoonah will have a very good chance of being renewed if early childhood funding goes through. ☺

Ms. Heather

AGENDA ITEM Old Business 1.0

__√__ ACTION

___ DISCUSSION

TOPIC: Approval of the FY18 Operating Fund, Food Service Fund, and Pupil Activity Fund Budgets

Background: The Board of Education (BOE) addressed the FY18 Budget in either a work session or at a Board meeting in December, February, March, and earlier in April 2017. The current HCSD budget situation is the culmination of past decisions coupled with ongoing flat or potentially reduced funding. Annual use of fund balance since FY12 has depleted the district's financial resources.

Status: The operating fund budget is not balanced. Projected revenue totals $2,761,316 minus projected expenditures of $2,958,102 = a budget shortfall of $196,786

Recommendation: The BOE make recommendations to close the budget deficit of $196,786. Information to assist the BOE is provided in the accompanying budget cover memo. Staff will be available to assist the BOE in their budget deliberations at the April 27, 2017 Board meeting.

Motion: I move to approve a FY18 operating fund budget in the amount of $_____, a food service fund budget of $160,000, and a Pupil Activity Fund budget of $182,171.

April 20, 2017

MEMORANDUM

TO: Hoonah Board of Education

THRU: Dr. PJ Ford Slack, Superintendent

FROM: Melody Douglas, SFO
Amy Stevenson, Acting Business Manager

RE: FY18 Initial Budget - Operating Fund, Food Service Fund, and Pupil Activities Fund

PURPOSE

Per AS 14.14 060, the Hoonah City School District (HCSD) Board of Education (BOE) is required to approve a balanced budget and transmit it to the City of Hoonah (City) by May 1 of each year. The District is further required to submit a balanced budget to the Department of Education and Early Development by July 15 annually.

The draft FY18 operating fund budget reflects total revenue of $2,761,316 less total expenditures of $2,958,102 reflecting a budget shortfall of $196,786.

This budget may be revised per direction of the Board.

The attached budget recap is an integral part of this budget memo.

PERTINENT INFORMATION - OPERATING FUND

Revenue Budget The FY18 enrollment projection is based on 106 students generating $2,096,050 which is $57,468 less than FY17 foundation revenue.

The FY18 required minimum local effort in the funding formula is $216,146; whereas, the maximum amount the City of Hoonah may contribute is $760,826.

HCSD rent revenue is reduced to approximately half of the current year budget because the renters have given notice to vacate the premises in December 2017.

The FY18 budget goal is to operate within available revenue; therefore the hope is to not use any fund balance or to transfer from other funds to balance operational costs.

Use of fund balance and/or transferring funds from another fund is discouraged as a budget balancing option. Operating Fund year end fund balance per the audited financial statements

was $505,741 in FY12, $538,345 in FY13, $405,913 in FY14, $326,759 in FY16, and $46,071 in FY16.

Expenditure Budget There were a few minor changes to the budget in preparing this draft. Included in these changes is updating the PERS and TRS retirement on-behalf percentage rates received on Monday of this week, budgeting for 3 weeks of 6 week summer school program (half of summer school falls in one fiscal year and half falls in the following fiscal year), and all custodial positions were made 12 month positions, There was also a correction to one employee's health care from 7 months to 12 months. The net amount of these changes was an increase to the expenditure budget in the amount of $21,754 ($196,786 - $175,032 = $21,754) over the budget document you saw on April 14, 2017.

Staffing: The FY18 budget includes status quo teachers with the exception of one sped teacher (this position became vacant in December 2016), a half-time principal, a half time sped director, a half-time superintendent, full time business manager,10 month accounting clerk/administrative assistant and a half-time maintenance director (the other half of this person's day will include custodial duties.)

Most classified staff have been reduced one hour per day with their number days per year budgeted as follows based on a teacher's contract year of 190 days:

Para-professionals	181 days per year
School Secretary	220 days per year
Custodian	244 days per year*
Acctg Clerk/Admin Asst	204 days per year
Maintenance Director	244 days per year*
Business Manager	244 days per year*

Staffing included in the draft FY18 budget is:

Instructional Teachers	Certificated	9.00 FTE**
Sped Director	Certificated	.50 FTE
Sped Teachers	Certificated	1.50 FTE
Sped Paraprofessionals	Classified	6.13 FTE (8 people)
School Secretary	Exempt Classified	1.00 FTE
Principal	Certificated	.50 FTE
Superintendent	Certificated	.50 FTE
Business Manager	Exempt Classified	1.00 FTE
Acctg Clrk/ Admin Asst	Exempt Classified	1.00 FTE
Maintenance Director	Exempt	.50 FTE
Custodians	Classified	1.50 FTE
Summer School	3 weeks of a 6 program	

Staffing reductions per the FY18 draft budget include:

Superintendent	Certificated	.50 FTE
Principal	Classified	.50 FTE
Sped Teacher – resigned	Certificated	1.0 FTE
Long-Term Sub Teacher	Certificated	1.0 FTE
(tenured teacher guaranteed a job resigned)		
Classified Staff	7 hrs to 6 hrs per day	
Custodian - resigned	Classified	1.0 FTE

* The plan is to close the school over Christmas and Spring Breaks for all employees with the month of July closed to all except employees working 244 days per year.

** FTE – full time equivalency equates to a full-time position of 8 hours per day. Example; a 7 hour per day person is a .88 FTE, a 6 hour per day person is a .75 FTE, etc. In some cases an FTE can be 7.5 hours per day.

Benefits: Health care has been budgeted on a status quo basis to FY17 pending information from the HCSD insurance broker. The District's insurance broker has researched options for consideration; information is expected to assist with next steps by the end of April.

Other Expenditure Budget Categories: All other budgets have been included in the FY18 preliminary budget on a status quo basis to FY17.

Note: Essential purchases only should continue in FY18.

THE FY18 DRAFT OPERATING FUND BUDGET IS:

Draft Revenue Budget	$2,761,316
Draft Expenditure Budget	$2,958,102
FY18 Budget Deficit	($196,786)

LEGISLATIVE SESSION

As you know, the Alaska Legislature is in session wrestling with the State of Alaska's financial challenges; at this time it appears there may be reductions to the funding formula. If that occurs, then the situation facing the Hoonah Board of Education will worsen.

FOOD SERVICE and PUPIL ACTIVITY FUNDS

These funds have been budgeted on a status quo basis relative to the FY17 budget revision.

BOARD OF EDUCATION ACTION NEEDED

The FY18 budget deficit of $196,786 must be resolved. Here is some information for consideration by the BOE:

One teacher salary and benefits = $111,852

Reduce most para's from 7 hours to 6 hours = $29,973 – this change is included in the draft budget

One custodian salary and benefits = $59,782

Reduce most para's from 6 to 5 hours - $96,170

Use of fund balance:

- available as of June 30, 2016 $46,161

- potential fund balance is $294,694 if the BOE approves a transfer from the transportation fund

HOONAH CITY SCHOOL DISTRICT
FY18 Draft Budget

DRAFT

115	Student Enrollment	Approved 113	February Approved 108	106
FY16 YTD Actual	**OPERATING FUND**	FY17 Original Budget	FY17 Revised Budget	FY18 Draft Budget
	REVENUE			
228,882	City Contribution	202,542	202,542	216,146
-	City Contribution - Pupil Activities	243,734	-	-
4,193	Earnings on Investments	1,500	1,500	1,500
72,461	Other	10,000	10,000	10,000
998	Rentals	2,500	-	-
96,902	Leases	77,640	77,640	38,820
86,595	E Rate Revenues	105,293	105,293	105,293
2,253,194	State Revenue: Foundation Program	2,051,164	2,153,518	2,096,050
6,751	State Revenue: Quality Schools Grant	6,195	6,465	6,372
163,673	State Contribution: On Behalf TRS	170,764	161,629	124,061
39,958	State Contribution: On Behalf PERS	29,207	24,753	14,074
12,836	State Broadband Assistance			
182,467	Federal Revenue: Impact Aid	149,000	149,000	149,000
-	Use of Fund Balance	14,919	-	-
-	Transfer from Other Funds	378,000	397,879	-
3,148,910	Total Revenue	3,442,458	3,290,219	**2,761,316**
	5% potential reduction to BSA			(117,094)
				2,644,222
	EXPENDITURES			
	100 Regular Instruction			
685,109	310 Certified Salaries	559,707	621,690	613,596
10,038	320 Non-Certified Salaries	10,000	17,000	10,000
450,083	350 Employee Benefits	409,712	438,536	403,454
478	420 Travel			
8,004	440 Other Purchased Services	3,450	3,450	3,450
4,524	441 Online Classes	10,000	10,000	10,000
80	443 Music Equipment Repair	500	500	500
14,202	451 Teaching Supplies	15,000	11,250	11,250
755	451 Music Supplies	1,000	-	-
3,437	471 Textbooks	15,000	11,250	11,250
1,176,710	Regular Instruction	1,024,369	1,113,676	1,063,500

FY16 YTD Actual		FY17 Original Budget	FY17 Revised Budget	FY18 Preliminary Budget
	200 Special Education Instruction			
100,259	310 Certified Salaries	198,107	157,343	143,842
179,206	320 Non-Certified Salaries	172,040	185,982	174,143
185,125	350 Employee Benefits	205,622	288,375	271,952
159	420 Staff Travel	1,200	1,200	1,200
4,238	440 Other Purchased Services	500	500	500
2,035	451 Teaching Supplies	1,000	1,000	1,000
471,022	Special Education Instruction	578,469	634,400	592,637
	220 Special Ed Supporting Services			
97,462	410 Professional & Technical	64,700	64,700	64,700
-	420 Staff Travel	2,000	2,000	2,000
97,462	Special Ed Supporting Services	66,700	66,700	66,700
	300 Supporting Services - Students			
47,277	310 Certified Salaries	-		
24,607	410 Professional & Technical	10,500	-	-
71,884	Supporting Services - Students	10,500	-	-
	350 Supporting Services - Instruction			
5,000	310 Certified Salaries	-	-	-
21,217	320 Non-Certified Salaries	80,807	-	-
20,401	350 Employee Benefits	62,715	-	-
1,084	410 Professional & Technical	84,800	-	-
9,571	420 Staff Travel	3,500	-	-
2,097	425 Student Travel			
-	421 Teacher Enrichment	4,788	4,788	4,788
-	433 Communications	131,616	-	-
38,330	450 Supplies	34,000	25,500	25,500
-	479 Technology Purchases	33,160	-	-
97,700	Supporting Services - Instruction	435,386	30,288	30,288

FY16 YTD Actual		FY17 Original Budget	FY17 Revised Budget	FY18 Preliminary Budget
	351 Supporting Services - Technology			
84,737	410 Professional & Technical	-	84,800	84,800
100,467	433 Communications	-	131,616	131,616
-	479 Technology Purchases	-	33,160	33,160
185,204	Supporting Services - Instruction	-	249,576	249,576
	400 School Administration			
80,874	310 Certified Salaries	88,350	88,350	57,500
55,083	350 Employee Benefits	68,114	63,180	41,414
2,745	420 Staff Travel	1,200	1,200	1,200
1,534	450 Supplies	-	-	-
-	491 Dues and Fees	650	650	650
140,236	School Administration	158,314	153,380	100,764
	450 School Administration Support Serv			
44,476	320 Non-Certified Support Staff	59,000	58,000	58,000
27,531	350 Employee Benefits	35,973	36,581	35,317
4,185	440 Other Purchases Services	7,441	7,441	7,441
568	450 Supplies	-	-	-
76,760	School Administration Support Services	102,414	102,022	100,758
	510 District Administration			
93,399	310 Certified Salaries	102,000	99,875	57,500
42,326	350 Employee Benefits	44,788	45,818	41,414
15,843	380 Housing Allowance	30,000	30,000	-
	410 Professional & Technical			30,000
21,690	420 Staff Travel	5,000	5,000	15,000
4,450	440 Other Purchases Services	3,700	3,700	3,700
2,508	450 Supplies	2,000	1,500	1,500
6,722	490 Dues & Fees	5,000	5,000	5,000
186,937	District Administration	192,488	190,893	154,114

FY16 YTD Actual		FY17 Original Budget	FY17 Revised Budget	FY18 Preliminary Budget
	511 Board of Education			
37,607	410 Professional & Technical	20,000	20,000	20,000
7,193	420 Staff Travel	12,000	12,000	12,000
2,250	440 Other Purchases Services	2,900	2,900	2,900
2,627	450 Supplies	2,000	1,500	1,500
6,559	490 Dues & Fees	8,072	8,072	8,072
56,236	District Administration	44,972	44,472	44,472
	550 District Admin Support Services			
145,911	320 Non-Certified Support Staff	132,191	114,163	88,480
96,753	350 Employee Benefits	89,184	77,268	60,839
23,963	410 Professional & Technical	30,000	65,000	40,000
3,920	420 Staff Travel	5,000	5,000	5,000
1,907	433 Communications	4,500	4,500	4,500
10,412	440 Other Purchased Services	2,000	2,000	2,000
12,910	445 Liability Insurance	13,000	13,000	13,000
3,823	450 Supplies	3,000	3,000	3,000
654	491 Dues & Fees	180	180	180
(49,964)	495 Indirect Cost Reimbursement	(72,000)	(72,000)	(72,000)
31,534	510 Equipment	-	-	-
281,822	District Admin Support Services	207,055	212,111	144,999
	600 Operation & Maintenance of Plant			
106,816	320 Non-Certified Support Staff	120,947	118,785	72,236
77,927	350 Employee Benefits	95,162	98,106	62,248
1,590	410 Professional & Technical	6,700	6,700	6,700
1,457	420 Staff Travel	1,800	1,800	1,800
35,897	430 Utility Services	6,928	6,928	6,928
83,777	435 Electricity	119,382	99,382	99,382
45,169	436 Heating Fuel	50,000	40,000	40,000
9,191	440 Other Purchased Services	8,000	8,000	8,000
9,394	443 Repair & Maintenance	10,000	10,000	10,000
21,225	445 Property Insurance	22,000	22,000	22,000
4,743	452 Maintenance Supplies	5,000	5,000	5,000
5,304	453 Janitorial Supplies	5,000	5,000	5,000
-	458 Gas & Oil	1,000	1,000	1,000
402,492	Operation & Maintenance of Plant	451,919	422,701	340,294

FY16 YTD Actual		FY17 Original Budget	FY17 Revised Budget	FY18 Preliminary Budget
	700 Student Activities			
-	316 Extraccurricular Duty Pay Certified	41,000	-	-
-	320 Extraccurricular Duty Pay Classified	-	-	-
-	350 Employee Benefits	16,032	-	-
-	425 Student Travel	102,840	-	-
-	450 Supplies	10,000	-	-
46,310	510 Equipment	-	-	-
46,310	Student Activities	169,872	-	-
	800 Community Services			
11,237	320 Non-Certified Support Staff	-	-	-
5,653	350 Employee Benefits	-	-	-
659	435 Electricity	-	-	-
1,079	436 Heating Fuel	-	-	-
174	443 Repair & Maintenance	-	-	-
49	450 Supplies	-	-	-
18,851	Community Services	-	-	-
	900 Tranfer of Funds			
31,113	Transfer to Student Activity Fund	-	-	-
88,859	Transfer to Foos Service Fund	-	70,000	70,000
119,972	Transfer of Funds	-	70,000	70,000
3,429,598	Total Expenditures	3,442,458	3,290,219	**2,958,102**
(280,688)	Excess	-	(0)	**(196,786)**
326,849	Beginning Unrestricted/Unassigend Fund Balance	46,161	46,161	46,161
46,161	Ending Unassigned Fund Balance	46,161	46,161	(150,625)

FY16 YTD Actual		FY17 Original Budget	FY17 Revised Budget	FY18 Preliminary Budget
	FOOD SERVICES FUND			
90,136	Revenue	90,136	90,000	90,000
62,674	Non-certificated salaries	62,674	55,924	55,924
51,858	Employee Benefits	51,858	47,608	47,608
1,072	Staff Travel	1,072	1,072	1,072
3,110	Other Purchased Services	3,110	3,110	3,110
61,362	Supplies	61,362	52,286	52,286
180,076	Total Expenditures	180,076	160,000	160,000
(89,940)	Funds needed from operating fund	(89,940)	(70,000)	(70,000)
	STUDENT ACTIVITY FUND			
192,075	Contribution from City of Hoonah	169,872	182,171	182,171
18,998	Indirect Cost Recovery	-	12,299	12,299
19,752	Certificated Salaries	41,000	41,000	41,000
18,289	Non-certificated salaries	-	-	-
7,589	Employee benefits	16,032	16,032	16,032
6,993	Staff travel			
113,175	Student travel	102,840	102,840	102,840
6,441	Other purchased services			
	Supplies	10,000	10,000	10,000
838	Other expenses			
192,075	Total Expenditures	169,872	182,171	182,171
	OTHER FUNDS *			
248,533	Transportation Funds Available	248,533	248,533	248,533
470,789	Playground Funds Available	470,789	72,910	72,910
719,322	Total Other Funds	719,322	321,443	321,443

* Funds available to transfer to the operating fund budget

AGENDA ITEM New Business 2.0

__√__ ACTION

___ DISCUSSION

TOPIC: 2015/2016 Non-Tenured Teacher Contract

Status

It has been the recommendation of the principal Ralph Watkins and the superintendent Dr. PJ Ford Slack to offer Melissa Thaalesen a teaching contract for the 2017/2018 school year

Recommendation

I move that the Board of Education offer 2017/2018 teaching contract Melissa Thaalesen.

AGENDA ITEM: New Business 2.1

__√__ ACTION

_____DISCUSSION

TOPIC: Personnel – Hiring of Principal/Superintendent

Background

The State of Alaska is facing a tremendous budget deficit.

Status

The Board had held numerous board meeting concerning the FY 18 Operation Fund Budget. It was the consensus of the Board to offer Mr. Ralph Watkins a contract for Principal/Superintendent for FY 18.

Recommendation

I move that we offer Ralph Watkins a contract for FY 2017/2018 as the Principal/Superintendent.

AGENDA ITEM New Business 2.2

__√__ ACTION

___ DISCUSSION

TOPIC: APPROVAL OF EXEMPT CONTRACTS

Background

During FY'17 Hoonah City Schools was staffed with the following exempt positions: Business Manager, District Office Manager, and Superintendent. The exempt positions are needed to provide necessary support for the Hoonah School District to comply with all local, state and federal requirements.

Status

Due to the retirement of Judy Hankla, Dr. PJ Ford Slack, superintendent has internally transferred Amy Stevenson into the business manager's position.

We had 2 wonderful candidates apply for the Accounting Clerk/Admin Assistant position. PJ, Ladonna and Amy interviewed both candidates and come to the consensus to hire Maria K Wolter-Deitering for this position. She will start May 8th thru June 30th for FY 17 and come back August 1st for FY 18

Recommendation

I move that we approve a FY 2017 and FY 2018 Exempt Contract for Maria K. Wolter-Deitering and a FY 2018 Exempt Contract for Amy Stevenson

AGENDA ITEM New Business 2.3

__√__ ACTION

___ DISCUSSION

TOPIC: FY17 City of Hoonah Local Effort Contribution

Background As required by the Alaska Foundation Funding Formula for public education, the City of Hoonah (City) must contribute a minimum of $202,542 for FY17 school district operations.

HCSD has held a certificate of deposit (CD) on behalf of the City as a component of a past financing agreement benefiting the school district. HCSD has received a letter from the City authorizing use of the funds held by this CD to satisfy the City's FY17 minimum local effort obligation.

Any funds received over $202,542 will be retained in the Agency Fund until future direction is received from the City.

Recommendation

It is recommended the Board of Education authorize the administration to close the CD held on behalf of the City with the proceeds to be used to satisfy the City's FY17 minimum local effort obligation in the amount of $202,542.

City of Hoonah
P.O. Box 360 Hoonah, AK 99829 (907) 945-3663 Fax: (907) 945-3445

April 12, 2017

Hoonah City Schools
PO Box 157
Hoonah, AK 99829

To Whom it May Concern:

The City of Hoonah made the last payment on USDA Loan 97-03 on March 20, 2017 for the City Gymnasium. Since, the loan is officially paid in full, the money that is currently being held by Hoonah City Schools in the form of a CD can be utilized now as the City's minimal local contribution for fiscal year 2017.

Sincerely,

Billie Miller

Billie Miller
City Treasurer
City of Hoonah

AGENDA ITEM New Business 2.4

__√__ ACTION

___ DISCUSSION

TOPIC: Transfer Funds from The Transportation Fund to the Operating Fund

Background HCSD operates a minimal transportation program. HCSD is allowed to transfer remaining transportation funds to the operating fund. The funds remaining at the end of FY16 operations in the transportation fund was $248,533.

This transfer would effectively increase the fund balance in the operating fund from $46,161 (as of 6/30/16) to $294,694. $46,161 +$248,533 = $294,694.

Recommendation

The administration recommends a transfer of funds from the transportation fund to the operating fund in the amount of $248,533.

AGENDA ITEM New Business 2.5

__√__ ACTION

___ DISCUSSION

TOPIC: Memoranda of Agreements for the 2017/2018 School Year

Background

The Hoonah School District contracts out services to access expertise in specialty areas, provide contracts on a project basis, and to meet grant goals and objectives.

Status

Administration has identified the following consultant is needed to address grant requirement and student needs for the 2017/2018 school year:

Four Ravens Occupation Therapy, LLC

Alaska Midnight Sun Therapy Services, LLC

Gilson Physical Therapy

Recommendation

I move that we approve the Memoranda of Agreements for: Four Ravens Occupation Therapy, LLC, Alaska Midnight Sun Therapy Services, LLC, and Gilson Physical Therapy

Agreement between
Hoonah City School District
AND
Four Ravens Occupational Therapy, LLC

1) The parties

This agreement is entered into by and between Four Ravens Occupational Therapy ("Four Ravens"), whose address is PO Box 778, Haines, AK 99827 and the Hoonah City School District ("The District") whose address is PO Box 157 Hoonah Alaska 99829.

2) Purpose and Scope

Four Ravens Occupational Therapy employs licensed Occupational Therapists and Certified Occupational Therapy Assistants, who will offer therapy services through the District. The District desires to comply with IDEA and all other education legislation regarding students with disabilities. Four Ravens and the District will coordinate services through consistent case management meetings with regard to student progress. Four Ravens will provide services to the District as described in this Contract.

3) Responsibilities of the Therapist

Four Ravens agrees to:

a) Accept students in need of occupational therapy to support their Individual Family Service Plan (IFSP) and Individual Education Plan (IEP) goals from the District;

b) Assess for need and provide services to individual students and their support teams (administrators, special educators, teachers);

c) Make every effort to design occupational therapy plans to support individual students to learn in the general education/least restrictive environment where possible;

d) Four Ravens agrees to complete student progress notes on each student quarterly with written recommendations summarizing on-site services and consultation to teams program supervision when OT services are performed by para-educators and provide the notes to the District as part of the Individualized Education Plan (IEP)

e) Four Ravens and its therapists shall maintain, on a current and unrestricted basis all licenses as required by the National Board for Certification of Occupational Therapists (NBCOT) and in the State of Alaska.

f) Four Ravens shall maintain professional malpractice insurance, with minimum limits of $1,000,000 per occurrence and $2,000,000 aggregate.

g) Four Ravens is solely responsible for all expenses incurred for maintaining all licensing, continued education (CE) and malpractice insurance unless the District wishes the therapist to pursue specific training to support its mission and its students in which case they may offer to pay for CE on a class-by-class basis.

h) Use all equipment made available for use to Four Ravens by the District in a responsible manner, and advise the District immediately of any need for repair, maintenance, or replacement of any equipment;

i) Four Ravens will provide services to District students on a minimum of a quarterly basis throughout the school year as to two (2) days per visit. Total time will be dependent on the student need with additional $1500 budget for additional referrals, materials or incidentals throughout the current contract term.
j) Therapist shall be qualified as a provider under Medicare, Medicaid or any other government- funded healthcare program as required for District billing purposes;
k) Therapist agrees to provide services at the District and in certain situations will require therapist to travel to the community for appropriate transition services, depending on the student's need.

4) Responsibilities of the District

a) District Staff will provide management of OT records supporting IEP to Four Ravens for students evaluated and served by the occupational therapy program. This includes providing all Occupational Therapy reports to classroom teachers and other team members involved in service provision.
b) Advise the District staff of this Agreement and instruct the staff to act as liaison for the District student population and Four Ravens
c) Provide the opportunity for evaluation, treatment, treatment planning and discharge planning and referral for Occupational Therapy consumers within the District service area;
d) Obtain releases of information for the students if required and signatures from parents authorizing OT evaluation prior to on-site visits, with mindfulness toward Four Ravens quarterly scheduling when obtaining permission for OT Evaluation for IDEA compliance.
e) Involve Four Ravens in the IEP planning process and be responsive to Four Ravens' input;
f) Provide a space and OT program supporting equipment as currently available for use by Four Ravens while onsite.
g) District will pay for the round-trip transportation and lodging costs and a daily per diem for food at $50/day. Travel surcharge (for travel days without service provision) are charged at a flat rate of $100/day. Four Ravens has the authority to adjust the transportation schedule depending on student needs. Four Ravens requires ferry transportation on inbound trips whenever possible to avoid weather and other scheduling delays and for the safety of its providers. Should air travel be necessary, Four Ravens requires Alaska Seaplanes as carrier. District agrees to incur costs of per diem, travel surcharge and lodging costs until next ferry or safe flying day.
h) District will provide all student billing services for Four Ravens if required.
i) District will provide payment for services in a timely manner, no later than two weeks from date of submitted invoice.

5) General Goals of Occupational Therapist and District

a) Provide mutual support and information in the areas of:

1. Public information and/or program information
2. Staff Training
3. Education
4. Consultation

b) Communicate with one another regarding the District organizational structure, standards, and goals;

c) District Administrator and Therapist will determine the number of visits per year, as deemed necessary to meet the needs of the student population,

d) Mutually work toward protecting the rights of students and maintain the dignity of each individual student;

e) Work together to develop baseline and ongoing data for student support services.

6) Period of Agreement

a) The term of this Agreement is August 1, 2017 until May 31, 2019;

b) This Agreement shall not be modified, altered, or amended except in writing signed by the Four Ravens and the District;

c) This Agreement cannot be extended except in writing signed by Four Ravens and the District.

7) Compensation

Four Ravens will be paid as follows:

- $1000 per full day of in-service training to staff, $500 per half day in-service
- $750 per full day (8 hours or more)
- $375 per half day (4 hours or less) **new evaluations typically require 3-4 hours
- Current stated need is 7 students for SY2016-2017 at three (3) days per quarter with an additional day for reporting and progress monitoring following on-site services. Estimated cost $10,000
- Schedule permitting, Developmental Screening/Child Find Support is available at regular daily rate

8) Acknowledgments by Occupational Therapist

Four Ravens acknowledges and agrees as follows:

a) Four Ravens is not an employee of the District;

b) Four Ravens is not entitled to any employee benefits from the District and Four Ravens is not entitled to any compensation from the District, except as specified in Part 7 of this Agreement.;

c) Four Ravens will comply with all federal, state and local laws in the provision of services at the District;

d) The District Administrator does not have actual or apparent authority to orally modify, alter, or amend any provision of this Agreement;

e) No assembly member, board member, employee, or consultant of the District has actual or apparent authority to orally modify, alter, or amend any provision of this Agreement;

f) The Superintendent does not have actual or apparent authority to orally modify, alter, or amend any provision of this Agreement;

g) District will maintain all of the student records and files, and shall do so consistent with state and federal legal requirements, including all laws regarding the confidentiality of such records, and the reasonable and prudent standard of care for the keeping of such records by such professionals within the State of Alaska;

h) Four Ravens understands, acknowledges and agrees that the District will not pay any invoices submitted by Four Ravens for any services provided if the therapist notes and progress notes have not been completed and provided to the District. General turn-around time for quarterly visits for reports is within two weeks of on-site visits, but there are several factors that contribute to delays particularly with evaluation questionnaires and this timeframe cannot be guaranteed.

9) **Termination of Agreement**

The District may terminate this agreement:

a) For the failure of Four Ravens to fulfill the responsibilities under this Agreement, upon thirty days written notice, or immediately, if the failure relates to Section 3 (a)-(j);

b) If Four Ravens engages in misconduct related to the care of students, or not in keeping with the standard of care of students, in the sole discretion of the District;

c) Upon any change in the funding of the District with appropriate documentation of such funding changes as part of public record as requested by therapist.

d) Four Ravens may terminate this Agreement at any time upon providing the District thirty days written notice.

In the event of termination of this Agreement, Four Ravens shall not be liable to the District for any damages of any kind.

10) Indemnification

Hoonah City School District agrees to defend, indemnify, and hold harmless Four Ravens Occupational Therapy, from any and all actions of any kind, and from damages of any kind, without limitation, arising out of or caused by any alleged negligent action, inaction, or omission of Hoonah City School District or any staff person, employee, or contractor of Hoonah City School District.

11)XIV Governing Law/Miscellaneous

a) Non-Assignment. The District shall not sell, assign, or transfer all or any portion of its rights under this Agreement without the prior written consent of Four Ravens. Any attempt to do so shall be null and void and constitute a material breach of this Agreement.

b) Choice of Law. The Superior Court for the State of Alaska, First Judicial District at Juneau, Alaska, shall be the exclusive court for jurisdiction and venue of any and all actions of any kind and any nature arising out of or related to the Agreement. The parties agree that trial of any action filed shall be in Haines Alaska.

The parties agree that this Agreement shall be governed by the laws of the State of Alaska.

c) Entire Agreement. This Agreement contains the entire understanding and agreement between the parties. There are no other written or oral understandings or promises between the parties with respect to the subject matter of this Agreement, other than those contained in this Agreement, and any prior oral or written understandings are void and of no effect.

d) Severability. The invalidity or unenforceability of any article, paragraph, section, or provision of this Agreement shall not affect the validity or enforceability of any one or more Sections or provisions of this Agreement.

e) Forbearance Not a Waiver. In the event either party shall forbear from asserting a default in the performance owed under this Agreement, such forbearance shall not operate as a waiver of the default.

f) Representation. District consulted with its attorney before signing this Agreement, or that the District has had the opportunity to consult with an attorney of their choice before signing the Agreement

12) **Notification**

All notices to the District shall be sent via US mail to:

Hoonah City School District
PO Box 157
Hoonah, AK 99829

All notices to Four Ravens shall be sent via US mail to:

Four Ravens Occupational Therapy LLC
PO Box 778
Haines, AK 99827

_____
PJ Ford Slack, PhD
Superintendent, Hoonah City Schools

_____
DATE

_____
Maggie Heyman Hotch, MOT, OTR/L
Owner, Four Ravens Occupational Therapy

_____
DATE

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

Private Contracting Speech-Language Pathologist
Alaska Type C Certified, ASHA Certified
P.O. Box 240034
Douglas, AK, 99824
970-217-6359 (phone)
chelsea_wilburn@yahoo.com (email)

CONTRACTUAL GUIDELINES (Hoonah School District):

It is mutually understood and agreed upon as follows:

1. Contractual Agreement:
   a) Hoonah City School District, in Hoonah, Alaska agrees to contract a minimum of 10 (ten) onsite days throughout the school calendar year of 2017/2018, with Alaska Midnight Sun Therapy Services, LLC.

   b) Alaska Midnight Sun Therapy Services, LLC covenants that it provides speech language pathologists that have been trained, engaged in, and are experienced in the field of Speech-Language Pathology as detailed in its curriculum vitae and that statements and representations made in the curriculum vitae are current, true and accurate. Alaska Midnight Sun Therapy Services represents that it is currently licensed and approved to practice Speech-Language Pathology in Alaska, and agrees to secure and maintain any and all additional licensing necessary to provide the Speech-Language Pathology services.

2. Compensation and Reimbursement Expenses:

   i. Alaska Midnight Sun Therapy Services, LLC shall be paid for Speech-Language Pathology services at the following rate: $650.00 (U.S.) dollars per contract day. Five trips total, Two days per trip will be provided throughout the school district calendar year August 2017 through June 2018.

   a) One paperwork day will be billed per trip at $300.00/day for a total of five paperwork days throughout the school year.

   b) Travel expenses will either be paid for or reimbursed by the school district. Travel to and from Juneau, Alaska, by airplane or ferry when available will be covered by the Hoonah School District, along with lodging and transportation while onsite and weathered in in Hoonah.

3. Travel/Weather: If Alaska Midnight Sun Therapy Services. LLC is to stay past the contracted two day trip due to weather or other unplanned circumstances that prevent it's employee from returning home to Juneau, those days will be paid at a daily rate, equaling $650.00/day. If Alaska Midnight Sun Therapy Services is

unable to make the trip to Hoonah due to weather, those days will be cancelled and possibly looked at rescheduling if needed.

4. Independent Contractor Status and Obligations:

   a) For purposes of this Agreement and the performance of all duties, responsibilities, and obligations described herein, Speech-Language Pathologist shall at all times be acting and performing as an independent contractor and shall not be considered an employee of Hoonah School District for any purpose. Speech-Language Pathologist shall exercise her professional judgment free of any direction or control by Hoonah School District However; state mandated regulations will be upheld per district requirements.

   b) Each party hereby agrees that adequate and proper insurance coverage shall be in existence and coordinated, as necessary, at all times during the term of the Agreement, so that all potential liability with regard to malpractice or general liability are covered. Contractor shall maintain or cause to be maintained at all times during the term of this Agreement, malpractice coverage of not less that on million dollars ($1,000,000) per occurrence, and three million dollars ($3,000,000) in the aggregate. Copies of the certificates of insurance shall be provided by each party to the other party to this Agreement upon request. In addition, Contractor providing services under this Agreement will maintain the appropriate levels of coverage as noted above.

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

6. Cancellation Policy:

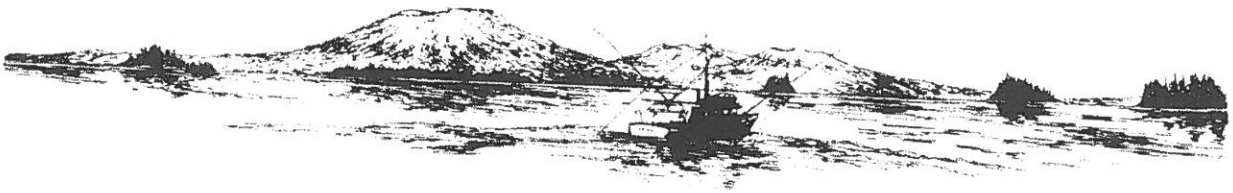
   a)If for any reason a contracted trip is cancelled by the district for any specific reason, the contracted trip of (2) days may be billed at the discretion of the Speech-Language Pathologist for that particular trip. If the cancelled trip is able to be made up at another agreed upon time or supplemented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

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

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

Alaska Midnight Sun Therapy Services, Chelsea Wilburn-McCarthy	Date
Signature	Date
Printed Name	Date

CONFIDENTIAL



Memorandum of Agreement - Independent Contractor

Hoonah City School District

And

Gilson Physical Therapy

Name: Tyler Gilson, Gilson Physical Therapy

Address: P.O. Box 1103

Phone: 717-994-7718

Email: tylerbgilson@gmail.com

Purpose:

To provide Physical Therapy services including, but not limited to:

- File review, observation and consultation for K-12 students.
- Conduct evaluation for eligibility for special education services.
- Generate reports to include assessment and recommendation relative to individual education planning.
- In-service and staff training as needed.

Contract period:

Hoonah City Schools 2017 -2018 school year; August – May.

- Onsite physical therapy services as determined by need.

Terms:

Daily contract rate: $750 per day, onsite services 6 hours or greater. The number of visits is determined by need and not to exceed 4 visit / school year. Additional visits will be approved by board.

Report generation: $500 a day not to exceed 4 days per school year.

Per Diem: provided at 60$ per day. Per Diem provided for travel days or in the occurrence of delay due to weather.

Total cost for service not to exceed $8,000: not including per diem, travel, and accommodations.

Gilson Physical Therapy will be responsible for making arrangements for travel and will submit receipt for reimbursement including payment invoice documenting services provided.

In the occasion of travel days required to provide services due to logistics or cancelled services a surcharge of $150 / day will be charged.

Estimates subject to change as determined by student needs. Changes in contract will implement following approval from board and contractor. This contract may be terminated at any time by either party for cause upon written notification.

Approval:

Human Resources:

Superintendent:

Independent Contractor:

License # 2276

Date: 4/11/2017

Board: