

NOTE: The following draft minutes are based on guidance from Alaska legal counsel and from the framework established by *Jurassic Parliament*, a training and resource organization that specializes in teaching boards, councils, and other governing bodies how to run effective meetings using parliamentary procedure (primarily Robert’s Rules of Order).

Key points about Jurassic Parliament include:

- Mission: Helping elected officials and nonprofit boards run meetings that are fair, efficient, and legally defensible.
- Focus: Explaining Robert’s Rules in plain language—turning what’s often seen as fussy or archaic into something practical.
- Approach: Using training workshops, guides, and templates (like sample agendas and model meeting minutes).
- Best Practices: Using materials that emphasize transparency, proper recording of actions (not debate), and protection of rights.
- Audience: School boards, city councils, nonprofit boards, tribal councils, and other groups that must follow open-meeting laws.
- Flow: Keeping minutes brief and action-oriented (motions, votes, and results, not discussions)
- Consistency: Using clear rules of order to maintain meeting decorum and effectiveness.

A quick search indicates that the following school districts in Alaska use what is referred to as “action/summary” minutes versus detailed verbatim minutes. There may be others, as well.

- Alaska Gateway Borough SD
- Anchorage SD
- Bering Strait SD
- Copper River SD
- Craig City SD
- Delta Greely SD
- Dillingham City SD
- Fairbanks North Star Borough SD
- Kake City SD
- Kenai Peninsula Borough SD
- Kodiak Island Borough SD
- Lower Kuskokwim SD
- Matanuska-Susitna Borough SD
- North Slope Borough SD
- Petersburg SD
- Southeast Island SD
- Southwest Region SD
- Valdez City SD
- Wrangell Public Schools
- Yupiit SD

CORDOVA SCHOOL DISTRICT BOARD OF EDUCATION

REGULAR MEETING: September 10, 2025

Livestream recordings may be viewed at: xxxxxxxxxx

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Sample minutes framework from the regular September 10, 2025 Board Meeting.

Recording Time Stamp	Agenda Items
00:00:36	<p>CALL TO ORDER</p> <p>President Glasen called the meeting to order at 7:00 PM. The Pledge of Allegiance was recited. Members Present: Glasen, Kruithof, Merritt, Hoepfner, Trudeau Quorum: Established 5-0</p> <p>Staff Present: Gonzalez, Tancrede, Fastenau, Linville, Russin, Beckett Staff Unavailable: Balint, Ponte, Moreno</p> <p>Others Present: Student Council Rep Saiget, CEA Rep Donachy</p>
00:00:45	<p>CORRESPONDENCE</p> <p>For reference only; no discussion held.</p>
00:00:50	<p>APPROVAL OF AGENDA</p> <p>Motion by Merritt, second by Kruithof, to approve the agenda as presented. Motion passed 5-0.</p>
00:01:06	<p>PUBLIC COMMENTS ON AGENDA ITEMS</p> <p>None</p>
00:01:20	<p>CONSENT AGENDA</p> <p>Motion by Trudeau, second by Hoepfner, to approve the consent agenda. Motion passed 5-0.</p>
00:01:43	<p>REPORTS</p> <p>Student Council – Report received. CEA—Representative introduced herself; no formal report.</p>
00:02:58	<p>COMMITTEE REPORTS</p> <p>Updates provided on AASB, Site Councils, Safety-Facility, Curriculum, Policy, and Negotiations.</p>
00:08:31	<p>ADMINISTRATIVE REPORTS</p> <p>Written reports received from Elementary Principal; Jr./Sr. High Principal; Activities Director; Food Service Director; Technology Director; Maintenance Director; Budget/Finance Director; and Superintendent.</p> <p><i>Ms. Saiget departed the meeting at 7:19 PM.</i></p>
00:32:27	<p>FINANCIAL REPORTS</p> <p>July–August 2025 reports presented and discussed. No action required.</p>
00:37:00	<p>INFORMATION ITEMS</p> <p>Information items for reference only; no discussion held.</p> <ol style="list-style-type: none">1. AASB Annual Conference & YLI, November 13–16, 2025, Anchorage.2. August 13, 2025 Work Session Notes.3. August 22–23, 2025 Workshop for Board Self Evaluation and Goal Setting Notes.

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00:39:09 NEW/UNFINISHED BUSINESS

1. Community Access to Board Meetings – Discussion held. No action.
2. Superintendent Search Update – Board designated Hoepfner as Board point of contact with AASB. No action.
3. All-Day Kindergarten – Discussion held. No action.
4. Business Office Financial Reports Format – Discussion held. No action.
5. 2025–2026 School Board Improvement Goals – Motion by Trudeau, second by Merritt, to approve as presented. Motion passed 5-0.
6. Amplify Tutoring Services Quote (CLSD Grant) – Motion by Merritt, second by Trudeau, to approve as presented. Motion passed 5-0.
7. Resolution Supporting Increase to 10% Fund Balance Limitation – Motion by Merritt, second by Trudeau, to approve as presented. Motion passed 4-1.

Mr. Glasen stepped away at 9:06 PM and returned at 9:08 PM.

8. Resolution Supporting Lowering Compulsory Attendance Age to 5 – Motion by Merritt, second by Trudeau, to approve as presented. Motion failed 0-5.
9. Resolution Authorizing Superintendent to Approve Expenditures >\$10,000 (CLSD Grant) – Motion by Merritt, second by Trudeau, to approve as presented. Motion passed 5-0.

02:23:02 PERSONNEL

1. Draft Superintendent Contract, 2025–2026 – Motion by Merritt, second by Trudeau, to approve as presented. Motion passed 5-0.

02:24:21 PENDING AGENDA

1. October work session at 6:00 PM to further develop BOARD SMART goals.
2. Proposed new minutes format and Board meeting recording options.

02:27:22 AUDIENCE COMMENTS

None

02:27:32 BOARD MEMBER COMMENTS

1. Trudeau – Inquired about board communication policy; thanked staff.
2. Hoepfner – Expressed excitement about new grant; thanked staff.
3. Kruithof – No comment.
4. Merritt – Thanked colleagues, emphasized board meeting accessibility progress, and value of information for agenda items that help provide context.
5. Glasen – Thanked Board Members and Administrators; noted no longer having a student in the district.

02:31:50 ADJOURNMENT

Motion by Kruithof, second by Merritt, to adjourn.
Motion passed 5-0.
Meeting adjourned at 9:32 PM.

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ATTEST

PRESIDENT

CLERK

DATE

DATE