



# Craig City School District

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Chris Reitan, Superintendent  
David Harris, Elem./MS Principal  
Betty Hall, HS Principal  
Christina Woodward, PACE Principal

## CCSD SCHOOL BOARD MEETING

Wednesday

11/21/23

CHS Library

School Board Meeting 7:30PM

<https://craigschools.zoom.us/j/7289917333?pwd=WkNaWGd4S1lPV0JlWEJlTmx3VXd0Zz09>

Zoom URL

### 1. Call to Order

The meeting was called to order at 7:35 PM

### 2. Flag Salute

A salute was given to the flag.

### 3. Roll Call

#### Board

Hans Hjort

Trish Conatser

Josh Andrews

Julie McDonald

Ben Page

Isabelle Priddy

#### Others In-Person

Christy House

Betty Hall

David Harris

Chris Reitan

Josh Bennett

Nicole Nelson

Shelby Beck

#### Join by Video

Christina Woodward

Sandra Marker

Karen Packer

Melinda Bass

Mike Hautala

Kristi Kuhnert

Kevin McDonald

### 4. Agenda Approval

Board Secretary Josh Andrews made a motion to approve each item of the consent agenda individually.  
Seconded by Board Vice Chair Trish Conatser

Voice Vote: All in favor

Motion Passes

### 5. Consent Agenda (Includes all items with ~)

#### ~Approval of Minutes from October 25, 2023

Motion Made by Board Secretary Josh Andrews to approve the minutes from October 25, 2023

Seconded by Board Member Julie McDonald

Discussion: Board Secretary Josh Andrews discusses that the Board consensus about BP 4111 Recruitment and Selection from the October 25, 2023 does not accurately reflect the discussion. Have the minutes revised by listening to the recording and adding more detailed information. Board Secretary Josh Andrews speaks to the motion to not approve as currently presented. Board Member Julie McDonald asked if the Board should table this agenda item.

Voice Vote: 0 In Favor  
Motion does not pass unanimously

#### ~Approval of Payments

Motion made by Board Secretary Josh Andrews to approve the payments.  
Seconded by Board Member Julie McDonald  
Voice Vote: All In Favor  
Motion passes

#### ~Correspondence –

Motion made by Board Secretary Josh Andrews to approve the Correspondence.  
Seconded by Board Vice Chair Trish Conatser  
Discussion: Julie Andrews asked about the format of the projected enrollment form and how is the breakdown determined for PACE, as well as if there are intensive special education students in PACE.

Voice Vote: All in Favor  
Motion Passes

### 6. Public Comments

Josh Bennett: MS Boiler project is not operational, and the temps have dropped. He listed symptoms of carbon monoxide poisoning. The maintenance director has provided a heater that is not acceptable.

Discussion: Hans Hjort stated Tyler Rental has a heater that is acceptable.

Shelby Beck: Thanked the Board for the job they are doing. She was recently elected to the Board of Trustees for Public Education Health Trust.

### 7. Reports

#### Board Members

Board Chair Hans Hjort: Thanked everyone who participated in the tournaments that have taken place including janitors and athletic directors.

Board Secretary Josh Andrews: His heart goes out to Wrangell, and knows they are in good hands with Jackie Hanson. He also wanted to recognize Paul Thibodeau who served as a Board member for a long time.

Board Vice Chair Trish Conatser: Vocalized a lot of gratitude for our district, employees, and staff.

Board Member Julie McDonald: Printed information on the Reads Act from DEED website for board members.

Board Student Representative Isabelle Priddy: Two wrestlers placed in Ketchikan. Swimmers made finals at state. Volleyball season is now completed. Thanksgiving Elder dinner was cancelled and the high school will be putting on a Christmas concert for elders.

## Principals

CHS Principal Betty Hall: Echoed what Board Secretary Josh Andrews said about Wrangell.

Board Secretary Josh Andrews asked about the Color Guard and wonders if this is the time to add more extra-curricular activities with the state of the budget.

CEMS Principal David Harris: Concurs with the board about Wrangell. Tobias did a great job with the Stikine Tournament. There were great volunteers. He was in Seattle and unable to access his laptop, but hopes to fatten up his board report.

Board Secretary Josh Andrews asked how many students are in K-3. There are 35 students who fall in the below proficient category of reading with Dibbels testing. Mr. Harris stated it is their goal to make that number lower.

Board Member Julie McDonald said there are 61 students in K-3. She asked if Board Secretary Josh Andrews' concern is that a third of the elementary is testing below proficient reading level. If we adopted a curriculum, is the curriculum being reviewed? Board member Julie McDonald shares his concern, however she feels one of the things to look at is the testing being used.

PACE Principal Christina Woodward: Echoed the thoughts on Wrangell. There are quite a few PACE students in Wrangell. The number that went to the state for FTE was 468. Once the final number is received, we will share that.

Board Secretary Josh Andrews asked what is A3. PACE Principal Christina Woodward explained it outlines two main goals and there are objectives and tasks with three-month and six-month checks. It is a living/breathing/working document. Once it is edited it will be given to the board.

Board Member Julie McDonald believes the PACE in-service was great. She asked how the Reads Act affects PACE. PACE Principal Christina Woodward stated it has been successful with the families they have connected with. They explain to the families that this is the first time they are all doing this which alleviates some of their anxiety. Some families opt out of testing.

Board Vice Chair Trish Conatser asked about the administrative assistant position that is unfilled. PACE Principal Christina Woodward explained that there have been extenuating circumstances. They have decided to pause, refocus, and post again soon.

## Special Education Director

CCSD Special Education Director Michael Hautala: Nothing more to report.

Board Member Julie McDonald thanked him for his report.

## Maintenance Director – not present.

Board Chair Hans Hjort asked what we can do to get the boiler up and running.

Board Member Julie McDonald asked for details about the boilers. CCSD Superintendent Chris Reitan explained that the one boiler for the middle school was purchased and installed, but all parts were not sent. They continue to try to get the parts, but they are on backorder. The elementary boilers are set to be replaced during the Christmas break. The school is not equipped with carbon monoxide detectors.

Discussion about the purchase and warranty of the middle school boiler. The boiler was purchased from Ferguson, but Schmolck Mechanical has been contracted to do the installation.

Discussion with CCSD Maintenance Assistant Trampus Conatser about leaks in the middle school. Board Chair Hans Hjort asked if it would be beneficial to bring in a roofing contractor to inspect the roof with a corrective action plan.

## Superintendent

CCSD Superintendent Chris Reitan stated another application was submitted for major maintenance projects that would add another \$4M towards those projects. We are ranked #1 out of 95 grant applications submitted.

Board Member Julie McDonald asked about the participant's share for the renovations. It was explained that two grants were awarded with a total of roughly 8 million for the elementary and middle school, with about \$800,000 as our participating share. If we are awarded the third grant, there would be 13 million total with roughly 1.7 M as our participating share.

Board Member Julie McDonald also asked about the biomass boiler project. She believes it is a good idea, but knows there are a lot of problems. She is leery to invest in the project. If we are saving \$45,000/year and it is a 1.8M project, it will take 39 years as a taxpayer to get a return on investment. If looking at it from the district standpoint, it will take 7-8 years to break even if there are no problems and it always runs. At a time when we are strapped for cash, she has concerns about this project. Discussion about the grant monies already received. If we choose to not move forward, we need to reimburse Denali Commission for the money they have already provided.

## 8. Old Business

### 8a. CCSD Board Policies, Administrative Regulations, and Exhibits Updates

Motion made by Board Vice Chair Trish Conatser to approve the Board Policies, Administrative Regulations, and Exhibits Updates as a second and final reading.  
Seconded by Board Member Ben Page

CCSD Superintendent Chris Reitan stated AR 2110 was the only policy changed which is the Organizational Chart of Responsibility.

Board Member Julie McDonald stated that on BP 2215 Superintendent will recommend, board will approve. On this policy, it states the recommendation will be "valid only if...". BP 2250 also, where it states "designee" for lead teacher, it doesn't say to notify the superintendent who the designee for lead teacher will be. Lastly, BP 2230, what type of task force and committee is this referring to? CCSD Superintendent Chris Reitan stated these are not board-appointed committees. And one other policy, BP 2300, Conflict of Interest, what if there is a conflict and the person doesn't refrain.

The policy committee will review BP 2250.

Voice Vote: All in Favor  
Motion Passes

### 8b. BP/AR 4111 Recruitment and Selection

Motion made by Board Secretary Josh Andrews to approve BP/AR 4111 Recruitment and Selection as a second and final reading

Seconded by Board Vice Chair Trish Conatser

Discussion: Josh Andrews stated the only change made was separating the parent and staff from being one entity to separate entities.

Voice Vote: All in Favor

Motion Passes

## **9. New Business**

### **9a. Personnel Report**

Motion made by Board Member Ben Page to approve the Personnel Report as presented.

Seconded by Board Member Trish Conatser

Discussion: After the personnel report was uploaded, Earl Jeffrey stated he wants to only volunteer and turn over his contract to Tricia Stock.

Board Chair Hans Hjort made a motion to not accept David Harris' resignation. Trish Conatser seconded. Josh Andrews stated he disagrees, that this is micromanagement of the superintendent. We are setting a precedent that submitting a resignation doesn't mean anything. If we submit a resignation and then rescind it the next week, is this available to all staff? We have talked about growing our own. Board policy states the Superintendent has the ability to accept resignations. Board Secretary Josh Andrews asked CCSD Superintendent Chris Reitan what he would recommend. CCSD Superintendent Chris Reitan stated he always follows Board policy.

Board Member Julie McDonald stated that this is an unusual set of circumstances and that Board Secretary Josh Andrews raises some good points.

There is a motion to not accept David Harris' letter of resignation.

Voice Vote: 3 in favor, 2 opposed

Motion passes

All in favor of approving the amended Personnel Report.

Voice Vote: 4 in favor, 1 opposed

Board Secretary Josh Andrews asked for the board policy regarding resignations to be put on the next agenda.

### **9b: PACE FY 25 Advertising**

Motion made by Board Member Julie McDonald to approve the PACE FY 25 quote from Fine Point for \$50,000.

Seconded by Board Member Julie McDonald

Discussion: Board Member Julie McDonald states she is not opposed to spending money for advertising, but has a hard time with \$50,000. It is a lot of money to invest. The best way for the program to grow is word of mouth. CCSD Superintendent Chris Reitan stated that if PACE grows by nine students it pays for the advertising. During in-service, a parent stated that the reason she went to PACE was it was the first place that popped up in a search which is related to the search engine optimization and keywords. Board Chair Hans Hjort stated that if you are going to have a homeschool program then you need to do it right and you need advertising. He feels the return on investment is solid. There was discussion about the metrics of all the different aspects of advertising with Fine Point. Board Member Julie McDonald asked if the proposal could be trimmed down if the budget does not allow for such.

Roll Call Vote:

Trish: Nay

Ben: Nay

Julie: Nay

Hans: Nay

Josh: Yay

Isabelle: Nay

1 in favor, 4 opposed

Motion fails

**9c: Architecture and Engineering Design Services**

Motion made by Board Secretary Josh Andrews to approve the architectural and engineering design services proposal by Architects Alaska for a one-year contract renewable on a year-to-year basis up to a total of five years.

Seconded by Board Vice Chair Trish Conatser

Discussion: Board Chair Hans Hjort stated he was on the committee and they all came close with scoring.

Voice Vote: All in Favor

Motion passes

**9d: Indian Policies and Procedures Approval**

Motion made by Board Vice Chair Trish Conatser to approve the Indian Policies and Procedures document as presented.

Seconded by Board Secretary Josh Andrews

Discussion: Board Secretary Josh Andrews stated this is a very active committee.

Voice Vote: All in Favor

Motion passes

**9e: FY 23 Audit**

Motion made by Board Secretary Josh Andrews to accept the FY 23 audit as presented.

Seconded by Board Vice Chair Trish Conatser

Discussion: Board Chair Hans Hjort stated he spoke with the auditor. Generally, there are no findings, but this year there were five which was attributed to switching software. Discussion about Impact Aid filed late.

Board Secretary Josh Andrews asked for monthly financial statements. Board Chair Hans Hjort would like to see contracts.

Voice Vote: All in favor  
Motion passes

#### **9f: CCSD Title I and District Test Coordinator Position**

Informational. Board Member Julie McDonald stated that the Title I position used to be half time and was moved to full-time to move to flexibility with scheduling. CES Title 1 Teacher Christy House stated that with Alaska Reads, students get services through Title I even if they receive special education services.

Board Member Julie McDonald asked if anyone else would have to take on this duty. Board Secretary Josh Andrews made a recommendation to post a position for a District Test Coordinator. Or, possibly one of the principals could fill this position.

#### **9g: CCSD Job Description Handbook**

Motion made by Board Secretary Josh Andrews to move the CCSD Job Description Handbook item to the next board meeting.

Board Chair Hans Hjort Seconded

Voice Vote: All in Favor  
Motion Passed

#### **9h: Budget Advisory Committee**

Motion made by Board Member Julie McDonald to approve the establishment of a budget advisory committee to provide recommendations to the CCSD School Board for the FY 25 budget development process.

Seconded by Board Vice Chair Trish Conatser

Discussion: Board Member Julie McDonald stated her idea of the budget committee is to have one or two board members, the business manager, a teacher/union rep, a parent rep, and maybe CTA rep. The committee just puts together suggestions and ideas for the board to consider. The committee then sends committee members out to talk to different departments, etc. Board Secretary Josh Andrews believes the committee needs to be open to people who want to show up instead of assigning members.

Voice Vote: All in Favor  
Motion passes

#### **9i: Next Meeting Date**

December 13, 2023 – 7:00 PM

**9j: Adjournment**

Motion made by Board Member Julie McDonald to adjourn.

Seconded by Board Chair Hans Hjort

Voice Vote: All in Favor

Motion passes

The meeting adjourned at 10:48 PM

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Signature

\_\_\_\_\_  
Date

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Signature

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Date