

**HOONAH CITY SCHOOLS BOARD OF EDUCATION
MISSION STATEMENT**

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

Tuesday, March 13, 2018

6:30 PM – FY 19 Budget Work Session

Open to Public

REGULAR BOARD MEETING

To follow directly after.

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-February 15, 2018

BOARD CALENDAR

PUBLIC COMMENTS (THREE-MINUTES PER SPEAKER)

PRESENTATION to Honor Outgoing School Board Member

ADMINISTRATIVE REPORTS

- A. Administrator's Report – Ralph Watkins, 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, Verbal
- F. Board & Committee Reports – Robert Hutton

EXECUTIVE SESSION- Superintendent/Principal Contract

NEW BUSINESS

- 1.0 Superintendent/Principal Contract
- 1.1 SPED Administrator's Contract
- 1.2 FY 2018/2019 School Calendar for 1st Reading
- 1.3 FY 2018/2019 School Operating Fund Budget 1st Reading
- 1.4 Part-Time Federal Grant Manager

DISCUSSION ITEMS

- Board Assignments

PUBLIC COMMENTS (THREE-MINUTES PER SPEAKER)

COMMENTS FROM BOARD MEMBERS

FUTURE AGENDA ITEMS:

ADJOURNMENT

NEXT MEETING DATES:

- Regular Board Meeting-April 19, 2018

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.

March 5, 2018

Mr. Robert Hutton

Mr. Ralph Watkins

Hoonah School Board

I would like to respectfully withdraw my intent to retire June 1st, 2018.

I accept the district's offer and with the Board's acceptance of this letter, will continue my employment with the district for another school year – 2018/19.

A handwritten signature in cursive script, reading "Ladonna Dybdahl". The signature is written in dark ink and is positioned above the printed name.

Ladonna Dybdahl

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

February 15, 2018

BOARD MEMBERS PRESENT: Heidi Jewel, Dillon Styers, Harold Houston, Grace Villarreal (telephonically) and Robert Hutton. .

SUPERINTENDENT/PRINCIPAL: Ralph Watkins

OTHERS PRESENT: Kelli Deitering, Recording Secretary, Amy Stevenson, Business Manager, Sheryl Ross, Special Education Director, Jeremiah Byers, Maintenance Director, Shawn McConnell, Pearl Miller, and Mary Beth Moss.

CALL TO ORDER: Robert Hutton Called the meeting to order at 7:00pm.

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

CORRESPONDENCE TO THE BOARD: None

AGENDA REVISIONS: Robert Hutton would like to strike **New Business 1.0 SPED Administrator's Contract** from the agenda. He will address this contract as soon as practically possible even if there has to be a Special School Board Meeting held for this. Robert Hutton also added the Playground Committee to Discussion Items.

ADOPTION OF AGENDA: M/S Heidi Jewel, Harold Houston moved to adopt the amended agenda. Voice Vote: Heidi Jewell-Yes, Dillon Styers-Yes, Harold Houston-Yes, Grace Villarreal-Yes, Robert Hutton-Yes. **MOTION CARRIED.**

APPROVAL OF MINUTES: M/S Harold Houston, Heidi Jewell, moved to approve the minutes of only Regular Board Meeting on January 18, 2018 and Special Board Meeting on January 30, 2018. Not February 8, 2018. Discussion: Harold Houston pointed out a typo on the Special Board Meeting February 8, 2018 minutes. Voice Vote: Heidi Jewell-Yes, Dillon Styers-Yes, Harold Houston-Yes, Grace Villarreal-Yes, Robert Hutton-Yes. **MOTION CARRIED**

BOARD CALENDAR: Robert Hutton stated that there will be a Special Board Meeting held on either February 26th or the 27th for the Administration Contracts.

PUBLIC COMMENTS (THREE MINUTE TIME LIMIT EACH):

- No Public Comments

ADMINISTRATIVE REPORT:

- **Administrator Report – Ralph Watkins** wanted to make a public statement to express the loss for students in the Florida shooting. He reported verbally that the hiring process for vacant staff is still continuing. Ralph Watkins is trying to get an idea of what staffing will look like next year 2018-2019. He interviewed a candidate for the Middle School position this week. There are no current Special Education candidates at this moment. He stated that there seems to be a shift of moving away from job fairs in Alaska. There is a job fair he is interested in attending in Pennsylvania in March. There are three open positions at Hoonah City Schools that he is actively pursuing.

The MAPS Winter Bench Mark testing has been going well. This primarily tests second and third grade reading levels. He would like to thank Bambi James, Sheryl Ross, Glenda Hutton, and Jen Bidiman for working diligently with the classes. The number of students proficient in reading by 3rd grade is really important because this is where the state looks for growth. There has been a significant growth in reading in the K-1 classes as well. The ESSA Grant will help raise the reading achievement of students. Ralph Watkins is looking for a solid core reading curriculum. He has reached out to vendors for samples. Ralph stated that he has also reached out to other superintendents and they informed him that he can use the Indian Ed Grant for purchasing reading curriculum. Peaks testing will be April 9th-13th this year.

Ralph Watkins will be traveling to Washington D.C. from February 25th to March 2nd for the new Demonstration Grant. The ANEP grant will be audited on March 28th. He would like to purchase the 4 heavy equipment simulators with ANEP funds.

There is a school wide Climate & Culture Survey currently out. He would like to see more parents take this survey. There is a link on FaceBook.

Report Card to the Public – Ralph is currently working on this. Last year's Report Card to the Public is on the State Website.

On March 27th and 28th, there will be an audit of our Title Funds by the Department of Education. They will be in Hoonah for 2 days.

Harold Houston suggested that Ralph Watkins send a note home for students to take to their parents about the Climate & Culture Survey. Ralph mentioned that you can access the survey online and even take it with your phone. Twelve parents have currently completed the survey.

Robert Hutton noticed that there has been no progress with the Playground Committee. In Discussion Items he plans on asking a board member to take over this. Ralph said he would appreciate that.

- **Business Office Report – Amy Stevenson** gave a written attached report. No comments.
- **ANEP Grant Director’s Report – Heather Powell** reported verbally that there are two cultural paraprofessionals that have been hired. Adrien Lee, current president of Alaska Native Sisterhood, and Levi Mills. They are in both the primary and secondary sides of Hoonah City Schools. They are helping with lesson plans, after school tutoring programs, and to help get more elders into the classroom. The junior high and high school are making Sisterhood Stew for Elizabeth Peratrovich Day. This is the 25th anniversary of the students that preformed the play at Grand Camp. ANEP will be audited March 27th with a 4 hour teleconference. Heather Powell stated that the fiscal part of the ANEP grant will be audited because of the new positions of the Business Manager and Superintendent. The Southeast Alaska Conservation Council will be coming to teach our students about the high levels of lead and mercury found in our seals. 70% of a seal from Angoon was affected by mercury and lead. They will test seals from Hoonah.
- **Maintenance Report – Jeremiah Byers** gave a written attached report. He added that the Sprinkler quote (attached in packet) will be happening this summer because it requires the entire school to be shut down. There will be a quote for remodeling HIA coming next week. The Chatham typo will be corrected and they will send a new report. Chris Mertyl is quote “chomping at the bits,” wanting to move forward with the playground.
- **SPED Report – Sheryl Ross** gave a written report. No Comments.
- **Board Reports –**
 - o **Grace Villarreal** gave a written report of her Legislative Fly-In experience. She also said she won a Robert’s Rules Book and will share with anyone.
 - o **Heidi Jewell** said that it was nice to go the Legislative Fly-In and hear how many schools are moving toward career/tech schools. She felt like our school is ahead of the game because Ralph Watkins is taking care of that.
 - o **Robert Hutton** attended the Legislative Fly-In on Saturday. He learned a lot and has three pages of notes to pass onto anyone who wishes to read them. For example, it is inadvisable for unanimous consent to be used for main

motions but good for procedural motions. In other words, don't use unanimous consent to pass motions for Action Items like New and Old Business. Also, according to Bylaws, if a School Board Member has to call in telephonically to the meeting, all motions must have a roll call vote.

- **Dillon Styers** reported that our District Attorney is still in negotiations with the Superintendent for next year's contract. Dillon will provide more information at a later date.

NEW BUSINESS:

2.0 Tenured Teachers' Contracts

M/S Heidi Jewell, Dillon Styers moved that the Board of Education offer 2018/2019 teaching contracts to the following tenured teachers: Jennifer Bidiman and Adam Gretsinger. Discussion: Harold Houston, in the future, would like to see these contracts before the meeting so he has a chance to look at them. Roll Call Vote: Heidi Jewell-Yes, Dillon Styers-Yes, Harold Houston-Yes, Grace Villarreal, and Robert Hutton-Yes. **MOTION CARRIED.**

3.0 Superintendent Contract Addendum

M/S Heidi Jewell, Dillon Styers moved that the Board of Education approve the addendum to Ralph Watkin's Superintendent Contract as presented. Discussion: Robert Hutton stated that the maximum of \$11,000 will come out of the FY18 Technology Transfer for reimburse Ralph Watkins for his Superintendent endorsement. Harold Houston stated he was in favor of this because he would like to see staff continuing their educations. Roll Call Vote: Heidi Jewell-Yes, Dillon Styers-Yes, Harold Houston-Yes, Grace Villarreal, and Robert Hutton-Yes. **MOTION CARRIED.**

4.0 Transfer of Playground Funds

M/S Heidi Jewell, Dillon Styers moved that \$125,958 be transferred from the Pupil Activity Fund (Fund 710) to the Playground Capital Projects Fund. Roll Call Vote: Heidi Jewell-Yes, Dillon Styers-Yes, Harold Houston-Yes, Grace Villarreal, and Robert Hutton-Yes. **MOTION CARRIED.**

5.0 Resolution: Supporting and Advocating for Implementation of Alaska's Education Challenge

M/S Heidi Jewell, Dillon Styers move that we approve the resolution of the Hoonah City Schools Board of Education supporting and advocating for implementation of Alaska's education challenge as presented. Robert Hutton read the Resolution Document to the Board and audience. Ralph Watkins said that this resolution is a way to unify school district in Alaska so they have similar goals. It is a way for Alaskan school districts to advocate to the legislature with common language and themes. Roll Call Vote: Heidi Jewell-Yes, Dillon Styers-Yes, Harold Houston-Yes, Grace Villarreal, and Robert Hutton-Yes. **MOTION CARRIED.**

DISCUSSION ITEMS:

- **Board Assignments** – deferred until Grace Villarreal returns.
- **Board Handbook – Robert Hutton** would like to revisit the Board Handbook. He asked if anyone on the board would like to volunteer to look through it with him. **Harold Houston** stated the Board Retreat in August might be a good time to that revisit the Board Handbook. He thinks that it should be done annually. **Grace Villarreal** would like to volunteer but at a later time when she returns to Hoonah.
- **Playground Committee – Robert Hutton** asked for a volunteer to head the Playground Committee so that they can lighten responsibilities for Ralph Watkins. **Harold Houston** volunteered to be the leader of the Playground Committee. Robert Hutton will also serve on this committee to help.

PUBLIC COMMENTS (THREE MINUTES PER SPEAKER):

- No public comments

COMMENTS FROM THE BOARD:

- **Grace Villarreal** thought the Legislative Fly-In was a good conference. It refreshed her mind to many things. She hopes to be home soon.
- **Heidi Jewell** was also glad to go to the Legislative Fly-In. She thinks that we have a good staff this year. She thanked everybody for everything. Also, the Joint City Council and School Board meeting went really good. She looks forward to working together with transparency.
- **Harold Houston** thanked the staff for coming to the School Board Meeting tonight. He appreciated the good reports.

FUTURE AGENDA ITEMS:

- **Board Assignments**
- **Draft FY19 Budget and Work Session**

ADJOURNMENT:

Robert Hutton asked if there was any objection to adjournment. No objections. Meeting adjourned at 7:56pm.

Respectfully submitted,

Dillon Styers
Board Secretary

Kelli Deitering
School Board Secretary

March 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 H/S Basketball Regions - Sitka	2 H/S Basketball Regions - Sitka	3 H/S Basketball Regions - Sitka
4	5	6	7	8	9	10
11	12	13 Regular Board Meeting & Budget Work Session	14	15 End of Quarter Regular Board Meeting @ 7:00pm	16 Teacher Workday	17
18	19 Spring Break	20 Spring Break	21 Spring Break	22 Spring Break	23 Spring Break	24
25	26 Return to School Testing	27 Testing	28 Testing	29 Testing	30 Testing	31

April 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Testing	3 Testing	4 Testing	5 Testing	6 Testing	7
8	9 Testing	10 Testing	11 Testing	12 Testing	13 Testing	14
15	16	17	18 Regular School Board Meeting	19	20	21
22	23 In-Service Day	24 In-Service Day	25	26 Activities Banquet	27	28
29	30					

March 8, 2018

MEMORANDUM

TO: HCSD Board of Education

FROM: Amy Stevenson, Business Manager

RE: March 2018 Board Report

Current Information:

1. Sent an invoice to the City of Hoonah for February extra-curricular activity expenditures.
2. Submitted the January FFVP expenses and breakfast and lunch counts for reimbursement.
3. Finalized FY 19 Draft budget, cover memo and 1 page recap of the FY 19 Budget.
4. Entered all February deposit into ADS
5. Completed Board packet and contents
6. Accounts payable up to date.

Next Steps:

1. The bank reconciliation for February need to be done.
2. March classified and certified payrolls
3. Quarterly audit prep for the end of year annual audit.
4. Draft contract for non-tenured teachers and exempt employees.
5. Complete travel for a couple of trips
6. Process purchase requisitions
7. Process February's FFVP expenses and enter breakfast and lunch counts for reimbursement
8. Prepping for virtual monitoring for the ANEP Grant March 29th
9. Prepping for the ESSA on-site monitoring on March 28-28th

Hoonah City Schools

Year to Date - 7/1/2017-1/31/2018

Monthly Revenue Report

Account number	Account Description	Current Approved Budget	YTD Encumb	YTD Revenue	Remaining Balance	Percentage Remaining
100-0000-10-40110	CITY APPROPRIATION	\$216,146.00	\$0.00	\$105,000.00	\$111,146.00	51.42%
100-0000-10-40120	CITY - IN-KIND SERVICES	29391.00	0.00	0.00	29391.00	100.00%
100-0000-10-40300	EARNINGS ON INVESTMENTS	1500.00	0.00	292.15	1207.85	80.52%
100-0000-10-40400	OTHER LOCAL REVENUE	10000.00	0.00	5479.54	4520.46	45.20%
100-0000-15-40400	LEASED SPACE REVENUE	81640.00	0.00	56750.00	24890.00	30.48%
100-0000-10-40470	E-RATE REVENUE	105293.00	0.00	0.00	105293.00	100.00%
100-0000-20-40510	STATE FOUNDATION	2308289.00	0.00	1407488.00	900801.00	39.02%
100-0000-20-40556	TRS ON-BEHALF RELIEF	129280.00	0.00	0.00	129280.00	100.00%
100-0000-20-40557	PERS ON-BEHALF RELIEF	23412.00	0.00	0.00	23412.00	100.00%
100-0000-20-40910	ADJUSTMENT PRIOR YR FOUNDATION	0.00	0.00	16997.00	16997.00	
100-0000-20-40940	QUALITY SCHOOLS	7032.00	0.00	7032.00	0.00	
100-0000-30-41090	PRIOR YR PL81-874	0.00	0.00	(33989.61)	(33989.61)	
100-0000-30-41100	PUBLIC LAW 81-874	112125.00	0.00	79078.50	33046.50	29.47%
Report Total:		\$3,024,108.00	\$0.00	\$1,644,127.58	\$1,345,995.20	

Monthly Expense Report

Accounts summarized by Function		YTD		Percent	
	Current Budget	Encumbrances	YTD Expenditures	Remaining Balance	Remaining
1100 REGULAR INSTRUCTION	\$908,889.00	\$2,801.94	\$484,061.00	\$422,026.06	46.43%
2000 SPECIAL EDUCATION INSTRUCTION	585,693.00	0.00	323,006.91	262,686.09	44.85%
2200 SPEC ED SUPPORT SVCS - STUDENTS	68,700.00	0.00	15,317.56	53,382.44	77.70%
3500 SUPPORT SERVICES - INSTRUCTION	30,288.00	0.00	10,011.92	20,276.08	66.94%
3510 SUPPORTING SERVICES-TECHNOLOGY	249,576.00	0.00	48,991.50	200,584.50	80.37%
4000 SCHOOL ADMINISTRATION - PRINCIPAL	96,220.00	85.49	51,348.92	44,785.59	46.54%
4500 SCHOOL ADMIN SUPPORT SVCS - PRINCIPAL	99,185.00	0.00	68,896.20	30,288.80	30.53%
5100 DIST ADMIN - SUPERINTENDENT	138,570.00	872.92	78,689.13	59,007.95	42.58%
5110 SCHOOL BOARD	49,472.00	806.03	14,096.05	34,569.92	69.87%
5500 DISTRICT ADMINISTRATION SUPPORT SVCS	181,401.00	2,148.40	150,061.17	29,191.43	16.09%
6000 OPERATIONS AND MAINTENANCE OF PLANT	391,364.00	255.50	220,447.24	170,661.26	43.60%
9000 TRANSFER TO OTHER FUNDS	224,750.00	0.00	0.00	224,750.00	100.00%
Report Total:	\$3,024,108.00	\$6,970.28	\$1,464,927.60	\$1,552,210.12	

Net YTD-Revenue Minus Expense Total: **\$179,199.98**

AGENDA ITEM: New Business 1.0

 √ ACTION

 DISCUSSION

TOPIC: Superintendent/Principal Contract

Recommendation

I move that we offer Ralph Watkins a contract for FY 2019-2021 as Superintendent/Principal.

HOONAH CITY SCHOOL DISTRICT SUPERINTENDENT'S CONTRACT

THIS AGREEMENT this 13th day of March, 2018 by and between the HOONAH CITY SCHOOL DISTRICT, hereinafter referred to as the "District", and Ralph Watkins, hereinafter referred to as "Superintendent" for the assignment to the position of Superintendent/Principal of the Hoonah City School School District with central offices at Hoonah, Alaska.

In consideration of the mutual covenants and agreements hereinafter made by and between the parties, the parties agree as follows:

1. **Employment**. The District employs the Superintendent and the Superintendent hereby accepts employment by the District upon all terms and conditions set forth herein.

2. **Term**. The employment agreement shall become effective on the 1st day of July 2018 and shall continue in force and effect through the 30th day of June 2021.

3. **Compensation and Benefits**. The Superintendent's annual salary is based upon 260 days of service per year. The Superintendent's annual salary shall be \$123,000. The per diem rate is \$473.77. The Superintendent shall not be entitled to overtime pay or additional compensation for any work performed on weekends, holidays, outside normal working hours, or in excess of 260 days of service per year.

A. The Superintendent shall receive the following additional benefits:

(1) **Reimbursed Expenses**. The Superintendent shall receive per diem compensation for the Superintendent's transportation and lodging for District business, according to the policies adopted by the Board or the policies, which may hereafter be adopted.

(2) **Health Care Insurance**. The District shall provide the same group health care insurance policy benefits as are provided to the District's certificated staff.

(3) **Life Insurance**. District shall provide and pay the premiums for a \$150,000 life insurance for the Superintendent.

(4) **Teachers' Retirement System.** The Superintendent authorizes deductions to be made from Superintendent's paychecks for contributions to the Teacher Retirement System (TRS).

(5) **Professional Organizations.** The District shall pay the Superintendent's reasonable dues for memberships in the Alaska Association of School Administrators and the American Association of School Administrators. In addition, the District shall pay the expenses for the Superintendent to attend two education conferences each year of this Contract.

(6) **Leave.** The Superintendent shall be entitled to 30 days annual leave during each year of the term of this Contract. When the Superintendent is on grant-required travel, the Superintendent shall be entitled to additional leave days he is traveling on Saturday and Sunday. This benefit shall only accrue when the Superintendent is required to travel for a grant the District has been awarded. The Superintendent shall take a majority of Superintendent's leave during the summer season and all leave must be approved by the Board President, provided, however, that such request may not be unreasonably denied. The Superintendent shall ensure adequate administrative coverage at all times when he is absent for any reason from the School District. The Superintendent shall be able to cash out unused annual leave at the end of each year at the per diem rate. No unused annual leave shall roll forward to the next year.

(7) **Bereavement Leave.** The Superintendent shall be granted bereavement leave for a death of a member of the Superintendent's immediate family. The amount of days of bereavement leave will be determined by the School Board President after conferring with the Superintendent; provided that the duration of bereavement leave shall not exceed ten (10) days without Board approval. Bereavement leave days used by the Superintendent will not count against the Superintendent's sick leave or annual leave. The term "immediate family" is defined to include the Superintendent's spouse, child, nephew, niece, brother, sister, parent, or

other relative living in the same household as the Superintendent at the time of death.

(8) **Holidays**. The Superintendent shall be entitled to the following seven (7) holidays: Labor Day, Thanksgiving and the following day, Christmas Day, New Year's Day, Memorial Day and Independence Day.

4. **Duties**. The Superintendent is the chief administrative officer of the District and shall be responsible for the efficient, effective, and economical direction of the administration of the school system in conformance with all applicable statutes, rules, regulations and the policies of the Board. The Superintendent shall perform such duties as are established by the rules, regulations, policies, and directions of the District, by and through the Board of Education, which may be changed from time to time. Such rules, regulations, policies and directions may either be oral or written.

5. **Superintendent Status**. It is understood and agreed by the parties that the Superintendent's position is not tenured and that the Superintendent shall acquire no tenured status as a teacher, administrator or other employee of the District by reason of his employment as Superintendent of the District. Further, this Contract does not provide any right of employment following the expiration of this Contract. The Superintendent hereby expressly waives any right to automatic reemployment as set forth in AS 14.20.145. It is expressly understood that this Contract replaces any other contract for employment issued prior to the date of this Contract and extinguishes any other rights (contractual, statutory, or otherwise) to employment with the District.

6. **Administrator's Certificate**. This Contract is conditioned upon the Superintendent having and maintaining his Alaska Administrator's Certificate. If Superintendent's certificate is revoked, suspended or lapses during the term of this Contract, this Contract may be terminated by the District, without liability. The Superintendent will diligently work towards obtaining a Superintendent's endorsement and will provide the District with reports regarding his progress towards obtaining a Superintendent's endorsement.

7. **Release**. The Superintendent will not be released from this Contract without the written agreement of the District.

8. **Point of Hire.** Superintendent specifically agrees that the point of hire of this Contract is Hoonah, Alaska. The District shall not be obligated to provide return transportation for the Superintendent pursuant to the provisions of AS 23.10.380. Superintendent expressly waives any rights set forth in said statute.

9. **Oath of Allegiance.** The Superintendent swears to (or affirms) the oath of allegiance as set forth in AS 39.05.045.

10. **Limitation of Other Employment.** The Superintendent shall devote his full time to the duties of a Superintendent and shall accept no other employment without obtaining the prior written consent of the Board of Education. The Superintendent shall accept no additional compensation through the use of any District related grants. The Superintendent shall not have any contractual dealings with any affiliate entities without Board approval.

11. **Evaluation Procedure.** The Superintendent's performance shall be evaluated annually pursuant to Board policy. Performance standards will be drawn from the District's policy manual and the Superintendent's job description contained in the policy manual as well as other criteria for performance which the Board may adopt.

12. **Professional Responsibility.** The Superintendent shall abide by the Code of Ethics and the Professional Teaching Standards adopted by the Professional Teaching Practices Commission.

13. **Medical Examination and Certificate.** No later than August 31 of the first year of the Contract, the Superintendent will file with the District a medical certificate in a form prescribed by the District. The cost of said annual medical examination shall be borne by the District (not including transportation or other incidental expenses). Any report of the medical examination shall be given directly and exclusively by the examining physician to the Superintendent. The Board shall be advised in writing by the physician of the continued physical fitness of the Superintendent to perform his duties and such report shall be confidential. This Contract may be terminated without penalty to the District should the Superintendent fail to obtain a valid medical certificate within thirty (30) days of receiving a written request to do so.

14. **Discharge for Cause.** This Contract may be terminated for cause. Cause shall include, but not be limited to, the grounds set forth in AS 14.20.170 as well as an

objectively reasonable loss of trust in the Superintendent by the Board based on the Superintendent's improper actions as set forth in *Kilmer v Dillingham City School District*, 932 P.2d 757 (Alaska 1997). The Superintendent hereby expressly waives any rights as set forth in AS 14.20.170 and AS 14.20.180. If the Board decides to proceed with termination for cause, the Superintendent shall have the right to a written statement of cause and a pretermination conference with the Board in executive session to respond to the statement of cause. The Superintendent waives his right to have the pretermination conference in public session. The Board shall provide the statement of cause at least 10 days prior to the pretermination conference. The statement of cause shall set forth the time, date, and place of the conference, and shall set forth the grounds for the proposed termination with sufficient specificity to provide the Superintendent a reasonable opportunity to respond. Thereafter, the Board shall vote on the proposed termination for cause in open session. The Superintendent shall have the right to be accompanied by legal counsel at the pretermination hearing. Such legal counsel shall be paid for by the Superintendent and the District shall have no liability for any legal costs or fees incurred.

15. **Discharge Without Cause**. The Board may terminate this Contract without cause upon giving the Superintendent 10 days written notice, and by making a severance payment to the Superintendent equal to six (6) months salary or the balance of the salary due under the Contract, whichever is less.

16. **Final Pay Check**. The Board may withhold the Superintendent's final pay check pending submission of summaries, statistics, documents, school property or pending resolution of salary or compensation disputes. The Superintendent waives the right to be paid final payment within seventy-two (72) hours of termination as set forth in AS 23.05.140.

17. **Entire Agreement**. This Contract is the entire agreement between the parties. Any oral agreement between the parties shall be null and void. This Contract shall be modified only in writing. This Contract extinguishes any earlier written contracts between the parties.

18. **Nonassignment**. This Contract shall be nonassignable by either party and shall not be specifically enforced by either party.

19. **Indemnification.** The District agrees to defend, save and hold harmless, and indemnify the Superintendent against any tort, professional liability claim or demand or other legal action (including a complaint or investigation undertaken by the P.T.P.C.) arising out of any alleged act or omission by the Superintendent in performance of the duties set forth in paragraph 4 herein, provided that the act or omission is within the course and scope of his employment. The District will defend, compromise and/or settle any such claim or suit and pay the amount of any settlement or judgment rendered therein. The District will defend, compromise or settle any claim in its sole, good faith discretion; provided, however, that with respect to charges filed with the Professional Teaching Practices Commission, if the Superintendent objects to the District's proposed settlement of such claim, Superintendent may elect to refuse the proposed settlement and bear the costs of defense accruing from that date forward. The indemnification provided herein shall continue after the employment relationship between the Superintendent and the District is terminated or expires as long as the conduct, action or omission complained of occurred during the course of the Superintendent's employment with the District.

Indemnification is conditioned upon the Superintendent informing the District in writing as soon as possible and no later than ten (10) days from the date the Superintendent received an oral or written demand, notice, summons, or complaint which may give rise to a right to indemnification as expressed herein. This provision shall not provide the Superintendent with indemnification, including reasonable attorney fees, in the case of any dispute with the District or School Board over the terms of this Contract or termination thereof.

20. **Construction of Agreement.** This Contract shall be interpreted according to the laws of the State of Alaska and shall not be subject to any rule of construction against the drafter thereof. In the event any provision of this Contract is found to be in violation of Alaska law, such provision(s) shall be stricken, but the remainder of the Contract shall remain in full force and effect.

21. **Binding Effects.** This Contract is not binding on either the Superintendent or the District until it has been signed by the Superintendent, approved by the School Board, and signed by at least two members of the School Board.

ACCEPTANCE

I hereby accept this offer of position and the conditions contained herein.

Ralph Watkins , Superintendent

Acceptance Date

ACCEPTANCE

The above Contract is hereby accepted on behalf of the District.

Robert Hutton, President, Board of Education

Board of Education Member

Acceptance Date

AGENDA ITEM New Business 1.1

 √ ACTION .

 DISCUSSION

TOPIC: 2018/2019 SPED - Administrator Contract

Status

Sheryl Ross has single handedly and successfully managed many tasks this school year: being Hoonah City Schools Special Education Teacher, Special Education Director, as well as helping with Principal/Superintendent Duties, and so much more.

Recommendation

I move that the Board of Education offer a 2018/2019 Administrator contract to Sheryl Ross.

Hoonah City School District

Administrator Contract

This contract, entered into this 13th day of March, 2018, by and between the Hoonah City School District, herein referred to as "the District," and **Sheryl L. Ross**, hereinafter referred to as the "Administrator."

WITNESSETH

It is agreed between the District and the Administrator as follows:

THE ADMINISTRATOR AGREES

1. To perform the duties assigned as **Administrator** in the District beginning on July 1st, 2018, through June 30th, 2019. The Superintendent shall designate the specific duties and responsibilities of the Administrator, which can include classroom instruction.
2. To abide by the rules and regulations of the District, its Board of Education, and the State Board of Education, and to abide by the Professional Teaching Practices Commission Code of Ethics.
3. To perform any duties to which the Administrator is assigned and that nothing in this contract shall limit the District's authority to assign the Administrator to any work location as may be reasonably necessary or to any position for which the Administrator is qualified. This includes, but is not limited to, special education director, special education teacher, and other administrative duties.
4. This contract may be terminated without penalty to the District if it becomes necessary to eliminate the position because of decreased enrollment or reduction of funds for school purposes, if at least thirty (30) days written notice is given to the Administrator; in addition, in hardship cases, the District may, in its discretion, afford such compensation as it considers necessary, but not more than payment for twenty (20) days of service at the regular contract per diem rate.
5. This contract may be terminated without penalty to the District if the Administrator fails to obtain, maintain, or renew a valid Administrator's Certificate and a valid Teacher's Certificate.
6. This contract may be terminated, without liability to the District, if the Administrator fails to discharge the duties imposed either through incapacity, disability or otherwise, or for cause, as defined in AS 14.20.170.
7. That the point of hire of this contract is Hoonah, Alaska. The District shall not be obligated to provide return transportation for the Administrator beyond Hoonah, Alaska pursuant to the provisions of AS 23.10.380. Administrator waives any rights set forth in said statute.
8. That the Administrator swears to (or affirms) the oath of allegiance set forth in AS 39.05.45.

OATH FOR UNITED STATES CITIZEN

I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of Alaska, and that I will faithfully discharge my duties as **Administrator** to the best of my ability.

OATH FOR NON-UNITED STATES CITIZEN

I do solemnly swear (or affirm) that I do not advocate the overthrow of the constitutional form of government of the United States or Alaska, and that I will faithfully discharge my duties as **Administrator** to the best of my ability.

AND THE DISTRICT AGREES

9. To pay a salary of **\$92,000** dollars, payable monthly pursuant to District practices. The daily rate, calculated on **220** work days, is **\$418.18**. Administrator shall not be entitled to additional compensation for work done on weekends, holidays, or outside of normal work hours.

THE ADMINISTRATOR AND THE DISTRICT MUTUALLY AGREE

10. The Administrator is entitled to 6 days of annual leave per contract year which may be accrued to a maximum of 8. The use of annual leave requires the prior approval of the Superintendent. At the end of each year the Administrator may cash out up to 3 days at the daily rate.
11. That jury duty and service in court when subpoenaed as a witness, provided the Administrator is not a party, shall be treated as administrative leave. Court and witness fees paid for court duty during normal working hours shall be remitted to the District.
12. The Administrator shall be entitled to one and one-third (1 1/3) days sick leave for each calendar month or each major portion of each calendar month of actual service, accruable without limit.
 - An employee may use accrued sick leave without limitation for injury or illness of the employee or a member of the immediate family (as defined as: spouse/significant other, father/mother, son/daughter, brother/sister, employee's grandparents, grandchildren or spouse's parents).
 - The Administrator shall be granted up to ten (10) days of accumulated sick leave in any one (1) school year in case of death(s) within the immediate family. The Superintendent, at his/her discretion, may grant additional sick leave to an Administrator upon request based upon the circumstances.
 - The Superintendent, at his/her discretion, may grant additional sick leave to the Administrator upon request in the case of a death of a person not defined as extended family.
 - Accrued sick leave shall have no cash value.
13. The District shall provide health insurance coverage as and to the extent provided to the District's certificated staff. For the 2018-19 year, the Administrator's share of insurance costs shall be (amount pending) month, which shall be deducted from the Administrator's salary or other amount due and owing the Administrator.
14. The District shall provide group life insurance for the Administrator in the amount of \$70,000.
15. The following six (6) days are paid holidays if they occur during the term of this contract: New Years Day, Memorial Day, Labor Day, Thanksgiving Day, the day after Thanksgiving and Christmas Day.
16. The District shall cover costs of physical examinations required as a condition of employment. Reimbursement shall be up to \$200 per year upon presentation of receipts. The Administrator will file with the District a medical certificate in a form prescribed by the District with the Superintendent as and to the extent required by law and District policy.

17. Any authorized business expenses incurred on behalf of the District shall be reimbursed.
18. The Administrator may apply for reimbursement of tuition fees, expenses for job-related seminars, training, or courses, or other related fees. To be eligible for reimbursement, the Administrator must complete a Tuition Reimbursement Request Form and obtain the approval of the Superintendent prior to enrollment. Reimbursement is limited per fiscal year to the equivalent tuition cost (in-state undergraduate tuition rate) of one (1) three-credit hour course at the University of Alaska. Proof of successful completion of the training or course must be provided to the Superintendent, along with the original receipts. In the event tuition reimbursement requests exceed amounts budgeted for such purpose or otherwise available as determined by the District, the District reserves the right to deny requests for reimbursement.
19. This contract may be terminated by mutual agreement of both parties upon thirty (30) days written notice by either party and the written assent of the other party. If the Administrator fails to provide the required written notification, or leaves employment following the notification without having the written assent of the Superintendent or his/her designee, the Administrator may be liable for breach of contract.
20. The Administrator will receive an annual evaluation each year. This does not preclude additional evaluations by the District when deemed necessary.
21. The Administrator authorizes required deductions from the Administrator's salary including, where eligible, deductions for the Public Employees' Retirement System or Teachers' Retirement System.
22. The parties acknowledge and agree that it is the responsibility of the Administrator to review this contract and determine whether or not the contract contains any mistake in salary computation and/or placement by December 31st of the school year. Failure of the Administrator to so notify the District by December 31st shall constitute a complete waiver of any and all claims the Administrator may have with regard to salary computation. The Administrator shall not bring any action to enforce correction of any error so waived.
23. This contract shall be null and void and of no force and effect unless executed and returned to the District office within thirty (30) days after the date of issue. Any such contract not delivered to the District office in person or deposited in the United States mail, postage prepaid, and addressed to the District office within thirty (30) days after the date of issue shall not be accepted by the District. The failure of the District to accept a late contract after this thirty (30) day period shall give rise to no liability of any nature whatsoever. This contract is not binding on either the Administrator or the District until it has been signed by the Administrator and signed by at least two Board members.

Administrator

Date

Hoonah City School District
Board Member

Date

Hoonah City School District
Board Member

Date

AGENDA ITEM New Business 1.2

 ✓ ACTION

 DISCUSSION

TOPIC: APPROVAL of the 2018-19 SCHOOL CALENDAR, First Reading

Background

The Superintendent or designee shall prepare for the Board's approval a School Calendar.

Amy Stevenson drafted the 2018-2019 school calendar with the help of Ladonna Dybdahl.

Recommendation

I move that we approve the proposed 2018-2019 School Calendar for first reading.

Draft School Calendar 2018-2019

District Name: Hoonah City School District

School: Hoonah City Schools

Approved By: Ralph Waktins

Title: Superintendent/Principal

		Aug-18							Sep-18							Oct-18											
C	School Closes	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
E	End of Quarter				1	3	3	4							1		1	2	3	4	5	6					
H	Legal Holiday																I										
I	Inservice Day	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13					
P	P/T Conferences-Minimum days				W	W	I			H																	
N	No School	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20					
O	School Opens		I	I	O															E	W						
		19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27					
T	Testing ????? Need Date																										
V	Vacation Day	26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31								
W	Teacher Workday																										
X	Emergency Closure Day								30																		
S	Senior Class Last Day																										
M	Minimum days	# of Inservice Days: 3							# of Inservice Days:							# of Inservice Days: 1											
		# of Student Days: 13							# of Student Days: 19							# of Student Days: 21											
		# of Teacher Days: 18							# of Teacher Days: 20							# of Teacher Days: 23											
Nov-18		Dec-18							Jan-19							Feb-19											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	Th	F	S	S	M	T	W	T	F	S
					1	2	3						1			1	2	3	4	5						1	2
																H	V	V	V								
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
				I	I																			PT	PT		
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
																	E	W			I	I					
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
			M	H	H						M																
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28		
										V	H	V	V														
							30	31																			
								V																			
# of Inservice Days: 2		# of Inservice Days:							# of Inservice Days:							# of Inservice Days: 2											
# of Student Days: 18		# of Student Days: 15							# of Student Days: 19							# of Student Days: 18											
# of Teacher Days: 22		# of Teacher Days: 16							# of Teacher Days: 20							# of Teacher Days: 20											
Mar-19		Apr-19							May-19							Jun-19											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	Th	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6				1	2	3	4							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
											I	I						S									
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
					E	W												C	W								
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
	V	V	V	V	V																						
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
																H											
31																					30						
# of Inservice Days:		# of Inservice Days: 2							# of Inservice Days: 1							# of Inservice Days:											
# of Student Days: 15		# of Student Days: 20							# of Student Days: 12							# of Student Days:											
# of Teacher Days: 16		# of Teacher Days: 22							# of Teacher Days: 13							# of Teacher Days:											
170 total of student days		10 total of inservice days							snow days will come out of inservice																		
190 total of teacher days		6 total of work days							total of 6 legal holidays																		
		total of 4 parent/teacher conference days																									

	<u>Teacher</u>	<u>Student</u>
	<u>Days</u>	<u>Days</u>
Aug	18	13
Sept	20	19
Oct	23	21
Nov	22	18
Dec	16	15
Jan	20	19
Feb	20	18
March	16	15
April	22	20
May	13	12
	<hr/> 190	<hr/> 170

AGENDA ITEM New Business 1.3

☒ ACTION

☐ DISCUSSION

TOPIC: FY19 Preliminary Budget for 1st reading

Background

The attached budget cover memo describes this board agenda item.

Recommendation

I move that we approve the FY 19 Preliminary Budget for first reading.

March 8, 2018

MEMORANDUM

TO: Hoonah Board of Education

THRU: Ralph Watkins, Superintendent/Principal

FROM: Amy Stevenson, Business Manager

RE: FY19 Preliminary Budget – School Operating 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 FY19 operating fund budget reflects total revenue of \$2,929,643 less total expenditures of \$2,929,643 reflecting a balanced budget.

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 FY19 enrollment projection is based on 115 students generating \$2,276,615 which is \$31,674 less than FY18 foundation revenue. The District receives a base student allocation (BSA) from the State in the amount of \$5,930 for each student.

The FY19 required minimum local effort in the funding formula is \$214,603; whereas, the maximum amount the City of Hoonah may contribute is \$807,873.

HCSD rent revenue is deleted because the renters have given notice to vacate the premises in June 2018.

Expenditure Budget There were a few major changes to the budget in preparing this draft. These include teacher placement moves due to receipt of additional transcripts for several teachers. With this increase in salary, there is a corresponding increase in benefits. A median salary of at a MA + 5 years was included as a place holder for teaching positions the District is looking to fill as most teachers are applying with Master Degrees. The increase we expect in health care cost was reduced to 8 % from 10 % to help balance the budget. This is a concern; time will tell what the health care cost increase actually is when we hear toward the end of the year.

Staffing: The FY19 budget includes status quo teachers, 9 regular instructional and 1.5 SPED, 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.)

The classified staff's hour per day will stay the same 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	260 days per year*
Business Manager	260 days per year*

Staffing included in the draft FY19 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	

* The plan is to close the school over Christmas, Spring Break and the month of July except for employees working 260 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 with an 8 % increase in premiums for the FY 19 school year.

Other Expenditure Budget Categories: All other budgets have been included in the FY19 preliminary budget on a status quo basis to FY18.

THE FY19 DRAFT OPERATING FUND BUDGET IS:

Draft Revenue Budget	\$2,929,643
Draft Expenditure Budget	<u>\$2,929,643</u>
FY19 Budget Deficit	<u>-0-</u>

LEGISLATIVE SESSION

As you know, the Alaska Legislature is in session wrestling with the State of Alaska's financial challenges. Hopefully, level foundation funding will prevail for FY19. We will know more later in the session.

FOOD SERVICE and PUPIL ACTIVITY FUNDS

These funds have been budgeted on a status quo basis relative to the FY18 budget.

Hoonah City Schools

FY 19 Budget

Revenue

Account number	Account Description	CurrentFY 18 Budget	Preliminary FY 19 Budget	Difference
1 100-0000-10-40110	CITY APPROPRIATION	\$216,146.00	\$214,603.00	(\$1,543.00)
2 100-0000-10-40120	CITY - IN-KIND SERVICES	29,391.00	29,391.00	\$0.00
3 100-0000-10-40300	EARNINGS ON INVESTMENTS	1,500.00	1,500.00	\$0.00
4 100-0000-10-40400	OTHER LOCAL REVENUE	10,000.00	10,000.00	\$0.00
5 100-0000-15-40400	LEASED SPACE REVENUE	81,640.00	0.00	(\$81,640.00)
6 100-0000-10-40470	E-RATE REVENUE	105,293.00	105,293.00	\$0.00
7 100-0000-20-40510	STATE FOUNDATION	2,308,289.00	2,276,615.00	(\$31,674.00)
8 100-0000-20-40556	TRS ON-BEHALF RELIEF	129,280.00	149,767.00	\$20,487.00
9 100-0000-20-40557	PERS ON-BEHALF RELIEF	23,412.00	23,408.00	(\$4.00)
10 100-0000-20-40940	QUALITY SCHOOLS	7,032.00	6,941.00	(\$91.00)
11 100-0000-30-41100	PUBLIC LAW 81-874	112,125.00	112,125.00	\$0.00
12 100-0000-10-42500	TRANSFER OF FUNDS	0.00	0.00	\$0.00
Report Total:		\$3,024,108.00	\$2,929,643.00	(\$94,465.00)

Expense

Accounts summarized by Function	Current FY 18 Budget	Preliminary FY 19 Budget	Difference
1 1100 REGULAR INSTRUCTION	\$910,889.00	\$1,000,910.00	\$90,021.00
2 2000 SPECIAL EDUCATION INSTRUCTION	585,693.00	554,130.00	(\$31,563.00)
3 2200 SPEC ED SUPPORT SVCS - STUDENTS	66,700.00	153,441.00	\$86,741.00
4 3500 SUPPORT SERVICES - INSTRUCTION	30,288.00	30,288.00	\$0.00
5 3510 SUPPORTING SERVICES-TECHNOLOGY	249,576.00	153,225.00	(\$96,351.00)
6 4000 SCHOOL ADMINISTRATION - PRINCIPAL	96,220.00	110,004.00	\$13,784.00
7 4500 SCHOOL ADMIN SUPPORT SVCS - PRINCIPAL	99,185.00	104,392.00	\$5,207.00
8 5100 DIST ADMIN - SUPERINTENDENT	138,570.00	132,354.00	(\$6,216.00)
9 5110 SCHOOL BOARD	49,472.00	49,472.00	\$0.00
10 5500 DISTRICT ADMINISTRATION SUPPORT SVCS	181,401.00	189,572.00	\$8,171.00
11 6000 OPERATIONS AND MAINTENANCE OF PLANT	391,364.00	401,855.00	\$10,491.00
12 9000 TRANSFER TO OTHER FUNDS	224,750.00	50,000.00	(\$174,750.00)
Report Total:	\$3,024,108.00	\$2,929,643.00	(\$94,465.00)

Net YTD-Revenue Minus Expense Total:

\$0.00

FY 19
Preliminary
Operating Fund Budget

Preliminary
FY 19
Budget

Student Enrollment		117.25	115	
	Actual		Projected ADM	
OPERATING FUND	Approved FY 18 Budget		FY19 Draft Budget	App FY18 compared to FY19 Difference
REVENUE				
1 City Contribution	216,146	214,603		
2 City Contribution - In Kind	29,391	29,391		(1,543)
3 City Contribution - Pupil Activities	-	-		-
4 Earnings on Investments	1,500	1,500		-
5 Other	10,000	10,000		-
6 Rentals	-	-		-
7 Leases	81,640			(81,640)
8 E Rate Revenues	105,293	105,293		-
9 State Revenue: Foundation Program	2,308,289	2,276,615		(31,674)
10 State Revenue: Quality Schools Grant	7,032	6,941		(91)
11 State Contribution: On Behalf TRS	129,280	149,767		20,487
12 State Contribution: On Behalf PERS	23,412	23,408		(4)
13 State Broadband Assistance				-
14 Federal Revenue: Impact Aid	112,125	112,125		-
15 Use of Fund Balance	-	-		-
16 Transfer from Other Funds	-	-		-
Total Revenue	3,024,108	2,929,643		(94,465)

**FY 19
Preliminary
Operating Fund Budget**

		Current FY 18 Budget	FY19 Preliminary Budget	Difference
	EXPENDITURES			
	100 Regular Instruction			
17	310 Certified Salaries	544,342	593,657	49,315
18	320 Non-Certified Salaries	10,000	10,000	-
19	350 Employee Benefits	308,847	349,553	40,706
20	420 Travel			
21	440 Other Purchased Services	13,950	13,950	-
22	441 Online Classes	10,000	10,000	-
23	443 Music Equipment Repair	-	-	-
24	450 Teaching Supplies	23,750	23,750	-
25	451 Music Supplies	-	-	-
26	471 Textbooks	-	-	-
	Total Regular Instruction	910,889	1,000,910	90,021
	200 Special Education Instruction			
27	310 Certified Salaries	114,324	106,455	(7,869)
28	320 Non-Certified Salaries	213,609	205,119	(8,490)
29	350 Employee Benefits	251,060	235,856	(15,204)
30	420 Staff Travel	1,200	1,200	-
31	440 Other Purchased Services	500	500	-
32	450 Teaching Supplies	5,000	5,000	-
	Total Special Education Instruction	585,693	554,130	(31,563)
	220 Special Ed Supporting Services			
33	310 Certified Salaries	-	47,255	47,255
34	350 Employee Benefits	-	39,486	39,486
35	410 Professional & Technical	64,700	64,700	-
36	420 Staff Travel	2,000	2,000	-
	Total Special Ed Supporting Services	66,700	153,441	86,741

Status quo teachers at 9
All 9 teachers charge to the GF 100%
Health insurance increase changed to 8 %
Benefits increased with salary increases

Moved .5 of Sheryl Ross to Sped Director Function 2200
Increase of wages with passing of Praxis to move to Aide II
Health insurance increase changed to 8 %

Moved .5 of S Ross includes 3 day payout of leave per contract
Moved .5 of S Ross includes 3 day payout of leave per contract
Health insurance increase changed to 8 %

This is part of her admin contract

FY 19
Preliminary
Operating Fund Budget

		Current FY 18 Budget	FY19 Preliminary Budget	Difference
	300 Supporting Services - Students			
37	310 Certified Salaries			
38	410 Professional & Technical	-	-	-
	Total Supporting Services - Students	-	-	-
	350 Supporting Services - Instruction			
39	310 Certified Salaries	-	-	-
40	320 Non-Certified Salaries	-	-	-
41	350 Employee Benefits	-	-	-
42	410 Professional & Technical	-	-	-
43	420 Staff Travel	-	-	-
44	425 Student Travel	-	-	-
45	421 Teacher Enrichment	4,788	4,788	-
46	433 Communications	-	-	-
47	440 Other Purchased Services	-	-	-
48	450 Supplies	25,500	25,500	-
	Total Supporting Services - Instruction	30,288	30,288	-
	351 Supporting Services - Technology			
49	410 Professional & Technical	84,800	70,000	(14,800)
50	433 Communications	131,616	50,065	(81,551)
51	480 Technology Purchases	33,160	33,160	-
	Total Supporting Services - Instruction	249,576	153,225	(96,351)
	400 School Administration			
52	310 Certified Salaries	57,500	68,607	11,107
53	350 Employee Benefits	35,370	38,047	2,677
54	410 Professional and Technical Services			
55	420 Staff Travel	1,200	1,200	-
56	450 Supplies	1,500	1,500	-
57	491 Dues and Fees	650	650	-
	Total School Administration	96,220	110,004	13,784

This decreased because all equipment needed was purchased last year RE: new servers

Per contract + payout cost 30 days annual leave
Per contract + payout cost 30 days annual leave
Health insurance increase changed to 8 %

FY 19
Preliminary
Operating Fund Budget

		Current FY 18 Budget	FY19 Preliminary Budget	Difference
450 School Administration Support Serv				
58	320 Non-Certified Support Staff	58,000	61,000	3,000
59	350 Employee Benefits	32,244	34,451	2,207
60	440 Other Purchases Services	7,441	7,441	-
61	450 Supplies	1,500	1,500	-
	Total School Administration Support Service	99,185	104,392	5,207
510 District Administration				
62	310 Certified Salaries	57,500	68,607	11,107
63	320 Non-Certified Support Staff	20,000	-	(20,000)
64	350 Employee Benefits	35,370	38,047	2,677
65	380 Housing Allowance	-	-	-
66	410 Professional & Technical	5,000	5,000	-
67	420 Staff Travel	10,500	10,500	-
68	440 Other Purchases Services	3,700	3,700	-
69	450 Supplies	1,500	1,500	-
70	490 Other Expenses	-	-	-
71	490 Dues & Fees	5,000	5,000	-
	Total District Administration	138,570	132,354	(6,216)
511 Board of Education				
72	410 Professional & Technical	20,000	20,000	-
73	420 Staff Travel	12,000	12,000	-
74	440 Other Purchases Services	2,900	2,900	-
75	450 Supplies	1,500	1,500	-
76	490 Other Expenses	5,000	5,000	-
77	490 Dues & Fees	8,072	8,072	-
	Total District Administration	49,472	49,472	-

Ladonna has decided to stay another year

Per contract + payout cost 30 days annual leave
Deletion of superintendent mentor contract
Per contract + payout cost 30 days annual leave
Health insurance increase changed to 8 %

**FY 19
Preliminary
Operating Fund Budget**

		Current FY 18 Budget	FY19 Preliminary Budget	Difference
	550 District Admin Support Services			
78	320 Non-Certified Support Staff	94,676	99,055	4,379
79	350 Employee Benefits	56,545	60,337	3,792
80	410 Professional & Technical	40,000	40,000	-
81	420 Staff Travel	5,000	5,000	-
82	433 Communications	4,500	4,500	-
83	440 Other Purchased Services	35,000	35,000	-
84	445 Liability Insurance	13,000	13,000	-
85	450 Supplies	4,500	4,500	-
86	490 Other Expenses	-	-	-
87	491 Dues & Fees	180	180	-
88	495 Indirect Cost Reimbursement	(72,000)	(72,000)	-
89	510 Equipment	-	-	-
	Total District Admin Support Services	181,401	189,572	8,171
	600 Operation & Maintenance of Plant			
90	320 Non-Certified Support Staff	84,816	90,348	5,532
91	350 Employee Benefits	59,347	64,306	4,959
92	410 Professional & Technical	6,700	6,700	-
93	420 Staff Travel	1,800	1,800	-
94	430 Utility Services	6,928	6,928	-
95	In-Kind Services (water, sewer, garbage)	29,391	29,391	-
96	435 Electricity	99,382	99,382	-
97	436 Heating Fuel	40,000	40,000	-
98	440 Other Purchased Services	8,000	8,000	-
99	443 Repair & Maintenance	22,000	22,000	-
100	445 Property Insurance	22,000	22,000	-
101	452 Maintenance Supplies	5,000	5,000	-
102	453 Janitorial Supplies	5,000	5,000	-
103	458 Gas & Oil	1,000	1,000	-
104	491 Dues and Fees	-	-	-
	Total Operation & Maintenance of Plant	391,364	401,855	10,491

Bus manager's contract was changed to 260 days & Step for Keli includes per Contract 5 leave day cash out
 Included per Contract 5 leave day cash out benefits
 Health insurance increase changed to 8 %
 This includes Annual Audit cost and mentor costs if needed

The Maintenance director's contract change back to 260 days and Step for Corbin
 Health insurance increase changed to 8 %

FY 19
Preliminary
Operating Fund Budget

		Current FY18 Budget	FY19 Preliminary Budget	Difference
	700 Student Activities			
105	316 Extracurricular Duty Pay Certified	-	-	-
106	320 Extracurricular Duty Pay Classified	-	-	-
107	350 Employee Benefits	-	-	-
108	425 Student Travel	-	-	-
109	450 Supplies	-	-	-
110	510 Equipment	-	-	-
	Total Student Activities	-	-	-
	800 Community Services			
111	435 Electricity	-	-	-
112	436 Heating Fuel	-	-	-
113	443 Repair & Maintenance	-	-	-
114	450 Supplies	-	-	-
	Total Community Services	-	-	-
	Total Expenditures	2,799,358	2,879,643	167,026
	Excess of Revenues over Expenditures	224,750	50,000	(261,491)
	900 Transfer of Funds			
115	Transfer to Technology Replacement Fund	154,750	-	(154,750)
116	Transfer to Food Service Fund	70,000	50,000	(20,000)
117	Transfer of Funds	224,750	50,000	(174,750)
	Total Expenditures	3,024,108	2,929,643	94,465
	Total Revenue - Total Expenditures	-	-	-
	Fund Balance, Beginning of Year & End of	153,557	153,557	

FY 19
Preliminary
Operating Fund Budget

	Current FY 18 Budget	FY19 Preliminary Budget	Difference
FOOD SERVICES FUND			
Revenue	90,000	110,000	20,000
Non-certificated salaries	55,924	55,924	-
Employee Benefits	47,608	47,608	-
Staff Travel	1,072	1,072	-
Other Purchased Services	3,110	3,110	-
Supplies	52,286	52,286	-
Total Expenditures	160,000	160,000	-
Funds needed from operating fund	(70,000)	(50,000)	20,000
STUDENT ACTIVITY FUND			
Contribution from City of Hoonah	182,171	182,171	-
Indirect Cost Recovery	12,299	12,299	-
Certificated Salaries	41,000	41,000	-
Non-certificated salaries	-	-	-
Employee benefits	16,032	16,032	-
Staff travel	102,840	102,840	-
Student travel	102,840	102,840	-
Other purchased services	10,000	10,000	-
Supplies	-	-	-
Other expenses	-	-	-
Total Expenditures	182,171	182,171	-

AGENDA ITEM New Business 1.4

 ✓ ACTION

 DISCUSSION

TOPIC: Part-Time Federal Grants Manager

Background

On February 9th, the district posted a part-time federal grants manager position. We had two candidates interested in the position. One candidate was from Hoonah and another from Soldotna.

Mr. Watkins and I conducted a phone interview with Norma Holmgaerd February 23, 2018. She has been working within schools in Alaska in various positions for 27 years, and in education for 37 years.

After Mr. Watkins return from Washington DC, he, Ladonna, and I interview the candidate from Hoonah on March 2, 2018. Later the next week, this candidate withdrew their application.

Both applicants were highly qualified and it would have been very difficult to decide who to hire for the position.

Status

There is only one viable applicant.

Ms. Holmgaerd will be retiring this year. She is has submitted a proposal for a contract for services to work for the district part-time.

Recommendation

I move that the Board of Education approve the contract for services with Norma J. Holmgaerd for FY 2019.

Holmgaard
253 West Redoubt
Soldotna, AK 99669
(907) 252-8577

February 23, 2018

Superintendent Ralph Watkins
Hoonah City Schools
366 Gareeni Highway
Hoonah, AK 99829

Dear Superintendent Watkins,

I am excited to be considered to work with Hoonah City Schools as a Part-Time Grant Manager. My heart has been in rural areas my entire life. I grew up in a small town, attending a small school and my most memorable work during my 27 years in Alaska has been in villages.

My work in rural areas has convinced me that effective work must include regular time in the community, meeting with parents and community leaders. This is especially true with grant programs. Effective grant programs rely heavily on student data, School Board goals, Strategic Plans and parent and community needs. Computer work can be done anywhere but monthly time in Hoonah would be spent with the people of the district and community.

Should you allow me to work with Hoonah City Schools in this capacity I would plan to be on site one week each month or more when the District needs me to be. During this time I would expect to hold at least one parent/community meeting to gather input and share information. I would also plan to be in the school to observe the grant activities and seek information from staff and students about the effectiveness of these programs. All of this input would be used to guide development of continuing programs.

It is important for me to understand the budgeting procedures of the district so that my work meets the District's practices and procedures. In terms of budgets, I would make a point of monitoring the budgets to ensure the grant-funded activities are coded appropriately to assist the business office with drawdowns and reimbursements. My accountability would be to know each grant inside out and to provide information to whoever is also working with these programs.

My intent, should you choose to allow me to work with you, is to continue for as long as the District needs me. Therefore I would try to build internal controls for the district to assist in the yearly reporting, monitoring and auditing that always happens. These standard practices will decrease the workload for the Business Office staff and meet the needs of the state and federal grantors. I really do believe in efficiency. In the area of grants often staff have not had the time to develop specific processes due to the many other things on their plates. I would see myself as serving the needs of Hoonah City Schools, its employees, students, school board and community.

I have been an educator for 37 years, 19 of which have been at the district level working with state and federal grant programs. I am proficient in the management of the entitlement grants: Title I, A; Title I, C (Migrant); Title II, A; Title III; Title IV; Title VI, B. I have worked with Carl Perkins but am not as well versed in it as the Title programs. In addition I have managed JOM and Indian Education Programs for many years. On the federal level, I have written and managed ANE and NAM grants.

I have a great relationship with many of the Grant Program Managers at the Department of Education and we communicate well together. This is really important if I am to be effective serving Hoonah City Schools.

I do believe that the State and Federal Programs need to be in compliance with program regulations, but they also need to support the mission of the school district. These programs should not duplicate services but work together to ensure that the targeted populations are receiving the support needed.

I also believe I should work to support my district colleagues. I am not a rogue worker and would communicate regularly with the Hoonah Leadership Team before moving forward with program plans. It would be important for me to ensure that the School Board is aware of grant programs, progress and reporting. I would provide this through the Superintendent and at his direction.

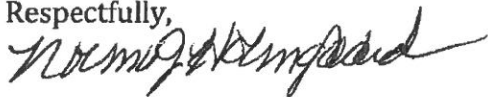
Often School Boards are wary of contracting these services. I too am cautious in my current district. I am planning on retiring soon and therefore could not accept an "employee" type of position. Hopefully I have explained how I would get to know and commit to serving the needs of Hoonah and Hoonah City Schools. Another benefit of contracting is the savings in benefits. There would be no health, life or disability insurance payments; no retirement system costs, not substitute or leave costs; and detailed invoices to show what is truly being accomplished. I have attached a proposed contract that is negotiable for your review.

Finally, it vexes me that so many contractors working in Alaska come from outside the state, have little knowledge or understanding of our rural areas and charge exorbitant daily rates. I think you will find my proposal more palatable than the proposals of out-of-state providers.

It is exciting to be considered for this position. I will look forward to hearing from you.

Thank you for your consideration.

Respectfully,



Norma J. Holmgaard

CONTRACT FOR SERVICES

Contractor: Norma J. Holmgaard EIN #: _____

Address: 253 West Redoubt AV City: Soldotna State AK Zip: 99669

Telephone (907) 252-8577 email: njholmgaard@gmail.com

Dates of Service: July 1, 2018 through June 30, 2018⁹

Purpose/Work to be done: Part-time Grant Manager: develop and oversee the projects funded through state and federal grant programs. Monitor the budget and develop revisions as needed. Complete reports to granting agencies. Interface with the school and community to solicit input on school needs and seek recommendations for program supports. Other grant related responsibilities as directed by the superintendent.

Number of Days: 65 days Rate per Day: 650.00 Total: 42,250.00

Travel Day Fee: 2 travel days = 1 day of service Total: 0.00

Travel Expenses to be Reimbursed: Air: 700.00 x 11 Total: 7700.00

This expense is only if overnight Hotel: 140.00 x 11 Total: 1540.00

Is needed due to travel delays

Per Diem/day: 60.00 x 55 Total: 3300.00

Other/Specify

_____: _____ Total: _____

_____: _____ Total: _____

Maximum amount to be reimburse within 15 days of receipt of invoice and receipts:
55,790.00

Hoonah City Schools will provide for lodging during on-site visits

Travel reimbursement will be for actual costs with receipts submitted with invoices.

Hoonah City Schools will provide internet access for contractor while on site.

Nothing herein shall be construed as establishing an employee-employer relationship. No other compensation or benefit is expressed or implied. As a condition of performance the above named contractor shall pay all federal, state, and local taxes that may be incurred by the contractor. In addition the above

named contractor shall secure all required certifications, insurance's and licenses that may be required.
Contractor must provide verification of liability insurance.

Contractor must submit detailed invoice monthly.

Hoonah City Schools will remit payment within 15 days after receipt of invoice. Payment will not be remitted before services invoiced have been completed.

Travel and lodging receipts must accompany invoice.

Per Diem will be remitted as stated above. Receipts are not needed.

The contractor and the Superintendent will mutually agree upon actual dates of service.

This contract may be terminated by either party with a 30-day advanced notice.

Date of School Board Approval: _____

Norma J. Holmgaard

Date

Hoonah City Schools Representative

Date