

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

HOONAH CITY SCHOOLS BOARD OF EDUCATION
MISSION STATEMENT

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

HOONAH CITY SCHOOLS BOARD OF EDUCATION

**Wednesday, July 25, 2018
7:00 PM**

**6:30 PM – FY18 Budget Revision Workshop
7:00 PM– Special School Board Meeting**

Library

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL (ESTABLISH QUORUM)

PUBLIC COMMENTS

NEW BUSINESS

- 1.0 Technology Contract – SERRC, Tech Ops
- 1.1 Teaching Contract for Roxanne Meneguín
- 1.2 Teaching Contract for Lora Jett
- 1.3 FY 18 School Operating Fund Budget Revision
- 1.4 Credit Card Application Approval

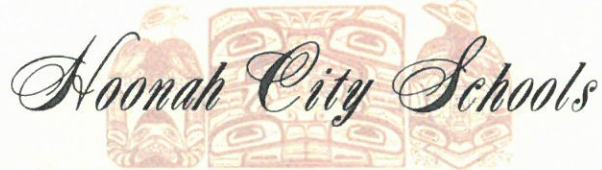
BOARD COMMENTS

ADJOURNMENT

Alaska State Law, 44.62.310 makes all school board meetings open to the public except the following excepted subject may be discussed in executive session if so determined by a majority vote of the government body:

- (1) matters, the immediate knowledge of which would clearly have an adverse effect on the finances of the public entity,
- (2) subjects, that tend to prejudice the reputation and character of any person, provided the person may request a public discussion,
- (3) matters which by law, municipal charter or ordinance are required to be confidential,
- (4) matters involving consideration of government records that by law are not subject to public disclosure.

Posted: July 23, 2018



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SIGN IN SHEET

Meeting: Special Board Meeting Date: July 25, 2018

Public Comment and Communications

Name (please print)	Subject	Telephone Number
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Three minutes per speaker.

AGENDA ITEM New Business 1.0

 ✓ ACTION

 DISCUSSION

TOPIC: Technology Contract – SERRC, Tech Ops

Status

It has been the recommendation of the superintendent/principal Ralph Watkins to offer SERRC, Tech Ops a technology contract for the 2018/2019 school year.

Recommendation

I move that we approve the 2018/2019 technology contract for SERRC, Tech Ops.

FY19 TechOps Services Proposal for Hoonah School District

Prepared by: Ryan Stanley, Technology Director. June, 2018

About SERRC

SERRC--Alaska's Educational Resource Center--is a statewide non-profit in 1975 to assist schools with educational and operational needs.

About TechOps

Since 2002 the SERRC Technology Operations team has served school districts statewide, implementing and managing solutions that meet the particular needs of rural Alaskan schools. Our mission is to relieve teachers and staff from the burden of technology configuration and maintenance so they may focus on the more important matter of building academic relationships with students and colleagues.

For more information about SERRC and TechOps, visit us online: www.serrc.org/techops.

Scope of Service

We are pleased to provide this proposal for support of the Hoonah School District, for the service(s):

Inclusive School District IT Department;

including the administration, maintenance, design, support, and training for all infrastructure and end-user technology equipment, services, and usage techniques used for the academic mission of the Hoonah School District.

The following components are representative, not exhaustive, of the service provided.

Core Network

The Hoonah school network consists of a core Internet connection via microwave to a network room in the high school. From there fiber connects the middle school and elementary buildings. The Internet connection passes through a firewall on its way to the Internet. The firewall is leased from and maintained by Snowcloud. Firewall configuration is made by Snowcloud and TechOps in concert.

Local Network

There is one physical local network with a virtual network for phones and another for devices. The local network extends from core fiber to switches and wireless infrastructure in the instructional buildings and pool. All networks and components are managed by TechOps.

Systems Infrastructure

TechOps configures and maintains district-owned physical infrastructure technology equipment and leased cloud-hosted resources to provide a modern and robust technology platform that meets current and future educational and operational needs of the Hoonah students, teachers, and staff.

Systems Administration

District network and technology systems are administered by TechOps at the direction of the Superintendent or designee. These include all technology systems not noted under *caveats* below, and range from core network functionality to end-user device configurations, applications and cloud-hosted services like Google and Powerschool. Administration includes the overall setup, usage, backup, and support of a system. Design and modification is done according to observed statewide and industry best-practice, understanding of the school's instructional program, and in consultation with relevant district staff.

Wired & Wireless Network Devices

Network devices throughout the school are configured and maintained by TechOps, using existing district systems wherever appropriate. These devices include iPads, laptops, desktop computers, printers and copiers, classroom displays, network components, and a variety of educational and operational technology.

Planning & Coordination

TechOps provides planning and coordination, leveraging statewide educational technology experience and relationships, for technology purchasing, classroom use, approach and application, as well as assisting the district in making strategic decisions around the curricular integration of technology.

Support & Training

TechOps provides a “just-in-time” support and training helpdesk, allowing district personnel to email, call, or instant message at their convenience and receive near-immediate response. Support is provided for all district educational technology systems and related topics and is not limited to technology managed by TechOps. Outside of regular school hours (7am-4:30pm Mon-Fri) TechOps is available on an on-call basis.

In the interest of growing local capacity, staff and teachers are encouraged to schedule training sessions with TechOps to advance their understanding of the technology tools at their disposal.

TechOps Onsite

One 2-person, 2-night visit will allow for onboarding of all technology and documentation. Another 1-person 3-night visit will allow for baseline technology maintenance. Further onsite visits can be requested as-needed.

Caveats & Exclusions

The following list indicates areas TechOps does not provide direct responsibility, but may work in coordination with other specialists to ensure district systems remain functional:

- HVAC and related physical plant
- Legacy (non-IP) camera system
- New systems not designed in consultation with TechOps
- Systems for which passwords/documentation haven’t been shared
- Service covered by third-party warranty or sub-contract
- Equipment, software, licensing, or online account costs.

Budget

Inclusive School District IT Department • Single-Site Small Alaskan School District	\$ 35,000
Onsite Travel & Labor • One, 2-night, 2-person visit • One, 3-night, 1-person visit	\$ 12,121
Total:	\$ 47,121

Acceptance

This proposal can be accepted verbally or by replying to the email it was attached. Once accepted, a SERRC contract will follow.

SERRC SERVICES CONTRACT FY19

Contract Number: DCTECH 19-18-001
District/Client: Hoonah City School District
Preparation Date: July 10, 2018

TERMS:

No less than 50% of agreed amount shall be due by September 1, 2018; 25% due by January 1, 2019; 25% due by April 1, 2019.

SERVICES: Technology

Technology Operations: Inclusive School District IT Department; See attached.

100 Personnel Services	\$0.00
Office/Travel	\$0.00
200 Travel & Lodging	\$0.00
Per Diem	\$0.00
300 Contractual Services	\$47,121.00
400 Supplies/Testing Materials	\$0.00
500 Equipment	\$0.00
Total:	\$47,121.00


SERRC Officer

7/17/18
Date

Client Officer

Date

See reverse side for SERRC Standard Provisions.

AGENDA ITEM New Business 1.1

 ✓ ACTION

 DISCUSSION

TOPIC: 2018/2019 Roxanne Meneguín Contract

Status

It has been the recommendation of the superintendent/principal Ralph Watkins to offer the following teacher a teaching contract for the 2018/2019 school year.

Recommendation

I move that we offer 2018/2019 a teaching contract to Roxanne Meneguín.

AGENDA ITEM New Business 1.2

 ✓ ACTION

 DISCUSSION

TOPIC: 2018/2019 Lora Jett Contract

Status

It has been the recommendation of the superintendent/principal Ralph Watkins to offer the following teacher a teaching contract for the 2018/2019 school year.

Recommendation

I move that we offer 2018/2019 a teaching contract to Lora Jett.

AGENDA ITEM New Business 1.3

 ✓ ACTION

 DISCUSSION

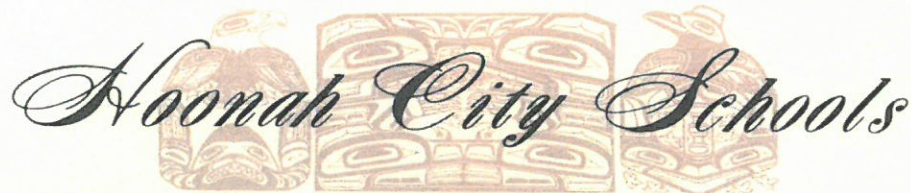
TOPIC: FY 18 School Operating Fund Budget Revision

Status

See attached memo.

Recommendation

I move that the Board of Education approve the second revised FY 18 general fund budget as outlined for \$3,024,108.



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July 21, 2018

MEMORANDUM

TO: Hoonah Board of Education

THRU: Ralph Watkins, Superintendent

FROM: Amy Stevenson, Business Manager

RE: FY18 Second Budget Revision

PURPOSE:

A budget is a spending plan based on what is financially known at a given point in time. An annual review of this budget happens after the State foundation projections are received. A budget revision was done in October 2017 to reflect these projections. The budget is looked at periodically throughout the year to see if there are additional revisions needed. At the end of the school year the budget was looked at and there was an excess of funds remaining in the budget to spend down. This was the result of unfilled positions and fiscal responsibility. The offices and maintenance staff compiled annual orders and purchased them for next fiscal year. The proposed second FY18 budget revision shows adjustments to reflect next fiscal year's orders, CTE supplies, and the Board approved reading curriculum.

Information about the general fund budget recommendations are described below with detailed information included in the attached FY18 budget revision spreadsheet for the general fund.

PERTINENT INFORMATION – GENERAL FUND:

Revenue Budget

There were no changes to the Revenue Budget

Expenditure Budget

Function 1100

\$44,614 – This reflects the cost of the reading textbooks, CTE supplies (wood shop, welding, and auto shop). This also includes the FY 19 annual order. There was also additional cost for online classes. This reflect tuition and textbook for the University of Alaska for dual enrollment classes.

Function 2000

\$18,036 – This is largely due to annual leave cash outs. Also, there was an increase need for SPED substitutes. A van driver was hired to transport students to counseling. Supplies were ordered for next fiscal year and summer school.

Function 4000

\$3,216 – This reflects annual leave cash out and increase travel costs.

Function 4500

\$17,769 – This reflects annual leave cash out and extra contract days past 220 to end the school year. A new computer was purchased for the school secretary. There were additional costs for the conversion to the Powerschool software. Ladonna also traveled for Powerschool training in addition to Rita Crouch and Ralph Watkins.

Function 5100

\$7,939 – This amount reflects annual leave cash out, a contract addendum to reimburse for tuition costs, and additional travel cost for numerous difference workshops.

Function 5500

\$15,116 – This reflect additional cost for the FY 17 annual audit, new computers for the accounting clerk/admin assistant and the business manager, and the FY 19 annual order.

Function 6000

\$12,412 – This reflects a small transfer to cover \$643 to water, sewer and garbage, and the FY 19 annual order.

****NOTE:** Revision amounts reflect any encumbrances that are carried into the next fiscal year.

FY18 General Fund Budget RevisionGeneral Fund Revenue Budget

Approved FY18 Budget	<u>\$3,024,108</u>
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Revenue Budget Increase	<u>0.00</u>
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FY18 Revenue Budget	<u>\$3,024,108</u>
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General Fund Expenditure Budget

Approved FY18 Budget	<u>\$3,024,108</u>
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Amounts of Adjustments per Function

Function 100-Instruction	44,614
Function 200-Special Education Instruction	18,036
Function 351-Support Services-Technology	-119,102
Function 400-School Administration	3,216
Function 450-School Admin Support Services	17,769
Function 510-District Administration	7,939
Function 511-Board of Education	0
Function 550-District Admin Support Services	15,116
Function 600-Operartion & Maintenance of Plant	12,412

Expenditure Budget Increase	<u>0.00</u>
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Revised FY18 Expenditure Budget	<u>\$3,024,108</u>
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RECOMMENDATION:

The administration recommends the Board of Education approve the second revised FY 18 general fund budget as outlined for \$3,024,108.

Student Enrollment	117.25 Actual	2nd Revised FY 18 Budget	Difference
OPERATING FUND	Approved FY 18 Budget		
<u>REVENUE</u>			
City Contribution	216,146	216,146	-
City Contribution - In Kind	29,391	29,391	-
City Contribution - Pupil Activities	-	-	-
Earnings on Investments	1,500	1,500	-
Other	10,000	10,000	-
Rentals	-	-	-
Leases	81,640	81,640	-
E Rate Revenues	105,293	105,293	-
State Revenue: Foundation Program	2,308,289	2,308,289	-
State Revenue: Quality Schools Grant	7,032	7,032	-
State Contribution: On Behalf TRS	129,280	129,280	-
State Contribution: On Behalf PERS	23,412	23,412	-
State Broadband Assistance	-	-	-
Federal Revenue: Impact Aid	112,125	112,125	-
Use of Fund Balance	-	-	-
Transfer from Other Funds	-	-	-
Total Revenue	3,024,108	3,024,108	-

	Approved FY 18 Budget	2nd Revised FY 18 Budget	Difference
<u>EXPENDITURES</u>			
100 Regular Instruction			
310 Certified Salaries	544,342	544,342	-
320 Non-Certified Salaries	7,500	7,500	-
350 Employee Benefits	308,847	308,847	-
420 Travel	-	-	-
440 Other Purchased Services	13,950	7,600	(6,350)
441 Online Classes	10,000	17,214	7,214
443 Music Equipment Repair	-	-	-
450 Teaching Supplies	24,250	68,000	43,750
451 Music Supplies	-	-	-
471 Textbooks	-	-	-
Total Regular Instruction	908,889	953,503	44,614
200 Special Education Instruction			
310 Certified Salaries	114,324	114,324	-
320 Non-Certified Salaries	213,609	231,645	18,036
350 Employee Benefits	251,060	251,060	-
420 Staff Travel	1,200	1,200	-
440 Other Purchased Services	500	150	(350)
450 Teaching Supplies	5,000	5,350	350
Total Special Education Instruction	585,693	603,729	18,036
220 Special Ed Supporting Services			
310 Certified Salaries	-	-	-
350 Employee Benefits	-	-	-
410 Professional & Technical	64,700	64,700	-
420 Staff Travel	2,000	2,000	-
500 Supplies	2,000	2,000	-
Total Special Ed Supporting Services	68,700	68,700	-

Moved to 441 Online Classes to help balance
Online UAS tuition and additional online elective correspondence classes

Reading Textbooks in paper form, workbooks and online for K-12,
school supplies for next Fiscal year. Also, annual supply order for FY 19

Leave cash outs for paraprofessionals, additional substitute expense due
to sick leave and vacation leave of paraprofessionals. Also, van driver
to transport students to counseling

Moved to cover summer school expenses
Purchasing summer school supplies

	Approved FY 18 Budget	2nd Revised FY 18 Budget	Difference
300 Supporting Services - Students			
310 Certified Salaries			
410 Professional & Technical	-	-	-
Total Supporting Services - Students	-		-
350 Supporting Services - Instruction			
310 Certified Salaries	-		-
320 Non-Certified Salaries	-		-
350 Employee Benefits	-		-
410 Professional & Technical	-		-
420 Staff Travel	-		-
425 Student Travel			-
421 Teacher Enrichment	4,788	4,788	-
433 Communications	-		-
440 Other Purchased Services	-	500	500
450 Supplies	25,500	25,000	(500)
Total Supporting Services - Instruction	30,288	30,288	
351 Supporting Services - Technology			
410 Professional & Technical	84,800	75,000	(9,800)
433 Communications	131,616	54,314	(77,302)
480 Technology Purchases	33,160	1,160	(32,000)
Total Supporting Services - Instruction	249,576	130,474	(119,102)
400 School Administration			
310 Certified Salaries	57,500	58,938	1,438
350 Employee Benefits	35,370	35,370	-
410 Professional and Technical Services			-
420 Staff Travel	1,450	3,228	1,778
450 Supplies	1,500	1,500	-
491 Dues and Fees	400	400	-
Total School Administration	96,220	99,436	3,216

Annual subscription with NWEA-Measuring What Matters. MAP,
tool for teachers to measure student growth.
Moved to Other Purchase Services

Moved to fix budgets per categories:

1100	\$44,614
2000	\$18,036
4000	\$3,216
4500	\$17,769
5100	\$7,939
5500	\$15,116
6000	\$12,412
	\$119,102

Leave Cash out for FY 18

	Approved FY 18 Budget	2nd Revised FY 18 Budget	Difference	
450 School Administration Support Serv				
320 Non-Certified Support Staff	58,000	65,054	7,054	Leave Cash out for FY 18 & \$20 for substitute cost
350 Employee Benefits	32,244	32,244	-	
420 Travel	-	5,285	5,285	Travel cost to attend a Powerschool training including training registration fee
440 Other Purchases Services	7,441	12,271	4,830	Additional Cost for support for Powerschool software set up
450 Supplies	1,500	2,100	600	Increase supplies budget to purchase a new computer
Total School Administration Support Services	99,185	116,954	17,769	
510 District Administration				
310 Certified Salaries	57,500	58,938	1,438	Leave Cash out
320 Non-Certified Support Staff	20,000	20,000	-	
350 Employee Benefits	35,370	45,860	10,490	Increased to cover Tutition payments per Board approved contract
380 Housing Allowance	-	-	-	Addedum
410 Professional & Technical	5,000	624	(4,376)	Moved to cover overage of District Admin catgerories
420 Staff Travel	10,500	15,003	4,503	Additional Travel to cover travel cost for superintendent for a variety of meetings
440 Other Purchases Services	3,700	4,006	306	Increase to cover actual costs
450 Supplies	1,500	1,253	(247)	Moved to cover overage of District Admin catgerories
490 Other Expenses	5,000	825	(4,175)	Moved to cover overage of District Admin catgerories
Total District Administration	138,570	146,509	7,939	
511 Board of Education				
410 Professional & Technical	20,000	20,000	-	
420 Staff Travel	12,000	12,000	-	
440 Other Purchases Services	2,900	2,900	-	
450 Supplies	1,500	1,500	-	
490 Other Expenses	5,000	6,320	1,320	Increased for attorney fees for FY 18
490 Dues & Fees	8,072	6,752	(1,320)	Added to Other Expense
Total District Administration	49,472	49,472	-	

	Approved FY 18 Budget	2nd Revised FY 18 Budget	Difference
550 District Admin Support Services			
320 Non-Certified Support Staff	94,676	94,676	-
350 Employee Benefits	56,545	56,545	-
410 Professional & Technical	40,000	50,536	10,536
420 Staff Travel	5,000	5,000	-
433 Communications	4,500	4,500	-
440 Other Purchased Services	35,000	35,000	-
445 Liability Insurance	13,000	13,000	-
450 Supplies	4,500	9,000	4,500
490 Other Expenses			
491 Dues & Fees	180	260	80
495 Indirect Cost Reimbursement	(72,000)	(72,000)	-
510 Equipment	-		-
Total District Admin Support Services	181,401	196,517	15,116
600 Operation & Maintenance of Plant			
320 Non-Certified Support Staff	84,816	84,816	-
350 Employee Benefits	59,347	59,347	-
410 Professional & Technical	6,700	6,700	-
420 Staff Travel	1,800	1,800	-
430 Utility Services	6,928	7,591	663
In-Kind Services (water, sewer, garbage)	29,391	29,391	-
435 Electricity	99,382	99,382	-
436 Heating Fuel	40,000	40,000	-
440 Other Purchased Services	8,000	8,000	-
443 Repair & Maintenance	22,000	22,000	-
445 Property Insurance	22,000	22,000	-
452 Maintenance Supplies	5,000	8,179	3,179
453 Janitorial Supplies	5,000	13,570	8,570
458 Gas & Oil	1,000	1,000	-
491 Dues and Fees	-	-	-
Total Operation & Maintenance of Plant	391,364	403,776	12,412

Increased to cover FY 17 auditing cost with Altman Rogers

Purchase of 2 new office computers and FY 19 annual supplies

Annual Bulk permit for mailing

Ordered Annual Supplies for FY 19
Ordered Annual Supplies for FY 19

	Approved FY 18 Budget	2nd Revised FY 18 Budget	Difference
700 Student Activities			
316 Extracurricular Duty Pay Certified	-		-
320 Extracurricular Duty Pay Classified	-		-
350 Employee Benefits	-		-
425 Student Travel	-		-
450 Supplies	-		-
510 Equipment	-		-
Total Student Activities	-		-
800 Community Services			
435 Electricity	-		-
436 Heating Fuel	-		-
443 Repair & Maintenance	-		-
450 Supplies	-		-
Total Community Services	-		-
Total Expenditures	2,799,358		-
Excess of Revenues over Expenditures	224,750		-
900 Transfer of Funds			
Transfer to Technology Replacement Fund	154,750	154,750	-
Transfer to Food Service Fund	70,000	70,000	-
Transfer of Funds	224,750	224,750	-
Total Expenditures	3,024,108	3,024,108	-
Total Revenue - Total Expenditures	-	-	-
Fund Balance, Beginning of Year & End of Year	153,557	153,557	-

AGENDA ITEM New Business 1.4

 ✓ ACTION

 DISCUSSION

TOPIC: Credit Card Application Approval

Status

Hoonah City Schools does not currently have a working credit card. The Business Manager, Amy Stevenson needs approval from the Board of Education to apply for another credit card with Bank of America.

Recommendation

I move that we approve the Business Manager, Amy Stevenson, to apply for a Credit Card Application with Bank of America.