

**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, May 17, 2018  
7:00 PM  
REGULAR BOARD MEETING**

**Located in the School Library**

.....  
**MEETING AGENDA**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL (ESTABLISH QUORUM)**

**CORRESPONDENCE TO THE BOARD**

**AGENDA REVISIONS**

**ADOPTION OF AGENDA**

**APPROVAL OF MINUTES**

**Regular Board Meeting-April 19, 2018**

**BOARD CALENDAR**

**VOLUNTEER RECOGNITION**

**PUBLIC COMMENTS (THREE MINUTES PER SPEAKER)**

**ADMINISTRATIVE REPORTS**

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

**OLD BUSINESS**

- 1.0 2018 Board Policy Update for 2<sup>nd</sup> and Final Reading

**NEW BUSINESS**

- 2.0 FY 2018/2019 MOAs SPEC Education and Itinerants
  - 2.1 2018 Board Policy Update for First Reading
  - 2.2 FY 2017/2018 MOA for Daphne Wright in Retrospect

**DISCUSSION ITEMS**

- Board Assignments
- Grant Reporting to the Board
- Date for Workshop – Year In Review

**PUBLIC COMMENTS (THREE MINUTES PER SPEAKER)**

**COMMENTS FROM BOARD MEMBERS**

**FUTURE AGENDA ITEMS:**

**ADJOURNMENT**

**NEXT MEETING DATES:**

- Regular Board Meeting-June 21, 2018

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

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

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

April 19, 2018

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

**SUPERINTENDENT/PRINCIPAL:** Ralph Watkins

**OTHERS PRESENT:** Amy Stevenson, Business Manager, Sheryl Ross, Special Education Director, Rita Crouch, Anasia Neal, Shawn McConnell, Mimi Antal, Todd Antal, Veronica Dalton, John Vlaun, and Eli Derenoff.

**CALL TO ORDER:** Robert Hutton called the meeting to order at 7:05 pm.

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

**CORRESPONDENCE TO THE BOARD:** Robert Hutton informed the Board that Mimi Antal had written a letter that she will read during Public Comments.

**AGENDA REVISIONS:** Robert Hutton added Additions to Certified Staff to Discussion Items by request of Ralph Watkins.

**ADOPTION OF AGENDA:** Robert Hutton asked if there were any objections to adopting the agenda as revised. There were no objections. The agenda was adopted.

**APPROVAL OF MINUTES:** M/S Harold Houston, Heidi Jewell moved to adopt the minutes of March 13, 2018. Robert Hutton asked if there were any objections to approving the minutes. There were no objects. The minutes were approved.

**BOARD CALENDAR:** Robert Hutton asked the Board and Ralph Watkins what date the last board meeting in June should be. They decided on keeping it on the third Thursday on June on the 21<sup>st</sup>.

**PUBLIC COMMENTS (THREE MINUTE TIME LIMIT EACH):**

**Shawn McConnell** – Shawn would like the school to provide another bike rack for the students that ride their bike. There aren't enough racks for the bikes by Collette's Cupboard and students are leaving them on the sidewalk. Ralph Watkins addressed this by saying there are two new bike racks in between the HIA building and the woodshop and we will start telling students to use them.

**Anasia Neal** – Anasia would like to see a policy in responding to school bullying. Her son has had some recent experiences with bullying. She would like to know how the principal and teachers respond to parents informing them about children bullying. Robert Hutton asked if Anasia had talked to Principal Watkins about this. She responded yes but have not heard back about it. Robert Hutton assured Ansia on behalf of the Board, they do take bullying seriously.

**Mimi Antal** – Mimi highlighted a few points she wrote in her letter to the School Board. She addressed them as a concerned parent as well as a professional educator. The situation we have at Hoonah City Schools with the combination of Superintendent and Principal does not work. The school is spiraling into chaos. Ralph Watkins is the hardest worker she has ever seen at a school but he is spread too thin. She listed three things that she is concerned with.

1. As a non-tenured teacher, she hasn't been evaluated this entire year.
2. Teachers that give state testing need training and she never received any.
3. Mimi still has not received report cards for her children from the first semester.

Mimi would like to see the administration get more support for help. She suggests that the Board reach out to the teachers to see how to solve this.

#### **ADMINISTRATIVE REPORT:**

**Administrator Report** – Ralph Watkins reported verbally that he just returned from traveling to the Legislative Fly-In in Juneau. Ralph Watkins spent the day with Lorie Grassgreen and the writers of the Neighborhood Grant. The meetings went very well. Ralph Watkins would like to finish his report by saying that he is proud of his staff. This year they have made many positive changes.

Harold Houston asked how the seniors are preparing for college. Do they have a counselor to help them fill out applications? Ralph deferred Harold to Rita Crouch. She has been helping the seniors write essays for scholarships and preparing them for future job interviews. Three students have applied for FAFSA. One student has received their social security number in the mail. Some seniors are wanting to be certified nursing assistant and welders. Harold Houston thanked Ralph Watkins and Rita Crouch for preparing students for the real world.

**Business Office Report** – Amy Stevenson gave a written attached report. Robert Hutton asked Amy asked about the grants in her report. At the bottom he asked how we are affording the grant if hasn't been paid out. Amy explained that it was done before the third quarter drawn down. Every three months she does expenditures.

**ANEP Grant Director's Report** – Heather Powel gave an attached written report. Not present for questions.

**Maintenance Report** – Jeremiah Byers gave an attached written report. Not present for questions.

**SPED Report** – Sheryl Ross gave an attached written report. No questions asked.

### **Board Reports-**

**Harold Houston:** Harold Houston enjoys the City Council meetings because they are positive and proactive. At the last meeting, the borough formation was discussed. The City Manager went to Gustavus for meetings with Shawn Parnell and John Molar. Gustavus was receptive to the borough formation with Hoonah.

**Dillon Styers & Heidi Jewel:** No budget stuff to report. They would like to wrap this into the Board retreat in August with Lon Garrison.

**Robert Hutton:** Robert took over the Playground Committee. Sally Dybdahl, Jeremiah Byers, and Robert Hutton met. They are making progress for the first phase (the swing sets). There was an audio conference with Chris. They discussed getting away from rubber in the playground to prevent fire. Robert Hutton met with Dennis Gray at the City asking him for some 1% money for the playground. Dennis Gray and Billie Jack committed adding \$20,000.

### **OLD BUSINESS:**

#### **1.0 FY 2018/2019 School Calendar for 2<sup>nd</sup> and Final Reading**

M/S Heidi Jewell, Harold Houston move that we approve the proposed 2018-2019 School Calendar for final reading. No discussion. **VOICE VOTE: HJ-Yes, DS-Yes, HH-Yes, GV-Yes, RH-Yes. MOTION CARRIES.**

#### **1.1 FY19 School Operation Fund Budget for Second and Final Reading**

M/S Heidi Jewell, Grace Villarreal move that we approve the FY19 School Operating Fund Budget in the amount of \$2,929,643.00 for final reading. **VOICE VOTE: HJ-Yes, DS-Yes, HH-Yes, GV-Yes, RH-Yes. MOTION CARRIES.**

### **NEW BUSINESS:**

#### **2.0 2018/2019 Non-Tenured Teacher Contract**

M/S Heidi Jewell, Harold Houston move that we offer 2018/2019 teaching contracts to the following teachers: Christina Carrick, Rita Crouch, Eli Derenoff, and John Vlaun. Discussion: Harold Houston asked Robert Hutton for clarification that all these teachers have been recommended by Superintendent Ralph Watkins. **VOICE VOTE: HJ-Yes, DS-Yes, HH-Yes, GV-Yes, RH-Yes. MOTION CARRIES.**

### **2.1 Approval of Exempt Contracts**

M/S Harold Houston, Heidi Jewell move to adopt two point one FY18/19 exempt contracts. No discussion. **VOICE VOTE: HJ-Yes, DS-Yes, HH-Yes, GV-Yes, RH-Yes. MOTION CARRIES.**

### **2.2 Northrim Bank – Account Signature Sheets**

M/S Heidi Jewell, Dillon Styers move that we approve the change in signers on the school's bank accounts to: Ralph M. Watkins, Dillon Styers, and Amy Stevenson. No discussion. **VOICE VOTE: HJ-Yes, DS-Yes, HH-Yes, GV-Yes, RH-Yes. MOTION CARRIES.**

### **2.3 Reading Curriculum Purchase for FY19**

M/S Heidi Jewell, Dillon Styers move that we approve the purchase of new reading curriculum for FY19. Discussion: Heidi Jewell heard about this curriculum at the Job Fair in Anchorage and is excited to see this. Harold Houston asked if this curriculum is an upgrade from the current curriculum and if Ralph Watkins would recommend this curriculum for our kids. Ralph Watkins stated that this reading curriculum is consistent across grade levels K-12. Ralph Watkins looked at three different reading curriculums and thought that this reading program had the most stability and continuity. **VOICE VOTE: HJ-Yes, DS-Yes, HH-Yes, GV-Yes, RH-Yes. MOTION CARRIES.**

### **2.4 2018 Board Policy Updated, First Reading**

Robert Hutton read through all changes to each policy. M/S Dillon Styers, Heidi Jewell move that we approve: Article 3, Series 3000, Business and Noninstructional Operations, BP 3300 Expenditures/Expending Authority, First Reading. Article 3, Series 3000, Business and Noninstructional Operations, BP 3310 Purchasing Procedures, First Reading. Article 3, Series 3000, Business and Noninstructional operations, BP 3311 Bids, First Reading. Article 4, Series 4000, All Personnel, BP 4112.4, 4212.4, 4312.4, Health Examinations, First Reading. Article 4, Series 4000, Certified Personnel, BP 4118, Suspension/Disciplinary Action, First Reading. Article 4, Series 4000, Personnel, BP 4218, Dismissal/Suspension/Disciplinary Action, First Reading. Article 6, Series 6000, Instruction, BP 6179, Child Care and Development Programs, First Reading. No Discussion. **VOICE VOTE: HJ-Yes, DS-Yes, HH-Yes, GV-Yes, RH-Yes. MOTION CARRIES.**

### **2.5 FY19 New Teacher Contracts**

M/S Heidi Jewell, Dillon Styers move that the Board of Education offer the following teachers 2018/2019 contracts: Renee Gray, Patricia Gardner, Vallorie Buffa, and Clark Brown. No Discussion. **VOICE VOTE: HJ-Yes, DS-Yes, HH-Yes, GV-Yes, RH-Yes. MOTION CARRIES.**

## **DISCUSSION ITEMS:**

**Board Assignments:** Robert Hutton asked Grace Villarreal if Board Assignments could be differed until the School Board Retreat in August. Grace agreed with this.

**Special Meeting w/HIA regarding Teacher Housing:** Ralph Watkins has met with HIA discussing the HIA Grant Housing Development Agency. They are in the process of planning emergency housing with six units dedicated to teachers at Hoonah City Schools. They need to decided whether the teachers will lease these units directly from HIA or if the school will lease the units from HIA and then rent to the teachers. There needs to be a meeting to decide this after the Clan Workshop which is April 23-25. The Board would like to have the meeting May 2<sup>nd</sup>.

**Future Use of the Erickson Building:** Ralph Watkins stated that HIA will be moving of the Erickson Building this year. He would like the Erickson Building to be used as an Online Learning Center and for a GED program. Currently, we are offering online classes in our library. He would like to move these classes to the Erickson Building. Ralph Watkins is in contact with University of Alaska Southeast, Frank Conrad, with the possibility of moving a campus to Hoonah. One of the grants Ralph Watkins is working with has the funding for a GED program. The downstairs portion would be used for a Health Occupation Pathway which is also funded through a couple of the grants Ralph Watkins is working with. There needs to be an assessment of the cost of running the Erickson Building (electricity and fuel). Ralph Watkins will work with Jeremiah Byers to figure this out. Heidi Jewell thought that this idea sounded good. Harold Houston asked if the cost of these classes would come out of the general fund. Ralph Watkins replied that there are already grants in place to fund the classes.

**Additions to Certified Staff:** Ralph Watkins proposed that we do two things: hire another elementary teacher and to add a counselor position. There is an increasing amount of students in Elementary. With another elementary teacher, the needs of our students will be more readily met. The counselor position would be a combination social/emotional and guidance/academic. Ralph Watkins said that he has a grant that will cover \$80,000 of a counselor position. They are about \$40,000 short if you add benefits for the counselor. He would like Rita Crouch to be moved into this position and then there will need to be a search for a new ELA teacher. Ralph Watkins asked how the process of the Board approving this request would go. Robert Hutton said he would talk to Lon Garrison about this. Heidi Jewell commented that she feels like there is step missing with our grants. Amy Stevenson stated that there is a Board Policy covering the process of applying for grants. This policy could be enforced a little more closely. In the past, the Board approved being a recipient of each grant. As a Board, they should be approving each grant.



Harold Houston is in favor of hiring a counselor. Heidi Jewell commented that once the board gets a connection with grants, however Ralph Watkins wants to build his staff – build it. Grace Villarreal agrees with Heidi Jewell. She would like to see something in black and white with grants.

#### **PUBLIC COMMENTS (THREE MINUTE TIME LIMIT EACH):**

**Jamie Erickson** – Jamie would like the PAT program moved to the Erickson Building. It would be nice for her if her office and classroom were in the same spot. Currently, her office and classroom are on complete opposite ends of campus.

**Rita Crouch** – Rita spoke about the counseling position. In her experience with working in other school districts in Alaska, there was no difference in the contracts of counselors or teachers. Rita Crouch would like to see the Erickson Building also be used for previous drop outs due to lack of credits. So they can come back to get their diploma. Not just their GED.

#### **COMMENTS FROM THE BOARD:**

**Grace Villarreal** – Grace stated that teleconferences “suck”. She will be so glad to get home. She hopes to get home soon.

#### **FUTURE AGENDA ITEMS:**

- Second and Final Reading of Policy Updates
- First Reading of Board Policy Chapters 0-3 The Business Section. (Harold Houston and Amy Stevenson volunteered to read through these chapters with Robert Hutton.)
- MOA Contracts

#### **ADJOURNMENT:**

Robert Hutton asked if there were any objections to adjournment. No objections. Meeting adjourned at 8:46 pm.

# May 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5 Jr/Sr Prom Night
6	7	8 Class of 2018's last day of school	9	10	11 Class of 2018's Graduation	12
13	14	15	16 Last Day of School, Classified Staffs last day	17 Teacher In-Service and last day, School Board Meeting	18	19
20	21	22	23	24	25	26
27	28 Labor Day-School is closed	29	30	31		



# June 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21 Regular School Board Meeting 7:00 pm	22	23
24	25	26	27	28	29	30

May 10, 2018

## MEMORANDUM

TO: HCSD Board of Education

FROM: Amy Stevenson, Business Manager

RE: May 2018 Board Report

### Current Information:

1. Sent an invoice to the City of Hoonah for April extra-curricular activity expenditures.
2. Submitted the March FFVP expenses and breakfast and lunch counts for reimbursement.
3. Entered all April deposit into ADS
4. Accounts payable up to date.
5. Process first classified payroll for May
6. I received the request for backup document for one of our processed drawdowns for the ANEP grant. I pulled, scanned and email all the documentation to DC.
7. All order a done and up to date.
8. Compiled the documentation needed for the ESSA monitoring on May 14 and 15<sup>th</sup>.
9. Completed next years certified payroll calendar.
10. Prepared FFVP snacks for the Elementary.

### Next Steps:

1. The bank reconciliation for April is started.
2. Do monthly accounts payables reconciliations.
3. May classified and certified end of the year payrolls and regular ones also.
4. Quarterly audit prep for the end of year annual audit. \*\*\*Our annual audit is scheduled to start on July 30<sup>th</sup>. This is the week before staff return so we can concentrate on the audit.
5. Complete travel as needed
6. Process purchase requisitions to spend out all grant monies to insure the products ordered are on site before June 30<sup>th</sup>. This must happen by that date.
7. Process April and May's FFVP expenses and enter breakfast and lunch counts for reimbursement
8. Weekly accounts payables
9. Job posting to complete and post for summer work and position in the demonstration grant for next year.
10. Create calendars for next year such as: Board meeting calendar and classified payroll calendar.
11. Close out the end of the school year and prep for opening of next school year.
12. Enter deposits as needed.

**Hoonah City Schools**  
**Year to Date - 7/1/2017-4/30/2018**  
**Monthly Revenue Report**

Account number	Account Description	Current Approved Budget	YTD Encumb	YTD Revenue	Remaining Balance	Percentage Remaining
100-0000-10-40110	CITY APPROPRIATION	\$216,146.00	\$0.00	\$105,000.00	\$111,146.00	51.42%
100-0000-10-40120	CITY - IN-KIND SERVICES	29,391.00	0.00	0.00	29,391.00	100.00%
100-0000-10-40300	EARNINGS ON INVESTMENTS	1,500.00	0.00	292.15	1,207.85	80.52%
100-0000-10-40400	OTHER LOCAL REVENUE	10,000.00	0.00	5,479.54	4,520.46	45.20%
100-0000-15-40400	LEASED SPACE REVENUE	81,640.00	0.00	69,690.00	11,950.00	14.63%
100-0000-10-40470	E-RATE REVENUE	105,293.00	0.00	0.00	105,293.00	100.00%
100-0000-20-40510	STATE FOUNDATION	2,308,289.00	0.00	1,824,046.00	484,243.00	20.97%
100-0000-20-40556	TRS ON-BEHALF RELIEF	129,280.00	0.00	0.00	129,280.00	100.00%
100-0000-20-40557	PERS ON-BEHALF RELIEF	23,412.00	0.00	0.00	23,412.00	100.00%
100-0000-20-40910	ADJUSTMENT PRIOR YR FOUNDATION	0.00	0.00	28,150.00	28,150.00	
100-0000-20-40940	QUALITY SCHOOLS	7,032.00	0.00	7,032.00	0.00	
100-0000-30-41090	PRIOR YR PL81-874	0.00	0.00	33,989.61	-33,989.61	
100-0000-30-41100	PUBLIC LAW 81-874	112,125.00	0.00	124,851.61	-12,726.61	111.35%
<b>Report Total:</b>		<b>\$3,024,108.00</b>	<b>\$0.00</b>	<b>\$2,198,530.91</b>	<b>\$881,877.09</b>	

**Monthly Expense Report**

Accounts summarized by Function	Current Budget	YTD Encumb	YTD Expenditures	Remaining Balance	Percent Remaining
1100 REGULAR INSTRUCTION	\$908,889.00	\$0.00	\$621,929.76	\$286,959.24	31.57%
2000 SPECIAL EDUCATION INSTRUCTION	585,693.00	0.00	443,350.76	142,342.24	24.30%
2200 SPEC ED SUPPORT SVCS - STUDENTS	68,700.00	0.00	23,035.06	45,664.94	66.47%
3500 SUPPORT SERVICES - INSTRUCTION	30,288.00	0.00	11,306.88	18,981.12	62.66%
3510 SUPPORTING SERVICES-TECHNOLOGY	249,576.00	0.00	61,185.86	188,390.14	75.48%
4000 SCHOOL ADMINISTRATION - PRINCIPAL	96,220.00	0.00	65,592.06	30,627.94	31.83%
4500 SCHOOL ADMIN SUPPORT SVCS - PRINCIPAL	99,185.00	0.00	90,520.14	8,664.86	8.73%
5100 DIST ADMIN - SUPERINTENDENT	138,570.00	1,401.28	99,310.20	37,858.52	27.32%
5110 SCHOOL BOARD	49,472.00	0.00	22,088.52	27,383.48	55.35%
5500 DISTRICT ADMINISTRATION SUPPORT SVCS	181,401.00	650.00	174,280.64	6,470.36	3.56%
6000 OPERATIONS AND MAINTENANCE OF PLANT	391,364.00	241.72	291,102.69	100,019.59	25.55%
9000 TRANSFER TO OTHER FUNDS	224,750.00	0.00	0.00	224,750.00	100.00%
<b>Report Total:</b>	<b>\$3,024,108.00</b>	<b>\$2,293.00</b>	<b>\$1,903,702.57</b>	<b>\$1,118,112.43</b>	

**Net YTD-Revenue Minus Expense Total:           \$294,828.34**

**Hoonah City Schools**  
**Grants Year to Date - 7/1/2017-4/30/2018**

**Monthly Revenue Report**

Account number	Grants	Current Approved Budget	YTD Revenue	Remaining Balance	Percentage Remaining
202-0000-20-41810	Fund 202 SPED PART B, TITLE VIB	\$48,798.65	\$0.00	\$48,798.65	100.00%
203-0000-20-41810	Fund 203 PRESCHOOL DISABLED	1,696.00	0.00	1696.00	100.00%
245-0000-20-40900	Fund 245 PRE-ELEMENTARY DEV	130,966.00	71889.20	59076.80	40.00%
263-0000-20-41810	Fund 263 TITLE I PART A	98,187.92	50216.66	47971.26	49.00%
278-0000-20-41810	Fund 278 TITLE II PART A	26,879.20	16678.10	10201.10	38.00%
280-0000-10-40400	Fund 280 Cult. Resp Schools - Local Revenue	1,000.00	0.00	1000.00	100.00%
280-0000-31-41400	Fund 280 Culturally Responsive Schools	17,193.00	702.31	16490.69	95.92%
350-0000-10-40400	Fund 350 JOHNSON O'MALLEY - LOCAL REVENUE	1,860.70	0.00	1860.70	100.00%
350-0000-30-41300	Fund 350 JOHNSON O'MALLEY	22,557.07	17444.01	6973.76	31.00%
351-0000-30-40180	Fund 351 Title VII, Indian Education	47,774.00	7638.63	40135.37	84.00%
367-0000-30-40180	Fund 367 LINGIT TUNDATA'AN	642,532.00	69256.89	573275.11	89.22%
378-0000-10-40400	Fund 378 SEALASKA BOX OF TREASURES	36,300.00	18150.00	18150.00	50.00%
393-0000-30-40180	Fund 393 ANEP CULTURAL APPROACH TO LEARNIN	630,017.00	337313.27	292703.73	46.00%
394-0000-30-40180	Fund 394 PARENTS AS TEACHERS	42,546.00	12568.16	30477.84	72.00%
Report Total:		\$1,748,307.54	\$601,857.23	\$1,148,811.01	

**Monthly Expense Report**

Expenditures summarized by Grants	Current Budget	YTD Expenditures	Remaining Balance	Percent Remaining
Fund 202 SPED PART B, TITLE VIB	\$48,798.65	\$42,120.14	86.31%	88.56%
Fund 203 PRESCHOOL DISABLED	1,696.00	0.00	1,696.00	100.00%
Fund 245 PRE-ELEMENTARY DEV	130,966.00	84,147.17	46,818.83	35.74%
Fund 263 TITLE I PART A	98,187.92	44,092.07	54,095.85	55.09%
Fund 278 TITLE II PART A	26,879.20	10,471.17	16,408.03	61.04%
Fund 280 Culturally Responsive Schools	18,193.00	388.71	17,003.29	93.46%
Fund 350 JOHNSON O'MALLEY	24,417.77	23,540.70	877.00	3.59%
Fund 351 Title VII, Indian Education	47,774.00	19,377.51	28,396.29	59.43%
Fund 367 LINGIT TUNDATA'AN	642,532.00	72,534.55	569,997.45	88.71%
Fund 378 SEALASKA BOX OF TREASURES	36,300.00	1,078.32	35,221.68	97.02%
Fund 393 ANEP CULTURAL APPROACH TO LEARNING	630,017.00	387,864.89	242,152.11	38.43%
Fund 394 PARENTS AS TEACHERS	42,546.00	2,010,733.00	22,938.67	53.28%
Report Total:	\$1,748,307.54	\$2,696,348.23	\$1,035,606.06	

**Net YTD-Rev Minus Expense Total:**

**-\$2,094,491.00**

## AGENDA ITEM Old Business 1.0

✓ ACTION

\_\_\_ DISCUSSION

TOPIC: 2018 Board Policy Updated, Second and Final Reading

### Background

#### EXPENDITURES/EXPENDING AUTHORITY

This revision incorporates revisions to the federal Office of Management and Budget's (OMB) new procurement requirements. It provides that all contracts under federal awards must follow the new procurement procedures. The revisions to BP 3310 and BP 3311 provide substantive policy for these changes.

#### PURCHASING PROCEDURES

This update includes a substantial update to purchasing procedures, in accordance with the new OMB policy described in BP 3300. The policy provides the five general standards a purchase under a federal award must meet.

#### HEALTH EXAMINATIONS

This update eliminates the provision previously under state law that required employees to undergo physical examinations every three years as a condition of employment. A school board may still opt to require physical examinations, but they are no longer required under the state regulation 4 AAC 06.050.

#### SUSPENSION/DISCIPLINARY ACTION

The policy was updated to state that certificated management and supervisory personnel who are not covered by a negotiated agreement are subject to the disciplinary procedures in BP 4218, except for discipline involving dismissal or nonretention. The procedures for dismissal and nonretention of certificated employees are provided in statute.

#### DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

This update reflects a significant change to the discipline process for classified employees. It states that District administration shall discipline classified personnel pursuant to the terms of a negotiated agreement, and clarifies the procedures under which an appeal may be brought to the school board. It also establishes that classified management and supervisory personnel are subject to the same disciplinary procedures.

#### CHILD CARE AND DEVELOPMENT PROGRAMS

This revision incorporates the new state requirements found in 4 AAC 60.170 for district child care and preschool programs. A district must now submit annual assurances to the department indicating that the district has adopted written policies that ensure compliance with the programmatic requirements of 4 AAC 60.170, the pre-elementary education regulation.

### Status

See attached policies, administrative regulations, and exhibits.

### Recommendation

I move that we approve:

- a. Article 3, Series 3000, Business and Noninstructional Operations, BP 3300 Expenditures/Expending Authority, Second and Final Reading
- b. Article 3, Series 3000, Business and Noninstructional Operations, BP 3310 Purchasing Procedures, Second and Final Reading
- c. Article 3, Series 3000, Business and Noninstructional Operations, BP 3311 Bids, Second and Final Reading
- d. Article 4, Series 4000, All Personnel, BP 4112.4, 4212.4, 4312.4, Health Examinations, Second and Final Reading.
- e. Article 4, Series 4000, Certified Personnel, BP 4118, Suspension/Disciplinary Action, Second and Final Reading.
- f. Article 4, Series 4000, Personnel, BP 4218, Dismissal/Suspension/Disciplinary Action, Second and Final Reading
- g. Article 6, Series 6000, Instruction, BP 6179, Child Care and Development Programs, Second and Final Reading



AGENDA ITEM New Business 2.0

  √   ACTION

       DISCUSSION

TOPIC: Memorandum of Agreement for the 2018/2019 School Year

Background

The Hoonah School District contracts out services to access expertise in specialty areas, and provide contracts on a project basis.

Status

Administration has identified the additional following consultant is needed to address student needs for the 2018/2019 school year:

Recommendation

I move that we approve the Memorandum of Agreement for:

- Chelsea Wilburn, Alaska's Midnight Sun Therapy Services, LLC
- Four Ravens Occupational Therapy, LLC
- Doug Wessen, Rainforest Mediation and Consultation

for the 2018/2019 school year.

**Chelsea Wilburn, M.A. CCC-SLP,**  
**D.B.A. Alaska's Midnight Sun Therapy Services, LLC**

**Private Contracting Speech-Language Pathologist**  
**Alaska Type C Certified, ASHA Certified**

P.O. Box 240034  
Douglas, AK, 99824  
970-217-6359 (phone)  
chelsea\_wilburn@yahoo.com (email)

**CONTRACTUAL GUIDELINES (Hoonah School District):**

It is mutually understood and agreed upon as follows:

**1. Contractual Agreement:**

- a) Hoonah City School District, in Hoonah, Alaska agrees to contract a minimum of up to 15 (fifteen) onsite days throughout the school calendar year of 2018/2019, with Alaska Midnight Sun Therapy Services, LLC.
- b) Alaska Midnight Sun Therapy Services, LLC covenants that it provides speech language pathologists that have been trained, engaged in, and are experienced in the field of Speech-Language Pathology as detailed in its curriculum vitae and that statements and representations made in the curriculum vitae are current, true and accurate. Alaska Midnight Sun Therapy Services represents that it is currently licensed and approved to practice Speech-Language Pathology in Alaska, and agrees to secure and maintain any and all additional licensing necessary to provide the Speech-Language Pathology services.

**2. Compensation and Reimbursement Expenses:**

- i. Alaska Midnight Sun Therapy Services, LLC shall be paid for Speech-Language Pathology services at the following rate:  
\$650.00 (U.S.) dollars per contract day. **Five** trips total, **Two** days per trip will be provided throughout the school district calendar year August 2018 through June 2019.
- a) One paperwork day will be billed per trip at \$300.00/day for a total of five paperwork days throughout the school year.
- b) Travel expenses will either be paid for **or** reimbursed by the school district. Travel to and from Juneau, Alaska, by airplane or ferry when available will be covered by the Hoonah School District, along with lodging and transportation while onsite and weathered in in Hoonah.

3. **Travel/Weather:** If Alaska Midnight Sun Therapy Services, LLC is to stay past the contracted two day trip due to weather or other unplanned circumstances that prevent it's employee from returning home to Juneau, those days will be paid at a daily rate, equaling \$650.00/day. If Alaska Midnight Sun Therapy Services is unable to make the trip to Hoonah due to weather, those days will be coordinated as teletherapy days and coordinated onsite, and billed at the daily rate.

4. **Independent Contractor Status and Obligations:**

- a) For purposes of this Agreement and the performance of all duties, responsibilities, and obligations described herein, Speech-Language Pathologist shall at all times be acting and performing as an independent contractor and shall not be considered an employee of **Hoonah School District** for any purpose. Speech-Language Pathologist shall exercise her professional judgment free of any direction or control by **Hoonah School District** However; state mandated regulations will be upheld per district requirements.
- b) Each party hereby agrees that adequate and proper insurance coverage shall be in existence and coordinated, as necessary, at all times during the term of the Agreement, so that all potential liability with regard to malpractice or general liability are covered. Contractor shall maintain or cause to be maintained at all times during the term of this Agreement, malpractice coverage of not less than one million dollars (\$1,000,000) per occurrence, and three million dollars (\$3,000,000) in the aggregate. Copies of the certificates of insurance shall be provided by each party to the other party to this Agreement upon request. In addition, Contractor providing services under this Agreement will maintain the appropriate levels of coverage as noted above.
5. **Confidentiality.** All records and information relating to the business of **Hoonah School District**, including but not limited to speech-language pathology services delivered to children, which the Speech-Language Pathologist may receive or learn during the course of performing services for **Hoonah School District**, are confidential and proprietary information. Speech-Language Pathologist shall not communicate or disclose, directly or indirectly, orally or in writing, any record or information learned in the performance of this Agreement for any purpose other than for a purpose directly related to the performance of services on behalf of **Hoonah School District** or pursuant to the express written direction of **Hoonah School District**.
6. **Cancellation Policy:**
- a) If for any reason a contracted trip is cancelled by the district for any specific reason, the contracted trip of (2) days may be billed at the discretion of the Speech-Language Pathologist for that particular trip. If the cancelled trip is able to be made up at another agreed upon time or supplemented by another

contract that Speech-Language Pathologist holds; then the trip may or may not be billed for services. This contracted therapist depends on contractual agreements for intent of employment throughout the year and a cancelled trip may be detrimental to this therapist's line of work and income. It needs to be noted that the contracted and agreed upon days/per trip could have been contracted elsewhere for the reliability of constituent income.

b) This contract between Alaska Midnight Sun Therapy Services, LLC and Hoonah School District after signed and agreed upon may be cancelled with 60 days notice.

The above contractual terms are agreed upon and understood by both parties involved: Chelsea Wilburn-McCarthy owner of Alaska Midnight Sun Therapy Services and Hoonah School District.

*Chelsea McCarthy*

Alaska Midnight Sun Therapy Services,  
Chelsea Wilburn-McCarthy

5/9/2018

Date

Signature

Date

Printed Name

Date

Agreement between  
Hoonah City School District  
AND  
Four Ravens Occupational Therapy, LLC

**1) The parties**

This agreement is entered into by and between Four Ravens Occupational Therapy ("Four Ravens"), whose address is PO Box 778, Haines, AK 99827 and the Hoonah City School District ("The District") whose address is PO Box 157 Hoonah Alaska 99829.

**2) Purpose and Scope**

Four Ravens Occupational Therapy employs licensed Occupational Therapists and Certified Occupational Therapy Assistants, who will offer therapy services through the District. The District desires to comply with IDEA and all other education legislation regarding students with disabilities. Four Ravens and the District will coordinate services through consistent case management meetings with regard to student progress. Four Ravens will provide services to the District as described in this Contract.

**3) Responsibilities of the Therapist**

Four Ravens agrees to:

- a) Accept students in need of occupational therapy to support their Individual Family Service Plan (IFSP) and Individual Education Plan (IEP) goals from the District;
- b) Assess for need and provide services to individual students and their support teams (administrators, special educators, teachers);
- c) Make every effort to design occupational therapy plans to support individual students to learn in the general education/least restrictive environment where possible;
- d) Four Ravens agrees to complete student progress notes on each student quarterly with written recommendations summarizing on-site services and consultation to teams program supervision when OT services are performed by para-educators and provide the notes to the District as part of the Individualized Education Plan (IEP)
- e) Four Ravens and its therapists shall maintain, on a current and unrestricted basis all licenses as required by the National Board for Certification of Occupational Therapists (NBCOT) and in the State of Alaska.
- f) Four Ravens shall maintain professional malpractice insurance, with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.
- g) Four Ravens is solely responsible for all expenses incurred for maintaining all licensing, continued education (CE) and malpractice insurance unless the District wishes the therapist to pursue specific training to support its mission and its students in which case they may offer to pay for CE on a class-by-class basis.
- h) Use all equipment made available for use to Four Ravens by the District in a responsible manner, and advise the District immediately of any need for repair, maintenance, or replacement of any equipment;
  - i) Four Ravens will provide services to District students on a minimum of a quarterly basis throughout the school year as to two (2) days per visit onsite. Total time will be

Hoonah City School District Agreement--7/1/2018--5/31/2019  
Four Ravens Occupational Therapy, LLC

dependent on the student need with additional \$1500 budget for additional referrals, materials or incidentals throughout the current contract term. Telehealth visits between on-site visits will be coordinated monthly between District and Four Ravens

j) Therapist shall be qualified as a provider under Medicare, Medicaid or any other government- funded healthcare program as required for District billing purposes;

k) Therapist agrees to provide services at the District and in certain situations will require therapist to travel to the community for appropriate transition services, depending on the student's need. Telehealth services are also planned by mutual agreement for SY2018-2019.

#### **4) Responsibilities of the District**

- a) District Staff will provide management of OT records supporting IEP to Four Ravens for students evaluated and served by the occupational therapy program. This includes providing all Occupational Therapy reports to classroom teachers and other team members involved in service provision.
- b) Advise the District staff of this Agreement and instruct the staff to act as liaison for the District student population and Four Ravens
- c) Provide the opportunity for evaluation, treatment, treatment planning and discharge planning and referral for Occupational Therapy consumers within the District service area;
- d) Obtain releases of information for the students if required and signatures from parents authorizing OT evaluation prior to on-site visits, with mindfulness toward Four Ravens quarterly scheduling when obtaining permission for OT Evaluation for IDEA compliance.
- e) Involve Four Ravens in the IEP planning process and be responsive to Four Ravens' input;
- f) Provide a space and OT program supporting equipment as currently available for use by Four Ravens while onsite.
- g) District will pay for the round-trip transportation and lodging costs and a daily per diem for food at \$50/day. Travel surcharge (for travel days without service provision) are charged at a flat rate of \$100/day. Four Ravens has the authority to adjust the transportation schedule depending on student needs. Four Ravens requires ferry transportation on inbound trips whenever possible to avoid weather and other scheduling delays and for the safety of its providers. Should air travel be necessary, Four Ravens requires Alaska Seaplanes as carrier. District agrees to incur costs of per diem, travel surcharge and lodging costs until next ferry or safe flying day.
- h) District will provide all student billing services for Four Ravens if required.
- i) District will provide payment for services in a timely manner, no later than two weeks from date of submitted invoice.

#### **5) General Goals of Occupational Therapist and District**

- a) Provide mutual support and information in the areas of:
  - 1. Public information and/or program information
  - 2. Staff Training



### **3. Education**

### **4. Consultation**

- b) Communicate with one another regarding the District organizational structure, standards, and goals;
- c) District Administrator and Therapist will determine the number of visits per year, as deemed necessary to meet the needs of the student population,
- d) Mutually work toward protecting the rights of students and maintain the dignity of each individual student;
- e) Work together to develop baseline and ongoing data for student support services.

### **6) Period of Agreement**

- a) The term of this Agreement is July 1, 2018 until May 31, 2019;
- b) This Agreement shall not be modified, altered, or amended except in writing signed by the Four Ravens and the District;
- c) This Agreement cannot be extended except in writing signed by Four Ravens and the District.

### **7) Compensation**

Four Ravens will be paid as follows:

- \$1000 per full day of in-service training to staff, \$500 per half day in-service
- \$750 per full day (8 hours or more)
- \$375 per half day (4 hours or less) \*\*new evaluations typically require 3-4 hours
- Current stated need for SY2018-2019 at 2 days per quarter with an additional day for reporting and progress monitoring following on-site services. Telehealth services will be utilized whenever possible at therapist and SpEd Director discretion to reduce travel cost. Estimated total cost \$10,000
- Schedule permitting, Developmental Screening/Child Find Support is available at regular daily rate

### **8) Acknowledgments by Occupational Therapist**

Four Ravens acknowledges and agrees as follows:

- a) Four Ravens is not an employee of the District;
- b) Four Ravens is not entitled to any employee benefits from the District and Four Ravens is not entitled to any compensation from the District, except as specified in Part 7 of this Agreement.;
- c) Four Ravens will comply with all federal, state and local laws in the provision of services at the District;
- d) The District Administrator does not have actual or apparent authority to orally modify, alter, or amend any provision of this Agreement;
- e) No assembly member, board member, employee, or consultant of the District has actual or apparent authority to orally modify, alter, or amend any provision of this Agreement;
- f) The Superintendent does not have actual or apparent authority to orally modify,

alter, or amend any provision of this Agreement;

g) District will maintain all of the student records and files, and shall do so consistent with state and federal legal requirements, including all laws regarding the confidentiality of such records, and the reasonable and prudent standard of care for the keeping of such records by such professionals within the State of Alaska;

h) Four Ravens understands, acknowledges and agrees that the District will not pay any invoices submitted by Four Ravens for any services provided if the therapist notes and progress notes have not been completed and provided to the District. General turn-around time for quarterly visits for reports is within two weeks of on-site visits, but there are several factors that contribute to delays particularly with evaluation questionnaires and this timeframe cannot be guaranteed.

#### **9) Termination of Agreement**

The District may terminate this agreement:

- a) For the failure of Four Ravens to fulfill the responsibilities under this Agreement, upon thirty days written notice, or immediately, if the failure relates to Section 3 (a)-(j);
- b) If Four Ravens engages in misconduct related to the care of students, or not in keeping with the standard of care of students, in the sole discretion of the District;
- c) Upon any change in the funding of the District with appropriate documentation of such funding changes as part of public record as requested by therapist.
- d) Four Ravens may terminate this Agreement at any time upon providing the District thirty days written notice.

In the event of termination of this Agreement, Four Ravens shall not be liable to the District for any damages of any kind.

#### **10) Indemnification**

Hoonah City School District agrees to defend, indemnify, and hold harmless Four Ravens Occupational Therapy, from any and all actions of any kind, and from damages of any kind, without limitation, arising out of or caused by any alleged negligent action, inaction, or omission of Hoonah City School District or any staff person, employee, or contractor of Hoonah City School District.

#### **11)XIV Governing Law/Miscellaneous**

a) Non-Assignment. The District shall not sell, assign, or transfer all or any portion of its rights under this Agreement without the prior written consent of Four Ravens. Any attempt to do so shall be null and void and constitute a material breach of this Agreement.

b) Choice of Law. The Superior Court for the State of Alaska, First Judicial District at Juneau, Alaska, shall be the exclusive court for jurisdiction and venue of any and all actions of any kind and any nature arising out of or related to the Agreement. The parties agree that trial of any action filed shall be in Haines Alaska.

The parties agree that this Agreement shall be governed by the laws of the State of Alaska.

c) Entire Agreement. This Agreement contains the entire understanding and agreement between the parties. There are no other written or oral understandings or promises between the parties with respect to the subject matter of this Agreement, other than those contained in this Agreement, and any prior oral or written understandings are void and of no effect.

d) Severability. The invalidity or unenforceability of any article, paragraph, section, or provision of this Agreement shall not affect the validity or enforceability of any one or more Sections or provisions of this Agreement.

e) Forbearance Not a Waiver. In the event either party shall forbear from asserting a default in the performance owed under this Agreement, such forbearance shall not operate as a waiver of the default.

f) Representation. District consulted with its attorney before signing this Agreement, or that the District has had the opportunity to consult with an attorney of their choice before signing the Agreement

**12) Notification**

All notices to the District shall be sent via US mail to:

Hoonah City School District  
PO Box 157  
Hoonah, AK 99829

All notices to Four Ravens shall be sent via US mail to:

Four Ravens Occupational Therapy LLC  
PO Box 778  
Haines, AK 99827

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Ralph Watkins  
Superintendent, Hoonah City Schools

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Maggie Heyman Hotch, MOT, OTR/L  
Owner, Four Ravens Occupational Therapy

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DATE

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DATE

**I will email out Doug Wessen's  
MOA as soon as it is received.**

# **GREEN SHEET FOR NEW BUSINESS 2.2**

**...will follow soon.**

AGENDA ITEM     New Business 2.3

  ✓   ACTION

      DISCUSSION

TOPIC: Memorandum of Agreement for the 2017/2018 School Year in Retrospect

Background

The Hoonah School District contracts out services to access expertise in specialty areas, and provide contracts on a project basis.

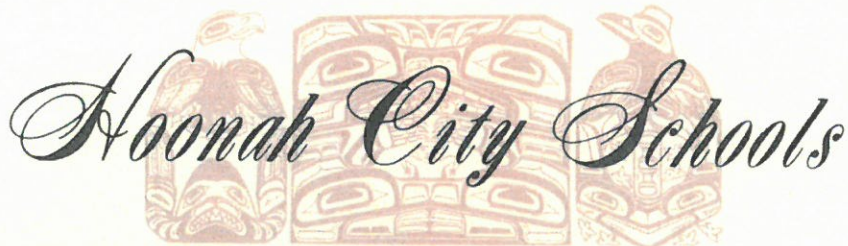
Status

Administration has identified the additional following consultant is needed to address student needs for the 2017/2018 school year:

Recommendation

I move that we approve the Memorandum of Agreement for Daphne Wright for the 2017/2018 school year in retrospect.





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

**Hoonah City School District  
Memorandum of Agreement - Independent Contractor**

Name: Daphne B. Wright, Alaska License #997841

Address: PO Box 497 Hoonah Alaska 99829

Phone: Home (907) 945-3306

Purpose: Provide Tlingit language instruction to all Hoonah City Schools' students in grades K-6 and write the quarterly HCS newsletter.

Charge to: ANEP Cultural Approach to Learning (CAL) Fund 393.

Period Covered/ Time Frame: August 2017 to May 2018

Rate: Approximately 26 hours per week at \$42.67/Hour, not to exceed \$40,000.

This MOA is dependent on Contractor possessing a valid Alaska Type A teaching certificate or an Alaska Type M certificate.

Contractor will invoice Hoonah City Schools quarterly for services performed.

This contract may be terminated at any time by either party for cause upon written notification to the other party.

Approval:

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Independent Contractor \_\_\_\_\_ Date: \_\_\_\_\_