

CORDOVA SCHOOL DISTRICT BOARD OF EDUCATION
REGULAR MEETING: November 9, 2011
Page 1 of 7

CALL TO ORDER: Mr. Hoepfner called the meeting to order at 7:08 p.m. in the Cordova Jr/Sr High School Library. The Pledge of Allegiance followed.

Members Present: Mr. Hoepfner, Mr. Sherman (telephonic) Ms. Alexander, Mr. Gilman

Members Absent: Mr. Nichols

Quorum: Established

Staff Present: Superintendent Jim Nygaard, Principals Leif Jacobsen and Frank Wicks, Tech Director Keith Zamudio, Business Manager Verna Reedy, Board Secretary Jeannie Blake

Staff Absent: None

City Council Rep: Present

Student Council Rep: Present

CEA Rep: Present

Visitors: Russell Mallory, Deborah Roemhildt, Kathy Zamudio, Dawn Jewell, Cara Heitz, Lila Koplin, Romy Sison, Jessie Sison, Gayle Groff, and students.

Presentation of Certificates/Awards:

- Governor's Executive Proclamation – November 18, 2011 School Principal Recognition Day
- Romy Sison – Valued Employee Recognition
- Cara Heitz – 2012 Alaska Teacher of the Year
- Jim Nygaard – 2012 Alaska Superintendent of the Year

Correspondence:

- Alaska Performance Scholarship Letter to Alaska State Board of Education
- City of Cordova – City Manager Letter and DRAFT Resolution

HEARINGS OF INDIVIDUALS/GROUPS:

- AASB Youth Leadership Institute – Student Presentation: Two students participated in the conference earlier this month in Anchorage. Both reported it was a wonderful opportunity and a great experience. There were round table discussions, debates, activities, and very friendly students from around the state. Both expressed their desire to see this program continue, thanked Mrs. Zamudio and the Board for allowing them this amazing opportunity. This program is funded by the QS2 grant.
- Safe Routes to School – Kathy Zamudio: Continuing to work with staff and students regarding safety to and from school on dark days. Cordova is the first community in the state to receive a grant for Safe Routes to School. The grant provides money to construct raised pedestrian crosswalks on Lake Avenue and Adams Avenue for the City of Cordova. The money has been approved by the state and the next step in the project is with the city.

APPROVAL OR AMEND REGULAR AGENDA:

Mr. Gilman moved to approve the November 9, 2011 agenda as presented. / Ms. Alexander seconded.

Motion PASSED 4-0

Alexander-Y; Gilman-Y; Sherman-Y; Hoepfner-Y

AUDIENCE COMMENTS REGARDING AGENDA ITEMS: None

CORDOVA SCHOOL DISTRICT BOARD OF EDUCATION
REGULAR MEETING: November 9, 2011
Page 2 of 7

APPROVAL OF MINUTES:

Ms. Alexander moved to approve the minutes of the regular meeting of October 12, 2011. / Mr. Gilman seconded.
Motion PASSED 4-0

Gilman-Y; Alexander-Y; Sherman-Y; Hoepfner-Y

CONSENT AGENDA: None

REPORTS:

Student Council:

- New advisor this year, Nevada Black.
- Student Council would like to inspire leadership and respect.
- Thinking ahead for next semester hoping to address two topics brought up last year: Ski Hill Day and Dinner verses Disease.
- November 14-15 there will be a guest speaker regarding suicide prevention.

City Council: (Keith van den Broek):

- The city is currently in the budget process.
- Great job Mrs. Reedy for the information and presentation during the budget workshop. The mayor and council will appreciate this information and it will be very helpful.
- The recent DRAFT Resolution was over-turned. The School Board has full authority regarding facility use fees.

Cordova Education Assoc (Pam Moe):

- The Negotiations Committee is actively meeting. The following staff members are part of the committee: Doug Carroll, Debra Adams, Deborah Roemhildt, Laura Hanson, Jason Boenger, and Pam Moe.

ADMINISTRATIVE REPORT - Elementary School (Mr. Wicks):

- Enrollment K-6: 161
- Student of the Quarter: Ten students were recognized October 31 as Student of the Quarter. These students received this award because they exemplify good citizenship, portray a positive attitude, and take their schoolwork seriously. Cordova Telephone Cooperative is the sponsor of this program. Each Student of the Quarter is presented with a ten-dollar certificate to purchase Scholastic Books from Cordova Telephone Cooperative.
- Bike Reading Program: All students have the opportunity to win a bicycle, one for a girl and one for a boy, at the end of first, second, and third quarters thanks to the Cordova Masonic Lodge. Every time a student reads 100 pages, he or she receives a ticket making them eligible for the bike drawing.
- NWEA/MAP: Northwest Evaluation Association (NWEA) is a non-profit organization that provides growth measures of students through reports acquired from Measure of Academic Progress (MAP) assessments in reading, math, and language usage. K-6 students completed initial assessments in October. The results are forthcoming. These norm-referenced tests will assist in identifying student knowledge and areas needed for growth.
- Parent/Teacher Conferences:
 - November 2 from 1:00 p.m. – 8:00 p.m
 - November 3 from 1:00 p.m. – 4:00 p.m.
- Assemblies:
 - November 7 – String quartet performance sponsored by Arts and Pageants.
 - November 11 – Native dancers from Cordova and Kodiak
- Site-Based Council: November 22 at 4:00 p.m. in the Mango room.
- Carnival: November 12 from 12:00 noon to 4:00 p.m. sponsored by the PTA.
- Book Fair: Mt. Eccles Scholastic Book Fair will be the week of November 14. Ms. Moffitt and Ms. Groff are facilitating this annual activity.

ADMINISTRATIVE REPORT - Elementary School (Mr. Wicks): CON'T

- Student Council: After expressed interest sixth grade students will be participating in student council at the elementary school level. A president and vice president have been elected. There will be one planned activity per quarter. Anti bullying will be an emphasized topic. Mrs. Zamudio will assist the students with meeting protocol.

ADMINISTRATIVE REPORT - Jr/Sr High School (Mr. Jacobsen):

- Enrollment 7-12: 162
- Upcoming Meetings/Activities
 - November 4-5: JH Basketball-home, Wrestling-Homer, Volleyball-Anchorage
 - November 11-12: Wrestling-Chugiak, Volleyball-Wasilla
 - November 11-13: Sobriety Celebration
 - November 17: Site Council at 5:00 p.m. in the library.
 - November 18-19: Wrestling-Homer
 - December 2-3: Wrestling-Seward
- 2012 Graduation: Graduation will be May 19, 2012 at 4:00 p.m. at the high school.
- Building: Fire drill completed in October. Working with the art department to create and exhibit more art in the hallways and the conference room. November 23 will be a half-day with release at 1:00 p.m.
- Academics: First round of MAP testing data is available for teachers with a username and password. November 2 juniors started the Workeys assessment, testing was completed November 9.
- Extra-Curricular Activities: Last item remaining with the eligibility issue is to send the second place trophy to Eielson. November 4-5 State Swim Competition one student qualified. November 28 basketball begins. Aaron Muma will be the Assistant Boys Basketball Coach. Kathleen Ray will be the Junior High Cheerleading Coach. Little to no interest has been expressed regarding the Concessions and Problem Solvers positions. As activities wind down, evaluations for head coaches will be completed. Cross-Country ended in September, that evaluation has been completed.
- Other Items: Coaches and teachers have been informed of an account for those students that may have a financial need. Concerns had been expressed regarding this issue. If students are in need of money while on a trip coaches have permission to access the emergency funds and submit the receipts upon return.

ADMINISTRATIVE REPORT - Technology (Mr. Zamudio):

- Laptop Update: Seventh grade ICT Literacy Skills class has developed a certification program that students must pass before they will have 24/7 access to their assigned laptop. This is a natural evolution of our 1 to 1 program that helps CSD maintain the program's integrity and viability.
- Travel: October 13-15 Presented workshops on Cyberbullying at the Alaska Association of Student Government's Fall Conference in Anchorage. ASTE paid for the costs associated with this conference. CSD's support for this conference is appreciated.
- Website: New website for the school district is in process and near completion. The goal of the site is to be user friendly.
- ICT Literacy Class: Two student created videos were presented displaying proper care and safety of a laptop computer.

ADMINISTRATIVE REPORT – Superintendent (Mr. Nygaard):

- Travel: November 3-7 AASB Annual Conference and Alaska Council of School Administrator's Board Meeting in Anchorage. November 11 Family emergency travel. During absence stay apprised and involved with emails, telephone and telephone conferences for meetings.
- ILP Project Update: Wolverine requested only one payment for services at this point (approximately one half of the project's costs). Anticipated deadline is approaching. Technology access was not figured into this project; the contingency fund will be accessed for this. For the most part all is below budget at this point. Remaining equipment/appliance orders are underway.

CORDOVA SCHOOL DISTRICT BOARD OF EDUCATION
REGULAR MEETING: November 9, 2011
Page 4 of 7

ADMINISTRATIVE REPORT – Superintendent (Mr. Nygaard): CON'T

- Mt. Eccles Update: Remaining punch list items are being worked on; these include remote access to the digital heating/cooling controls, considerable leakage by the alleged poor window gaskets, and miscellaneous electrical issues. Pleased with MRV's attentiveness and assertiveness in assistance with these issues.
- CHS Energy Update: The CHS energy audit has arrived outlining areas of need and scheduled payback for efforts to retrofit. In working with the city staff monies have been requested for the heating/cooling retrofit (digital controls). A RFP for advertising, using the energy audit as a guide will be forthcoming. The recommendation for support of the contract award will come back to the board for approval. The waste oil burner runs nearly 24/7. Currently on schedule to burn 2,000 gallons monthly. Outside temperatures have been perfect for the burner as it is capable of heating the high school with limited assistance from the fuel oil boilers. Romy Sison has done an excellent job working with the city to keep the waste oil tanks full.
- January Inservice: This will be a two-day inservice. Linda Chamberlain PhD (specializes in adolescent brain research), Education Commissioner Hanley, and Representative Alan Dick current House Education Chair have been invited to present to staff on day one. Day two will be committed to MAP follow up training.
- Facility Use: Board packet contains a resolution of the council that would require the district to follow the city developed fee schedule.
- 2012-13 Staffing/Budgeting: Working with Verna regarding scenarios for next school year. With all of the unknowns available (local, state, federal) regarding funding and student count the conversations will be difficult and at some point require possible termination notices being sent to staff with limited tenure/certification. Due to statute, these notices will have to go out early in 2012.
- Deadlines:
 - November 3 – Bid deadline for remaining modular building. The successful bidder has been notified. Ernest money is required to ensure removal of this modular.
 - November 7 – Bid deadline for roofline extension. Due to budgeting issues, no bids have been accepted at this time. It is hopeful this project may be reconsidered for posting this spring.

ADMINISTRATIVE REPORT - FINANCIAL REPORTS (Mrs. Reedy)

- October Financials were presented.
- The Medicaid program will not be in effect this year. This will cause a \$15,000 dollar reduction in the general fund.
- Emergency funds issued to coaches created questions. Mr. Nygaard, Mr. Jacobsen and Mrs. Reedy will be working to resolve this issue.

NEW/UNFINISHED BUSINESS:

Information Items:

- DARE Program Update – No presentation. List on the pending agenda.
- Give Back to the community – Service Update: Mr. Jacobsen provided a graph regarding hours that need to be completed by students in grades 9 through 12.
- Driver Information Update: Currently working on draft language to address this issue. It is the intent to have a policy in effect July 1. This will mean there will not be last minute drivers trying to complete paperwork and requirements for driving. Criteria to be a driver will have to be completed well in advance of vehicle usage. Safety first, driving students is a huge responsibility. Questions regarding vehicle insurance have come up. District vehicles used for district business are covered first by the school district's insurance, the driver's insurance second. Personal vehicles used for district business are covered first by the driver's insurance and the school district's insurance second.
- Student Support Account Update – No presentation. List on the pending agenda.
- Maternity Leave – Wendy Jacobsen: Congratulations to the Jacobsen family.
- Laptop Computer Insurance: Mr. Zamudio and Mr. Mallory addressed concerns regarding student care of computers, parent purchased insurance and school group insurance. Further research is required. This will be listed on the pending agenda.

CORDOVA SCHOOL DISTRICT BOARD OF EDUCATION
REGULAR MEETING: November 9, 2011
Page 5 of 7

NEW/UNFINISHED BUSINESS:

Payment Approval – Music Trip

Mr. Gilman moved to approve the payment to Performing Arts Consultants in the amount of \$41,922.00 dollars. / Ms. Alexander seconded.

Discussion: Trip has previously been approved. Dollar amount is over \$10,000.00 requiring board approval. Students are fundraising to pay for the trip. The cost might be less than the invoice amount due to the one less night in Orlando.

Mr. Gilman amended the motion to approve the payment to Performing Arts Consultants not to exceed the amount of \$41,922.00 dollars. / Ms. Alexander seconded.

Motion to Amend PASSED 4-0

Y-Gilman; Y-Alexander; Y-Sherman; Y-Hoepfner

Motion PASSED 4-0

Y-Alexander; Y-Gilman; Y-Sherman; Y-Hoepfner

Payment Approval – Music Produce Fundraiser

Ms. Alexander moved to approve the payment to F.C. Bloxon Company Produce in the amount of \$13,392.00 dollars. / Mr. Gilman seconded.

Motion PASSED 4-0

Y-Sherman; Y-Alexander; Y-Gilman; Y-Hoepfner

Out of State Travel – AASA National Conference – Jim Nygaard

Mr. Gilman moved to approve the out of state travel for Jim Nygaard to attend the AASA National Conference in February 2012. / Ms. Alexander seconded.

Motion PASSED 4-0

Y-Alexander; Y-Gilman; Y-Sherman; Y-Hoepfner

Capital Project Cordova Jr/Sr High School

Mr. Gilman moved to make a motion of support to allow the Superintendent to advertise a RFP for retro work using the current energy audit as a guide. / Ms. Alexander seconded.

Discussion: \$40,000 dollars, review audit, prioritize for us; cap the RFP at \$25,000 dollars. State reimbursement if the city comes through with money this could turn into \$100,00 plus and utility savings. Suggest two years and under to stay with.

Motion PASSED 4-0

Y-Gilman; Y-Alexander; Y-Sherman; Y-Hoepfner

Adult Breakfast & Lunch Price Increase

Ms. Alexander moved to approve the adult meal price increase as follows: Breakfast-\$3.00, Lunch-\$5.50; summer breakfast minimum-\$3.25 and summer lunch minimum-\$6.00. / Mr. Gilman seconded.

Discussion: State sets a minimum price for the summer program, this has not yet been established but the price for this program is higher than the school year program. School year program dictates the cost must be more than what reimbursement plus commodities are. Fear this price increase will discourage aides in purchasing lunches. Every meal that is not served ups costs. Against this increase, the program is to keep people in the schools.

Motion PASSED 3-1

Y-Sherman; Y-Gilman; Y-Alexander; N-Hoepfner

CORDOVA SCHOOL DISTRICT BOARD OF EDUCATION
REGULAR MEETING: November 9, 2011
Page 6 of 7

Facility Use

When a motion is postponed it is automatically back on the table when listed on the agenda. Original motion: Mr. Gilman moved to approve the Facility Committee's recommendation. / Mr. Nichols seconded.

Discussion: Ms. Alexander shared the following summary of the Facility Committee's information. The committee met twice after the October board meeting to readdress the policy and how it would affect the various user groups/stakeholders who have a history of using the facilities. Additional documents relating to building use from the 1980's were located; facility use fees are not a new concept to Cordova School District. The goal is to develop a policy that could be equitably and consistently enforced. Youth is a priority and youth-focused activities would not be charged, this was never a question. The school district is facing a challenging financial future as funding sources "sunset" or are being reduced, energy and insurance costs increase, leaving a former maintenance position unfilled, and facing tough decisions regarding staffing in the future due to decreased funding. Other costs associated with keeping the schools open include: lights, personnel (cleanup and on call in case of issues), equipment upkeep/storage, heat, and insurances. Facility use fees will not address all of the budget shortfalls, the committee felt it in the best interest to offset those costs with the fees so the district can limit the amount of general fund money that goes to support keeping the school open to non-youth based activities and focus general fund money for the benefit of the students and their education. This is a tough balancing act, realizing this will not please everyone. However, the committee felt they have reached a satisfactory conclusion with this process where there is a policy that can be enforced, reasonable rates based on assessment of other school facility use policies around the state, and the opportunity for nonprofits and community organizations who might not be solely established for youth to negotiate their rates if they do become limiting. The committee presented a new fee schedule to the board. Members of the board commented the fee schedule looks fair and the time/effort of those involved with the committee is appreciated. It was noted, October had 220 activities in the buildings without charge.

Motion PASSED 4-0

Y-Sherman; Y-Alexander; Y-Gilman; Y-Hoepfner

AASB Training – January 2012

Ms. Alexander moved to approve the January 2012 School Board training and payment with Timi Tullis from AASB. / Mr. Gilman seconded.

Discussion: It was noted there was no price included for this. Previous training was provided and Mr. Nygaard is checking about the availability of the free training that had not been used to date.

PASSED 4-0

Y-Gilman; Y-Alexander; Y-Sherman; Y-Hoepfner

Stipend Reimbursement – Gayle Groff

Mr. Gilman moved to approve the stipend reimbursement to Gayle Groff in the amount of \$5,466.00 dollars. / Ms. Alexander seconded.

Discussion: Board approval required. Stipend reimbursement is part of the Certificated Negotiated Agreement.

PASSED 4-0

Y-Sherman; Y-Alexander; Y-Gilman; Y-Hoepfner

CONTRACTS-MEMORANDUMS OF AGREEMENTS: None

PERSONNEL: The following extracurricular positions have been filled: Assistant (JV) Basketball Coach – Aaron Muma; Junior High Girls Cheerleading Coach – Kathleen Ray; Junior High Wrestling Coach – Ron Horton.

MISCELLANEOUS:

- ILP Update:
 - Delay with the arrival of the siding it will arrive on the ferry.
 - Hanging doors, window trim, flooring, painting and cabinets are complete.
 - Plumbers will arrive at the end of the week and the electrician will be arriving with the lights.
 - Mr. Zamudio is working with the electrician/data people.

CORDOVA SCHOOL DISTRICT BOARD OF EDUCATION
REGULAR MEETING: November 9, 2011
Page 7 of 7

MISCELLANEOUS: CON'T

- Regular Policy Review: BP 6161.4 Internet; BP 6161.5 Web Sites/Pages; BP 6142.1 Family Life/Sex Education; BP 6146.2 High School Equivalency Test
Discussion: BP 6161.4 – Language reconsideration, regarding the word, “privilege” perhaps this should be updated. This will be listed on the pending agenda.
- December Regular Board Meeting Date: December 15, 2011 in the high school library at 7:00 p.m.

PENDING AGENDA:

- Monthly Policy Review
- Computer Insurance
- BP 6161.4 Internet policy language
- DARE Update
- Driving Information
- Student Support Account
- Mayor/City Council request for additional school information

AUDIENCE COMMENTS:

- Gayle Groff: Really appreciate the hard work of those involved with the building use policy and what the committee came up with. This seems like a good balance for community stakeholders regarding financing, activities and not being prohibitive. Also appreciation for the stipend approval. Working very hard and near the halfway point with the intent of having a Type B certificate by the end of June. Delighted to serve in this capacity if the opportunity should arise. Certainly appreciate the support and hope to payback as a teacher-leader.

BOARD COMMENTS:

- Mr. Gilman: Thank you everyone and thank you Mr. van den Broek for being a part of this meeting. This was a great meeting, a lot was covered. The awards are great to see. Thank you.
- Ms. Alexander: Fun to applaud teachers, administrators and students. Appreciated the opportunity to attend the recent AASB conference, this was a great opportunity to learn. Looking forward to exploring and seeing how we might be able to apply, learn, and grow from what other schools are doing around the state.
- Mr. Sherman: The applause was great. Annual AASB meeting is always a plus and a learning experience. Our students and community are lucky to have our administrators, teachers, and staff now the whole state can know.
- Mr. Hoepfner: Our Superintendent of the Year and Teacher of the Year are phenomenal. Certainly appreciate Verma’s documentation of the information for the city provided at our budget workshop. To all the staff, thank you for doing a great job.

EXECUTIVE SESSION: None

ADJOURNMENT:

Mr. Gilman moved to adjourn the meeting. / Ms. Alexander seconded.

Motion PASSED

Meeting adjourned at 10:15 p.m.

ATTEST:

President

Clerk