

**CORDOVA SCHOOL DISTRICT BOARD OF EDUCATION
REGULAR MEETING: JANUARY 10, 2017**

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CALL TO ORDER: Ms. Jewell called the meeting to order at 7:03pm in the Cordova Jr./Sr. High School Media Center. The Pledge of Allegiance followed.

Members Present: Ms. Jewell, Ms. Altermott, Mr. Hoepfner, Mr. Bradford, and Ms. Glasen Members Excused
Absence: None

Quorum: Established

Staff Present: Superintendent Alex Russin, Principal Kate Williams, Technology Director Keith Zamudio, Business Manager Kristy Andrew and Secretary Nora Dudley

Staff Absent: Principal Gayle Groff, Maintenance Director Jared Niles, and Food Service Director Ms. Sandie Ponte

City Council Rep: None

Student Council Rep: None

CEA Rep: Lance Westing

Visitors: Belen Cook and Joe Cook

PRESENTATIONS OR AWARDS/CERTIFICATES: Per her request, Ms. Jewell provided Belen Cook, representing the Native Village of Eyak, an opportunity to share the experience she had during the Annual Sobriety Celebration. Ms. Cook read two emails, one from NVE's technology personnel who thanked the technology staff and students at CHS for providing assistance during the event, and a second email was thanking Bert Adams and the Boys Basketball Team for "giving back to the community" by assisting in the same event with anything NVE needed. Those students were Billy Bailey, Eddie Gasmen, Christian Adams, Kaden Graves, Duari Rodriguez, Gage Frohnafel, Aaron Philips, Rustyn Bradford, Chrisbelle Pena, Rendell Catbaban, Jerro Carig, Jaden Acoman and Evan Gatton. She continued to acknowledge and thanked the CSD staff that help during the process, as well.

CORRESPONDENCE:

Included in the Board Packet is a letter submitted by the Superintendent in support of the development of the Cordova Community Foundation. This foundation could potentially help in creating scholarships for students as well as other opportunities for our community.

HEARINGS OF INVITED INDIVIDUALS OR GROUPS

(Limited to 15 minutes per Individual/Group):

The FY17 audit presentation was given by Alex Beckman via telephone. General comments and questions followed. The Board thanked Mr. Beckman for his work and the Admin Team for a clean audit.

APPROVAL OF REGULAR AGENDA:

Mr. Hoepfner moved to approve the January 10, 2018 regular meeting agenda as presented in the Board Packet. Mr. Bradford seconded.

Discussion: None **Motion PASSED** 5-0 Comments: None

AUDIENCE COMMENTS REGARDING AGENDA ITEMS: None

REPORTS:

Student Council: None

City Council: None

Cordova Education Association: None

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Consent Agenda:

Mr. Hoepfner moved to approve the Consent Agenda as presented in the Board Packet. Ms. Glasen seconded.
Discussion: None **Motion PASSED** 5-0 Comments: None

COMMITTEE REPORTS:

AASB Liaison: (Mr. Hoepfner)

- Mr. Hoepfner gave a brief overview of the AASB meetings he has been attending in person and by teleconference, including the Leadership Forum. He also shared that he was elected to be the President of the Pacific Region of the NSBA which also chairs the Policy and Resolutions Committee. Mr. Hoepfner included that he will be attending the Policy and Resolutions Committee in Washington, DC and the AASB Legislative Fly-In this February 10-13, 2018 in Juneau.

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

- Ms. Altermott shared that the site council met on January 9. A College and Career Fair Day will be held on Friday, April 6, 2018 in coordination with Valdez and Glennallen. An engagement review team will be coming to Cordova from AdvancED on February 11-13 as part of the school accreditation process. Upcoming events: Tip-off Tournament, Tip-off Dance sponsored by the Cheer Team, and Neana basketball games at home on Monday and Tuesday (1/22-1/23). The next CHS site council meeting is scheduled for February 13.

Elementary Site Council: (Ms. Groff)

- Ms. Glasen reported that minutes from the meeting are on page 29 of the Board Packet. The meeting started with the discussion of Title I-A and I-C consolidation of grant funds, and there was a consensus of the group to continue consolidating funds. There was a discussion about a decrease in attendance and how attendance has affected the school's star rating in past years.

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

- Mr. Russin commented that in the last meeting, identifying a curriculum review framework was discussed and would be planned to start in January. He shared that review doesn't necessarily mean adoption of new curriculum but instead reviewing components of the curriculum to determine if it is still meeting the needs of our students. The curriculum to be looked at this year includes Science, Music, Career Exploration and Social Studies. The next scheduled meeting will be on February 8, 2018 at 5:15 pm in the District Office Conference Room.

Policy Committee: (Ms. Altermott & Mr. Hoepfner): Next meeting is scheduled for 2/15/18.

Safety and Facility Committee: (Mr. Bradford & Mr. Hoepfner): Next meeting is scheduled 2/1/18.

Strategic Planning Committee: (Ms. Jewell & Ms. Altermott): Next tentative meeting is scheduled for 2/22/18.

Negotiations: (Ms. Jewell & Mr. Hoepfner): No negotiations at this time.

ADMINISTRATIVE REPORTS:

Mt. Eccles Elementary School-Ms. Groff, Principal

- Ms. Groff's written report was included in the Board Packet. Mr. Russin added that Ms. Groff has been helping the Student Council get together in the mornings and she has been part of some of those gatherings, students are very enthusiastic about their role and have even initiated their own meetings.

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

- Ms. Williams submitted a report that was included in the Board Packet. She shared that she just finished doing teachers evaluations and is very proud of the work teachers do every day with their students. She has enjoyed getting to know the teachers and students at another level.
- The next goal is to achieve the school's accreditation process. The District is expecting an external accreditation team from AdvancED February 11-13, 2018 who will talk with staff and observe areas of school operations. Ms. Williams mentioned she is updating the school quality factors diagnostics which include a rubric the evaluation team will use in identifying opportunities for improvement.

Technology Report-Mr. Zamudio

- Mr. Zamudio apologized for not including a written report in the Board Packet but wanted to provide an update regarding the AirWolverine wireless network. Mr. Zamudio explained that recent challenges surfaced due to protocols for AirWolverine being dated and unreliable (intermittent connectivity). He built a new and more enhanced and secure network. Mr. Zamudio further shared that there are many users (staff, students, community members) who use AirWolverine with personnel devices. This activity slows down the network. The intent is to protect access to our network during instructional hours, especially, in order to provide students and staff to as much internet access as needed for learning.

Maintenance Report-Mr. Niles

- Mr. Niles was not present but a written report was included in the Board Packet. Mr. Russin added that the maintenance team finished tasks during the holiday break in both schools, including polishing the floors. He also added that there is a pending job at the high school pertaining to a water drain on the roof that when obstructed leaks inside the building.

Food Service Report-Ms. Ponte

- Ms. Ponte was not present. A written report was submitted in the Board Packet. Mr. Russin shared that student meal data was not included for December due to holidays, but it will be included in February's report. Additionally, Mr. Russin shared that Ms. Ponte will be attending the Alaska School Nutrition Annual Conference in Anchorage in February.

Business Office Report-Ms. Andrew

- Ms. Andrew submitted a written report in the Board Packet. There were no additions or questions.

Superintendent Report-Mr. Russin

- Mr. Russin submitted a written report in the Board Packet. Mr. Russin reported that one of his goals to implement within the District is in the area of Trauma Informed Practices. He shared that he has used an organizational self-assessment tool to measure the District's awareness and readiness regarding these practices, along with increasing efforts at creating and nurturing a safe environment based on awareness and acknowledgement that trauma exists and can impact the way a student learns. Mr. Russin also commented that he will share this with staff in future in-service meetings.
- Mr. Russin shared that he submitted the Consolidated Grant today (January 10, 2018) and is hopeful that it will be approved by DEED within the next week or so. He included that he was eager for the second semester, the curriculum review process, student travel, and staff developmental opportunities in the upcoming months starting in January.
- Ms. Jewell stated that she appreciated the delineation for the budget development timeline in his report as well as the professional development resources.

FINANCIAL REPORTS:

- The financial reports for December were included in the Board Packet. Ms. Andrew provided a copy of the corrected FY2018 Revenue and Expenditure report on page 52. There was a formula error in the original document, which has been corrected in the update.

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- Ms. Jewell asked questions regarding three accounts which have shown no activity in a long time. On page 88 of the Board Packet under the account “Mt. Eccles,” Ms. Jewell noted \$9,000 allocated in the account. She would like to know additional information such as what expenses are charged to that account. Second, on page 80 of the Board Packet under the “Board Fund,” Ms. Jewell would like to know more information such as where the account originated, what can the funds be used for and what was the original intent of the account. Lastly, on page 69 of the Board Packet under the “CHS Fund,” Ms. Jewell had similar questions as the first two mentioned accounts. The Board expressed an interest in knowing more about these accounts, along with all CHSSA accounts. Ms. Andrew mentioned that the team has started working on identifying and defining all these accounts and will report back to the Board in the future when the data is collected.
- Ms. Andrew also shared that she has been reviewing the District’s investments, which generate about \$300 a year in interest earnings. She reported that she has been communicating with Wells Fargo Security Division about high yield low risk investment opportunities. She also noted that there are no specific board policies regarding investments, and she would like to present several options to the Board for consideration on new investment opportunities in a future meeting or work session. The Board agreed.

INFORMATIONAL ITEMS:

- Work session notes from Board Self-Evaluation and Goal Setting Meeting in November 18-18, 2017 were included. No discussion took place.
- Work Session Notes on December 13, 2017 were included. No discussion took place.

NEW/UNFINISHED BUSINESS:

1. MOTION: Mr. Bradford moved to approve the Policy Review recommendation (First Read) as presented in the Board Packet. Ms. Altermott seconded.

Discussion: Ms. Jewell asked for an example that best described the first paragraph of the policy (Ref. BP 1321 Solicitation of Funds from and by Students). Mr. Russin replied with the examples of a group like the Salvation Army requesting to place flyers in the schools regarding donation drives, or a staff member representing the school district during Christmas ringing a donation bell to collect funds. Mr. Russin provided another example like students collecting pennies for hurricane relief (Red Cross) or leukemia drives.

Motion PASSED 5-0

2. MOTION: Mr. Hoepfner moved to approve the FY18 Budget Revision as presented in the Board Packet. Mr. Bradford seconded.

Discussion: Included in the packet was a rationale and explanation of some extra unexpected needs under Special Education service provider travel and other activities-related items, included uniform purchases. Mr. Russin responded that new uniform purchases will be planned for on a 3-4 years cycle with the exception of swim team uniforms, which will not be passed down to new athletes annually.

Motion: PASSED 5-0

3. Superintendent Evaluation

Discussion: Ms. Jewell shared that last year there were board questions and comments about the particular tool used and would like to hear more feedback and suggestions on improving the tool for this year. Mr. Bradford had comments regarding the previous evaluation tool and he would like to see some changes under the “Personnel Matters.” Mr. Bradford continued by saying that the focus should be on policy (personnel) instead of details

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regarding evaluating staff. Ms. Glasen agreed with Mr. Bradford's comments and would like to see several revisions before using this tool for the Superintendent's evaluation. Ms. Jewell included that the new version will be shared with the Board after revisions have been made. The aim is to have the Superintendent's self-evaluation to the Board by February 2 and each Board member's evaluation by February 12. The Superintendent Evaluation meeting will be held on February 21, 2018.

CONTRACTS/MEMORANDUMS OF AGREEMENTS:

MOTION: Mr. Bradford moved to approve the Royal Business Systems Copier Purchase Proposal as presented in the Board Packet. Ms. Glasen seconded.

Comment: Mr. Russin included the request for quotes in the Board Packet and stated that the District received around 6 responses. Royal Business Systems' proposal met the District's overall criteria with regard to attention to customer service, overall service (maintenance), and costs.

Motion: PASSED 5-0

PERSONNEL:

1. MOTION: Mr. Bradford moved to approve Annette Deaton's contract offer for the remainder of the 2017-2018 School Year. Ms. Altermott seconded.

Comment: Mr. Russin included that Ms. Deaton came onboard in October and had been working with students since then. Ms. Williams has made observations and evaluation of her classes. Mr. Russin shared that Ms. Deaton possesses an Alaska Professional Teachers Certification Elementary Education Grades 1-8, Social Studies Grades 6-8 and Out-of-State Physical Education PRE-K-12 and Health PRE-K-12.

Motion: PASSED 5-0

2. MOTION: Mr. Bradford move to approve Krysta Williams's contract offer for the remainder of the 2017-2018 School Year. Ms. Glasen seconded.

Comment: Mr. Russin included that Ms. Williams has an Alaska Professional Teachers Certification in Biology Grades 6-12, Anthropology Grades 6-12 and she is finishing her Elementary Education Endorsement. She has also been observed, evaluated, and provided feedback by Ms. Groff like the rest of the teaching staff.

Motion: PASSED 5-0

MISCELLANEOUS:

Thursday, February 15, 2018 will be the next regular Board Meeting. The Superintendent Evaluation Meeting will be held on February 21 and a Staff Appreciation dinner is planned for on February 28.

Pending Agenda:

- Candidates for School Board Election
- Budget Development Process
- Superintendent Evaluation
- Curriculum Review Report
- Facility Needs
- Draft of Student Handbooks
- Investments Options
- Board Engagement

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AUDIENCE COMMENTS:

- Mr. Zamudio wanted to recognize both Krysta Williams and Annette Deaton for their hard work in taking courses while teaching. He mentioned that it is a very hard process, which shows their dedication to the profession.

BOARD COMMENTS:

- Ms. Altermott: Gave her thanks to Belen Cook and shared that it was good to hear the positive interactions she had with our staff and students. Ms. Altermott expressed her thanks to Kate (Williams) and the evaluation feedback given to teachers. She was also glad to hear about the uniform replacement for the basketball teams and that it was good to hear Krista Williams and Annette Deaton were available to continue for the rest of the school year.
- Mr. Bradford: Gave his thanks to Belen Cook for the kudos. He also included that he had traveled to watch the basketball teams while they were on the road recently and was shared how proud he was of them for their behavior. Mr. Bradford congratulated Ms. Andrew for the finalization of the FY17 audit and also for the initiative to look into the school investment options.
- Ms. Glasen: Echoed Ms. Altermott's comments. Ms. Glasen thanked Keith for his comments regarding our teachers and their dedication to complete college programs while working as teachers. She also thanked Ms. Andrew for looking into better investment options for the District.
- Mr. Hoepfner: Thanked Belen Cook for coming in and sharing the positive experience she had with staff and students during the Sobriety event. He also congratulated Ms. Andrew for work well done on the FY17 audit and investment options. Mr. Hoepfner thanked Ms. Williams (Kate) for completing teacher evaluations, to date.
- Ms. Jewell: Commented about when people strive to be better, we sometimes forget to recognize strengths. She shared that that was something she appreciated about Ms. Williams recognizing in staff evaluations. Ms. Jewell included her gratification towards the hard work and planning for the recent Career Fair and upcoming College Fair in April. She concluded by wishing everybody a Happy New Years and new semester.

EXECUTIVE SESSION: None

ADJOURNMENT:

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

Discussion: None **Motion PASSED 5-0**

Meeting Adjourned at 9:45 pm

ATTEST

President

Clerk

Date

Date