

**CORDOVA SCHOOL DISTRICT BOARD OF EDUCATION REGULAR MEETING: May 8, 2019**

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Ms. Jewell called the meeting to order at 7:11 pm in the Cordova Jr./Sr. High School Media Center. The Pledge of Allegiance followed.

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

**Members via telephone:** None

**Members Absent:** Ms. Glasen

**Quorum:** Established

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

**Via Telephone:** None

**Staff Absent:** Food Service Director Sandie Ponte

**City Council Rep:** None

**Student Council Rep:** None

**CEA Rep:** Lance Westing

**Visitors:** Dave Allison

**PRESENTATIONS OR AWARDS/CERTIFICATES:** None

**CORRESPONDENCE:** None

**HEARINGS OF INVITED INDIVIDUALS OR GROUPS** (Limited to 15 minutes per Individual/Group): None

**APPROVAL OF REGULAR AGENDA:**

Ms. Altermott moved to approve the May 8, 2019 regular meeting agenda as presented in the Board Packet. Mr. Bradford seconded.

Discussion: None

**Motion: PASSED 4-0**

**AUDIENCE COMMENTS REGARDING AGENDA ITEMS:** None

**CONSENT AGENDA:**

Ms. Altermott moved to approve the Consent Agenda as presented in the Board Packet. Mr. Bradford seconded.

Discussion: None

**Motion: PASSED 4-0**

**REPORTS:**

**Student Council:** Not Present

**City Council:** None

**Cordova Education Association:** None

**COMMITTEE REPORTS:**

**AASB Liaison:** (Mr. Hoepfner)

- Mr. Hoepfner gave a brief overview of recent AASB meetings including the close monitoring of Forward Funding legislation and the Bond Debt Reimbursement program; no questions or comments followed.

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

- Ms. Jewel reported that the minutes of the meeting were included in the Board Packet; no other comments were added.

**Elementary Site Council:** (Ms. Glasen):

- Ms. Altermott reported that the minutes were included in the Board packet; no other comments were added.

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

- Meeting tentatively scheduled for Monday, May 13, 2019 at 5:15 pm in the District Office Conference Room.

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

- Meeting tentatively scheduled for Tuesday, May 21, 2019 at 4:00 pm in the District Office Conference Room.

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

- Mr. Bradford shared that the Committee met on May 7 and discussed the annual fire report provided by Taylor Fire Protection Services. The Committee also discussed plans to address some of the findings and recommendations made in the report. Administration will be in touch with the State Fire Marshall, as well, to determine what are essential items to address prior to the next inspection.

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

- Mr. Russin shared that a work session is scheduled for April 24, 2019 for the Board to continue working on principles and goals for the District that would guide the strategic plan. Ms. Jewell asked if the Committee would have a final meeting to wrap up the strategic planning process. Mr. Russin indicated that a meeting could be scheduled to do so.

**Negotiations:** (Ms. Jewell & Mr. Hoepfner):

- Mr. Russin shared that negotiations will resume in Fall 2019.

**ADMINISTRATIVE REPORTS:**

**Activity Director- Kayti Ammerman**

- Ms. Ammerman was not present, but a written report was included in the packet. Mr. Russin shared that Ms. Ammerman was traveling with the Music group to Nenana to get a “feel” for how the Aurora Music Festival was run. He added that Cordova was set to host the event next school year in April.

**Instructional Technology Coordinator- Ms. Carpenter**

- Ms. Carpenter was not present, but a written report was included in the Board Packet. Mr. Russin shared that Ms. Carpenter has been working with the 6<sup>th</sup> grade on computer skills related to the ICT class. He added that she was also involved with the 5<sup>th</sup> grade class on the deployment of the new Chromebook computers.

**Mt. Eccles Elementary School- Ms. Groff, Principal**

- Ms. Groff provided a written report which was included in the Board Packet. She added that there recently had been a lot of cross-grade collaboration happening, including the 2<sup>nd</sup> and 6<sup>th</sup> grade field trip to Alaganik Slough, where the 6<sup>th</sup> graders taught science lessons to the younger students. Ms. Groff also mentioned changes to the 2019-20 Handbook that would include Character Awards instead of traditional Honor Roll Awards and new descriptors regarding Bullying descriptors. She added that feedback from these changes came from Student Council, Site Council participants, and staff.

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

- Ms. Williams provided a written report which was included in the Board Packet and that her report included a number of college acceptance letters students received. Ms. Jewell asked how the staff survey for the Wednesday schedule went. Ms. Williams shared that there were some comments and suggestions which ultimately led to provide shorter class periods from 100 minutes to 77 minutes, which would allow for four student class periods and one planning period for staff.

**Technology Report-Mr. Zamudio**

- Mr. Zamudio's provided a verbal overview of his report. He noted that the E-rate process was going well and that the District should see funding approval by September (2019). Mr. Zamudio also shared that the deployment of Chromebook laptops with 5<sup>th</sup> graders was successful and that the class used them for MAP testing without any issues.

**Maintenance Report-Mr. Pearson**

- Mr. Pearson included a written report in the Board Packet. He shared that he identified the likely cause of roof leaks at the high school and would monitor his fix in various weather conditions. Mr. Pearson added that the waste oil burner was fully operational and was servicing the whole high school building.

**Food Service Report-Ms. Ponte**

- Ms. Ponte was not present, but a written report was included in the Board Packet. There were no questions.

**Business Department Report- Ms. Andrew**

- Ms. Andrew included a written report in the Board Packet. Ms. Jewell asked some general questions about how the District was progressing on Medicaid billing opportunities; Ms. Andrew responded that the Administration was currently looking at a utility (at no cost) to be implemented next schoolyear that would assist the District in identifying and monitoring special education students' eligibility for Medicaid billing. There were no further questions or comments from the Board.

**Superintendent Report-Mr. Russin**

- Mr. Russin included a written report in the Board Packet. He elaborated briefly on key events and meetings from his Board report including the recent Strategic Planning work session with the Board. There was nothing further to add, and no questions were asked.

**FINANCIAL REPORTS:**

Ms. Andrew included the April 2019 Financials in the Board Packet. She answered general questions from the Board regarding any need for FY19 Budget revisions, CHSSA accounts, and the Summer Food Service Program; no further comments were made.

**INFORMATIONAL ITEMS:**

- Cordova Jr/Sr High School Site Council Meeting Minutes (April 2019)
- Mt. Eccles Site Council Meeting Minutes (April 2019)
- FY20 Budget Development Work Session Notes (April 4, 2019)
- Strategic Planning Work Session Notes (April 24, 2019)

**NEW/UNFINISHED BUSINESS**

**1. Student Data**

Discussion: Ms. Williams reported that she had seen more students more seriously engaged in taking the PSAT and SAT assessments vs. the PEAKS and MAP assessments than in previous years. She stated that she felt this was due, in part, to students seeing these assessments more meaningful and relevant to their future plans than the state assessments. Mr. Russin added an overview that included various components assessed on the P/SAT and PEAKS exams and noted that there was no direct comparison between these assessments, as they were different. Members discussed the summary results of the District scores vs. State scores and commented that the scores were relatively similar, with some grades testing slightly above and some grades testing slightly below the state averages. Additional comments made by members included the question of how Cordova students compared nationally and how the results may be used in the future to shape instruction in the classroom.

**2. 2-Year School Calendar Development**

Discussion: Ms. Jewell shared that a number of community members had asked about this possibility in recent weeks and that she (Ms. Jewell) wanted to include this on the agenda for discussion. Members asked Mr. Russin his thoughts on putting together multi-year calendars and how difficult it would be to make revisions, if needed. Mr. Russin explained briefly that logistically it would not be difficult to develop a two-year calendar as the State (Department of Education & Early Development) had parameters in place which needed to be followed, for example, minimum number of school days, maximum number of in-service days, and so forth. He stated that calendar revisions were not difficult to make and simply required action of the Board. Mr. Russin added that, in order to continuously have two years' worth of calendars in place, the Board would initially approve two calendars for two successive school years, and then one calendar each year thereafter. General discussion followed without consensus on whether to initiate the development of a multi-year calendar for the District.

**3. Mr. Hoepfner moved to approve the increase of the "extra" milk purchase as presented. Mr. Bradford seconded.**

Discussion: Mr. Russin shared that the rationale for the increase from \$0.50 to \$0.75 per half-pint came at the recommendation from the Alaska Child Nutrition Program Audit and that the increase would go into effect Summer 2019.

**Motion: PASSED 3-0** (Note: Ms. Altermott was excused and not present for the vote)

**4. Mr. Bradford moved to change the release of the Board Packet to the public timeline to be the same day as to the Board. Ms. Jewell seconded.**

Discussion: Mr. Russin gave an overview of the pros and cons from the Administration's perspective, including having the opportunity to correct any errors or omissions when releasing the packet to the Board first, prior to the public; Mr. Bradford asked if there could be a disclaimer on the school district website or packet to indicate possible changes in the Board Packets after the release to the public. Mr. Russin responded that there were not many changes that typically happened but that Mr. Bradford's idea could be taken into consideration.

**Motion: PASSED 2-1** (Note: Ms. Altermott was excused and not present for the vote)

**5. Mr. Bradford moved to approve the policy revision recommendation (BP 5000 Concepts and Roles) as a Second Read. Mr. Hoepfner seconded.**

Discussion: Ms. Jewell asked if the additional text from the First Read was a substantive change to the policy recommendation and whether or not it would require another read. Mr. Russin responded that he felt the addition was within the context of the policy as a whole and would not require an additional read of the Board.

**Motion: PASSED 3-0** (Note: Ms. Altermott was excused and not present for the vote)

**6. Mr. Hoepfner moved to approve the policy revision recommendation (BP 6000 Concepts and Roles) as a Second Read. Mr. Bradford seconded.**

Discussion: None

**Motion: PASSED 3-0** (Note: Ms. Altermott was excused and not present for the vote)

**7. Mr. Hoepfner moved to approve the Superintendent to surplus or dispose of items as listed in the packet. Mr. Bradford seconded.**

Discussion: None

**Motion: PASSED 3-0** (Note: Ms. Altermott was excused and not present for the vote)

8. Mr. Bradford moved to approve the proposed FY20 Budget as presented in the packet. Mr. Hoepfner seconded.

Discussion: Ms. Jewell asked if it was appropriate to approve this budget as it was still in the process of development and that revenue sources were still pending, including the City's contribution. Mr. Russin shared that there were two stages to the process: one was approval of his proposal and the second being adoption by the Board. He added that the adopted budget would be balanced in relation to planned expenditures and known revenues. He stated that approving the presented budget allows for the public to view what the plans of the budget might include and to make comments, as appropriate, on the proposal.

**Motion: PASSED** 3-0 (Note: Ms. Altermott was excused and not present for the vote)

9. Mr. Bradford moved to approve the 2019-2020 CCS Handbook Draft as presented. Mr. Bradford seconded.

Discussion: None

**Motion: PASSED** 3-0 (Note: Ms. Altermott was excused and not present for the vote)

10. Mr. Hoepfner moved to approve the 2019-2020 Mt. Eccles Handbook Draft as presented. Mr. Bradford seconded.

Discussion: Mr. Russin shared that there was an executive summary of proposed changes in the packet as a quick reference guide. Ms. Jewell asked if the Handbook could include the rubric or standard that was used to determine the Citizenship award. Mr. Russin noted that it would be added.

**Motion: PASSED** 3-0 (Note: Ms. Altermott was excused and not present for the vote)

#### **CONTRACTS/MEMORANDUMS OF AGREEMENTS:**

1. Mr. Bradford moved to approve the contract for Kristin Bacon to provide Physical Therapy Services for the 2019-2020 School Year as presented in the Packet. Mr. Hoepfner seconded.

Discussion: None

**Motion: PASSED** 3-0 (Note: Ms. Altermott was excused and not present for the vote)

2. Mr. Bradford move to approve the contract for Kaye Lawson to provide Occupational Therapy Services for the 2019-2020 School Year as presented in the Packet. Mr. Hoepfner seconded.

Discussion: None

**Motion: PASSED** 3-0 (Note: Ms. Altermott was excused and not present for the vote)

3. Mr. Hoepfner moved to approve the contract extension for First Student to provide Bus Services for the 2019-2020 School Year as presented in the Packet. Mr. Bradford seconded.

Discussion: Mr. Russin explained that there would be a 2.5% increase in rates for the 2019-20 School Year and that the contract would fall within the range of grant monies the District received for transportation from the State.

**Motion: PASSED** 3-0 (Note: Ms. Altermott was excused and not present for the vote)

#### **PERSONNEL:**

1. Mr. Bradford moved to approve the hire of Lindsay Selmer as Special Education Teacher for the 2019-2020 School Year as presented. Mr. Hoepfner seconded.

Discussion: Mr. Russin highlighted some bio information included in the Board Packet and added that Ms. Selmer had a support network of friends in Cordova and would be a great addition to the District.

**Motion: PASSED** 3-0 (Note: Ms. Altermott was excused and not present for the vote)

**MISCELLANEOUS:**

- Next Regular Meeting Wednesday, June 12, 2019
- Curriculum Committee (*Tentative*)- Monday, May 13 @ 5:15pm District Office
- Academic Awards- Tuesday, May 14
- Baccalaureate- Wednesday, May 15
- Graduation- Saturday May 18 CHS
- Mt. Eccles Site Council- Tuesday, May 21
- Policy Committee (*Tentative*)- Tuesday, May 21
- 6th Grade Promotion- Thursday, May 23 @ 1:30pm
- Last day of school- Friday, May 24

**PENDING AGENDA:**

- Superintendent Feedback (Quarterly Check-In)
- District Crisis Response
- Strategic Planning
- School Board Evaluation and Planning for 2019-2020

**AUDIENCE COMMENTS:**

- Mr. Zamudio shared a comment he wrote regarding a course he is facilitating that some staff members are taking. The essence was that Strategic Planning, like all important things, take time to be effective; he also thanked the Board for their work and dedication during the planning process.

**BOARD COMMENTS:**

- Mr. Bradford: Wanted to congratulate the Class of 2019 and for all of their college acceptance. He also was happy that strategic planning was going well and that he could not wait for the results of the plans being put in place.
- Mr. Hoepfner: Wanted to congratulate the 6<sup>th</sup> grade and for their involvement in the student handbook; he also shared that the reason the strategic planning process worked well was due to good communication with everyone.
- Ms. Jewell: Wanted to thanked Anne Solberg for volunteering her time and helping during the science fair, which was a great success.

**EXECUTIVE SESSION:** None

**ADJOURNMENT:**

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

Discussion: None

**Motion PASSED** 3-0 (Note: Ms. Altermott was excused and not present for the vote)

Meeting Adjourned at 9:17 pm

**ATTEST:**

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President

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Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date