

**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
September 21, 2017**

REGULAR BOARD MEETING

**7:00 PM
Located in the School Library**

.....
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-August 17, 2017

BOARD CALENDAR

PUBLIC COMMENTS (THREE-MINUTES PER SPEAKER)

ADMINISTRATIVE REPORTS

- A. Administrator's Report – Ralph Watkins, Verbal, and Valerie Gosselin, Verbal
- B. Business Office Report – Amy Stevenson, Written
- C. ANEP Grant Director's Report – Heather Powell, Verbal
- D. Maintenance Report – Jeremiah Byers, Verbal
- E. SPED Report – Sheryl Ross, Written
- F. Board Reports – Robert Hutton, Dillon & Heidi, and Jamie & Grace Committee Reports

OLD BUSINESS

- 1.0 Second and Final Reading of BB 9012

NEW BUSINESS

- 2.0 BP 5145.15 for First Reading
- 2.1 BP 6142.1 for First Reading
- 2.2 BP 3310 for First Reading
- 2.3 Approval of Valerie Gosselin as a Non-Certified Sex-Education Instructor and STD Prevention/Family Planning Curriculum

DISCUSSION ITEMS

- Request for Proposal for an Auditor

PUBLIC COMMENTS (THREE-MINUTES PER SPEAKER)

COMMENTS FROM BOARD MEMBERS

ADJOURNMENT

NEXT MEETING DATES:

- Regular Board Meeting-October 19, 2017

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,

Posted: September 15, 2017

- (3) matters which by law, municipal charter or ordinance are required to be confidential,
- (4) matters involving consideration of government records that by law are not subject to public disclosure.

**HOONAH CITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING**

August 17, 2017

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

SUPERINTENDENT/PRINCIPAL: Ralph Watkins

OTHERS PRESENT: Kelli Deitering, Recording Secretary, Amy Stevenson, Business Manager, Jeremiah Byers, Maintenance, Sheryl Ross, Special Education, Chris Greenwald, Nicki Shelton, John Vlaun, Veronica Dalton, Eli Derenoff, Bambi James.

CALL TO ORDER: Robert Hutton Called the meeting to order at 7:03pm.

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

CORRESPONDENCE TO THE BOARD:

Robert Hutton read a letter that Chris Greenwald had sent to Ralph Watkins and himself asking to have a change to the Facility Use Agreement so that Ku.eex may be held at Hoonah City Schools.

ADOPTION OF AGENDA:

M/S Grace Villarreal, Jamie Erickson moved to adopt the amended agenda. Accepted by unanimous consent, **MOTION CARRIED.**

APPROVAL OF MINUTES:

M/S Robert Hutton, Grace Villarreal moved to approve the minutes of Regular Board Meeting June 15 2017. Discussion: Robert Hutton asked Kelli Deitering to change the wording for New Business 1.1 Approval of Mentor Contract for Superintendent/Principal. Richard Carlson's travel expenses are included in the \$25,000. Accepted by unanimous consent, **MOTION CARRIED.**

BOARD CALENDAR:

Next regular board meeting is September 21, 2017 @ 6:30pm.

PUBLIC COMMENTS (THREE MINUTE TIME LIMIT EACH):

No Public Comments

ADMINISTRATIVE REPORT:

- **Administrator Report – Ralph Watkins** reported verbally that the HCS staff has accomplished so much even before school started. His transition from principal to superintendent has gone well. The school has switched from School Master to Power School. The middle and high school students like their class schedules. The professional development before school started was Marzano training evaluation model for teachers to understand how they are being evaluated. The first two days of school was orientation. The teachers thoroughly went over the Student Handbook. There was an increase of student enrollment from last year from 109 to 117 students.
- **Business Office Report – Amy Stevenson** gave a written attached report.
- **Maintenance Report – Jeremiah Byers** reported verbally that he and Corbin had a busy summer. He is currently working on summer repairs and catching up with his data entry. Some things that will be happening soon are the CIP broiler replacement, organizing and cleaning the downstairs woodshop and band room, Simplex- Sprinkler repairs, inspection of fire pump and sprinklers, and next week a person from Corvis Design will be coming to Hoonah to start the playground design.
- **Board Reports – Grace Villarreal** reported that there was a City Council meeting on August 10, 2017. They are still working on the ordinance for No Smoking at the park. The mayor Kenny Skaflestad is working on putting together a baseball team so there may be competitions with other Southeast communities. The city is working on a

matching grant to help pay 70% of the new school playground. There may be a change to the wording to the Sales Tax Proposition 1%. There needs to be clarification for the wording of “extra-curricular” activities. They would like to see more activities for younger students. The discussion of a consultant for forming a borough was also mentioned.

Robert Hutton reported that there was a School Board Retreat on August 10 and 11, 2017. The board conducted self-evaluations and formulated self-improvement goals. The School Board would like to understand the budget better. They are seeking professional help.

NEW BUSINESS

1.0 First Reading of Bylaws of the Board 9012

M/S Heidi Jewell, Grace Villarreal move that we approve Board Policy BB 9012 as presented. Roll Call Vote: Heidi Jewell-Yes, Grace Villarreal-Yes, Dillon Styers-Yes, Jamie Erickson-Yes, Robert Hutton-Yes. **MOTION CARRIED**

1.1 Addendum to Ralph Watkins’ Contract

M/S Heidi Jewell, Jamie Erickson move that we approve the sick leave addendum to Mr. Watkins’ contract. **MOTION CARRIED BY UNANIMOUS CONSENT.**

1.2 FY 18 New Teacher Contracts

MS Heidi Jewell, Grace Villarreal move that the Board of Education offer the following teachers 2017/2018 teaching contracts.

1. John Vlaun
2. Kassandra Pesch-Johnson

Heidi Jewell-Yes, Grace Villarreal-Yes, Dillon Styers-Yes, Jamie Erickson-Yes, Robert Hutton-Yes. **MOTION CARRIED.**

PUBLIC COMMENTS (THREE MINUTES PER SPEAKER):

-Chris Greenwald had three points:

1. The Ku.eex is the ultimate importance to the Tlingit Culture.
2. Make sure that there is no cost to the school.
3. The Ku.eex illustrates the importance of culture to students and the community.

-Nicki Shelton spoke about the Ku.eex being extremely important. It is the last thing you can do for your loved ones. It is very emotional.

COMMENTS FROM THE BOARD:

- **Grace Villarreal** would like to see NO SMOKING signs put up around the school. She also thanked the Huttons for their annual back to school party for teachers, paraprofessionals, and school board members.
- **Robert Hutton** would like a joint school board and city council meeting. He will contact the Mayor with Ralph Watkins. The school board would like to come up with the agenda.

DISCUSSION ITEMS:

Facility Use Agreement- It was decided that a committee should be formed. Grace Villarreal and Jamie volunteered to be in charge along with Jeremiah, and Chris Greenwald (and possibly a Tribal Administrator) to discuss a change to the Facility Use Agreement that works for both the school and the community. So that the school doesn't lose any money but it can still host Ku.eex. Heidi Jewell mentioned that there is a petition for the ANB to be rebuilt going around town.

Board Self-Improvement Goal- Robert Hutton asked for somebody to volunteer to track this goal of understanding the budget better. Grace Villarreal nominated Heidi Jewell because she is very familiar with budgets. Dillon will also be on the committee for tracking the board self-improvement goal.

ADJOURNMENT:

M/S Robert Hutton, Heidi Jewell motioned to adjourn. MOTION CARRIED BY UNANIMOUS CONSENT.

Meeting adjourned at 8:30pm.

Respectfully submitted,

Dillon Styers
Board Secretary

Kelli Deitering
School Board Secretary

September 2017

SUN MON TUE WED THU FRI SAT

3	4	5	6	7	8	9
	Labor Day					
10	11	12	13	14	15 Teacher Inservice Day—No school for students	16
17	18	19	20	21 School Board Workshop 6:30pm Regular School Board Meeting	22	23
24	25	26	27	28	29	30

Special Points of Interest:

- Regular School Board Meeting—September 21, 2017 @ 7:-00pm
- School Board Workshop— September 21, 2017 @ 6:30pm

Hoonah City Schools

Home of the Braves

Hoonah City Schools
PO Box 157
Hoonah, Ak 99829

Phone: (907) 945-3611
Fax: (907) 945-3492
website: hoonahschools.org

October 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 End of 1st Quarter Regular School Board Meeting 6:30pm	20 Teacher Work Day	21
22	23	24	25	26	27	28
29	30	31 Halloween				

Special Points of Interest:

- Regular School Board Meeting—October 19, 2017 @ 6:30pm

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August 10, 2017

M E M O R A N D U M

TO: HCSD Board of Education

FROM: Amy Stevenson, Business Manager

RE: September 2017 Board Report

Current Information:

1. The bank reconciliation for July and August are complete.
2. Submitted the August breakfast and lunch counts for reimbursement.
3. Sent an invoice to the City of Hoonah for extra-curricular activity expenditures.
4. Completed an annual request from NEA-Alaska on classified staff accounting
5. Almost finished re-vamping HCSD chart of accounts to be compliant with the DEED Chart of Accounts.
6. All of the Final Expenditure Reports for FY17 State of Alaska grants have been submitted to the State.
7. Formatted a new revenue and expenditure report for the Board.

Next Steps:

1. Completing 2017 Fall Certified/Classified Staff accounting due to the Department of Education by October 15th.
2. We have received a preliminary draft report of the Letter to the Governing Board and Financial Statement for FY 17 and are in the process of reviewing these.
3. On October 2, we begin our official student count. We are at 117 as of now. We are expecting 3 students in October, but are losing 3 also so it appears 117 will be the magic number.

Hoonah City Schools

Year to Date - 7/1/2017-8/31/2017

Monthly Revenue Report

Account number	Account Description	Current Approved		YTD Encumb	YTD Revenue	Remaining Balance		Percentage Remaining
		Budget						
100-0000-10-40110	CITY APPROPRIATION	\$216,146.00		\$0.00	\$0.00	\$216,146.00		100.00%
100-0000-10-40120	CITY - IN-KIND SERVICES	29,391.00		0.00	0.00	29,391.00		100.00%
100-0000-10-40300	EARNINGS ON INVESTMENTS	1,500.00		0.00	0.00	1,500.00		100.00%
100-0000-10-40400	OTHER LOCAL REVENUE	10,000.00		0.00	0.00	10,000.00		100.00%
100-0000-15-40400	LEASED SPACE REVENUE	38,820.00		0.00	14,940.00	23,880.00		61.51%
100-0000-10-40470	E-RATE REVENUE	105,293.00		0.00	0.00	105,293.00		100.00%
100-0000-20-40510	STATE FOUNDATION	2,096,050.00		0.00	351,872.00	1,744,178.00		83.21%
100-0000-20-40556	TRS ON-BEHALF RELIEF	124,061.00		0.00	0.00	124,061.00		100.00%
100-0000-20-40557	PERS ON-BEHALF RELIEF	14,074.00		0.00	0.00	14,074.00		100.00%
100-0000-20-40940	QUALITY SCHOOLS	6,372.00		0.00	0.00	6,372.00		100.00%
100-0000-30-41090	PRIOR YR PL81-874				33,989.61	-33,989.61		0.00%
100-0000-30-41100	PUBLIC LAW 81-874	149,000.00		0.00	0.00	149,000.00		100.00%
Report Total:		\$2,790,707.00		\$0.00	\$400,801.61	\$2,389,905.39		

Monthly Expense Report

Accounts summarized by Function	YTD		YTD Expenditures	Remaining Balance		Percent Remaining
	Current Budget	Encumbrances				
1100 REGULAR INSTRUCTION	\$1,063,500.00	\$2,941.12	\$73,002.49	\$987,556.39		92.85%
2000 SPECIAL EDUCATION INSTRUCTION	592,637.00	0.00	36,964.09	555,672.91		93.76%
2200 SPECIAL SUPPORT SVCS - STUDENTS	66,700.00	0.00	600.00	66,100.00		99.10%
3500 SUPPORT SERVICES - INSTRUCTION	30,288.00	0.00	9,417.79	20,870.21		68.90%
3510 SUPPORTING SERVICES-TECHNOLOGY	249,576.00	0.00	13,416.81	236,159.19		94.62%
4000 SCHOOL ADMINISTRATION - PRINCIPAL	100,764.00	0.00	11,474.61	89,289.39		88.61%
4500 SCHOOL ADMIN SUPPORT SVCS - PRINCIPAL	100,758.00	0.00	20,524.58	80,233.42		79.62%
5100 DIST ADMIN - SUPERINTENDENT	149,114.00	0.00	16,887.43	132,226.57		88.67%
5110 SCHOOL BOARD	49,472.00	0.00	4,667.19	44,804.81		90.56%
5500 DISTRICT ADMINISTRATION SUPPORT SVCS	144,999.00	470.56	57,036.36	87,492.08		60.33%
6000 OPERATIONS AND MAINTENANCE OF PLANT	369,685.00	5,111.72	58,373.83	306,199.45		82.82%
9000 TRANSFER TO OTHER FUNDS	70,000.00	0.00	0.00	70,000.00		100.00%
Report Total:		\$2,987,493.00	\$302,365.18	\$2,676,604.42		

Net YTD-Revenue Minus Expense Total: \$98,436.43

Haa Kusteeyi Áyá

Hoonah City Schools

September 2017

Yoo X'atangi ka Yaa Koosgé

Language and Knowledge

June- Five HCS Students have attended Yan Shuká in Yakutat with over 100 campers from all over the state of Alaska. This camp was 2 weeks, and was paid for with scholarship funds from Yakutat Tlingit Tribe and Tlingit and Haida. Song, Language, Dance and Traditional Foods Prep, and Traditional Ecological Knowledge. Smoking seal meat, smoked sockeye, coho egg caviar, beach greens, and traditional plants and berries usage.

July- Haa Tóo Yéi Yatee Culture Camp, Freshwater Bay Cabin- 35 students attended ages 4-18 years old. Students learned to pick and process beach asparagus, as well as smoke humpy and sockeye salmon. Students learned to work in a smoke house, after brining fish. Students jarred both fish and beach asparagus. Artists Daaljini and Roz Cruise came to teach the traditional art of Copper Tinaa making. Lance Twitchell came to teach language as well as several others to tell stories, and share knowledge of the land and the sea.

****A new song was created for HSC students-** in response to the question posed during camp: What do you want your Grandchildren to know?

July/August- Haines Culture Camp, 2 high school students from HCS attended and were Jr. Counselors to assist in Environmental Stewardship Camp on the Chilkoot River, and in Klukwan. Lingít language, song, dance and traditional harvesting practices were taught on ancient Lukaax.ádi lands- this was the first culture camp on over 20 years on this land. Founding members for this camp included George and Eva Davis from Hoonah.

Haa Kusyeeyi Aya Shirts were presented to new staff to welcome them iThe shirts have the song that the students wrote this past May on the back. We will continue to work on songs and dancing into next year. The focus will be to get our song books in order, and our drums will be made after christmas break.

At Shí X'ux (Song Books) - These books will include songs by clan, and by purpose. Ex, Yeik (Spirit), Love, Dleigu (Children's), Cry (Gaax'), etc. These songs will be typed and translated with both students and elders to be shared. This will include songs the students wrote for Glacier Bay. As well as the new songs written at Culture Camp 2017.

Hoonah City Schools September 2017 Board Meeting
Special Education Report



2017-2018 School Year Preparation: July/August

Three-hour training for SEAS 2.0 updates-

(This is the software system where student's IEPs, Individual Service Plans, evaluations, and all pertinent special education legal documents are created.)

Re-build all IEP and evaluation packets per student on the updated SEAS system.

Clean out and reorganize both resource rooms.

Set up counseling schedule for students with Searhc.

Set up special education team schedule: Teacher, eight para-professionals.

Review each IEP for service minutes of each student's IEP for schedule.

Review and calendar all ESER, IEP dates.

Set up quarterly specialists visits: OT, PT, SPL and School Psychologist for evaluations.

Set up student data folders to include: IEPs, update behavior plans, and medical needs.

Provide a copy of IEP, 504s and Gifted & Talented, (student goals and classwork modifications and testing accommodations) to each teacher.

Update district website special education page.

Create and mailed parent letter.

Update Gifted & Talented and 504 plans.

Schedule and completed a Child Find, notices, partnering with the Infant Learning Program, ILP, (Juneau) Aug. 23, 2017.

Create EED Alaska required special education team training folder to include:

First Semester SpEd Team In-service: August 14, 2017: 6.5 hours

- Disability-specific training and eligibilities
- How to keep data and notes to match student-goals
- RTI, ESER/IEP contents and step by step evaluation and IEP procedure
- IEP, BIP, Medical, Data files per student
- 504s, Gifted & Talented Students and what that means for services
- Schedules: School, Teachers, Para, Students
- Instructional and safety procedures to be used Confidentiality Procedures: Hipaa, FAPE, FERPA

Other: In-service information: District office new policies and insurance forms, Para-Policy Manual, Negotiated Agreement, Bell Schedule, Schedules: students, paras, sped teachers, guidelines for safety, and positive support guidelines, iPads, iPad applications, district schedule and staff phone contacts, work day services.

Calendar for year in-service for sped team

Update Assurance File.

Set up AKCIS EED, Alaska Career Inventory online course.

Set up PowerSchool gradebook for online Edmentum/Plato math intervention classes and AKCIS.

The required training was the final special education monitoring requirement from Spring 2017 and due by October. The district received a letter of completion and compliment from EED for a job well-done.

Our student count as well as our student special education count has increased. We are seeking an additional para, a driver to and from counseling services up to ten hours a week, and a special education teacher. Tesh Miller's speech and language caseload has grown significantly. Our para staff are very busy from PreK-12. We are honored to serve our students. Thank you!

Your Special Education Team,

Tesh Miller, Bob Barton, Pearl Miller, Wilma Davis, Anne Sharclane, Jenny Miller, Judy Bitz, Marti Lee, Ree Dalton, and Sheryl Ross

September 13, 2017

Ralph Watkins, Superintendent/Principal
Hoonah City School District
PO Box 157
Hoonah, AK 99829

RE: Board Policy / Facility Use Agreement

The Facility Use Committee has met on three occasions to discuss the issues surrounding revision of the policy to allow for use by activities such as the Ku.éex. We have come up with some ideas that might make this work for all parties involved.

The electrical and fuel costs for a typical 36 hour period in the month of October was estimated at \$475 for electrical and \$305 for fuel. This amount was determined by the Business Manager by reviewing previous bills. We suggest that the rental and the "custodial set-up and clean-up fee" not exceed \$780.

Attached is a document that lists some suggestions and understandings that may be incorporated into the Facility Use Agreement and/or the Checklists.

The original committee: Jamie Erickson, Grace Villarreal, Jeremiah Byers, HIA Rep., Darlene See, Chris Greenwald

Other community members involved: Adrien Lee, Heather Powell, Carol Williams, Corbin Harris

Respectfully submitted,

The block contains two handwritten signatures in black ink. The signature on the left is 'Jamie Erickson' and the signature on the right is 'Chris Greenwald'. Both are written in a cursive, flowing style.

Jamie Erickson and Chris Greenwald

Attachment: Suggestions and Understandings

Facility Use Committee

Suggestions and Understandings

- We suggest that a 36 hour time be allowed for a Ku.éex to run smoothly: 6 hours for set-up the evening prior, 24 hours for the event, and an additional 6 hours for clean-up after the event.
- Highly suggest the use of monitors by the group leasing the facility: inside, outside, hallways, bathrooms and cafeteria
- Monitors should ensure that garbage is in proper receptacles, no use of drugs/alcohol on premises, no loitering in hallways, minimize charging of electronic devices, report any damages immediately to admin in charge
- HCSD should retain damage deposit when agreement is not met: it could be prorated based on the seriousness of the infraction. This will be evaluated by the Maintenance Director at the time of checkout.
- Utilize cones with signage to off-limits areas.
- Specify what supplies should be brought by the group leasing and what will be supplied by HCSD. Have Maintenance Director specify on checklist what cleaning products to use on the gym mats.
- Request walk-through by the Hoonah Police Department, both inside and outside.
- Post signs that replicate the Federal Law Drug/Alcohol sign within the school; i.e. bathrooms, exit doors and hallways. Include verbiage about violations and fines.
- Highly suggest that announcements of "the rules" be announced periodically throughout the event. Include statement indicating "hallways are for through traffic, no loitering, no charging of electronic devices".
- Utilize the school reader board to post the Alcohol/Drug Free Zone statement during the weekend of the event.

AGENDA ITEM Old Business 1.0

✓ ACTION

 DISCUSSION

TOPIC: Second and Final Reading of Bylaws of the Board 9012

Background

The board indicated its intent during the policy workshop on June 3, 2017 to defer adoption of this portion of the Bylaws until after our August retreat. The first reading occurred on August 17, 2017.

Status

See Instructions sent out earlier from AASB

Recommendation

I move that we approve Board Policy BB 9012 as presented.

COMMUNICATIONS TO AND FROM THE BOARD

The Board recognizes that appropriate communication procedures must be adhered to when communicating among Board members, and between Board members, district administration, and members of the public. Public communication by the Board should reflect positively on the district and serve the community by keeping it informed about the goals, programs, and achievements of the district and its schools.

Staff members, parents, and community members should submit questions or communications to the School Board through the Superintendent. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. If contacted individually, Board members will refer the person to the appropriate channel of authority, except in unusual situations. Board members will not take private action that might compromise the Board or administration.

(cf. 9200 – Board Members)

Board Member Use Of Electronic Communications

Electronic communications are an efficient and convenient way to communicate and can expedite the exchange of information. Board members shall exercise caution so as to ensure that these communications are not used to discuss, deliberate, or take action on Board business outside of a properly scheduled meeting. To ensure compliance with the Open Meetings Act, electronic communications by and between members shall not be used to conduct Board business but shall be limited to:

1. Disseminating information; and
2. Messages not involving deliberation, debate, or decision-making.

Board members may properly use electronic communications to provide:

1. Agenda item suggestions;
2. Reminders regarding meeting times, dates, and places;
3. Board meeting agenda or public record information concerning agenda items; or
4. Responses to questions posed by the community, administrators, or school staff, subject to the requirements of this policy.

Board members shall make every effort to ensure that their electronic communications conform to Board Bylaw 9010, Public Statements. Unless authorized to speak on behalf of the full Board, a Board member should clarify that the member is speaking as an individual member, and not as an official Board or district spokesperson.

A Board member sending an electronic communication concerning the district shall copy the Superintendent or designee, who shall store the message consistent with the district's practice of record retention.

Board members shall abide by the district's acceptable use policy when using district-issued devices or technology resources, including district Internet access on a personal device. There is

Bylaws of the Board

BB 9012

no expectation of privacy for any Board member messages sent or received by e-mail or other electronic communication, and these communications may be subject to public disclosure. Board members should keep public and personal communication totally separate.

Board Member Use Of Social Media

Social media can be a positive tool for fostering community engagement with the district but this form of communication carries unique responsibilities. Board members desiring to utilize social media to communicate on matters of the district must adhere to the rules above. In addition, Board members must be cognizant to:

1. Keep public and personal social media accounts totally separate;
2. Post only content that the district has already released to the public;
3. Clarify that the posting is not an official record of Board meetings or Board business;
4. Conduct yourself online in a manner that reflects well on the district and on you as a publicly elected official;
5. Do not post anonymously about school business;
6. Immediately report harassing or defamatory communications to the Superintendent if they involve the district, its employees, or students;
7. Retain a copy of your posts and what others post on your account if required by the district's records retention procedures; and
8. Immediately report to the district any potential security breach.

Board members should not use social media as a vehicle for communicating with each other outside of properly noticed meetings.

(cf. 3523 – E-Mail)

(cf. 9010 – Public Statements)

(cf. 9320 – Meetings)

(cf. 9322 – Agenda/Meeting Materials)

Legal Reference:

ALASKA STATUTES

40.25.110 - .220 – Alaska's Public Records Act

44.62.310 - .312 – Alaska's Open Meetings Act

Revised 2/08
Revised 3/16
Revised 9/17

HOONAH CITY SCHOOL DISTRICT
Adopted November 17, 1998

AGENDA ITEM New Business 2.0

✓ ACTION

 DISCUSSION

TOPIC: First Reading of Board Policy 5145.15

Background

This policy was overlooked in June when we adopted AASB-recommended changes. The changes in the policy are being made in order to comply with state law.

Status

See Instructions sent out earlier from AASB

Recommendation

I move that we approve Board Policy 5145.15 as presented.

STUDENT AND FAMILY PRIVACY RIGHTS

BP 5145.15(a)

Note: ~~The No Child Left Behind Act of 2001 significantly changed the Protection of Pupil Rights Act, a/k/a the Hatch Amendments.~~ The Protection of Pupil Rights Act ~~now~~ requires any school district "that receives funds under any applicable program [to] develop and adopt policies, in consultation with parents, regarding [statutory privacy rights]." (20 U.S.C. § 1232h(c)(1)). "Any applicable program" generally refers to any federal program administered by the U.S. Department of Education (20 U.S.C. § 1221(c)). "Consultation with parents" is not defined; boards are advised, at minimum, to publicize the issue and request public comment during the policy's adoption.

The Board believes that personal information gathered from a student may be helpful or necessary to facilitate school safety, student welfare, or the continued success of academic programs. However, these goals must be balanced with the expectations of privacy of our students and their families. The following procedures shall be followed so that parents may make informed choices regarding the disclosure or collection of personal information from their student.

Student Surveys

Note: ~~Both state and federal law requires prior written parental consent before certain surveys may be administered to students.~~ Effective June 30, 2017, AS 14.03.110 requires written parent permission before a school may administer, or permit to be administered in a school, a questionnaire or survey, whether anonymous or not. The following policy sets forth the notice and consent provisions required by law and identifies when parental consent and notice are required. Additionally, state law provides that no student may be required to participate in a questionnaire or survey if the student objects to participation. AS 14.03.110.

The Board recognizes that student surveys administered in the public schools may be beneficial for the purposes of study, the improvement of education, for class assignment, and to assist in providing guidance or counseling services to students and their families. In administering surveys or questionnaires to the District's students, the District shall comply with state and federal laws concerning parental notice and consent.

Surveys ~~which inquire into personal or private family affairs of a student which are not a matter of public record or subject to public observation~~ will not be administered to students without prior parental consent. ~~In addition, no student may be required to participate in a federal survey, analysis, or evaluation as part of any program administered by the U.S. Department of Education, without prior written parent permission, if that survey inquires into the following areas:~~

- (1) ~~political affiliations or beliefs of the student or student's parents;~~
- (2) ~~mental or psychological problems potentially embarrassing to the student or the student's family;~~
- (3) ~~sex behavior and attitudes;~~
- (4) ~~illegal, anti-social, self-incriminating and demeaning behavior;~~

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Students

- ~~(5) critical appraisals of other individuals with whom students have close family relationships;~~
- ~~(6) legally recognized privileges or analogous relationships, such as those of lawyers, physicians, and ministers;~~
- ~~(7) religious practices, affiliations or beliefs of the student or the student's parent; or~~
- ~~(8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program);~~

Annual Consent: The District may seek written parent/guardian permission, on an annual basis, for the administration of anonymous student surveys. Consent to anonymous surveys obtained annually will be valid until the beginning of the subsequent school year, or until written notice of withdrawal of consent is provided to the school principal. Parents or guardians shall receive at least two weeks' notice prior to the administration of an anonymous questionnaire or survey.

Consent for Surveys that are Not Anonymous: Prior to the administration of a survey that is not anonymous ~~and which inquires into personal or private family affairs not a matter of public record or public observation,~~ the District shall obtain written permission from the parent/guardian at least two weeks prior to the survey.

Students

STUDENT AND FAMILY PRIVACY RIGHTS (continued)

BP 5145.15(b)

Notice Requirements: At least two weeks prior to the administration of a questionnaire or survey, whether anonymous or not, that requires parental consent as identified above, the school shall provide each student's parent or legal guardian with written notice explaining:

- (1) how and where the parent may preview the survey;
- (2) how the survey will be administered;
- (3) how the survey results will be used;
- (4) who will have access to the questionnaire, ~~or survey~~, or results; and
- (5) for those surveys which are not anonymous, explain that written parental consent is required before participation in the particular survey, and include a permission form to be returned by the parents, with instructions that the form must be returned at least two weeks before the survey.

Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Physical Exams or Screenings

Note: Effective June 30, 2016, provisions of AS 14.30.070 and the entirety of AS 14.30.120 requiring school districts to provide for or require each child to have a physical examination and vision and hearing screening is repealed. Although districts are no longer required to provide for and require physical examinations of every child attending school, the Department of Health and Social Services may require the district to conduct physical examinations it considers necessary and may reimburse the district for examinations. The federal Protection of Pupil Rights Act states that student's parent(s)/guardian(s) may refuse to allow their child or ward to participate in a "non-emergency, invasive physical examination or screening." 20 U.S.C. § 1232h(c)(2)(A)(ii).

A student's parent(s)/guardian(s) may refuse to allow their child to participate in any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance; and (c) not necessary to protect the immediate health and safety of the student, or of other students. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Students

STUDENT AND FAMILY PRIVACY RIGHTS (continued)

BP 5145.15(c)

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400 *et seq.*)
3. Is otherwise authorized by board policy.

(cf. 5141 – Health Care and Emergencies)

(cf. 5141.3 – Health Examinations)

(cf. 5141.31 – Immunizations)

(cf. 5131.61 – Drug/Alcohol Testing Policy)

Collection of Personal Information from Students for Marketing

Note: Federal law allows schools to collect personal information from students for marketing (20 U.S.C. § 1232h(c)(1)(E)), provided the board, by policy, allows parents to preview the instrument and opt their child out of the activity

The term “personal information” means individually identifiable information including: (1) a student or parent’s first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, or (4) a Social Security identification number.

No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or sale.

The above paragraph does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other post-secondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.

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Students

STUDENT AND FAMILY PRIVACY RIGHTS (continued)

BP 5145.15(d)

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5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Note: The rights provided to parent(s)/guardian(s) in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

Legal Reference:

ALASKA STATUTES

14.03.110 Questionnaires and surveys administered in public schools.

14.30.070 Physical Examination required.

UNITED STATES CODE

20 U.S.C. 1232(h) *Protection of Pupil Rights Act(Hatch Amendments)*

No Child Left Behind Act, Title II, § 1061, P.L. 107-110 (2001), amending the Protection of Pupil Rights Act, 20 U.S.C. § 1232(h)

Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994)

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Revised 1/03/2016

AGENDA ITEM New Business 2.1

✓ ACTION

 DISCUSSION

TOPIC: First Reading of Board Policy 6142.1

Background

This policy was overlooked in June when we adopted AASB-recommended changes. The changes in the policy are being made in order to comply with state law.

Status

See Instructions sent out earlier from AASB

Recommendation

I move that we approve Board Policy 6142.1 as presented.

FAMILY LIFE/SEX EDUCATION

BP 6142.1(a)

Note: The following optional policy may be revised or deleted based on district philosophy and needs.

Note: For districts receiving federal funds, section 7906 of the Every Student Succeeds Act sets limitations on how districts approach sexual subject matter and sex education. The law requires that federal funds *not* be used to (1) develop or distribute materials or programs that encourage or promote sexual activity, (2) distribute or aid in the distribution by any organization of obscene materials to minors on school grounds, (3) provide sex education or HIV prevention education unless that instruction is age appropriate and includes the health benefits of abstinence, or (4) operate a program of contraceptive distribution in schools. Non-federal funds may be used for these activities

The School Board believes that a wholesome, well-planned sequence of instruction about family life and human sexuality is essential to the general education of all students. Lack of information or pervasive misinformation can cause low self-esteem, increased risk for sexually transmitted disease, unintended pregnancy or sterility, and school dropout. The district curriculum shall help students understand the biological, psychological, social, moral, and ethical aspects of human sexuality.

(cf. 5141.41 – Sexual Abuse, Sexual Assault and Dating Violence Awareness and Prevention)

(cf. 6020 – Parent Involvement)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6142.2 – AIDS Instruction)

The family life/sex education program shall encourage students to be abstinent and to conceptualize sexual behavior in the ethical and moral context of marriage. The program shall be age-appropriate and shall address a full range of topics, including parenting and birth control, and shall emphasize that abstinence from sex is the only totally effective protection against unwanted pregnancy and sexually transmitted diseases.

Classes or programs in sex education, human reproduction education, or human sexuality education may only be instructed by a certificated teacher employed by or contracted with the district, or by an individual approved by the School Board who is supervised by a certificated teacher of the district.

The Superintendent or designee will inform district curriculum specialists, those who teach sex education, school nurses, and other appropriate school staff of federal funding restrictions regarding the distribution of contraceptives and the development and distribution of materials that may promote or encourage sexual activities. Teachers who provide instruction in family life/sex education shall have professional preparation, either preservice or in-service, in the subject area.

Before curriculum, literature, or materials related to sex education, human reproduction education, or human sexuality education may be used in a class or distributed in a school, the materials shall be approved by the School Board and made available for parents to review.

FAMILY LIFE/SEX EDUCATION (continued)

BP 6142.1(b)

The Superintendent or designee shall ensure that family life/sex education materials and instruction are continuously evaluated in light of information received from students, parents/guardians, and teachers, including information about what students did or did not learn, whether the program was workable for the teachers, and how it can be improved.

The Superintendent or designee may appoint a Family Life/Sex Education Advisory Committee representing a divergence of viewpoints to participate in planning, implementing and evaluating the district's family life/sex education program.

(cf. 1220 - Advisory Committees)

Parents/guardians shall be notified in writing at least two weeks before students are offered any instruction, description, illustration, or discussion on human reproduction or sexual matters, including human reproductive organs and their functions, processes, or diseases. This notification shall inform parents/guardians that they may review instructional materials to be used in family life, sex education instruction, may review the credentials of any presenter who is not a certificated teacher of the district, and that they may request in writing that their child not attend the class. **This notification requirement does not apply to the curricula or materials for the training mandated under AS 14.30.355-356. At the parent/guardian's request, any student may be excused from any part of family life/sex education instruction."**

(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 6020 – Parent Involvement)

Legal Reference:

ALASKA STATUTES

- 14.30.016 A parent's right to direct the education of the parent's child*
- 14.30.361 Sex education, human reproductive education, and human sexuality education*
- 14.30.355 Sexual abuse and sexual assault awareness and prevention*
- 14.30.356 Dating violence and abuse policy, training, awareness, prevention, and notices*
- 14.30.360 Curriculum*

UNITED STATES CODE

Elementary and Secondary Education Act, 20 U.S.C. § 7906 as amended by the Every Student Succeeds Act (P.L. 114-95 December 10, 2015)

Revised 9/2016

AGENDA ITEM New Business 2.2

☒ ACTION

☐ DISCUSSION

TOPIC: First Reading of Board Policy 3310

Background

The sentence in BP 3310 that is being struck has to the best of anyone's knowledge never been put into practice, nor does anyone know why it was included to begin with. It is not in the interest of the organization to have policies on the books that are not being followed.

Status

See Instructions sent out earlier from AASB

Recommendation

I move that we approve Board Policy 3310 as presented.

Business and Non-instructional Operations

PURCHASING PROCEDURES

BP 3310

Note: Pursuant to A.S. 14.14.060 and 14.14.065, city and borough school districts may establish their own procedures for purchase of supplies and equipment. A.S. 14.08.101 empowers regional school boards to establish their own fiscal procedures, including the purchase of supplies and equipment. All contracts made under Federal awards must comply with the Office of Management and Budget's procurement procedures found in 2 CFR 200.317-326. A model internal procurement procedure reflecting the federal procedures can be found in E 3310. This model procedure may be modified and incorporated into existing policy as desired. The following sample policy may be revised to reflect district practice and needs.

The School Board desires to ensure that maximum value is received for money spent by the district and that records are kept in accordance with law. ~~The Superintendent or designee may issue and sign purchase orders and shall submit them for School Board approval or ratification.~~

No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-substantial gifts of nominal value may be accepted if the item is non-solicited.

(cf. 3300 - Expenditures/Expending Authority)
(cf. 3400 - Management of District Assets)
(cf. 3460 - Financial Reports and Accountability)
(cf. 9270 - Conflict of Interest)

The School Board encourages the selection of Alaskan products when such products meet the needs of the district and shall adhere to state law regarding purchasing preferences for Alaskan products.

(cf. 3311 - Bids)
(cf. 3312 - Contracts)

Legal Reference:

ALASKA STATUTES

14.08.101 Powers (Regional school boards)
14.14.060 Relationship between borough school district and borough
14.14.065 Relationship between city school district and city
29.71.050 Procurement preferences for recycled Alaska products
36.30. State Procurement Code
37.05 Fiscal Procedures Act

City of Richmond v. J.A. Croson Co., 488 U.S. 469 (1989)

Reviewed 6/16
Revised 6/17
Revised 10/17

HOONAH CITY SCHOOL DISTRICT
Adopted November 17, 1998

AGENDA ITEM New Business 2.3

✓ ACTION

 DISCUSSION

TOPIC: Approval of Valerie Gosselin as a Non-Certified Sex-Education Instructor and STD Prevention/Family Planning Curriculum

Background

Valerie Gosselin is a Public Health Nurse for Juneau Public Health Center. She has traveled to Hoonah for the past three years. She is seeking approval from the School Board for STD Prevention/Family Planning curriculum for 9th-12th grades. She wished to provide these classes during the 2017-2018 school years.

Recommendation

I move that we approve Valerie Gosselin as a Non-Certified Sex-Education Instructor and the curriculum for STD Prevention/Family Planning.