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# CCSD Superintendent Report

## September 2024

### CCSD Appreciations

- Thank you to CCSD Staff for the exceptional way CCSD students were welcomed back to school. From the warm greetings in the hallways to the positive, upbeat energy in classrooms, the commitment was crystal clear- this is going to be a great year!
- Thank you to Klawock School District for reaching out to CCSD and providing our student body with an opportunity to hear from Bronson Koenig (former professional basketball player). Bronson presented in an assembly format to both CEMS and CHS on Wednesday, September 11th. Bronson's message was focused on self-care and respect. CCSD appreciated the opportunity provided by Klawock as well as Bronson's time with our students.
- Thank you to the Craig Tribal Association (CTA), for inviting CCSD students and staff to their "Reuniting our Nations" Totem Raising. CCSD was honored to attend the event on Friday, September 13th. What an amazing opportunity for our students and school community!
- Thank you to Tina Steffen, CHS AD, for her leadership and organization of CHS's Cross Country meet on Saturday, September 7th. The meet was well organized and a success! In addition, thank you to all coaches, volunteers, and of course our fans for their time and support during the meet as well.

### CCSD Finances/Budget

- The Alaska Department of Education & Early Development (DEED) has reviewed and approved CCSD's FY2025 School Operating Fund budget. After receipt of CCSD's FY2024 annual audit (due by November 15th), the budget will be reviewed again for compliance with 4 AAC 09.120(e), using prior year fund balance as revenue, and with 4 AAC 06.121 annual financial reporting requirements. If the FY2025 budgeted fund balance is found to be out of compliance with 4 AAC 09.120(e), CCSD will receive written notice of the budget rejection at that time.
- I am pleased to report that the City of Craig has provided an early, first portion of their FY25 Local Contribution to CCSD this month in the amount of \$457,558. In addition, the SELECT Grant provided reimbursement to CCSD in the amount of \$92,710.
- As the Board may recall, during the Regular Board Meeting on July 10, 2024, I informed the Board that the following transfers were authorized from the District's Capital Project Budget to the District's General Operating Budget, prior to my arrival. I further explained it was my understanding the transfers were authorized to help cover CCSD's May and June 2024 payroll.
  - May 6, 2024 for \$200,000
  - May 11, 2024 for \$100,000
  - June 10, 2024 for \$200,000
- That same evening (7/10/24), during the same Board meeting, I requested approval from the CCSD Board for an additional \$100,000 to be transferred from Capital Projects to the General Operating Budget to help cover CCSD's July 2024 payroll. To date a total of \$600,000 has been transferred from the District's Capital Project Budget to the District's General Operating Budget. Of that amount, \$500,000 was authorized by Superintendent Reitan and \$100,000 by myself with the approval of the CCSD School Board.
- In now receiving the deposits mentioned above from the City of Craig and SELECT Grant, I have formally requested \$300,000 be transferred from the District's General Operating Budget back to the District's

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Capital/Special Projects Budget. The intent of requesting this transfer is to recoup half of the total amount that was originally transferred from the District's Capital Projects Budget. CCSD's General Operating Budget will now have a new balance of \$300,000 to transfer back to CCSD's Capital Projects Budget.

## CCSD Human Resources/Staff Updates

- Please join me in welcoming the following staff to CCSD: Miss Sherri Cook (CHS Special Education Paraprofessional), Ms. Liz Thomsen (CHS Administrative Assistant), Ms. Liz Dodd (CEMS Special Education Paraprofessional), and Ms. Veronica Dandurand (Administrative Assistant/Accounts Payable/PACE Finance Coordinator).
- CCSD currently has the following positions posted: PACE Administrative Assistant/Grad Coach (KTN/Craig), Kindergarten Long Term Substitute, CES Special Education Paraprofessional, and PACE Administrative Assistant (ANC)
- CCSD has received one (1) application for the Kindergarten Long Term Substitute position; hence, an interview is currently being scheduled.
- It is my understanding the PACE Administrative Assistant based in Anchorage proves to be a challenging position to fill. Knowing this, CCSD secured a 30-day online advertisement through Anchorage Daily News (ADN). The position will be posted and published online on job sites (LinkedIn, Indeed, GlassDoor, Nexxt, Jobs2Careers, ZipRecruiter, CareerBuilder, and ADN's online job board). CCSD is hoping to receive a response from this job advertisement initiative.

## CCSD Curriculum/Instruction & Professional Development/PLC Committee Updates

- Please see the following schedule for **CCSD's Quarter 1 Friday Afternoon Rotation Meetings**. All meetings on Friday afternoons will be held from **2:15-3:30pm**. It's my hope this schedule will help CCSD Staff plan for Friday afternoons accordingly. School principals will add this rotation schedule to their school calendars for their staff to view as well. For ease of reference, please take note of the following:
  - School principals will email staff in regards to meeting details and agendas for Building Level & Student Focus meetings.
  - The Committee Chair will email Committee Members in regards to meeting details and agenda for PLC Committee Meetings & the Staff Wellness Activity. The Committee Chair is designated on the spreadsheet below by an \* (asterisk).
  - The PLC Committee Members Spreadsheet is accessible here: [https://docs.google.com/spreadsheets/d/1UWFrNoimMRd-EEQMM2JSx3o\\_RAj50FfhQCdnR9L-ql/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1UWFrNoimMRd-EEQMM2JSx3o_RAj50FfhQCdnR9L-ql/edit?usp=sharing)

### **Quarter 1 Friday Afternoon Rotation Schedule (2:15-3:30 pm)**

- **Friday, September 6th: Teacher Time - Opening of School Preparations**
- **Friday, September 13th: Building Level Meetings**
- **Friday, September 20th: PLC Committee Meetings**
- **Friday, September 27th: Student Focus Meetings**
- **Friday, October 4th: Building Level Meetings**
- **Friday, October 11th: Staff Wellness Activity**
- **Friday, October 18th: Teacher Time - Parent/Teacher Conference Preparations**

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- Friday, October 25th: (N/A) No School - P/T Conferences (Day 2)
  - Friday, November 1st: CCSD In-Service & PLC Committee Meetings

## CCSD Special Programs

- CCSD's on-site special education compliance review occurred on Wednesday, September 11th and Thursday, September 12th. Ms. Joni McCarty and Ms. Simone Sanders with the Department of Education and Early Development (DEED) performed the review. There is one more requirement, CCSD needs to complete a Special Education Fiscal Monitoring Protocol. This is a new requirement from the United States Department of Education, Office of Special Education Programs (OSEP). Once CCSD finishes this last requirement (due September 20th), DEED will review all data and provide CCSD with a final compliance review report.
- As an update, Next Level Speech Therapy (NLST) did not commence their contract with CCSD on August 29th. The contract CCSD signed in February of 2024, specified NLST's start date as August 21, 2024. When NLST contacted me on August 21st "to start," I shared that CCSD could not start the Speech & Language Pathologist (SLP) on that date, as CCSD had no CES, CMS, or CHS students or staff in attendance. I then requested a new start date of August 29, 2024. When I contacted NLST on August 29th, it was shared with me that the original SLP, Ms. Wendy Woods, was reassigned.
- Given, NLST reassigned the original SLP, I took advantage of the opportunity to conduct an internal assessment of CCSD's Speech & Language (SL) caseload and service needs. In sum, CCSD's total SL caseload consists of twelve (12) students. CCSD has a total of 37-students with SL services and CCSD's SL total service hours amount to approximately 17-hours per week. As a reminder, the contract that was signed with NLST in February 2024 outlined 40-hours a week.
- With that all said, I have requested a part-time, 20-hour a week, SLP. NLST shared with me that there would be no problem to fulfill this request. To date, NLST has yet to secure a 20-hour a week SLP for CCSD. I recently emailed NLST a suggested draft schedule in case scheduling was a potential question. In that email, I stated that it's imperative for NLST to secure an SLP for CCSD, as school has commenced and students require SL services. I also shared that if a part-time SLP cannot be secured, that CCSD needs to seek next steps. Currently, I await NLST's response. I will keep the Board informed accordingly.
- Given it's crucial to stay current on the latest policies, trends, and best practices in special education, including compliance with federal and state regulations, I will be attending the Special Education Director Conference in Anchorage October 2-4, 2024.

## CCSD Projects

### CHS New Shop/Biomass Project

- The Change Order to create substitution of the dust collection system to the Donaldson model has been processed and resulted in a \$52,962 cost savings to the project. As a reminder, the original contract sum was for \$1,084,469.90. The cost savings provides a new contract sum of \$1,031,507.90.
- To date CCSD has received the second pay application for \$148,470.66. As a reminder, CCSD is required to pay the pay application in full, prior to submitting for reimbursement of previously secured subaward/grant funds. CCSD has submitted Pay Application 1 to South East Conference for reimbursement; however, SE Conference has not provided reimbursement yet. Pay Application 2 will be submitted to SE Conference in the near future. I will keep the Board updated once these reimbursements are received.

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## CEMS Rehabilitation Project

- I attended the City Council meeting on Thursday, September 5th and provided a verbal presentation on the CEMS Rehabilitation Project. The project's revised funding source total with the supplemental grant funding amendment was listed at \$11,561,653. The participating share of that project is listed at \$1,838,523. Please see the attachment of Memo 10d under New Business in this month's Board Agenda for reference of these revised funding source totals.
- I was informed that the Council has been requesting "a number" from CCSD as to what the City's share/cost would be for the CEMS Rehabilitation project. On September 5th, I provided the Council with that number and requested \$1,838,523 (the entire participating share). I've been asked to draw up a proposal and to attend the September 19th meeting.

## Current/Upcoming District Events

- September 12th: SERRC School Psychologist @ CCSD
- September 13-14th: CTA Totem Pole Raising Event Dinner
- September 16-17th: SERRC School Psychologist @ CCSD
- September 18th: CCSD School Board Meeting
- September 20th: ESEA Title Programs Monitoring - First Response Due
- September 30th-October 25th: State of Alaska's Student Count Period
- October 1st: City of Craig Municipal Elections
- October 2-4th: Jackie Out - SpEd Director Conference
- October 7th: Policy Committee Meeting
- October 9th: Special Board Meeting
- October 15th: DEED Fall Staff Accounting Data Collection Due
- October 23rd: October Regular Board Meeting

\*\*\*Please be sure to check CCSD's Website for dates of events and activities for CES, CMS, and CHS!

\*\*\*TBD: October Indigenous Education Committee Meeting (currently waiting for acceptance of the project manager and entity administrator name changes to access grant information).