

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

January 24, 2019

(Budget Revision Workshop from 6:30pm-7:12pm before the Regular Board Meeting.)

BOARD MEMBERS PRESENT: Harold Houston, Robert Hutton, Heidi Jewell, and Grace Villarreal. Dillon Styers was absent excused. Ethan Gray (Student Representative) was absent excused.

SUPERINTENDENT/PRINCIPAL: Ralph Watkins

OTHERS PRESENT: Kelli Gretsinger, Recording Secretary, Amy Stevenson, Business Manager, Sheryl Ross, Special Education Director, Jeremiah Byers, Maintenance Director, Val Buffa, 4/5th grade teacher, Norma Holmgaard, Grant Director (telephonically), and Shawn McConnell.

CALL TO ORDER: Robert Hutton called the meeting to order at 7:13pm.

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

CORRESPONDENCE TO THE BOARD: No correspondence to the Board.

AGENDA REVISIONS: Robert Hutton added a Discussion Item: Fly-In February 9th-12th.

ADOPTION OF AGENDA: Harold Houston, Heidi Jewell moved to adopt the Agenda as revised. No objection. Approved by unanimous consent.

APPROVAL OF MINUTES: M/S Grace Villarreal, Harold Houston, made a motion to approve the minutes of the Regular Board Meeting on November 20, 2018. Robert Hutton had two typo corrections. On page one of minutes, facility was misused for faculty. On page three of the minutes, complacent was misused for compliance. No other corrections. Robert Hutton asked for all those in favor to say "Aye." All four board members said "Aye." Motion passes unanimously.

BOARD CALENDAR: Harold Houston asked if the Regular Board Meeting on February 21, 2019 should be changed due to conflicting basketball home game schedule. This discussion was deferred to Discussion Item: February Regular Board Meeting Date.

PUBLIC COMMENTS (THREE MINUTE TIME LIMIT EACH): No Public Comments

ADMINISTRATIVE REPORT:

- **Administrator Report – Ralph Watkins** gave a written attached report. Robert Hutton had concerns that Ralph was attending a Driver's Education Instructor Training in Anchorage. This is not an Administrative function. Ralph explained that he isn't asking the District to pay for these costs. Because of weekends and afterschool hours, this will not interfere with his Admin duties and responsibilities. Coach Adam cannot go to this training because of prior commitment of coaching basketball. Right now, the only person available is Ralph. He will explain more in detail during the Executive Session. Harold Houston mentioned that the Superintendent is only allowed two trips per year. Who actually approves the travel of the Superintendent? We need to start being more frugal with our budget. Should this be a board decision? Robert Hutton had spoken to Allen Clendaniel about not counting the AASB trip as part of Ralph's two allowed trips because he was obligated to go. Ralph was also a chaperone for the Student Government boys traveling at the same time for Leadership. Heidi Jewell would like to have a quarterly budget workshops so there are no surprises. Harold Houston, Heidi Jewell made a motion to have the Joint Meeting on February 27th. Robert Hutton asked for all those in favor to say "Aye." All four board members said "Aye." Opposed? None. Motion passes unanimously.
- **Business Office Report – Amy Stevenson** gave a written attached report. Amy Stevenson added that the Impact Aid application she submitted was accepted.
- **ANEP Grant Director's Report – Heather Powell** gave a written attached report. Not present for questions. Ralph Watkins mentioned that there is about \$20,000 left in the ANEP grant. Heather Powell is currently writing the final report.
- **Grant Director's Report – Norma Holmgaard** gave a written attached report. She called in telephonically and was available for questions. Norma stated that this is the last year of the Early Learning Grant and she doesn't know if this grant will be available again. The Advisory Committee has one more meeting in the second week of March to discuss possibly combining Early Learning with Title 1. It is a 90-minute meeting. There will be an agenda sent out six days before. She would love to have a school board member present at the meeting. They don't have to decide who it will be today but maybe by next meeting. Norma is also working on the carry-over from the Demonstration Grant so none of our funds are pulled. We are off to a really great start this year!
- **Maintenance Report – Jeremiah Byers** gave a written attached report. He highlighted his hardship with the snow removal. He was under the assumption that the City had committed to the school's snow removal but that is not the case. Ralph

mentioned that the City had committed to was helping remove the “piles” of snow. The City is short staffed as well but they understand our hardship. They can only help us out after they are done with their own duties. One solution could possibly be to purchase a used plow truck. That might make snow removal faster. Another solution is to have a MOA with somebody that owns a snow removal truck. Jeremiah thanked volunteers that have helped shovel snow around the Fire Exits. Playground Report: SERRC is going to prepare all of the documents and oversee the project. They are going to make sure we stay legal and within all of the guidelines of CIP. Next month, it will go out to bid. It is our hope the project will occur over the summer. Harold Houston asked how the Boiler Inspection went. Jeremiah said it went very well. They were impressed with how clean it was.

- **SPED Report – Sheryl Ross** gave a written attached report. Sheryl corrected her report by saying that her staff did not attend the RTI conference. The travel was cancelled due to changing ferry schedule. Ralph Watkins mentioned that instead there will somebody coming from AASB on Monday for an inservice. Sheryl Ross will be attending a mandatory SPED conference in Anchorage. The State is paying for her travel. Eight members of her SPED team will also be attending. Their travel is paid for by a Title 6B grant. This is for their professional development.
- **Board Reports –**
 - o **Robert Hutton** if there is no objection from the board, he will add Superintendent/Principal job description (that Ralph created) to E 2122 as recommended by Lon Garrison. There was no objection. At the March meeting, he would like to recognize Tesh Miller for her Paraprofessional of the Year Award.
 - o **Heidi Jewell** has not met with Norma Holmgaard about Board Goal # 2: Understanding Grants. She plans on meeting with Norma next time she is here.
 - o **Grace Villarreal** wasn't able to be on the Borough Formation Advisory Committee. She didn't get any of the paperwork. Ralph Watkins mentioned that he got it and would happily pass it on to her. Shawn McConnell shared that the borough they are forming is called a Single Site Borough.

NEW BUSINESS:

1.0 Memorandum of Agreement – L. Stephanie Harold

M/S Heidi Jewell, Harold Houston move that we approve the Memorandum of Agreement for L. Stephaine Harold (Learning Arts) for After School Art through the 1% Student Activities Fund. Discussion: Heidi asked if the 1% money can cover salaries? Robert Hutton and Amy Stevenson both said that in the beginning of the 1%, it couldn't cover salaries but it has changed now so that

it can. Mayor Byers would like more student activities for the younger children. Robert Hutton asked for all those in favor to say "Aye". All four members said "Aye". Motion passes unanimously.

1.1 Approval of Parent and Family Engagement Plan

M/S Grace Villarreal, Harold Houston move that we approve the Family Engagement Plan as presented. Discussion: Robert Hutton had concerns that the Board was approving this after the December 1st date that was specified on it. Ralph Watkins mentioned that when ESSA monitored us, the Family Engagement Plan was one of their findings. This is just something they told us we need to get done so we are in compliance. Robert Hutton asked for all those in favor to say "Aye". All four members said "Aye". Motion passes unanimously.

1.2 FY18 Annual Financial Report

M/S Heidi Jewell, Grace Villarreal move that we accept the FY18 Annual Financial Report as presented. Discussion: None. Robert Hutton asked for all those in favor to say "Aye". All four members said "Aye". Motion passes unanimously.

1.3 Long Term Substitute Teacher Contract – Teresa McConnell

M/S Heidi Jewell, Grace Villarreal move that we offer Teresa McConnell a long term substitute teacher contract. Discussion: Heidi Jewell asked if this is normal practice. Amy Stevenson responded that it is normal to have long term substitute contracts. Harold Houston wanted to know why we are approving the contract now when it is almost at the end of it. Amy Stevenson explained that we haven't had a regular board meeting since November 20th. This contract wasn't drafted by that meeting. Robert Hutton asked for all those in favor to say "Aye". All four members said "Aye". Motion passes unanimously.

1.4 Fiscal Year 2019 Budget Revision

M/S Heidi Jewell, Grace Villarreal move that the Board of Education approved the Fiscal Year 2019 Budget Revisions as presented. Discussion: Heidi Jewell asked Amy if she got the numbers for if all travel were to be cut out of the budget from now on. Amy Stevenson asked if the Board would like to go the Legislative Fly-In? Heidi Jewell asked how much money it would save? Amy replied \$5,250. What about Job Fair? One school board member should attend Job Fair with Mr. Watkins. Amy stated that if she took out all travel for the rest of the year except for the Job Fair, the school would save \$18,042. If we were to keep the school board travel fund in the budget, we would only save \$12,790. The Fund Balance was also discussed. The Fund Balance occurs when our school is fiscally responsible. We were able to not spend all the money in our budget for a couple years now. The school is only allowed to keep 10% of it before the State takes it back. This is why some of the money was transferred to start saving for a new Boiler System last year. Harold Houston asked how long it took to build up the Fund Balance? Amy Stevenson responded this is either year 3 or 4 that we have been in the positive. Robert Hutton asked for all those in favor to say "Aye". All four members said "Aye". Motion passes unanimously.

DISCUSSION ITEMS:

- **February Regular Board Meeting Date:** – It was decided to move the Regular Board Meeting date to Wednesday, February 20, 2019 in the Library at 7:00pm. The original date fell on a Basketball Home Game night. (*February Meeting was later decided to be February 25th because Ralph was traveling on Feb 20th.)
- **March Regular Board Meeting Date:** It was decided to move the Regular Board Meeting date to Thursday, March 28, 2019 in the Library at 7:00pm. The original date was in the middle of Spring Break Vacation.
- **Organizational Chart Exhibit 2110:** If there are no objection Robert Hutton will have this posted as a part of School Board Policy. There was no discussion.
- **Upcoming Job Fairs:** Ralph Watkins wanted to add this as a discussion item because he will have positions that need to be filled. He doesn't want to wait until it's too late. Ralph thinks the Job Fair on Feb 21st in California is a good one to go to. California is a low paying state for teachers in comparison to Alaska. Our starting salary is \$42,000. Ralph Watkin's recommendation is that we have an interview committee ready at the California Job Fair, but not offer any contracts right away. He would like to find quality candidates and then have a longer time to discuss whether to hire them or not. In Anchorage, schools were offering contracts immediately after a short interview. Unfortunately, this is the trend now. He would like to get ahead of the game. Heidi Jewell mentioned that last year in Anchorage, there were more people looking to hire than there were actual job seekers. Robert Hutton would also like to see a faculty member go with the hiring team. Someone that deals with students on a day to day basis. Robert Hutton asked if a board member would be interested in going to the job fair. Grace Villarreal and Heidi Jewell are interested.
- **February Fly-In:** Are we going? Grace Villarreal is going to Juneau for IPEC. While at the Legislative Building, she always talks about Hoonah City School District. It was decided that the Board will not be traveling to the February Fly-In. Ralph will still attend the March Legislative Fly-In with other Superintendents.

PUBLIC COMMENTS (THREE MINUTES PER SPEAKER): No public comments

COMMENTS FROM THE BOARD:

- **Robert Hutton** thanked Sheryl Ross for nominating Tesh Miller as Paraprofessional of the Year.

FUTURE AGENDA ITEMS:

- **Superintended/Principal Position Evaluation Document**

EXECUTIVE SESSION – Superintendent Evaluation: M/S Heidi Jewell, Harold Houston made a motion to extend meeting past the two-hour limit. Robert Hutton asked for all those in favor to say “Aye”. Robert Hutton, Heidi Jewell, and Harold Houston said “Aye”. Grace Villarreal said “Nae”. Three to one. Motion passes. Robert Hutton stated that no business will be acted upon after the Executive Session. Executive Session was entered at 8:44 pm. Gaveled out of executive session at 10:12 pm. Robert Hutton stated, “We have evaluated our superintendent according to our protocol and find his performance to be satisfactory.”

ADJOURNMENT: Meeting adjourned at 10:13 pm.

Respectfully submitted,



Dillon Styers
Board Secretary



Kelli D Gretsinger
School Board Secretary

*Please note that the audio recording of this meeting is available for listening in the District Office.