Hoonah City Schools

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

HOONAH CITY SCHOOLS BOARD OF EDUCATION
AGENDA

Saturday, June 3, 2017
Room 418

WORKSHOPS – Room 418

10:00 am - Presentation and question/answer period with Travis Lewis regarding implications to the school district of Hoonah borough formation

10:30 am - Policy workshop presenting first readings of 2017 AASB board policy updates

SPECIAL BOARD MEETING
11:30 am

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL (ESTABLISH QUORUM)
ADOPTION OF AGENDA
PUBLIC COMMENTS (THREE MINUTES PER SPEAKER)
NEW BUSINESS
- **1.0 Article 0, Series 0000 – Philosophy, Goals, Objectives & Comprehensive Plans for First Reading**
- **1.1 Article 3, Series 3000, Business and Non-Instructional Operations for First Reading**
- **1.2 Article 4, Series 4000, Personnel for First Reading**
- **1.3 Article 5, Series 5000, Students for First Reading**
- **1.4 Article 6, Series 6000, Instruction for First Reading**
- **1.5 Article 9, Series 9000, Bylaws of the Board for First Reading**
- **1.6 2017-2018 Administrator Contract: Sheryl Ross**

DISCUSSION ITEMS
- **1.0 Board liaison to the City Council**
- **2.0 MOA bidding process**

ADJOURNMENT

May 30, 2017

AGENDA ITEM New Business 1.1 thru 1.5

__√__ ACTION

___ DISCUSSION

TOPIC:

1.0 Article 0, Series 0000 – Philosophy, Goals, Objectives & Comprehensive Plans for First Reading
1.1 Article 3, Series 3000, Business and Non-Instructional Operations for First Reading
1.2 Article 4, Series 4000, Personnel for First Reading
1.3 Article 5, Series 5000, Students for First Reading
1.4 Article 6, Series 6000, Instruction for First Reading
1.5 Article 9, Series 9000, Bylaws of the Board for First Reading

Background

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

Status

See Instructions sent out earlier from AASB

Recommendation

I move that we approve the policies, administrative regulations and exhibits included in New Business 1.0 thru 1.5 as discussed for First Reading.

AGENDA ITEM New Business 1.6

__√__ ACTION

___ DISCUSSION

TOPIC: Contract for the 2017/2018 School Year

Background

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

Status

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

Recommendation

I move that we offer a contract for administrator to Sheryl Ross.

Hoonah City School District

Administrator Contract

This contract, entered into this 28 day of February, 2017, by and between the Hoonah City School District, herein referred to as "the District," and **Sheryl L. Ross**, hereinafter referred to as the "Administrator."

WITNESSETH

It is agreed between the District and the Administrator as follows:

THE ADMINISTRATOR AGREES

1. To perform the duties assigned as **Administrator** in the District beginning on July 1st, 2017, through June 30th, 2018. The Superintendent shall designate the specific duties and responsibilities of the Administrator, which can include classroom instruction.

2. To abide by the rules and regulations of the District, its Board of Education, and the State Board of Education, and to abide by the Professional Teaching Practices Commission Code of Ethics.

3. To perform any duties to which the Administrator is assigned and that nothing in this contract shall limit the District's authority to assign the Administrator to any work location as may be reasonably necessary or to any position for which the Administrator is qualified. This includes, but is not limited to, special education director, special education teacher, and other administrative duties.

4. This contract may be terminated without penalty to the District if it becomes necessary to eliminate the position because of decreased enrollment or reduction of funds for school purposes, if at least thirty (30) days written notice is given to the Administrator; in addition, in hardship cases, the District may, in its discretion, afford such compensation as it considers necessary, but not more than payment for twenty (20) days of service at the regular contract per diem rate.

5. This contract may be terminated without penalty to the District if the Administrator fails to obtain, maintain, or renew a valid Administrator's Certificate and a valid Teacher's Certificate.

6. This contract may be terminated, without liability to the District, if the Administrator fails to discharge the duties imposed either through incapacity, disability or otherwise, or for cause, as defined in AS 14.20.170.

7. That the point of hire of this contract is Hoonah, Alaska. The District shall not be obligated to provide return transportation for the Administrator beyond Hoonah, Alaska pursuant to the provisions of AS 23.10.380. Administrator waives any rights set forth in said statute.

8. That the Administrator swears to (or affirms) the oath of allegiance set forth in AS 39.05.45.

OATH FOR UNITED STATES CITIZEN

I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of Alaska, and that I will faithfully discharge my duties as **Administrator** to the best of my ability.

OATH FOR NON-UNITED STATES CITIZEN

I do solemnly swear (or affirm) that I do not advocate the overthrow of the constitutional form of government of the United States or Alaska, and that I will faithfully discharge my duties as **Administrator** to the best of my ability.

AND THE DISTRICT AGREES

9. To pay a salary of **$85,000** dollars, payable monthly pursuant to District practices. The daily rate, calculated on **210** work days, is **$404.76**. Administrator shall not be entitled to additional compensation for work done on weekends, holidays, or outside of normal work hours.

THE ADMINISTRATOR AND THE DISTRICT MUTUALLY AGREE

10. The Administrator is entitled to 6 days of annual leave per contract year which may be accrued to a maximum of 8. The use of annual leave requires the prior approval of the Superintendent. At the end of each year the Administrator may cash out up to 3 days at the daily rate.

11. That jury duty and service in court when subpoenaed as a witness, provided the Administrator is not a party, shall be treated as administrative leave. Court and witness fees paid for court duty during normal working hours shall be remitted to the District.

12. The Administrator shall be entitled to one and one-third (1 1/3) days sick leave for each calendar month or each major portion of each calendar month of actual service, accruable without limit.

    - An employee may use accrued sick leave without limitation for injury or illness of the employee or a member of the immediate family (as defined as: spouse/significant other, father/mother, son/daughter, brother/sister, employee's grandparents, grandchildren or spouse's parents).

    - The Administrator shall be granted up to ten (10) days of accumulated sick leave in any one (1) school year in case of death(s) within the immediate family. The Superintendent, at his/her discretion, may grant additional sick leave to an Administrator upon request based upon the circumstances.

    - The Superintendent, at his/her discretion, may grant additional sick leave to the Administrator upon request in the case of a death of a person not defined as extended family.

    - Accrued sick leave shall have no cash value.

13. The District shall provide health insurance coverage as and to the extent provided to the District's certificated staff. For the 2017-18 year, the Administrator's share of insurance costs shall be (amount pending) month, which shall be deducted from the Administrator's salary or other amount due and owing the Administrator.

14. The District shall provide group life insurance for the Administrator in the amount of $70,000.

15. The following six (6) days are paid holidays if they occur during the term of this contract: New Years Day, Memorial Day, Labor Day, Thanksgiving Day, the day after Thanksgiving and Christmas Day.

16. The District shall cover costs of physical examinations required as a condition of employment. Reimbursement shall be up to $200 per year upon presentation of receipts. The Administrator will file with the District a medical certificate in a form prescribed by the District with the Superintendent as and to the extent required by law and District policy.

17. Any authorized business expenses incurred on behalf of the District shall be reimbursed.

18. The Administrator may apply for reimbursement of tuition fees, expenses for job-related seminars, training, or courses, or other related fees. To be eligible for reimbursement, the Administrator must complete a Tuition Reimbursement Request Form and obtain the approval of the Superintendent prior to enrollment. Reimbursement is limited per fiscal year to the equivalent tuition cost (in-state undergraduate tuition rate) of one (1) three-credit hour course at the University of Alaska. Proof of successful completion of the training or course must be provided to the Superintendent, along with the original receipts. In the event tuition reimbursement requests exceed amounts budgeted for such purpose or otherwise available as determined by the District, the District reserves the right to deny requests for reimbursement.

19. This contract may be terminated by mutual agreement of both parties upon thirty (30) days written notice by either party and the written assent of the other party. If the Administrator fails to provide the required written notification, or leaves employment following the notification without having the written assent of the Superintendent or his/her designee, the Administrator may be liable for breach of contract.

20. The Administrator will receive an annual evaluation each year. This does not preclude additional evaluations by the District when deemed necessary.

21. The Administrator authorizes required deductions from the Administrator's salary including, where eligible, deductions for the Public Employees' Retirement System or Teachers' Retirement System.

22. The parties acknowledge and agree that it is the responsibility of the Administrator to review this contract and determine whether or not the contract contains any mistake in salary computation and/or placement by December 31st of the school year. Failure of the Administrator to so notify the District by December 31st shall constitute a complete waiver of any and all claims the Administrator may have with regard to salary computation. The Administrator shall not bring any action to enforce correction of any error so waived.

23. This contract shall be null and void and of no force and effect unless executed and returned to the District office within thirty (30) days after the date of issue. Any such contract not delivered to the District office in person or deposited in the United States mail, postage prepaid, and addressed to the District office within thirty (30) days after the date of issue shall not be accepted by the District. The failure of the District to accept a late contract after this thirty (30) day period shall give rise to no liability of any nature whatsoever. This contract is not binding on either the Administrator or the District until it has been signed by the Administrator and signed by at least two Board members.

_____ _____

Administrator Date

_____ _____

Hoonah City School District Board Member Date

_____ _____

Hoonah City School District Board Member Date