

## RSB Regular Meeting

Tuesday, January 9, 2024 6:00 PM

ZOOM, 500 Big Dog Salmon Way, Angoon, AK 99820

1. Call to Order	Speaker(s) : Board Chair or Vice Chair
1.1. Reading of the Mission Statement	Speaker(s) : Board Chair or Vice Chair
2. Flag Salute	Speaker(s) : Board Chair or Vice Chair
3. Roll Call	Speaker(s) : Board Chair or Vice Chair
4. Recognition	Speaker(s) : Board Chair or Vice Chair
5. Approval of the Agenda	Speaker(s) : Board Chair or Vice Chair
6. FY 2023 Audit Presentation	Speaker(s) : Altman Rogers
7. Opportunity For Public Comment On Non-Agenda Items	Speaker(s) : Board Chair or Vice Chair
8. Consent Agenda	Speaker(s) : Board Chair or Vice Chair
8.1. Approve Duncan Obrien as Basketball coach in Gustavus	
8.2. Approve Elaine Jack as Basketball coach in Angoon	
8.3. Approve the hire of Jolene Watkins as Angoon Hydroponics garden manager.	
8.4. Approve hire of David Lueck as Math teacher in Angoon for the remainder of Fy24	
8.5. Approve the hire of Christopher Peterson as Para in Klukwan for the remainder of Fy24	
8.6. Approve Sean Mattson as Archery Instructor in Gustavus	
9. Opportunity for Public Comment on Agenda Items	
10. Financial Report	Speaker(s) : Teri Hoover
11. Action Items	
11.1. Approve FY24 MOA between Chatham School District and Doug Wesson for counseling services in the amount of \$25,060 funded by the FSCS grant.	
11.2. Adopt the fiscal year 2023 audit as presented by Altman and Rogers.	Speaker(s) : Board Chair or Vice Chair
11.3. Approve Teacher contracts for FY 2025 Alfie Asilom, Azel Galarosa, Mary Zika, Lori Moore, Fernan Lopez, Ivan Ramey, Pauline Johnson, Janice Byerlee, Jessie Soder, Megan Bishop, Ronald Benkelman, Veneatrice Levy, Steven Ilg, Susan Collins, Jennifer Marschke, Tonya Clark, Justina Starzynski-Hotch	
11.4. Approve Principal contracts for FY 2025 for Karen McSpadden in Gustavus and Emma Demmert in Angoon	

**12. Special Reports**

12.1. Superintendent Report

12.2. ASB Minutes

**13. Information/Discussion Items**

13.1. Foxes Den Restaurant Finances **Speaker (s) :** Board  
Chair or Vice Chair

13.2. AASB School Board Advocate

13.3. City of Hoonah Petition for Borough

13.4. Superintendent Evaluation

**14. Board Member Comments**

**15. Meetings/Work Sessions/and Other Announcements**

15.1. RSB Work Session will be on 1/23/24

15.2. The next RSB Regular Meeting will be on  
2/13/24

15.3. The RSB Retreat in Juneau will be on  
January 25th & 26th

**16. Adjournment**

## **Chatham School District Mission Statement**

We support students to become independent adults by promoting exceptional educational and cultural experiences.

**Chatham School District**  
**Revenue & Expense Accounts**  
 Budget vs Actual - Actual, Encumbrance  
 For the Period from December 1, 2023 to December 31, 2023

Fund: 100-General Fund (100), Fund Class: Unrestricted (UNRESTRICT)

School: Angoon (060)

	Annual Budget	Period To Date - Actual	Year To Date - Actual	Year To Date - Encumbrance	Budget Remaining
Total Revenue					
313-Certified Principal	94,000.00	7,835.33	39,176.65		54,823.35
315-Certified Teacher	352,297.00	38,392.51	155,188.02		197,108.98
316-Certified Extra Duty Pay	14,500.00		3,476.83		11,023.17
323-Non-Certified Aide	79,005.00	9,148.07	41,061.96		37,943.04
324-Non-Certified Support Staff	50,743.00	126.00	7,896.00		42,847.00
325-Non Cert Maintenance Custodial	74,458.00	6,754.28	38,408.72		36,049.28
329-Non-Certified Substitute/Temp	27,000.00	4,801.96	25,443.29		1,556.71
361-Life/Health Insurance	75,600.00	5,681.37	26,229.81		49,370.19
362-Unemployment Insurance	2,874.00	276.17	1,727.48		1,146.52
363-Workers' Compensation	9,710.00	1,028.37	4,779.28		4,930.72
364-FICA Contribution	24,293.00	2,152.58	11,306.77		12,986.23
365-TRS	117,593.00	5,817.04	24,676.14		92,916.86
366-PERS	52,513.00	3,265.54	18,136.96		34,376.04
369-Other Employee Benefits	2,000.00		170.17		1,829.83
410-Professional Technical Service	6,000.00	2,227.92	13,450.64		-7,450.64
420-Staff Travel & Per Diem	6,000.00	683.00	4,503.47		1,496.53
425-Student Travel	60,000.00	8,364.76	25,748.61		34,251.39
430-Utility Services	500.00				500.00
431-Water & Sewer	10,000.00	960.00	5,760.00		4,240.00
432-Garbage	2,200.00	200.00	1,200.00		1,000.00
433-Communications	100,500.00	3,185.47	20,875.77		79,624.23
435-Energy	35,000.00	8,056.48	12,194.49		22,805.51
436-Electricity	152,000.00	12,622.05	46,002.60		105,997.40
438-Heating Fuel	12,000.00				12,000.00
440-Other Purchased Services	1,000.00				1,000.00
441-Rentals/Leases	10,000.00				10,000.00
442-Building Repair & Maintenance	10,000.00	4,963.36	6,026.04		3,973.96
443-Equipment Repair & Maintenance	5,500.00		1,516.54		3,983.46
446-Property Insurance	51,683.00				51,683.00
450-Supplies	12,750.00	19,813.83	38,659.30		-25,909.30
452-Maintenance Supplies	10,000.00	3,301.00	3,638.57		6,361.43
453-Janitorial Supplies	3,000.00	229.95	905.30		2,094.70
454-Office Supplies	2,000.00	1,694.28	3,558.37		-1,558.37

**Chatham School District**  
Revenue & Expense Accounts  
Budget vs Actual - Actual, Encumbrance  
For the Period from December 1, 2023 to December 31, 2023

Fund: 100-General Fund (100), Fund Class: Unrestricted (UNRESTRICT)  
School: Angoon (060)

	<b>Annual Budget</b>	<b>Period To Date - Actual</b>	<b>Year To Date - Actual</b>	<b>Year To Date - Encumbrance</b>	<b>Budget Remaining</b>
458-Vehicle Gasoline, Diesel, Oil	3,500.00	46.82	1,308.63		2,191.37
459-Food			250.60		-250.60
471-Textbooks	500.00	11,694.52	11,694.52		-11,194.52
472-Library Books	500.00				500.00
479-Other Supplies Materials Media	2,200.00		453.73		1,746.27
490-Other Expenses	850.00		699.72		150.28
491-Dues and Fees	2,810.00		760.00		2,050.00
Total Expenditures	1,477,079.00	163,322.66	596,884.98		880,194.02

**Chatham School District**  
**Revenue & Expense Accounts**  
 Budget vs Actual - Actual, Encumbrance  
 For the Period from December 1, 2023 to December 31, 2023

Fund: 100-General Fund (100), Fund Class: Unrestricted (UNRESTRICT)  
 School: Gustavus (062)

	<b>Annual Budget</b>	<b>Period To Date - Actual</b>	<b>Year To Date - Actual</b>	<b>Year To Date - Encumbrance</b>	<b>Budget Remaining</b>
Total Revenue					
313-Certified Principal	69,000.00	7,666.67	23,000.01		45,999.99
315-Certified Teacher	370,635.00	32,988.14	151,289.14		219,345.86
316-Certified Extra Duty Pay	13,000.00	2,670.00	7,130.00		5,870.00
323-Non-Certified Aide	94,043.00	7,052.67	29,610.87		64,432.13
324-Non-Certified Support Staff	31,842.00	3,296.70	14,609.28		17,232.72
325-Non Cert Maintenance Custodial	40,378.00	4,214.56	21,807.56		18,570.44
329-Non-Certified Substitute/Temp	22,000.00	3,700.51	6,836.21		15,163.79
361-Life/Health Insurance	160,300.00	14,179.11	58,846.84		101,453.16
362-Unemployment Insurance	2,432.00	421.04	1,853.92		578.08
363-Workers' Compensation	7,854.00	928.33	3,832.25		4,021.75
364-FICA Contribution	20,963.00	1,944.80	7,882.04		13,080.96
365-TRS	115,512.00	5,441.59	22,786.21		92,725.79
366-PERS	41,730.00	3,204.07	14,526.09		27,203.91
369-Other Employee Benefits	2,000.00				2,000.00
410-Professional Technical Service	10,500.00	1,860.19	7,192.65		3,307.35
420-Staff Travel & Per Diem	7,000.00	2,130.21	3,094.60		3,905.40
425-Student Travel	60,000.00	14,008.13	15,583.13		44,416.87
431-Water & Sewer	26,000.00				26,000.00
432-Garbage	2,800.00		1,083.44		1,716.56
433-Communications	101,500.00	2,633.66	28,340.31		73,159.69
436-Electricity	35,000.00	2,411.30	11,360.10		23,639.90
438-Heating Fuel	53,000.00	8,491.60	14,260.85		38,739.15
440-Other Purchased Services	750.00				750.00
441-Rentals/Leases	9,000.00		165.60		8,834.40
442-Building Repair & Maintenance	5,000.00	695.25	2,402.10		2,597.90
443-Equipment Repair & Maintenance	5,000.00	780.24	3,320.48		1,679.52
446-Property Insurance	23,453.00				23,453.00
450-Supplies	11,500.00	15,159.93	31,413.59		-19,913.59
452-Maintenance Supplies	3,000.00	352.98	481.62		2,518.38
453-Janitorial Supplies	4,000.00	380.66	3,025.32		974.68
454-Office Supplies	2,000.00		2,917.89		-917.89
458-Vehicle Gasoline, Diesel, Oil	250.00	90.03	265.74		-15.74
471-Textbooks	1,000.00	11,830.73	13,381.65		-12,381.65

**Chatham School District**  
Revenue & Expense Accounts  
Budget vs Actual - Actual, Encumbrance  
For the Period from December 1, 2023 to December 31, 2023

Fund: 100-General Fund (100), Fund Class: Unrestricted (UNRESTRICT)  
School: Gustavus (062)

	<b>Annual Budget</b>	<b>Period To Date - Actual</b>	<b>Year To Date - Actual</b>	<b>Year To Date - Encumbrance</b>	<b>Budget Remaining</b>
472-Library Books	500.00				500.00
490-Other Expenses	800.00	297.67	1,308.07		-508.07
491-Dues and Fees	2,560.00		1,180.00		1,380.00
Total Expenditures	1,356,302.00	148,830.77	504,787.56		851,514.44

**Chatham School District**  
**Revenue & Expense Accounts**  
**Budget vs Actual - Actual, Encumbrance**  
**For the Period from December 1, 2023 to December 31, 2023**

Fund: 100-General Fund (100), Fund Class: Unrestricted (UNRESTRICT)  
School: Correspondence Program (064)

	<b>Annual Budget</b>	<b>Period To Date - Actual</b>	<b>Year To Date - Actual</b>	<b>Year To Date - Encumbrance</b>	<b>Budget Remaining</b>
Total Revenue					
321-Director/Coordinator/Mgr	62,000.00	5,270.00	15,810.00		46,190.00
323-Non-Certified Aide	16,721.00	2,217.39	7,954.97		8,766.03
324-Non-Certified Support Staff	24,490.00	2,146.22	8,175.04		16,314.96
325-Non Cert Maintenance Custodial	6,477.00	742.80	3,984.12		2,492.88
329-Non-Certified Substitute/Temp	2,250.00				2,250.00
361-Life/Health Insurance	33,000.00	2,834.13	8,502.39		24,497.61
362-Unemployment Insurance	725.00	51.07	205.08		519.92
363-Workers' Compensation	1,398.00	155.64	538.85		859.15
364-FICA Contribution	8,565.00	793.81	2,748.22		5,816.78
366-PERS	25,906.00	1,915.09	6,335.96		19,570.04
369-Other Employee Benefits	500.00				500.00
410-Professional Technical Service	1,700.00	16.78	8,247.32		-6,547.32
420-Staff Travel & Per Diem	3,100.00		100.00		3,000.00
432-Garbage	50.00				50.00
433-Communications	40,500.00	1,173.32	16,323.41		24,176.59
438-Heating Fuel	19,000.00	6,382.81	6,382.81		12,617.19
440-Other Purchased Services	26,000.00	3,426.49	16,012.97		9,987.03
441-Rentals/Leases	1,500.00				1,500.00
442-Building Repair & Maintenance	2,000.00				2,000.00
443-Equipment Repair & Maintenance	1,350.00	250.00	250.00		1,100.00
446-Property Insurance	14,590.00				14,590.00
450-Supplies	2,000.00		160.07		1,839.93
452-Maintenance Supplies	1,000.00				1,000.00
453-Janitorial Supplies	500.00				500.00
454-Office Supplies	100.00				100.00
490-Other Expenses	6,000.00	635.15	2,143.29		3,856.71
491-Dues and Fees	750.00		135.00		615.00
Total Expenditures	302,172.00	28,010.70	104,009.50		198,162.50



**Chatham School District**  
Revenue & Expense Accounts  
Budget vs Actual - Actual, Encumbrance  
For the Period from December 1, 2023 to December 31, 2023

Fund: 100-General Fund (100), Fund Class: Unrestricted (UNRESTRICT)  
School: Correspondence Program (064)

<b>Annual Budget</b>	<b>Period To Date - Actual</b>	<b>Year To Date - Actual</b>	<b>Year To Date - Encumbrance</b>	<b>Budget Remaining</b>
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**Chatham School District**  
**Revenue & Expense Accounts**  
**Budget vs Actual - Actual, Encumbrance**  
**For the Period from December 1, 2023 to December 31, 2023**

Fund: 100-General Fund (100), Fund Class: Unrestricted (UNRESTRICT)  
School: Klukwan (067)

	<b>Annual Budget</b>	<b>Period To Date - Actual</b>	<b>Year To Date - Actual</b>	<b>Year To Date - Encumbrance</b>	<b>Budget Remaining</b>
Total Revenue					
313-Certified Principal	7,000.00				7,000.00
315-Certified Teacher	85,000.00	14,008.99	56,035.96		28,964.04
316-Certified Extra Duty Pay			2,400.00		-2,400.00
323-Non-Certified Aide		1,194.73	5,373.60		-5,373.60
324-Non-Certified Support Staff	14,562.00	2,345.32	5,538.31		9,023.69
325-Non Cert Maintenance Custodial	43,820.00	3,551.80	19,155.56		24,664.44
329-Non-Certified Substitute/Temp	3,500.00		2,242.71		1,257.29
361-Life/Health Insurance	68,240.00	4,133.61	17,800.76		50,439.24
362-Unemployment Insurance	915.00	215.52	919.51		-4.51
363-Workers' Compensation	3,568.00	323.26	1,379.19		2,188.81
364-FICA Contribution	5,728.00	780.09	3,376.10		2,351.90
365-TRS	23,478.00	1,759.52	7,339.52		16,138.48
366-PERS	14,652.00	1,560.21	6,614.85		8,037.15
410-Professional Technical Service	1,500.00	4,414.01	9,463.39		-7,963.39
420-Staff Travel & Per Diem	5,000.00	2,448.12	6,284.78		-1,284.78
431-Water & Sewer	3,375.00		540.00		2,835.00
432-Garbage	675.00		100.00		575.00
433-Communications	60,000.00	1,289.88	8,451.87		51,548.13
436-Electricity	42,000.00	3,340.75	13,893.71		28,106.29
438-Heating Fuel	60,000.00	6,236.93	18,802.90		41,197.10
440-Other Purchased Services	500.00				500.00
441-Rentals/Leases	4,500.00				4,500.00
442-Building Repair & Maintenance	2,000.00	139.90	526.21		1,473.79
443-Equipment Repair & Maintenance	6,000.00				6,000.00
446-Property Insurance	20,690.00				20,690.00
450-Supplies	1,000.00	15,540.17	31,012.97		-30,012.97
452-Maintenance Supplies	1,500.00	169.92	6,311.57		-4,811.57
453-Janitorial Supplies	2,000.00	198.53	243.51		1,756.49
454-Office Supplies	500.00	479.96	479.96		20.04
458-Vehicle Gasoline, Diesel, Oil	300.00	301.15	1,373.39		-1,073.39
471-Textbooks	500.00	11,511.04	11,511.04		-11,011.04
472-Library Books	250.00				250.00
479-Other Supplies Materials Media			250.00		-250.00

**Chatham School District**  
Revenue & Expense Accounts  
Budget vs Actual - Actual, Encumbrance  
For the Period from December 1, 2023 to December 31, 2023

Fund: 100-General Fund (100), Fund Class: Unrestricted (UNRESTRICT)  
School: Klukwan (067)

	<b>Annual Budget</b>	<b>Period To Date - Actual</b>	<b>Year To Date - Actual</b>	<b>Year To Date - Encumbrance</b>	<b>Budget Remaining</b>
490-Other Expenses	200.00		658.18		-458.18
491-Dues and Fees	50.00				50.00
Total Expenditures	483,003.00	75,943.41	238,079.55		244,923.45

**Chatham School District**  
**Revenue & Expense Accounts**  
**Budget vs Actual - Actual, Encumbrance**  
**For the Period from December 1, 2023 to December 31, 2023**

Fund: 100-General Fund (100), Fund Class: Unrestricted (UNRESTRICT)  
School: District Wide (099)

	<b>Annual Budget</b>	<b>Period To Date - Actual</b>	<b>Year To Date - Actual</b>	<b>Year To Date - Encumbrance</b>	<b>Budget Remaining</b>
Total Revenue					
311-Certified Superintendent	86,520.00	7,336.00	43,344.00		43,176.00
316-Certified Extra Duty Pay	60,775.00		7,400.00		53,375.00
324-Non-Certified Support Staff	154,583.00	14,934.03	89,068.26		65,514.74
329-Non-Certified Substitute/Temp	24,300.00	825.00	4,290.00		20,010.00
361-Life/Health Insurance	42,000.00	2,600.48	16,320.23		25,679.77
362-Unemployment Insurance	1,215.00	36.80	421.00		794.00
363-Workers' Compensation	4,740.00	347.56	2,256.44		2,483.56
364-FICA Contribution	15,819.00	1,380.80	8,354.54		7,464.46
365-TRS	37,588.00	921.40	6,373.44		31,214.56
366-PERS	41,303.00	3,285.49	19,595.02		21,707.98
369-Other Employee Benefits	1,000.00		5,215.74		-4,215.74
410-Professional Technical Service	247,338.00	531.36	14,786.49		232,551.51
412-Auditing Accounting Service	88,000.00	27,676.50	45,282.75		42,717.25
414-Legal Services	10,000.00	1,260.00	3,511.50		6,488.50
420-Staff Travel & Per Diem	40,500.00	9,765.58	18,354.05		22,145.95
433-Communications	17,000.00	260.60	1,416.30		15,583.70
436-Electricity	5,000.00		1,025.17		3,974.83
440-Other Purchased Services	1,250.00	11,000.00	15,151.16		-13,901.16
441-Rentals/Leases	5,000.00	295.11	590.22		4,409.78
442-Building Repair & Maintenance	500.00				500.00
443-Equipment Repair & Maintenance	1,250.00				1,250.00
446-Property Insurance	5,140.00				5,140.00
447-Liability Insurance	42,080.00		2,350.55		39,729.45
450-Supplies	3,100.00		372.02		2,727.98
452-Maintenance Supplies	100.00				100.00
454-Office Supplies	3,000.00	847.14	847.14		2,152.86
490-Other Expenses	2,200.00	759.00	1,412.97		787.03
491-Dues and Fees	19,955.00	1,144.57	14,224.32		5,730.68
495-Indirect Cost Recovery	-60,000.00	-3,614.42	-33,674.20		-26,325.80
Total Expenditures	901,256.00	81,593.00	288,289.11		612,966.89

**Chatham School District**  
Revenue & Expense Accounts  
Budget vs Actual - Actual, Encumbrance  
For the Period from December 1, 2023 to December 31, 2023

Fund: 100-General Fund (100), Fund Class: Unrestricted (UNRESTRICT)  
School: District Wide (099)

<b>Annual Budget</b>	<b>Period To Date - Actual</b>	<b>Year To Date - Actual</b>	<b>Year To Date - Encumbrance</b>	<b>Budget Remaining</b>
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# Bank Account - Check Details

Thursday, January 4, 2024

Period: 12/01/23..12/31/23

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Chatham School District

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This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 12/01/23..12/31/23

Check Date	Check No.	Description	Amount	Printed Amount	Voided Amount	Entry Status	Original Entry S	Bal. Accou	Bal. Account No.	Entry No.
<b>B001 General Fund Checking</b>										
Phone No.										
12/06/23	To 29737	US Foods, Inc.	2,768.15	2,768.15	0.00	Posted		Vendo	US FOODS	49958
12/11/23	To 29738	US Foods, Inc.	2,039.74	2,039.74	0.00	Posted		Vendo	US FOODS	49959
12/12/23	To 32982	Assoc of Alaska School Boards	3,190.00	3,190.00	0.00	Posted		Vendo	AASB	49960
12/12/23	To 32983	AK Communications Systems	58.04	58.04	0.00	Posted		Vendo	ACS	49961
12/12/23	To 32984	AK Hydroponic Gardens	5,704.48	5,704.48	0.00	Posted		Vendo	AK	49962
12/12/23	To 32985	Alaska Power Company	3,671.33	3,671.33	0.00	Posted		Vendo	AK POWER	49963
12/12/23	To 32986	Alaska Telephone Company	574.28	574.28	0.00	Posted		Vendo	ALASKA	49964
12/12/23	To 32987	Alvin Johnson, Jr.	600.00	600.00	0.00	Posted		Vendo	ALVIN	49965
12/12/23	To 32988	Anne Connelly	4,637.72	4,637.72	0.00	Posted		Vendo	ANNE	49966
12/12/23	To 32989	Apple, Inc.	1,013.99	1,013.99	0.00	Posted		Vendo	APPLE K12	49967
12/12/23	To 32990	Byte Networking, LLC	1,458.00	1,458.00	0.00	Posted		Vendo	BYTE	49968
12/12/23	To 32991	Captain's Choice Motel	4,894.49	4,894.49	0.00	Posted		Vendo	CAPTAINS	49969
12/12/23	To 32992	City of Tenakee Springs	161.30	161.30	0.00	Posted		Vendo	CITY OF	49970
12/12/23	To 32993	Clara Natonabah	410.00	410.00	0.00	Posted		Vendo	CLARA	49971
12/12/23	To 32994	Coulson Arnett	270.00	270.00	0.00	Posted		Vendo	COULSON	49972
12/12/23	To 32995	Daniel Bohlke	435.00	435.00	0.00	Posted		Vendo	DANIEL	49973
12/12/23	To 32996	Darcie Ziel	600.00	600.00	0.00	Posted		Vendo	DARCIE	49974
12/12/23	To 32997	Delta Western	1,722.07	1,722.07	0.00	Posted		Vendo	DELTA	49975
12/12/23	To 32998	Duane J. Samato	150.00	150.00	0.00	Posted		Vendo	DUANE J.	49976
12/12/23	To 32999	Edward Kookesh III	225.00	225.00	0.00	Posted		Vendo	EDWARD	49977
12/12/23	To 33000	Elijah Carle	165.00	165.00	0.00	Posted		Vendo	ELIJAH	49978
12/12/23	To 33001	Equitable Equi-Vest Unit	1,350.00	1,350.00	0.00	Posted		Vendo	EQUITABLE	49979
12/12/23	To 33002	Byte Networking, LLC	914.00	914.00	0.00	Posted		Vendo	FIBRE	49980
12/12/23	To 33003	Frontier Freight	6,538.57	6,538.57	0.00	Posted		Vendo	FRONTIER	49981
12/12/23	To 33004	GCI	2,417.60	2,417.60	0.00	Posted		Vendo	GCI/ANCH	49982
12/12/23	To 33005	Gustavus Dray, Inc.	2,954.47	2,954.47	0.00	Posted		Vendo	GUSTAVUS	49983
12/12/23	To 33006	Gustavus Holdings	1,236.00	1,236.00	0.00	Posted		Vendo	GUSTAVUS	49984
12/12/23	To 33007	Gustavus Landscaping	463.50	463.50	0.00	Posted		Vendo	GUSTAVUS	49985
12/12/23	To 33008	Horace Mann Life Insurance	796.53	796.53	0.00	Posted		Vendo	HORACE	49986
12/12/23	To 33009	Icy Strait Wholesale	470.46	470.46	0.00	Posted		Vendo	ICY STRAIT	49987
12/12/23	To 33010	Inside Passage Electric Coop	17,962.80	17,962.80	0.00	Posted		Vendo	INSIDE	49988
12/12/23	To 33011	Jennifer Todd	435.00	435.00	0.00	Posted		Vendo	JENNIFER	49989
12/12/23	To 33012	Jonathan Wunrow	5,500.00	5,500.00	0.00	Posted		Vendo	JONATHAN	49990
12/12/23	To 33013	Kelley Connect	4,981.71	4,981.71	0.00	Posted		Vendo	KELLEY	49991
12/12/23	To 33014	Kelly McLaughlin	1,080.67	1,080.67	0.00	Posted		Vendo	KELLY	49992
12/12/23	To 33015	Laura Strong	1,195.89	1,195.89	0.00	Posted		Vendo	LAURA	49993
12/12/23	To 33016	Lutak Lumber	48.72	48.72	0.00	Posted		Vendo	LUTAK	49994
12/12/23	To 33017	Public Education Health Trust	34,668.60	34,668.60	0.00	Posted		Vendo	PEHT	49995
12/12/23	To 33018	Pitney Bowes Global Financial	295.11	295.11	0.00	Posted		Vendo	PITNEY	49996
12/12/23	To 33019	Rachel Parks	435.00	435.00	0.00	Posted		Vendo	RACHEL	49997
12/12/23	To 33020	Ralph Watkins	360.00	360.00	0.00	Posted		Vendo	RALPH	49998
12/12/23	To 33021	Southeast Aerial Survey and	3,000.00	3,000.00	0.00	Posted		Vendo	SE AERIAL	49999
12/12/23	To 33022	Sedor Wedlandt Evans Filippi	540.00	540.00	0.00	Posted		Vendo	SEDOR	50000
12/12/23	To 33023	State of Alaska (AMHS)	837.00	837.00	0.00	Posted		Vendo	STATE OF	50001
12/12/23	To 33024	Tenakee Fuel Service	3,072.89	3,072.89	0.00	Posted		Vendo	TENAKEE	50002
12/12/23	To 33025	Valley Paint Center Inc.	3,293.22	3,293.22	0.00	Posted		Vendo	VALLEY	50003
12/12/23	To 33026	Veritiv Operating Company	219.06	219.06	0.00	Posted		Vendo	VERITIV -	50004

# Bank Account - Check Details

Period: 12/01/23..12/31/23

Chatham School District

Thursday, January 4, 2024

Page 2

JNUSERRC\terih

Check Date	Check No.	Description	Amount	Printed Amount	Voided Amount	Entry Status	Original Entry S	Bal. Accou	Bal. Account No.	Entry No.
12/12/23	To 33027	Ward Air, Inc.	1,344.00	1,344.00	0.00	Posted		Vendo	WARD AIR	50005
12/13/23	To 33028	Clara Natonabah	660.24	660.24	0.00	Posted		Vendo	CLARA	50006
12/13/23	To 33029	Ginette St. Clair	1,414.80	1,414.80	0.00	Posted		Vendo	GINETTE	50007
12/13/23	To 33030	Jonathan Wunrow	5,500.00	5,500.00	0.00	Posted		Vendo	JONATHAN	50008
12/13/23	To 33031	Lori Moore	2,500.00	2,500.00	0.00	Posted		Vendo	LORI	50009
12/13/23	To 33032	Mariah James	1,900.00	1,900.00	0.00	Posted		Vendo	MARIAH	50010
12/13/23	To 33033	Peter Duncan	1,500.00	1,500.00	0.00	Posted		Vendo	PETER	50011
12/13/23	To 33034	Ralph Watkins	1,500.00	1,500.00	0.00	Posted		Vendo	RALPH	50012
12/13/23	To 33035	Rita Brouillette	723.12	723.12	0.00	Posted		Vendo	RITA	50013
12/13/23	To 33036	Sheri Singson	180.00	180.00	0.00	Posted		Vendo	SHERI	50014
12/14/23	To 29739	Darrel Jerue	600.00	600.00	0.00	Posted		Vendo	DARREL	50015
12/19/23	To 29740	US Foods, Inc.	2,108.91	2,108.91	0.00	Posted		Vendo	US FOODS	50016
12/21/23	To 29741	US Foods, Inc.	2,859.27	2,859.27	0.00	Posted		Vendo	US FOODS	50168
<b>General Fund Checking</b>			152,605.73	152,605.73	0.00					

**Chatham School District**  
**Revenue & Expense Accounts**  
 Budget vs Actual - Actual, Encumbrance  
 For the Period from December 1, 2023 to December 31, 2023

Fund: 100-General Fund (100), Fund Class: Unrestricted (UNRESTRICT)

	Annual Budget	Period To Date - Actual	Year To Date - Actual	Year To Date - Encumbrance	Budget Remaining
031-Earnings on Investments	-3,000.00	-31.11	-2,059.77		-940.23
040-Other Local Revenues	-20,000.00	-24,164.71	-49,198.05		29,198.05
046-Rental Income	-4,000.00	-9,959.02	-12,395.95		8,395.95
047-E-Rate	-252,000.00		-37,964.40		-214,035.60
051-Foundation Program Revenue	-3,371,239.00	-268,616.00	-1,611,696.00		-1,759,543.00
056-TRS On-Behalf Revenue	-149,391.00				-149,391.00
057-PERS On-Behalf Revenue	-23,945.00				-23,945.00
090-Other State Revenues	-900.00				-900.00
110-Impact Aid	-182,343.00		-78,868.00		-103,475.00
181-Oth Rev from Fed State of AK	-243,101.00				-243,101.00
<b>Total Revenue</b>	<b>-4,249,919.00</b>	<b>-302,770.84</b>	<b>-1,792,182.17</b>		<b>-2,457,736.83</b>
311-Certified Superintendent	86,520.00	7,336.00	43,344.00		43,176.00
313-Certified Principal	170,000.00	15,502.00	62,176.66		107,823.34
315-Certified Teacher	807,932.00	85,389.64	362,513.12		445,418.88
316-Certified Extra Duty Pay	88,275.00	2,670.00	20,406.83		67,868.17
321-Director/Coordinator/Mgr	62,000.00	5,270.00	15,810.00		46,190.00
323-Non-Certified Aide	189,769.00	19,612.86	84,001.40		105,767.60
324-Non-Certified Support Staff	276,220.00	22,848.27	125,286.89		150,933.11
325-Non Cert Maintenance Custodial	165,133.00	15,263.44	83,355.96		81,777.04
329-Non-Certified Substitute/Temp	79,050.00	9,327.47	38,812.21		40,237.79
361-Life/Health Insurance	379,140.00	29,428.70	127,700.03		251,439.97
362-Unemployment Insurance	8,161.00	1,000.60	5,126.99		3,034.01
363-Workers' Compensation	27,270.00	2,783.16	12,786.01		14,483.99
364-FICA Contribution	75,368.00	7,052.08	33,667.67		41,700.33
365-TRS	294,171.00	13,939.55	61,175.31		232,995.69
366-PERS	176,104.00	13,230.40	65,208.88		110,895.12
369-Other Employee Benefits	5,500.00		5,385.91		114.09
410-Professional Technical Service	267,038.00	9,050.26	53,140.49		213,897.51
412-Auditing Accounting Service	88,000.00	27,676.50	45,282.75		42,717.25
414-Legal Services	10,000.00	1,260.00	3,511.50		6,488.50
420-Staff Travel & Per Diem	61,600.00	15,026.91	32,336.90		29,263.10
425-Student Travel	120,000.00	22,372.89	41,331.74		78,668.26
430-Utility Services	500.00				500.00
431-Water & Sewer	39,375.00	960.00	6,300.00		33,075.00



**Chatham School District**  
**Revenue & Expense Accounts**  
**Budget vs Actual - Actual, Encumbrance**  
**For the Period from December 1, 2023 to December 31, 2023**

Fund: 100-General Fund (100), Fund Class: Unrestricted (UNRESTRICT)

	<b>Annual Budget</b>	<b>Period To Date - Actual</b>	<b>Year To Date - Actual</b>	<b>Year To Date - Encumbrance</b>	<b>Budget Remaining</b>
432-Garbage	5,725.00	200.00	2,383.44		3,341.56
433-Communications	319,500.00	8,542.93	75,407.66		244,092.34
435-Energy	35,000.00	8,056.48	12,194.49		22,805.51
436-Electricity	234,000.00	18,374.10	72,281.58		161,718.42
438-Heating Fuel	144,000.00	21,111.34	39,446.56		104,553.44
440-Other Purchased Services	29,500.00	14,426.49	31,164.13		-1,664.13
441-Rentals/Leases	30,000.00	295.11	755.82		29,244.18
442-Building Repair & Maintenance	19,500.00	5,798.51	8,954.35		10,545.65
443-Equipment Repair & Maintenance	19,100.00	1,030.24	5,087.02		14,012.98
446-Property Insurance	115,556.00				115,556.00
447-Liability Insurance	42,080.00		2,350.55		39,729.45
450-Supplies	30,350.00	50,513.93	101,617.95		-71,267.95
452-Maintenance Supplies	15,600.00	3,823.90	10,431.76		5,168.24
453-Janitorial Supplies	9,500.00	809.14	4,174.13		5,325.87
454-Office Supplies	7,600.00	3,021.38	7,803.36		-203.36
458-Vehicle Gasoline, Diesel, Oil	4,050.00	438.00	2,947.76		1,102.24
459-Food			250.60		-250.60
471-Textbooks	2,000.00	35,036.29	36,587.21		-34,587.21
472-Library Books	1,250.00				1,250.00
479-Other Supplies Materials Media	2,200.00		703.73		1,496.27
490-Other Expenses	10,050.00	1,691.82	6,222.23		3,827.77
491-Dues and Fees	26,125.00	1,144.57	16,299.32		9,825.68
495-Indirect Cost Recovery	-60,000.00	-3,614.42	-33,674.20		-26,325.80
Total Expenditures	4,519,812.00	497,700.54	1,732,050.70		2,787,761.30

# Memorandum Of Understanding (MOA) FY2023-2024

Sent Today At 9:20 AM By Michelle Shatswell

Chatham School District | Form Entry | Michelle Shatswell

MOA

## Chatham School District

P. O. Box 109 – Angoon, Alaska 99820

### MEMORANDUM OF AGREEMENT (MOA)

(MOA's for more than \$25,000 must be approved by the School Board prior to start of Contract)

(In a fiscal year MOA's to the same Contractor totaling more than \$25,000 must be approved by the School Board prior to start of Contract)

**This MOA is between CSD and DougWesson** [dougwessen@gmail.com](mailto:dougwessen@gmail.com)

Business License#

--

#### File Upload(s)

Completed W9 Form

Start Date\*

01/01/2024

End Date\*

05/31/2024

Contractor Agrees to the following:\*

Counseling Services for students at the Klukwan school January-May 2024 \$25,060.00

\$800.00/day onsite once per month AND \$75.00 per telemed session 3x month

Breakdown:

Alaska Marine Highway R/T, Juneau to Haines \$ 340.00

Gas approximately \$30.00

Per diem \$75.00 per day,

Daily rated on site services \$800.00 per day, arrive by ferry Tue afternoon, leave Friday

Hourly rate \$75.00 for zoom sessions, for individual sessions 2-3 per month (5 students total)

Lodging local rate Aspen Hotel Haines \$139.00 per night.

Expense each month (DOUG WILL PURCHASE HIS OWN TRAVEL/LODGING AND WILL BE REIMBURSED ON HIS INVOICE)

Ferry \$ 340.00

Gas \$ 30.00

3-4 days on site \$ 2,400.00 to \$3,200.00 (average \$2800.00)

Lodging 3 nights \$ 417.00

Individual counseling sessions \$ 1,125.00

(5 students per week at \$ 75.00 per hour \$375.00 per week),

Per diem \$ \$75.00 per day, 4 days \$ 300.00

Total monthly fees \$ 5,012.00

Monthly fee \$5,012.00 x 5 months = \$25,060.00

District Contact Name \*

Clara Natonabah

District Contact Phone number and Email Address\*

907-767-5551 [cnatonabah@chathamdsd.org](mailto:cnatonabah@chathamdsd.org)

The District Agrees to the following:

--

Payment Terms\*

☐

One Payment\*

☐

2 Payments\*

☐

Monthly payment\*

☒

Other\*

Total Dollar Amount and how much per payment:\*

\$25,060.00, make payments when invoiced.

Account Code to be paid from\*

317-067-100-024-410 Full Service Community Schools Grant: TOTAL \$25,060.00 January-May 2024 2023 & 2024 Telehealth Line Item - (\$7,500 available carry-over from 2023, plus \$7,500 available from 2024 budget = \$15,000 available funds) 2023 Additional Services or Contracts Line Item (pull \$10,060 from 2023 carry-over)

#### **A - GENERAL INFORMATION**

1. All associated costs, not limited to fees and reimbursables, must be included in the MOA. All MOA's for more than \$25,000 require prior School Board approval before Contractor provides any service.
2. The account to be charged must be determined and approved by the individual with budget authority prior to submission of the MOA to Superintendent.
3. Prior to the starting date of the contracted services and/or activities, the Contractor and Chatham School District must sign the MOA. The Contractor is not to be given a notice to proceed unless all the appropriate parties have signed the MOA.
4. The Contact Person will be responsible for obtaining the contractor's signature and submitting the original MOA with Superintendent.
5. The Contact Person must approve for payment all contractor invoices and receipt documentation prior to submission for payment Lisa Willis.
6. When the MOA involves travel paid by Chatham School District; a Travel Authorization must accompany any invoice.
7. Any Chatham School District employee who authorizes services prior to the required approvals may be subject to disciplinary action up to and including termination.

#### **B - CONTRACTOR RESPONSIBILITIES**

1. Check the MOA for contents and completeness. If the terms are agreeable, sign the agreement and return to the individual named as the Contact Person.
2. In accordance with the payment terms set forth, the Contractor shall submit an invoice with the appropriate documentation (copies of airline tickets, hotel bills, etc.) to the Contact Person for approval of payment. The assigned MOA Control # below must be on the invoice.
3. As a condition of performance, the Contractor must pay all federal, state, and local taxes incurred by the Contractor.
4. A W-9 must be on file with Chatham School District or submitted with this MOA. No W-9, backup withholding of Federal taxes will be withheld per the percent required – presently 29%.
5. The Contractor must provide proof of any liability insurance coverage required on page 1 of this MOA.
6. To the extent allowed by law, the Contractor shall indemnify, defend, and hold Chatham School District harmless from any liability resulting from or arising out of the acts of the Contractor in the performance of this MOA.

I HEREBY ACCEPT THIS MOA AND THE CONDITIONS/PROVISIONS CONTAINED HEREIN.

**Any changes in the terms of this MOA must be on an ADDENDUM FORM prior to any services being performed. The ADDENDUM FORM must be approved by all parties.**

*Michelle Shatswell* 

Signed:  
Michelle Shatswell  
Time:  
Today at 9:24 AM  
IP Address:  
216.252.161.33, 198.143.46.18

User:  
Michelle Shatswell  
Email:  
mshatswell@chathamshd.org

Comments

Please submit the completed W9 upon signature of this MOA.

Contractor Signature of Approval | Form Entry | Doug Wesson

Review and Sign

Please Sign\*

--

Superintendent Signature of Approval | Form Entry | Ralph Watkins

Review and Sign

Please Sign\*

--

## **FY2024-2025 Certified Contracts for Board Approval on January 14<sup>th</sup> 2024**

### **Angoon:**

Alfie Asilom	2-3 Teacher	
Azel Galarosa	4-5 Teacher	
Mary Zika	Sped Teacher	*
Lori Moore	Science Teacher	
Fernan Lopez	ELA Teacher	
Ivan Ramey	CTE Teacher (ACA Grant)	
Pauline Johnson	Tlingit Language Teacher (Tlingit Language Grant)	

### **Gustavus:**

Janice Byerlee	K-2 Teacher	
Jessie Soder	3-5 Teacher	*
Megan Bishop	Science Teacher	*
Ronald Benkelman	Math Teacher	
Venatrice Levy	ELA Teacher	
Steven Ilg.	CTE Teacher (ACA Grant)	
Susan Collins.	Sped Teacher	

### **Klukwan:**

Jennifer Marschke	K-4 Teacher	
Tonya Clark	5-8 Teacher (salary currently being paid in FY24 by CIV)	
Justina Starzynski-Hotch	Tlingit Language Teacher (Tlingit Language grant)	

# Gustavus Advisory School Board

Regular Meeting  
Wednesday, December 6th  
5:30pm

CALL TO ORDER: 5:35 pm

ATTENDANCE:

- Board members: Stacey Proctor, Paul Dzubay, Molly Kelly, Deja Jarvis and Chantel Mulligan-Rear

PUBLIC ATTENDANCE:

- Principal of Gustavus School Karen Mcspadden

APPROVAL OF AGENDA:

- Molly made a motion to approve the agenda, Paul seconded that motion.

APPROVAL OF MINUTES FROM LAST MEETING:

- Approved by Email.

CORRESPONDENCE:

- None

PUBLIC COMMENT:

- Stacey did ask Kath Leary the City's Administrator about when or if we could expect a scrap barge in the future for broken down vehicles, including the one behind the school, Kathy was unsure, and did not know of one coming anytime soon.

## REPORTS:

- Principals Report

Drunk driving assembly to be held on 12/15/23, letter was sent out to parents regarding this upcoming event. Winter Program Scheduled for 12/13/23 at 6 pm. All students will have an active role in this event. We encourage everyone to join us!

Ugly sweater Day 12/15/23! Wear your most creative festive ugly sweater to school.

End of quarter on 1/11/24. Please make sure to complete all outstanding assignments and prepare for a successful finish. Student Store is opening its doors on 12/11, operating three days a week, open at lunchtime. (accepting cash and credit) NO IOU's.

Spelling Bee is the third week of January. Hydroponics Kits are going fast, 4 kits left at the school! ASVAB testing and career exploration (March 12th) this is for grades 9th-12th. Maps testing soon after Christmas Break. Career Speakers will start back up in January, This will include guest speaker Toshua Parker, as well as Community Breakfast. We are looking for a volunteer for the month of January for Community Breakfast!

Salmon River Park Playground, Students will share in an opening day ceremony date to be determined. The Gustavus Foxes took 8th place at State for Volleyball, 16 teams total started. Congrats and great job Foxes!!

## OLD BUSINESS:

- None

## NEW BUSINESS:

- None

## BOARD MEMBER DISCUSSION:

- Deja Jarvis (ASB Treasurer) shared the Dessert Auction numbers were officially in and made \$977.10 and the concessions stand and Movie night pulled in \$905.10.

## MEETING ADJOURNED:

- Adjourn 6:07pm
- Next Regular Meeting: January 8th 5:30 pm



## Legislative Advocacy and Your District

3 messages

Lon Garrison <lgarrison@asb.org>  
Reply-To: asb@asb.org  
To: mshatswell@chatham.sd.org

Tue, Dec 5, 2023 at 7:04 AM



### District Advocacy Representatives

With the upcoming 2nd session of the 33rd Legislature convening on January 16, 2024, your AASB advocacy team is requesting your assistance in meeting the needs of Alaska's school district. We understand your district's critical needs and want to "step up" the Association's advocacy efforts.

### What should your board do right now?

As part of the AASB advocacy plan, we are requesting that every school district **designate an advocacy representative(s)** from your board to work with the AASB's advocacy team as a local voice. The person(s) you select doesn't need to be someone already possessing advocacy skills but should be an individual willing to meet with legislators, local governments, tribes, community organizations, and stakeholders. A board advocate should be willing to spend some time learning and practicing some public speaking skills. AASB will provide training and assistance in becoming an effective advocate.

#### Listed below are the recommended criteria for your advocate:

1. A passion for ensuring Alaska students are provided the resources needed for educational success;
2. A commitment to support the three legislative priorities identified by the AASB membership:
  - a. Sufficient and Sustainable Funding for Public Education
  - b. Retention and Recruitment of Educators and Staff
  - c. Student Wellness and Safety;
3. District support for attending the **Legislative Fly-In, February 10-13, 2024**;
4. A willingness to respond to AASB's **Calls to Action** when your district's local voice is needed to influence committees and key votes during the Legislative Session;
5. A commitment to attending virtual Zoom training on effective advocacy.
6. A willingness to actively engage your district's constituency, including local businesses and local government or tribes.

The AASB advocacy staff will provide support to each district advocate throughout the legislative session. We will provide the necessary background on legislation as well as talking points for you to weave into your local story. We can assist each advocate in crafting their story for their district so that your message is clear, concise, and persuasive.

We look forward to hearing from every school district for your designation of the district advocate. Together, **we** can make a difference for every Alaska public school student.



Most appreciatively,  
  
Lon Garrison  
AASB Executive Director

**AASB's Mission**

*To advocate for children and youth by assisting school boards in providing quality public education, focused on student achievement, through effective local governance.*

[aasb.org](https://aasb.org) | [email](#) | (907) 463-1660



Association of Alaska School Boards | 1111 W. 9th Street, Juneau, AK 99801

[Unsubscribe mshatswell@chathamssd.org](mailto:mshatswell@chathamssd.org)  
[Update Profile](#) | [Constant Contact Data Notice](#)  
Sent by [lgarrison@aasb.org](mailto:lgarrison@aasb.org) powered by



[Redacted text block]

Tue, Dec 5, 2023 at 10:15 AM

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Tue, Dec 5, 2023 at 2:22 PM

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City of Hoonah

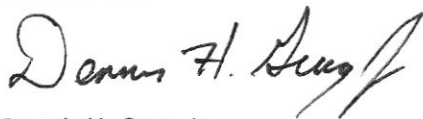
P.O. Box 360 Hoonah, AK 99829 (907) 945-3663 Fax (907) 945-3445

November 27, 2023

To Whom It May Concern,

Pursuant to 3 AAC 110.450(a)(4), we are pleased to enclose a copy of the public notice of the City of Hoonah's petition to the Local Boundary Commission to form the Xunaa Borough.

Respectfully,



Dennis H. Gray, Jr.  
City Administrator  
City of Hoonah

**PUBLIC NOTICE NOTICE OF FILING OF PETITION WITH THE LOCAL BOUNDARY  
COMMISSION FOR INCORPORATION OF A XUNAA BOROUGH AND DISSOLUTION OF CITY  
OF HOONAH**

A local action petition to incorporate a non-unified home rule borough and dissolve the City of Hoonah has been filed with the Local Boundary Commission (LBC). The petitioner is the City of Hoonah, in accordance with 3 AAC 110.410(a)(4). The petitioner's representative is City of Hoonah administrator Dennis H. Gray Jr. The territory proposed by the city for incorporation consists of approximately 10,403 square miles (approximately 4,246 square miles of land, and 6,157 square miles of water) and includes the City of Hoonah and neighboring communities of Game Creek, Elfin Cove, Glacier Bay and Funter Bay. The cities of Gustavus, Pelican and Tenakee Springs are excluded from the proposed borough.

The area contemplated for incorporation would adjoin the City and Borough of Yakutat and the Haines Borough to the north, the City and Borough of Sitka to the south, and the City and Borough of Juneau to the east, thus enclosing virtually the entire northern portion of Southeast Alaska within an organized borough.

The legal description of the area proposed for incorporation is set out in the Petition. A map of the area proposed for incorporation can be seen at Hoonah City Hall and the Hoonah Indian Association, as well as on the City of Hoonah's website and the LBC website.

Standards governing the borough incorporation are established in Article X, Constitution of the State of Alaska; AS 29.05.031; 3 AAC 110.045 – 3 AAC 110.067; and 3 AAC 110.900 – 3 AAC 110.990. Procedures governing borough incorporation by local action method are set out in Article X, Section 12 of Alaska's constitution, AS 29.05.060 - AS 29.050.150, and 3 AAC 110.400 – 3 AAC 110.700.

The petition and related documents are available for public review at the following locations, days, and times:

Hoonah City Hall, 300 Front Street, Hoonah, AK. **Monday through Friday from 8 a.m.-4:30 p.m.**

Hoonah Indian Association, 254 Roosevelt Street, Hoonah, AK. **Monday through Friday from 8 a.m.-4:30 p.m.**

Any interested person or entity may file with the LBC written comments regarding the incorporation petition. Additionally, a person with the capacity to sue may file with the LBC a responsive brief supporting or opposing the petition. Responsive briefs and public comments must be filed in accordance with 3 AAC 110.480 and 3 AAC 110.700. A person who files a responsive brief (as distinguished from written comments) gains certain procedural rights and duties during the petition proceedings. The deadline for filing responsive briefs and written comments with the LBC is 5 p.m., Thursday, February 29, 2024. The LBC relaxed 3 AAC

110.700(d) so that the public is not required to send an original if an electronic comment has been filed.

Responsive briefs and written comments must be received in the office below by that deadline:

Local Boundary Commission staff  
550 West Seventh Avenue, Suite 1640 • Anchorage, AK 99501  
Phone: 907-269-4559  
Email: [LBC@alaska.gov](mailto:LBC@alaska.gov)

Questions concerning the proposed incorporation may be directed to LBC staff at the mailing address or email address listed above. Additionally, inquiries may be directed to LBC staff by telephone at (907) 269-4559.

Persons interested in receiving future LBC notices, updates, and materials by email may subscribe to the LBC notice list service by visiting  
[https://public.govdelivery.com/accounts/AKDCRA/subscriber/new?qsp=AKDCRA\\_2](https://public.govdelivery.com/accounts/AKDCRA/subscriber/new?qsp=AKDCRA_2)

After the petitioner has an opportunity to answer any responsive briefs and comments, the Alaska Department of Commerce, Community and Economic Development (Commerce) will prepare and issue a preliminary report on the proposal. Following receipt and consideration of comments on the preliminary report, Commerce will issue its final report. Procedures governing departmental reports are set out in 3 AAC 110.530. The LBC will then hold at least one local public hearing on the proposal, and a decisional meeting. If approved by the LBC, the incorporation will require approval by the voters.