



Howard Valentine Coffman Cove School

618 Howard Valentine Drive
Coffman Cove, AK 99918
(907) 329-2244



Advisory School Council Meeting Agenda

Wednesday, January 17, 2024 3:00pm

Time Zone Alaska Standard Time (AKST)

Google Meet Link: <https://meet.google.com/fkf-ayti-uzw>

- I. **Call to order at: 3:06pm**
 - A. Individuals Present: See attached
- II. **Approval of Agenda: Christi N.** makes a motion to add volleyball equipment purchase as G and Winter dinner as F to the agenda. **Dania A.** seconds. All in favor. Motion passes.
- III. **Approval of minutes from prior meeting: Jamie C.** makes a motion to approve the November and December minutes. **Wyatt C.** seconds. All in favor. Motion passes.
- IV. **People to be Heard/Public Comment**
 - A. Public Comment: **Sylis G.:** I want to do more lock-ins. **Janie W.:** I would like to see more parents spend the time here at night during the lock-ins. **Wyatt C.:** I want the little kids to stay longer during lock-ins. **Jamie C.:** I think we could work on giving the little kids more time with more parent involvement. **Kate H.:** I heard the opposite from the bigger kids. Can I request to move the fundraiser and graduation stuff that involves Dylan up further so he can be involved as he has to go get his car at 3:30. **Jamie C.:** We can do that.
- V. **District Administration**
 - A. Superintendent: NA
 - B. Principal: NA
 - C. Board Member(s): NA
 - D. Others: NA
- VI. **School Staff**
 - A. Lead Teachers' Report: **Christi N.:** Finished MAPS testing and some of the scores were really great and some of them were not so great. Some students were not taking the testing as seriously as they should have and were not taking their time and that is one thing I would like to see improved. **Melissa D.:** The archery tournament was fun last week and we had an informal one on December 22 in Thorne Bay that was also fun to go to. **Christi N.:** Shaine N. and I went to NYO in Klawock and watched Willam. He did great. **Melissa D.:** The lock-in was fun and went smoothly.



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Every single middle/high school student's MAPS scores went up and a lot of students went up on all three tests so they received a lot of homework passes. Tomorrow is the end of the semester. New electives are starting next week with more activities in the green house with an intro to agriculture and intro to educational psychology and development class. There is more art work up in the halls for all to see.

B. Coaches Report: NA

VII. ASC Board

A. Presidents' report: NA

B. Vice Presidents' report: NA

C. Treasurers' report: **Judy A.**: \$24,966.44 in our account but \$11,242.15 are in line items. We only have \$13,724 in spendable money. **Melissa D.**: We will attach the bank statement and a line item list to our minutes each month for more transparency to be sent to Chris when minutes are sent to her. We also have some money we have raised for the student store to pay back what we have spent. **Judy A.**: The money from the 3D Target shoot and the Art Auction should be deposited next week.

D. Secretaries report: **Janie W.**: Melissa already covered attaching the bank statement. The recording from last month didn't start until after Judy gave her report so I don't have any numbers on the minutes from December or November. **Melissa D.**: I just got an email from Terri West about this preschool money and a lot of this money goes towards student travel if they help with things like new preschool equipment that we are getting in. In that case some of that money would be transferred over to student travel. The stipulation is that the money is evenly distributed to each student that is in the activities. There is a breakdown in the email. This came in last summer and we just got an email about this last week. We are still getting the details.

E. Committee reports:

VIII. Old Business

A. Order Uniforms - order local- **Jamie C.**: We did not have a uniform meeting yet. We have some information from a place in Ketchikan. We just need to figure out what we want. Meeting set for the 24th at 3:30pm.

B. 3D Target Fundraiser - Repeat in the spring? **Kate H.**: Can we fix the flyer to say spring for the next archery shoot? We also need to start collecting prizes. **Jamie C.**: Yes. It is something we need to plan around the weather, maybe March or April. We need to make a committee. **Janie W.**: We need to revisit a date in early March because sometimes March is great and sometimes it is second winter. I will fix the flyer. **Jamie C.**: appoints Janie W. to head up the committee.

C. Local Charters to take students out fishing (Kate): **Kate H.**: I have not talked to anyone yet. We are waiting for spring but if someone else has time to work on this I don't have a lot of time for this right now. **Janie W.**:



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Anggi said what they did was in the spring they contacted the local charters and set it up for right before or right when school started.

- D. Create new HVCC Vision, Goals, and Mission: **Jamie C.:** Maybe the teachers could have a short meeting with the kids about their vision and goals for the school. **Janie W.:** if you look at the other schools they all have one. Naukati has their own banners in their school.
- E. Update the graduates nameplates in the lobby (Janie or Judy?) **Judy A.:** No update. I'm waiting for the jewelry store to open back up in Ketchikan. **Janie W.:** There was a number to a guy in Klawock that we got the last time we talked about this. **Kate H.:** Can we just buy our own engraver or use what we have like the 3D printer? **Melissa D.:** Not with what we have here right now.
- F. Add Karen Clark and Rod Morrison to the ASC Bank account and remove names of people no longer associated with CC ASC. **Jamie C.:** Everyone needs to sign the minutes after the meeting today.
- G. Monthly HVCC community volleyball and potluck night for families - set dates for the rest of the school year. **Jamie C.:** That was a flop. The weather was not great. Make a flyer for the 3rd Tuesday of each month at 5 with all the dates.
- H. Call for community volunteers for school - list of what we need them for. Jamie to create and post flyers at school and around town. **Jamie C.:** I worked on a flyer and I will let the teachers look at it.
- I. Accordion gate to separate commons from classrooms: **Janie W.:** Shaine N. has been very busy so I have not had a chance to speak with him yet.
- J. Signage for drug, smoking, and alcohol-free campus: **Jamie C.:** Rod said that the school would pay for this and we don't have to. **Kate H.:** Have we actually requested they order signs? I only ask because we have requested these for years. **Janie W. & Christi N.:** this should not come off the agenda until we have the signs. **Kate H.** offers to call whoever she needs to to get the signs. **Janie W.:** I just scraped a lighter up that was frozen to the ground outside the school doors. **Melissa D.:** I have found cigarette butts on the floor in the school. **Janie W.:** I would like to know who is getting into the school. I heard someone was in the kitchen. **Melissa D.:** Yes. Doors left open. Stuff left open. Cabinets left open in my classroom. Someone is getting in. I came in and vacuumed and cleaned before the lock-in and right before I let the kids in I found cigarette butts on the floor. **Kate H.:** We need to order a camera. **Melissa D.:** For every single door. The Ring doorbells. **Janie W.:** I thought that we already approved to order a ring doorbell for every single door at the same time we approved to pay for the subscription to Ring as it was the same price. I see that it was requested we order them in the August minutes but it was never put on future agenda. **Judy A.:** If it's for security why can't the district pay for it? **Matt G.:** It's \$100 for a Blink camera on Amazon for the outside of the school. When this has happened at other schools we put



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security cameras in and it happened in a hurry. **Jamie C.:** So there is no alarm? **Janie W.:** Nope. **Judy A.:** It has to be somebody with keys that is getting in. **Melissa D.:** There are definitely keys floating around. We asked about rekeying the school before but were told it was too expensive.

Jamie C.: I will email Rod and see what we can do. **Kate H.:** Can we get this put back on the agenda? **Matt G.:** I will help however I can. **Judy A.:** When I came in and cleaned over Christmas break that kitchen door was unlocked. It had to have been unlocked from the last day of school. The district should pay for the cameras.

- K. Clear, written policies regarding student activities/sports-covered expenses: **Jamie C.:** Did we ever get anywhere on that? We need to get this from the district right? **Melissa D.:** This needs to be updated on our ASC policy for our school specifically so we have it in writing. **Christi N.:** Shaine N. and Rod are rewriting the ASC policy handbook.

IX. New Business

- A. Student Data - MAPS and mClass Results: Teachers have that for each student.
- B. Spring Bazaar Fundraiser: **Jamie C.:** We want to have one like Craig or Klawock as a fundraiser for the students. **Janie W.:** you will have to look into all the other Spring Bazaars to make sure your date fits in with the others. POWCOC website has them listed. **Jamie C.:** I will look into that and next month we can pinpoint a date. The kids should have booths to raise money and do simple foods to sell. The archery kids in Thorne Bay are doing the flashlight sales again are we? (NO ONE KNOWS FOR SURE)
- C. Fundraiser for Dylan (Kate): **Kate H.:** I was hoping Shaine would be here as I have questions for him. I'm not really sure how much money we need or what we want to do. **Melissa D.:** Originally he wanted to do a trip to Sitka with the whole school but on the way back from the FAFSA the seniors were talking about a just seniors trip and Dylan seemed interested in that. They are thinking of a cruise possibly. **Kate H.:** Dylan would like to do a dinner and dessert auction. Maybe we could do the winter dinner as a fundraiser for him? I don't want to take away from the other kids either. **Janie W.:** I think it's a great idea as we don't do much with our money anyways. **Judy A.:** We have a \$200 budget for graduation. **Janie W.:** I make a motion that we turn the Winter Dinner and dessert auction into a fundraiser for Dylan. **Melissa D.** seconds. All in favor. Motion passes.
- D. Graduation (Kate): **Kate H.:** We need to order decorations soon. Dylan's graduation is May 30th at 2pm. Blue and White colors for decorations. **Janie W.** makes a motion to spend up to \$200 on graduation supplies for Dylan. **Christi N.** seconds. All in favor. Motion passes.
- E. ASC Preschool Money for Students Sports Travel from Preschool - Playground Equipment Installation: Covered in the teachers report.
- F. Winter Dinner and Dessert auction: **Kate H.:** The 17th is good for me. **Jamie C.:** we could do roasts and mashed potatoes. **Kate H.:** Dylan likes Macaroni and



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cheese and roast and mashed potatoes. **Judy A.:** I can get the food at Three Bears. **Menu:** Beef and pork roast, macaroni and cheese, mashed potatoes, green bean casserole. **Janie W.** makes a motion to spend up to \$300 for food and decorations for the winter dinner on February 17th at 5pm. **Melissa D.** seconds. All in favor. Motion passes. **Kate H.** will head up the committee and will make the flyers. Meeting is next Wednesday the 24th at 2:30pm.

G. Volleyball equipment: **Buddy W.:** We need a new net and balls and ratchets for volleyball. **Janie W.:** There are brand new balls here. **Jamie C.** makes a motion to spend up to \$300 on volleyball equipment. **Melissa D.** seconds. All in favor. Motion passes.

X. **Public comment: Christi N.:** Did we ever find out about the hula hoops we ordered? **Judy A.:** I looked and there were none ordered. **Christi N.:** I would like to suggest that we have Buddy as our student representative on the ASC. Jamie C, Janie W, Christi N, Judy A. and Kate H. all like the idea. **Janie W.:** Buddy and Kate need to be on the agenda as Voting members.

XI. **Next meeting scheduled for (the 2nd Wednesday of each month at 3pm)**
Moved to Tuesday the 13th because Wednesday the 14th is Valentine's day.

XII. **Adjournment at 4:06pm**

Signature _____

Date _____