

Alex Russin
Superintendent Board Report
March 14, 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

The Strategic Planning survey closed on February 20, 2018, with more than 116 individual and group responses. The Strategic Planning Committee reviewed and discussed the results at its February 22 meeting, looking at trends and keywords across all responses. An initial community meeting will be held on March 13 from 7:00-8:30 pm in Mt. Eccles.

- Develop solid communication plan/structure at the District and School levels

Parent Engagement is 1 of 4 hubs I identified earlier in the year for increasing communication efforts. Administration has been considering a District-level social media presence to enhance district-wide information. Research is being done in the viability of producing information in multiple languages, as well.

- Utilize Curriculum and Policy Committees as outlined in board policy

- The Policy Committee has met three times this year and accomplished its initial goal of reviewing Chapters 0000, 1000, and 2000, which is in-line with our yearly policy review cycle. The Committee will meet again in May to look at out-of-chapter-sequence policies that are pertinent to District operations. If there are additional policies the Board would like the Committee to review, please let me know by May 1.

- The Curriculum Committee has met three times this year and continues to look at frameworks and processes for curriculum review. At its February 27 meeting, committee members discussed music review, both challenges and opportunities, as there are no “textbooks” to review as other traditional content areas, but rather standards and learning objectives, resource materials, and instructional practices. Administration has been collecting social studies materials for review and has all science textbooks ready for review. Sub-committee work will get underway in early April.

- Improve systems and processes that directly impact student learning

Administration has been working on operating procedures for various aspects of the District’s processes, including business operations, personnel/hire workflows, school registration, records retention requirements, and resource acquisition procedures, to name a few. Building and implementing these systems will allow for increased efficiencies, time-management, and resource allocation in the District.

BOARD DIRECTIVES/PRIOR MEETING FOLLOW-UPS

- None at this time

HUMAN RESOURCES

- Contracted employee recommendations for hire for 2018-2019 are included in the Board Packet. Action is required by the board for these employees.
- Continued employment offers for hourly employees for 2018-2019 are included in the Board Packet as information. No action is required by the board for these employees.

COMMUNITY RELATIONS

- February Community Engagements
 - ✓ CHS AdvancED Accreditation Process
 - ✓ CHS Site Council Meeting
 - ✓ Cordova Coalition for a Healthy Community Meeting
 - ✓ Cordova Emergency Management Operations (EMO) Meeting
 - ✓ CSD Curriculum Committee Meeting
 - ✓ CSD Facility/Safety Committee Meeting
 - ✓ CSD Policy Committee Meeting
 - ✓ CSD Strategic Planning Meeting
 - ✓ CSD Student Activities
 - ✓ Mt. Eccles Site Council Meeting

POLICY REVIEW

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

- **E 2122 SUPERINTENDENT OF SCHOOLS: JOB DESCRIPTION** (Discussion)

The Committee suggested the board as a whole review this policy (exhibit) in the future to determine if it should be updated. This may best be done in a work session of the Board

- **E 4020 DRUG AND ALOHOL-FREE WORKPLACE** (Discussion)

Note: Although the passage [AS 17.38](#) authorizes the use of marijuana under certain conditions, it explicitly recognizes the authority of employers to prohibit the use, consumption, possession, transfer, display, transportation, sale, or growing of marijuana in the workplace. Additionally, [AS 17.38](#) does not prevent employers from establishing policies that restrict the use of marijuana by employees. [AS 17.38.120\(a\)](#). Further, as a recipient of federal funds, the district is obligated to maintain a drug-free workplace consistent with federal law, which prohibits the manufacture, sale, distribution, or possession of marijuana. For purposes of the district's policy and legal obligation, marijuana is prohibited.

YOU ARE HEREBY NOTIFIED that it is a violation of Board policy for any employee at a school district workplace to unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, marijuana, drug or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations.

"School district workplace" is defined as any place where school district work is performed, including a school building or other school premises; any school-owned or school-approved vehicle used to transport students or employees to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function, such as a field trip or athletic event, where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business.

As a condition of your continued employment with the district, you will comply with the district's policy on Drug and Alcohol-Free Workplace and will, any time you are convicted of any criminal drug or alcohol statute violation occurring in the workplace, notify your supervisor of this conviction no later than five days after such conviction.

Note: Upon notification of a violation, the district must either (1) take appropriate personnel action against the employee, "up to and including termination," or (2) require the employee to satisfactorily participate in an abuse assistance or rehabilitation program.

Note: The names, addresses and telephone numbers of drug and alcohol counseling and rehabilitation programs and/or employee assistance programs available locally to employees may be included in this notice or provided to employees in a separate statement. In addition, information about the dangers of drug and alcohol abuse may be included in this notice or the district may distribute materials obtained from state, local or national anti-abuse organizations to its employees.

Revised 3/2015
ADOPTED: 4/13/05
REVISED: 08/2015

Administration Notes (rationale) from Policy Committee:

BP 4020 was discussed in reference to pre-employment processes and procedures within the district. Mr. Russin shared the current practice that all potential employees be drug tested prior to starting work. At present, this is practice, not policy, that has been in place for some time. Mr. Russin also noted that this is not a requirement from our insurance company, APEI; he also shared the expense of reimbursing individuals for this since it is the district's condition for employment. Conversation led to reviewing BP 4020 and several considerations to be added to the Exhibit:

- a. a statement indicating that as a condition of employment, employees are subject to [random] drug/alcohol testing based on reasonable suspicion; and*
- b. a signature line to be included and the form kept in the employee's personnel file indicating they have received and understood/agreed to the Drug and Alcohol-Free Workplace notification*

Administration is seeking the Board's thoughts during discussion on the suggested recommendations from the Committee before bringing this back to full board for approval.

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

Administration Notes (rationale) from Policy Committee on BP 2210:

The committee discussed this policy and the importance for the Superintendent to maintain communication with all board members, particularly related to emergency situations. Further discussion around the proposed rationale for the revisions included notifying the whole board in a timely fashion in the event the board president were absent/unavailable.

- **BP 3545 AIRLINE MILES** (First 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 (First 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) (First 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

- None at this time