



Alex Russin  
Superintendent Board Report  
April 11, 2018

### **2017-2018 SUPERINTENDENT PRIORITIES/GOALS**

While these goals are not an exhaustive list, throughout the year they will be focused on administratively in order to build and sustain consistent systems to improve District operations.

- Engage stakeholders in Strategic Planning

Attached in the Information section of the agenda is a summary of the strategic planning community conversations. Chris, Avril, and I are working on creating some templates to (a) help guide further community conversations, and (b) help the Administration and Board organize the input and ideas into coherent strategic directions.

- Develop solid communication plan/structure at the District and School levels
  - No updates at this time
- Utilize Curriculum and Policy Committees as outlined in board policy
  - The next tentative Policy Committee meeting date is scheduled for May 17, 2018 at 4:00 pm in the District Office Conference Room. Agenda items will include a number of policies that have come up for consideration throughout the year.
  - Two webinars have been scheduled for April 13 and April 20 to review materials science and social studies materials from Houghton Mifflin, including online and English Language Learner resources. Sub-committee individuals will be invited to join in this discussion. The webinar will give the sub-committee additional context and framework with which to review our existing resources.
- Improve systems and processes that directly impact student learning

Administration will begin analyzing the AdvancED accreditation engagement review report from February's team visit. In particular, we will review the overall summary of the report and assess our level of agreement with its components. Additionally, we will review the standards in each domain and prioritize addressing the areas most in need. These areas most likely will dovetail into the strategic plan as well as the District's overall improvement efforts in systems approaches to our operations.

### **BOARD DIRECTIVES/PRIOR MEETING FOLLOW-UPS**

- None at this time

## **HUMAN RESOURCES**

- None at this time

## **COMMUNITY RELATIONS**

- March Community Engagements
  - ✓ CEC Annual Meeting
  - ✓ City Meeting with Staff Regarding Past Grant Close-out Documentation
  - ✓ Community Strategic Planning Conversations
  - ✓ Conference Call with DEED Commissioner Michael Johnson
  - ✓ Cordova Coalition for a Healthy Community Meeting
  - ✓ CTC Annual Meeting
  - ✓ CSD Strategic Planning Meeting
  - ✓ Legislative Information Office Meeting with Representative Louise Stutes
  - ✓ Mt. Eccles Site Council Meeting
  - ✓ Prince William Sound College Advisory Council Meeting
  - ✓ UAF Research Project on Food, Energy, and Water Usage Meeting

## **POLICY REVIEW**

Administration recommends the following revisions from the Policy Committee for approval on Second Read. The reference sheet included in the packet shows the entire policies.

- **E 2110 ORGANIZATIONAL CHART/LINES OF RESPONSIBILITY** (Second Read)

The Committee discussed formatting revisions to include a more linear representation of the organizational structure and the inclusion of missing position(s) in the chart. The new formatting recommendation can be found in the Board Packet.

- **BP 2210 ADMINISTRATIVE LEEWAY IN ABSENCE OF BOARD POLICY** (First Read)

The Superintendent or designee(s) shall have the power to act, within the parameters of law, in cases where action must be taken and where the School Board has not provided guidelines for administrative action. If the action necessitates the addition or revision of policies, the Superintendent or designee(s) shall make the necessary recommendations to the Board.

It shall be the duty of the Superintendent or designee(s) to keep the Board president apprised of any action taken in emergency situations as soon as practicable after its occurrence. ~~The president shall use his/her discretion in informing the Board before its next regular meeting.~~

(cf. [9314](#) - Suspension of Policies, Bylaws, Administrative Regulations)

(cf. [9320](#) - Meetings)



#### Additional Administration Notes (rationale)

In looking at the same policy from six different districts in the state, all districts have the same policy as adopted from AASB's templated policy, which reads informing the board president who then uses their discretion on informing the remainder of the board before its next regular meeting. The rationale seems to be from the districts looked at that the superintendent and board president often maintain closer communication than what does the superintendent with the remainder of the board as a whole.

To that end, Administration still maintains to revise the policy as recommended by the Policy Committee in order to notify the whole board in a timely fashion of an emergency in the event the board president were absent/unavailable.

- **BP 3545 AIRLINE MILES (Second Read)**

The Board recognizes that airline travel miles are an asset that can result in savings on transportation costs for Board member, employee, and/or student travel. To the extent permitted by Board policies and consistent with sound business practices, the Board authorizes usage of a mileage credit card for District purchases. Miles accrued on the District mileage card are a recognized asset of the District. The Superintendent or designee shall include a statement of miles accrued, and usage, in monthly financial reports to the Board.

(cf. 3460 - Periodic Financial Reports)

(cf. 3400 - Management of District Assets/Accounts)

#### **Requesting Usage**

District airline miles may only be used for approved District travel. Requests for use of District airline miles for student and/or staff travel should be submitted to the principal. The principal shall make a recommendation to grant or deny the request and submit the recommendation to the Superintendent for consideration. Requests for travel by administrators or central office staff shall be submitted directly to the Superintendent. The Superintendent or Board members shall submit their request for use of travel miles to the Board President for Board consideration. Each request for use of District airline miles shall identify and describe the activity to be attended and provide an approximate cost to purchase a ticket. Other information relevant to granting the request should also be included.

#### **Approval of Usage**

The Superintendent and/or Board shall grant or deny a request upon consideration of relevant factors such as the benefit to the District of the travel, whether travel is for instructional or extra-curricular purposes; and whether use of airline miles for the requested travel is cost effective.

(cf. 3540 - Transportation)

(cf. 3541.1 - School Related Trips)

(cf. 9240 - Board Development)

ADOPTED: 5/9/07



Administration Notes (rationale) from Policy Committee:

The committee discussed this policy regarding current process and practice, including requests and approvals. The Superintendent shared the current workflow and that he has received a number of student requests this year, which have all been approved. He also shared that mileage tickets have been approved to help offset costs for special education service providers (physical therapist, occupational therapist, and speech language pathologist) due to reduction in special education grants following the start of school this year. The committee also discussed that the “Requesting Usage” and “Approval of Usage” sections would better be served in an Administrative Regulation, as it explains how the policy should be implemented.

- **AR 3545 AIRLINE MILES (Second Read)**

**Requesting Usage**

District airline miles may only be used for approved District travel. Requests for use of District airline miles for student and/or staff travel should be submitted in writing to the principal. The principal shall make a recommendation to grant or deny the request and submit the recommendation to the Superintendent for consideration. Requests for travel by administrators or central office staff shall be submitted directly to the Superintendent. Each request for use of District airline miles shall identify and describe the activity to be attended and provide an approximate cost to purchase a ticket. Other information relevant to granting the request should also be included.

**Approval of Usage**

The Superintendent shall grant or deny a request upon consideration of relevant factors such as the benefit to the District of the travel, whether travel is for instructional or extra-curricular purposes; and whether use of airline miles for the requested travel is cost-effective.

(cf. 3540 - Transportation)

(cf. 3541.1 - School Related Trips)

(cf. 9240 - Board Development)

ADOPTED: TBD

Administration Notes (rationale) from Policy Committee:

The committee discussed that the “Requesting Usage” and “Approval of Usage” sections would better be served in an Administrative Regulation rather than the associated Board Policy, as the AR explains how the policy should be implemented.

- **BP 4216 PROBATIONARY/PERMANENT STATUS (Classified Staff) (Second Read)**

~~Employees newly hired in regular positions within the classified service shall be considered probationary employees until having satisfactorily completed the designated probationary period of 90 days worked.~~

~~Regular classified employees who have satisfactorily completed the designated probationary period shall become permanent classified employees of the district.~~

~~Legal Reference:~~

~~ALASKA STATUTES  
23.40.070 Declaration of policy (PERA)~~

~~Adopted: 4/13/05  
Revised: 5/11/2016~~

Administration Notes (rationale) from Policy Committee:

The committee discussed this policy and the movement of many districts and organizations to remove probationary status from their employment process. Discussion included purpose, at-will conditions of hourly employees, and inconsistencies in applying this policy over a long period of time. Further discussion included employees not earning district benefits or retirement benefit accrual with PERS during probationary time. A 90-period of days worked is approximately ½ of a school year. The traditional purpose of a policy such as this is to be able to terminate an employee without cause during the probationary period. Administration feels that working with employees on job performance and timely feedback is a better organizational approach to meeting job expectations than administering this policy.

## **OTHER**

- Thank you for giving consideration for me to potentially participate in the AASA Galapagos Island Delegation in Fall 2018. This is a professional development opportunity that will combine cultural exploration and educational innovation, along with professional networking and collaboration with superintendents across the U.S. As we move forward as a District in developing new opportunities for students, the new learning I can engage in and experience are sure to enhance possibilities for students.