

HOONAH CITY SCHOOLS BOARD OF EDUCATION
MISSION STATEMENT

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

Tuesday
January 17, 2017

REGULAR BOARD MEETING

6:30 PM
Located in the High School
Room 418

.....
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-November 17, 2016

BOARD CALENDAR

PUBLIC COMMENTS (THREE-MINUTES PER SPEAKER)

ADMINISTRATIVE REPORTS

- A. Superintendent's Report – PJ Ford Slack, PhD and Melody Douglas
- B. Principal's Report – Ralph Watkins, Written
- C. SPED Director's Report – Sheryl Ross, Written
- D. ANEP Grant Director's Report – Heather Powell, Written
- E. Pre-School Report – Heather Wheeler, Written
- F. Maintenance Report – Jeremiah Byers, Written
- G. Student Representative Report – Halle Budke, Written
- H. Board Reports – Robert Hutton, Written

NEW BUSINESS

1.0 Memorandum of Agreement-AASB for Board Retreat

1.1 FY 2017 General Operations Budget Revision

DISCUSSION ITEMS

- Draft Hoonah City Schools Facility Use Agreement
- District Office Restructuring: Related to FY '18 Budget
- FY '17 Budget Cuts: These cuts to be put into place for the remainder of this school year reflecting the cuts in the budget revision for tonight.

PUBLIC COMMENTS (THREE-MINUTES PER SPEAKER)

COMMENTS FROM BOARD MEMBERS

FUTURE AGENDA ITEMS

ADJOURNMENT

NEXT MEETING DATES: February 16, 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**

October 25, 2016

BOARD MEMBERS PRESENT: Heidi Jewell, Anasia Neal, Jamie Erickson, Dillion Styers, Robert Hutton

SUPERINTENDENT: PJ Ford Slack, PhD

OTHERS PRESENT: Amy Stevenson, Recording Secretary; Ralph Watkins, Principal; Halle Budke, excused; Sheryl Ross, Glenda Hutton, Aimee Smith, Marc Leinberger, Dillon, Jeremiah Byers

CALL TO ORDER: Robert Hutton, called the meeting to order at 6:34 PM.

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

CORRESPONDENCE TO THE BOARD

- None

AGENDA REVISIONS

- None

ADOPTION OF AGENDA

M/S Heidi Jewell, Dillon Styers to adopt the agenda. MOTION CARRIED BY UNANIMOUS CONSENT

APPROVAL OF MINUTES

M/S Robert Hutton, Heidi Jewell to approve the minutes of Regular Board Meeting, October 25, 2016. DISCUSSION: Make correction on the minutes by deleting the board calendar piece on October regular board meeting. MOTION CARRIED BY UNANIMOUS CONSENT

BOARD CALENDAR

- None

PUBLIC COMMENTS (THREE MINUTE TIME LIMIT EACH)

- None

DISCUSSION ITEMS

- **FY 2016 Financial Audit** – Joe Burgende went over the financial audit for 2016 telephonically.
- **Facility Use Agreements** – PJ advised the Board how the Koo.eex' rental went from the actual Koo.eex to debriefing after the rental was over. Some went better than others. There are many pros and cons. One of the biggest one is exposer of our staff to illness. We do not charge enough. We need to increase the deposit. We cannot rent for 24 hrs. We are the only facility in Southeast Alaska that does this. She provided a draft facility use agreement with increase fees. This was Bob suggested a work session on the facility use piece. Heidi would like to take action on the draft facility use agreement PJ provided with new fee schedules. After gathering input on acting on this now, it was decided to wait for more discussion.
- **Budget Work Session** – Work session on budget on December 12th at 6:30 pm
- **Board Retreat** – Bob has not contacted anyone as of yet. He would like to have one in January if Timi Tullis or Lon Garrison with AASB would be available. Heidi asked if it could be for a full day. Everyone was in favor of a full day on either January 7th or 14th.
- **School Board Roles** – Put on Board retreat agenda
- **Kitchen Equipment Needs** – PJ informed the Board that there was kitchen equipment that needs to be replaced. Steam kettle, cook top, etc. Kaz would also like a vegetable prep sink installed.

ADMINISTRATIVE REPORT

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

- See Attached Report

B. Principal's Report – Ralph Watkins

- Testing Date Presentation for the Board

C. Business Manager's Report – Judy Hankla

- Written Report
- Melody Douglas gave a fiscal report. She explained the report format and she will go over the year to date at the December 12th work session.

D. SPED Director's Report – Sheryl Ross

- Written Report

E. ANEP Grant Director's Report – Heather Powell

- Written Report

F. Maintenance Report – Jeremiah Byers

- See Attached Report

G. Student Representative Report - Halle Budke

- None

H. Board Reports – Robert Hutton

- He will defer until next meeting to report on the AASB Conference.

NEW BUSINESS

1.0 Memorandum of Agreement with RurAL CAP Parents as Teachers Program

M/S Heidi Jewell, Anasia Neal that we approve the memorandum of agreement between the Hoonah School District and RurAL CAP Parents as Teachers Program for the 2016/2017 school year. Jamie Erickson recused herself. Roll Call Voice Vote: DS-Yes, AN-Yes HJ-Yes, RH-Yes. Motion passes.

PUBLIC COMMENT (THREE-MINUTES PER SPEAKER)

- None

COMMENTS FROM BOARD MEMBERS

- **Heidi Jewell** – She appreciated the work session with the student government. She was impressed with their knowledge and ability.

FUTURE AGENDA ITEMS

- AASB Report
- Work session on facility use
- Next regular board meeting changed to January 17, 2017 at 6:30 PM

ADJORNMENT

**M/S Robert Hutton, Jamie Erickson to adjourn. MOTION CARRIED BY UNANIMOUS
CONSENT**

Meeting Adjourned at 8:34 PM

Respectfully Submitted,

Dillon Styers
Board Secretary

Amy Stevenson
Recording Secretary



Home of the Braves

Hoonah City Schools

January 2017

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Special points of interest:

- January 3 - School back in session
- January 5 - End of 2nd Qtr/1st Semester
- January 10/11 - Orange Frog Training for 5th-12th Grades
- January 16-26 - Boys Varsity Basketball—POW
- January 14 - School Board Retreat
- January 17 - Regular School Board Meeting
- January 30-February 10 - MAP Testing.

HOONAH CITY SCHOOLS

Home of the Braves

February 2017

Special points of interest:

- February 3-4 - Girls/Boys Varsity Basketball Games at Home
- February 13-16 Parent/Teacher Conferences. Early release
- February 16 - Regular Board Meeting
- February 17 - No School
- February 20-21 - Teacher In-service, No School
- February 22-23 - Varsity Girls Basketball with Yakutat at Home
- February 24-25 - Varsity Boys Basketball with Sitka JV at Home
- February 28 - Start of Region V 1A Basketball Tournament in Ketchikan

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Superintendent Travel: January 2017

January 18-22 (Juneau): SERRC Board Meeting and Passages Grant Meeting: trip paid by SERRC

January 25-28 (Anchorage): Pre-Kindergarten Grant Meeting and ANEP Grant Qtly report meeting
Paid by the grants.

I will be in Sitka the weekend of January 29th and return Monday January 30th. I also plan to be in Sitka February 13-15th.

Principal's School Board Report January 10th 2017

During the month of December and January I worked on various projects and assignments in line with the HCSD strategic plan. Below is a summary of those projects and tasks.

Goal 2: Stakeholder satisfaction

Establish and conduct parent and student survey at school and online.

During the month's of December and January the school conducted parent and student surveys. The parent survey questions covered a variety of areas. For the purpose of this report and inline with another strategic plan goal, the data shared focuses specifically in the area of Improved communication with all stakeholders, develop an external communication plan that includes public, social media, and instant messaging.

This current school year communication has improved

Answer Choices	Responses
Communication has not improved at all	6.67% 3
Communication has improved a little	6.67% 3
Communication has improved somewhat	26.67% 12
Communication has improved quite a bit	31.11% 14
Communication has improved very much	28.89% 13
Total	45

The data supports the conclusion that as a school district we are making great strides in improving communication with our stakeholders and that the school messenger system is a valuable piece in making that happen. We should make sure that we continue this service.

Another area that has been a focus area was ensuring that our school represented our Tlingit culture. The results of our survey show that we are having success in our efforts.

Tlingit culture and language are evident in the school

Answer Choices	Responses
Not evident at all	0.00% 0
A little evident	2.17% 1
Somewhat evident	2.17% 1
Quite evident	45.65% 21
Very Evident	50.00% 23
Total	46

Goal 1: Student Learning

Objective 2: Produce an increasing graduation rate

Statement 2: Monitor student growth through data collection

In December I met with our school data team (Marc Lienberger, Amber Malone) to review and discuss school testing data from our Fall MAP an Aimsweb assessment. The team looked at current student progress and projected growth using MAP and Aimsweb data. The team looked a specific content areas, and reviewed our current curriculum to identify where holes exist and discussed ways to fill them. The purpose of this analysis was to find and develop the necessary resources to address those identified areas. What we identified are some definite gaps in our reading and math curriculum. Some of the math gaps can be corrected for with an attention to instruction pacing. Reading is a area that will need considerable attention.

Note: Because of the innovating things we are doing with our data and student individual learning plans, Hoonah City Schools was asked to be co-presenters at a national conference for NWEA. On December 8th myself, and Superintendent Dr. PJ traveled to Anchorage and shared with conference attendees what we are doing in Hoonah with our MAP data. Many at the conference expressed appreciation and interest in modeling similar processes in their respective schools and districts.

The month of December the first of two teacher evaluations were completed. Based on the Marzano Teacher Evaluation tool our teachers are all performing at an acceptable level.

Upcoming events:

January 30th Winter MAP testing grades K-11
February 10th Winter staff birthday celebration



HCS Board Meeting Minutes for School Board Meeting January, 2017

From: Sheryl Ross, Special Education

Happy New Year from your special education team! It is so good to be back in Hoonah after a busy holiday and unexpected medical! Our special services providers- Occupational Therapist, Physical Therapist, Speech and Language Pathologist and School Psychologist are all coming to Hoonah in January for Quarter 3 visits. SESA, the Special Education Service Agency will also be here to provide supports in January with a new Autism Specialist.

Steve Berry, special education teacher, resigned before Christmas break. We wish him the best as he heads North. Sheryl Ross will manage student services at the middle school and high school. Aimee Smith will continue at the PreK-6 levels. Sheryl will assist with speech and language students at all levels as needed. Our wonderful team of instructional assistants are invaluable as they meet the daily needs of our students.

Hoonah City Schools and representatives from the State Department of Education and Early Development will be conducting a meeting with parents and guardians of students enrolled in the special education program. The purposes of the meeting are for district staff to answer questions, and comments regarding what is working, what is not working, and what suggestions each may have for improvement. Additionally, the representatives from the State Department of Education and Early Development will be present. The EED staff will be in Hoonah to monitor our special education services and paperwork.

Thank you to Heather Wheeler and Aimee Smith as they carried the responsibilities last week when Sheryl was gone. Heather has been instrumental with aligning paperwork to meet state requirements. EED Special Education State Monitoring has been postponed by the EED. We are awaiting new dates.

The Classified Handbook is correlated and sent to Dr. PJ for review.

January is busy with special education progress reports, setting up new counseling schedules at SEARHC with seven of our students, and evaluations to prepare for upcoming ESERS/IEPs. We have five ESERS/IEPs to run by February.

Sheryl Ross is review training and setting up the Administration for AKDEED, Alternate Assessments for Special Education. Testing begins in March.

January 21: Deadline to manage users in the Educator's Portal.

January 27: Deadline for completing student enrollment.

February 1: Deadline for roster completion and student profiles.

Thank you & Happy New Year,

Sheryl Ross, Special Education

"Good teaching cannot be reduced to technique; good teaching comes from the identity and integrity of the teacher," Parker J. Palmer.

The Raven and Eagle Learning and Growing Strong Pre-Elementary Program opened its doors on January 9th. There are currently seven students enrolled and these are students who will be attending Kindergarten next year. We are utilizing the "We Can" Literacy Program as well as the "My Math" Curriculum. Both of these programs are closely aligned with the Alaska Early Learning Guidelines and the Alaska Birth to Graduation State Literacy Blueprint.

Students attend from 12:30 to 3:30. Data is being collected using the Objectives for Development and Learning in the Teaching Strategies GOLD system and will produce a report that can be shared with parents on how their child is doing in the domain areas of social-emotional, physical, language, cognitive, literacy, and mathematics.

The Raven and Eagle Learning and Growing Strong Pre-Elementary Program is collaborating with Tlingit Haida Head Start and working together to ensure a solid foundation for our students.

January 2017 Maintenance Board Report

Inspections

I have included the inspection reports for the sprinkler and alarm system.

I recommend that we detach our fire alarm system from the pool building's fire alarm system and was informed by the inspectors that it would be an easy disconnect. We no longer have keys to the building so when either alarm senses a fault we have to wait for them to reset their system before our system is back in its normal state. It also creates difficulty during our scheduled fire drills.

I have requested a cost for the necessary repairs to compare with the previous estimate we received.

Playground Architect

Corvus Design -We have received a fee for the architectural work that would include a scope of work for us to put out to bid. I have included it.


PDC Inc-I reached out to them for a fee estimate but was not responded to after sharing the details of what we are looking for.

Energy efficiency plan

I will bring a draft for the proposed changes to the energy efficiency plan. I only plan on eliminating the pool portion. This needs to be updated for our EED inspection coming up in March.

Custodial care program

Working on obtaining a digital copy of this program and making alterations to it when I have a draft completed I will bring it to the board for review. This needs to be updated for our EED inspection coming up in March.



Hoonah City Schools

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

HOONAH CITY SCHOOL DISTRICT ENERGY PLAN

Proposed changes on January 10, 2017 by Jeremiah Byers

Purpose

The intent of this plan is to create a comprehensive document that identifies energy and water conservation and efficiency as significant issues for the entire school district. This document is intended to detail realistic steps that HCSD administrators, staff, teachers, and students will take to address specific energy issues and reach the established goals of the district. This plan should be reviewed and updated periodically as energy technologies and the district's strategic energy plan changes.

Implementation

Educational programs administered by staff directed towards students learning the importance of conservation are strongly encouraged. The School Facilities Department will be involved directly with energy management improvements and resource management. Changes in daily practice will also become an integral part of energy and resource management for Hoonah City Schools. These changing practices will guide the system towards decreasing energy and resource consumption. It is our intention to make our buildings as energy efficient as possible without decreasing the integrity of the teaching environment.

Energy Conservation Practices

Resource and energy consumption can be reduced by properly managing the following areas:

A. Heating

1. Classroom thermostats will be set at 68 +/- 2 degrees for heating. For unoccupied times, heating will be set at 55 degrees.
2. Gymnasium thermostats will be set as occupied or unoccupied.
3. Operating schedules for the heating and ventilating equipment will be optimized as follows:
 - a. For the heating season, the equipment will be started approximately two hours before classes start to allow the building to be at the occupied set point. The scheduled shut down time will be set the same as student release time.
4. HVAC coil cleaning will be scheduled annually to assure the highest operating efficiency possible.
5. Quarterly change handler filters to maintain state requirements for air quality.
6. ~~To maintain humidity levels and reduce heat loss, pool blankets are in place during non-activity of the indoor pool.~~

7. Boilers and HVAC systems on all HCSD buildings are shut down during extended school closures (i.e., summer break), ~~excluding the indoor pool systems.~~
8. Annually we test electric motors for amperage and voltage for peak performance.
9. Window blinds will be adjusted, when and where appropriate, to allow the sun to warm the building during the heating season or to block out the sun during the cooling season.
10. Windows will be kept closed if the heating systems are in operation.
11. Classroom doors will be kept closed.
12. Staff will not obstruct ventilation ducts or return grilles with books, charts, furniture, plants or any other objects or materials.
13. New equipment purchases will be energy efficient models that are Energy Star rated.
14. The use of portable electric heaters or any other auxiliary heating devices will not be permitted.
15. Employees and students are encouraged to wear appropriate clothing during the heating season and cooling season.
16. The Maintenance Department may adjust set points to provide the best overall performance of the HVAC system.
17. Record daily boiler readings for possible problems with heating system.

B. Lighting

1. Lighting schedules will be optimized to reduce usage.
2. Lights will be turned off when space is not in use or natural day lighting is adequate.
3. Classroom lights will be turned off when the last person exits the room.
4. Cleaning staff will turn lights on only for the period when a specific area is being cleaned.
5. Hallway lighting will be turned on 30 minutes before classes begin and will be turned off after classes have ended.
6. Classroom lighting levels that are over lit will be adjusted to minimum levels (using single/dominate switch if available).
7. Gym lighting levels will be adjusted to appropriate levels for classes, events and practices (classes being at lower levels and events at highest levels).
8. Buildings will be identified for energy saving lighting projects.

C. Food Service

1. Run time of ovens and stoves will be kept at the minimum levels.
2. Exhaust fans will run only when absolutely necessary.
3. Energy saving devices and/or practices will be identified.
4. Equipment will be energy efficient models.

D. Computers/Office Machines

1. Copiers, laminating machines, calculators, and other office machines will be turned off at the end of the day.
2. Computers, monitors, printers, and other peripheral equipment will be turned off at the end of the day or when not in use for long periods of time during the day.
3. ~~SERRC TechOps~~ (**TeckMate**) may be used to automatically shut down computers at the end of the day.
4. Computers will be energy efficient models.

E. Building Improvements

1. Building air leaks will be identified and sealed with caulking, energy efficient seals and/or insulation.
2. Administration and the Maintenance Department will be responsible for the development and implementation of long-range projects.

F. Other

1. The domestic hot water temperature set point will be no higher than 115 degrees. Food service operations requiring higher temperature levels by code shall use booster units or dedicated water heaters when possible.
2. The use of personal appliances such as electric coffee makers, microwaves, refrigerators, toaster ovens, pizza makers, and/or other cooking or refrigeration appliances is discouraged and may result in a charge per unit as determined by administration. The use of small fans, radios and desk lamps is allowed, but must be turned off when not in use. It is recommended that these items be Energy Star Rated and UL Approved.
3. The Maintenance Department will routinely check all windows and doors to ensure no heat loss is occurring and, if needed, repair.
4. Monthly energy usage and cost spreadsheets will be maintained for all buildings and distributed to Administration and the Maintenance Department for analysis of trends.

HCSD strongly believes in a Preventative Maintenance Program. SERRC provides a complete computerized program that we have found works extremely well. With a PM program followed monthly, numerous failures of electric, HVAC, and general mechanics of a school facility are discovered when performing monthly maintenance program. Major expenses still occur, but they are mitigated by discovering problems before they "explode" thereby gaining the flexibility of scheduling when large expenses occur.

G. Education

1. Staff and students will be provided on-going education on energy saving measures through the Energy Committee.
2. District will utilize appropriate curriculum materials designed to inform students regarding the wise use of energy.
3. Every staff person will be expected to contribute to energy efficiency.



SERVICE REQUEST

FORWARD TO YOUR ACCOUNTS PAYABLE DEPARTMENT

License #	11-109	TR#	172164	MOORE, BRANDAN D
Project #	99999996	Task/SR#	53571666	37206068

NAME		Hoonah School				CUSTOMER PURCHASE ORDER		
ADDRESS (OR ATTENTION OF)		366 Garteen Highway HOONAH, AK 99829				LABOR-REG	LABOR-OT	LABOR-DT
						4	2	0
TR ARRIVAL DATE	BILL	NON-BILL	SERV. COMPL	CUSTOMER NUMBER	NAT. ACCT	PHONE		INSP-MONTH
16-NOV-2016 09:28:18				463-17916779	N			OCT

NAME(BILL TO)		Hoonah School		LABOR-REG	LABOR-OT	ARRIVAL
ADDRESS		366 Garteen Highway		4	2	16-NOV-2016 09:28:18
CITY	STATE	ZIP		MILES		DEPART
HOONAH	AK	99829				16-NOV-2016 21:50:33

I authorize SimplexGrinnell to proceed with the work as agreed to and outlined below:

Authorized with phone call 17-NOV-2016 01:50:33
(Preauthorization Customer Signature) Date

PAYMENT TERMS			
TIME AND MATERIAL	PRICE NTE	FIXED PRICE	
DEPOSIT (\$)	BALANCE DUE(\$)	BILLABLE	

SCOPE OF WORK/PROBLEM CODE	Inspection
WORK PERFORMED/RESOLUTION CODE	Inspection Not Generated Performed the annual fire sprinkler inspection of 3 wet systems.

PRODUCT ID	QTY	DESCRIPTION	UOM
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SYSTEM TYPE	SP	CONTACT NAME	Jermiah
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IMPORTANT NOTICE TO THE CUSTOMER

Customer acknowledges and agrees to the terms and conditions on the reverse side of this Service Request, agrees that the services have been completed to Customer's satisfaction and the system is in good working order and repair, unless services performed were of a temporary nature, in which case Customer acknowledges that part of customer's system may have been bypassed or is otherwise Inoperable until service can be completed.
CUSTOMER'S ACTION IS DIRECTED TO THE LIMITATION OF LIABILITY, WARRANTY, INDEMNITY AND OTHER CONDITIONS ON THE REVERSE SIDE.

Additional charges may apply if a return trip is required

CUSTOMER ACCEPTANCE

(Customer Acceptance)



SERVICE REQUEST

FORWARD TO YOUR ACCOUNTS PAYABLE DEPARTMENT

License #	11-109	TR#	172164	MOORE, BRANDAN D
Project #	99999996	Task/SR#	53571448	37205186

NAME		Hoonah School				CUSTOMER PURCHASE ORDER		
ADDRESS (OR ATTENTION OF)		366 Garteeni Highway HOONAH, AK 99829				LABOR-REG	LABOR-OT	LABOR-DT
						5	0	0
TR ARRIVAL DATE	BILL	NON-BILL	SERV. COMPL	CUSTOMER NUMBER	NAT. ACCT.	PHONE		INSP-MONTH
16-NOV-2016 09:28:18				463-17916779	N			OCT

NAME(BILL TO)		Hoonah School		LABOR-REG	LABOR-OT	ARRIVAL
ADDRESS		366 Garteeni Highway		5	0	16-NOV-2016 09:28:18
CITY	STATE	ZIP		MILES		DEPART
HOONAH	AK	99829				16-NOV-2016 21:50:33

I authorize SimplexGrinnell to proceed with the work as agreed to and outlined below:

Authorized with phone call		17-NOV-2016 01:50:33	
(Preauthorization Customer Signature)		Date	
PAYMENT TERMS			
TIME AND MATERIAL	PRICE NTE	FIXED PRICE	
DEPOSIT (\$)	BALANCE DUE(\$)	BILLABLE	

SCOPE OF WORK/PROBLEM CODE	Inspection
WORK PERFORMED/RESOLUTION CODE	Inspection Not Generated Performed the annual fire sprinkler inspection of 3 4" dry systems. Performed full flood trip test and drained all low points that could be located.

PRODUCT ID	QTY	DESCRIPTION	UOM
SYSTEM TYPE	SP	CONTACT NAME	Jermiah

IMPORTANT NOTICE TO THE CUSTOMER

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CUSTOMER'S ACTION IS DIRECTED TO THE LIMITATION OF LIABILITY, WARRANTY, INDEMNITY AND OTHER CONDITIONS ON THE REVERSE SIDE.

Additional charges may apply if a return trip is required

CUSTOMER ACCEPTANCE

(Customer Acceptance)



SERVICE REQUEST

FORWARD TO YOUR ACCOUNTS PAYABLE DEPARTMENT

License #	11-109	TR#	172164	MOORE, BRANDAN D
Project #	99999996	Task/SR#	53571667	37206070

NAME		Hoonah School				CUSTOMER PURCHASE ORDER		
ADDRESS (OR ATTENTION OF)		366 Garteeni Highway HOONAH, AK 99829				LABOR-REG	LABOR-OT	LABOR-DT
						0	1	0
TR ARRIVAL DATE	BILL	NON-BILL	SERV. COMPL	CUSTOMER NUMBER	NAT. ACCT.	PHONE		INSP-MONTH
16-NOV-2016 09:28:18				463-17916779	N			OCT

NAME(BILL TO)		Hoonah School		LABOR-REG	LABOR-OT	ARRIVAL
ADDRESS		366 Garteeni Highway		0	1	16-NOV-2016 09:28:18
CITY	STATE	ZIP		MILES		DEPART
HOONAH	AK	99829				16-NOV-2016 21:50:33

I authorize SimplexGrinnell to proceed with the work as agreed to and outlined below:

Authorized with phone call 17-NOV-2016 01:50:33
(Preauthorization Customer Signature) Date

PAYMENT TERMS			
TIME AND MATERIAL		PRICE NTE	FIXED PRICE
DEPOSIT (\$)		BALANCE DUE(\$)	BILLABLE

SCOPE OF WORK/PROBLEM CODE	Inspection
WORK PERFORMED/RESOLUTION CODE	Inspection Not Generated No flow meter on site. Hoses will have to be shipped down to perform the flow test of the fire pump. Could not locate the name tag and pump specifications on the fire pump.

PRODUCT ID	QTY	DESCRIPTION	LOM
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SYSTEM TYPE	SP	CONTACT NAME	Jermiah
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IMPORTANT NOTICE TO THE CUSTOMER

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CUSTOMER'S ACTION IS DIRECTED TO THE LIMITATION OF LIABILITY, WARRANTY, INDEMNITY AND OTHER CONDITIONS ON THE REVERSE SIDE.

Additional charges may apply if a return trip is required

CUSTOMER ACCEPTANCE

(Customer Acceptance)

[illegible]

SimplexGrinnell

BE SAFE.

A business unit of Tyco Fire & Security

5430 Fairbanks Street, Suite 7

Anchorage, Alaska 99518

Tele: 907-561-1911

Fax: 907-561-4650

www.simplexgrinnell.com

REPORT OF INSPECTION

CUSTOMER NO: _____

INSPECTION MONTH AND YEAR: November 2016

4 TANKS, PUMPS, FIRE DEPT. CONNECTIONS

Yes	NA	No
X		
	X	
X		
X		

a. Do fire pumps, gravity, surface or pressure tanks appear to be in good external condition? _____

b. Are gravity, surface and pressure tanks at the proper pressure and/or water levels? _____

c. Are fire department connections in satisfactory condition, couplings free, caps or plugs in place and check valves tight? _____

d. Are fire department connections visible and accessible? _____

5 WET SYSTEMS

Yes	NA	No
	X	
	X	
	X	
	X	
X		

a. No. of systems 3 Make & Model 2 - 4" Shotguns, 1 - 2" Shotgun in the boiler bldg.

b. Are cold weather valves in the appropriate open or closed position? _____

If closed has piping been drained? _____

c. Has the owner or owner's representative been advised that cold weather valves are not recommended by NFPA? _____

d. Have all the antifreeze systems been tested? _____

e. Date antifreeze systems were tested _____

f. The antifreeze tests indicate protection to the following temperatures per system:

1 _____ 2 _____ 3 _____ 4 _____ 5 _____

g. Did alarm valves, waterflow alarm indicators and retards test satisfactorily? _____

6. DRY SYSTEMS

Yes	NA	No
X		
X		
X		
	X	
X		
X		
	X	

a. No. of systems 3 Make & Model 2 - 4" Tyco DPV-1, 1 - 4" Dry pipe valve.

Date last trip tested: 11-17-2016 Full Flood trip test.

b. Is the air pressure and priming water levels normal? _____

c. Did the air compressor operate satisfactorily? _____

d. Were all low points drained during this inspection? _____

e. Did all quick opening devices operate satisfactorily? _____

f. Did all the dry valves operate satisfactorily during this inspection? _____

g. Do dry valves appear to be protected from freezing? _____

h. Is the dry valve house heated? _____

7. SPECIAL SYSTEMS

Yes	NA	No
	X	
	X	
	X	

a. No. of systems 0 Make & Model _____

Type _____

b. Were valves tested as required? _____

c. Did all heat responsive systems operate satisfactorily? _____

d. Did the supervisory features operate during testing? _____

Heat Responsive Devices: Type _____

Type of Test _____

Valve No. 1 2 3 4 5 6
Valve No. 1 2 3 4 5 6
Valve No. 1 2 3 4 5 6
Valve No. 1 2 3 4 5 6

Valve No. 1 2 3 4 5 6
Valve No. 1 2 3 4 5 6
Valve No. 1 2 3 4 5 6
Valve No. 1 2 3 4 5 6

Auxiliary Equipment: No. _____ Type _____

Location _____

Test Results _____

8. ALARMS

Yes	NA	No
		X
X		
X		
X		
		X
	X	

a. Did the water motors and gong operated during testing? _____

b. Did the electric alarms operate during testing? _____

c. Did the supervisory alarms operate during testing? _____

9. SPRINKLERS - PIPING

a. Do sprinklers generally appear to be in good external condition? _____

b. Do sprinklers generally appear to be free of corrosion, paint, or loading and visual obstructions? _____

c. Are extra sprinklers available on the premises? _____

d. Does the exterior condition of piping, drain valves, check valves, hangers, pressure gauges, open sprinklers and strainers appear to be satisfactory? _____

e. Does the hand hose on the sprinkler system appear to be in satisfactory condition? _____

SimplexGrinnell

BE SAFE.

A business unit of Tyco Fire & Security

5430 Fairbanks Street, Suite 7
Anchorage, Alaska 99518
Tele: 907-561-1911
Fax: 907-561-4650
www.simplexgrinnell.com

REPORT OF INSPECTION

CUSTOMER NO: _____

INSPECTION MONTH AND YEAR: November 2016

10. EXPLANATION OF "NO" ANSWERS (For Sections 1B thru 9):

No record of the NFPA 25 required 5 year internal pipe and valve inspection.

Found - 9 dry sprinklers that are over 10 years of age.

- 12 out of date water gauges.
- 4 - 12" 155" SR dry pendants for the elementary school canopy.
- 2 - 18" 155" SR Dry side walls for the entry to the Ericson Bldg.
- 1 - 12" 155" SR Dry pendant in the cooler.
- 1 - 24" 155" SR Dry pendant in the freezer.
- 1 - 12" 155" SR Dry sidewall for the front entrance to the school.

Was not able to flow test the fire pump to do no flow meter installed on system. Outside flow test will need to be scheduled in warmer months with 2- 2.5" hoses and flow metering devices. The pump data information tag could not be located on the fire pump. Some install information will be needed to determine what GPM the fire pump should be tested at.

11. THE INSPECTOR SUGGESTS THE FOLLOWING NECESSARY IMPROVEMENTS; HOWEVER, THESE SUGGESTIONS ARE NOT THE RESULT OF AN ENGINEERING SURVEY:

Have the NFPA 25 required 5 year internal pipe and valve inspection performed if one has not been conducted in the last 5 years.

Replace all out of date dry type sprinkler heads.

Replace all out of date water and air gauges.

Locate Fire pump data information and have the pump flow test performed in warmer months. Testing equipment will need to be shipped down in advance.

12. ADJUSTMENTS OR CORRECTIONS MADE:

Performed annual fire sprinkler inspection.

13. LIST CHANGES IN THE OCCUPANCY HAZARD OR FIRE PROTECTION EQUIPMENT AS ADVISED BY THE OWNER IN SECTION 1A:

14. INSPECTION AND SUGGESTED IMPROVEMENTS WERE DISCUSSED WITH THE UNDERSIGNED OWNER OR OWNER'S REPRESENTATIVE: Yes

Signature of owner or owner's representative: _____ Date: _____

ADDITIONAL COMMENTS:

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FIRE ALARM SYSTEM NFPA 72 REPORT OF INSPECTION and TEST (Page 1 of 4)

Inspection Report Number _____		State of AK Status THREE	
Inspection Date 11/17/2016		Inspection Time _____	
Company Name Hoonah School		SimplexGrinnell Juneau Branch	
Address 366 Gartteeni Hwy		Address 1901 Anka St	
City State & Zip Hoonah, AK 99829		City, State & Zip Juneau, AK 99801	
Owner Contact Jerimiah Byers 945-3611x294		Office Phone 907-789-4449	
Building _____		Office License # _____	

Monitoring Entity LJ Alarm			Approving Agency AK State Fire Marshal		
Central Station Phone Number 789-7940			Contact _____		
Monitoring System Account Number 485			Telephone 465-4331		
Transmission Type	Service Type	Manufacturer	MODEL	Software Revision	Date of Last Software Revision
Digital	Central Station	Simplex	4100ES	2.02	2016
Last Service Date	Initiating Circuit Style	# Of Circuits	Notification Circuit Style		# Of Circuits
2015	B	1	B		7

NOTIFICATIONS MADE PRIOR TO ANY TESTING

ENTITY NOTIFIED	NAME	DATE & TIME
Central Station Operator	Jen	
Building Management	Corbin	
Building Occupants	Yes - Principal	
AHJ Notified of pre-existing Impairments	NA	

ALARM INITIATING DEVICES AND CIRCUIT INFORMATION

Alarm Verification feature is		OFF	
Quantity	Circuit Style	Device Type	Comments
6	B	Ionization Smoke Detector	
		Photoelectric Smoke Detector	
		Multi-Sensor	
6	B	Heat Detector	
		Duct Detector	
6	B	Waterflow Switch	
		High Pressure Switch	
		Manual Pull Station	
20	B	Beam Detector	
		Optical Detector	
		Fire Pump Run	
1	B	Kitchen Hood System	Tested by Others
		Chemical Fire Suppression System	

Greg Anderson
Inspection Technician

07-037
License Number

Page 1 of 4

FIRE ALARM SYSTEM NFPA 72 REPORT OF INSPECTION and TEST (Page 2 of 4)

Company Name <u>Hoonah School</u>		Inspection Date <u>11/17/2016</u>	
Inspection Report Number		Building	
ALARM NOTIFICATION APPLIANCES AND CIRCUIT INFORMATION			
Are circuits monitored for electrical integrity?		Yes	
Quantity	Circuit Style	Device Type	Comments
		Horn	
		Speaker	
		Chime	
34	B	Strobe	
21	B	Horn / Strobe	
		Speaker / Strobe	
		Chime / Strobe	
		Bell	
SUPERVISORY SIGNAL INITIATING DEVICES AND CIRCUIT INFORMATION			
Quantity	Circuit Style	Device Type	Comments, Incidents, or Deficiency Notes
12	B	OS & Y Tamper	
		Plug Tamper	
		PIV Tamper	
4	B	Low Pressure Switch	
		Water Tank Level	
		Fire Pump Trouble	
		Fire Pump Loss of Phase	
		Generator Run Indicator	
Quantity	AND STYLE OF SIGNALING LINE CIRCUITS CONNECTED TO THIS SYSTEM		
PRIMARY SYSTEM POWER SUPPLIES		SECONDARY (STANDBY) POWER SUPPLY	
Primary Main Nominal Voltage	120	Dedicated	Yes
Over current Protection Type	Breaker		
Location of Supply Panel board	Hall outside office		
Disconnecting means location			
Is an Emergency or Standby system used as a backup to primary power supply, instead of using a secondary power supply		No	
If the answer is "YES" what type & article as defined in NFPA 70			
SYSTEM TESTS AND INSPECTIONS CONTROL PANELS			
TYPE	VISUAL	FUNCTIONAL	COMMENTS
Control Unit	OK	OK	
Interface Equipment	OK	OK	
Lamps & LED's	OK	OK	
Fuses	OK	OK	
Primary Power Supply	OK	OK	
Trouble Signals	OK	OK	
Disconnect Switches	OK	OK	
Ground - Fault Monitoring	OK	OK	
Transient Suppressors	NA		
Remote Annunciators	OK	OK	
SYSTEM TESTS AND INSPECTIONS SECONDARY POWER			
TYPE	VISUAL	FUNCTIONAL	COMMENTS
Battery installed date	2012		
No AC voltage		25.4	Recommend replacement by next year due to age
Voltage under load		24.9	
Charger voltage		26.2	



FIRE ALARM SYSTEM NFPA 72 REPORT OF INSPECTION and TEST (Page 3 of 4)

Company Name <u>Hoonah School</u>		Inspection Date <u>11/17/2016</u>	
Inspection Report Number		Building	
SYSTEM TESTS AND INSPECTIONS NOTIFICATION APPLIANCES			
TYPE	VISUAL	FUNCTIONAL	COMMENTS
Audible	OK	OK	
Visible	OK	OK	
Speakers			
Voice Clarity			
SYSTEM TESTS AND INSPECTIONS EMERGENCY COMMUNICATIONS EQUIPMENT			
TYPE	VISUAL	FUNCTIONAL	COMMENTS
Phone Set	NA		
Phone Jacks	NA		
Off - Hook Indicator	NA		
Call - in Signal	NA		
Amplifier (s)	NA		
Tone Generator (s)	NA		
SYSTEM TESTS AND INSPECTIONS INTERFACE EQUIPMENT			
TYPE	VISUAL	FUNCTIONAL	COMMENTS
Elevator Recall	Ok	OK	
Elevator Shunt Trip	NA	NA	
Smoke Control System	NA	NA	
HVAC Shut Down	FAIL	FAIL	Fire Alarm relays transfer correctly, HVAC probably not connected
Exhaust Fan Shut Down	NA	NA	to fire alarm relays
Door Unlock	NA	NA	
Door Release to Close	OK	OK	
Fire Damper Control	NA	NA	
Emergency Power Shunt Trip	NA	NA	
SYSTEM TESTS AND INSPECTIONS SPECIAL HAZARD SYSTEMS			
TYPE	VISUAL	FUNCTIONAL	COMMENTS
Kitchen Hood System	NA	NA	Tested by others
Gas Suppression System			
Dry Chemical System			
Deluge System			
Pre-Action System			
AFFF Foam System			
CENTRAL STATION SIGNAL VERIFICATION			
TYPE	RESULT	TIME	COMMENTS
Alarm Signal	OK	OK	
Alarm Restoration	OK	OK	
Trouble Signals	OK	OK	
Supervisory Signal	OK	OK	
Supervisory Restoration	OK	OK	

tyco / Fire & Security / SimplexGrinnell

FIRE ALARM SYSTEM NFPA 72 REPORT OF INSPECTION and TEST (Page 1 of 4)

Inspection Report Number <div style="border:1px solid black; height:20px; width:100%;"></div>		State of AK Status <div style="border:1px solid black; padding:2px; text-align:center;">THREE</div>	
Inspection Date	11/17/2016	Inspection Time	
Company Name	Hoonah School	SimplexGrinnell	Juneau Branch
Address	366 Garteeni Hwy	Address	1901 Anka St
City State & Zip	Hoonah, AK 99829	City, State & Zip	Juneau, AK 99801
Owner Contact	Jeremiah Byers 945-3611x294	Office Phone	907-789-4449
Building		Office License #	

Monitoring Entity LJ Alarm		Approving Agency AK State Fire Marshal	
Central Station Phone Number 789-7940		Contact	
Monitoring System Account Number 485		Telephone 465-4331	
Transmission Type	Service Type	Manufacturer	MODEL
Digital	Central Station	Simplex	4100ES
Software Revision	Date of Last Software Revision		
2.02	2016		
Last Service Date	Initiating Circuit Style	# Of Circuits	Notification Circuit Style
2015	B	1	B
			# Of Circuits
			7

NOTIFICATIONS MADE PRIOR TO ANY TESTING

ENTITY NOTIFIED	NAME	DATE & TIME
Central Station Operator	Jen	
Building Management	Corbin	
Building Occupants	Yes - Principal	
AHJ Notified of pre-existing Impairments	NA	

ALARM INITIATING DEVICES AND CIRCUIT INFORMATION

Alarm Verification feature is		OFF	
Quantity	Circuit Style	Device Type	Comments
6	B	Ionization Smoke Detector	
		Photoelectric Smoke Detector	
		Multi-Sensor	
		Heat Detector	
6	B	Duct Detector	
6	B	Waterflow Switch	
20	B	High Pressure Switch	
		Manual Pull Station	
		Beam Detector	
		Optical Detector	
1	B	Fire Pump Run	
		Kitchen Hood System	Tested by Others
		Chemical Fire Suppression System	

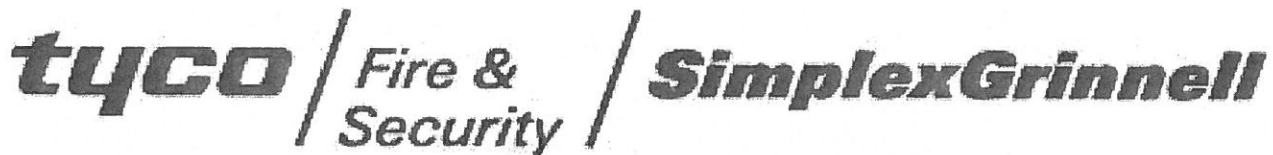
Greg Anderson
Inspection Technician

07-037
License Number

Page 1 of 4

**FIRE ALARM SYSTEM
NFPA 72 REPORT OF INSPECTION and TEST (Page 2 of 4)**

Company Name <u>Hoonah School</u>		Inspection Date <u>11/17/2016</u>	
Inspection Report Number		Building	
ALARM NOTIFICATION APPLIANCES AND CIRCUIT INFORMATION			
Are circuits monitored for electrical integrity?		Yes	
Quantity	Circuit Style	Device Type	Comments
		Horn	
		Speaker	
		Chime	
34	B	Strobe	
21	B	Horn / Strobe	
		Speaker / Strobe	
		Chime / Strobe	
		Bell	
SUPERVISORY SIGNAL INITIATING DEVICES AND CIRCUIT INFORMATION			
Quantity	Circuit Style	Device Type	Comments, Incidents, or Deficiency Notes
12	B	OS & Y Tamper	
		Plug Tamper	
		PIV Tamper	
4	B	Low Pressure Switch	
		Water Tank Level	
		Fire Pump Trouble	
		Fire Pump Loss of Phase	
		Generator Run Indicator	
Quantity	AND STYLE OF SIGNALING LINE CIRCUITS CONNECTED TO THIS SYSTEM		
PRIMARY SYSTEM POWER SUPPLIES		SECONDARY (STANDBY) POWER SUPPLY	
Primary Main Nominal Voltage	120	Dedicated	Yes
Over current Protection Type	Breaker		
Location of Supply Panel board	Hall outside office		
Disconnecting means location			
		Battery Type	Sealed Lead-Acid
		Amp Hr Rating	18
		Calculated capacity to operate the system, in hours	24
		Type of engine-driven generator dedicated to alarm system	None
		Location of Fuel Storage	
Is an Emergency or Standby system used as a backup to primary power supply, instead of using a secondary power supply			No
If the answer is "YES" what type & article as defined in NFPA 70			
SYSTEM TESTS AND INSPECTIONS CONTROL PANELS			
TYPE	VISUAL	FUNCTIONAL	COMMENTS
Control Unit	OK	OK	
Interface Equipment	OK	OK	
Lamps & LED's	OK	OK	
Fuses	OK	OK	
Primary Power Supply	OK	OK	
Trouble Signals	OK	OK	
Disconnect Switches	OK	OK	
Ground - Fault Monitoring	OK	OK	
Transient Suppressors	NA		
Remote Annunciators	OK	OK	
SYSTEM TESTS AND INSPECTIONS SECONDARY POWER			
TYPE	VISUAL	FUNCTIONAL	COMMENTS
Battery installed date	2012		
No AC voltage		25.4	Recommend replacement by next year due to age
Voltage under load		24.9	
Charger voltage		26.2	



FIRE ALARM SYSTEM NFPA 72 REPORT OF INSPECTION and TEST (Page 3 of 4)

Company Name <u>Hoonah School</u>		Inspection Date <u>11/17/2016</u>	
Inspection Report Number _____		Building _____	
SYSTEM TESTS AND INSPECTIONS NOTIFICATION APPLIANCES			
TYPE	VISUAL	FUNCTIONAL	COMMENTS
Audible	OK	OK	
Visible	OK	OK	
Speakers			
Voice Clarity			
SYSTEM TESTS AND INSPECTIONS EMERGENCY COMMUNICATIONS EQUIPMENT			
TYPE	VISUAL	FUNCTIONAL	COMMENTS
Phone Set	NA		
Phone Jacks	NA		
Off - Hook Indicator	NA		
Call - In Signal	NA		
Amplifier (s)	NA		
Tone Generator (s)	NA		
SYSTEM TESTS AND INSPECTIONS INTERFACE EQUIPMENT			
TYPE	VISUAL	FUNCTIONAL	COMMENTS
Elevator Recall	Ok	OK	
Elevator Shunt Trip	NA	NA	
Smoke Control System	NA	NA	
HVAC Shut Down	FAIL	FAIL	Fire Alarm relays transfer correctly, HVAC probably not connected
Exhaust Fan Shut Down	NA	NA	to fire alarm relays
Door Unlock	NA	NA	
Door Release to Close	OK	OK	
Fire Damper Control	NA	NA	
Emergency Power Shunt Trip	NA	NA	
SYSTEM TESTS AND INSPECTIONS SPECIAL HAZARD SYSTEMS			
TYPE	VISUAL	FUNCTIONAL	COMMENTS
Kitchen Hood System	NA	NA	Tested by others
Gas Suppression System			
Dry Chemical System			
Deluge System			
Pre-Action System			
AFFF Foam System			
CENTRAL STATION SIGNAL VERIFICATION			
TYPE	RESULT	TIME	COMMENTS
Alarm Signal	OK	OK	
Alarm Restoration	OK	OK	
Trouble Signals	OK	OK	
Supervisory Signal	OK	OK	
Supervisory Restoration	OK	OK	



2506-B Fairbanks Street, Anchorage, Alaska 99503
119 Seward Street, Suite 15, Juneau, Alaska 99801

Landscape Architecture • Planning • Industrial Design

December 5, 2016

Jeremiah Byers
Hoonah City Schools
366 Garteen Highway
Hoonah, AK 99829

Subject: **Hoonah City Schools Playground**

Dear Jeremiah,

Corvus Design appreciates this opportunity to provide the following scope of work and fee for developing construction drawings and specifications for the new play equipment at the Hoonah City Schools.

SCOPE OF WORK

Our scope of work includes the development of bid ready construction documents that includes drawings and specifications for the new play equipment and safety surfacing at the City Schools. Play equipment to be specified includes one swing set, one at grade slide and a composite climbing/play structure identified as play areas 3, 5 and 6. The equipment is to be Landscape Structures play equipment (project number 89201-1-1). Design work includes earthworks, placement of the play equipment, design of safety surfacing and related playground work. Limited existing site information exists as AutoCAD drawings and work would include rough magnitude site measurements and the creation of an AutoCAD site plan for the play area to serve as the base drawing. Specifications would be also prepared for the project (Sections 1-13, as required). The City of Hoonah is to provide their boiler plate Section 0 specifications for this project. Work will also include discussion of 'inclusive play and accessibility' with Schools staff to determine the appropriate level of accessibility and cost implications for the play equipment and safety surfacing. It is assumed that a majority of safety surfacing will be pea gravel however some play elements will require accessible surfacing. A cost estimate will be prepared at the 65% level to verify costs. Final construction drawings will be stamped by a licensed professional Alaska Landscape Architect as stated in Alaska Statutes AAC 36.069.

DELIVERABLES

Deliverables include:

- One site visit to meet with staff, verify conditions and take site measurements
- Drawings for review at design development (65%), 95% and 100% construction documents as 11x17 pdf. 100% documents will be stamped by a professional Alaska Landscape Architect as 11x17 and 22x34 drawings

- Specifications at 95% and 100% (Word document and pdf)
- Cost estimate at the 95% level (pdf)
- One teleconference call to discuss and review work after each submittal

SCHEDULE

We are available to begin our landscape architectural work immediately after receipt of Notice-to-Proceed. We estimate approximately 30-45 days to complete the work once the site visit has taken place and assumes that review of documents by Schools staff will be 5 working days or less. Longer review periods will extend the schedule.

FEE PROPOSAL

We propose to furnish the above-described services for a total lump sum fee of \$7,878.00. The detailed fee estimate is attached.

We trust this provides adequate information for evaluating our proposal. If desired, Corvus Design will be pleased to create a contract for this project. We look forward to working with you on this project, and we will be happy to answer any additional questions.

Sincerely,



Christopher Mertl, PLA, ASLA
Principal Landscape Architect
Corvus Design, Inc.
119 Seward Street, Suite 15
Juneau, AK 99801

Attachment: Fee Schedule



Corvus Design, Inc.
Attn: Christopher Merl
 Anchorage: 907.222.2859
 Juneau: 907.988.9000
 www.corvus-design.com

Fee proposal					6-Dec-16
Client:	Hoonah City Schools				
Project:	Hoonah Playground Improvements				
Contract Type:	Lump Sum				
	Personnel Type	Senior Principal	Principal	Landscape Designer	Total Hours/ Total Fee
Task	Hourly Rate	\$165.00	\$152.00	\$100.00	
Design Period Services					
1.0 Design Development (65%)					
1.01	Site Meeting, Measurements and Travel	0	8	0	8
1.02	Drawing set-up	0	0	4	4
1.03	Playground Design	0	2	8	10
1.04	Cost Estimate	0	1	2	3
1.05	Project Management	0	1	0	1
1.06	Meetings (1 @ 2 hours each teleconf)	0	2	0	2
1.0	Task Total Hours	0	14	14	28
1.0	Task Total Fee	\$0	\$2,128	\$1,400	\$3,528.00
2.0 95% Design					
2.01	Playground Plans & Details	0	2	8	10
2.02	Specifications	0	4	4	8
2.03	Meetings (1 @ 2 hours each teleconf)	0	2	0	2
2.04	Project Management	0	1	0	1
2.05	Quality Assurance/Quality Control	2	0	0	0
2.0	Task Total Hours	2	9	12	23
2.0	Task Total Fee	\$330	\$1,368	\$1,200	\$2,898.00
3.0 100% Design					
3.01	Playground Plans & Details	0	1	4	5
3.02	Specifications	0	1	2	3
3.03	Project Management	0	1	0	1
3.04	Meetings (1 @ 1 hours each teleconf)	0	1	0	1
3.0	Task Total Hours	0	4	6	10
3.0	Task Total Fee	\$0	\$608	\$600	\$1,208.00
Design Period Services Totals					
Labor Total Hours		2	23	26	51
Labor Total Fee		\$330.00	\$4,104.00	\$3,200.00	\$7,634.00
Expenses					\$244.00
Total Fee					\$7,878.00
Fee Notes:					
1) Fee includes single copy 8.5x11 and 11x17 hard copy reproduction and digital files. Additional reproduction shall be reimbursed on a time and expenses basis.					
2) Additional deliverables, tasks, meetings and coordination beyond those outlined in this fee, and design aspects outside of scope, shall be considered additional services and shall be billed on a time and expenses basis or negotiated lump sum.					

Cost Constants	Flight and Travel Costs - JNU to HNH	LS	\$200.00
	Parking	per day	\$24.00
	Per Diem	per day	\$20.00

Task	Item	Quantity	Unit	Cost	Extended
1.0	Design Development (65%)				
1.01	Flight and Travel Costs - JNU to HNH	1	LS	\$200.00	\$200.00
1.02	Parking	1	per day	\$24.00	\$24.00
1.03	Per Diem	1	per day	\$20.00	\$20.00
1.0	Total Expenses				\$244.00

Fee Proposal Expense Totals					
	Expense Total Fee				\$244.00

AGENDA ITEM New Business 1.0

 √ ACTION

 DISCUSSION

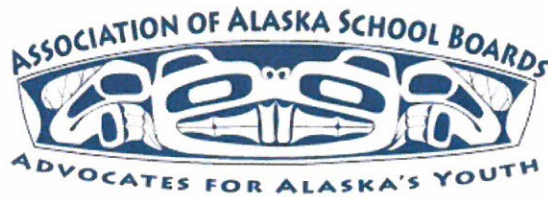
TOPIC: Memorandum of Agreement – AASB

Status

On January 14, 2017 the Board had a retreat with Lon Garrison, AASB

Recommendation

I move that we approve the memorandum of agreement with Association of Alaska School Boards.



MEMORANDUM OF AGREEMENT

BETWEEN

Hoonah City School District
AND THE

ASSOCIATION OF ALASKA SCHOOL BOARDS

Hoonah City School District hereby enters into this agreement with the Association of Alaska School Boards for a board development workshop on Saturday January 14th, 2017.

Professional Fee for services provided by Lon Garrison, School Improvement Coordinator, will be \$775.00 per day. Travel expenses will be billed on actual expenses incurred.

AGREED TO BY:

Norman D Wooten
Executive Director
Association of Alaska School Boards

Dr. PJ Ford Slack
Superintendent
Hoonah City School District

Date: January 3, 2017

Date: _____

January 6, 2017

If terms are acceptable, please sign and keep one copy for your files and return one copy to the office of the Association of Alaska School Boards.

AGENDA ITEM: New Business 1.1

 ✓ ACTION

 DISCUSSION

TOPIC: FY 2017 Budget Revisions

Status

Refer to the attached reports from PJ, Judy, and Melody Douglas

Recommendation

I MOVE that we approve the FY 17 Budget revisions as presented. This revision includes approved cuts to the FY17 general fund budget, a FY '17 food service budget in the amount of 160,000.00 and a FY17 student activity fund of 169,872.00.

January 10, 2017

MEMORANDUM

TO: Hoonah Board of Education

THRU: Dr. PJ Ford Slack, Superintendent

FROM: Judy Hankla, Business Manager
Melody Douglas, SFO, Contractor

RE: FY17 Budget Revision

PURPOSE

A budget is a spending plan based on what is financially known at a given point in time. The FY17 budget was developed and approved by the Board of Education in FY16. It may be necessary to do another budget revision toward the end of this fiscal year.

The attached budget recaps are an integral part of this budget memo.

PERTINENT INFORMATION – GENERAL FUND

Revenue Budget

FY17 operating fund was developed based on 113 students; the OASIS 20 day count period accounted for 108 students. Additional intensive students were identified; therefore, HCS realized an increase in state revenue as opposed to a decrease that normally encompasses a shortfall of 5 students from the enrollment projection.

Hoonah City School District accounts for student activities in a special revenue fund; therefore, this revenue has been removed from the operating fund.

The original FY17 budget required a transfer of funds in the amount of \$378 K. The proposed budget revision reflects a slight reduction in the need for a transfer from other funds to \$370,611.

Expenditure Budget

The District's budget exceeds available revenue and preliminary review of the status quo FY18 budget reflects a similar situation at this time. Unfortunately, HCS is in a position whereby only emergency purchases should be authorized, and hiring and travel freezes should be implemented, effective immediately. All positions resulting from a resignation should be evaluated for elimination to allow attrition to assist the District in balancing its operating fund budget.

Cost containment activities were initiated earlier in the year with the closure of the school during Christmas and Spring Breaks. The school building is expected to close mid-June for the summer.

Salary and Benefits: Salary accounts have been adjusted to reflect a recommended work day reduction of one (1) hour per day for all classified staff, with the exception of one aide who is providing direct services to students under the guidance of itinerant staff. It is suggested this change in work hours take affect February 4, 2017 which is the beginning of the next pay period after the proposed FY17 budget revision is considered by the Board of Education.

In addition, there have been two certificated employee resignations. The FY17 budget has been reduced to account for these resignations. The superintendent volunteered a salary reduction that is included.

Health care adjustments have been made to reflect 12 months of coverage in the budget for classified employees. HCS has a stable classified employee group; it is rare that an employee doesn't return after the summer break. There is a process in place whereby a 50/50 health care cost share exists during the summer months. Employees wanting summer health coverage are reimbursed their 50 percent of the premium when they return to work. There is a lot of work involved in this process; therefore, it should be evaluated to see if there isn't a better way to handle summer health care coverage.

Health care costs are a significant component of HSC employee benefits; the FY17 premium rates are:

	<u>per Mon</u>	<u>per Year</u>
Employee Only	\$1,248	\$14,976
Employee & Spouse	\$2,852	\$34,224
Employee & Children	\$2,362	\$28,344
Employee & Family	\$3,966	\$47,592

The total health care cost (HCS and employee contributions) pertinent to the operating fund is \$566,548. Certificated staff contributes 4.99%, (\$17,912) and classified staff contributes 1% (2,076) toward total health care costs. The HCS share of the health care costs included in the FY17 operating fund budget revision is \$546,650 (\$566,548 - \$17,912 - \$2,076 = \$546,560) representing 17% of the operating fund budget..

It is hoped that a health care modification MOA may be reached with the unions for implementation in FY18.

Travel: Staff travel has been reduced \$3,500 and student travel has been reduced \$102,840 because student activities are accounted for in a special revenue fund that is directly supported by the City of Hoonah.

Supplies: Most of the supply budgets have been reduced 25%; exceptions are the special education function (due to the audit process this year) and the maintenance supply accounts (an aging building has a myriad of needs). It is anticipated that the maintenance supply accounts will need additional funds later this year.

Transfer to Food Service Fund: The FY17 original budget approved by the Department of Education and Early Development did not include a transfer to the food service fund. An estimated amount of \$70 K is included in the proposed FY17 budget revision

FY17 Operating Fund Budget Revision

Operating Fund Revenue Budget

Approved FY17 Budget	<u>\$3,442,458</u>
City Contribution to Student Activity Fund	(243,734)
Music Instrument Rentals	(2,500)
State Revenue	102,624
Retirement on-behalf adjustment	(18,956)
Use of fund balance not planned	(14,919)
Reduction in transfer of funds	<u>(37,389)</u>
Net Revenue Budget Changes	<u>(214,874)</u>
Revised FY17 Revenue Budget	<u>\$3,227,584</u>

Operating Fund Expenditure Budget

Approved FY17 Budget	<u>\$3,442,458</u>
Net Change to Salary & Benefit Accounts	(120,534)
Staff Travel Reduction	(3,500)
Supplies Reduction	(28,000)
Student Travel Reduction	(102,840)
Electricity and Fuel Reduction	(30,000)
Transfer to food Service Fund	<u>70,000</u>
Net Expenditure Budget Changes	<u>(214,874)</u>
Revised FY17 Expenditure Budget	<u>\$3,227,584</u>

FOOD SERVICE FUND

The food service fund is presented for Board approval in the amount of \$160,000 per the attached budget document, representing an 11% reduction to FY16 food service fund total of \$180,076. A one hour (1) per work day reduction for classified staff is included in this budget proposal; with the exception of the food service assistance position that has been reduced from eight (8) hours per day to six (6) hours per day. Similar sized school districts to HCS have kitchen assistants working five (5) hours per day.

The supply budget has been reduced so that only \$70 K will be needed from the operating fund for food service operations this year.

The breakfast program should be closed to the public and staff be required to pay for breakfast.

STUDENT ACTIVITY FUND

The pupil activity fund is presented for Board approval in the amount of \$182,171 per the attached document. This fund is supported by the City of Hoonah through sales tax revenue on a reimbursement basis.

It is recommended that an inadvertent fund transfer to the student activity fund in the amount of \$31,113 in FY16 be transferred back to the operating fund. This change would increase the operating fund balance fund from \$46,161 to \$77,274.

RECOMMENDATION

The administration recommends the Board of Education approve a revised operating fund budget in the amount of \$3,227,584, a food service special revenue fund budget in the amount of \$160,000, and a student activity special revenue fund budget in the amount of \$182,171 as presented in the attached budget document.

		Proposed		
115	Student Enrollment	113	108	
FY16		FY17	FY17	
YTD	OPERATING FUND	Original	Revised	
Actual		Budget	Budget	Difference
REVENUE				
228,882	City Contribution	202,542	202,542	-
-	City Contribution - Pupil Activities	243,734	-	(243,734)
4,193	Earnings on Investments	1,500	1,500	-
72,461	Other	10,000	10,000	-
998	Rentals	2,500	-	(2,500)
96,902	Leases	77,640	77,640	-
86,595	E Rate Revenues	105,293	105,293	-
2,253,194	State Revenue: Foundation Program	2,051,164	2,153,518	102,354
6,751	State Revenue: Quality Schools Grant	6,195	6,465	270
163,673	State Contribution: On Behalf TRS	170,764	156,717	(14,047)
39,958	State Contribution: On Behalf PERS	29,207	24,298	(4,909)
12,836	State Broadbank Assistance	-	-	-
182,467	Federal Revenue: Impact Aid	149,000	149,000	-
-	Use of Fund Balance	14,919	-	(14,919)
-	Transfer from Other Funds	378,000	340,611 *	(37,389)
3,148,910	Total Revenue	3,442,458	3,227,584	(214,874)
EXPENDITURES				
1,176,710	Regular Instruction	1,024,369	1,073,993	49,624
471,022	Special Education Instruction	578,469	612,813	34,344
97,462	Special Ed Supporting Services	66,700	66,700	-
71,884	Supporting Services - Students	10,500	10,500	-
97,700	Supporting Services - Instruction	435,386	30,288	(405,098)
185,204	Supporting Services - Instruction	-	249,576	249,576
140,236	School Administration	158,314	150,810	(7,504)
76,760	School Administration Support Services	102,414	97,807	(4,607)
186,937	District Administration	192,488	188,821	(3,667)
56,236	District Administration	44,972	44,472	(500)
281,822	District Admin Support Services	207,055	216,315	9,260
402,492	Operation & Maintenance of Plant	451,919	415,490	(36,429)
46,310	Student Activities	169,872	-	(169,872)
18,851	Community Services	-	-	-
119,972	Transfer of Funds	-	70,000	70,000
3,429,598	Total Expenditures	3,442,458	3,227,584	(214,874)
(280,688)	Excess	-	(0)	(0)
326,849	Beginning Unrestricted/Unassigned Fund Balance	46,161	46,161	-
46,161	Ending Unassigned Fund Balance	46,161	46,161	(0)
FOOD SERVICES FUND				
90,136	Revenue	90,136	90,000	(136)
180,076	Expenditures	180,076	160,000	(20,076)
(89,940)	Funds needed from operating fund	(89,940)	(70,000)	19,940
STUDENT ACTIVITY FUND				
192,075	Contribution from City of Hoonah	169,872	182,171	12,299
192,075	Expenditures	169,872	182,171	12,299
OTHER FUNDS *				
248,533	Transportation Funds Available	248,533	248,533	-
470,789	Playground Funds Available	470,789	470,789	-
719,322	Total Other Funds	719,322	719,322	-

* Funds available to cover the transfer included in the operating fund budget

		Proposed		
115	Student Enrollment	113	108	
FY16	OPERATING FUND	FY17	FY17	
YTD		Original	Revised	
Actual		Budget	Budget	Difference
<u>REVENUE</u>				
228,882	City Contribution	202,542	202,542	-
-	City Contribution - Pupil Activities	243,734	-	(243,734)
4,193	Earnings on Investments	1,500	1,500	-
72,461	Other	10,000	10,000	-
998	Rentals	2,500	-	(2,500)
96,902	Leases	77,640	77,640	-
86,595	E Rate Revenues	105,293	105,293	-
2,253,194	State Revenue: Foundation Program	2,051,164	2,153,518	102,354
6,751	State Revenue: Quality Schools Grant	6,195	6,465	270
163,673	State Contribution: On Behalf TRS	170,764	156,717	(14,047)
39,958	State Contribution: On Behalf PERS	29,207	24,298	(4,909)
12,836	State Broadbank Assistance			
182,467	Federal Revenue: Impact Aid	149,000	149,000	-
-	Use of Fund Balance	14,919	-	(14,919)
-	Transfer from Other Funds	378,000	340,611 *	(37,389)
3,148,910	Total Revenue	3,442,458	3,227,584	(214,874)
<u>EXPENDITURES</u>				
100 Regular Instruction				
685,109	310 Certified Salaries	559,707	598,473	38,766
10,038	320 Non-Certified Salaries	10,000	10,000	-
450,083	350 Employee Benefits	409,712	429,070	19,358
478	420 Travel			-
8,004	440 Other Purchased Services	3,450	3,450	-
4,524	441 Online Classes	10,000	10,000	-
80	443 Music Equipment Repair	500	500	-
14,202	451 Teaching Supplies	15,000	11,250	(3,750)
755	451 Music Supplies	1,000	-	(1,000)
3,437	471 Textbooks	15,000	11,250	(3,750)
1,176,710	Regular Instruction	1,024,369	1,073,993	49,624
200 Special Education Instruction				
100,259	310 Certified Salaries	198,107	153,667	(44,440)
179,206	320 Non-Certified Salaries	172,040	178,396	6,356
185,125	350 Employee Benefits	205,622	278,050	72,428
159	420 Staff Travel	1,200	1,200	-
4,238	440 Other Purchased Services	500	500	-
2,035	451 Teaching Supplies	1,000	1,000	-
471,022	Special Education Instruction	578,469	612,813	34,344
220 Special Ed Supporting Services				
97,462	410 Professional & Technical	64,700	64,700	-
-	420 Staff Travel	2,000	2,000	-
97,462	Special Ed Supporting Services	66,700	66,700	-
300 Supporting Services - Students				
47,277	310 Certified Salaries	-	-	-
24,607	410 Professional & Technical	10,500	10,500	-
71,884	Supporting Services - Students	10,500	10,500	-
350 Supporting Services - Instruction				
5,000	310 Certified Salaries	-	-	-
21,217	320 Non-Certified Salaries	80,807	-	(80,807)
20,401	350 Employee Benefits	62,715	-	(62,715)
1,084	410 Professional & Technical	84,800	-	(84,800)
9,571	420 Staff Travel	3,500	-	(3,500)
2,097	425 Student Travel			-
-	421 Teacher Enrichment	4,788	4,788	-
-	433 Communications	131,616	-	(131,616)
38,330	450 Supplies	34,000	25,500	(8,500)
-	479 Technology Purchases	33,160	-	(33,160)
97,700	Supporting Services - Instruction	435,386	30,288	(405,098)

FY16 YTD Actual		FY17 Original Budget	FY17 Revised Budget	Difference
351 Supporting Services - Technology				
84,737	410 Professional & Technical	-	84,800	84,800
100,467	433 Communications	-	131,616	131,616
-	479 Technology Purchases	-	33,160	33,160
185,204	Supporting Services - Instruction	-	249,576	249,576
400 School Administration				
80,874	310 Certified Salaries	88,350	88,350	-
55,083	350 Employee Benefits	68,114	60,610	(7,504)
2,745	420 Staff Travel	1,200	1,200	-
1,534	450 Supplies	-	-	-
-	491 Dues and Fees	650	650	-
140,236	School Administration	158,314	150,810	(7,504)
450 School Administration Support Serv				
44,476	320 Non-Certified Support Staff	59,000	54,928	(4,072)
27,531	350 Employee Benefits	35,973	35,438	(535)
4,185	440 Other Purchases Services	7,441	7,441	-
568	450 Supplies	-	-	-
76,760	School Administration Support Services	102,414	97,807	(4,607)
510 District Administration				
93,399	310 Certified Salaries	102,000	98,875	(3,125)
42,326	350 Employee Benefits	44,788	44,746	(42)
15,843	380 Housing Allowance	30,000	30,000	-
21,690	420 Staff Travel	5,000	5,000	-
4,450	440 Other Purchases Services	3,700	3,700	-
2,508	450 Supplies	2,000	1,500	(500)
6,722	490 Dues & Fees	5,000	5,000	-
186,937	District Administration	192,488	188,821	(3,667)
511 Board of Education				
37,607	410 Professional & Technical	20,000	20,000	-
7,193	420 Staff Travel	12,000	12,000	-
2,250	440 Other Purchases Services	2,900	2,900	-
2,627	450 Supplies	2,000	1,500	(500)
6,559	490 Dues & Fees	8,072	8,072	-
56,236	District Administration	44,972	44,472	(500)
550 District Admin Support Services				
145,911	320 Non-Certified Support Staff	132,191	132,191	-
96,753	350 Employee Benefits	89,184	98,444	9,260
23,963	410 Professional & Technical	30,000	30,000	-
3,920	420 Staff Travel	5,000	5,000	-
1,907	433 Communications	4,500	4,500	-
10,412	440 Other Purchased Services	2,000	2,000	-
12,910	445 Liability Insurance	13,000	13,000	-
3,823	450 Supplies	3,000	3,000	-
654	491 Dues & Fees	180	180	-
(49,964)	495 Indirect Cost Reimbursement	(72,000)	(72,000)	-
31,534	510 Equipment	-	-	-
281,822	District Admin Support Services	207,055	216,315	9,260
600 Operation & Maintenance of Plant				
106,816	320 Non-Certified Support Staff	120,947	112,922	(8,025)
77,927	350 Employee Benefits	95,162	96,758	1,596
1,590	410 Professional & Technical	6,700	6,700	-
1,457	420 Staff Travel	1,800	1,800	-
35,897	430 Utility Services	6,928	6,928	-
83,777	435 Electricity	119,382	99,382	(20,000)
45,169	436 Heating Fuel	50,000	40,000	(10,000)
9,191	440 Other Purchased Services	8,000	8,000	-
9,394	443 Repair & Maintenance	10,000	10,000	-
21,225	445 Property Insurance	22,000	22,000	-
4,743	452 Maintenance Supplies	5,000	5,000	-
5,304	453 Janitorial Supplies	5,000	5,000	-
-	458 Gas & Oil	1,000	1,000	-
402,492	Operation & Maintenance of Plant	451,919	415,490	(36,429)

FY16 YTD Actual		FY17 Original Budget	FY17 Revised Budget	Difference
700 Student Activities				
-	316 Extracurricular Duty Pay Certified	41,000	-	(41,000)
-	320 Extracurricular Duty Pay Classified	-	-	-
-	350 Employee Benefits	16,032	-	(16,032)
-	425 Student Travel	102,840	-	(102,840)
-	450 Supplies	10,000	-	(10,000)
46,310	510 Equipment	-	-	-
46,310	Student Activities	169,872	-	(169,872)
800 Community Services				
11,237	320 Non-Certified Support Staff	-	-	-
5,653	350 Employee Benefits	-	-	-
659	435 Electricity	-	-	-
1,079	436 Heating Fuel	-	-	-
174	443 Repair & Maintenance	-	-	-
49	450 Supplies	-	-	-
18,851	Community Services	-	-	-
900 Tranfer of Funds				
31,113	Transfer to Student Activity Fund	-	-	-
88,859	Transfer to Foss Service Fund	-	70,000	70,000
119,972	Transfer of Funds	-	70,000	70,000
3,429,598	Total Expenditures	3,442,458	3,227,584	(214,874)
(280,688)	Excess	-	(0)	(0)
326,849	Beginning Unrestricted/Unassigned Fund Balance	46,161	46,161	-
46,161	Ending Unassigned Fund Balance	46,161	46,161	(0)
FOOD SERVICES FUND				
90,136	Revenue	90,136	90,000	(136)
62,674	Non-certificated salaries	62,674	55,924	(6,750)
51,858	Employee Benefits	51,858	47,608	(4,250)
1,072	Staff Travel	1,072	1,072	-
3,110	Other Purchased Services	3,110	3,110	-
61,362	Supplies	61,362	52,286	(9,076)
180,076	Total Expenditures	180,076	160,000	(20,076)
(89,940)	Funds needed from operating fund	(89,940)	(70,000)	19,940
STUDENT ACTIVITY FUND				
192,075	Contribution from City of Hoonah	169,872	182,171	12,299
18,998	Indirect Cost Recovery	-	12,299	12,299
19,752	Certificated Salaries	41,000	41,000	-
18,289	Non-certificated salaries	-	-	-
7,589	Employee benefits	16,032	16,032	-
6,993	Staff travel	-	-	-
113,175	Student travel	102,840	102,840	-
6,441	Other purchased services	-	-	-
838	Supplies	10,000	10,000	-
838	Other expenses	-	-	-
192,075	Total Expenditures	169,872	182,171	12,299
OTHER FUNDS *				
248,533	Transportation Funds Available	248,533	248,533	-
470,789	Playground Funds Available	470,789	470,789	-
719,322	Total Other Funds	719,322	719,322	-

* Funds available to cover the transfer included in the operating fund budget

Before

Filling Out Form contact Ladonna 945-3613 to check scheduling
Hoonah City Schools *** FACILITY-USE AGREEMENT***

Activity/Description _____

Activity Sponsor _____ Phone _____ Date _____

Date(s) of Activity _____

Set-Up _____

End Time _____

Total Due: _____

Payment due at time of reservation. Due to increased time involving custodial staff, a minimum custodial fee of \$60.00 is due with the facility use charge. A cleaning/damage deposit of \$60.00 is also due at time of reservation. This deposit may be refunded upon inspection of the facility. If you know you will need a sound system set up, please give the school 24 hrs. notice so that we have time to comply.

Facility to be Rented:

<u>Fee Category</u>	<u>Classroom</u>	<u>Alumni Gym</u>	<u>New Gym</u>	<u>Pool</u> <u>**Includes</u> <u>Lifeguards</u>	<u>Kitchen</u> <u>**Includes</u> <u>Kitchen</u> <u>Personnel</u>	<u>Cafeteria</u>	<u>Kitchen & Cafeteria</u> <u>**Includes</u> <u>Kitchen</u> <u>Personnel</u>
1	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
2	\$2/Hr.	\$15/Hr.	\$25/Hr.	\$85/Hr.**	\$45/Hr.**	\$25/Hr.	\$45/Hr.**
3	\$3/Hr.	\$25/Hr.	\$125/Hr.	\$120/Hr.**	\$50/Hr. **	\$25/Hr.	\$70/Hr.**
4	\$15/Hr.	\$100/Hr.	\$175/Hr.	\$310/Hr.**	\$120/Hr.**	\$50/Hr.	\$170/Hr.**

Definition:**Fee Category 1** – School and related activities**Fee Category 2** – Youth Groups (Public, non-profit groups/organizations open to all school age children are the primary beneficiaries)**Fee Category 3** – State, Local and Federal Government Groups, Local Non-Profit Organizations, Basic groups (groups that do not meet criteria for Categories 1, 2, & 4); includes Birthday parties, and team rentals, etc.**Fee Category 4** – Private, For-Profit Commercial Groups (for-profit businesses/groups)

Waiver/Release: Sponsor signature below hereby releases and indemnifies the Hoonah School District and its agents from all claims and liabilities. Sponsor assumes full responsibility for any risk and injury that may result from the activity for which this facility is being rented. Further, in the rental of this facility, I agree to abide by all applicable rules and regulations of the School District and the State of Alaska.

Hoonah City Schools is an Alcohol, Tobacco and Drug Free Zone

Sponsor Signature: _____ Date: _____

Administrative Approval _____

Custodial - Maintenance Approval _____

Custodial Staff assigned _____

Kitchen Staff assigned _____

Reason if not approved: _____Applicant notified not approved by: _____ Date _____

Fee Schedule
Approved by Hoonah
City School Board on
December 17, 2014

Before

Filling Out Form contact Ladonna 945-3613 to check scheduling
Hoonah City Schools *** FACILITY-USE AGREEMENT***

****Please Note: The Hoonah City Schools will no longer rent out school space for over a 12-hour period.
All events must end at midnight.**

Activity/Description _____
Activity Sponsor _____ Phone _____ Date _____

Date(s) of Activity	Set-Up	End Time	Total Due:

Payment due at time of reservation Half day = 4 hours, Full day = 8 hours

-The building will no longer be rented past midnight.

-The Point person for any event must read and sign the rules of Building use

-An ON CALL administration person will be assigned to you for a full day event

-Custodial Set-Up and Clean-Up: \$100.00 (Tables & Chairs included in set-up fee and mats for the Gym)

-Deposit is due prior to usage of the facility. Deposit will be returned when all items on the cleaning checklist have been verified as satisfactorily completed by school personnel.

-The Superintendent is authorized to implement incidental fees for the use of the school facility areas not listed above.

-If you know you will need a sound system set up, please give the school 24 hrs.notice so that we have time to comply. There is also a deposit for use of the sound system in the amount of \$250.00

Facility to be Rented:

Fee Category	Classroom	Alumni Gym	Specialty Classroom Culinary, Library	Cafeteria
1	No Charge	No Charge	No Charge	No Charge
2	\$30/50 w/ \$150 Deposit	\$150/200 w/ \$350 Deposit	\$100/200 w/ \$150 Deposit	\$30/50 w/ \$150 Deposit
3	\$30/50 w/ \$150 Deposit	\$300/600 w/ \$350 Deposit	\$200/400 w/ \$150 Deposit	\$30/50 w/ \$150 Deposit
4	\$155/250 w/ \$150 Deposit	\$500/1000 w/ \$350 Deposit	\$300/600 w/ \$150 Deposit	\$155/250 w/ \$150 Deposit

Definition:

Fee Category 1 – School and related activities

Fee Category 2 – Youth Groups (Public, non-profit groups/organizations open to all school age children are the primary beneficiaries)

Fee Category 3 – State, Local and Federal Government Groups, Local Non-Profit Organizations, Basic groups; includes Birthday parties, and team rentals, etc.

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Waiver/Release: Sponsor signature below hereby releases and indemnifies the Hoonah School District and its agents from all claims and liabilities. Sponsor assumes full responsibility for any risk and injury that may result from the activity for which this facility is being rented. Further, in the rental of this facility, I agree to abide by all applicable rules and regulations of the School District and the State of Alaska.

Hoonah City Schools is an Alcohol, Tobacco and Drug Free Zone

Sponsor Signature: _____ Date: _____

Administrative Approval _____

Custodial - Maintenance Approval _____

Reason if not approved: _____

Applicant notified not approved by: _____ Date _____

Fee Schedule Approved
by Hoonah City School
Board on _____