

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

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

**Thursday
June 15, 2017**

REGULAR BOARD MEETING

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

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AMENDED 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 – May 25, 2017

Special Board Meeting – June 3, 2017

BOARD CALENDAR

PUBLIC COMMENTS (THREE MINUTES PER SPEAKER)

ADMINISTRATIVE REPORTS

- A. Superintendent Report – PJ Ford Slack PhD.
- B. Business Office Report – Amy Stevenson, Written
- C. Maintenance Report – Jeremiah Byers, Verbal
- D. Board Reports – Robert Hutton

OLD BUSINESS

2.0 Article 0, Series 0000 – Philosophy, Goals, Objectives & Comprehensive Plans for Second and Final Reading

2.1 Article 3, Series 3000, Business and Non-Instructional Operations for Second and Final Reading

2.2 Article 4, Series 4000, Personnel for Second and Final Reading

2.3 Article 5, Series 5000, Students for Second and Final Reading

2.4 Article 6, Series 6000, Instruction for Second and Final Reading

NEW BUSINESS

1.0 Mentor Services for Business Manager

1.1 Approval of Mentor Contract for Superintendent/Principal

1.2 Curriculum Purchase for FY18

EXECUTIVE SESSION: Superintendent/Principal Contract Addendum

1.3 Superintendent/Principal Contract Addendum

PUBLIC COMMENTS (THREE MINUTES PER SPEAKER)

COMMENTS FROM BOARD MEMBERS

ADJOURNMENT

NEXT MEETING DATES:

- Board Retreat – August 11-12th, 2017
- Regular Board Meeting – August 17, 2017

June 9, 2017

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

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

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

May 25, 2017

BOARD MEMBERS PRESENT: Grace Villarreal, Jamie Erickson, Dillion Styers, Heidi Jewell, Halle Budke, Student Representative, Robert Hutton.

SUPERINTENDENT: PJ Ford Slack, Ph.D

OTHERS PRESENT: Kelli Deitering, Recording Secretary, Amy Stevenson, Business Manager, Melody Douglas, Ralph Watkins, Principal, Jeremiah Byers, Maintenance, Jenny Miller, Tesh Miller, Pearl Miller, Daphine Wright, Glenda Hutton, Veronica Dalton, Aimee Smith, Sheryl Ross, Sally Dybdahl, Dave Ross, Jeff Hankla, Judy Hankla, Monica Southworth, Heather Powell, Stan Savland, Melissa Thaalesen.

CALL TO ORDER: Robert Hutton called the meeting to order at 6:32pm.

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

RECOGNITION OF STUDENT GOVERNMENT REP & RETIRING STAFF: Halle Budke was presented with a plaque from the Board. She distributed 2016-2017 Yearbooks to each Board Member from the Student Government. Judy Hankla was given a retirement present. Superintendent PJ Ford Slack was also presented with a retirement present. Carrot cake was served to audience.

CORRESPONDENCE TO THE BOARD:

- None

ADOPTION OF AGENDA:

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

APPROVAL OF MINUTES:

M/S Grace Villarreal, Heidi Jewell moved to approve the minutes of Regular Board Meeting, April 27, 2017. Accepted by unanimous consent, **MOTION CARRIED.**

BOARD CALENDAR:

- Workshop and Special Board Meeting June 3, 2017 @ 10:00am
- Next regular board meeting is June 15, 2017 @ 7:00pm

PUBLIC COMMENTS (THREE MINUTE TIME LIMIT EACH):

- **Monica Southworth (Union Rep)** – Monica brought up two issues. One being that the paraprofessional's hours have been cut to 6.0 hours. The other being that staff morale is low.
- **Sally Dybdahl** – Sally spoke about the playground needing swings.
- **Ralph Watkins** – He thanked his staff, the School Board, and Superintendent PJ Ford Slack for guidance a wonderful year. He has enjoyed working with everybody and has learned a lot.
- **Sally Dybdahl** – Sally didn't realize that Superintendent PJ was retiring at this meeting. She will bring a gift for PJ at the next Regular Board Meeting, June 15, 2017.

ADMINISTRATIVE REPORT:

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

- Written Report
- PJ spoke about the First Bloom Trip to Glacier Bay with the 5/6th graders. They learned about plants and birds.

B. Business Office Report – Melody Douglas/Amy Stevenson

- Attached Report
- Amy spoke about closing out grants and getting prepared for the audit at the end of July. Robert Hutton asked about the savings for Health Insurance? Jamie Erickson asked for a ball park figure? How much will the premium go down on average? Melody concluded that there will be a 27% savings. Heidi asked if the itemized budget they were looking at had already been cut by 5%? The answer was no. She also wondering about the 1% City Tax invoices.

C. Principal's Report – Ralph Watkins

- Ralph gave a verbal report. He had a visual graph on a television reporting Strategic Plans. He was proud to announce that 100% of the seniors graduated this year. K-11 data shows that 50% of the students at Hoonah City Schools are below proficiency. However, the numbers are steadily growing. He showed an example of the 4th grade class. Robert Hutton commented that it is nice to see this data to get a grasp of how things are.

D. ANEP Grant – Heather Powell

- Written Report

E. Maintenance Report – Jeremiah Byers

- Written Report
- Fixing the stair's hand railing turned out to be a bigger task than anticipated.

F. SPED Report – Sheryl Ross

- Written report

G. Pre-School Report – Heather Wheeler

- Written Report

H. Board Reports – Robert Hutton

- No Report

NEW BUSINESS

1.0 Maintenance Contract for FY' 18

M/S Heidi Jewell, Grace Villarreal that we approve a FY 2018 Exempt Contract for Jeremiah Byers. Roll Call Vote: Heidi Jewell-Yes, Grace Villarreal-Yes, Dillion Styers-Yes, Jamie Erickson-Yes, Robert Hutton-Yes. **MOTION CARRIED**

1.1 New Teacher FY' 18 Contracts

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

1. Sherman Fike – 5/6 Grade Teacher, Salary: \$57,229.76
2. Jennifer Marschke – SPED Teacher, Salary: \$47,556.53
3. Mimi Antal – 1st/2nd Grade Teacher, Salary: \$53,199.44
4. Eli Derenoff – Secondary Teacher, Math/Science, Salary: \$68,514.46
5. Christina Carrick – PreK/K Teacher, Salary: \$68,468.14
6. Rita Crouch – Secondary English teacher, Salary: \$68,514.46

Discussion: Heidi would like more electives in school. Ralph Watson commented that one teacher has a counselling background. Another teacher is willing to teach woodshop and small engines. Grace asked if the teachers are willing to do more than just their contract? Mimi speaks Russian and is an artist. The English teacher is a social and emotional counselor. Mr. Hutton commented that you get what you pay for. Even though, most of these teachers are at the high end of the salary, they will be worth it because of their experience. Roll Call Vote: Heidi Jewell-Yes, Grace Villarreal-Yes, Dillion Styers-Yes, Jamie Erickson-Yes, Robert Hutton-Yes, **MOTION CARRIED**

1.2 Memorandum of Agreement for Rainforest Mediation and Consultation

M/S Heidi Jewell, Dillion Styers that we approve the Memorandum of Agreement for Rainforest Mediation and Consultation for the 2017/2018 school year.

Discussion: Heidi asked that we try to keep Doug who already has a relationship with the students even though a new teacher has a counseling degree. Roll Call Vote: Heidi Jewell-Yes, Dillion Styers-Yes, Jamie Erickson-Yes, Grace Villarreal-Yes, Robert Hutton-Yes, **MOTION CARRIED**

1.3 FY16 Transfer Fund Balance

M/S Heidi Jewell, Grace Villarreal move that we transfer FY16 remaining Community Education, Impact Aid, and Comprehensive Literacy funds as presented. Discussion: Robert Hutton would like to know why these remaining funds aren't picked up when the professionals check over our books. Melody responded that these are grant funds received in prior years. They are old grants with a fund balance. Some will roll over to FY18 and they will decide where the funds are best suited to go. Maybe to special revenue funds. Roll Call Vote: Heidi Jewell-Yes, Grace Villarreal-Yes, Dillion Styers-Yes, Jamie Erickson-Yes, Robert Hutton-Yes, **MOTION CARRIED**

1.4 Corvus Design Bid for the Playground

M/S Heidi Jewell, Dillion Styers that we approve the proposal from Corvus Design in the amount of \$8,122.00 to start the design phase of the installation of a new playground. Discussion: Everybody is excited. Roll Call Vote: Heidi Jewell-Yes, Dillion Styers-Yes, Jamie Erickson-Yes, Grace Villarreal-Yes, Robert Hutton-Yes, **MOTION CARRIED**

1.5 Memorandum of Agreement for Douglas Enterprise, Inc.

M/S Heidi Jewell, Grace Villarreal move that we approve a contract with Douglas Enterprises for professional services in the amount of \$16,800 plus related travel expenses be approved. Discussion: Heidi asked about the bidding process? How many other proposals did the school get besides Douglas Enterprise? There was not a bidding process. Heidi wanted to make sure that the board is following processes and policies and Jamie agreed. Roll Call Vote: Heidi Jewell-No, Grace Villarreal-Yes, Dillion Styers-No, Jamie Erickson-No, Robert Hutton-Yes. **MOTION DENIED.** Robert Hutton asked PJ to advertise this bid so there are at least two additional bids to choose from.

1.6 Article 5, Series 5000, Students, BP 5141.41-Sexual Abuse, Sexual Assault and Dating Violence & Article 5, Series 5000, Students, BP 5145.15 Student and Family Privacy Rights for First Reading

M/S Heidi Jewell, Jamie Erickson move that we approve Article 5, Series 5000, Students, BP 5141.41-Sexual Abuse, Sexual Assault and Dating Violence &

Article 5, Series 5000, Students, BP 5145.15 Student and Family Privacy Rights for First Reading. Roll Call Vote: Heidi Jewell-Yes, Jamie Erickson-Yes, Dillion Styers-Yes, Grace Villarreal-Yes, Robert Hutton-Yes, **MOTION CARRIED**

DISCUSSION ITEMS:

1.0 Implications to the District of Borough Formation

Travis Lewis would like to present to the School Board about Borough Formation. They are interested in hearing this. A 15 minute presentation should be sufficient. There should also be time for questions and answers after the presentation. Stan Savland mentioned that the City Council meetings are also discussing Borough Formation and that it is difficult to research.

1.1 Policy Updates

The school board will need one hour to review policy and make minor changes.

PUBLIC COMMENTS (THREE-MINUTES PER SPEAKER)

- No Public Comments

COMMENTS FROM BOARD MEMBERS:

- **Heidi Jewell** – She urged the audience and the school board to attend the next city council meeting. The city budget for police is way more than school.
- **Jamie Erickson** – She addressed Monica's concerns for the paraprofessionals and the staff morale. It is important to amend these issues. Policy and procedure should be available to all staff members. Always have communication and support. This should be discussed for the retreat agenda for August.
- **Grace Villarreal** - She commented about how nice graduation was. She was happy to hear that prom was a success. She welcomed Kelli Deitering as the new School Board Secretary.
- **Robert Hutton** – Robert Hutton seconds everybody's comments. M/S Robert Hutton, Heidi Jewell moves that we extend the two hour to a maximum of 3 hours. The meeting will be out by 9:32pm. Accepted by unanimous consent, **MOTION CARRIED**. He requested that during the transition of administration, communications with the administrators should be routed through him.

EXECUTIVE SESSION:

M/S Robert Hutton, Grace Villarreal moves that we go into executive session. Accepted by unanimous consent, **MOTION CARRIED.** Executive session began at 8:31pm. Back from executive session 9:06 pm. Robert Hutton made a statement saying he has been charged by the board with working a MOA with a mentor and Ralph.

ADJOURNMENT:

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

Meeting adjourned at 9:07pm.

Respectfully submitted,

Dillon Styers
Board Secretary

Kelli Deitering
School Board Secretary

**HOONAH CITY SCHOOLS
SPECIAL BOARD MEETING**

June 3, 2017

11:30 AM

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

SUPERINTENDENT: Not Present

OTHERS PRESENT: Kelli Deitering, Recording Secretary; Ralph Watkins, Principal, Travis Lewis, Sheryl Ross, Jenny Miller, Pearl Miller, Tesh Miller, and Wilma Davis.

CALL TO ORDER: Robert Hutton, Board President, called the meeting to order at 11:40AM.

PLEDGE OF ALLEGIANCE

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

ADOPTION OF AGENDA:

M/S Grace Villarreal, Jamie Erickson to adopt the agenda. **MOTION CARRIED WITH UNANIMOUS CONSENT.**

PUBLIC COMMENTS (THREE MINUTES PER SPEAKER):

No Public Comments

NEW BUSINESS:

1.0 Article 0, Series 0000 – Philosophy, Goals, Objectives & Comprehensive Plans for First reading.

1.1 Article 3, Series 3000, Business and Non-Instructional Operations for First Reading

1.2 Article 4, Series 4000, Personnel for First Reading

1.3 Article 5, Series 5000, Students for First Reading

1.4 Article 6, Series 6000, Instruction for First Reading

1.5 Article 9, Series 9000, Bylaws of the Board for First Reading

M/S Robert Hutton, Grace Villarreal to approve the policies, administrative regulations and exhibits included in New Business 1.0-1.4 as discussed for First Reading. Roll Call Vote: Robert Hutton-Yes, Grace Villarreal-Yes, Heidi Jewell-Yes, Jamie Erickson-Yes, Dillon Styers-Yes. **MOTION CARRIED.**

M/S Robert Hutton, Jamie Erickson to table 1.5 Article 9, Series 9000, Bylaws of the Board for First Reading until August. **MOTION CARRIED WITH UNANAMIOUS CONSENT.**

1.6 2017-2018 Administrator Contract: Sheryl Ross

M/S Heidi Jewell, Jamie Erickson to offer a contract for administrator to Sheryl Ross. Discussion: Heidi apologies and is very happy that Sheryl's contract is reinstated. Roll Call Vote: Heidi Jewell-Yes, Jamie Erickson-Yes, Dillon Styers-Yes, Grace Villarreal-Yes, Robert Hutton-Yes. **MOTION CARRIED**

DISCUSSION ITEMS

1.0 Board Liaison to the City Council

Robert Hutton commented on how good Stan Savland (a city council member) is about attending school board meetings. It is good to have communication. He asked the board members if anyone would like to volunteer to be the board's liaison. Grace Villarreal volunteered. She thinks it is important to get heads together and would love to be the liaison. Grace Villarreal has committed to being the school board liaison at City Council meetings until September.

1.1 MOA Bidding Process

Heidi Jewell spoke about when new positions become available at school, they need to be advertised. It is important that we follow policy and procedure in the hiring process. There should be at least three potential candidates and then choose the best fit for the school. Robert Hutton asked Heidi to send him an email linking the hiring process procedure that she is referring to.

ADJOURNMENT:

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

Meeting adjourned at 12:00PM.

Respectfully Submitted,

Dillon Styers
Board Secretary

Kelli Deitering
Recording Secretary

June 2017

SUN MON TUE WED THU FRI SAT

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Special Points of Interest:

- June 3rd—School Board Workshop & Special School Board Meeting
- June 15th - Regular School Board Meeting

Hoonah City Schools

Home of the Braves

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Superintendent PJ Ford Slack's Travel Summary: School Year 2016-2017

At all times I attempted to get travel covered from other agencies or funding sources.

This past year I was part of Governor Walker's Early Childhood committee. While I am normally on a number of statewide committees I only kept the statewide early childhood committee.

July 2016: Juneau: Meeting with newly appointed Commissioner Johnson and meeting with DEED Early Childhood Staff about our Pre-K grant application.

July 2016: Anchorage AECCC (Statewide early childhood committee) partially funded

July 2016: Juneau: DEED Summer Meeting (requirement for superintendents) Sheryl Ross attended part of the meeting as a potential superintendent.

August: Glacier Bay planning meeting with HIA, NPS, Mr. Watkins

August: Juneau: Mr. Watkins and I gathered needed supplies for Clan house opening

September: SERRC Board Meeting: This position for Hoonah is written in statute. SERRC covers most expense. They have two face-to-face meetings a year.

September: Fairbanks: Pre-school grant applicant meeting (newly awarded) and a board member.

Did not attend Fall Superintendent's meeting

October: As part of mentoring Mr. Watkins we spent the day at DEED. I helped familiarize Ralph With how Juneau is laid out, SERRC, AASB, DEED, Federal Building.

November: AASB statewide conference

November- State AECCC meeting

November: Meeting with Superintendent Mark Miller and Commissioner Johnson about blending classes across districts. For example: sharing Career and Technical Education Classes.

January: SERRC and PASSAGES required grant meeting. Partially funded

January: Anchorage: ANEP Grant evaluation Meeting and Pre-School Grantees Meeting

February: Anchorage. Test coordinator meeting (required) Ralph and PJ

February: New Orleans: National Administrators Conference: Two presentations and on the Alaska support team for our Superintendent candidate. As per contract. I would not have attended however all travel was set up in Sept. 2016.

April: Juneau: Superintendent Fly In. Mr. Watkins attended as part of his mentorship. Mr. Watkins and I paid for most of our event.

April: Juneau Threads meeting for Early Childhood outcomes: Pre-K grant covered this meeting.

Mr. Watkins wears so many hats this next year he will be required to travel to cover HCS needs and to stay informed. I wish him the best in selecting where he needs to be or if he can send someone else. It is not easy to do. During these very uncertain times, Mr. Watkins has forged a great relationship with DEED personnel. Our trip together last fall has paid off in better support for Hoonah City Schools.

State of the District

Three specific directives were given 2015:

1. Review/evaluate Principal
2. Apply for another ANEP Grant
3. Review and settle a special education issue in the Primary grades

In 2015: I successfully completed all the directives given to me by the school board. However, I learned that there were issues in the issues. Two significant items came to light.

- Fiscal difficulties: due to maintaining a pool, paying for public service employees in the library with school funds, carrying personnel after grants were complete, compensation for employees that was out of sync with the size of district, bargaining agreements that had not been reviewed by the district's attorney, Most of the administration was being charged to grants. The Federal Government warned HCS that we could no longer apply for an ANEP grant for Parents as Teachers.
- Special Education: While enrollment had been on a steady decline since 2001 the special education needs of the students had increased. The National percentage for special education is 9%, the state average is 15%, and many SE districts are at 17% however Hoonah is between 33-38%.
- Funding for special education is 36,000.00 from VIB Federal Funds. We receive a certain amount of extra money from DEED for intensive students (that must be approved at DEED). Paras can be one to three students instead of the former one to one.

Personnel:

It has been my goal to hire the best teachers and principal. My promise was to hire a special education coordinator and principal who could be colleagues and would also offer the school board an opportunity to have developed someone to be the next superintendent.

That goal has been achieved, albeit a little earlier than I intended. Mr. Watkins is ready to take the helm. Ms. Ross will be an excellent second with her administrative work. Goal completed

Marzano evaluation system implemented by Mr. Watkins and Ms. Ross. All contracts brought before you are well vetted. If they are not brought before you there is a reason.

Ms. Ross was asked to please offer our paraprofessionals training, a handbook, and a voice. That has been accomplished. Our paraprofessionals may need to all become highly qualified under the New ESSA.

We continue to give our paraprofessionals 6hrs and benefits. We are one of the few districts that has continue to do that. Most paraprofessionals are at 5-5 3/4 hours.

There are new position descriptions for the Board, Accounts Payable, Food Service Secretary (kelli) and for the business manager position (Amy). Ladonna has agreed to stay in her position one more year

Business Office: Efficiency

Our business systems were inefficient and causing backlogs. I worked with Altman/Rogers Auditors on this through two audit cycles. When they knew Melody Douglas would be giving support they were pleased. They also believed standard business procedures could be put into place, audits would become streamlined, and payroll would become streamlined and eventually could be done from any point on the globe with a secure internet connection.

Grants are a particularly challenging item at HCS. A district the size of HCS cannot afford to take small grants. The optimum amount is \$25,000.00. This amount covers administration, setting up files, reports, and final budget adjustments. At the time of my arrival we had over 25 small grants that had never been closed out or had reports written. Mr. Watkins will take over an organized grant system. Including a process sheet if you are going to apply for a grant. This will help the paper trail in the business office so that grant files are prepared and waiting for the award. National Park Service Grants are wonderful but often there is a gap between our systems. Amy, Melody, and I have set up a system that will track grant funds better and help Marybeth Moss with all the good work she does for our students. Grant efficiency helps our work with HIA, Huna Heritage, Tlingit Haida, and SeaAlaska. Unfortunately the new ESSA will not allow school districts to apply for an ANEP grant as a stand-alone anymore. Our current ANEP grant (culture and literacy) will end August 2018.

Payroll will not be twice a month for classified. A Payroll calendar has been created so everyone knows when they will be paid. The calendar will be posted on the web under staff or employees. It will be part of the new employee or returning employee HR packet

Health Insurance: Health Insurance has been a large budget item for HCS. As on May 2017 we will have a new Health Insurance with the Public Health Insurance Trust (PEHT). This insurance provides good coverage, is less expensive and hopefully will show the district savings at the end of the FY 17/18 school year.

Payments from the City of Hoonah for the 1% for activities for a few years were hard to get processed and often did not match the district's invoices. It should be noted that HCS' attorney believes the district should be given the money from the ordinance not having to invoice the City of Hoonah. I have been unsuccessful in ever finding out the money for activities that is left in the account at the end of our fiscal year.

Data efficiency: Mr. Watkins will move to implement PowerSchool (supported by DEED). This is a student management system that works for smaller districts. There is a parent component and I know Mr. Watkins will work to implement it fully.

Maintenance:

I went through procedures and maintenance issues with Jeremiah Byers. His work for a young maintenance director is very good. He is developing colleagues and should be permitted to travel to the AASB maintenance conference every two years.

JB assisted with solving Ku'eex coverage, glycol leaks, van issues, playground dirt work, boiler evaluations, pool costs, and so forth.

School Dude is being used for work orders so that JB can print reports and show the school board where his time is taken during the day.

He worked with me on turning the pool back to the City. We could no longer afford the upkeep of a 39 year old pool with many maintenance needs. Most municipalities have turned their pools over to Parks and Rec. Any money needed to maintain the pool in excess of \$202,000. 00 dollars came out of the General Fund. JB's work time was over 50% maintaining the pool.

On a downward note it is going to be difficult this year to be short a custodian. During Ku'eex time this will be especially tough due to the use of the bathroom facilities and the gym. Both must be ready for Monday AM starts.

The dirt work should begin soon and the Playground rejuvenation should be under way. I strongly suggest that Mr. Watkins and the School Board put pressure on the City of Hoonah to release any excess 1% funds to the School district for the playground equipment.

URGENT NEED: Our boilers are at their life span. JB and I have continued to put CIP proposals in to DEED about boiler replacement. You may need to work with the City of Hoonah to get new boilers since very few boiler/heating projects are being funded. If they are funded it is usually a reimbursement after the School District has paid for them (see Kake for how that worked).

Jeremiah Byers is a member of the DO leadership team. He is an exempt classified employee. He does evaluations of his staff.

Special Education: Special Education has been stabilized by the work of Heather Wheeler and Sheryl Ross. A letter has been sent inviting one of our families back to school.

Professional Development:

Review of teacher's files showed little professional development, work with the State of Alaska on curriculum or standards setting, there did not appear to be work on differentiated instruction, behavior management, and Special Education specific trainings.

There had been training on math and it was ongoing.

After a careful review of ALL staff personnel files at HCS a number of items came to light. Some of our paraeducators were not Highly Qualified (must pass a Praxis). In reviewing the teacher's files there were very few who were involved in any state PD activities, conferences, standard's training, etc.

Remedy: October 2016: We took all staff to Sitka for the State Math and Science Conference. This conference was held over two days and had a number of sessions and activities. All Paraprofessionals were also invited to attend the conference. All travel, lodging, meals and conference fees were covered by the district with our ANEP literacy money.

All staff were trained in Mandt techniques. This is so all staff can be a resource in helping de-escalate a child. CIP or Mandt training needs to happen this year.

August 2016: Orange Frog training for all Staff

August 2016: Passages Training for all staff

January 2017: Orange Frog training for students

Grants secured:

1. National Endowment for the Arts Grant: Singing our way to the Homeland
2. ANEP Culture and Language- 400,000.00 dollars a year for three years (very happy for the addition of L'geiki Powell to our teaching staff).
3. Innovative Education Grant- in process
4. NPS- numerous National Park Service Grants with Ms. Moss
5. Alaska Pre-K classroom grant: \$85,000.00 (start-up). We are hoping to receive another \$85,000.00 this year.
6. Baby Raven Reads ANEP grant: SeaAlaska (we will know in September)
7. Opening our Box of Treasures: A NW Coast Art and CTE grant with Juneau, SeaAlaska, UAS, and Klawock. (we will know in September). SeaAlaska is the lead.
8. Now that HIA is on solid fiscal footing HCS should be able to partner for grants with them. I have enjoyed partnering with HIA on anything that Bob S. suggests.

Enrollment:

Enrollment is difficult for HCS as for many SE coastal communities. We are in a "parent choice" state. Parents don't even need to tell they state if they are home schooling their children. We have developed a PR protocol. Mr. Watkins and Ms. Ross, at my direction, have been talking with the Mt. Bether community. The important piece is we must have children enrolled during count period.

City of Hoonah: There has been better partnership with the City of Hoonah. The district is now very aware of the different fiscal calendars. The district is ready to offer an early school budget to HCS in order to try to get more funding.

The City of Hoonah is largely funding at the minimum with some in-kind services. They could contribute to our budget about 700,000.00 dollars. Right now part of the minimum contribution for FY18 can be accessed in July. That will be very helpful. There are also joint meetings and representatives at our school board meetings. This is wonderful!

I have enjoyed working with Mayor Skaflestad!

Summary:

- Standardized fund raising money transfer procedures
- Created BOE meeting packet material and distribution/posting notice
- Created Confidentiality Agreement for all employees
- Bi-Monthly Payroll MOA with classified employees
- New Website that is the communication source for all things District (yeah Mr. Watkins)
- Radio Station up, updated and ready for Tlingit and Culture
- Health Care MOA
- Negotiated Collective Bargaining Agreements for HEA and HCEA groups.
- Closed all old grant funds using funds as directed
- Transferred operation of community pool and library programs to the City of Hoonah
- Established (or reviewed) Standard Operating Procedures
- Updated budget documents to include multi-year data
- Multi-budget meetings with BOE, staff, and community with the goal of operating without use of fund balance
- Significant student and staff recognitions: yeah Leadership team (Ralph, PJ, Sheryl)
- Meetings with the City Council
- New Student Van
- Enrollment plan in effect for 2017
- PR on enrollment ready to roll out to Hoonah Community and ISP in July/August to be ready for FY18 count date.
- Grant monies secured
- New facility rental agreement and procedure for coverage on large events
- Emergency drills documented
- Special Education audit passed
- Facility Audit passed
- Fiscal Audits
- P-Cards put in place for select personnel to streamline purchasing and ordering
- Food service reviewed

Challenges:

As of yet we have not purchased a maintenance vehicle

Funding

Principal/Superintendent: Please support Mr. Watkins (learning curve is 2 years or longer however he has an excellent association to belong to).

New business manager (learning curve for this position is 18 months).

In closing I would like to thank you for the opportunity to share my knowledge with you in order to solve challenges. Hoonah City Schools require stability at all levels in order to continue to have their school, honor the Tlingit Culture, and to be as fiscally sound as possible. I believe you are on a less rocky path then you were on January 2015. Nothing is done by one person however it does take leadership to give staff goals and inspire them to greatness for our children.

The students here in Hoonah are wonderful. They have many paths and journeys that they can take because they are talented, smart, leaders, and caring. I have enjoyed getting to know the smallest to the tallest of our students. They have always made me smile and to be glad I am a teacher.

Atlein Gunalche'esh... E Nohu ra. PJ Ford Slack, Ph.D.

June 9, 2017

MEMORANDUM

TO: HCSD Board of Education

FROM: Amy Stevenson, Business Manager

RE: June 2017 Board Report

Current Information:

1. Final paychecks have been issued to remaining year end classified staff leaving for the summer
2. Operating fund revenue and expenditure accounts have been reviewed
3. YTD revenue and expenditure reports dated June 9, 2017 are included with this report.
4. Student activities accounting financial information thru May has been sent to the City of Hoonah.
5. End of the school year's NSLP has been submitted to the State.

Upcoming Projects:

1. General ledger review – In progress, will complete in July
2. Submit 4th quarter grant reimbursements
3. Working on a FY17 budget revision to be presented to the Board of Education.
4. Closing grants at year end
5. Finalizing FY17 business functions; bank reconciliations, purchase orders, payments to vendors, etc.
6. Preparing for the annual independent audit scheduled the last week of July
7. Working on the valuation of the food service inventory for year-end accounting.
8. Working with insurance broker to transition to new insurance plan and to provide COBRA information to employees leaving the district.

HOONAH CITY SCHOOLS

SCHOOL OPERATING FUND EXPENDITURES

Account Number / Description	Adopted Budget 7/1/2016 - 6/30/2017	Revised Budget 7/1/2016 - 6/30/2017	Current Period 6/1/2017 - 6/30/2017	Reporting Period 7/1/2016 - 6/30/2017	Encumbrances 7/1/2016 - 6/30/2017	Amt Remaining 7/1/2016 - 6/30/2017
100 SCHOOL OPERATING FUND						
1100 REGULAR INSTRUCTION						
100-1100-01-53100 REGULAR INSTR CERTIF SALARIES	559,707.00	621,690.00	0.00	588,500.40	0.00	33,189.60
100-1100-01-53290 SUBSTITUTES/TEMPORARIES	10,000.00	17,000.00	0.00	18,170.84	0.00	(1,170.84)
100-1100-02-53500 REGULAR INST EMPLOYEE BENEFITS	409,712.00	438,536.00	0.00	346,223.04	0.00	92,312.96
100-1100-05-54400 OTHER PURCHASED SERVICES	3,450.00	3,450.00	0.00	7,396.92	0.00	(3,946.92)
100-1100-05-54410 Online Courses	10,000.00	10,000.00	2,072.00	8,494.50	0.00	1,505.50
100-1100-12-54430 MUSIC EQUIPMENT REPAIR	500.00	500.00	0.00	0.00	0.00	500.00
100-1100-07-54510 TEACHING SUPPLIES	15,000.00	11,250.00	0.00	5,167.66	0.00	6,082.34
100-1100-12-54510 MUSIC SUPPLIES	1,000.00	0.00	0.00	0.00	0.00	0.00
100-1100-09-54710 TEXTBOOKS	15,000.00	11,250.00	0.00	3,990.70	0.00	7,259.30
TOTAL 1100 REGULAR INSTRUCTION	\$1,024,369.00	\$1,113,676.00	\$2,072.00	\$977,944.06	\$0.00	\$135,731.94
2000 SPECIAL EDUCATION INSTRUCTION						
100-2000-01-53100 SPEC ED CERTIFICATED SALARIES	198,107.00	157,343.00	0.00	156,168.08	0.00	1,174.92
100-2000-01-53230 AIDES SALARIES	161,040.00	174,982.00	0.00	192,706.74	0.00	(17,724.74)
100-2000-01-53290 SPEC ED SUBSTITUTE SALARY	11,000.00	11,000.00	0.00	8,109.69	0.00	2,890.31
100-2000-02-53500 SPEC ED EMPLOYEE BENEFITS	205,622.00	288,375.00	0.00	230,116.54	0.00	58,258.46
100-2000-03-54200 SPEC ED TRAVEL	1,200.00	1,200.00	0.00	9.13	0.00	1,190.87
100-2000-05-54400 SPEC ED OTHER PURCHASED SERV	500.00	500.00	0.00	993.75	0.00	(493.75)
100-2000-07-54510 SPEC ED TEACHING SUPPLIES	1,000.00	1,000.00	0.00	1,280.75	0.00	(280.75)
TOTAL 2000 SPECIAL EDUCATION INSTRUCTION	\$578,469.00	\$634,400.00	\$0.00	\$589,384.68	\$0.00	\$45,015.32
2200 SPEC ED SUPPORT SVCS - STUDENTS						
100-2200-01-53100 SPEC ED DIRECTOR SALARY	0.00	0.00	0.00	15,000.00	0.00	(15,000.00)
100-2200-02-53500 SPEC ED SUPPORT SVCS EMPLOYEE BENE	0.00	0.00	0.00	4,867.97	0.00	(4,867.97)
100-2200-05-54100 SPEC ED PROFESS & TECH SVCS	64,700.00	64,700.00	2,855.00	60,897.94	0.00	3,802.06
100-2200-03-54200 Staff Travel	2,000.00	2,000.00	0.00	2,369.04	0.00	(369.04)
TOTAL 2200 SPEC ED SUPPORT SVCS - STUDENTS	\$66,700.00	\$66,700.00	\$2,855.00	\$83,134.95	\$0.00	\$(16,434.95)
3000 SUPPORT SERVICES - STUDENTS						

HOONAH CITY SCHOOLS

SCHOOL OPERATING FUND EXPENDITURES

Account Number / Description	Adopted Budget 7/1/2016 - 6/30/2017	Revised Budget 7/1/2016 - 6/30/2017	Current Period 6/1/2017 - 6/30/2017	Reporting Period 7/1/2016 - 6/30/2017	Encumbrances 7/1/2016 - 6/30/2017	Amt Remaining 7/1/2016 - 6/30/2017
100-3000-05-54100 SUPP COUNSELING PROF/TECH	10,500.00	0.00	0.00	0.00	0.00	0.00
TOTAL 3000 SUPPORT SERVICES - STUDENTS	\$10,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3500 SUPPORT SERVICES - INSTRUCTION						
100-3500-01-53140 Curr/Staff Devel Director - Cert Salary	79,307.00	0.00	0.00	0.00	0.00	0.00
100-3500-01-53150 Instructional Support - Certified Salary	79,307.00	0.00	0.00	(3.00)	0.00	3.00
100-3500-01-53200 INSTRUCT SUPPORT NON-CERT SALA	0.00	0.00	0.00	1,666.65	0.00	(1,666.65)
100-3500-01-53290 SUBSTITUTES/TEMPORARIES	1,500.00	0.00	0.00	212.36	0.00	(212.36)
100-3500-02-53500 INSTRUCT SUPP EMPLOYEE BENEFIT	62,715.00	0.00	0.00	(45.00)	0.00	45.00
100-3500-05-54100 INSTR SUPPORT LIBR PROF & TECH	84,800.00	0.00	12,533.37	21,658.37	0.00	(21,658.37)
100-3500-03-54200 INSTRUCT SUPP SERVICES TRAVEL	3,500.00	0.00	0.00	158.00	0.00	(158.00)
100-3500-03-54210 INSTRUCT SUPP TEACHER ENRICH	4,788.00	4,788.00	0.00	0.00	0.00	4,788.00
100-3500-99-54330 Instr Supp - Communications	131,616.00	0.00	0.00	3,386.51	0.00	(3,386.51)
100-3500-05-54400 Instructional Supp Other Purch Svcs	0.00	0.00	2,148.60	500.00	0.00	(500.00)
100-3500-07-54500 INSTRUCTIONAL SUPPORT SUPPLIES	33,000.00	25,500.00	0.00	4,753.02	21,852.60	(1,105.62)
100-3500-99-54540 INSTRUCT LIBRARY OFFICE SUPPLY	500.00	0.00	0.00	15.98	0.00	(15.98)
100-3500-99-54720 LIBRARY BOOKS, PERIODICALS	500.00	0.00	0.00	0.00	0.00	0.00
100-3500-07-54790 Supp Svcs Instr - Technology Purchases	33,160.00	0.00	0.00	0.00	0.00	0.00
TOTAL 3500 SUPPORT SERVICES - INSTRUCTION	\$514,693.00	\$30,288.00	\$14,681.97	\$32,302.89	\$21,852.60	\$(23,867.49)
3510 SUPPORTING SERVICES-TECHNOLOGY						
100-3510-00-54100 PROFESSIONAL/TECHNOLOGY	0.00	84,800.00	0.00	55,719.07	0.00	29,080.93
100-3510-00-54330 COMMUNITICATIONS	0.00	131,616.00	0.00	39,918.61	0.00	91,697.39
100-3510-00-54790 TECHNOLOGY PURCHASES	0.00	33,160.00	0.00	34,217.00	0.00	(1,057.00)
TOTAL 3510 SUPPORTING SERVICES-TECHNOLOGY	\$0.00	\$249,576.00	\$0.00	\$129,854.68	\$0.00	\$119,721.32
4000 SCHOOL ADMINISTRATION - PRINCIPAL						
100-4000-01-53130 SCHOOL ADMIN PRINCIPAL SALARY	88,350.00	88,350.00	7,362.50	90,312.15	0.00	(1,962.15)
100-4000-02-53500 SCHOOL ADMIN EMPLOYEE BENEFITS	66,114.00	63,180.00	4,995.82	64,289.36	0.00	(1,109.36)
100-4000-05-54100 SCHOOL ADMIN PRINCIP PROF/TECH	0.00	0.00	0.00	1,000.00	0.00	(1,000.00)

HOONAH CITY SCHOOLS

SCHOOL OPERATING FUND EXPENDITURES

Account Number / Description	Adopted Budget 7/1/2016 - 6/30/2017	Revised Budget 7/1/2016 - 6/30/2017	Current Period 6/1/2017 - 6/30/2017	Reporting Period 7/1/2016 - 6/30/2017	Encumbrances 7/1/2016 - 6/30/2017	Am't Remaining 7/1/2016 - 6/30/2017
100-4000-03-54200 SCHOOL ADMIN PRINCIPAL TRAVEL	1,200.00	1,200.00	240.00	3,608.14	110.88	(2,519.02)
100-4000-07-54500 SCHL ADMIN SUPPLIES	0.00	0.00	0.00	512.89	0.00	(512.89)
100-4000-99-54910 PRINCIPAL DUES AND FEES	650.00	650.00	0.00	0.00	0.00	650.00
TOTAL 4000 SCHOOL ADMINISTRATION - PRINCIPAL	\$156,314.00	\$153,380.00	\$12,598.32	\$159,722.54	\$110.88	\$(6,453.42)
4500 SCHOOL ADMIN SUPPORT SVCS - PRINCIPAL						
100-4500-01-53240 PRINCIPAL OFFICE SUPPORT SALAR	58,000.00	58,000.00	2,148.15	53,729.95	0.00	4,270.05
100-4500-01-53290 PRINCIPAL OFFICE SUPPORT SUBS/TEMPS	1,000.00	0.00	0.00	348.00	0.00	(348.00)
100-4500-02-53500 PRINCIPAL OFFICE FRINGE BENEFIT	35,973.00	36,581.00	1,944.04	31,664.16	0.00	4,916.84
100-4500-05-54400 Principal Office - Other Purchased Svcs	7,441.00	7,441.00	0.00	8,989.31	0.00	(1,548.31)
TOTAL 4500 SCHOOL ADMIN SUPPORT SVCS - PRINCIPAL	\$102,414.00	\$102,022.00	\$4,092.19	\$94,731.42	\$0.00	\$7,290.58
5100 DIST ADMIN - SUPERINTENDENT/BOARD						
100-5100-01-53110 DIST ADM SUPERINTENDENT SALARY	102,000.00	99,875.00	0.00	100,392.35	0.00	(517.35)
100-5100-02-53500 DIST ADM EMPLOYEE BENEFITS	44,788.00	45,818.00	0.00	45,162.09	0.00	655.91
100-5100-02-53800 HOUSING ALLOWANCE/SUBSIDY	30,000.00	30,000.00	1,400.00	16,123.50	0.00	13,876.50
100-5100-03-54200 DIST ADM SUPERINTENDENT TRAVEL	5,000.00	5,000.00	89.00	11,299.06	617.90	(6,916.96)
100-5100-05-54400 DIST ADM OTHER PURCHASED SVCS	3,700.00	3,700.00	0.00	5,275.00	0.00	(1,575.00)
100-5100-99-54500 SUPERINTENDENT SUPPLIES	2,000.00	1,500.00	0.00	1,615.56	0.00	(115.56)
100-5100-99-54900 DIST ADMIN - OTHER EXPENSES	0.00	0.00	0.00	9.20	0.00	(9.20)
100-5100-99-54910 DIST ADM SUPT DUES AND FEES	5,000.00	5,000.00	80.00	3,901.03	0.00	1,098.97
TOTAL 5100 DIST ADMIN - SUPERINTENDENT/BOARD	\$192,488.00	\$190,893.00	\$1,569.00	\$183,777.79	\$617.90	\$6,497.31
5110 SCHOOL BOARD						
100-5110-05-54100 School Board Prof & Tech Services	20,000.00	20,000.00	0.00	21,924.45	0.00	(1,924.45)
100-5110-03-54200 SCHOOL BOARD - Travel	12,000.00	12,000.00	0.00	9,943.38	369.57	1,687.05
100-5110-05-54400 SCHOOL BOARD - Other Purchased Svcs.	2,900.00	2,900.00	0.00	0.00	0.00	2,900.00
100-5110-99-54500 SCHOOL BOARD - Supplies	2,000.00	1,500.00	0.00	1,681.72	0.00	(181.72)
100-5110-99-54900 SCHOOL BOARD - Other Expenses	0.00	0.00	0.00	41.21	0.00	(41.21)
100-5110-99-54910 SCHOOL BOARD - Dues & Fees	8,072.00	8,072.00	0.00	11,310.58	0.00	(3,238.58)

HOONAH CITY SCHOOLS

SCHOOL OPERATING FUND EXPENDITURES

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TOTAL 5110 SCHOOL BOARD	\$44,972.00	\$44,472.00	\$0.00	\$44,901.34	\$369.57	\$(798.91)
5500 DISTRICT ADMINISTRATION SUPPORT SVCS						
100-5500-01-53240 SUPT'S OFC/SUPPORT STAFF	132,191.00	114,163.00	3,617.66	120,759.67	0.00	(6,596.67)
100-5500-02-53500 SUPT'S OFC/SUPPORT FRINGE BENE	89,184.00	77,268.00	2,075.38	77,457.69	0.00	(189.69)
100-5500-05-54100 DIST ADM SUPPORT PROF/TECH SVS	30,000.00	65,000.00	1,680.00	60,921.61	0.00	4,078.39
100-5500-03-54200 DIST ADM SUPPORT STAFF TRAVEL	5,000.00	5,000.00	0.00	2,858.78	0.00	2,141.22
100-5500-99-54330 DIST ADMIN COMMUNICATIONS	4,500.00	4,500.00	0.00	1,471.84	0.00	3,028.16
100-5500-05-54400 DIST ADM OTHER PURCHASED SVCS	2,000.00	2,000.00	0.00	3,006.62	0.00	(1,006.62)
100-5500-99-54470 LIABILITY INSURANCE	13,000.00	13,000.00	0.00	10,892.81	0.00	2,107.19
100-5500-99-54540 DIST ADM SUPPT OFFICE SUPPLY	3,000.00	3,000.00	0.00	535.81	0.00	2,464.19
100-5500-99-54910 DIST ADM SUPPT DUES & FEES	180.00	180.00	0.00	289.00	0.00	(109.00)
100-5500-99-54950 INDIRECT COSTS REIMBURSEMENT	(72,000.00)	(72,000.00)	(545.00)	(46,557.47)	0.00	(25,442.53)
TOTAL 5500 DISTRICT ADMINISTRATION SUPPORT SVCS	\$207,055.00	\$212,111.00	\$6,828.04	\$231,636.36	\$0.00	\$(19,525.36)
6000 OPERATIONS AND MAINTENANCE OF PLANT						
100-6000-01-53250 MAINTENANCE/CUSTODIAN SALARIES	115,947.00	113,785.00	3,102.51	111,644.11	0.00	2,140.89
100-6000-01-53290 SUBSTITUTES/TEMPORARY SALARIES	5,000.00	5,000.00	0.00	956.10	0.00	4,043.90
100-6000-02-53500 MAINTENANCE EMPLOYEE BENEFITS	95,162.00	98,106.00	3,701.74	83,131.57	0.00	14,974.43
100-6000-05-54100 MAINT PROFESS & TECH SERVICES	6,700.00	6,700.00	0.00	920.00	0.00	5,780.00
100-6000-03-54200 MAINTENANCE TRAVEL	1,800.00	1,800.00	0.00	0.00	0.00	1,800.00
100-6000-06-54310 WATER, SEWER AND GARBAGE	6,928.00	6,928.00	0.00	15,218.76	0.00	(8,290.76)
100-6000-08-54360 ELECTRICITY	119,382.00	99,382.00	0.00	85,089.84	0.00	14,292.16
100-6000-08-54380 HEATING FUEL	50,000.00	40,000.00	(82.38)	46,784.11	0.00	(6,784.11)
100-6000-05-54400 MAINT OTHER PURCHASES SERVICES	8,000.00	8,000.00	0.00	11,358.10	0.00	(3,358.10)
100-6000-06-54430 EQUIPMENT REPAIR & MAINTENANCE	10,000.00	10,000.00	0.00	21,198.19	0.00	(11,198.19)
100-6000-99-54450 PROPERTY & VEHICLE INSURANCE	22,000.00	22,000.00	0.00	17,932.50	0.00	4,067.50
100-6000-11-54520 MAINTENANCE SUPPLIES	5,000.00	5,000.00	922.52	2,684.17	0.00	2,315.83
100-6000-08-54530 JANITORIAL SUPPLIES	5,000.00	5,000.00	0.00	206.46	0.00	4,793.54
100-6000-08-54580 GAS & OIL	1,000.00	1,000.00	0.00	143.72	0.00	856.28

HOONAH CITY SCHOOLS

SCHOOL OPERATING FUND EXPENDITURES

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	7/1/2016 - 6/30/2017	0.00	7/1/2016 - 6/30/2017	0.00	6/1/2017 - 6/30/2017	0.00	7/1/2016 - 6/30/2017	100.00	7/1/2016 - 6/30/2017	0.00	7/1/2016 - 6/30/2017	(100.00)
100-6000-08-54910 MAINTENANCE - DUES & FEES		0.00		0.00		0.00		100.00		0.00		(100.00)
TOTAL 6000 OPERATIONS AND MAINTENANCE OF PLANT	\$451,919.00		\$422,701.00		\$7,644.39		\$397,367.63		\$0.00		\$25,333.37	
7000 STUDENT ACTIVITIES												
100-7000-01-53160 EXTRACURRIC EXTRA-DUTY PAY	41,000.00		0.00		0.00		0.00		0.00		0.00	
100-7000-02-53500 EXTRACURRIC EMPLOYEE BENEFITS	16,032.00		0.00		0.00		0.00		0.00		0.00	
100-7000-04-54250 EXTRACURRICULAR STUDENT TRAVEL	102,840.00		0.00		0.00		0.00		0.00		0.00	
100-7000-07-54510 EXTRACURRICULAR SUPPLIES	10,000.00		0.00		0.00		0.00		0.00		0.00	
TOTAL 7000 STUDENT ACTIVITIES	\$169,872.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
9000 TRANSFER TO OTHER FUNDS												
100-9000-99-55500 Transfer to Other Fund	0.00		70,000.00		0.00		0.00		0.00		70,000.00	
TOTAL 9000 TRANSFER TO OTHER FUNDS	\$0.00		\$70,000.00		\$0.00		\$0.00		\$0.00		\$70,000.00	
TOTAL 100 SCHOOL OPERATING FUND	\$3,519,765.00		\$3,290,219.00		\$52,340.91		\$2,924,758.34		\$22,950.95		\$342,509.71	
GRAND TOTAL	\$3,519,765.00		\$3,290,219.00		\$52,340.91		\$2,924,758.34		\$22,950.95		\$342,509.71	

HOONAH CITY SCHOOLS SCHOOL OPERATING FUND REVENUE

Account Number / Description	Adopted Budget 7/1/2016 - 6/30/2017	Amendments 7/1/2016 - 6/30/2017	Revised Budget 7/1/2016 - 6/30/2017	Current Period 6/1/2017 - 6/30/2017	Reporting Period 7/1/2016 - 6/30/2017	Am't Remaining 7/1/2016 - 6/30/2017
100 SCHOOL OPERATING FUND						
0000 UNDESIGNATED						
40110 CITY APPROPRIATION						
100-0000-10-40110 CITY APPROPRIATION	(202,542.00)	0.00	(202,542.00)	0.00	(202,542.00)	0.00
TOTAL 40110 CITY APPROPRIATION	\$(202,542.00)	\$0.00	\$(202,542.00)	\$0.00	\$(202,542.00)	\$0.00
40120 CITY IN-KIND SERVICES						
100-0000-10-40120 CITY - IN-KIND SERVICES	0.00	0.00	0.00	0.00	(9,797.16)	9,797.16
TOTAL 40120 CITY IN-KIND SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$(9,797.16)	\$9,797.16
40300 EARNINGS ON INVESTMENTS						
100-0000-10-40300 EARNINGS ON INVESTMENTS	(1,500.00)	0.00	(1,500.00)	1,807.23	1,164.70	(2,664.70)
TOTAL 40300 EARNINGS ON INVESTMENTS	\$(1,500.00)	\$0.00	\$(1,500.00)	\$1,807.23	\$1,164.70	\$(2,664.70)
40400 OTHER LOCAL REVENUE						
100-0000-10-40400 OTHER LOCAL REVENUE	(10,000.00)	0.00	(10,000.00)	6,274.85	1,539.54	(11,539.54)
100-0000-11-40400 MUSIC RENTAL RECEIPTS	(2,500.00)	2,500.00	0.00	0.00	0.00	0.00
100-0000-15-40400 LEASED SPACE REVENUE	(77,640.00)	0.00	(77,640.00)	0.00	(83,596.88)	5,956.88
TOTAL 40400 OTHER LOCAL REVENUE	\$(90,140.00)	\$2,500.00	\$(87,640.00)	\$6,274.85	\$(82,057.34)	\$(5,582.66)
40470 E-RATE REVENUE						
100-0000-10-40470 E-RATE REVENUE	(105,293.00)	0.00	(105,293.00)	0.00	(12,286.35)	(93,006.65)
TOTAL 40470 E-RATE REVENUE	\$(105,293.00)	\$0.00	\$(105,293.00)	\$0.00	\$(12,286.35)	\$(93,006.65)
40510 STATE FOUNDATION						
100-0000-20-40510 STATE FOUNDATION	(2,051,164.00)	(102,354.00)	(2,153,518.00)	0.00	(2,432,282.00)	278,764.00
TOTAL 40510 STATE FOUNDATION	\$(2,051,164.00)	\$(102,354.00)	\$(2,153,518.00)	\$0.00	\$(2,432,282.00)	\$278,764.00
40556 TRS ON-BEHALF RELIEF						
100-0000-20-40556 TRS ON-BEHALF RELIEF	(170,764.00)	9,135.00	(161,629.00)	0.00	0.00	(161,629.00)
TOTAL 40556 TRS ON-BEHALF RELIEF	\$(170,764.00)	\$9,135.00	\$(161,629.00)	\$0.00	\$0.00	\$(161,629.00)

HOONAH CITY SCHOOLS

SCHOOL OPERATING FUND REVENUE

Account Number / Description	Adopted Budget 7/1/2016 - 6/30/2017	Amendments 7/1/2016 - 6/30/2017	Revised Budget 7/1/2016 - 6/30/2017	Current Period 6/1/2017 - 6/30/2017	Reporting Period 7/1/2016 - 6/30/2017	Am't Remaining 7/1/2016 - 6/30/2017
40557 PERS ON-BEHALF RELIEF						
100-0000-20-40557 PERS ON-BEHALF RELIEF	(29,207.00)	4,454.00	(24,753.00)	0.00	0.00	(24,753.00)
TOTAL 40557 PERS ON-BEHALF RELIEF	\$(29,207.00)	\$4,454.00	\$(24,753.00)	\$0.00	\$0.00	\$(24,753.00)
40940 QUALITY SCHOOLS						
100-0000-20-40940 QUALITY SCHOOLS	(6,195.00)	(270.00)	(6,465.00)	0.00	0.00	(6,465.00)
TOTAL 40940 QUALITY SCHOOLS	\$(6,195.00)	\$(270.00)	\$(6,465.00)	\$0.00	\$0.00	\$(6,465.00)
41090 PRIOR YR PL 81-874, FEDERAL IMPACT AID						
100-0000-30-41090 PRIOR YR PL81-874	0.00	0.00	0.00	0.00	(15,585.48)	15,585.48
TOTAL 41090 PRIOR YR PL 81-874, FEDERAL IMPACT AID	\$0.00	\$0.00	\$0.00	\$0.00	\$(15,585.48)	\$15,585.48
41100 PUBLIC LAW 81-874, FEDERAL IMPACT AID						
100-0000-30-41100 PUBLIC LAW 81-874	(149,000.00)	0.00	(149,000.00)	0.00	(85,327.04)	(63,672.96)
TOTAL 41100 PUBLIC LAW 81-874, FEDERAL IMPACT AID	\$(149,000.00)	\$0.00	\$(149,000.00)	\$0.00	\$(85,327.04)	\$(63,672.96)
42500 TRANSFER FROM OTHER FUNDS						
100-0000-10-42500 TRANSFER FROM OTHER FUNDS	(378,000.00)	(19,879.00)	(397,879.00)	(265,443.28)	(265,443.28)	(132,435.72)
TOTAL 42500 TRANSFER FROM OTHER FUNDS	\$(378,000.00)	\$(19,879.00)	\$(397,879.00)	\$(265,443.28)	\$(265,443.28)	\$(132,435.72)
TOTAL 0000 UNDESIGNATED	\$(3,183,805.00)	\$(106,414.00)	\$(3,290,219.00)	\$(257,361.20)	\$(3,104,155.95)	\$(186,063.05)
TOTAL 100 SCHOOL OPERATING FUND	\$(3,183,805.00)	\$(106,414.00)	\$(3,290,219.00)	\$(257,361.20)	\$(3,104,155.95)	\$(186,063.05)
GRAND TOTAL	\$(3,183,805.00)	\$(106,414.00)	\$(3,290,219.00)	\$(257,361.20)	\$(3,104,155.95)	\$(186,063.05)

HOONAH CITY SCHOOLS SCHOOL OPERATING FUND REVENUE

Report # 39625

Statement Code: 100R

Account Number / Description	Adopted Budget 7/1/2016 - 6/30/2017	Amendments 7/1/2016 - 6/30/2017	Revised Budget 7/1/2016 - 6/30/2017	Current Period 6/1/2017 - 6/30/2017	Reporting Period 7/1/2016 - 6/30/2017	Amt Remaining 7/1/2016 - 6/30/2017
100 SCHOOL OPERATING FUND						
0000 UNDESIGNATED						
40110 CITY APPROPRIATION						
100-0000-10-40110 CITY APPROPRIATION	(202,542.00)	0.00	(202,542.00)	0.00	(202,542.00)	0.00
TOTAL 40110 CITY APPROPRIATION	\$(202,542.00)	\$0.00	\$(202,542.00)	\$0.00	\$(202,542.00)	\$0.00
40120 CITY IN-KIND SERVICES						
100-0000-10-40120 CITY - IN-KIND SERVICES	0.00	0.00	0.00	0.00	(9,797.16)	9,797.16
TOTAL 40120 CITY IN-KIND SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$(9,797.16)	\$9,797.16
40300 EARNINGS ON INVESTMENTS						
100-0000-10-40300 EARNINGS ON INVESTMENTS	(1,500.00)	0.00	(1,500.00)	1,807.23	1,164.70	(2,664.70)
TOTAL 40300 EARNINGS ON INVESTMENTS	\$(1,500.00)	\$0.00	\$(1,500.00)	\$1,807.23	\$1,164.70	\$(2,664.70)
40400 OTHER LOCAL REVENUE						
100-0000-10-40400 OTHER LOCAL REVENUE	(10,000.00)	0.00	(10,000.00)	6,274.85	1,539.54	(11,539.54)
100-0000-11-40400 MUSIC RENTAL RECEIPTS	(2,500.00)	2,500.00	0.00	0.00	0.00	0.00
100-0000-15-40400 LEASED SPACE REVENUE	(77,640.00)	0.00	(77,640.00)	0.00	(83,596.88)	5,956.88
TOTAL 40400 OTHER LOCAL REVENUE	\$(90,140.00)	\$2,500.00	\$(87,640.00)	\$6,274.85	\$(82,057.34)	\$(5,582.66)
40470 E-RATE REVENUE						
100-0000-10-40470 E-RATE REVENUE	(105,293.00)	0.00	(105,293.00)	0.00	(12,286.35)	(93,006.65)
TOTAL 40470 E-RATE REVENUE	\$(105,293.00)	\$0.00	\$(105,293.00)	\$0.00	\$(12,286.35)	\$(93,006.65)
40510 STATE FOUNDATION						
100-0000-20-40510 STATE FOUNDATION	(2,051,164.00)	(102,354.00)	(2,153,518.00)	0.00	(2,432,282.00)	278,764.00
TOTAL 40510 STATE FOUNDATION	\$(2,051,164.00)	\$(102,354.00)	\$(2,153,518.00)	\$0.00	\$(2,432,282.00)	\$278,764.00
40556 TRS ON-BEHALF RELIEF						
100-0000-20-40556 TRS ON-BEHALF RELIEF	(170,764.00)	9,135.00	(161,629.00)	0.00	0.00	(161,629.00)
TOTAL 40556 TRS ON-BEHALF RELIEF	\$(170,764.00)	\$9,135.00	\$(161,629.00)	\$0.00	\$0.00	\$(161,629.00)

HOONAH CITY SCHOOLS

SCHOOL OPERATING FUND REVENUE

Account Number / Description	Adopted Budget 7/1/2016 - 6/30/2017	Amendments 7/1/2016 - 6/30/2017	Revised Budget 7/1/2016 - 6/30/2017	Current Period 6/1/2017 - 6/30/2017	Reporting Period 7/1/2016 - 6/30/2017	Amt Remaining 7/1/2016 - 6/30/2017
40557 PERS ON-BEHALF RELIEF						
100-0000-20-40557 PERS ON-BEHALF RELIEF	(29,207.00)	4,454.00	(24,753.00)	0.00	0.00	(24,753.00)
TOTAL 40557 PERS ON-BEHALF RELIEF	\$(29,207.00)	\$4,454.00	\$(24,753.00)	\$0.00	\$0.00	\$(24,753.00)
40940 QUALITY SCHOOLS						
100-0000-20-40940 QUALITY SCHOOLS	(6,195.00)	(270.00)	(6,465.00)	0.00	0.00	(6,465.00)
TOTAL 40940 QUALITY SCHOOLS	\$(6,195.00)	\$(270.00)	\$(6,465.00)	\$0.00	\$0.00	\$(6,465.00)
41090 PRIOR YR PL 81-874, FEDERAL IMPACT AID						
100-0000-30-41090 PRIOR YR PL81-874	0.00	0.00	0.00	0.00	(15,585.48)	15,585.48
TOTAL 41090 PRIOR YR PL 81-874, FEDERAL IMPACT AID	\$0.00	\$0.00	\$0.00	\$0.00	\$(15,585.48)	\$15,585.48
41100 PUBLIC LAW 81-874, FEDERAL IMPACT AID						
100-0000-30-41100 PUBLIC LAW 81-874	(149,000.00)	0.00	(149,000.00)	0.00	(85,327.04)	(63,672.96)
TOTAL 41100 PUBLIC LAW 81-874, FEDERAL IMPACT AID	\$(149,000.00)	\$0.00	\$(149,000.00)	\$0.00	\$(85,327.04)	\$(63,672.96)
42500 TRANSFER FROM OTHER FUNDS						
100-0000-10-42500 TRANSFER FROM OTHER FUNDS	(378,000.00)	(19,879.00)	(397,879.00)	(265,443.28)	(265,443.28)	(132,435.72)
TOTAL 42500 TRANSFER FROM OTHER FUNDS	\$(378,000.00)	\$(19,879.00)	\$(397,879.00)	\$(265,443.28)	\$(265,443.28)	\$(132,435.72)
TOTAL 0000 UNDESIGNATED	\$(3,183,805.00)	\$(106,414.00)	\$(3,290,219.00)	\$(257,361.20)	\$(3,104,155.95)	\$(186,063.05)
TOTAL 100 SCHOOL OPERATING FUND	\$(3,183,805.00)	\$(106,414.00)	\$(3,290,219.00)	\$(257,361.20)	\$(3,104,155.95)	\$(186,063.05)
GRAND TOTAL	\$(3,183,805.00)	\$(106,414.00)	\$(3,290,219.00)	\$(257,361.20)	\$(3,104,155.95)	\$(186,063.05)

AGENDA ITEM Business 1.0

☒ ACTION

☐ DISCUSSION

TOPIC: Mentor Services for Business Manager

Background: Ms. Amy Stevenson was promoted to business manager April 1, 2017 and her FY18 contract has been approved by the Board of Education. The learning curve for most individuals new to school business management is approximately 18 – 24 months. Ms. Stevenson is ahead of the learning curve given her assistance to the administration while her predecessor was on leave this year and the training she has received in April, May, and June 2017. It is likely Ms. Stevenson will not need a paid mentor beyond FY18.

A Request for Services seeking mentor services was posted and direct contact was made with the current school business contractors; the results are:

	Hourly Rate	Contract Days	Total Services	Reimbursed
AKEBS	Declined submitting a proposal			
CORE *	\$110	20	\$17,600	Travel costs
Douglas Enterprises	\$100	21	\$16,800	Travel costs
Neidermeyer Services	\$125 – declined submitting a proposal			
SERRC	Declined submitting a proposal			

*CORE is not available to assist with the audit scheduled July 24 – 28, 2016; MOA start date August 1, 2017.

Ms. Stevenson has developed a rapport with Ms. Douglas, they continue to work on closing the fiscal year and preparing for the audit, and Ms. Douglas' proposal is the least costly of the proposals received. Ms. Douglas is available to assist with the audit in July.

Motion: I move that HCSD contract with Douglas Enterprises to mentor the business manager during FY18.

On HCSD Letterhead

REQUEST FOR MENTOR/TRAINING SERVICES

HCSD's long time business manager retired in March 2017. The Board of Education promoted a business office employee to be the new business manager. This individual will need assistance preparing for and have onsite support during the FY18 annual financial audit scheduled July 24 – 28, 2017, revising the FY18 budget, developing the FY19 budget and all other school district business related tasks most of which are new to HCSD's business manager.

Mentor/training proposals should be submitted via email by June 7, 2017 to:

Dr. PJ Ford Slack, Superintendent

fordpj@hoonahschools.org



**EDUCATION &
BUSINESS SERVICES**

www.akebs.com

June 1, 2017

PJ Ford Slack, Ph.D., Superintendent
HOONAH CITY SCHOOL DISTRICT
PO Box 157
Hoonah, AK 99829

Re: Mentor Services

Dear Ms. Ford Slack,

Thank you for inquiring of our interest to submit a proposal for your business services mentorship. AKEBS chooses not to submit a proposal at this time.

I understand that Hoonah City School District is being provided these services and, in my opinion from years of experience, any deviation from that would not be good for consistent ongoing training for the staff involved.

Your consideration of our services is appreciated and we wish Hoonah City School District success in their business service staffing and ongoing training.

Sincerely,

LUCIENNE SMITH
President

LS/

1140 E Hidden Ranch Circle, Palmer, AK 99645
Phone 907.230.2169 Fax 888.241.8081



PJ Ford <fordpj@hoonahschools.org>

Request for Mentor/Training Services

1 message

Teri Dierick <terid@serrc.org>
To: PJ Ford <fordpj@hoonahschools.org>
Cc: Sheryl Weinberg <sherylw@serrc.org>

Thu, Jun 1, 2017 at 3:28 PM

PJ -

Thank you for thinking of SERRC to assist with the new Hoonah business manager mentor/training services.

Unfortunately we will be unable to provide a bid for these services at this time. I have already scheduled other business service clients audits and I am not available the week of July 24 - 28 to travel to Hoonah.

If the Hoonah School District has future contracted business service needs I hope we are once again given the opportunity to respond to an RFP.

If you have questions please let me know ~
teri

-

Teri Dierick
Finance Director
SERRC – Alaska's Educational Resource Center
Direct: (907) 523-7235
Main Juneau: (907) 586-6806
Anchorage: (907) 349-0651
www.serrc.org

MEMORANDUM OF AGREEMENT

Between

Hoonah School District (District)
and
Community Outreach Resources for Education, Inc. (CORE)

CORE will provide a Professional Staff member to provide mentoring, training and financial services to the business office staff, as mutually determined between the CORE and the District's Superintendent to meet the goals of the Board of Education. The lead on this project will be Tammy L. White.

The District will provide appropriate access to financial, budget and grant award information remotely. While on-site, housing, ground transportation and appropriate work space for the CORE staff member during the regular work day, evenings and weekend while in Hoonah.

CORE's relationship to the District is that of an independent contractor, and this Agreement does not establish any employment relationship between the District and CORE or the CORE employees or contractors providing services to the District pursuant to this Agreement.

The term of this initial agreement shall be August 1, 2017 thru June 30, 2018. CORE cannot schedule to meet the District's July 2017 audit schedule. By mutual agreement of the parties, this MOA may be modified in any manner necessary to assure adequate communication of business objectives. This agreement shall be terminated by either party on thirty (30) days written notice to the other party.

In connection with this agreement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

In the event we are required to respond to a subpoena, court order or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate us at our standard hourly rates then existing for the time we expend in connection with such response, and to reimburse us for all of our out-of-pocket costs incurred in that regard.

In the event that we are or may be obligated to pay any cost, settlement, judgment, fine, penalty, or similar award or sanction as a result of a claim, investigation, or other proceeding instituted by any third party, and if such obligation is or may be a directly or indirectly result of our work related to this engagement, you agree to indemnify us, defend us, and hold us harmless as against such obligation.

Any litigation arising out of this engagement, except actions by us to enforce payment of our professional invoices, must be filed within one year from the accrual of the cause of action, notwithstanding any statutory provision to the contrary. In the event of litigation brought against us, any judgment obtain shall be limited in amount, and shall not exceed the amount of the monthly fee charged by us, and paid by you, for the services set forth in This MOA.

This agreement is contractual in nature, and includes all of the relevant terms that will govern the engagement for which it has been prepared. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

CORE agrees to invoice District monthly for services performed. District agrees to compensate CORE within 30 days upon receipt of invoice.

If the District believes any cost or services does not conform to the Agreement, the District will provide CORE with written notice within fifteen (15) days of your receipt of the applicable invoice. The written notice must contain sufficient detail of the issues the district contend are in dispute. CORE will provide a written response to the District that will include either a justification of the invoice, an adjustment to the invoice, or a proposal addressing the issues presented in the District's notice. The District may only withhold payment of the amount(s) actually in dispute. When agreed proposal is addressed and completed by both parties the District shall remit full payment of the invoice.

Professional Services	\$110.00 per hour
Travel Time	\$75.00 per hour, maximum of 4 hours per day
Per Diem	\$50.00 per day while in travel status,
Misc Expenditures	Reimbursed at actual cost

- Not to exceed price includes 20 days @ \$17,600.
- Travel and on-site expenditures are in addition to the not to exceed price.

AGREED TO and ACCEPTED THIS ____ DAY OF _____ 2017 by:

Hoonah City School District

Community Outreach Resources for Education, Inc.

Hoonah City School District – Douglas Enterprise, Inc. Contract
Attachment A – Scope of Services
July 1, 2017 through June 30, 2018

Estimated 21 Days – approximately 15 days in Hoonah and 6 days off site (days may change between months depending on HCSD needs). Estimated days per month:

July	5.00 in Hoonah – annual audit with independent auditors
August	.50
September	.50
October	.50
November	5.00 in Hoonah – budget work session with BOE and meeting with City
December	2.00 in Anchorage before ALASBO Conf to work with business manager
January	.50
February	2.50 in Hoonah – budget revision
March	.50
April	.50
May	.50
June	3.00 in Hoonah – closing fiscal year and audit preparation

Scope of Services: to provide mentoring to the business manager and others as needed to include the following functions/tasks:

- General ledger reconciliation
- Bank reconciliations
- Grant financial reporting and quarterly reimbursement submittal
- Budget preparation, review, compliance, and necessary revisions
- Budget Report to DEED (due July 15)
- Review HCSD operational policies and procedures
- Review Section 3000 of Board Policy
- Monthly financial report to the Board of Education
- Quarterly review with administration regarding status of expenditures/budget and other matters
- Year-end close out
- Audit preparation and assistance during annual financial audit conducted by independent auditors
- Provide direction to office staff as needed
- Communicate as needed to answer staff questions
- Adhere to Federal, State and School District accounting and business related tasks
- Impact Aid application process
- OASIS student count process
- Annual DEED staff reporting process
- Indirect Cost Rate Application

PROFESSIONAL SERVICES CONTRACT

THIS writing formalizes an agreement entered into this date (May 25, 2017) by and between Douglas Enterprises, Inc. (hereinafter called the "Contractor") and the Hoonah City School District (hereinafter called "HCSD").

The parties to this agreement understand that the HCSD desires to engage the Contractor to mentor the newly promoted business manager and provide related technical and professional services for HCSDS.

Accordingly, the Contractor agrees to perform these services for HCSD under the terms and conditions of this contract, through the Superintendent who warrants it's authority to enter into a professional service contract.

The parties further understand and acknowledge that this agreement is a contract for professional services, and has not been arrived at by competitive bid.

The parties to this contract mutually agree as follows:

1. Engagement of Consultant. HCSD agrees to engage the Contractor, and the Contractor agrees to perform the services set forth in this agreement described in Attachment A.
2. Data and Equipment to be furnished by the Parties. All information, data and records, as are existing, available, and necessary for the carrying out of this agreement shall be provided to the Contractor without charge by HCSD. HCSD shall cooperate with the Contractor in every reasonable way in carrying out the Contractor's work. In turn, the Contractor performing professional services for HCSD is expected to supply standard equipment normally used by other professionals performing similar services.
3. Time of Performance. The services of the Contractor shall begin July 1, 2017 continuing thru June 30, 2018 for approximately 21 days with an estimated 15 days on-site and 6 days off-site. A recap of estimated days per month is included in Schedule A attached. The contract may be extended for additional periods by mutual written agreement of the parties.
4. Compensation. HCSD agrees to pay the Contractor the sum of \$16,800 for the services rendered on-site and off-site and travel expenses in relative to days working in Hoonah. The daily rate for services rendered per this contract is \$800 per 8 hour day. The payment of which is provided that the Contractor's performance of services is completed to HCSD'S reasonable satisfaction shall be made once invoiced.
5. Travel expenses. HCSD agrees to shall reimburse travel expenses supported by documentation of costs incurred. Per Diem will be charged at \$60 per day and mileage will be charged per the IRS published mileage rate. HCSD will provide housing for Contractor while in Hoonah.

7. Termination of Contract by HCSD. HCSD may at any time terminate this contract by giving 30 days written notice of termination to the Contractor. In the event of termination, all finished or unfinished documents and other materials as described in paragraph 3 above shall, at the option of HCSD, be returned to HCSD. The Contractor retains the right to use templates created by the Contractor for other purposes.

9. Findings Confidential. Any reports, information, data, etc., given to, prepared, or assembled by the Contractor under this contract that is not public information and HCSD requests to be kept as confidential shall not be made available to any individual or organization by the Contractor without the prior written approval of HCSD.

11. Entire Agreement. With respect to the services to be performed as described in Attachment A, this writing constitutes the entire contract and agreement between the parties, and expressly supersedes and replaces any and all oral or written agreements which may have been entered into by the parties prior to the execution of this contract. This agreement may be amended only by written instruments signed by both HCSD and the Contractor.

If HCSD: HOONAH CITY SCHOOL DISTRICT
PO Box 157
Hoonah, AK 99829

If the Contractor: DOUGLAS ENTERPRISE, INC.
PO Box 2345
Soldotna, AK 99669

13. Applicable Law: This contract shall be governed by the laws of the State of Alaska.

14.. Independent Contract. The Contractor, and any agent and employees of the Contractor, shall act in an independent capacity and not as officers, employees or agents of HCSD in the performance of this contract.

Contractor: State of Alaska Business License # 971827
Federal Employer ID # 45-4232135

IN WITNESS WHEREOF the parties hereto have executed this agreement.

HOONAH CITY SCHOOL DISTRICT

By: _____
Bob Hutton, Board President

DOUGLAS ENTERPRISES, INC.

Contractor: _____
Melody Douglas, SFO

AGENDA ITEM New Business 1.1

 ✓ ACTION

 DISCUSSION

TOPIC: Approval of Mentor Contract for Superintendent / Principal

Background

Ralph Watkins recently became the HCSD Superintendent/Principal. There are many responsibilities and tasks that will be new to Ralph at various times during the next fiscal year. With guidance and support, it will not take long for Ralph to learn what is required of a school Superintendent/Principal.

Motion

I move that an employment contract with Richard E. Carlson as Mentor for Superintendent / Principal in the amount of \$25,000 plus related travel expenses be approved.

HOONAH CITY SCHOOL DISTRICT
P.O. BOX 157
Hoonah, AK 99829
(907) 945-3611

Temporary Mentor to the Superintendent Employment Contract

The Hoonah City Schools Board of Education agrees to employ Richard E. Carlson as a Temporary Mentor to the Superintendent (hereinafter known as "Mentor") for the time period commencing on July 1, 2017 and ending no later than June 30, 2018. The primary duties of the Mentor shall be to assist Ralph Watkins in transitioning into the superintendent/principal position.

The compensation to be paid the Mentor shall be at the rate of \$650 per day for onsite visits, not to exceed 30 days total. The Mentor shall receive no compensation for any weather-related days onsite. The Mentor shall be also be reimbursed for reasonable travel expenses and conference fees for attending professional meetings or conferences that are associated with mentoring the Superintendent. The Mentor will be provided housing and per diem for meals while onsite in Hoonah. The mentor will also receive \$650 per day as well as housing and meal costs during such professional meetings or conferences attended if these events are located outside of Juneau and are not otherwise reimbursed.

The Mentor shall also be compensated an hourly rate of \$81.25 for the purpose of providing mentoring services via distance delivery. Mentor shall bill by the quarter hour for his time.

Mentor shall submit timesheets to the Hoonah City School District weekly. Mentor shall be paid bi-monthly. Payments made to Mentor shall be subject to normal tax withholding but shall not be subject to TRS withholding unless directed in writing otherwise by the Division of Retirement.

The Mentor shall be available to the Superintendent via distance delivery or any otherwise appropriate means on an as-needed basis. Mentor and Superintendent shall establish a regular communication schedule to address concerns and progress.

The total compensation and expenses to be paid to the Mentor over the term of this contract shall not exceed \$25,000.

ACCEPTANCE

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

Richard E. Carlson
Mentor to Superintendent/Principal

Date

Acceptance by the BOARD and Superintendent/Principal is necessary before this contract becomes binding on the BOARD. The above contract is hereby validated on behalf of the BOARD and Superintendent/Principal.

Ralph Watkins
Superintendent/Principal

Date

Robert Hutton, President
Hoonah City School Board

Date

Hoonah City School District
Board Member

Date

AGENDA ITEM Business 1.2

✓ ACTION

 DISCUSSION

TOPIC: Curriculum Purchase for FY18

Background: BP 3310 Purchasing Procedures requires the Board of Education (BOE) to ratify large purchases. HCSD purchase order number 3922 in the amount of \$21,852, is for the purchase of new curriculum; Step Up to Writing, Read Well, and Language Live.

At the May BOE meeting, the Board approved a transfer of remaining funds per the FY16 audited financial statement in the amount of \$16,909 that are being used to cover part of this purchase.

A copy of this purchase order is attached

Motion: I move that purchase order number 3922 issued in the amount of \$21,852.60 be ratified.

Purchase Order**P.O. #****3922****Date**

05/31/2017

Vendor

4792

HOONAH CITY SCHOOLS
P O BOX 157
366 GARTEENI HWY
HOONAH, AK 99829-0157

Order From:


VOYAGER SOPRIS LEARNING
17855 Dallas Pkwy, Suite 400
Dallas, TX 75287

Voyager Sopris Learning Tel: (214) 932-3263

Deliver To:

HOONAH CITY SCHOOLS
P O BOX 157
366 GARTEENI HWY
HOONAH, AK 99829-0157

HOONAH CITY SCHOOLS Tel: (907) 945-3611
HOONAH CITY SCHOOLS Tel: (907) 945-3611
HOONAH CITY SCHOOLS Fax: (907) 945-3492

F.O.B.	SHIP VIA	TERMS	CUSTOMER #		ORDERED FOR
Shipping Point		No Terms			
ITEM #	DESCRIPTION	QTY.	UNIT	UNIT PRICE	EXTENDED PRICE
347434	Step Up to Writing 4th Edition Grades K-2 Classroom Kit (with access to Online Resources)	2.00		\$439.00	\$878.00
334756	Step Up to Writing 4th Edition Grades 3-5 Classroom Set (with access to online resources)	3.00		\$439.00	\$1,317.00
331871	Step Up to Writing 4th Edition Grades 6-8 Classroom Set (with access to online resources)	2.00		\$439.00	\$878.00
342511	Step Up to Writing 4th Edition Grades 9-12 Classroom Set (with access to online resources)	1.00		\$439.00	\$439.00
322991	LANGUAGE! Live Student Package - 1 Year License (Aug 1-July 31) Levels 1&2	30.00		\$109.00	\$3,270.00
322931	LAUGUAGE! Live Teacher Start-Up Package 1 Year License (Aug 1- July 31) Levels 1 & 2	2.00		\$895.00	\$1,790.00
303669	Read Well K Instructor Kit (not including DIBELS Next)	1.00		\$1,598.00	\$1,598.00
309817	Read Well K Student Whole Class/Small Group Package for 6-Includes annual access VPORT and Ticket to Read	2.00		\$619.00	\$1,238.00
130884	Read Well 1 Instructor Package, Plain Text	1.00		\$1,082.00	\$1,082.00
272188	Read Well 1 Student Package for 6, Plain Text-includes annual access VPORT and Ticket to Read	2.00		\$659.00	\$1,318.00
168903	Read Well 2 Instructor Package	1.00		\$1,136.00	\$1,136.00
272292	Read Well 2 Student Package for 6 - includes annual access VPORT and Ticket to Read	2.00		\$648.00	\$1,296.00
325702	Read Well 3 Instructional Package with VPORT access (WITHOUT DIBELS Next)	1.00		\$1,136.00	\$1,136.00
325729	Read Well 3 Student Kit (10-Pack) with Ticket to Read for up to 10 students	2.00		\$1,245.00	\$2,490.00
	Freight	1.00		\$351.20	\$351.20
	Freight	1.00		\$506.00	\$506.00
	Freight	1.00		\$1,129.40	\$1,129.40
Messages: HOONAH CITY SCHOOLS PH 907 945.3611 FX 945.3492			SUBTOTAL		\$21,852.60
			DISCOUNT		\$0.00
			FREIGHT		\$0.00
			TOTAL		\$0.00
			Continued Page 1 of 2		
Authorized Signature:			FILE COPY		
			Authorized Signature:		

Purchase Order	
P.O. #	3922

Date 05/31/2017

Vendor 4792

HOONAH CITY SCHOOLS
P O BOX 157
366 GARTEENI HWY
HOONAH, AK 99829-0157

Order From:

VOYAGER SOPRIS LEARNING
17855 Dallas Pkwy, Suite 400
Dallas, TX 75287

Voyager Sopris Learning Tel: (214) 932-3263

Deliver To:

HOONAH CITY SCHOOLS
P O BOX 157
366 GARTEENI HWY
HOONAH, AK 99829-0157

HOONAH CITY SCHOOLS Tel: (907) 945-3611
HOONAH CITY SCHOOLS Tel: (907) 945-3611
HOONAH CITY SCHOOLS Fax: (907) 945-3492

F.O.B.		SHIP VIA		TERMS		CUSTOMER #		ORDERED FOR	
Shipping Point				No Terms					
ITEM #		DESCRIPTION			QTY.	UNIT	UNIT PRICE		EXTENDED PRICE

Accounting Distributions

Account Number	Account Description	Amount	Freight	Total
100-3500-07-54500	INSTRUCTIONAL SUPPORT SUPPLI	21,852.60	0.00	21,852.60
	Total Distributions	\$21,852.60	\$0.00	\$21,852.60

Messages:

HOONAH CITY SCHOOLS PH 907 945.3611 FX 945.3492

SUBTOTAL	\$21,852.60
DISCOUNT	\$0.00
FREIGHT	\$0.00
TOTAL	\$21,852.60

Page 2 of 2

FILE COPY

Authorized Signature:

Q. J. Black PhD

Authorized Signature:

**HOONAH CITY SCHOOL DISTRICT SUPERINTENDENT'S
CONTRACT ADDENDUM**

The board and the superintendent agree that the board will reimburse the superintendent up to \$5,000 for successfully-completed university credits leading to a State of Alaska superintendent's endorsement. Reimbursement will take place upon submission of documentation to the business manager showing payment for coursework leading directly to this endorsement.

ACCEPTANCE

I hereby accept this Contract Addendum and the conditions contained herein.

Ralph Watkins, Superintendent

Acceptance Date

ACCEPTANCE

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

President, Board of Education

Member, Board of Education

Acceptance Date

AGENDA ITEM Old Business 2.0 thru 2.4

 √ ACTION

 DISCUSSION

TOPIC:

- 2.0 Article 0, Series 0000 – Philosophy, Goals, Objectives & Comprehensive Plans for Second and Final Reading
- 2.1 Article 3, Series 3000, Business and Non-Instructional Operations for Second and Final Reading
- 2.2 Article 4, Series 4000, Personnel for Second and Final Reading
- 2.3 Article 5, Series 5000, Students for Second and Final Reading
- 2.4 Article 6, Series 6000, Instruction for Second and Final Reading

Background

The School Board received annual updates from AASB each year. This was an update from 2016. The current version of our policy manual was adopted November 17, 1998.

Status

See Instructions sent out earlier from AASB

Recommendation

I move that we approve the policies, administrative regulations and exhibits included in Old Business 2.0 thru 2.4 as discussed for Second and Final Reading.