

CORDOVA SCHOOL DISTRICT BOARD OF EDUCATION

REGULAR MEETING: November 14, 2018

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Ms. Jewell called the meeting to order at 7:05 pm in the Cordova Jr./Sr. High School Media Center. The Pledge of Allegiance followed.

Members Present: Ms. Jewell, Ms. Glasen, Mr. Hoepfner, Ms. Altermott and Mr. Bradford

Members via telephone: None

Members Absent: None

Quorum: Established

Staff Present: Superintendent Alex Russin, Business Manager Kristy Andrew, Principal Gayle Groff, Principal Kate Williams, Technology Director Keith Zamudio, and Secretary Nora Dudley

Staff Absent: Food Service Director Sandie Ponte and Maintenance Director Josh Pearson

City Council Rep: None

Student Council Rep: None

CEA Rep: Lance Westing

Visitors: Marita Kleissler

PRESENTATIONS OR AWARDS/CERTIFICATES: Superintendent Russin presented Marita Kleissler a certificate of appreciation acknowledging her for the outstanding education of Cordova Youth. He expressed his appreciation for her attention to working with students and engaging them in meaningful ways.

CORRESPONDENCE: A letter from the Cordova School District was sent to the City of Cordova regarding the current budget status.

HEARINGS OF INVITED INDIVIDUALS OR GROUPS (Limited to 15 minutes per Individual/Group):

- Ms. Carpenter, Ms. Vogel, and Ms. Bowman were part of a group that attended the Elevating and Celebrating Effective Teachers and Teaching Symposium in Kenai. Each provided an overview of the break-out sessions they participated in, which included colleague circles, building communication in classrooms, and problem solving, among others. The Board expressed its appreciation in having a team from Cordova attend.
- Mr. Zamudio shared break-out session topics held during CSD's Mini ASTE and an overview of the participants' feedback on sessions they attended. He also thanked the facilitators who were all staff members, in addition to keynote speaker Frederick Lane, who made the two-day in-service a big success.

APPROVAL OF REGULAR AGENDA

Mr. Hoepfner moved to approve the November 14, 2018 regular meeting agenda as presented in the Board Packet. Ms. Glasen seconded.

Discussion: None

Motion: PASSED 5-0

AUDIENCE COMMENTS REGARDING AGENDA ITEMS: None

CONSENT AGENDA:

Mr. Hoepfner moved to approve the Consent Agenda as presented in the Board Packet. Ms. Altermott seconded.

Discussion: Ms. Glasen wanted to pull item #3 for discussion. It was placed under New/ Unfinished Business #8.

Ms. Glasen made a motion to amend the agenda excluding Item 3. Mr. Bradford seconded.

Motion to amend the agenda: PASSED 5-0

Main Motion, as amended: PASSED 5-0

REPORTS

Student Council: None

City Council: None

Cordova Education Association: None

COMMITTEE REPORTS:

AASB Liaison: (Mr. Hoepfner)

- Mr. Hoepfner gave a brief overview of recent AASB meetings including new resolutions and board member (officer) openings that were filled at the annual meeting. Ms. Jewell encouraged the Board to review AASB resolutions and the importance for the Cordova School Board to engage in such discussion.

Jr./Sr. High Site Council: (Ms. Altermott):

- Mr. Russin gave a brief summary of the meeting including discussion regarding consolidation of Title I-A and I-C Grant funds. He also shared that Ms. Williams led the group in a strategic planning activity.

Elementary Site Council: (Ms. Glasen):

- Ms. Glasen gave an overview of the meeting which included a discussion of a Bear Safety Plan given the increased bear activity in town in recent months. Questions and comments regarding certain discipline policies and practices were also discussed.

Curriculum Committee: (Ms. Jewell & Ms. Glasen):

- Meeting scheduled for Tuesday, November 20, 2018 at 5:30 in the District Office Conference Room.

Policy Committee: (Ms. Altermott & Mr. Hoepfner):

- Mr. Hoepfner reported that the Committee went through the 3,000 series and during the next meeting in December will be finishing the series. He shared that the Committee will also look at miscellaneous policies brought forward for review.

Safety and Facility Committee: (Mr. Bradford & Mr. Hoepfner):

- Mr. Bradford provided a brief review of the meeting held on November 1, 2018, including the discussion of installing handicap accessible automatic doors at both schools, high school boiler updates and building safety/readiness walk-throughs done in November.

Strategic Planning Committee: (Ms. Jewell & Ms. Altermott):

- Meeting scheduled for Tuesday, November 27, 2018 at 5:30 on the second floor of Mt. Eccles.

Negotiations: (Ms. Jewell & Mr. Hoepfner): No negotiations at this time.

ADMINISTRATIVE REPORTS

Activity Director- Kaity Ammerman

- Ms. Ammerman was not present, but a report was included in the Board Packet. Mr. Russin reported that Ms. Ammerman was currently hosting a Regional Volleyball Welcome Dinner at Mt. Eccles. He also reported that Ms. Ammerman had been busy communicating with other schools regarding scheduling activities.

Instructional Technology Coordinator- Ms. Carpenter

- Ms. Carpenter included a written report in the Board Packet. There were no questions or anything more to add to the report.

Mt. Eccles Elementary School-Ms. Groff, Principal

- Ms. Groff provided a written report which was included in the Board Packet. She added a brief highlight regarding the recent KINDNESS Week and how each year the Cordova Family Resource Center shared activities to help students build positive relationship skills. Ms. Groff wanted to thank the CFRC staff for their efforts and continued support.
- Ms. Groff shared that the book fair this year was being held in the library and has worked great since set-up and break-down did not need to occur every day.
- Ms. Groff also ended her report with information that the kindergarten split in the morning was progressing and that Ms. Hall has done a great job with the group she was working with.

Jr./Sr. High School-Ms. Williams, Principal

- Ms. Williams provided a written report which was included in the Board Packet. She shared that there was a new component in her report which included office referrals and discipline, as requested by the Board.

Technology Report-Mr. Zamudio

- Mr. Zamudio provided a report which was included in the Board Packet. There was nothing further to add.

Maintenance Report-Mr. Pearson

- Mr. Pearson was absent but a written report was included in the Board Packet. There were some questions regarding the waste oil burner and its functioning. Mr. Russin took notes which he stated he would pass along to Mr. Pearson to include in next month's report.

Food Service Report-Ms. Ponte

- Ms. Ponte was not present, but a written report was included in the Board Packet. Ms. Altermott gave kudos for the grants that Ms. Ponte applied for and was awarded, including one for a new dishwasher in the CHS kitchen.

Business Department Report- Ms. Andrew

- Ms. Andrew included a written report in the Board Packet. She reported that the audit was complete and would be submitted to the State tomorrow. She also included that the audit company will give a report at December's Board meeting.

Superintendent Report-Mr. Russin

- Mr. Russin included a written report in the Board Packet. There was nothing further to add and no questions were asked.

FINANCIAL REPORTS:

Ms. Andrew included the October 2018 Financials in the Board Packet and answered several questions from Board Members regarding the fund balance, general fund expenditures, and CHSSA accounts from the report.

INFORMATIONAL ITEMS:

October 17, 2018 Work Session Notes

NEW/UNFINISHED BUSINESS

1. MOTION: Mr. Bradford moved to approve Staff Hire- Meghan Hall for the Temporary Kindergarten Teacher position. Mr. Hoepfner seconded.

Discussion: Ms. Jewell asked if Ms. Hall would go through the same evaluation process other teachers went through. Ms. Groff responded yes.

Motion: PASSED 5-0

2. MOTION: Mr. Hoepfner moved to approve the Draft Resolution Regarding Borough Formation. Mr. Bradford seconded.

Discussion: Ms. Jewell shared that this resolution was similar to Chugach School District's resolution and that it spoke to the District's interest in being a participant in discussions.

Motion: PASSED 5-0

3. MOTION: Mr. Bradford moved to approve the Policy Committee revision recommendations on First Read. Ms. Glasen seconded.

Discussion: Ms. Glasen asked why Administrative Regulation (AR) 3450 Petty Cash mentioned two different amounts in Item 1. Mr. Russin responded that there were different amounts for schools and the District Office.

Ms. Jewell commented that she liked the proposed revisions for BP and AR 3511 Energy Conservation and the language consistency in each. A brief discussion took place regarding the reference to "goals" for energy conservation and the change to the terms "practices" and "principles." Members discussed the pros and cons of having written goals in a plan versus developing operational practices and principles in the District.

Ms. Jewel made a motion to amend the proposed revision to include replacing the word "goals" in the policy with the word "plan." Ms. Glasen seconded.

A brief discussion followed regarding the development of an energy conservation plan.

Amendment to the Main Motion: **PASSED 5-0**

Main Motion, as amended: **PASSED 5-0.**

4. CSD Policy Concepts and Roles

Discussion: Mr. Russin recommended the Board review each policy chapter's "Concepts and Roles" and determine if they are still consistent with the Board's philosophies. Ms. Jewell added that the Concepts and Roles set the tone for the policies that follow in the chapter. There was a discussion around the table in agreement of this approach and asked the Superintendent to include recommendations at the next Board report regarding which chapters to review first.

5. FY19 Budget

Discussion: A discussion around the table began with the question: How can the School District present its needs to City Council. Board members provided their opinions and approach towards a possible work session with City Council.

6. Board Goals and Strategies- To be discussed in December's Board meeting.

7. CSD School Discipline Philosophy- To be discussed in December's Board meeting.

CONTRACTS/MEMORANDUMS OF AGREEMENTS: None

PERSONNEL: None

MISCELLANEOUS:

- Wednesday, December 12, 2018 will be the next regular Board Meeting
- January- Strategic Plan Work Session

PENDING AGENDA:

- Board Goals and Strategies Discussion
- CSD School Discipline Philosophy
- CSD Policy Concepts Roles 5,000 series

AUDIENCE COMMENTS: None

BOARD COMMENTS:

- Mr. Bradford: Encouraged the Board to participate in the City's Comprehensive Plan Survey, and he also congratulated Ms. Ammerman for a great job with activities and support provided to teams during the Volleyball Regionals.
- Ms. Altermott: Gave kudos to the principals and the staff involved in creating the Mini ASTE in-service. She also shared that Parent/Teacher conferences were well attended.
- Mr. Hoepfner: Thanked Mr. Zamudio for the Mini ASTE and congratulated Ms. Ponte for completing her Level 3 Certification; he also thanked teachers for taking part in training.
- Ms. Glasen: Echoed Board members' sentiments about the Mini ASTE and also thanked the Board for taking a responsive initiative towards the Borough discussions.
- Ms. Jewell: Echoed Board members' comments and also thanked the teachers and staff for being part of extra training and courses.

EXECUTIVE SESSION: None

ADJOURNMENT:

Mr. Bradford moved to adjourn the meeting. Ms. Altermott seconded.

Discussion: None

Motion PASSED 5-0

Meeting Adjourned at 10:59 pm

ATTEST:

President

Clerk

Date

Date