

**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, April 19, 2018**

**7:00 PM**

**Amended**

**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-March 13, 2018**

**BOARD CALENDAR**

**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, Written**
- D. Maintenance Report - Jeremiah Byers, Written**
- E. SPED Report - Sheryl Ross, Written**
- F. Board & Committee Reports - Robert Hutton**

**OLD BUSINESS**

**1.0 FY 2018/2019 School Calendar for 2nd and Final Reading**

**1.1 FY 2018/2019 School Operating Fund Budget Second and Final Reading**

**NEW BUSINESS**

**2.0 FY 2018/2019 Non-Tenured Teacher Contracts**

**2.1 FY 2018/2019 Exempt Contracts**

**2.2 Update Northrim Bank Signature Sheets**

**2.3 Reading Curriculum**

**2.4 2018 Board Policy Update for First Reading**

**2.59 FY 2018/2019 New Teacher Contracts**

**DISCUSSION ITEMS**

- Board Assignments**
- Special Meeting w/ HIA regarding Teacher Housing**
- Future use of the Erickson Building**

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

**COMMENTS FROM BOARD MEMBERS**

**FUTURE AGENDA ITEMS:**

**ADJOURNMENT**

**NEXT MEETING DATES:**

- Regular Board Meeting-May 17, 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.

Posted: April 13, 2018

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

**March 13, 2018**

**BOARD MEMBERS PRESENT:** Heidi Jewel, Dillon Styers, Harold Houston, and Robert Hutton. Grace Villarreal is absent excused.

**SUPERINTENDENT/PRINCIPAL:** Ralph Watkins

**OTHERS PRESENT:** Amy Stevenson, Business Manager/Board Recording Secretary, Sheryl Ross, Special Education Director, Jeremiah Byers, Maintenance Director, Jamie Erickson, Valerie Houston, John Vlaun, and Mary Beth Moss.

**CALL TO ORDER:** Robert Hutton Called the meeting to order at 7:25 pm.

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

**CORRESPONDENCE TO THE BOARD:**

- **Resolution passed by the Board February 15, 2018 Supporting and Advocating for Implementation of Alaska's Education Challenge** - Robert Hutton spoke with Lon Garrison asking what should be done with the passed resolution. Lon suggested sending the resolution to Johnathan Kreiss-Tompkins, Senator Stedman, Commissioner Michael Johnson, and the Governor. He read responses from Johnathan Kreiss-Tompkins, and Commissioner Johnson for the audience. This resolution will also be published in the school newsletter.
- **Acknowledgement of Letter from Valerie Houston** – Robert Hutton thanked Valerie Houston for her kind letter expressing her appreciation with the SPED staff for all of their hard but wonderful work.
- **Letter from Ladonna Dybdahl** – Robert Hutton informed the audience that Ladonna has withdrawn her letter intending to retire June 1, 2018
- **Letter of Retirement from Jennifer Bidiman** – Robert Hutton read a letter from Jennifer informing the District she will be retiring from the school at the end of this school year.

**AGENDA REVISIONS:** Robert Hutton moved the Presentation to honor outgoing school board member to beneath the adoption of the agenda.

## **ADOPTION OF AGENDA:**

**M/S Heidi Jewel, Dillon Styers moved to adopt the agenda as revised. MOTION CARRIES WITH UNANIMOUS CONSENT**

## **PRESENTATION to Honor Outgoing School Board Member**

- Robert Hutton presented a certificate and gift to Jamie Erickson thanking her for her service and dedication to the school and children of Hoonah. Jamie expressed that she wished she could do both, work for the school doing PAT and be on the school board. She loves PAT. She was just starting to feel that she was learning.

## **APPROVAL OF MINUTES:**

**M/S Harold Houston, Heidi Jewell, moved to approve the minutes of the Regular Board Meeting February 15, 2018. VOICE VOTE: HJ-YES, DS-YES, HH-YES, RH-YES, MOTION CARRIES**

**BOARD CALENDAR:** Harold Houston asked about the testing period on the calendar. Ralph explained that the State opens testing on March 26th a period for several weeks. This give district the ability to test anytime during this period letting the instructional staff judge the best time frame.

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

- Mary Beth Moss – She spoke on rebuilding the music program in the school to its former splendor. She would love to see the students be able to learn music by classes, jazz band, pep band, etc. Music is known to help students with academics. Music can be a social outlet especially for student who are not athletic. Music increase brain activity whether played or listened to. There are giant amounts of literature showing the benefits of music. It is known to increase literacy and benefit with dyslexia.

## **ADMINISTRATIVE REPORT:**

- **Administrator Report – Ralph Watkins** asked John Vlaun to speak to the Board about a wonderful opportunity. John informed the Board of an opportunity to collaborate with scientists in Glacier Bay. The National Park Service has given the district monies last year that can be used to allow 4 students, two of each gender to Glacier Bay to work alongside scientists sampling the water and plankton. This will be this spring. Science give kids that light bulb to think that this is something that I can do. BIA has grants to employee students to intern over the summer working in science based jobs.

Ralph presented the most current testing data and explained how it compared the previous years.

- **Business Office Report** – Amy Stevenson gave a written attached report. No comments.
- **ANEP Grant Director's Report** – Heather Powell, not present, deleted
- **Maintenance Report** – Jeremiah Byers gave a written attached report, which he read for the Board
- **SPED Report** – Sheryl Ross informed the Board that she has been extremely busy with IEPs annual evaluations.
- **Board Reports**
  - **Dillon Styers** told everyone that the negotiation committee had completed the task they were given. Nothing else to report
  - **Heidi Jewell** will be reaching out to Lon Garrison about a possible Board Work Shop focusing school budget.
  - **Harold Houston** attended the committee as a whole meeting earlier this evening at the City of Hoonah. There was a heated debate on budget issues. He informed the Board that he and Jeremiah had meet and had a great meeting. We need to do research on other material verse pea gravel for under the playground equipment. He would like to meet with Sally Dybdahl and other key personnel to get input on the needs of kids. We need to invest in equipment that will last long term.

#### **EXECUTIVE SESSION-Superintendent/Principal Contract**

**M/S Heidi Jewell, Dillon Styers to go into executive session discuss the Superintendent/Principal Contract. VOICE VOTE: HJ-YES, DS-YES, HH-YES, RH-YES, MOTION CARRIES**

**INTO EXECUTIVE SESSION: 8:23 PM**

**OUT OF EXECUTIVE SESSION: 8:45 PM**



## **NEW BUSINESS:**

### **1.0 Superintendent/Principal Contract**

**M/S Heidi Jewell, Dillon Styers move that we offer Ralph Watkins a contract for FY 2019-2021 as Superintendent/Principal. VOICE VOTE: HJ-Yes, DS-Yes, HH-Yes, RH-Yes. MOTION CARRIES.**

### **1.1 SPED Administrator's Contract**

**M/S Heidi Jewell, Dillon Styers move that the Board of Education offer a 2018/2019 Administrator contract to Sheryl Ross. VOICE VOTE: HJ-Yes, DS-Yes, HH-Yes, RH-Yes. MOTION CARRIES.**

### **1.2 FY 2018/2019 School Calendar for 1<sup>st</sup> Reading**

**M/S Heidi Jewell, Dillon Styers move that we approve the proposed 2018-2019 school calendar for first reading. DISCUSSION: Heidi asked if the staff and parents were part of this calendar. Amy commented that no, not yet. The calendar will go out to the staff to get their input before the second and final reading next month. VOICE VOTE: HJ-Yes, DS-Yes, HH-Yes, RH-Yes. MOTION CARRIES.**

### **1.3 FY 2018/2019 School Operating Fund Budget 1<sup>st</sup> Reading**

**M/S Heidi Jewell, Dillon Styers move that we approve the FY 19 preliminary Budget for first reading. VOICE VOTE: HJ-Yes, DS-Yes, HH-Yes, RH-Yes. MOTION CARRIES.**

### **1.4 Part-Time Federal Grant Manager**

**M/S Heidi Jewell, Dillon Styers move that the Board of Education approve the contract for services with Norma J. Holmgard for FY 19. VOICE VOTE: HJ-Yes, DS-Yes, HH-Yes, RH-Yes. MOTION CARRIES.**

## **DISCUSSION ITEMS:**

- **Board Assignments – deferred until Grace Villarreal returns.**

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

- **Jamie Erickson** – She asked that the parents be informed how to help the students prepare for testing. Ralph told Jamie that there was information on our school website about testing.
- **Ralph Watkins** – He thanked the Board for extending his contract. He also thanked them for recognizing Ms. Ross for her support with our students.

**COMMENTS FROM THE BOARD:**

- **None**

**FUTURE AGENDA ITEMS:**

- **Board Assignments**
- **FY19 Budget for final reading and Work Session if needed**
- **Final reading of school calendar**
- **Non-tenured teacher contracts for FY 19**
- **Exempt contracts for FY 19**

**ADJOURNMENT:**

Robert Hutton asked if there was any objection to adjournment. No objections. Meeting adjourned at 8:55 pm.

**Respectfully submitted,**

**Dillon Styers**  
**Board Secretary**

**Kelli Deitering/Amy Stevenson**  
**School Board Secretary**

# April 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 MS Volleyball Jamboree in Juneau	7 MS Volleyball Jamboree in Juneau
8	9	10	11	12	13	14 ACT Testing
15	16	17	18	19 Regular School Board Meeting	20	21
22 No School Teacher In-Service	23 No School Teacher In-Service	24 No School Teacher In-Service	25 MAP Testing Begins K-11 <sup>th</sup> grade	26 Activities Banquet	27 Ku.eex' Eagles are hosting this year	28
29	30					

# May 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
						5

Jr/Sr Prom Night

6	7	8	9	10	11	12
		Class of 2018's last day of school			Class of 2018's Graduation	
13	14	15	16	17	18	19
		Last Day of School, Classified Staffs last day	Teacher In-Service and last day, School Board Meeting			
20	21	22	23	24	25	26
27	28	29	30	31		
Labor Day-School is closed						

April 12, 2018

## **MEMORANDUM**

**TO:** HCSD Board of Education  
**FROM:** Amy Stevenson, Business Manager  
**RE:** April 2018 Board Report

### **Current Information:**

1. Sent an invoice to the City of Hoonah for March extra-curricular activity expenditures.
2. Submitted the February FFVP expenses and breakfast and lunch counts for reimbursement.
3. Entered all March deposit into ADS
4. Completed Board packet and contents
5. Accounts payable up to date.
6. Finished all certified and exempt contracts for FY 19
7. Process first classified payroll for April
8. Virtual monitoring for the ANEP Grant is finished and went well. I am waiting for the report requesting backup document for one of our processed drawdowns for the grant over the past 3 years.
9. All 3<sup>rd</sup> quarter grant drawdowns are complete
10. Federal tax quarterly reporting is complete
11. ESD is been completed and reported to the State

### **Next Steps:**

1. The bank reconciliation for March is started
2. Do monthly accounts payables reconciliations.
3. April classified and certified payrolls
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 for a numerous trips
6. Process purchase requisitions which are increasing as April is the month 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 March's FFVP expenses and enter breakfast and lunch counts for reimbursement
8. Prepping for the ESSA on-site monitoring on March 28-28<sup>th</sup>
9. Weekly accounts payables
10. Job posting to complete and post for summer work and position in the demonstration grant for next year.
11. Create calendars for next year such as: Board meeting calendar, classified payroll calendar, and certified payroll calendar.

**Hoonah City Schools**  
**Year to Date - 7/1/2017-3/31/2018**  
**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	29391.00	0.00	0.00	29391.00	100.00%
100-0000-10-40300	EARNINGS ON INVESTMENTS	1500.00	0.00	292.15	1207.85	80.52%
100-0000-10-40400	OTHER LOCAL REVENUE	10000.00	0.00	5479.54	4520.46	45.20%
100-0000-15-40400	LEASED SPACE REVENUE	81640.00	0.00	56750.00	24890.00	30.48%
100-0000-10-40470	E-RATE REVENUE	105293.00	0.00	0.00	105293.00	100.00%
100-0000-20-40510	STATE FOUNDATION	2308289.00	0.00	1583424.00	724865.00	31.40%
100-0000-20-40556	TRS ON-BEHALF RELIEF	129280.00	0.00	0.00	129280.00	100.00%
100-0000-20-40557	PERS ON-BEHALF RELIEF	23412.00	0.00	0.00	23412.00	100.00%
100-0000-20-40910	ADJUSTMENT PRIOR YR FOUNDATION	0.00	0.00	-16997.00	-16997.00	
100-0000-20-40940	QUALITY SCHOOLS	7032.00	0.00	7032.00	0.00	
100-0000-30-41090	PRIOR YR PL81-874	0.00	0.00	-33989.61	-33989.61	
100-0000-30-41100	PUBLIC LAW 81-874	\$112,125.00	0.00	124851.61	-12726.61	111.35%
<b>Report Total:</b>		<b>\$3,024,108.00</b>	<b>\$0.00</b>	<b>\$1,831,842.69</b>	<b>\$1,090,292.09</b>	

**Monthly Expense Report**

Accounts summarized by Function	Current Budget	YTD Encumb	YTD Expenditures	Remaing Balance	Percent Remaining
1100 REGULAR INSTRUCTION	\$908,889.00	\$0.00	\$559,632.62	\$349,256.38	38.42%
2000 SPECIAL EDUCATION INSTRUCTION	585,693.00	0.00	393332.46	192360.54	32.84%
2200 SPEC ED SUPPORT SVCS - STUDENTS	68,700.00	0.00	20558.56	48141.44	70.07%
3500 SUPPORT SERVICES - INSTRUCTION	30,288.00	0.00	11295.88	18992.12	62.70%
3510 SUPPORTING SERVICES-TECHNOLOGY	249,576.00	0.00	55091.86	194484.14	77.92%
4000 SCHOOL ADMINISTRATION - PRINCIPAL	96,220.00	0.00	58518.53	37701.47	39.18%
4500 SCHOOL ADMIN SUPPORT SVCS - PRINCIPAL	99,185.00	0.00	82798.69	16386.31	16.52%
5100 DIST ADMIN - SUPERINTENDENT	138,570.00	1950.66	89749.93	46869.41	33.82%
5110 SCHOOL BOARD	49,472.00	163.48	20538.92	28769.60	58.15%
5500 DISTRICT ADMINISTRATION SUPPORT SVCS	181,401.00	670.00	149889.27	30841.73	17.00%
6000 OPERATIONS AND MAINTENANCE OF PLANT	391,364.00	0.00	271342.41	120021.59	30.66%
9000 TRANSFER TO OTHER FUNDS	224,750.00	0.00	0.00	224750.00	100.00%
<b>Report Total:</b>	<b>\$3,024,108.00</b>	<b>\$2,784.14</b>	<b>\$1,712,749.13</b>	<b>\$1,308,574.73</b>	

**Net YTD-Revenue Minus Expense Total:            \$119,093.56**

**Hoonah City Schools**  
**Grants Year to Date - 7/1/2017-3/31/2018**  
**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	1,696.00	100.00%
245-0000-20-40900	Fund 245 PRE-ELEMENTARY DEV	130,966.00	44,638.18	86,327.82	65.92%
263-0000-20-41810	Fund 263 TITLE I PART A	98,187.92	50,216.66	47,971.26	48.86%
278-0000-20-41810	Fund 280 TITLE II PART A	26,879.20	16,678.10	10,201.10	30.48%
280-0000-10-40400	Fund 289 Cult. Resp Schools - Local Revenue	1,000.00	0.00	1,000.00	100.00%
280-0000-31-41400	Fund 280 Culturally Responsive Schools	17,193.00	702.31	16,490.69	95.92%
350-0000-10-40400	Fund 350 JOHNSON O'MALLEY - LOCAL REVENUE	1,860.70	0.00	1,860.70	100.00%
350-0000-30-41300	Fund 350 JOHNSON O'MALLEY	22,557.07	12,563.93	9,993.14	44.30%
351-0000-30-40180	Fund 351 Title VII, Indian Education	47,774.00	0.00	47,774.00	100.00%
367-0000-30-40180	Fund 367 LINGIT TUNDATA'AN	642,532.00	0.00	642,532.00	100.00%
378-0000-10-40400	Fund 378 SEALASKA BOX OF TREASURES	36,300.00	0.00	36,300.00	100.00%
393-0000-30-40180	Fund 393 ANEP CULTURAL APPROACH TO LEARNIN	630,017.00	153,286.27	476,730.73	75.67%
394-0000-30-40180	Fund 394 PARENTS AS TEACHERS	42,546.00	0.00	42,546.00	100.00%
<b>Report Total:</b>		<b>\$1,748,307.54</b>	<b>\$278,085.45</b>	<b>\$1,470,222.09</b>	

**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	\$5,579.69	\$43,218.96	88.56%
Fund 203 PRESCHOOL DISABLED	1,696.00	0.00	1,696.00	100.00%
Fund 245 PRE-ELEMENTARY DEV	130,966.00	75,020.57	55,945.43	42.72%
Fund 263 TITLE I PART A	98,187.92	40,616.80	57,571.12	58.63%
Fund 280 TITLE II PART A	26,879.20	10,471.17	16,408.03	61.04%
Fund 280 Culturally Responsive Schools	18,193.00	343.71	17,048.29	93.70%
Fund 350 JOHNSON O'MALLEY	24,410.77	17,802.61	6,615.16	27.09%
Fund 351 Title VII, Indian Education	47,774.00	10,317.34	37,456.66	78.40%
Fund 367 LINGIT TUNDATA'AN	642,532.00	69,256.89	572,642.65	89.12%
Fund 378 SEALASKA BOX OF TREASURES	36,300.00	0.00	36,300.00	100.00%
Fund 393 ANEP CULTURAL APPROACH TO LEARNING	630,017.00	344,471.68	285,166.84	45.26%
Fund 394 PARENTS AS TEACHERS	42,546.00	13,845.03	28,378.01	66.69%
<b>Report Total:</b>	<b>\$1,748,300.54</b>	<b>\$587,725.49</b>	<b>\$1,158,447.15</b>	

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

**-\$309,640.04**

**Haa Kusteeyi Áyá  
Hoonah City Schools  
March- April 2018**

***Yoo X'atangi ka Yaa Koosgé  
Language and Knowledge***

**Partnership-** Working with *Southeast Alaska Health Consortium (SEARHC)*, to bring Damon Bell Holter (Former Boston Celtic) and current Youth Program Director for Sealaska Corp, and Youth Ambassador, and Current Nike N7 Ambassador will conduct a leadership and life skills clinic with students April 16-18th at Hoonah City Schools.

**App Creation-** HCS Students are continuing to create resources for a language learning app. The quote was accepted, and the class is now working towards gathering the words and phrases to enter into the app. [www.ogakilearning.com](http://www.ogakilearning.com) -Again, the target for the App to be completed is the end of the school year.

***Culture Camp Planning:*** Planning has commenced for June and July Cultural Programming to include Gaawt'ak.aan Dancers performing at Celebration 2018 in Juneau.

**Tlingit Language**

**Cultural Para:** Adrien Lee, Primary Cultural Para Educator, and Levi Mills, Secondary Cultural Para have been hard at work working with students and both in and out of class in the building. Prep for Ku.eex' has been a lot easier with a full cultural education staff of 5 in the Hoonah City Schools.

**Science Curriculum:** Working with Secondary Science Team to create place based curriculum to be used in the classroom with 6-8th Grade Students.

**Northwest Coast Art:** Classes have begun and our secondary students are working with many skilled and invaluable teachers in this class, to include Gordon Greenwald, Jeff Skaflestad, and Dave Crouch. Over 15 students are currently enrolled in both Middle and High School.



## **April 2018 Maintenance Report**

- **Boiler burners stopped needed repairs. One oil valve cracked and one on the other one was seized up. I took the working one from one of the burners and put it on the other burner. I am taking my time finding replacement valves as the weather is warming up and we would be able to get by on the heat exchange if the other burner burns out and there are places online that sell them for 60 dollars but they say they are out of stock and the only place giving us a price is charging over double that.**
- **Steam kettle was serviced but is getting up there in age and seems to be needing more work all the time.**
- **I have moved to a schedule that I come in earlier in the morning and am only here until early afternoon, so that I can clean the classrooms and office areas in the highschool on a more regular basis. (classrooms 3 times a week and office 2 when nothing comes up)**
- **The salvation army convention left the building in decent condition. I only had to do a quick wipedown and return the furniture and supplies where they belong.**
- **The uninterruptable power source in my office failed and that is what was causing issues with the exterior lighting. We are trying to use the ones that the school had from the same time but did not use.**
- **Our training log has had a few more entries and is up to date for our 6 month recheck from the state and our fuel logs are up to date.**
- **I am still working to get caught up on my data entry but hope to be ready for our june year in review.**
- **I hope to have something of note to report about the playground. Right now the budget on the project is in flux but previously it looked like we would only be able to install a swing set and resurface and repair the existing structure.**



Cube (2-5 yrs)  
Equipment and Surfacing  
Cost: \$25,000-30,000



OmniSpin (2-5 yrs)  
Equipment and Surfacing  
Cost: \$20,000



TopsyTurny Spinner  
(5-12 yrs)  
Equipment and Surfacing  
Cost: \$18,000-20,000



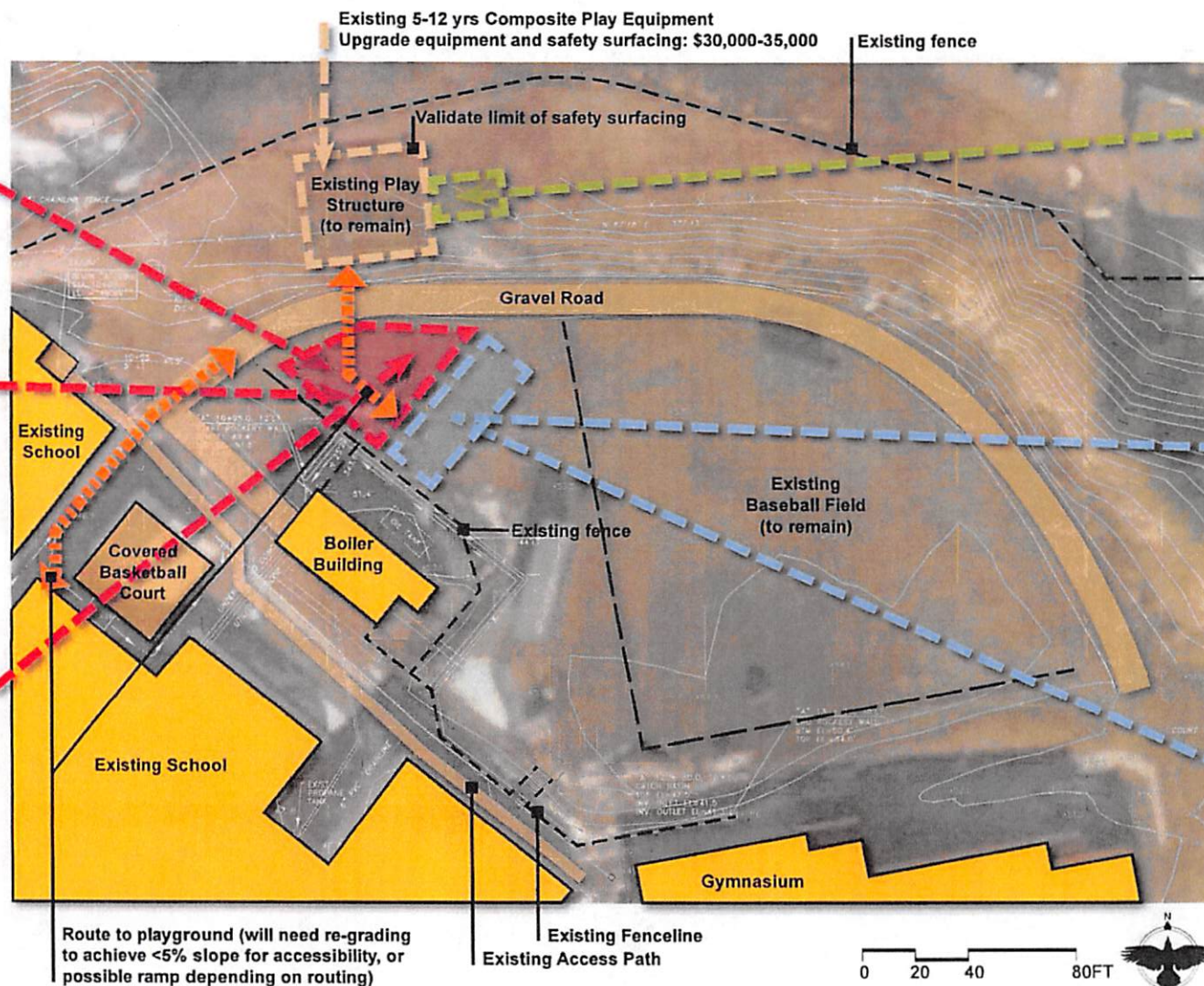
Roller Slide (5-12 yrs)  
Equipment, Surfacing and  
Earthworks Cost: \$18,000



Accessible Swing (2-5 yrs)  
Equipment Cost:  
(2) @ \$805



3 Bays of Swings (2-12 yrs)  
Equipment and Surfacing  
Cost: \$45,000-52,000



# Hoonah Schools Playground

## Concept Plan: Playground Options

rev. 2018-02-07







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

**Hoonah School District: Special Education Board Report, April 19, 2018**

April 11, 2018

To the Hoonah School District Board,

OSEP requires each state to collect and report data on provisions of the IDEA. This Special Education Supplemental Workbook from DEED, Alaska is designed to report special education data each year. I am currently working on this report, as well as PEAKS State testing make-ups for our students with special needs. We have one student taking the Alternate Assessment.

We are preparing for ESY, Extended School Year, a 6-week summer program required by the state for students who may regress if we do continue services, especially in the area of Speech and Language. We have additional needs this year, and will be adding a para to the summer program. Tesh Miller runs the speech program. A parent newsletter will go out at the end of the school year and again at the beginning of the school year to introduce staff to families of children with special needs and Child Find dates for early fall. Dates for the ESY program are:  
3 weeks in June 11-14, 18-21, 25-28, 9:00am-1:00pm  
3 weeks in July 9-12, 16-19, 23-26, 9:00am-1:00pm

We are completing the last two current IEPs (Individual Education Program) and the last two 504s, so we are ahead of the game. However, as soon as reports from special service providers come in for Quarter 4, we may have 5 new students eligible for special services to write and run before mid-May. We have exited five students from special services and put them on 504 accommodations and modification in the classroom only.

By the end of May, I will have gone through each special education and 504 students file to make sure every paper is filed correctly in order to maintain our compliance record and begin looking at students and team schedules for Fall 2017-2018. Our new special education teacher, Clark Brown, will be coming in at the end of July and we will review student files, SEAS IEP System and schedules. I will be moving over the elementary side.

Special Service Related Providers in the areas of Speech and Language Pathologist, Occupational Therapy, Physical Therapy and School Psychologist contracts will be in by May's Board Meeting. We are fortunate that our Speech and Language Pathologist- Crezell Wilburn,

**Maggie Heyman-Hotch- OT, and our School Psychologist- Doug Wessen, all want to return to Hoonah. Tyler Gilson will make the Quarter 4 visit for PT, but he has moved to the East coast.**

**I am talking to a PT from Ketchikan who I worked with previous. Both the previous PT and OT from Ketchikan would like to work with us in Hoonah, so we will see what the costs look like. SERRC is \$6000 more per specialist than current costs. In Alaska alone, there are 14 Speech Paths needed, as many OT, PT and School Psychs.....so we are psyched to have a strong team!**

**I would like to take this opportunity to thank our team and all our staff, district office, main office, maintenance office, volunteers, families, and board who generously give time and supplies, love and support, and all truly care for the well-being of each child.**

**Thank you once again for the privilege to serve our students,**

**Sheryl Ross, for your special services team!**

***If you have built castles in the air, your work need not be lost; that is where they should be, now put foundations under them," Henry David Thoreau.***

**AGENDA ITEM Old Business 1.0**

✓ ACTION

       DISCUSSION

**TOPIC: FY19 School Operating Fund Budget for Second and Final reading**

**Background**

**The attached budget cover memo describes this board agenda item. There were no changes made.**

**Recommendation**

**I move that we approve the FY 19 School Operating Fund Budget in the amount of \$2,929.643.00 for final reading.**

April 13, 2018-No Changes  
March 8, 2018

## **MEMORANDUM**

**TO:** Hoonah Board of Education

**THRU:** Ralph Watkins, Superintendent/Principal

**FROM:** Amy Stevenson, Business Manager

**RE:** FY19 Preliminary Budget – School Operating Fund

### **PURPOSE**

Per AS 14.14 060, the Hoonah City School District (HCSD) Board of Education (BOE) is required to approve a balanced budget and transmit it to the City of Hoonah (City) by May 1 of each year. The District is further required to submit a balanced budget to the Department of Education and Early Development by July 15 annually.

The draft FY19 operating fund budget reflects total revenue of \$2,929,643 less total expenditures of \$2,929,643 reflecting a balanced budget.

This budget may be revised per direction of the Board.

The attached budget recap is an integral part of this budget memo.

### **PERTINENT INFORMATION - OPERATING FUND**

**Revenue Budget** The FY19 enrollment projection is based on 115 students generating \$2,276,615 which is \$31,674 less than FY18 foundation revenue. The District receives a base student allocation (BSA) from the State in the amount of \$5,930 for each student.

The FY19 required minimum local effort in the funding formula is \$214,603; whereas, the maximum amount the City of Hoonah may contribute is \$807,873.

HCSD rent revenue is deleted because the renters have given notice to vacate the premises in June 2018.

**Expenditure Budget** There were a few major changes to the budget in preparing this draft. These include teacher placement moves due to receipt of additional transcripts for several teachers. With this increase in salary, there is a corresponding increase in benefits. A median salary of at a MA + 5 years was included as a place holder for teaching positions the District is looking to fill as most teachers are applying with Master Degrees. The increase we expect in health care cost was reduced to 8 % from 10 % to help balance the budget. This is a concern;

time will tell what the health care cost increase actually is when we hear toward the end of the year.

**Staffing:** The FY19 budget includes status quo teachers, 9 regular instructional and 1.5 SPED, a half-time principal, a half time sped director, a half-time superintendent, full time business manager, 10 month accounting clerk/administrative assistant and a half-time maintenance director (the other half of this person's day will include custodial duties.)

The classified staff's hour per day will stay the same with their number days per year budgeted as follows based on a teacher's contract year of 190 days:

Para-professionals	181 days per year
School Secretary	220 days per year
Custodian	244 days per year*
Acctg Clerk/Admin Asst	204 days per year
Maintenance Director	260 days per year*
Business Manager	260 days per year*

**Staffing included in the draft FY19 budget is:**

Instructional Teachers	Certificated	9.00 FTE**
Sped Director	Certificated	.50 FTE
Sped Teachers	Certificated	1.50 FTE
Sped Paraprofessionals	Classified	6.13 FTE (8 people)
School Secretary	Exempt Classified	1.00 FTE
Principal	Certificated	.50 FTE
Superintendent	Certificated	.50 FTE
Business Manager	Exempt Classified	1.00 FTE
Acctg Clrk/ Admin Asst	Exempt Classified	1.00 FTE
Maintenance Director	Exempt	.50 FTE
Custodians	Classified	1.50 FTE
Summer School	3 weeks of a 6 program	

\* The plan is to close the school over Christmas, Spring Break and the month of July except for employees working 260 days per year.

\*\* FTE – full time equivalency equates to a full-time position of 8 hours per day. Example; a 7 hour per day person is a .88 FTE, a 6 hour per day person is a .75 FTE, etc. In some cases, an FTE can be 7.5 hours per day.

**Benefits:** Health care has been budgeted with an 8 % increase in premiums for the FY 19 school year.

**Other Expenditure Budget Categories:** All other budgets have been included in the FY19 preliminary budget on a status quo basis to FY18.

**THE FY19 DRAFT OPERATING FUND BUDGET IS:**

Draft Revenue Budget	\$2,929,643
Draft Expenditure Budget	<u>\$2,929,643</u>
FY19 Budget Deficit	<u>-0-</u>

**LEGISLATIVE SESSION**

As you know, the Alaska Legislature is in session wrestling with the State of Alaska's financial challenges. Hopefully, level foundation funding will prevail for FY19. We will know more later in the session.

**FOOD SERVICE and PUPIL ACTIVITY FUNDS**

These funds have been budgeted on a status quo basis relative to the FY18 budget.



FY 19  
Preliminary  
Operating Fund Budget

Preliminary  
FY 19  
Budget

	Student Enrollment	117.25	115	
		Actual	Projected ADM	
				App FY18
	OPERATING FUND	Approved	FY19	compared
		FY 18	Draft	to FY19
		Budget	Budget	Difference
	<u>REVENUE</u>			
1	City Contribution	216,146	214,603	(1,543)
2	City Contribution - In Kind	29,391	29,391	-
3	City Contribution - Pupil Activities	-	-	-
4	Earnings on Investments	1,500	1,500	-
5	Other	10,000	10,000	-
6	Rentals	-	-	-
7	Leases	81,640		(81,640)
8	E Rate Revenues	105,293	105,293	-
9	State Revenue: Foundation Program	2,308,289	2,276,615	(31,674)
10	State Revenue: Quality Schools Grant	7,032	6,941	(91)
11	State Contribution: On Behalf TRS	129,280	149,767	20,487
12	State Contribution: On Behalf PERS	23,412	23,408	(4)
13	State Broadband Assistance			-
14	Federal Revenue: Impact Aid	112,125	112,125	-
15	Use of Fund Balance	-	-	-
16	Transfer from Other Funds	-	-	-
	Total Revenue	3,024,108	2,929,643	(94,465)

FY 19  
Preliminary  
Operating Fund Budget

		Current FY 18 Budget	FY19 Preliminary Budget	Difference
	<b>EXPENDITURES</b>			
	<b>100 Regular Instruction</b>			
17	310 Certified Salaries	544,342	593,657	49,315
18	320 Non-Certified Salaries	10,000	10,000	-
19	350 Employee Benefits	308,847	349,553	40,706
20	420 Travel	-	-	-
21	440 Other Purchased Services	13,950	13,950	-
22	441 Online Classes	10,000	10,000	-
23	443 Music Equipment Repair	-	-	-
24	450 Teaching Supplies	23,750	23,750	-
25	451 Music Supplies	-	-	-
26	471 Textbooks	-	-	-
	<b>Total Regular Instruction</b>	<b>910,889</b>	<b>1,000,910</b>	<b>90,021</b>
	<b>200 Special Education Instruction</b>			
27	310 Certified Salaries	114,324	106,455	(7,869)
28	320 Non-Certified Salaries	213,609	205,119	(8,490)
29	350 Employee Benefits	251,060	235,856	(15,204)
30	420 Staff Travel	1,200	1,200	-
31	440 Other Purchased Services	500	500	-
32	450 Teaching Supplies	5,000	5,000	-
	<b>Total Special Education Instruction</b>	<b>585,693</b>	<b>554,130</b>	<b>(31,563)</b>
	<b>220 Special Ed Supporting Services</b>			
33	310 Certified Salaries	-	47,255	47,255
34	350 Employee Benefits	-	39,486	39,486
35	410 Professional & Technical	64,700	64,700	-
36	420 Staff Travel	2,000	2,000	-
	<b>Total Special Ed Supporting Services</b>	<b>66,700</b>	<b>153,441</b>	<b>86,741</b>

Status quo teachers at 9  
All 9 teachers charge to the GF 100%  
Health insurance increase changed to 8 %  
Benefits increased with salary increases

Moved .5 of Sheryl Ross to Sped Director Function 2200  
Increase of wages with passing of Praxis to move to Aide II  
Health insurance increase changed to 8 %

Moved .5 of S Ross includes 3 day payout of leave per contract  
Moved .5 of S Ross includes 3 day payout of leave per contract  
Health insurance increase changed to 8 %

This is part of her admin contract

**FY 19  
Preliminary  
Operating Fund Budget**

	Current	FY 19	
	FY 18	Preliminary	
	Budget	Budget	Difference
<b>300 Supporting Services - Students</b>			
37 310 Certified Salaries			
38 410 Professional & Technical	-	-	-
<b>Total Supporting Services - Students</b>	-	-	-
<b>350 Supporting Services - Instruction</b>			
39 310 Certified Salaries	-	-	-
40 320 Non-Certified Salaries	-	-	-
41 350 Employee Benefits	-	-	-
42 410 Professional & Technical	-	-	-
43 420 Staff Travel	-	-	-
44 425 Student Travel	-	-	-
45 421 Teacher Enrichment	4,788	4,788	-
46 433 Communications	-	-	-
47 440 Other Purchased Services	-	-	-
48 450 Supplies	25,500	25,500	-
<b>Total Supporting Services - Instruction</b>	30,288	30,288	-
<b>351 Supporting Services - Technology</b>			
49 410 Professional & Technical	84,800	70,000	(14,800)
50 433 Communications	131,616	50,065	(81,551)
51 480 Technology Purchases	33,160	33,160	-
<b>Total Supporting Services - Instruction</b>	249,576	153,225	(96,351)
<b>400 School Administration</b>			
52 310 Certified Salaries	57,500	68,607	11,107
53 350 Employee Benefits	35,370	38,047	2,677
54 410 Professional and Technical Services	1,200	1,200	-
55 420 Staff Travel	1,500	1,500	-
56 450 Supplies	650	650	-
57 491 Dues and Fees			
<b>Total School Administration</b>	96,220	110,004	13,784

Per contract + payout cost 30 days annual leave  
 Per contract + payout cost 30 days annual leave  
 Health insurance increase changed to 8 %

This decreased because all equipment needed was  
 purchased last year RE: new servers

FY 19  
Preliminary  
Operating Fund Budget

		Current FY 18 Budget	FY19 Preliminary Budget	Difference
<b>450 School Administration Support Serv</b>				
58	320 Non-Certified Support Staff	58,000	61,000	3,000
59	350 Employee Benefits	32,244	34,451	2,207
60	440 Other Purchases Services	7,441	7,441	-
61	450 Supplies	1,500	1,500	-
Total School Administration Support Serv		99,185	104,392	5,207
<b>510 District Administration</b>				
62	310 Certified Salaries	57,500	68,607	11,107
63	320 Non-Certified Support Staff	20,000	-	(20,000)
64	350 Employee Benefits	35,370	38,047	2,677
65	380 Housing Allowance	-	-	-
66	410 Professional & Technical	5,000	5,000	-
67	420 Staff Travel	10,500	10,500	-
68	440 Other Purchases Services	3,700	3,700	-
69	450 Supplies	1,500	1,500	-
70	490 Other Expenses	-	-	-
71	490 Dues & Fees	5,000	5,000	-
Total District Administration		138,570	132,354	(6,216)
<b>511 Board of Education</b>				
72	410 Professional & Technical	20,000	20,000	-
73	420 Staff Travel	12,000	12,000	-
74	440 Other Purchases Services	2,900	2,900	-
75	450 Supplies	1,500	1,500	-
76	490 Other Expenses	5,000	5,000	-
77	490 Dues & Fees	8,072	8,072	-
Total District Administration		49,472	49,472	-

→ Ladonna has decided to stay another year

→ Per contract + payout cost 30 days annual leave  
→ Deletion of superintendent mentor contract  
→ Per contract + payout cost 30 days annual leave  
→ Health insurance increase changed to 8 %



**FY 19  
Preliminary  
Operating Fund Budget**

		Current FY 18 Budget	FY19 Preliminary Budget	Difference
	<b>550 District Admin Support Services</b>			
78	320 Non-Certified Support Staff	94,676	99,055	4,379
79	350 Employee Benefits	56,545	60,337	3,792
80	410 Professional & Technical	40,000	40,000	-
81	420 Staff Travel	5,000	5,000	-
82	433 Communications	4,500	4,500	-
83	440 Other Purchased Services	35,000	35,000	-
84	445 Liability Insurance	13,000	13,000	-
85	450 Supplies	4,500	4,500	-
86	490 Other Expenses	-	-	-
87	491 Dues & Fees	180	180	-
88	495 Indirect Cost Reimbursement	(72,000)	(72,000)	-
89	510 Equipment	-	-	-
	<b>Total District Admin Support Services</b>	<b>181,401</b>	<b>189,572</b>	<b>8,171</b>
	<b>600 Operation &amp; Maintenance of Plant</b>			
90	320 Non-Certified Support Staff	84,816	90,348	5,532
91	350 Employee Benefits	59,347	64,306	4,959
92	410 Professional & Technical	6,700	6,700	-
93	420 Staff Travel	1,800	1,800	-
94	430 Utility Services	6,928	6,928	-
95	In-Kind Services (water, sewer, garbage)	29,391	29,391	-
96	435 Electricity	99,382	99,382	-
97	436 Heating Fuel	40,000	40,000	-
98	440 Other Purchased Services	8,000	8,000	-
99	443 Repair & Maintenance	22,000	22,000	-
100	445 Property Insurance	22,000	22,000	-
101	452 Maintenance Supplies	5,000	5,000	-
102	453 Janitorial Supplies	5,000	5,000	-
103	458 Gas & Oil	1,000	1,000	-
104	491 Dues and Fees	-	-	-
	<b>Total Operation &amp; Maintenance of Plant</b>	<b>391,364</b>	<b>401,855</b>	<b>10,491</b>

Bus manager's contract was changed to 260 days & Step for Keli includes per Contract 5 leave day cash out

Included per Contract 5 leave day cash out benefits

Health insurance increase changed to 8 %

This includes Annual Audit cost and mentor costs if needed

The Maitenance director's contract change back to 260 days and Step for Corbin

Health insurance increase changed to 8 %

**FY 19  
Preliminary  
Operating Fund Budget**

		Current	FY19	
		FY18	Preliminary	
		Budget	Budget	Difference
	<b>700 Student Activities</b>			
105	316 Extracurricular Duty Pay Certified	-	-	-
106	320 Extracurricular Duty Pay Classified	-	-	-
107	350 Employee Benefits	-	-	-
108	425 Student Travel	-	-	-
109	450 Supplies	-	-	-
110	510 Equipment	-	-	-
	<b>Total Student Activities</b>	-	-	-
	<b>800 Community Services</b>			
111	435 Electricity	-	-	-
112	436 Heating Fuel	-	-	-
113	443 Repair & Maintenance	-	-	-
114	450 Supplies	-	-	-
	<b>Total Community Services</b>	-	-	-
	<b>Total Expenditures</b>	2,799,358	2,879,643	167,026
	<b>Excess of Revenues over Expenditures</b>	224,750	50,000	(261,491)
	<b>900 Transfer of Funds</b>			
115	Transfer to Technology Replacement Fund	154,750	-	(154,750)
116	Transfer to Food Service Fund	70,000	50,000	(20,000)
117	Transfer of Funds	224,750	50,000	(174,750)
	<b>Total Expenditures</b>	3,024,108	2,929,643	94,465
	<b>Total Revenue - Total Expenditures</b>	-	-	-
	<b>Fund Balance, Beginning of Year &amp; End of</b>	153,557	153,557	

FY 19  
Preliminary  
Operating Fund Budget

	Current FY 18 Budget	FY19 Preliminary Budget	Difference
<b>FOOD SERVICES FUND</b>			
Revenue	90,000	110,000	20,000
Non-certificated salaries	55,924	55,924	-
Employee Benefits	47,608	47,608	-
Staff Travel	1,072	1,072	-
Other Purchased Services	3,110	3,110	-
Supplies	52,286	52,286	-
Total Expenditures	160,000	160,000	-
Funds needed from operating fund	(70,000)	(50,000)	20,000
<b>STUDENT ACTIVITY FUND</b>			
Contribution from City of Hoonah	182,171	182,171	-
Indirect Cost Recovery	12,299	12,299	-
Certificated Salaries	41,000	41,000	-
Non-certificated salaries	-	-	-
Employee benefits	16,032	16,032	-
Staff travel	-	-	-
Student travel	102,840	102,840	-
Other purchased services	-	-	-
Supplies	10,000	10,000	-
Other expenses	-	-	-
Total Expenditures	182,171	182,171	-

**AGENDA ITEM Old Business 1.1**

  ✓   ACTION

       DISCUSSION

**TOPIC: APPROVAL of the 2018-19 SCHOOL CALENDAR, Final Reading**

**Background**

**The Superintendent or designee shall prepare for the Board's approval a School Calendar.**

**Amy Stevenson drafted the 2018-2019 school calendar with the help of Ladonna Dybdahl.**

**Mr. Watkins has requested a waiver from the Department of Education for shortened student days. Many district are implementing this to provide more professional development days for staff.**

**The 2018-2019 school calendar has 190 teacher days with the addition of 2 new teacher days at the beginning of the year. Student day will be 168. This give us 3 extra in-service days for our staff.**

**The calendar was sent to all staff for their input and it was considered in the development of the school calendar.**

**Recommendation**

**I move that we approve the proposed 2018-2019 School Calendar for final reading.**



Proposed School Calendar 2018-2019																													
Due Date: July 1, 2018																													
District Name: HOONAH CITY SCHOOL DISTRICT														School: HOONAH ELEMENTARY, JR/SR HIGH SCHOOL															
Approved By:														Title: SUPERINTENDENT															
KEY		Aug-18							Sep-18							Oct-18													
C	School Closes	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
E	End of Quarter				1	2	3	4							1		1	2	3	4	5	6							
H	Legal Holiday																												
I	Inservice Day	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13							
PT	Parent-Teacher Conf		NT	NT	1	1	1			H																			
NT	New Teacher Orientation	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20							
S	Last day Seniors		I	W	W	O														E	W								
G	Graduation	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27							
O	School Opens																												
S	Saturday School	26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31										
T	Testing																												
V	Vacation Day								30																				
W	Teacher Workday																												
M	Minimun Days	# of Inservice Days: 4							# of Inservice Days:							# of Inservice Days:													
		# of Student Days: 12							# of Student Days: 19							# of Student Days: 22													
		# of Teacher Days: 18							# of Teacher Days: 20							# of Teacher Days: 23													
Nov-18							Dec-18							Jan-19							Feb-19								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	Th	F	S	S	M	T	W	T	F	S		
				1	2	3							1			1	2	3	4	5						1	2		
																H	V	V	V										
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9		
				I	I			I																					
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16		
																	E	W											
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23		
			M	H	H							M							I										
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28				
			PT	PT	PT			V	H	V	V	V		I															
						30	31																						
		# of Inservice Days: 2							# of Inservice Days: 1							# of Inservice Days: 2							# of Inservice Days:						
		# of Student Days: 18							# of Student Days: 14							# of Student Days: 16							# of Student Days: 20						
		# of Teacher Days: 22							# of Teacher Days: 16							# of Teacher Days: 20							# of Teacher Days: 20						
Mar-19							Apr-19							May-19							Jun-19								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	Th	F	S	S	M	T	W	T	F	S		
					1	2			1	2	3	4	5	6			1	2	3	4							1		
									T	T	T	T	T																
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8		
									PT	PT	PT					S			G										
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15		
				E	W													C	W										
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22		
			V	V	V	V					I	I																	
			25	26	27	28	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29		
			T	T	T	T										H													
31																					30								
		# of Inservice Days:							# of Inservice Days: 2							# of Inservice Days:							# of Inservice Days:						
		# of Student Days: 15							# of Student Days: 20							# of Student Days: 12							# of Student Days:						
		# of Teacher Days: 16							# of Teacher Days: 22							# of Teacher Days: 13							# of Teacher Days:						
165 total of student days																													
190 total of teacher days																													
11 total of inservice days																													
6 total of work days																													
total of 6 parent/teacher conference days																													
snow days will come out of inservice																													
total of 6 legal holidays																													

	<u>Teacher</u> <u>Days</u>	<u>Student</u> <u>Days</u>
Aug	18	12
Sept	20	19
Oct	23	22
Nov	22	18
Dec	18	14
Jan	20	16
Feb	20	20
March	18	15
April	22	20
May	13	12
	<u>180</u>	<u>168</u>

**AGENDA ITEM    New Business 2.0**

  ✓   **ACTION**

       **DISCUSSION**

**TOPIC: 2018/2019 Non-Tenured Teacher Contract**

**Status**

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

**Recommendation**

**I move that we offer 2017/2018 teaching contracts to the following teachers:**

- **Christina Carrick**
- **Rita Crouch**
- **Eli Derenoff**
- **John Vlaun**

**AGENDA ITEM      New Business 2.1**

  √   **ACTION**

       **DISCUSSION**

**TOPIC: APPROVAL OF EXEMPT CONTRACTS**

**Background**

**During FY'18 Hoonah City Schools was staffed with the following exempt positions: Business Manager, District Office Manager, Maintenance Director, School Secretary/ District Office Liaison and a half-time Superintendent. The exempt positions are needed to provide necessary support for the Hoonah School District to comply with all local, state and federal requirements.**

**Recommendation**

**I move that we approve FY 2018/2019 Exempt Contracts for Jeremiah Byers, Maria K. Wolter-Deitering, Ladonna Dybdahl and Amy Stevenson.**

**AGENDA ITEM   New Business 2.2**

  ✓   ACTION

      DISCUSSION

**TOPIC: Northrim Bank-Account Signature Sheets**

**Status**

**We have not changed our signatures at the Northrim Bank since Dr. Ford-Slack and Judy Hankla were still at the Hoonah City Schools. We need to change the signatures on the bank accounts at Northrim Bank.**

**Recommendation**

**I move that we approve the change in signers on the school's bank accounts to: Ralph M. Waktins, Dillon Styers, and Amy Stevenson**

**AGENDA ITEM New Business 2.3**

  ✓   ACTION  
      DISCUSSION

**TOPIC:** Reading Curriculum Purchase for FY19

**Background:**

Based on our most recent reading assessment data, Mr. Watkin believes it is time to purchase a core reading curriculum. While we are making positive growth in our school-wide reading assessment scores, a core reading curriculum will help to further and enhance that growth. Mr. Watkins has recently requested quotes from Houghton Mifflin Harcourt for a reading curriculum to meet the needs of our students in grades K-12. He received quotes for their Journey's and Collection series. This curriculum is aligned with the Alaska State Standards and will work in harmony with our recently purchased intervention materials. This curriculum will provide a scope and sequence of instruction that will carry our students through their learning continuum.

As we bring on new teachers, this curriculum will be vital to their being able to step in and carry on the work of instruction and will be consistent to our students learning.

The curriculum will be paid for using Title 1A funds. Money can be moved from our supply budget and other areas in this grant to cover the bulk of this purchase.

**Recommendation:**

I move that we approve the purchase of new reading curriculum for FY 19.



# Houghton Mifflin Harcourt

Proposal  
Prepared For

## Hoonah City School District

366 Garteeni Hwy  
Hoonah AK 99829

For the Purchase of:

## HMH Journeys 2017 K-5 (hybrid)

Thank You for Choosing HMH!

Prepared By  
Roy Schlegel  
roy.schlegel@hnhco.com  
Coupon Code: PRODPB20

PLEASE SUBMIT THIS PROPOSAL WITH YOUR PURCHASE ORDER.



Houghton Mifflin Harcourt

Coupon Code: PRODPB20

Attention:  
Ralph Watkins  
watkins@hoonahschools.org

HMH Confidential and Proprietary

Customer Experience  
9205 South Park Center Loop  
Orlando, FL 32819  
FAX: 800-269-5232  
k12orders@hnhco.com

3/19/2018

006657811

Sold:0000300405 Ship:0000300378

Page 1 of 9

Please submit this form with your purchase order.

Proposal Date: 3/19/2018

Proposal for

Expiration Date: 5/18/2018

## Hoonah City School District HMH Journeys 2017 K-5 (hybrid)

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
<b>Grade K</b>						
<b>Classroom Package</b>						
<b>SRP/TRP</b>						
1632181	9780544740303 Journeys Hybrid Student Resource package (print w/6yr Digital) Grade K 2017	\$141.40	11	\$1,555.40	\$311.07	\$1,244.32
<i>Package Includes:</i> <i>Student Edition Set Grade K</i> <i>Interactive Digital Student Resources 6-Year Grade K</i> <i>Downloadable Student Resource Tool Grade K</i> <i>Common Core Writing Handbook Student Grade K</i> <i>Reader's Notebook Consumable Collection Grade K</i> <i>Common Core Reading Practice and Assessment App Grade K</i>						
1632253	9780544741027 Journeys Hybrid/Hybrid PLUS Teacher Resource package (print w/6yr Digital) Grade K	\$744.30	1	\$744.30	\$148.88	\$595.44
<i>Package Includes:</i> <i>Teacher Edition Collection Grade K</i> <i>Interactive Digital Teacher Resources 6-Year Grade K</i> <i>Downloadable Teacher Resource Tool Grade K</i> <i>Quick Start Pacing Guide Grade K</i> <i>Instructional Card Kit Grade K</i> <i>Literacy and Language Guide Grade K</i> <i>HMH Readers App (eText Leveled Reader Grade Level Set App) for all Grade Level Readers; per device</i> <i>Teacher Resource Kit Grade K</i> <i>A Journey From A to Z Big Book Grade K</i> <i>A Journey in Songs and Rhymes Big Book Grade K</i> <i>Big Book Set Grade K</i> <i>Read Aloud Set of 30 Grade K</i>						
<b>Total for Classroom Package</b>				<b>\$1,839.76</b>		
<b>Leveled Readers</b>						
1510941	9780547803767 Journeys Strand Set of 6 On-Level Grade K	\$850.00	1	\$850.00	\$850.00	
1510935	9780547803705 Journeys Strand Set of 6 Below-Level Grade K	\$850.00	1	\$850.00	\$850.00	
<b>Total for Leveled Readers</b>						
<b>Total for Grade K</b>				<b>\$1,839.76</b>		

**Grade 1****Classroom Package****SRP/TRP**
**Houghton Mifflin Harcourt**

Coupon Code: PRODPB20

 Attention:  
 Ralph Watkins  
 watkins@hoonahschools.org

HMH Confidential and Proprietary

 Customer Experience  
 9205 South Park Center Loop  
 Orlando, FL 32819  
 FAX: 800-289-6232  
 k12orders@hmc.com

3/19/2018 006657811 Sold:0000300405 Ship:0000300378

Page 2 of 9

Please submit this form with your purchase order.



Proposal Date: 3/19/2018

**Proposal for**  
**Hoonah City School District**  
**HMH Journeys 2017 K-5 (hybrid)**

Expiration Date: 5/18/2018

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
<b>Grade 1</b>						
1632182	9780544740310 Journeys Hybrid Student Resource package (print w/6yr Digital) Grade 1 2017	\$177.75	11	\$1,955.25	\$391.05	\$1,564.20
Package Includes: Student Edition Set Grade 1 Interactive Digital Student Resources 6-Year Grade 1 Downloadable Student Resource Tool Grade 1 Trade Book Unit 2 Grade 1 Trade Book Unit 4 Grade 1 Trade Book Unit 6 Grade 1 Common Core Writing Handbook Student Grade 1 Reader's Notebook Consumable Collection Grade 1 Common Core Reading Practice and Assessment App Grade 1 Close Reader Student Grade 1 Common Core Reading Practice and Assessment App Grade 1						
1632254	9780544741034 Journeys Hybrid/Hybrid PLUS Teacher Resource package (print w/6yr Digital) Grade 1	\$416.00	1	\$416.00	\$83.20	\$332.80
Package Includes: Teacher Edition Collection Grade 1 Interactive Digital Teacher Resources 6-Year Grade 1 Downloadable Teacher Resource Tool Grade 1 Quick Start Pacing Guide Grade 1 Blend-It Books Volume 1 Grade 1 Blend-It Books Volume 2 Grade 1 Literacy and Language Guide Grade 1 Instructional Card Kit Grade 1 HMH Readers App (eText Leveled Reader Grade Level Set App) for all Grade Level Readers; per device Teacher Resource Kit Grade 1 Write-In Reader 6-Pack Grade 1 Back To School Big Book 1 Grade 1 Back To School Big Book 2 Grade 1 Big Book Set Grade 1 Decodable Reader (Set of 6) Grade 1						
<b>Total for Classroom Package</b>				<b>\$1,897.00</b>		
<b>Leveled Readers</b>						
1510942	9780547803774 Journeys Strand Set of 6 On-Level Grade 1	\$850.00	1	\$850.00	\$850.00	
1510938	9780547803712 Journeys Strand Set of 6 Below-Level Grade 1	\$850.00	1	\$850.00	\$850.00	
<b>Total for Leveled Readers</b>						
<b>Total for Grade 1</b>				<b>\$1,897.00</b>		
<b>Grade 2</b>						
<b>Classroom Package</b>						
<b>SRP/TRP</b>						



**Houghton Mifflin Harcourt**

Coupon Code: PRODPB20

Attention:  
 Ralph Watkins  
 watkins@hoonahschools.org  
 HMH Confidential and Proprietary

Customer Experience  
 9205 South Park Center Loop  
 Orlando, FL 32819  
 FAX: 800-289-5232  
 k12orders@hmc.com

3/19/2018

006957811

Sold:0000300405 Ship:0000300378

Page 3 of 9

Please submit this form with your purchase order.

Proposal Date: 3/19/2018

Proposal for  
**Hoonah City School District**  
**HMH Journeys 2017 K-5 (hybrid)**

Expiration Date: 5/18/2018

<b>Total Cost of Proposal (PO Amount):     \$ 13,204.80</b>
---

This is a proposal only.

This proposal is subject to HMH's Standard Terms and Conditions ("Ts & Cs") below:

<http://www.hmhco.com/common/terms-conditions>

Ts & Cs are also found on HMH invoices.

HMH reserves the right to modify its Ts & Cs from time to time and agrees to notify you prior to such modifications becoming effective.

Unless otherwise agreed in writing, orders for Professional Services shall expire upon the earlier of (i) expiration of customer's funding or (ii) 24 months from receipt of the order.

**Date of Proposal: 3/19/2018**

**Proposal Expiration Date: 5/18/2018**



# Houghton Mifflin Harcourt



**Houghton Mifflin Harcourt**

Coupon Code: PRODPB20

Attention:  
Ralph Watkins  
watkins@hoonahschools.org

**HMH Confidential and Proprietary**

Customer Experience  
9205 South Park Center Loop  
Orlando, FL 32819  
FAX: 800-269-5232  
k12orders@hnhco.com

3/19/2018     006657811     Sold:0000300405 Ship:0000300378

Page 9 of 9

**Please submit this form with your purchase order.**



# Houghton Mifflin Harcourt

Proposal  
Prepared For  
**Hoonah City School District**  
366 Garteeni Hwy  
Hoonah AK 99829

For the Purchase of:  
**HMH Collections 6-11 2017**

Thank You for Choosing HMH!

Prepared By  
Roy Schlegel  
roy.schlegel@hnhco.com  
Coupon Code: PRODPB20

**PLEASE SUBMIT THIS PROPOSAL WITH YOUR PURCHASE ORDER.**



**Houghton Mifflin Harcourt**

Coupon Code: PRODPB20

Attention:  
Ralph Watkins  
watkinsr@hoonahschools.org

**HMH Confidential and Proprietary**

Customer Experience  
9205 South Park Center Loop  
Orlando, FL 32819  
FAX: 800-269-5232  
k12orders@hnhco.com

Proposal Date: 3/19/2018

**Proposal for  
Hoonah City School District  
HMH Collections 6-11 2017**

Expiration Date: 5/3/2018

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
<b>Grade 6</b>						
<b>Classroom Package</b>						
<b>SRP/TRP</b>						
1629994	9780544718708 Collections Hybrid Student Resource Package (print w/8yr digital) Grade 6 2017	\$85.45	11	\$1,049.95	\$210.00	\$839.96
Package Includes: Student Edition Grade 6 Close Reader 6-Year Print Subscription Grade 6 Interactive Digital Student Resources w/Assessment 6-Year Grade 6 Downloadable Student Resource Tool Grade 6 Performance Assessment Student Edition Grade 6 HMH Close Reads App, Grade 6  <b>Also Includes: 2 Novels per student or equivalent to 2 Novel Points.						
1630036	9780544719126 Collections Premium/Hybrid Teacher Resource Package (print w/8yr digital) Grade 6	\$269.55	1	\$269.55	\$53.91	\$215.64
Package Includes: Teacher Edition Grade 6 Interactive Digital Teacher Resources w/Assessment 6-Year Grade 6 Downloadable Teacher Resource Tool Grade 6 Common Core ELA Exemplar Teacher's Guide Grades 6-8 Performance Assessment Teacher Edition Grade 6 Quick Start Pacing Guide Grade 6						
<b>Total for Classroom Package</b>				<b>\$1,055.60</b>		
<b>Total for Grade 6</b>				<b>\$1,055.60</b>		
<b>Grade 7</b>						
<b>Classroom Package</b>						
<b>SRP/TRP</b>						
1629995	9780544718715 Collections Hybrid Student Resource Package (print w/8yr digital) Grade 7 2017	\$85.45	11	\$1,049.95	\$210.00	\$839.96
Package Includes: Student Edition Grade 7 Close Reader 6-Year Print Subscription Grade 7 Interactive Digital Student Resources w/Assessment 6-Year Grade 7 Downloadable Student Resource Tool Grade 7 Performance Assessment Student Edition Grade 7 HMH Close Reads App, Grade 7  <b>Also Includes: 2 Novels per student or equivalent to 2 Novel Points.						
1630037	9780544719132 Collections Premium/Hybrid Teacher Resource Package (print w/8yr digital) Grade 7	\$269.55	1	\$269.55	\$53.91	\$215.64
Package Includes: Teacher Edition Grade 7 Interactive Digital Teacher Resources w/Assessment 6-Year Grade 7 Downloadable Teacher Resource Tool Grade 7 Common Core ELA Exemplar Teacher's Guide Grades 6-8 Performance Assessment Teacher Edition Grade 7 Quick Start Pacing Guide Grade 7						
<b>Total for Classroom Package</b>				<b>\$1,055.60</b>		



Houghton Mifflin Harcourt

Coupon Code: PRODPB20

Attention:  
Ralph Watkins  
watkinsr@hoonahschools.org

HMH Confidential and Proprietary

Customer Experience  
8205 South Park Center Loop  
Orlando, FL 32819  
FAX: 800-269-5232  
k12orders@hmc.com

3/18/2018

008657853

Sold:0000300405 Ship:0000300378

Page 2 of 6

Please submit this form with your purchase order.

Proposal Date: 3/19/2018

Proposal for  
**Hoonah City School District**  
**HMH Collections 6-11 2017**

Expiration Date: 5/3/2018

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
<b>Total for Grade 7</b>				<b>\$1,055.80</b>		
<b>Grade 8</b>						
<b>Classroom Package</b>						
<b>SRP/TRP</b>						
1629996	9780544718722 Collections Hybrid Student Resource Package (print w/6yr digital) Grade 8 2017	\$95.45	14	\$1,338.30	\$267.27	\$1,069.04
Package Includes: Student Edition Grade 8 Close Reader 6-Year Print Subscription Grade 8 Interactive Digital Student Resources Enhanced 6-Year Grade 8 Downloadable Student Resource Tool Grade 8 Performance Assessment Student Edition Grade 8 HMH Close Reads App, Grade 8  <b>Also Includes: 2 Novels per student or equivalent to 2 Novel Points.						
1630038	9780544719149 Collections Premium/Hybrid Teacher Resource Package (print w/6yr digital) Grade 8	\$269.55	1	\$269.55	\$53.91	\$215.64
Package Includes: Teacher Edition Grade 8 Interactive Digital Teacher Resources Enhanced 6-Year Grade 8 Downloadable Teacher Resource Tool Grade 8 Common Core ELA Exemplar Teacher's Guide Grades 6-8 Performance Assessment Teacher Edition Grade 8 Quick Start Pacing Guide Grade 8						
<b>Total for Classroom Package</b>				<b>\$1,284.68</b>		
<b>Total for Grade 8</b>				<b>\$1,284.68</b>		
<b>Grade 9</b>						
<b>Classroom Package</b>						
<b>SRP/TRP</b>						
1629997	9780544718739 Collections Hybrid Student Resource Package (print w/8yr digital) Grade 9 2017	\$100.70	10	\$1,007.00	\$201.40	\$805.60
Package Includes: Student Edition Grade 9 Close Reader 6-Year Print Subscription Grade 9 Interactive Digital Student Resources w/Assessment 6-Year Grade 9 Downloadable Student Resource Tool Grade 9 Performance Assessment Student Edition Grade 9 HMH Close Reads App, Grade 9-10  <b>Also Includes: 2 Novels per student or equivalent to 2 Novel Points.						
1630039	9780544719156 Collections Premium/Hybrid Teacher Resource Package (print w/8yr digital) Grade 9	\$274.85	1	\$274.85	\$54.97	\$219.88
Package Includes: Teacher Edition Grade 9 Interactive Digital Teacher Resources w/Assessment 6-Year Grade 9 Downloadable Teacher Resource Tool Grade 9 Common Core ELA Exemplar Teacher's Guide Grade 9-10 Performance Assessment Teacher Edition Grade 9 Quick Start Pacing Guide Grade 9						



**Houghton Mifflin Harcourt**

Coupon Code: PRODPB20

Attention:  
 Ralph Watkins  
 watkinsr@hoonahschools.org

HMH Confidential and Proprietary

Customer Experience  
 9205 South Park Center Loop  
 Orlando, FL 32819  
 FAX: 800-289-5232  
 k12orders@hmc.com

3/19/2018 006857853 Sold:0000300405 Ship:0000300378

Page 3 of 6

Please submit this form with your purchase order.

Proposal Date: 3/19/2018

**Proposal for  
Hoonah City School District  
HMH Collections 6-11 2017**

Expiration Date: 5/3/2018

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
<b>Grade 9</b>						
<b>Total for Classroom Package</b>				<b>\$1,025.48</b>		
<b>Total for Grade 9</b>				<b>\$1,025.48</b>		
<b>Grade 10</b>						
<b>Classroom Package</b>						
<b>SRP/TRP</b>						
1629998	9780544718748 Collections Hybrid Student Resource Package (print w/8yr digital) Grade 10 2017	\$100.70	8	\$805.60	\$181.12	\$844.48
Package Includes: Student Edition Grade 10 Close Reader 6-Year Print Subscription Grade 10 Interactive Digital Student Resources w/Assessment 6-Year Grade 10 Downloadable Student Resource Tool Grade 10 Performance Assessment Student Edition Grade 10 HMH Close Reads App, Grade 9-10  <b>Also Includes: 2 Novels per student or equivalent to 2 Novel Points.						
1630040	9780544719163 Collections Premium/Hybrid Teacher Resource Package (print w/8yr digital) Grade 10	\$274.85	1	\$274.85	\$54.87	\$219.88
Package Includes: Teacher Edition Grade 10 Interactive Digital Teacher Resources w/Assessment 6-Year Grade 10 Downloadable Teacher Resource Tool Grade 10 Common Core ELA Exemplar Teacher's Guide Grade 9-10 Performance Assessment Teacher Edition Grade 10 Quick Start Pacing Guide Grade 10						
<b>Total for Classroom Package</b>				<b>\$864.36</b>		
<b>Total for Grade 10</b>				<b>\$864.36</b>		
<b>Grade 11</b>						
<b>Classroom Package</b>						
<b>SRP/TRP</b>						
1629999	9780544718753 Collections Hybrid Student Resource Package (print w/8yr digital) Grade 11 2017	\$100.70	11	\$1,107.70	\$221.55	\$886.16
Package Includes: Student Edition Grade 11 Close Reader 6-Year Print Subscription Grade 11 Interactive Digital Student Resources w/Assessment 6-Year Grade 11 Downloadable Student Resource Tool Grade 11 Performance Assessment Student Edition Grade 11 HMH Close Reads App, Grades 11-12  <b>Also Includes: 2 Novels per student or equivalent to 2 Novel Points.						



**Houghton Mifflin Harcourt**

Coupon Code: PRODPB20

Attention:  
Ralph Watkins  
watkinsr@hoonahschools.org

HMH Confidential and Proprietary

Customer Experience  
9205 South Park Center Loop  
Orlando, FL 32819  
FAX: 800-269-5232  
k12orders@hmc.com

3/19/2018

006657853

Sold:0000300405 Ship:0000300378

Page 4 of 6

Please submit this form with your purchase order.

Proposal Date: 3/19/2018

Proposal for

Expiration Date: 5/3/2018

## Hoonah City School District HMH Collections 6-11 2017

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
<b>Grade 11</b>						
1630041	9780544719170 Collections Premium/Hybrid Teacher Resource Package (print w/8yr digital) Grade 11	\$274.85	1	\$274.85	\$54.97	\$219.88
Package Includes: Teacher Edition Grade 11 Interactive Digital Teacher Resources w/Assessment 6-Year Grade 11 Downloadable Teacher Resource Tool Grade 11 Common Core ELA Exemplar Teacher's Guide Grade 11-12 Performance Assessment Teacher Edition Grade 11 Quick Start Pacing Guide Grade 11						
<b>Total for Classroom Package</b>				<b>\$1,106.04</b>		
<b>Total for Grade 11</b>				<b>\$1,106.04</b>		
<b>Professional Development</b>						
<b>Getting Started</b>						
1641893	9780544812956 Collections 2017 Getting Started Full Day In Person	\$2,950.00	1	\$2,950.00		\$2,950.00
Participants engage in a variety of meaningful, hands-on or virtual experiences to learn about Collections 2017 organization, design, and support resources essential to implementing a new program and its related technology.						
1659826	9780544943353 Collections 2017 Virtual Coaching Three 1 Hour Bundle	\$999.00	2	\$1,998.00		\$1,998.00
In order to best meet the needs of teachers and leaders, HMH offers flexible delivery models for coaching. Through virtual coaching teachers can connect with their coaches virtually to gauge progress, discuss challenges, and determine new strategies.						
<b>Total for Getting Started</b>				<b>\$4,948.00</b>		
<b>Online Support</b>						
1641872	9780544812949 Collections 2017 Getting Started 2 Hour Webinar	\$800.00		\$800.00		
Participants engage in a variety of meaningful, hands-on or virtual experiences to learn about Collections 2017 organization, design, and support resources essential to implementing a new program and its related technology.						
<b>Total for Online Support</b>						
<b>Total for Professional Development</b>				<b>\$4,948.00</b>		

Customer May Use Northwest Textbook Depository for Shipping.  
For a shipping quote, please call NWTD at 1-800-676-6630.

**Proposal  
Summary**

<b>Total Savings:</b>	<b>\$1,597.98</b>
<b>Subtotal Purchase Amount:</b>	<b>\$11,339.76</b>
<b>Total Cost of Proposal (PO Amount):</b>	<b>\$11,339.76 + Shipping (Not Included)</b>


**Houghton Mifflin Harcourt**

Coupon Code: PRODPB20

Attention:  
Ralph Watkins  
watkinsr@hoonahschools.org

HMH Confidential and Proprietary

Customer Experience  
9205 South Park Center Loop  
Orlando, FL 32819  
FAX: 800-288-6232  
k12orders@hmc.com

3/19/2018 008657853 Sold:0000300405 Ship:0000300378

Page 5 of 6

Please submit this form with your purchase order.

Proposal Date: 3/19/2018

Proposal for  
**Hoonah City School District**  
**HMH Collections 6-11 2017**

Expiration Date:5/3/2018

<b>Total Cost of Proposal (PO Amount):     \$ 11,339.76</b>
---

This is a proposal only.

This proposal is subject to HMH's Standard Terms and Conditions ("Ts & Cs") below:

<http://www.hmhco.com/common/terms-conditions>

Ts & Cs are also found on HMH invoices.

HMH reserves the right to modify its Ts & Cs from time to time and agrees to notify you prior to such modifications becoming effective.

Unless otherwise agreed in writing, orders for Professional Services shall expire upon the earlier of (i) expiration of customer's funding or (ii) 24 months from receipt of the order.

**Date of Proposal: 3/19/2018**

**Proposal Expiration Date:5/3/2018**



# Houghton Mifflin Harcourt



**Houghton Mifflin Harcourt**

Coupon Code: PRODPB20

Attention:  
Ralph Watkins  
watkinsr@hoonahschools.org

**HMH Confidential and Proprietary**

Customer Experience  
9205 South Park Center Loop  
Orlando, FL 32819  
FAX: 800-269-5232  
k12orders@hnhco.com

3/19/2018     006657853     Sold:0000300405     Ship:0000300378

Page 6 of 6

**Please submit this form with your purchase order.**



**AGENDA ITEM New Business 2.4**

✓ ACTION

    DISCUSSION

**TOPIC: 2018 Board Policy Updated, First 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, First Reading
- b. Article 3, Series 3000, Business and Noninstructional Operations, BP 3310 Purchasing Procedures, First Reading
- c. Article 3, Series 3000, Business and Noninstructional Operations, BP 3311 Bids, First Reading
- d. Article 4, Series 4000, All Personnel, BP 4112.4, 4212.4, 4312.4, Health Examinations, First Reading.
- e. Article 4, Series 4000, Certified Personnel, BP 4118, Suspension/Disciplinary Action, First Reading.
- f. Article 4, Series 4000, Personnel, BP 4218, Dismissal/Suspension/Disciplinary Action, First Reading.
- g. Article 6, Series 6000, Instruction, BP 6179, Child Care and Development Programs, First Reading.

WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED  
**Business and Noninstructional Operations**

**EXPENDITURES/EXPENDING AUTHORITY**

BP 3300

Note: The following sample policy should be revised as appropriate to reflect district philosophy and needs. A.S. 14.14.060 and 14.14.065 provide that the borough assembly/city council, with the consent of the borough/city school district, may by ordinance delegate to the school district responsibility for a centralized treasury and/or accounting system. A.S. 14.08.101 empowers regional school boards to establish their own fiscal procedures and exempts them from A.S. 36.30 (State Procurement Code) and A.S. 37.05 (Fiscal Procedures Act). A.S. 14.08.111 requires the regional school board to designate employees authorized to direct disbursements from school funds of the School Board. All contracts made under federal awards must comply with the Office of Management and Budget's procurement procedures found in 2 CFR 200.317-326. Prior to any purchase, the District should review the federal funding award or grant to determine if it requires compliance with OMB's procurement procedures.

The Superintendent or designee may purchase supplies, materials and equipment in accordance with law. Prior School Board approval is required for purchases over \$\_\_\_\_\_ (amount to be determined by District). The School Board shall approve or ratify all transactions.

(cf. 3310 - Purchasing Procedures)  
(cf. 3311 - Bids)  
(cf. 3312 - Contracts)  
(cf. 3460 - Financial Reports and Accountability)

Note: A.S. 14.17.225 requires districts to operate under a balanced budget and provides that the state is not responsible for the debts of school districts.

The Superintendent or designee shall not authorize any proposed expenditure which exceeds the major budget classification allowance against which the expenditure is the proper charge unless an amount sufficient to cover the purchase is available in the budget for transfer.

(cf. 3100 - Budget)  
(cf. 3110 - Transfer of Funds)

The School Board shall not recognize obligations incurred contrary to School Board policy and administrative regulations.

*Legal Reference:*

ALASKA STATUTES

14.08.101 Powers (Regional school boards)  
14.08.111 Duties (Regional school boards)  
14.14.060 Relationship between borough school district and borough  
14.14.065 Relationship between city school district and city  
14.17.190 Restrictions governing receipt and expenditure of money from public school foundation account  
36.30 State Procurement Code  
37.05 Fiscal Procedures Act

CODE OF FEDERAL REGULATIONS

2 C.F.R. 200.317-326, Procurement Standards

WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED  
**Business and Noninstructional Operations**

*Revised 3/2018*

**AASB POLICY REFERENCE MANUAL**  
**9/92**



WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED  
**Business and Noninstructional Operations**

**PURCHASING PROCEDURES**

BP 3310

Note: Pursuant to A.S. 14.14.060 and 14.14.065, city and borough school districts may establish their own procedures for purchase of supplies and equipment. A.S. 14.08.101 empowers regional school boards to establish their own fiscal procedures, including the purchase of supplies and equipment. All contracts made under federal awards must comply with the Office of Management and Budget's procurement procedures found in 2 CFR 200.317-326. Prior to any purchase, the District should review the federal funding award or grant to determine if it requires compliance with OMB's procurement procedures.

Note: Pursuant to A.S. 14.14.060 and 14.14.065, city and borough school districts may establish their own

The School Board desires to ensure that maximum value is received for money spent by the district and that records are kept in accordance with law. The Superintendent or designee may issue and sign purchase orders and shall submit them for School Board approval or ratification. Purchase orders in excess of \$ (amount to be determined by District) will require prior approval of the Board. Purchases may not be segmented in order to circumvent the requirement for prior approval board policy.

The School Board desires to ensure that maximum value is received for money spent by the district and that records are kept in accordance with law. The Superintendent or designee may issue and sign purchase orders and shall submit them for School Board approval or ratification.

All purchases under federal awards will meet must follow five general standards as follows:

1. The District will organization must maintain written procurement policies and procedures over procurement that meet the following standards and any other applicable laws and regulations.
2. Costs incurred must be necessary and cost-effective.
3. All procurement transactions must provide full and open competition.
4. The District organization must will maintain written standards of conduct covering conflicts of interest.
5. The District will organization must maintain documentation addressing cost and price analysis, and vendor selection, as applicable for the selected method of procurement.

(cf. 3310 - Bids)

No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-substantial gifts of nominal value may be accepted if the item is non-solicited.

WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED  
**Business and Noninstructional Operations**

Employees in violation of this conflict of interest section are subject to disciplinary measures set forth in statute, board policy, and applicable negotiated agreements, up to and including termination.

(cf. 3300 - Expenditures/Expending Authority)  
(cf. 3400 - Management of District Assets)  
(cf. 3460 - Financial Reports and Accountability)  
(cf. 4118 - Suspension/Disciplinary Action)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)  
(cf. 9270 - Conflict of Interest)

Note: A.S. 36.15.050 establishes a preference for purchasing Alaskan agricultural and fisheries products. A.S. 14.03.085 makes school districts, except REAA's, subject to A.S. 29.71.050, which establishes a preference for purchasing recycled Alaska products.

The School Board encourages the selection of Alaskan products when such products meet the needs of the district and shall adhere to state law regarding purchasing preferences for Alaskan products.

(cf. 3311 - Bids )  
(cf. 3312 - Contracts)

Note: A U.S. Supreme Court decision (City of Richmond v. J. A. Croson Co.) indicates that before enacting an affirmative action purchasing program, the district would have to have strong evidence of past district discrimination against minority contractors and the district's program would have to be narrowly tailored to accomplish its remedial purpose.

*Legal Reference:*

ALASKA STATUTES

14.08.101 Powers (Regional school boards)  
14.14.060 Relationship between borough school district and borough  
14.14.065 Relationship between city school district and city  
29.71.050 Procurement preferences for recycled Alaska products  
36.30. State Procurement Code  
37.05 Fiscal Procedures Act

CODE OF FEDERAL REGULATIONS

2 C.F.R. 200.317-326, Procurement Standards

City of Richmond v. J.A. Croson Co., 488 U.S. 469 (1989)

Revised 3/~~17~~2018

**WORKSHEETS for the district policy committee:**  
**DISCARD WHEN FINISHED**  
**Business and Noninstructional Operations**

**AASB POLICY REFERENCE MANUAL**  
**9/92**



WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED  
**Business and Noninstructional Operations**

**BIDS**

BP 3311

~~Note: The following optional policy may be revised to reflect district philosophy and needs.~~

The district shall purchase equipment, supplies and services on a competitive bidding basis when required by law and whenever it appears to be in the best interest of the district to do so. The Superintendent or designee shall establish procedures to implement these requirements. Prior to any purchase, the District should review the federal funding award or grant to determine if it requires compliance with OMB's procurement procedures.

**Purchases Made Under Federal OMB Funding Awards**

All bids under federal awards must be made in accordance with the standards set forth in 2 CFR 200.320, set forth below. The Superintendent or designee shall establish procedures to ensure that verbal quotes are obtained for purchases over \$500, that informal written quotes with two written price quotations are obtained for purchases between \$2,000 and \$25,000, and that formal advertised bids are solicited for purchases over \$25,000. One of the following five methods of procurement shall be used for each purchase under a federal award:

1. Micro-purchases: Less than \$3,000 (\$2,000 for purchases subject to the Davis-Bacon Act)
  - a. No competitive quotes required
  - b. Purchases should be spread among qualified suppliers
2. Small Purchases: Between \$3,000 and \$150,000
  - a. Rate quotes must be obtained from an adequate number of qualified sources
  - b. Quotes can be obtained from suppliers or from public websites
3. Scaled bids: Purchases more than \$150,000
  - a. Two or more qualified bidders are required
  - b. Bids must be publicly advertised and solicited from adequate suppliers
  - c. Lowest bidder for the fixed price contract with specific requirements shall be awarded the contract
4. Competitive Proposals: Purchases more than \$150,000
  - a. A written policy must be adopted for conducting technical evaluations of reviewing proposals and selecting the recipient
5. Sole Source: Purchases of any amount that meet one of the following four requirements
  - a. Good/service is only available from a single source
  - b. Only one source can provide the good/service in the time frame required
  - c. Written pre-approval from the Federal awarding agency
  - d. Competition is deemed inadequate, after solicitation attempts through one of the other methods

To ensure that good value is received for funds expended, specifications shall be carefully designed and shall describe in detail the quality, delivery and service required.



WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED  
**Business and Noninstructional Operations**

**Minority Bidding**

When procuring contracts under federal awards set forth in 2 CFR 200.320, the District must take affirmative steps to utilize minority businesses, women's business enterprises, and labor surplus area firms when possible. Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

*(cf. 9270 - Conflict of Interest)*

*(cf. 4030 - Nondiscrimination in Employment)*

*(e. 3310 – Purchasing Procedures, Procurement)*

**Legal Reference:**

**ALASKA STATUTES**

*14.14.060 Relationship between borough school district and borough*

*14.14.060(h) Procurement of supplies and equipment*

*14.14.065 Relationship between city school district and city*

*14.03.085 Procurement preference for recycled Alaska products*

*29.71.050 Procurement preferences for recycled Alaska products*

*35.15 Construction Procedures*

*36.15.020 Use of local agricultural and fisheries products required in purchases with state money*

**ALASKA ADMINISTRATIVE CODE**

*4 AAC 27.085 Competitive pupil transportation proposals*

*4 AAC 31.080 Construction and acquisition of public school facilities*

**CODE OF FEDERAL REGULATIONS**

*2 C.F.R. 200.317-326, Procurement Standards*

**FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT v. BOWERS, 851 P.2d 56 (Alaska 1992)**

WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED  
**Business and Noninstructional Operations**

*Revised 3/4~~7~~2018*

**AASB POLICY REFERENCE MANUAL**  
**9/92**

WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED  
All Personnel

BP 4112.4  
4212.4  
4312.4

## HEALTH EXAMINATIONS

Note: Alaska Statute 14.30.075, enacted in 2016, provides that school districts may require physical examinations of teachers as a condition of employment. Districts are not required to pay the cost of teacher physical exams and this does not affect the coverage of any health insurance benefits the district provides to teachers. ~~State regulation, 4 AAC 06.050, has required physical examinations of school district employees for many years, including teachers, other employees, custodians, and clerical personnel, except those whose work does not bring them into close contact with pupils. By regulation, physical exams are required upon initial employment and every three years thereafter.~~

~~The Superintendent or designee shall ensure that all regularly employed personnel undergo a health examination as required by law upon initial employment and every three years thereafter. The Board may exempt from the physical examination requirement any employees whose work does not bring them into close contact with students. (4 ACC 06.050)~~

Employees may be required to pass a physical and/or psychological examination any time such an examination appears necessary to preserve the health and welfare of district students and employees, or to furnish medical proof of physical or mental ability to perform satisfactorily the assigned duties of an individual's position, or as a condition of employment.

(cf. 4119.41 - Employees with Infectious Disease)

### Legal Reference:

#### ALASKA STATUTE

14.30.075 Physical examinations for teachers

#### ALASKA ADMINISTRATIVE CODE

~~4 AAC 06.050 Physical examination of school employees~~

4 AAC 18.010 Teachers' and administrators' contracts

Revised ~~9/2016~~ 3/2018



WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED  
**Certificated Personnel**

## **SUSPENSION/DISCIPLINARY ACTION**

BP 4118

~~Note: The following optional language may be revised to reflect the district's practice and its collective bargaining obligations.~~

The School Board expects its employees to perform their duties in accordance with state law and School Board policy and administrative regulations.(cf. 4119.21 - Codes of Ethics)(cf. 4117.4 - Dismissal)(cf. 4117.6 - Nonretention)The Superintendent or designee may take disciplinary action, including verbal warning, written warning, reassignment, suspension with or without pay and dismissal, as he/she deems appropriate and may deviate from the progressive order of disciplinary actions in light of the particular facts and circumstances involved.

Note: A teacher may be suspended pending an investigation to determine whether cause exists for dismissal. However, the teacher's regular compensation must be continued during the temporary suspension. AS 14.20.170.

The Superintendent or designee shall document all disciplinary actions thoroughly and accurately and shall ensure that such actions are taken in a consistent, nondiscriminatory manner.

Certificated management and supervisory personnel who are not covered by a collective bargaining agreement are subject to the disciplinary procedures set forth in BP 4218, except for discipline involving dismissal or nonretention. The District will provide the statutory and policy rights afforded to all certificated staff for dismissal and nonretention actions.

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)(cf. 4300 - Definitions)Legal Reference: ALASKA STATUTES 14.20.030 Causes for revocation and suspension 14.20.170 Dismissal

14.20.175 Nonretention

14.20.180 Procedures upon notice of dismissal or nonretention

ALASKA ADMINISTRATIVE CODE

20 AAC 10.020 Code of ethics and teaching standards

Revised 9/973/2018

WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED

## Personnel

### DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

BP

4218(a) **Probationary Employees** At any time prior to the expiration of the probationary period, the Superintendent or designee may, at his/her discretion, dismiss a probationary classified employee from district employment. A probationary employee shall not be entitled to a hearing. **Permanent Employees** Permanent classified employees shall be subject to personnel action (including, but not limited to, reprimand, suspension without pay, demotion, reduction of pay step in class, dismissal) only for cause. ~~The School Board's determination of the sufficiency of the cause for disciplinary action shall be conclusive.~~ This policy also applies to classified management and supervisory employees unless otherwise provided by law.

(cf. 4300 – Definitions)

In addition to any disqualifying or actionable causes otherwise provided for by statute or by policy or regulation of this district, each of the following constitutes cause for personnel action against a permanent classified employee:

1. falsifying any information supplied to the school district, including, but not limited to, information supplied on application forms, employment records, or any other school district records
2. incompetency
3. inefficiency
4. neglect of duty
5. insubordination
6. dishonesty
7. ~~drinking~~ possessing or consuming alcohol, tobacco, controlled substances, including marijuana, or other illegal drugs or synthetic drugs ie beverages while on duty or on District premises whether or not on duty; or being under the influence of these prohibited substances while on duty in such close time proximity thereto as to cause any detrimental effect upon the employee or upon employees associated with him/her addiction to the use of controlled substances
8. conviction of a felony, conviction of any sex offense made relevant by provisions of law, or conviction of a misdemeanor which is of such a nature as to adversely affect the employee's ability to perform the duties and responsibilities of his/her position. A plea or verdict of guilty, or a conviction following a plea of nolo contendere is deemed to be a conviction within the meaning of this section. Applicants and employees must inform the Superintendent of any conviction so that a determination can be made by the district regarding its applicability to employment. For existing employees, reporting must occur within 48 hours of conviction.



WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED  
Personnel

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued) BP  
4218(b)

9. absence without leave
10. immoral conduct
11. discourteous treatment of the public, students, or other employees
12. improper political activity
13. willful disobedience
14. misuse, theft, or destruction of district property
15. violation of district, School Board or departmental rule, policy, ~~or~~ procedure, or violation of federal, state, or local statute, regulation, or ordinance
16. physical or mental disability, which disability precludes the employee from the proper performance of his/her essential duties and responsibilities as determined by competent medical authority, except as otherwise provided by a contract or by law regulating the accommodation of disabilities or the retirement of employees
17. failure to possess or keep in effect any license, certificate, or other similar requirement specified in the employee's class specification or otherwise necessary for the employee to perform the duties of the position
18. unlawful discrimination, including harassment, on the basis of race, religion, ~~us~~ creed, color, national origin, ancestry, physical or mental disability ~~handicap~~, marital status, sex, pregnancy, or age against the public, students, or other employees ~~while acting in the capacity of a district employee~~
19. unlawful retaliation against any other district officer or employee, student, or member of the public who, in good faith, reports, assists, discloses, divulges, or otherwise brings to the attention of any appropriate authority, whether an outside person, agency, or school district official, any information relative to actual or suspected violation of any law ~~of this State or the United States~~ or district policy or procedure occurring on the job or directly related thereto
20. any other failure of good behavior either during or outside of duty hours which is of such nature that it causes discredit to the district or his/her employment

Disciplinary Procedures

WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED

**Personnel**

The following procedures will govern personnel action unless an applicable collective bargaining agreement provides different procedures. In such event, the collective bargaining agreement will govern and employees must utilize the negotiated grievance procedures to appeal any discipline.

In cases involving a personnel action, the Superintendent or designee shall prepare a written ~~recommendation statement~~ of the personnel action ~~for the School Board which~~. ~~A copy of the recommendation~~ shall be served upon the employee either personally or by registered or certified mail, return receipt requested, at the employee's last known address. The statement ~~recommendation~~ shall include:



WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED  
Personnel

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

BP 4218(c)

1. A statement of the nature of the personnel action (~~the disciplinary action being imposed~~). ~~suspension without pay, demotion, reduction of pay step in class, or dismissal~~.
2. A statement of the cause or causes ~~for the discipline~~ therefore as set forth above.
3. A statement of the specific acts or omissions upon which the causes are based. If violation of rule, policy, or regulation of the district is alleged, the rule, policy, or regulation violated shall be identified. ~~set forth in the recommendation~~.
4. A statement of the employee's right to appeal the recommendation and the manner and time within which his/her appeal must be filed.

In the event the Superintendent or designee determines that an employee should be removed from duty while an investigation into alleged misconduct is conducted, the employee will be placed on administrative leave with pay.

In cases where the Superintendent or designee has determined that a permanent classified employee should be dismissed- termination of employment will be effective upon delivery to the employee of the statement of personnel action. and that continuation of the employee in active-duty status after a written recommendation of such personnel action has been issued would result in an unreasonable risk of harm to students, staff, or property during the time the proceedings are pending, the Superintendent or designee may order the employee immediately suspended from his/her duties without pay in conjunction with the recommendation of personnel action. For all discipline short of dismissal, demotion in a reduction in pay, or unpaid suspension of five (5) or more days, A permanent employee may, within five calendar days after receiving the recommendation statement of personnel action described above, file a written appeal to the Superintendent. If the Superintendent did not decide the original discipline, the Superintendent shall hear and decide the appeal. Otherwise, the Superintendent will appoint another district administrator to hear and decide the appeal. The appeal may be conducted without a hearing, based upon a review of the personnel action and the written appeal. At the Superintendent or designee's sole discretion, an informal hearing may be held if determined to be necessary to inform the decision maker. The decision on appeal is final.

A permanent employee who has been dismissed, demoted with a reduction in pay, or placed on unpaid suspension of five (5) or more days, may, within five calendar days after receiving the statement of personnel action described above, file a written appeal to the School Board for reconsideration of the personnel action by submitting his/her request to the Superintendent, or designee. The appeal may include a formal hearing before the School Board, in the event this is requested by the employee. If not, the appeal review may be conducted without a hearing, based on the School Board's review of the statement of the personnel action and the written appeal. An informal hearing may be held pursuant to an applicable bargaining agreement or at the option of the School Board. The School Board shall determine the procedures for the informal hearing.



WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED

**Personnel**

giving the employee advanced notice of the procedures. The decision of the School Board is final.

If ~~an~~the employee ~~against whom a recommendation of personnel action has been filed~~ fails to appeal personnel action within the time specified in these rules, the employee shall be deemed to have waived his/her right to an appeal~~request reconsideration~~.

At any time before an employee's appeal is finally submitted to the Superintendent or School Board for ~~decision, reconsideration,~~ the Superintendent or designee may ~~, with the consent of the School Board,~~ serve on the employee and file with the decision maker ~~School Board~~ an amended or supplemental statement ~~recommendation~~ of personnel action.

The Superintendent, designee, or School Board who is hearing an appeal may affirm, modify or revoke the ~~recommended~~ personnel action. Revised 3/2018

**AASB POLICY REFERENCE MANUAL**

WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED  
Instructions

## **CHILD CARE AND DEVELOPMENT PROGRAMS**

BP 6179

Note: The following optional policy may be revised or deleted to reflect district philosophy and needs.

The School Board wishes to provide a safe environment with competent, caring supervision for children whose parents/guardians are working, in training, seeking jobs, incapacitated, or in need of respite. Besides attempting to help children develop intellectually, socially, emotionally and physically, district child care and preschool programs should strengthen families by enhancing parenting skills and reducing the strain on parents. The Superintendent or designee shall ensure that district child care and preschool programs comply with requirements of law.

A district must 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. The assurances must be signed by the superintendent for the district.

(cf. 5146 - Married/Pregnant/Parenting Students)(cf. 5148 - Child Care)Legal Reference:

ALASKA ADMINISTRATIVE CODE 4 AAC 60.010-4 AAC 60.180 Pre-elementary (early childhood) school

Revised ~~9/9/13~~ 9/23/2018

**AGENDA ITEM     New Business 2.5**

  ✓   ACTION

       DISCUSSION

**TOPIC: FY 19 New Teacher Contracts**

**Status**

**Due to the large number of teachers not returning next year, we have posted and interview numerous candidates for various positions. A group of teachers with Mr. Watkins selected the following applicants to offer positions at the Hoonah City Schools.**

- 1. Renee Gray – Middle School Teacher**
- 2. Patricia Gardner – Elementary Teacher**
- 3. Vallorie Vauthrin – Elementary Teacher**
- 4. Clark Brown – Special Education teacher**

**Recommendation**

**I move that the Board of Education offer the following teachers 2018/2019 teaching contracts.**