

**CORDOVA SCHOOL DISTRICT BOARD OF EDUCATION  
REGULAR MEETING: DECEMBER 13, 2017**

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**CALL TO ORDER:** Ms. Jewell called the meeting to order at 7:02pm in the Cordova Jr./Sr. High School Media Center. The Pledge of Allegiance followed.

**Members Present:** Ms. Jewell, Ms. Altermott, Mr. Hoepfner, Mr. Bradford and Ms. Glasen

Members Excused Absence: None

Quorum: Established

**Staff Present:** Superintendent Alex Russin, Principal Gayle Groff, Principal Kate Williams, Technology Director Keith Zamudio, Business Manager Kristy Andrew, Maintenance Director Jared Niles and Secretary Nora Dudley

**Staff Absent:** Ms. Sandie Ponte

**City Council Rep:** None

**Student Council Rep:** William Deaton

**CEA Rep:** Laura Hanson

**Visitors:** Keegan Estes, Drake Reilly, Ron Anderson, and David Phillips

**PRESENTATIONS OR AWARDS/CERTIFICATES:** Superintendent Russin presented board members with certificates from the Alaska Association of School Boards Carl Rose Boardsmanship Awards Program: Tammy Altermott, Excellence in Boardsmanship; Sheryl Glasen, Excellence in Boardsmanship; and Barb Jewell, Masters in Boardsmanship. Mr. Russin stated that it was surprising (and an honor) for all of us to be recognized as the Alaska School Board of the Year during the Annual AASB Conference.

**CORRESPONDENCE:** Information regarding the CHS Career Expo 2017 program was included in the Board Packet. Ms. Williams will talk more about the event during her report.

**HEARINGS OF INVITED INDIVIDUALS OR GROUPS** (Limited to 15 minutes per Individual/Group):

AASB Youth Leadership Institute: Keegan Estes and Drake Reilly were selected to attend the annual AASB Youth Leadership Institute along with Ron Anderson as chaperone. Keegan expressed how exciting it was to travel and be part of such leadership experience. He included that it is great seeing such a gathering and being able to connect with other kids with same ideas and goals from across the state, which made him appreciate the opportunity even more. Drake was very appreciative of the opportunity and being able to travel to Anchorage.

Mr. Anderson was pleased with how Keegan and Drake conducted themselves and the interest they showed during the trip. He included a recollection during a chaperone meeting saying that “we as adults have to listen strongly and actively to our students, encourage leadership and the actions they take during those times.” He would like to encourage the students to speak to each classroom and talk about their recent experience and encourage others to be part of student council and to voice their opinions on issues. Mr. Anderson also stated that we must stand behind our students, help them, and encourage them to be leaders and take positive actions. The students expressed their thanks for the opportunity to the Board, the Superintendent, and Ms. Williams.

**APPROVAL OF REGULAR AGENDA:**

Ms. Glasen moved to approve the December 13, 2017 regular meeting agenda as presented in the board packet. Mr. Bradford seconded.

Discussion: None

Motion PASSED 5-0

Comments: None

**AUDIENCE COMMENTS REGARDING AGENDA ITEMS:** None

**REPORTS:**

Student Council: William Deaton reported that the Student Council has begun to discuss Home Coming and this year's theme will be "Lua." No date has been determined quite yet. The annual "Deck the Halls" judging was today (December 13<sup>th</sup>) and the results should be known soon. There will be a party after school on December 20 for the winning class. The Student Council has chosen Olivia Carroll as the new representative to City Council. William shared that the Student Council has been reviewing and discussing ideas regarding their by-laws. A vote on January 10<sup>th</sup> will be taken on proposed revisions. Student Council will also be doing nominations for Officers and the election will be on Jan 16.

City Council: Ms. Jewell included that the City has approved their budget for 2018.

Cordova Education Association: None

**APPROVAL OF MINUTES:**

Ms. Altermott moved to approve the November 7, 2017 Regular Board Meeting Minutes as presented in the Board packet. Mr. Bradford seconded.

Discussion: None

Motion PASSED 5-0

Comments: None

**COMMITTEE REPORTS:**

AASB Liaison: (Mr. Hoepfner)

- Mr. Hoepfner gave a brief overview of the AASB meetings he has been attending in person and by teleconference, including the Leadership Forum. He also shared that he was elected to be the President of the Pacific Region of the NSBA which also chairs the Policy and Resolutions Committee

Jr./Sr. High Site Council: (Ms. Altermott)

- Ms. Altermott shared that the site council met last night (12/12) and debriefed on the recent Career Expo. Ideas and suggestions were gathered for next year's event. The site council also discussed the 7<sup>th</sup> grade ICT class and possibilities for skills and responsibilities to potentially be taught in 6<sup>th</sup> grade. The Superintendent also spoke about the Title I-A and I-C grants and got consensus from the group to consolidate funds. There may be some student travel opportunities to Chugach School District's Voyage to Excellence Program and to AVTEC in Seward with chaperones. The College Career on April 6, 2018 was also discussed. Ms. Dunn explained that she is coordinating opportunities with Valdez and Glennallen to have colleges visit Cordova, as well.

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Elementary Site Council: (Ms. Groff)

- Ms. Groff has details in her report which she will address at that time.

Curriculum Committee: (Ms. Jewell & Ms. Glasen)

- Mr. Russin commented that the last meeting was held on November 16<sup>th</sup> and discussion was had on identifying the review framework to start in January. Committee members are still providing feedback on different frameworks that could be used; policy is also being looked at for guidance on the process/framework.

Policy Committee: (Ms. Altermott & Mr. Hoepfner)

- Mr. Hoepfner shared that the meeting was great and that the addition of Wendy Ranney to the Committee is great since she has great knowledge of our policies as she was once the Administrative Secretary to the Board.

Safety and Facility Committee: (Mr. Bradford & Mr. Hoepfner)

- Mr. Russin commented that the last meeting was held on November 15<sup>th</sup> and that the minutes are posted online for people to view. Discussion topics included the much-needed storage space at the junior/senior high school and the School Safety and Security Readiness Checklist. Dave Reggiani was a guest visitor and encouraged the committee to be thinking about facility needs, renovations, and/or new construction projects. He stated that it wasn't too early to begin thinking about these things in anticipation of the state economy recovering in future years.

Strategic Planning Committee: (Ms. Jewell & Ms. Altermott)

- Mr. Russin stated that there was a tentative meeting planned for 12/14 and that he would need to reschedule.

Negotiations: (Ms. Jewell & Mr. Hoepfner)

- Nothing to report

**ADMINISTRATIVE REPORTS:**

Mt. Eccles Elementary School-Ms. Groff, Principal

- Ms. Groff submitted a report that was included in the board packet. She shared that during the Site Based Council meeting, the AK STEPP tool was discussed. As part of school improvement efforts, teachers identified three goals from the rubric that will be worked on the remainder of the school year.
- Ms. Groff also shared that she is grateful for BIONIC and CFRC who have created some posters as a pledge for students to be positive--*Be a Force for Kindness* is an effort to focus on the positive in order to alleviate the negative.
- Mr. Hoepfner thanked Ms. Groff for developing the survey sent to parents regarding honor roll and the grading system. She replied that it was great involvement by parents.

Jr./Sr. High School-Ms. Williams, Principal

- Ms. Williams submitted a report that was included in the board packet. She shared that the music department performed their Winter Concert which was very well attended; three students went to All-State Music competition and had a great time.
- Ms. Williams also shared that the Career Expo was a success with the community. Students had a great time learning what career opportunities are available to them locally.

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- Ms. Hottinger attended the state CTE Conference in Anchorage; Ms. Dunn attended the Alaska School Counselor Conference in Anchorage; and Mr. Beckett was invited to attend the Alaska Afterschool Conference in Fairbanks, where he helped to present highlights from Cordova's Robotics and FIRST Lego League.
- Ms. Williams commented that her greatest goal currently was on the school's accreditation process, part of which is to send out surveys to teachers, support staff, parents and students in preparation for an accreditation site visit on February 12.

**Technology Report-Mr. Zamudio**

- Mr. Zamudio submitted a report that was included in the board packet. Ms. Jewell asked if the E-Rate funding as presented in the report was different from the previous figure because the application is part of a consortium framework. Mr. Zamudio responded that it was. As part of the funding, telecommunication services are subsidized at 80% with the District being responsible for the remaining 20%. Mr. Zamudio also shared that the District has been working with ADS because the E-rate application process is very particular and that the District wants to make sure it receives the maximum funding possible. An example of this is the difference from the original application request of \$115,608 and what has been authorized by USAC at \$136,419.
- Mr. Bradford asked if the recent allocation of \$52,000 to replace WiFi equipment was reimbursable with E-Rate. Mr. Zamudio responded that under the Modernization Order infrastructure needs could be reimbursable in 2019.

**Maintenance Report-Mr. Niles**

- Mr. Niles included a report as shown in the board packet. Mr. Niles shared that there was nothing new to report besides the fluctuation in the temperatures in Mt. Eccles have been doing better. A contractor is intending to replace various system components over the holiday break that should improve the system controls.

**Food Service Report-Ms. Ponte**

- Ms. Ponte was not present, but there was a report submitted in the board packet. Mr. Russin shared that the new hand sanitizer stations arrived and are being assembled and should be in place soon.

**Business Office Report-Ms. Andrew**

- Ms. Andrew included her report in the board packet. She added that the District received its FY17 draft audit after having provided all requested documents to the auditing firm. Mr. Hoepfner asked if there was an explanation from the firm for the late audit report. Ms. Jewell further asked if the firm has a deadline that must be met in providing the audit reports. It was noted that this is the second year in a row that the audit report has been later than usual. Ms. Andrew replied that language in the contract agreement is not clear regarding meeting benchmarks or liabilities, but that she is consulting with colleagues regarding these issues.
- Ms. Altermott congratulated Ms. Andrew for being elected as a Board Member of ALASBO; she replied by saying that it was a surprise and it will be a great experience.

**Superintendent Report-Mr. Russin**

- Mr. Russin submitted a report for the School board's review. Mr. Russin reported that one of his goals to implement within the District is in the area of Trauma Informed Practices. He shared that he has used an organizational self-assessment tool to measure the District's awareness and readiness regarding these practices, along with increasing efforts at creating and nurturing a safe environment which is based on awareness and acknowledgement that trauma is a problem that exists and can impact the way a student learns. Mr. Russin also commented that he will share this

tool with the staff and look at the results to have a better starting point for implementing a framework. Ms. Jewell thanked Mr. Russin for the clear and concise information for his plans in the District.

- Mr. Russin also talked about his communication goal, particularly regarding accuracy and timeliness. He offered the board consideration in joining the Admin Team to further discuss communication plans, including expectations, protocols, and reaching out to students, staff, and the community.
- Policy review recommendations were mentioned briefly and will be addressed during that part of the agenda (New Business).
- Ms. Altermott commented that she was excited to see assessment dates and the opportunity/possibility of having a softball and baseball team this spring.
- Ms. Jewell asked if the District was going to implement the School Climate and Connectedness Survey this year. Mr. Russin responded that as part of our accreditation process that there is a School Climate and Culture Survey that he will review to learn if similar information can be gained.

#### **FINANCIAL REPORTS:**

- The financial reports for November were included in the board packet.
- Ms. Andrew was asked about the revenue expenditure summary showing the District has received about 30% of the appropriations from the City given that about 42% of the year has passed. Ms. Andrew said that normally the payments are made at the end of the month and the in-kind revenue amount is not reported until January for the first half of the year, so that may address what looks like lower than anticipated revenues received to this point in the year.
- Ms. Andrew was asked about the Girls Basketball appropriations proportionately being less than other activities. She stated that historically there has been no recorded salary or associated payroll costs for Girls' Basketball, and those corrections are being made.
- Ms. Glasen asked Mr. Russin if there was a game plan to address teams that had a negative balance in their account. Mr. Russin said that there was a plan and that the details of where those funds would be transferred from are still being discussed.
- Ms. Jewell commented there are several accounts that have been sitting for a while, and the understanding is that funds must be used for the group they were allocated for. Some of those accounts are for Mt. Eccles and others may be for the high school. Mr. Russin stated that funds for groups are typically allocated for those groups, though there may be some exceptions. The Admin Team is working on identifying historical CHSSA accounts and their purpose(s) in order to improve management and oversight of those accounts.

#### **INFORMATIONAL ITEMS:**

- Work session notes from November 7, 2017 were included. No discussion took place.

#### **NEW/UNFINISHED BUSINESS:**

1. MOTION: Mr. Bradford moved to approve the Policy Review recommendations (First Read) as presented in the board packet. Mr. Hoepfner seconded.

Discussion: Ms. Jewell wanted to discuss the BP 1250 Volunteer Assistance because she has been receiving some question regarding the consideration for implementation. For example, a concessions volunteer is normally at the school and is not "alone" with a student. Must they undergo a background check? Ms. Altermott wanted to point out that the rest of the policy is sometimes overlooked and further

addresses “alone” time, which includes “any volunteer that works with students and is not in the presence of a teacher or another CSD staff member. Mr. Russin also included that this policy was adopted prior to his arrival and that his interpretation was that any volunteer working with students required a background check. At that time, state of Alaska background checks were \$20/person, which the District reimbursed. Now, the District uses an agency that performs a national background check for between \$6-9/person. The process is more streamlined and more convenient for the volunteers. There has been no noticeable decline in the number of volunteers since the policy has been adopted.

Motion PASSED 5-0

2. BP 1312.1: Public Complaints Concerning School Personnel.

Discussion: Mr. Russin explained that this policy made is in review just to clarify the language of the policy and make clear the information. We know is not permissible by law to bring any complaints regarding school personnel. The Board also discussed in adding extra clarifications which will be revised during next month’s meeting.

3. Strategic Planning

Discussion: Ms. Jewell explained this item was in the agenda just because there may be questions regarding the process and that the board meeting might be the best forum to answer questions. Mr. Russin explained that the he has been corresponding with Outside the Lines and getting feedback on a community survey. Once the survey is distributed, responses will be used to engage the community in forums and conversations regarding strategic planning. He explained that tasks and timelines are still in place to move forward in the upcoming months.

4. Board Self-Evaluation and Goal Setting Work Session

Discussion: No further discussion was needed from the Work Session.

5. FY18 Budget Revisions

Discussion: No further discussion was needed from the Work Session.

**CONTRACTS/MEMORANDUMS OF AGREEMENTS:** None

**PERSONNEL:** None

**MISCELLANEOUS:** We will plan on January 10, 2018 for our next regular Meeting. The Strategic Planning Committee Meeting will be rescheduled; the new date has not yet been set.

**Pending Agenda:**

- Board Policy 1321 Solicitation Of Funds From And By Students
- Superintendent Evaluation
- FY18 Budget Revision
- FY17 Final Audit
- AASB Leadership Fly-In February 10, 2018

**AUDIENCE COMMENTS:** None

**BOARD COMMENTS:**

- Mr. Hoepfner: Is pleased to hear that the kids had a good time in Anchorage while attending the AASB Youth Leadership Institute. He also mentioned that he loves the decorations and this year's theme of "Deck the Halls" was "Around the World." He thought it was fun to see how each class gave their own interpretation and that they seemed more involved than last year.
- Ms. Glasen: Echoed Mr. Hoepfner's comments. She added that the Career Expo was very well put on and attended. Ms. Glasen also thanked the Policy Committee for making headway and for all the time they put in their work.
- Ms. Altermott: Wished everybody a Merry Christmas. She said that she was happy to see how well the Youth Leadership went and to know both students understood how their voice could make a difference. She also wanted to congratulate Sandie Ponte for her unofficial nomination for the Alaska Food Service Director of the Year. Ms. Altermott stated she was also grateful that the board luncheons with students have been going great and the conversations with students have been instructional.
- Mr. Bradford: Agreed with Ms. Altermott's comments and said that he is ready for the new year.
- Ms. Jewell: Echoed the thank yous and comments. She also added that she has enjoyed the luncheons with students very much and cannot wait to meet other groups.

**EXECUTIVE SESSION:** Mr. Hoepfner moved that the Board go into Executive Session to discuss a person and/or a subject that may tend to prejudice the reputation of character of a person, provided the person may request a public discussion. Ms. Glasen seconded

Motion: PASSED 5-0

Adjourned for Executive Session at 9:05 pm

Reconvened Regular Meeting at 10:18 pm

**ADJOURNMENT:**

Mr. Bradford moved to adjourn the meeting. Mr. Hoepfner seconded.

Discussion: None

Motion PASSED 5-0

Meeting Adjourned at 10:18 pm

**ATTEST**

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President

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date