



Craig City School District

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FOR: School Board Members
FROM: Chris Reitan
DATE: May 25, 2022
SUBJECT: Superintendent Report

Resource Management

CCSD Certified and Classified Instructional Recruitment for 2022-2023 School Year - CCSD is currently advertising for three certified teaching or administrative positions for the 2022-2023 school year. CCSD is also advertising for 7 classified hourly positions.

- CES .5 Special Education Teacher - 2 applicants to date. Both have been screened.
- CCSD .5 Special Education Director - Three applicants to date.
- CEMS PE/Health Teacher - Posted in-district for five days will be posted out of district starting on June 9, 2022.
- 2 CMS special education aides - One position will be funded through the general fund and one position will be funded through the American Rescue Plan Act funding.
- PACE Admin Assistant - Part-time year-round to support enrollment and ensure consistent communication with all current and potential families.
- CES/CHS Library Aide
- 3 Food Service Aides

Craig High School Biomass Project - The district has run into some glitches with the SASS funding that was designated to the USDA - Rural Development. The program requirements of USDA - Rural Development are not directly aligned with the projects that were funded through the SASS grant application process. As such, no projects that have been designated to USDA - Rural Development are able to move forward at this time due to the programmatic restraints associated with USDA - Rural Development. However, USDA at the federal level has been working on a way around these issues. USDA is working on a plan where the funding would flow through Southeast Conference for our project. Southeast Conference would be the fiscal agent for the project and many of the program requirements would be minimized or eliminated. Currently, CCSD is unsure of what this means regarding securing an environmental impact report and updated feasibility report. There are also some concerns if the funding would be available in time for CCSD to go out for bid in October to ensure at least a six-month window from the time a general contractor is selected to the start of the project (summer 2023) so that all materials can be ordered, and a crew mobilized.

Department of Education and Early Development Major Maintenance Grant Fund – At the writing of this report funding for DEED’s Major Maintenance projects, \$100 million was approved by the Alaska Legislature and has been transferred to Governor Dunleavy for his signature. The \$100 million currently allocated would provide funding for both the CMS (ranked #2) and CES (ranked #5) major maintenance projects. Governor Dunleavy has the option of signing off on the \$100 million funding, vetoing some of the \$100 million funding, or vetoing all of the \$100 million funding. The Governor has 30 days from the date it is transferred to the Governor for signature to respond.

Department of Education and Early Development BSA – The legislature passed a \$57 million one-time funding increase to the BSA for FY 23. The legislature also passed a \$30 increase to the BSA for FY 24. The BSA currently sits at \$5930. The Department is currently developing a summary and spreadsheet for these legislative actions so that each district knows exactly what their estimated state revenue will be for FY 23 and FY 24 based on our current enrollment projections. I'm hoping we have this information by our June 16, 2022 CCSD Board meeting.

CCSD Strategic Plan Development - CCSD has acquired three fee proposals to support the district's work to update our strategic plan. Although the fee proposals are lower than the amount necessary for Board action it would be helpful if the Board could review and provide direction to the CCSD superintendent on which proposal the district should move forward with. All three organizations have extensive experience working with school districts or non-profits on the development of strategic plans.

- AASB
- Foraker Group
- Denali Daniels and Associates

Communication

CCSD Certified Application Review and Interview Processes – Recently there have been a few concerns shared with the CCSD Board regarding the district's processes for reviewing certified teacher and administrator applications for advertised positions. Outlined below are the processes that CCSD utilizes for all certified positions.

1. CCSD advertises all certified teacher and administrative positions on the Alaska Teacher Placement website.
2. Each application is reviewed by the district's superintendent using the following guidelines. CCSD principals also have access to the Alaska Teacher Placement website to review candidate applications.
 - a. First, does the applicant meet the minimum requirements advertised on the district's position notice? Does the applicant have all required certifications? Has the applicant indicated that some previous employers cannot be contacted? Is there a history of being transient and moving from one job to the next year after year? If the applicant has all the required certifications or is in the process of securing them and the applicant appears to be a solid candidate to pursue the superintendent will move the applicant to the informal reference check process.
 - b. If the initial review of the application is favorable the superintendent will call previous employers and supervisors to secure three positive informal references indicating that the applicant would be a good candidate for the district to move to the interview committee. If three positive informal references cannot be secured the applicant is moved to the screened category and no follow-up work is conducted. If the district secures three positive informal references on the applicant, the applicant is moved to the interview committee.
3. The interview committee is comprised at the minimum of an administrator or direct supervisor of the position, a CCSD staff member, and a parent as per district policy. Once the district begins interviewing candidates for a specific position the same committee members interview every candidate moved to the interview process. The applicants ATP application, resume, and cover letter are shared with the interview committee for their review. The district wants to ensure every candidate is treated the same so that there are no discrepancies. Certified positions have a two-step interview process. An initial interview and an in-depth interview. Each interview committee member scores each candidate's response to each question on a 0 to 8 scale. Once candidates are moved to the in-depth interview process the candidate who scores the highest is moved to the formal reference check process.
4. The candidate who scores the highest is then moved to the formal reference check process. The district secures three formal positive references prior to offering a candidate the position.

5. An employee screening list is developed for each position the district advertises. Every applicant is documented. Notes from the informal reference checks are kept. Scores on the initial and in-depth interviews are also documented.