



Howard Valentine Coffman Cove School

618 Howard Valentine Drive
Coffman Cove, AK 99918
(907) 329-2244



Advisory School Council Meeting Minutes

Wednesday, December 13, 2023 3:00pm

Time Zone Alaska Standard Time (AKST)

Google Meet Link: <https://meet.google.com/fkf-ayti-uzw>

- I. **Call to order at 3:12pm**
 - A. Individuals Present: See attached
- II. **Approval of Agenda:** Judy A. makes a motion to approve the agenda. Jamie C. seconds. All in favor. Motion carried.
- III. **Approval of minutes from prior meeting:** Due to computer problems minutes will be available next week.
- IV. **People to be Heard/Public Comment**
 - A. Public Comment: Austin K. wants to do a lock-in for the kids after christmas break on January 5th 6pm-6am. The students will need to find chaperones. Grades K-5 can attend 6pm-9pm. Jamie C. makes a motion to approve the lock-in for January 5th 6pm-6am so long as they find chaperones. Judy seconds. All in favor. Motion passes.
- V. **District Administration**
 - A. Superintendent: N/A
 - B. Principal: N/A
 - C. Board Member(s): N/A
 - D. Others: N/A
- VI. **School Staff**
 - A. Lead Teachers' Report: Melissa D. and Christi N.- all the students did great on their testing this month. There was a great turn out for the Christmas program/potluck. The Art Auction sales were around \$500 and that money will be put towards the end of year field trip.
 - B. Coaches Report: N/A
- VII. **ASC Board**
 - A. Presidents' report: Jamie C.-Great turnout for the Christmas potluck. This is the most she has seen.
 - B. Vice Presidents' report: N/A
 - C. Treasurers' report: Judy A. -\$25,000 in account. Spent \$177 on turkey, ham, and paper products. Christmas gifts totaled \$620.86. After the \$500 from the city, we spent a total of \$297.86.
 - D. Secretaries report: Janie W. again requests a copy of the bank statement and the treasures breakdown for the minutes.



Howard Valentine Coffman Cove School

618 Howard Valentine Drive
Coffman Cove, AK 99918
(907) 329-2244



E. Committee reports: N/A

VIII. Old Business

- A. Order Uniforms: Jamie C.- information from a vendor in Ketchikan. The committee will reconvene after the break to pinpoint a design and assess what we need. Meeting will be 1/8/24 @3:40pm
- B. 3D Target Fundraiser: how much was made? Repeat in the spring? No one has the total money made at this meeting. Set a date for April to have another 3D target shoot next month.
- C. Overview of sports and activities planned for the year (Shaine): Shaine N. is not present
- D. Local Charters to take students out fishing (Kate): Kate H. is not present.
- E. Create new HVCC Vision, Goals, and Mission: Jamie C. would like to set a committee for this. A date will be set for the next ASC meeting, maybe around 3pm with students mid to late January.
- F. Update the graduates nameplates in the lobby (Judy): Judy A.- Someone in Ketchikan told her about a jewelry store downtown that may do the engraving. Matt G. states that we have a large laser etcher in Thorne Bay that is industrial sized and can do everything including water bottles. He also states that the bigger kids could use it but that it still needs a home in a large semi-climate controlled area.
- G. Student Store Update: Judy A.- \$371 spent on student store supplies. That is \$61 over what funds they had.
- H. Add Karen Clark and Rod Morrison to ASC Bank account and remove names of people no longer associated with CC ASC: Need minutes to add them.
- I. Monthly HVCC community volleyball and potluck night for families (Tuesday?): Potluck set for Tuesday January 16th at 5pm.
- J. Call for community volunteers for school - list of what we need them for: Jamie C.- No one sent her a list to make flyers. Ideas for helper and what they could do: bulletin boards, reading to/with students, make copies, tend to plants, and help decorate classrooms
- K. Accordion gate to separate commons from classrooms: Janie W.- she is doing some research while south. She also needs to meet with Shaine about particulars. Christi N. states that Shaine N. found people he didn't know in the PreK room and Library during the Christmas Potluck.
- L. Signage for drug, smoking, and alcohol-free campus: Jamie C.- she emailed Rod M. today.
- M. WP needs a \$600 check for bee equipment (paid out of \$3,000 grant check): Melissa D. makes a motion to pay Whale Pass for \$600. Janie W. seconds. All in favor. Motion passes.



Howard Valentine Coffman Cove School

618 Howard Valentine Drive
Coffman Cove, AK 99918
(907) 329-2244



IX. New Business

- A. Clear, written policies regarding student activities/sports-covered expenses:
Melissa D.- We need to be kind and inclusive. We also need to support all of our students.
- B. Lead Teacher report to include briefing on school board meeting: Christi N.- Lead Teachers are supposed to give a report on the school board meetings and also to give the school board the ASC meeting minutes.
- C. Student testing data: Melissa N.- We don't have the reports yet but should have them by the next meeting.

X. Public comment

XI. Next meeting scheduled for (the 2nd Wednesday of each month at 3pm)

XII. Adjournment at 3:53pm

Signature_____

Date_____