



Craig City School District

P.O. Box 800, Craig, Alaska 99921
www.craigschools.com
Phone (907) 826.3274
FAX (907) 826.3322

Chris Reitan, Superintendent
David Harris, Elem./MS Principal
Betty Hall, HS Principal
Christina Woodward, PACE Principal

To: Jackie Hanson – Incoming CCSD Superintendent, July 1, 2024 Start Date

From: Chris Reitan – Outgoing CCSD Superintendent, June 30, 2024

Outlined below are items by month that need to be addressed by the CCSD Superintendent or designee.

[DEED has a website](#) that outlines all the reporting items and due dates.

July

- Superintendent outlines outcomes, draft agendas, etc. for August back to school in-service
- Superintendent continues working on finalizing CCSD's Title grant applications through the GMS website
- Superintendent completes the McKinney-Vento for Homeless Children and Youth Annual Program Evaluation and Data Collection Report – [McKinney-Vento Data Collection](#)
- Superintendent completes the [Quality Schools Grant End of Year Report](#) by July 30, 2024
- Superintendent collaborates with GSD Educational Services, Kyle Schneider, on the submission of CCSD's summer OASIS report - kyle@gsded.com
- If applicable, Superintendent reviews any job applications for the upcoming school year, establishes interview committees, and conduct interviews (typically CCSD will have a few classified hourly positions open for the upcoming school year)
- Business Manager submits CCSD District Operating Fund Budget to DEED by July 15, 2024
- Business Manager creates 4th quarter reimbursement requests for all grants through GMS System and G5 (G6) System, and Final Expenditure Reports Completed

August

- Superintendent continues August all-staff in-service development in collaboration with CCSD administrative team; August in-service is typically when CCSD reviews our final MAP results from the previous school year and AK STAR results
- Principals start mid-August, CCSD Superintendent develops meeting schedule, outcomes, and agenda for CCSD administrator meetings
- Superintendent coordinates with CES, CMS, and CHS administrative assistants and ensure the CCSD Income Declaration Form is a part of the beginning of the year student paperwork
- Altman Rogers & Co. will travel to Craig and conduct CCSD's audit for FY 24

- Superintendent continues working on finalizing CCSD's Title grant applications through the GMS website
- Superintendent completes the annual [First Day Certified Vacancy Report](#) by August 30, 2024
- If applicable, CCSD Superintendent reviews any job applications for the upcoming school year, establishes interview committees, and conduct interviews (typically CCSD will have a few classified hourly positions open for the upcoming school year)
- Superintendent develops the August CCSD School Board Packet and emails all memos and attachments to Business Manager; Business Manager organizes and uploads packet items to BoardBook
- Superintendent, PACE principal, and Ross Johnson Fine Point (ross@finept.com) meet monthly to discuss PACE's social media advertising campaign, number of new enrolled students, number of returning enrolled students, and projections for student enrollment at the end of the October student count period
- Superintendent develops agenda for monthly Board Policy Committee meeting, advertises the meeting via email to all staff and parents, advertises the meeting on the district website, advertises the meeting on the district bulletin board and Craig post office bulletin board.
- Superintendent meets as needed with David Moore (DMoore@architectsalaska.com) Architects Alaska, as needed regarding CCSD's major maintenance grant projects (CEMS Rehabilitation Projects).
- Superintendent meets as needed with Nycole Gyzinski (nycole@rmketchikan.com) and Trevor Sande (trevorsande@rmketchikan.com) with R&M Engineering, Inc. regarding Craig High School Biomass project.
- Superintendent will attend ASA meetings as necessary and appropriate

September

- Superintendent continues working on finalizing CCSD's Title grant applications through the GMS website
- If applicable, Superintendent reviews any job applications for the upcoming school year, establishes interview committees, and conduct interviews (typically CCSD will have a few classified hourly positions open for the upcoming school year)
- Superintendent develops the September CCSD School Board Packet and emails all memos and attachments to Business Manager; Business Manager organizes and uploads packet items to BoardBook
- Superintendent, PACE principal, and Ross Johnson Fine Point (ross@finept.com) meet monthly to discuss PACE's social media advertising campaign, number of new enrolled students, number of returning enrolled students, and projections for student enrollment at the end of the October student count period
- Superintendent completes the [Educator Evaluation and Support System Data Collection Report](#) by September 15, 2024
- Superintendent develops agenda for monthly Board Policy Committee meeting, advertises the meeting via email to all staff and parents, advertises the meeting on the district website, advertises the meeting on the district bulletin board and Craig post office bulletin board.
- Superintendent meets as needed with David Moore (DMoore@architectsalaska.com) Architects Alaska, as needed regarding CCSD's major maintenance grant projects (CEMS Rehabilitation Projects).
- Superintendent meets as needed with Nycole Gyzinski (nycole@rmketchikan.com) and Trevor Sande (trevorsande@rmketchikan.com) with R&M Engineering, Inc. regarding CCSD's Craig High School Biomass project.

- Superintendent will attend ASA meetings as necessary and appropriate
- Superintendent attends SERRC Board of Directors meeting in Juneau, AK
- Superintendent attends annual ASA meeting scheduled for Palmer, AK for September 2024
- Superintendent disseminates letter to CCSD parents outlining any teachers who are teaching out of their certification area. This will apply to the incoming 3rd grade teacher who will be teaching on an emergency certificate.

October

- Superintendent finalizes, if necessary, CCSD's Title grant applications through the GMS website
- Superintendent develops the October special CCSD Board Packet to swear in new Board members and for the CCSD Board to reorganize their leadership positions
- Superintendent develops the October CCSD School Board Packet and emails all memos and attachments to Business Manager; Business Manager organizes and uploads packet items to BoardBook
- Superintendent, PACE principal, and Ross Johnson Fine Point (ross@finept.com) meet monthly to discuss PACE's social media advertising campaign, number of new enrolled students, number of returning enrolled students, and projections for student enrollment at the end of the October student count period
- Business Manager completes the [Fall 2024 Staff Accounting Certified Handbook](#)
- Superintendent develops agenda for monthly Board Policy Committee meeting, advertises the meeting via email to all staff and parents, advertises the meeting on the district website, advertises the meeting on the district bulletin board and Craig post office bulletin board.
- Superintendent meets as needed with David Moore (DMoore@architectsalaska.com) Architects Alaska, regarding CCSD's major maintenance grant projects (CEMS Rehabilitation Projects).
- Superintendent meets as needed with Nycole Gyzinski (nycole@rmketchikan.com) and Trevor Sande (trevorsande@rmketchikan.com) with R&M Engineering, Inc. regarding CCSD's Craig High School Biomass project.
- Superintendent develops the October Indigenous Education Committee packet and advertises. The October meeting is typically when the CCSD Indian Education Policies are reviewed and approved. Also, the October meeting typically begins developing the November or December program to celebrate National Native American Heritage Month, CCSD's Native Youth Gathering.
- Superintendent collaborates with CCSD administrative team on the November CCSD in-service outcomes and agenda
- Superintendent submits her Superintendent Evaluation Self Assessment to the CCSD Board. The Board, in the past, has had the Superintendent develop a staff and parent survey as part of the Superintendent evaluation process. The survey has typically been emailed to staff and parents in November for a two week period
- Superintendent will attend ASA meetings as necessary and appropriate
- Business Manager creates 1st quarter reimbursement requests for all grants through GMS System and G5 (G6) System.
- Business Manager submits quarterly reporting to state and IRS (unemployment, 941)

November

- Superintendent develops the November CCSD School Board Packet and emails all memos and attachments to Business Manager; Business Manager organizes and uploads packet items to BoardBook. November Board packet typically contains the district's audit for Board approval
- Superintendent submits the FY 26 Projected ADM report to DEED
- Superintendent, PACE principal, and Ross Johnson Fine Point (ross@finept.com) meet monthly to discuss PACE's social media advertising campaign, number of new enrolled students, number of returning enrolled students, and final PACE student enrollment at the end of the student count period
- Superintendent collaborates with GSD Educational Services, Kyle Schneider, on the submission of CCSD's fall OASIS report - kyle@gsded.com. The fall OASIS report will be the first time PACE has used PowerSchool for as their electronic student database system. The fall OASIS report should be much smoother than in year's past we PACE was using FileMaker Pro. PACE is only using FileMaker Pro to keep track of each student's allotment
- Superintendent submits all necessary information for the [2023-2024 Report Card to the Public](#).
- Superintendent develops agenda for monthly Board Policy Committee meeting, advertises the meeting via email to all staff and parents, advertises the meeting on the district website, advertises the meeting on the district bulletin board and Craig post office bulletin board.
- Superintendent meets as needed with David Moore (DMoore@architectsalaska.com) Architects Alaska, regarding CCSD's major maintenance grant projects (CEMS Rehabilitation Projects).
- Superintendent meets as needed with Nycole Gyzinski (nycole@rmketchikan.com) and Trevor Sande (trevorsande@rmketchikan.com) with R&M Engineering, Inc. regarding CCSD's Craig High School Biomass project.
- Superintendent develops the November Indigenous Education Committee packet and advertises. The November meetings are typically focused on the development of CCSD's Native Youth Gathering.

December

- Superintendent develops the December CCSD School Board Packet and emails all memos and attachments to Business Manager; Business Manager organizes and uploads packet items to BoardBook. The December Board meeting is when the CCSD Superintendent evaluation typically takes place. The CCSD Board is emailed the staff and parent CCSD Evaluation Survey Results for their consideration as one aspect of the evaluation process.
- Superintendent begins (December 9, 2024) working on CCSD's annual Civil Rights Data Collection (CRDC) for the 2023-2024 school year which is due on March 7, 2025. Information for the upcoming collection can be found on OCR's CRDC website (<https://civilrightsdata.ed.gov>) and the CRDC Resource Center website (<https://crdc.communities.ed.gov>).
- Superintendent completes certified principal evaluations in preparation for administrative contracts to be approved during the January Board meeting for the next school year
- Superintendent, PACE principal, and Ross Johnson Fine Point (ross@finept.com) meet in December to discuss PACE's upcoming spring social media advertising campaign and determine a plan to be brought before the CCSD School Board during the January Board meeting for approval.
- Superintendent develops agenda for monthly Board Policy Committee meeting, advertises the meeting via email to all staff and parents, advertises the meeting on the district website, advertises the meeting on the district bulletin board and Craig post office bulletin board.

- Superintendent meets as needed with David Moore (DMoore@architectsalaska.com) Architects Alaska, regarding CCSD's major maintenance grant projects (CEMS Rehabilitation Projects).
- Superintendent meets as needed with Nycole Gyzinski (nycole@rmketchikan.com) and Trevor Sande (trevorsande@rmketchikan.com) with R&M Engineering, Inc. regarding CCSD's Craig High School Biomass project.
- Business Manager submits FY26 Indirect Rate Workbook to state by December 31st.

January

- Superintendent develops the January CCSD School Board Packet and emails all memos and attachments to Business Manager; Business Manager organizes and uploads packet items to BoardBook
- Superintendent in collaboration with the CCSD Business Manager and Board members establishes the CCSD Budget Advisory Committee in preparation of the development of the 2025-2026 CCSD budget
- Attend the SERRC Board of Directors Meeting in Juneau, AK
- Superintendent continues working on CCSD's annual Civil Rights Data Collection (CRDC) for the 2023-2024 school year which is due on March 7, 2025. Information for the upcoming collection can be found on OCR's CRDC website (<https://civilrightsdata.ed.gov>) and the CRDC Resource Center website (<https://crdc.communities.ed.gov>).
- Superintendent, PACE principal, and Ross Johnson Fine Point (ross@finept.com) meet in January to discuss PACE's spring social media advertising campaign
- Superintendent develops agenda for monthly Board Policy Committee meeting, advertises the meeting via email to all staff and parents, advertises the meeting on the district website, advertises the meeting on the district bulletin board and Craig post office bulletin board.
- Superintendent meets as needed with David Moore (DMoore@architectsalaska.com) Architects Alaska, regarding CCSD's major maintenance grant projects (CEMS Rehabilitation Projects).
- Superintendent meets as needed with Nycole Gyzinski (nycole@rmketchikan.com) and Trevor Sande (trevorsande@rmketchikan.com) with R&M Engineering, Inc. regarding CCSD's Craig High School Biomass project.
- Business Manager creates 2nd quarter reimbursement requests for all grants through GMS System and G5 (G6) System.
- Business Manager submits Impact Aid Grant Application by January 31st.

February

- Superintendent develops the February CCSD School Board Packet and emails all memos and attachments to Business Manager; Business Manager organizes and uploads packet items to BoardBook. The February Board meeting is the month that CCSD conducts the first revision of their FY 25 budget
- Superintendent in collaboration with the CCSD Business Manager and Board members establishes the CCSD Budget Advisory Committee in preparation of the development of the 2025-2026 CCSD budget
- Superintendent continues working on CCSD's annual Civil Rights Data Collection (CRDC) for the 2023-2024 school year which is due on March 7, 2025. Information for the upcoming collection can be found on OCR's CRDC website (<https://civilrightsdata.ed.gov>) and the CRDC Resource Center website (<https://crdc.communities.ed.gov>).

- Superintendent, PACE principal, and Ross Johnson Fine Point (ross@finept.com) meet in February to discuss PACE's spring social media advertising campaign
- Superintendent develops agenda for monthly Board Policy Committee meeting, advertises the meeting via email to all staff and parents, advertises the meeting on the district website, advertises the meeting on the district bulletin board and Craig post office bulletin board.
- Superintendent meets with David Moore (DMoore@architectsalaska.com) Architects Alaska and Al Weinberg (auroracorpinc@gmail.com) Aurora Corporate regarding CCSD's major maintenance grant application due September 1, 2025, if CCSD plans on submitting an application
- Superintendent meets as needed with Nycole Gyzinski (nycole@rmketchikan.com) and Trevor Sande (trevorsande@rmketchikan.com) with R&M Engineering, Inc. regarding CCSD's Craig High School Biomass project.
- Superintendent completes the first part of the district's FY 26 Indian Education Grant Application.
- Superintendent develops the February Indigenous Education Committee packet and advertises. The February meeting is typically focused on how the current year's grant funds are being used and to seek input from committee members on the development of the FY 26 Indian Education Grant. The committee might also discuss the development of a spring CCSD Native Youth Gathering.
- Business Manager works with Daniel Llamas and Jared Grieve to ensure E-Rate Form 471 is completed.
- Superintendent will begin RFP process for audit services when contract is expired. The current contract with Altman Rogers is for FY24, FY25, and FY26.

March

- Superintendent develops the March CCSD School Board Packet and emails all memos and attachments to Business Manager; Business Manager organizes and uploads packet items to BoardBook
- Superintendent collaborates with Craig City Administrator, Brian Templin, on a join CCSD/City of Craig work session regarding the status of CCSD's budget and discussion about the City's local contribution for the upcoming fiscal year
- Superintendent submits CCSD's annual Civil Rights Data Collection (CRDC) for the 2023-2024 school year which is due on March 7, 2025. Information for the upcoming collection can be found on OCR's CRDC website (<https://civilrightsdata.ed.gov>) and the CRDC Resource Center website (<https://crdc.communities.ed.gov>).
- Superintendent conducts evaluations for classified staff: CCSD Business Manager, CCSD Maintenance Director, and CCSD Food Service Supervisor
- Superintendent in collaboration with the CCSD Business Manager and Board members establishes the CCSD Budget Advisory Committee in preparation of the development of the 2025-2026 CCSD budget
- Superintendent, PACE principal, and Ross Johnson Fine Point (ross@finept.com) meet in March to discuss PACE's spring social media advertising campaign
- Superintendent develops agenda for monthly Board Policy Committee meeting, advertises the meeting via email to all staff and parents, advertises the meeting on the district website, advertises the meeting on the district bulletin board and Craig post office bulletin board.
- Superintendent meets with David Moore (DMoore@architectsalaska.com) Architects Alaska and Al Weinberg (auroracorpinc@gmail.com) Aurora Corporate as necessary regarding CCSD's major maintenance grant application due September 1, 2025, if CCSD plans on submitting an application

- Superintendent meets as needed with Nycole Gyzinski (nycole@rmketchikan.com) and Trevor Sande (trevorsande@rmketchikan.com) with R&M Engineering, Inc. regarding CCSD's Craig High School Biomass project.

April

- Superintendent develops the April CCSD School Board Packet and emails all memos and attachments to Business Manager; Business Manager organizes and uploads packet items to BoardBook. The April CCSD School Board Packet contains the budget hearing and agenda item for the 2025-2026 CCSD budget, as well as School Board Scholarships
- Superintendent begins preliminary work on CCSD's title grant applications and attends the state Federal Programs meeting in Anchorage.
- Superintendent begins holding community meetings for Title IA, Title IC, Title IIA, Title IVA, and Carl Perkins in support of CCSD's Title grant applications
- Superintendent collaborates with GSD Educational Services, Kyle Schneider, on the submission of [CCSD's Spring OASIS Participation report](#) - kyle@gsded.com.
- Superintendent, PACE principal, and Ross Johnson Fine Point (ross@finept.com) meet in April to discuss PACE's spring social media advertising campaign
- Superintendent develops agenda for monthly Board Policy Committee meeting, advertises the meeting via email to all staff and parents, advertises the meeting on the district website, advertises the meeting on the district bulletin board and Craig post office bulletin board.
- Superintendent meets with David Moore (DMoore@architectsalaska.com) Architects Alaska and Al Weinberg (auroracorpinc@gmail.com) Aurora Corporate as necessary regarding CCSD's major maintenance grant application due September 1, 2025, if CCSD plans on submitting an application
- Superintendent meets as needed with Nycole Gyzinski (nycole@rmketchikan.com) and Trevor Sande (trevorsande@rmketchikan.com) with R&M Engineering, Inc. regarding CCSD's Craig High School Biomass project
- Business Manager creates 3rd quarter reimbursement requests for all grants through GMS System and G5 (G6) System
- Business Manager begins working on SPED MOE Compliance Test
- Business Manager schedules audit with Altman Rogers

May

- Superintendent develops the May CCSD School Board Packet and emails all memos and attachments to Business Manager; Business Manager organizes and uploads packet items to BoardBook.
- Superintendent finalizes the Indian Education Grant application for the 2025-2026 school year.
- Superintendent continues holding, if necessary, community meetings for Title IA, Title IC, Title IIA, Title IVA, and Carl Perkins in support of CCSD's Title grant applications
- Superintendent completes the [2025-2026 Quality Schools Grant Application](#)
- Superintendent, PACE principal, and Ross Johnson Fine Point (ross@finept.com) meet in May to discuss PACE's spring social media advertising campaign focused on new enrollments for the upcoming school year and students who reenrolled for another school year

- Superintendent develops agenda for monthly Board Policy Committee meeting, advertises the meeting via email to all staff and parents, advertises the meeting on the district website, advertises the meeting on the district bulletin board and Craig post office bulletin board.
- Superintendent meets with David Moore (DMoore@architectsalaska.com) Architects Alaska and Al Weinberg (auroracorpinc@gmail.com) Aurora Corporate as necessary regarding CCSD's major maintenance grant application due September 1, 2025, if CCSD plans on submitting an application
- Superintendent meets as needed with Nycole Gyzinski (nycole@rmketchikan.com) and Trevor Sande (trevorsande@rmketchikan.com) with R&M Engineering, Inc. regarding CCSD's Craig High School Biomass project.
- Business Manager creates and distributes all classified "Intent to Rehire" forms on May 15th

June

- Superintendent develops the June CCSD School Board Packet; CCSD Business Manager uploads packet items to BoardBook. The June Board Packet typically contains the 2nd and final budget revision in preparation for the August audit visit. The June Board Packet also typically contains CCSD's 6-year CIP Plan.
- Superintendent establishes the Facilities Committee to review CCSD's 6-Year CIP Plan and make any recommendations to modify for Board approval during the June Board meeting
- Superintendent continues working on Title IA, Title IC, Title IIA, Title IVA, and Carl Perkins grant applications to ensure grant applications are at the Substantial Completion mark by June 30, 2024
- Superintendent completes the [Seclusion and Restraint Annual Reporting Form](#) by June 30.
- Superintendent, PACE principal, and Ross Johnson Fine Point (ross@finept.com) meet in June to discuss PACE's spring social media advertising campaign focused on new enrollments for the upcoming school year and students who reenrolled for another school year
- Superintendent develops agenda for monthly Board Policy Committee meeting, advertises the meeting via email to all staff and parents, advertises the meeting on the district website, advertises the meeting on the district bulletin board and Craig post office bulletin board.
- Superintendent meets with David Moore (DMoore@architectsalaska.com) Architects Alaska and Al Weinberg (auroracorpinc@gmail.com) Aurora Corporate as necessary regarding CCSD's major maintenance grant application due September 1, 2025, if CCSD plans on submitting an application
- Superintendent meets as needed with Nycole Gyzinski (nycole@rmketchikan.com) and Trevor Sande (trevorsande@rmketchikan.com) with R&M Engineering, Inc. regarding CCSD's Craig High School Biomass project.