

# Cordova School Board

## Regular Meeting

April 11, 2018 at 7:00 PM

### YouTube Stream:

<https://www.youtube.com/@cordovaschooldistrictmeetings>

#### **School Board Members**

David Glasen (President)

[dglasen@cordovasd.org](mailto:dglasen@cordovasd.org)

Henk Kruithof (Vice-President)

[hkruithof@cordovasd.org](mailto:hkruithof@cordovasd.org)

Emma Merritt (Clerk)

[emerritt@cordovasd.org](mailto:emerritt@cordovasd.org)

Pete Hoepfner (Member)

[phoepfner@cordovasd.org](mailto:phoepfner@cordovasd.org)

Kate Trudeau (Member)

[ktrudeau@cordovasd.org](mailto:ktrudeau@cordovasd.org)

Cordova School District Website: <https://cordovasd.org/>

#### **Mailing Address:**

Cordova School District  
PO Box 1330  
Cordova, Alaska 99574

#### **Telephone Numbers:**

Cordova Jr/Sr High 907-424-3266  
Mt. Eccles Elementary 907-424-3236  
District Office 907-424-3265

## School Board Meeting Procedures

Welcome to a meeting of the Cordova School District Board of Education. As your elected representatives to this policy-making Board, we appreciate your interest and your attendance. Attending Board meetings is an important way to learn about the accomplishments, concerns and needs of your public schools. The following will explain how the Board functions and how you can be a part of the proceedings.

The Board generally meets for its regular Board meetings on the second Wednesday of every month at 7:00 P.M. at the Cordova High School Multipurpose Room. However, due to the scheduling of holidays or for special purposes, the Board occasionally meets on other days and or at other locations. Meeting notices are posted at the U.S. Post Office, City of Cordova Civic Center Public bulletin, Cordova District Office, Elementary Bulletin, High School Bulletin and on the Cordova District website under School Board. Please check with the District Office if you should have any questions regarding meeting times or locations. The Cordova School District Policy Manual, Board Policies, and Robert's Rules of Order, Newly Revised, are the parliamentary authority for conduct of the meetings. The Board conducts all of its business in public except for executive sessions as permitted under State statutes.

The Board President and the Superintendent prepare the agenda for each meeting. Items on the agenda are considered by motions, which require voice votes or roll call votes of the Board.

All Board meetings are open to the public except for executive or closed sessions, which the Board may call, to discuss, personnel matters, pending court proceedings involving the District, financial matters or student discipline matters. Voting on all issues, including those discussed in executive session, is done in public. Background materials on agenda items are sent to Board members prior to each meeting. After examining this material, Board members may obtain answers to questions and be prepared to efficiently and expeditiously reach decisions concerning the many items, which come before them during the meeting.

### **ADDRESSING THE BOARD**

**A Board meeting is a meeting in the public and not a public hearing; therefore, participation by persons in the audience is designated for specific places on the agenda.**

**Discussion is normally limited to members of the Board of Education, the Superintendent, or those who may be called upon for information. However, prior to a vote being taken, the President may request additional input from members of the audience. Citizens or groups who wish to formally be on the agenda must present their item in writing to the Superintendent at least one week in advance of the meeting to request placement on the agenda. The Board of Education encourages communication with the residents of the community.**

**Should you have specific questions regarding Board policy or actions, please feel free to call any Board member or the Superintendent at the District Office at 907-424-3265. You may also communicate in writing by addressing your letter to the Cordova Board of Education by email at [csd\\_board@cordovasd.org](mailto:csd_board@cordovasd.org), Cordova School District, P.O. Box 1330, Cordova, AK 99574 or by e-mail to Alex Russin at [arussin@cordovasd.org](mailto:arussin@cordovasd.org).**

#### **How do I access the Cordova School District School Board Policy Manual?**

1. Please go to the Cordova School District Website @ <https://cordovasd.org/>
2. From our Home page under **Menu**, click "**District Information**".
3. Click on: "**School Board**"
4. Click on: "**Policy Manual**". <https://boardpolicyonline.com/?b=cordova>
5. Instructions are provided for navigating and searching the online policy manual.

# CORDOVA SCHOOL DISTRICT – BOARD OF EDUCATION

## MEETING AGENDA

April 11, 2018 at 7:00 PM

Regular Meeting

YouTube Stream: <https://www.youtube.com/@cordovaschooldistrictmeetings>

**MISSION STATEMENT** - The Cordova School District utilizes our unique natural surroundings and active involvement of parents and community to provide a safe learning environment that offers challenging curricula and activities while developing successful, responsible citizens for the future.

**VISION STATEMENT** – The Cordova School District is committed to providing opportunities to challenge students to discover, set and pursue their goals. Students shall possess the academic and communication skills, character, personal discipline and cultural awareness to contribute as responsible citizens. Furthermore, the district seeks to foster a continued desire for learning beyond the classroom and graduation.

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\* Alaska law sets forth the reasons for holding an executive session. In moving for an executive session, the reason should be set forth in one of the motions as outlined.

1. I move that the Board go into Executive Session to discuss a person, a subject that may tend to prejudice the reputation or character of a person, provided the person may request a public discussion.
2. I move that the Board go into Executive Session to discuss matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the school district.

\*\* The board invites public comment at this time on agenda and non-agenda items. Comment at this oral hearing is limited to three minutes per person and five minutes per group. **The public comment period is an opportunity for the board to hear the public's concerns. The board will not engage in discussions with members of the public during the comment period.** Public comment is scheduled during regular meetings only when the board takes formal action.

**Cordova School Board Goals 2025-2026**

1. Increase engagement with the public.
2. Dedication to Board training and personal improvement.
3. Advocate for the school district at the local and state level.
4. Continued focus on the Reading Goal.

*\*Updated by the School Board on October 8, 2025*

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Cordova School District Board of Education

a. Call to Order/Pledge of Allegiance/Roll Call/Establishment of a Quorum

Time: \_\_\_\_\_

Pledge of Allegiance

Roll Call:

Barb Jewell \_\_\_\_\_

Tammy Altermott \_\_\_\_\_

Sheryl Glasen \_\_\_\_\_

Peter Hoepfner \_\_\_\_\_

Bret Bradford \_\_\_\_\_

Zya Taylor \_\_\_\_\_ (Student Council Representative)

\_\_\_\_\_ (Alternate Student Council Representative)

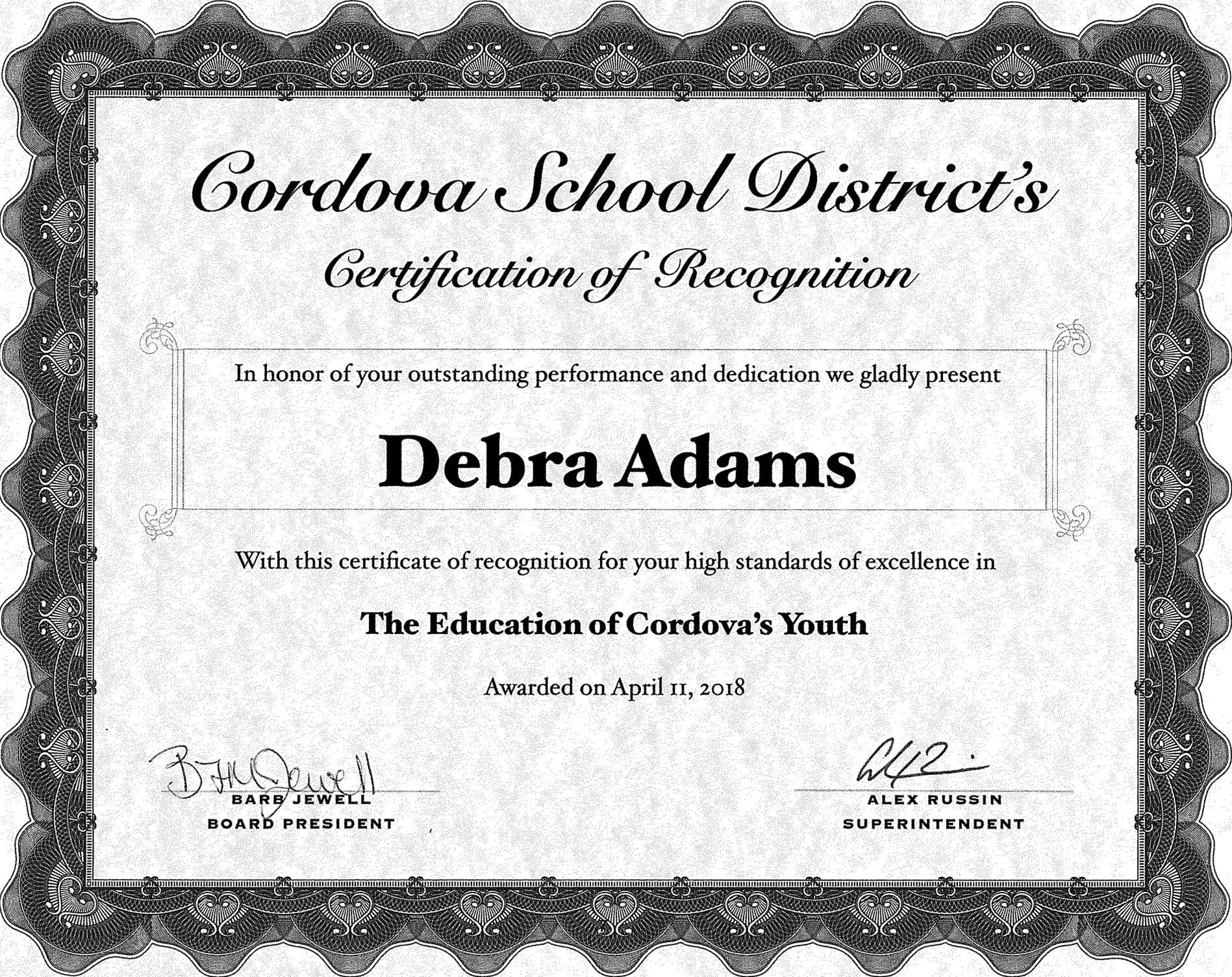
Establishment of a Quorum

Quorum YES \_\_\_\_\_

Quorum NO \_\_\_\_\_

Cordova School District Board of Education

- b. Presentation of Certificates/Awards:
  - 1. Debra Adams



*Cordova School District's*  
*Certification of Recognition*

In honor of your outstanding performance and dedication we gladly present

**Debra Adams**

With this certificate of recognition for your high standards of excellence in

**The Education of Cordova's Youth**

Awarded on April 11, 2018



BARB JEWELL  
BOARD PRESIDENT



ALEX RUSSIN  
SUPERINTENDENT

Cordova School District Board of Education

c. Correspondence:

1. Letter of Support for Environmental Literacy Grant Application

P.O. Box 1330  
675 Second Street  
Cordova, AK 99574



(T) 907-424-3265  
(F) 907-424-3271  
[www.cordovasd.org](http://www.cordovasd.org)

April 6, 2018

National Oceanic and Atmospheric Administration  
Office of Education

**Re:** Funding Opportunity Building the Environmental Literacy of K-12 Students and the Public for Community Resilience

NOAA-SEC-OED-2018-2005455

To Whom It May Concern:

On behalf of the Cordova School District, I am pleased to provide a letter of support to the Center for Alaskan Coastal Studies (CACs) in Homer, Alaska for their FY2018 Environmental Literacy Grant Application, *Promoting Sustainable Community Adaptation and Resilience Education (CARE) for Coastal Arctic Alaska Communities*.

My understanding is that, with the successful award of this grant, the Prince William Sound Science Center, located in Cordova, AK, would become a key partner with other science organizations and tribal entities in building capacity around Alaska's coastal Arctic communities to support K-12 education regarding local impacts of climate change and the engagement of youth as leaders in community-based adaptation and resilience efforts. The District recognizes that trained community-based educators can provide sustained support to teachers and students in connecting learning, youth engagement, and leadership opportunities for community resilience, specifically in the Copper River Basin.

The proposed main program components, including (1) compilation and access to available resources such as relevant curriculum resources from NOAA agencies and partners through the AdaptAlaska.org website, (2) recruitment, selection, and training of CARE Fellows to support school-based and out-of-school activities, and (3) youth engagement and leadership activities culminating in visible, shared youth leadership in community adaptation and resilience efforts, align well with the District's pursuit of project-based learning opportunities for students that are culturally and locally relevant. Moreover, the development of an online Alaska Educator Toolkit of place-based climate change education resources and youth engagement opportunities that can be incorporated into our schools is an exciting opportunity which can serve to enhance Science, Technology, Engineering, Art, and Math (STEAM) concepts for our teachers' and students' environmental literacy skills.

Further, the potential for students to build an understanding in preparing for and responding to coastal hazards related to climate change, including coastal erosion and risks of contaminant spills, provides true real-life connections to their learning. These types of program efforts have the potential to serve as opportunities to implement response strategies that align with proposed coastal resilience workshops and climate adaptation planning efforts taking place in coastal Arctic communities.

The Cordova City School District strongly supports this effort and will commit to providing the opportunity for our teachers to participate in trainings, youth engagement projects, and professional development relevant to fostering stewardship and community resilience in a changing climate. We look forward to supporting this community-led approach for rural Alaska youth through locally-based events that engage youth with CARE Fellows, scientists, teachers, school administrators, and community members.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alex Russin".

Alex Russin, Superintendent

Cordova School District Board of Education

- d. Hearings of Invited Individuals or Groups (Limit 15 minutes per Individual/Group)  
2017—2018 Close-Up Participants

Cordova School District Board of Education

e. Approve Meeting Agenda

Information: April 11, 2018 Regular Meeting Agenda

**Motion:** I move to approve the April 11, 2018 regular meeting agenda as presented.

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Discussion:

\_\_\_\_Jewell    \_\_\_\_Altermott    \_\_\_\_Glasen    \_\_\_\_Hoepfner    \_\_\_\_Bradford

Motion:            PASS

Motion:            FAILED

Comments:



Cordova School District Board of Education

f. Audience Comments

The Board invites public comment at this time on the agenda and non-agenda items. Comment at this oral hearing is limited to THREE minutes per person and FIVE minutes per group.

The public comment period is an opportunity for the Board to hear the public's concerns. The Board will not engage in discussions with members of the public during the comment period.

**Please ask person/persons to step forward so their comments may be recorded. If someone remains in the audience the device cannot record their comments.**

**\*\*Please speak up so your comments can be heard and recorded\*\***

Cordova School District Board of Education

g. Consent Agenda

- Information:
1. March 14, 2018 – Regular Meeting Draft Minutes
  2. March 19, 2019- Special Meeting Election of Board Officers and Audit Firm Contract Draft Minutes.
  3. March 21, 2018 Special Meeting Internet Service Provider Contract Approval Draft Minutes.
  4. Stipend Program Reimbursement Request for Kate Williams
  5. E 2110 Organization Chart/Lines of Responsibility (Second Read)
  6. BP 3545 Airline Miles (Second Read)
  7. AR 3545 Airline Miles (Second Read)
  8. BP 4216 Probationary/ Permanent Status (Classified Personnel) (Second read)

**Motion:** I move to approve the Consent Agenda as presented in the Board Packet.

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Discussion:

\_\_\_\_\_Jewell    \_\_\_\_\_Altermott    \_\_\_\_\_Glasen    \_\_\_\_\_Hoepfner    \_\_\_\_\_Bradford

Motion:    PASS            Motion:    FAILED

Comments:

**CORDOVA SCHOOL DISTRICT BOARD OF EDUCATION**

**REGULAR MEETING: March 14, 2018**

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**CALL TO ORDER:** Ms. Jewell called the meeting to order at 7:03 pm in the Cordova Jr./Sr. High School Media Center. The Pledge of Allegiance followed.

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

Members Absent: None

Quorum: Established

**Staff Present:** Superintendent Alex Russin and Business Manager Kristy Andrew

**Staff Absent:** Food Service Director Ms. Sandie Ponte, Principal Kate Williams, Principal Gayle Groff, Maintenance Director Jared Niles, Technology Director Keith Zamudio, and Secretary Nora Dudley

City Council Rep: None

Student Council Rep: Zya Taylor (Absent-Spring Break)

CEA Rep: Laura Hanson

**Visitors:** Bustamante Hidalgo, Chris Corrigan, and Avril Orloff

**PRESENTATIONS OR AWARDS/CERTIFICATES:** Superintendent Russin presented Bustamante Hidalgo a certificate of appreciation acknowledging him for the support of Cordova Youth during his daily work routine and for helping visitors to Mt. Eccles Elementary School.

**CORRESPONDENCE:**

Included in the Board Packet was a letter submitted by the Superintendent in support of HB 339, which proposes an increase of \$100 in the Base Student Allocation.

**HEARINGS OF INVITED INDIVIDUALS OR GROUPS**

(Limited to 15 minutes per Individual/Group):

Outside the Lines Chris Corrigan and Avril Orloff presented an illustrated representation of the strategic planning conversations held with student, staff and community groups on March 13, 2018. Key highlights which emerged from the conversations in thinking about our school system included answering the questions: What will the world look like in 20 years; what does a person “well prepared for the world” look like; what makes our schools great? what do we need to keep doing and build on; and what is working in the current school system structure?

Board members made general comments about the process of planning and the new and different approach taken by the District this year. Further comments included looking forward to the next phase of planning for the future.

**APPROVAL OF REGULAR AGENDA:**

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

Discussion: None

**Motion PASSED 5-0**

Comments: None

**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: None

**Motion PASSED 5-0**

**REPORTS:**

**Student Council:** None (Spring Break)

**City Council:** None

**Cordova Education Association:** Laura Hanson

**COMMITTEE REPORTS:**

**AASB Liaison:** (Mr. Hoepfner)

- Mr. Hoepfner gave a brief overview of the AASB Legislative Fly-in meetings he recently attended, including new and upcoming bills that are being discussed by the legislature.

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

- Ms. Altermott gave an overview of the meeting including that the group discussed next year's handbook (2018-19) and options for looking at other district's handbooks to learn about the content and format of how others are organized. She also shared that the upcoming College Fair was discussed including some current challenges and possibilities for organizing an event in the future.

**Elementary Site Council:** (Ms. Glasen)

- Ms. Glasen summarized that attendance and enrollment were discussed at the meeting, as well as four goals of school improvement efforts that were listed in Ms. Groff's report. She shared that other discussion included how the Web-Based MAP testing data was more accessible and potentially usable than previous formats, the curriculum review process, and restorative practices as a pending agenda item.

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

- Ms. Jewell gave a brief overview of the meeting held on February 27, 2018 including how music and other non-textbook based course curriculum might be reviewed. Mr. Russin added that the committee is looking at organizing curriculum review frameworks in a consistent manner so that a clear process can be followed in years to come. He also included that Ms. Corrao and Ms. Hottinger were great resources during this meeting by providing their knowledge and expertise in the field.

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

- Mr. Russin explained that there are several policies for first read on the Board's agenda as recommended from the Policy Committee meeting on February 26, 2018. He shared that May 17, 2018 is the next tentative committee meeting, during which time the committee will be looking at policies that are "out of sequence" according to the review cycle. Mr. Russin shared that if the Board would like any other policies reviewed by the committee to let him know by May 1, if possible.

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

- Mr. Russin and the Board discussed the status of the Cordova Jr/ Sr High School gym floor. It was explained that there are many unknowns with the root problem of the floor damage and that the Maintenance Team has been to temporarily fix the condition as problems have come up. It was noted that the school is a city building and that efforts need to be made from the Superintendent's end to further bring this to the City Manager and City Council's attention.

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

- Mr. Russin explained that Outside the Lines was in town to help the District facilitate community conversations around strategic planning and that though low turn-out among the staff and students occurred due to Spring Break, the conversations were representative of the results of the February survey. He shared that he was anxious and eager to continue to engage stakeholder groups in the process of planning for the District's future.

**Negotiations:** (Ms. Jewell & Mr. Hoepfner):

- No negotiations at this time.

**ADMINISTRATIVE REPORTS:**

Mt. Eccles Elementary School-Ms. Groff, Principal

- Ms. Groff was not present, but a written report was included in the Board Packet. There were no questions or anything more to add to the report.

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

- Ms. Williams was not present, but a written report was included in the Board Packet. Ms. Jewell wanted to point out that the AdvancED graphics included in Ms. William's report reflected the general idea of questions and conversations that were currently being had around strategic planning and that they were validating for the work being done.

Technology Report-Mr. Zamudio

- Mr. Zamudio was not present, but a written report was included in the Board Packet. There were no questions or anything more to add to the report.

Maintenance Report-Mr. Niles

- Mr. Niles was not present, but a written report was included in the Board Packet. Ms. Glasen asked if there have been proactive efforts in communicating to the City regarding the status of the gym floor. Mr. Russin reported that communication has not been recent and that he would respond.

Food Service Report-Ms. Ponte

- Ms. Ponte was not present, but a written report was included in the Board Packet. There were no questions or anything more to add to the report.

Business Office Report-Ms. Andrew

- Ms. Andrew provided a report which was included in the Board Packet. Mr. Bradford asked how the new copier installation went. Ms. Andrew responded that it went fast and smoothly, that they were installed in one day, and that the staff was trained the next day.

Superintendent Report-Mr. Russin

- Mr. Russin included a written report in the Board Packet. Mr. Hoepfner asked how the handbooks would be addressed this year. Mr. Russin responded that they will be reviewed for content and that revisions would be made accordingly. Mr. Russin further commented that handbook review has been discussed year after year and that he is looking to establish content that is consistent, clear, and concise for all users. He concluded by stating that he would appreciate hearing some guidance, ideas, and any suggestions from the Board to be taken into consideration.

**FINANCIAL REPORTS:**

- Ms. Andrew gave a brief report of February's financial statements. She wanted to point out the reduction of mileage booked in January/February of over 800,000 miles. Ms. Altermott explained that she would like to see a breakdown of mileage usage from students, staff, and the Board in the future for budgeting purposes and considerations.
- Ms. Jewell asked if there had been any development in trying to get more historical information on the creation of CHSSA accounts. Ms. Andrews said that there has been progress and that the Administration still needs more time because of the number of accounts on record.

**INFORMATIONAL ITEMS:**

- 2018 Strategic Planning Survey Results were included in the Board Packet for review.

**NEW/UNFINISHED BUSINESS:**

1. District Investments

Discussion: Ms. Andrew gave an overview of options Wells Fargo provided for the District's current investment structures. As presented in the Board Packet, a snapshot summary showed how the investments have been accruing interests versus how much interest could be accrued with low-risk higher yield rates. The Board appreciated Ms. Andrew's engagement and dedication in learning more about the investments and asked the Administration to consider developing a policy and/or administrative regulation related to investments in order to provide sound guidance and direction to/from the Board/Administration.

2. School Climate and Connectedness Survey

Ms. Altermott moved to have the district participate in the School Climate and Connectedness Survey in 2018-19 school year and to use the data to inform policy decisions and practices as presented in the Board Packet. Ms. Glasen seconded.

Discussion: The Board and Superintendent discussed the use of data in helping to make operational and strategic decisions within the District, including what type of data the District currently has, what type would be most helpful in collecting, which student groups might be most helpful in surveying, and qualitative vs. quantitative data collection. Further discussion included specific details of the Climate and Connectedness Survey and the resources the Association of Alaska School Boards has in facilitating the review of the data.

Mr. Bradford moved to refer the survey to staff for additional information and consideration. Ms. Altermott seconded.

Discussion: A brief discussion was held regarding whether referring this item to staff was similar to referring the item to committee. The Board concurred that it was.

**Motion PASSED 5-0**

**Original Motion Failed**

3. Ms. Glasen moved to approve the Superintendent Contract as presented in the Board Packet. Mr. Bradford seconded.

Discussion: The recommendation was being made after a good evaluation. Ms. Jewell congratulated Mr. Russin on the work that is being done in the District.

**Motion: PASSED 5-0**

4. Mr. Bradford moved to approve the FY18 Budget Revision as presented. Ms. Glasen seconded.

Discussion: Mr. Bradford asked if this motion needed to be amended to exclude the function 511. Ms. Jewell explained that most of the travel referenced had already been approved. Mr. Russin wanted to add that the contract for Outside the Lines was already approved by the Board last fiscal year and that the Administration originally intended pre-pay the expense in last year's budget. He further explained that since that did not occur, and the contract was overlooked in being part of this year's budget, a budget revision was necessary.

**Motion: PASSED 5-0**

5. E 2122 Superintendent of Schools: Job Description

Discussion: Mr. Russin explained that the Policy Committee wanted to refer this policy to the full Board for review to determine if there were thoughts on updating the job description. The Superintendent shared that the policy was created some time ago and that the Board may consider revisions. He further stated that this

was not a time-sensitive consideration and that the Board may want to discuss it further in the upcoming year.

6. E 4020 Drug and Alcohol-Free Workplace

Discussion: Mr. Russin provided a summary of the discussion that took place at the Policy Committee meeting regarding this policy, including the long-time practice (not policy) of requiring pre-employment drug tests for personnel and the associated costs with this practice. He added that the Committee discussed the idea of adding language to the existing exhibit (E 4020) regarding random drug testing and a signature line indicating that employees understand that the District is a drug and alcohol-free workplace. The Board had several questions and referred the exhibit back to the Superintendent for further research on policy language.

7. E 2110 Organizational Chart/Lines of Responsibility (First Read)

Ms. Altermott moved to approve the E 2110 Organizational Chart/Lines of Responsibility (First Read) recommendations as presented in the Board Packet. Mr. Hoepfner seconded.

Discussion: Mr. Russin explained that the current chart structure did not accurately represent the lines of responsibility and that the more linear chart included was a better representation. He added that the current chart did not include all positions, as well.

**Motion: PASSED 5-0**

8. BP 2210 Admin Leeway in Absence of Board Policy (First Read)

Ms. Glasen moved to approve the BP 2210 Admin Leeway in Absence of Board Policy (First Read) recommendations as presented in the Board Packet. Mr. Bradford seconded.

Discussion: Ms. Altermott and other board members found this change in the policy to be adequate referencing lines of communication between the Superintendent and the Board in an emergency situation. Ms. Jewell added that before adopting changes in the second read she would like to hear if there is specific purpose as to how the policy reads as it is written.

**Motion: PASSED 5-0**

9. BP 3545 Airline Miles (First Read)

Ms. Glasen moved to approve the BP 3545 Airline Miles (First Read) recommendations as presented in the Board Packet. Mr. Bradford seconded.

Discussion: Mr. Russin explained that two paragraphs in the policy have been recommended to become an Administrative Regulation (AR) as they provide direction or guidance regarding the implementation of the policy. Board Members provided general comments on the use of miles as a means to help offset current and future travel costs, and the importance of still paying attention to what the actual expenditures would be as part of the budget.

**Motion: PASSED 5-0**

10. AR 3545 Airline Miles (First Read)

Mr. Bradford moved to approve the AR 3545 Airline Miles (First Read) recommendations as presented in the Board Packet. Ms. Glasen seconded.

Discussion: None

**Motion: PASSED 5-0**

11. BP 4216 Probationary/ Permanent Status (Classified Personnel) (First Read)

Mr. Bradford moved to approve the BP 4216 Probationary/ Permanent Status (Classified Personnel) (First Read) recommendations as presented in the Board Packet. Ms. Altermott seconded.

Discussion: Mr. Russin explained that this policy is being proposed for elimination because of its lack of consistency in implementation over the years and that it is no longer necessary as a means to address employee performance. He further shared that during a 90 working-day probationary period, which is ½ of a school year, an employee is not contributing to the PERS retirement system nor are they earning any District benefits. The Superintendent further added that working with employees on expectations and work performance feedback is better organizational practice than what this policy.

**Motion: PASSED 5-0**

**CONTRACTS/MEMORANDUMS OF AGREEMENTS: None**

**PERSONNEL:**

1. 2018-2019 School Year Contracts for Tenured Staff

Mr. Bradford moved to approve 2018-2019 School Year contracts for the Tenured Staff as listed in the Board Packet. Ms. Altermott seconded.

Discussion: Ms. Glasen asked if these recommendations take into account evaluations and any plans of improvements. Mr. Russin responded that both evaluations and improvement plans are part of the process and taken into account when making recommendations and that he was very confident regarding the recommendations being made.

**Motion: PASSED 5-0**

2. 2018-2019 School Year Contracts for the Non-Tenured Staff

Ms. Altermott moved to approve 2018-2019 School Year contracts for the Non-Tenured Staff as listed in the Board Packet. Mr. Bradford seconded.

Discussion: None

**Motion: PASSED 5-0**

3. 2018-2019 School Year Contracts for the District Office Administrators

Ms. Altermott moved to approve 2018-2019 School Year contracts for the District Office Administrators as listed in the Board Packet. Mr. Bradford seconded.

Discussion: None

**Motion: PASSED 5-0**

4. Classified Employees 2018-2019 School Year

Discussion: Mr. Russin explained this year he will be putting a formal letter together for all hourly (Classified) employees listed in the packet to make an official invitation to continue working for the district next year.

**MISCELLANEOUS:**

- Wednesday, April 11, 2018 will be the next regular Board Meeting. Election of Officers and the Auditor contract meeting will be held on Monday March 19, 2018.

**CORDOVA SCHOOL DISTRICT BOARD OF EDUCATION**

**REGULAR MEETING: March 14, 2018**

Page 7 of 7

**Pending Agenda:**

- Policies as recommended by AASB
- School Calendar
- Budget Development Process
- Strategic Plan
- Senior Luncheon

**AUDIENCE COMMENTS:** None

**BOARD COMMENTS:**

- Ms. Altermott: She is looking forward to continue with the strategic planning conversation and thanked Mr. Russin for all of his hard work in making it happen. Ms. Altermott was thankful for the Staff Appreciation dinner; she mentioned it was a great step to bring our staff together.
- Mr. Bradford: Congratulations to Cordova Wolverines Basketball team that made it to the state tournament and to the Robotics Team that made it to Nationals. He thanked all the voters for turning up to the elections, and he shared congratulations to Mr. Russin for his new contract.
- Ms. Glasen: Congrats to the Robotics team which made it to Super-Regionals and congratulations to Mr. Bradford and Mr. Hoepfner for being reelected to the Board.
- Mr. Hoepfner: Thanked everybody for their hard work; he's happy to see the academic and sports teams going to state and national competitions.
- Ms. Jewell: Congrats to Mr. Bradford and Mr. Hoepfner for another election. She is very grateful to be part of this wonderful organization.

**EXECUTIVE SESSION:** None

**ADJOURNMENT:**

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

Discussion: None **Motion PASSED 5-0**

Meeting Adjourned at 11:00 pm

**ATTEST**

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**CALL TO ORDER:** Ms. Jewell called the meeting to order at 12:04 pm in the School District Conference Room. The Pledge of Allegiance followed.

**Members Present:** Ms. Jewell, Ms. Altermott, Mr. Hoepfner, and Ms. Glasen  
**Absence:** Mr. Bradford  
**Quorum:** Established

**Staff Present:** Superintendent Alex Russin, Business Manager Kristy Andrew and Secretary Nora Dudley

**Visitors:** None

**APPROVAL OF MEETING AGENDA:**

Mr. Hoepfner moved to approve the March 19, 2018 special meeting agenda as presented in the Board Packet. Ms. Altermott seconded.  
**Discussion:** None  
**Motion:** **Passed** 4-0

**AUDIENCE COMMENTS:** None

**NEW: UNFINISHED BUSINESS:**

- **Election of Officers**

Ms. Altermott nominated Barb Jewell for School Board President. No additional nominations.

Ballot Result: 4-0 in favor

**MOTION:** Ms. Altermott moved to approve Barb Jewell as School Board President/ Mr. Hoepfner seconded.

**Discussion:** None

**Motion PASSED 4-0**

Ms. Glasen nominated Tammy Altermott for School Board Vice President. No additional nominations.

Ballot Result: 3-1 in favor

**MOTION:** Ms. Glasen moved to approve Tammy Altermott as School Board Vice President/ Ms. Jewell seconded.

**Discussion:** None

**Motion PASSED 4-0**

Mr. Hoepfner nominated Sheryl Glasen for School Board Clerk. No additional nominations.

Ballot Result: 4-0 in favor

**MOTION:** Ms. Altermott moved to approve Sheryl Glasen as School Board Clerk/ Ms. Jewell seconded.

**Discussion:** None

**Motion PASSED 4-0**

- The Code of Ethics were reviewed and signed by board members in attendance. Mr. Bradford will sign upon his return to Cordova.  
**Discussion:** None

- 2018-19 Committee Appointments

**Discussion:** Members discussed committee appointments and the function of each committee. Brief discussion took place regarding the combination of the safety and facilities committees and the importance of maintaining a focus on each of those areas of district operations. Mr. Russin stated that he felt the structure worked well since those areas (safety/facilities) are connected and will monitor the need for additional time to discuss items in those areas. Committee appointments will include:

- AASB Liaison- Pete Hoepfner
  - Jr./Sr. High School Site Council- Tammy Altermott, Bret Bradford-Alternate
  - Elementary School Site Council- Sheryl Glasen, Tammy Altermott-Alternate
  - District Strategic Planning Committee- Barb Jewell and Tammy Altermott
  - Safety and Facilities Committee- Bret Bradford and Pete Hoepfner
  - Negotiations- Barb Jewell and Pete Hoepfner
  - Curriculum Committee- Barb Jewell and Sheryl Glasen
  - Policy Committee- Tammy Altermott and Pete Hoepfner
- Ms. Glasen moved to approve Porter & Allison, INC. to provide auditing services for the 2017-2018 School Year/ Ms. Altermott seconded.

**Discussion:** Ms. Andrew provided an overview of the RFP process and informed the Board that there were two responses from auditing companies, neither of which were from the firm the District used in recent prior years. She included that with help of Ms. Glasen and Robyne Butler, they were able to review the proposals and recommend Porter & Allison, a small but personable out of Anchorage.

**Motion PASSED 4-0**

**AUDIENCE COMMENTS:** None

**BOARD COMMENTS:**

- **Ms. Altermott:** Wanted to congratulate everyone for their continued appointments on committees.
- **Mr. Hoepfner:** Congratulated the team for the work on recommending a new auditing firm.
- **Ms. Jewell:** Wanted to extend Mr. Hoepfner's and Ms. Altermott's comments.

**EXECUTIVE SESSION:** None

**ADJOURNMENT:**

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

Discussion: None

**Motion PASSED**

Meeting Adjourned at 12:32 pm

**ATTEST**

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**CALL TO ORDER:** Ms. Jewell called the meeting to order at 12:20 pm in the School District Conference Room. The Pledge of Allegiance followed.

**Members Present:** Ms. Jewell, Mr. Hoepfner, and Ms. Glasen  
Present via telephone: Mr. Bradford  
Members Excused: Ms. Altermott  
Quorum: Established

**Staff Present:** Superintendent Alex Russin, Technology Director Keith Zamudio and Secretary Nora Dudley

**Visitors:** None

**APPROVAL OF MEETING AGENDA:**

Mr. Hoepfner moved to approve the March 21, 2018 special meeting agenda as presented in the Board Packet. Ms. Glasen seconded.

Discussion: Ms. Glasen made a motion to amend the agenda to include a Conflict of Interest Declaration following Audience Comments Regarding Agenda Items. Mr. Hoepfner seconded.

**Motion: Passed 4-0 (roll call vote)**

**Main Motion, as amended: Passed 4-0 (roll call vote)**

**AUDIENCE COMMENTS:** Mr. Zamudio apologized for the delay and timing of this meeting. He explained that Dan Kettwich of Advanced Data Services (ASD) has been working with us on our E-rate application and has helped to identify areas to strengthen our application. Mr. Zamudio further shared that one such strength is the creation of a consortium with the library. Our goal is to fold into the consortium the medical center, which receives internet subsidies through a different federal funding source than E-rate. If successful, the consortium (school, library, medical) will be the first of its kind, not only in Alaska, but in the country.

**DECLARATION OF CONFLICT OF INTEREST:**

**Discussion:** Ms. Glasen wanted the record to reflect her employment with Cordova Telephone Cooperative (CTC), the company being proposed to provide internet services to the school district. She further stated that she had no participation during the process of reviewing the proposals or negotiating the contract and has no direct or specific knowledge of the district's technology infrastructure. She finished by stating she would have no financial gain in awarding the contract to CTC. The Board discussed Ms. Glasen's declaration and determined there were no conflicts or concerns with her being able to vote on the proposed contract. Ms. Jewell also wanted the record to reflect that her husband is an employee of CTC and there was no financial gain to be made for her if the contract is approved. The Board concurred.

**NEW: UNFINISHED BUSINESS:**

- Mr. Hoepfner moved to approve the Internet Service Provider Contract for 2018-2019 School Year as presented in the packet/ Ms. Glasen seconded.

**Discussion:** Mr. Hoepfner asked Mr. Zamudio several questions about the consortium model and how the costs and services in the contract would be shared. Mr. Zamudio explained that this year the District has been monitoring its needs and uses related to bandwidth to best understand how to be able to share the increased bandwidth under the new contract with the library. Mr. Russin added that the details of bandwidth and cost-sharing will be determined at a later time and that the library will use a bulk of the resource in the summer since the needs are greater at that time.

Mr. Hoepfner also asked what the current cost to connect both school buildings is. Mr. Zamudio said that this year's rate is approximately \$4,000/month and the year before was approximately \$3,000/month, which is on top of the monthly internet service cost with AT&T. Mr. Russin added that the current unsubsidized contract with AT&T is approximately \$174,000/year and the new proposed contract with CTC is approximately \$155,000/year.

**Motion: Passed 4-0 (roll call vote)**

**BOARD COMMENTS:**

- **Mr. Hoepfner:** Congratulated Mr. Zamudio for his hard work with the E-rate process and saving the District money.

**EXECUTIVE SESSION:** None

**ADJOURNMENT:**

- Mr. Hoepfner moved to adjourn the meeting. Ms. Glasen seconded.

Discussion: None

**Motion: Passed 4-0 (roll call vote)**

Meeting Adjourned at 12:38 pm

**ATTEST**

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Reimbursement Request for Certificated Stipend Program**

School(s) Attended: \_\_\_\_\_

University of Alaska-Anchorage

Dates Attended: \_\_\_\_\_

Fall 2017 (Aug-Dec.)

Name of Course(s): \_\_\_\_\_

Research in Education

Semester / Quarter	Hours
<u>3</u>	

Reimbursement Costs:

Travel 0  
 Tuition 1398.00  
 Special Fees 165.00  
 COLA 0 \*  
 Total Amount Requested: \$ 1563.00

\* Check with district office for "dollar cost"

# semester hours X dollar cost X 7 = COLA

Documentation Needed: Transcripts, grade report or letter from instructor verifying completion of course(s); plane/ferry ticket; copies of checks or receipts.

Stipend requests are to be presented to the chairman of the selection committee in your building by October 31<sup>st</sup> (for summer courses) OR May 15<sup>th</sup> (for school year courses). They in turn will handle the requests and submit to the district office. Requests will then go the School Board for approval.

I understand that reimbursement for all or part of the above educational plan obligates me to continue teaching in the Cordova School District for the school year 2018-19.

Kate Weil

Signature

2-27-18

Date

Kate Weil

Chairman Signature

[Signature]

Member Signature

March 28 2018

Date Signed by Selection Committee:

[Signature]

Member Signature

Refer to the current Negotiated Agreement for a full explanation of the Stipend Program.

**Reimbursement Request for Certificated Stipend Program**

School(s) Attended: \_\_\_\_\_

Western Governors University (WGU)

Dates Attended: Jan 1, 2018 → present

Name of Course(s): \_\_\_\_\_

Name of Course(s)	Hours
<u>Process Management for Educational Leaders</u>	<u>3</u>
<u>Performance Excellence Criteria for Educational Leaders</u>	<u>4</u>
<u>Workforce Focus for Educational Leaders</u>	<u>4</u>

Reimbursement Costs:

Travel 0

Tuition ~~3635.00~~ 3635.00

Special Fees 55.00

COLA 0 \*

Total Amount Requested: \$ 3690.00

\* Check with district office for "dollar cost"

# semester hours X dollar cost X 7 = COLA

Documentation Needed: Transcripts, grade report or letter from instructor verifying completion of course(s); plane/ferry ticket; copies of checks or receipts.

Stipend requests are to be presented to the chairman of the selection committee in your building by October 31<sup>st</sup> (for summer courses) OR May 15<sup>th</sup> (for school year courses). They in turn will handle the requests and submit to the district office. Requests will then go the School Board for approval.

I understand that reimbursement for all or part of the above educational plan obligates me to continue teaching in the Cordova School District for the school year 2018-19.

Signature Kate Wiley

Signature

3-29-18

Date

Chairman Signature Kate Wiley

Chairman Signature

Member Signature [Signature]

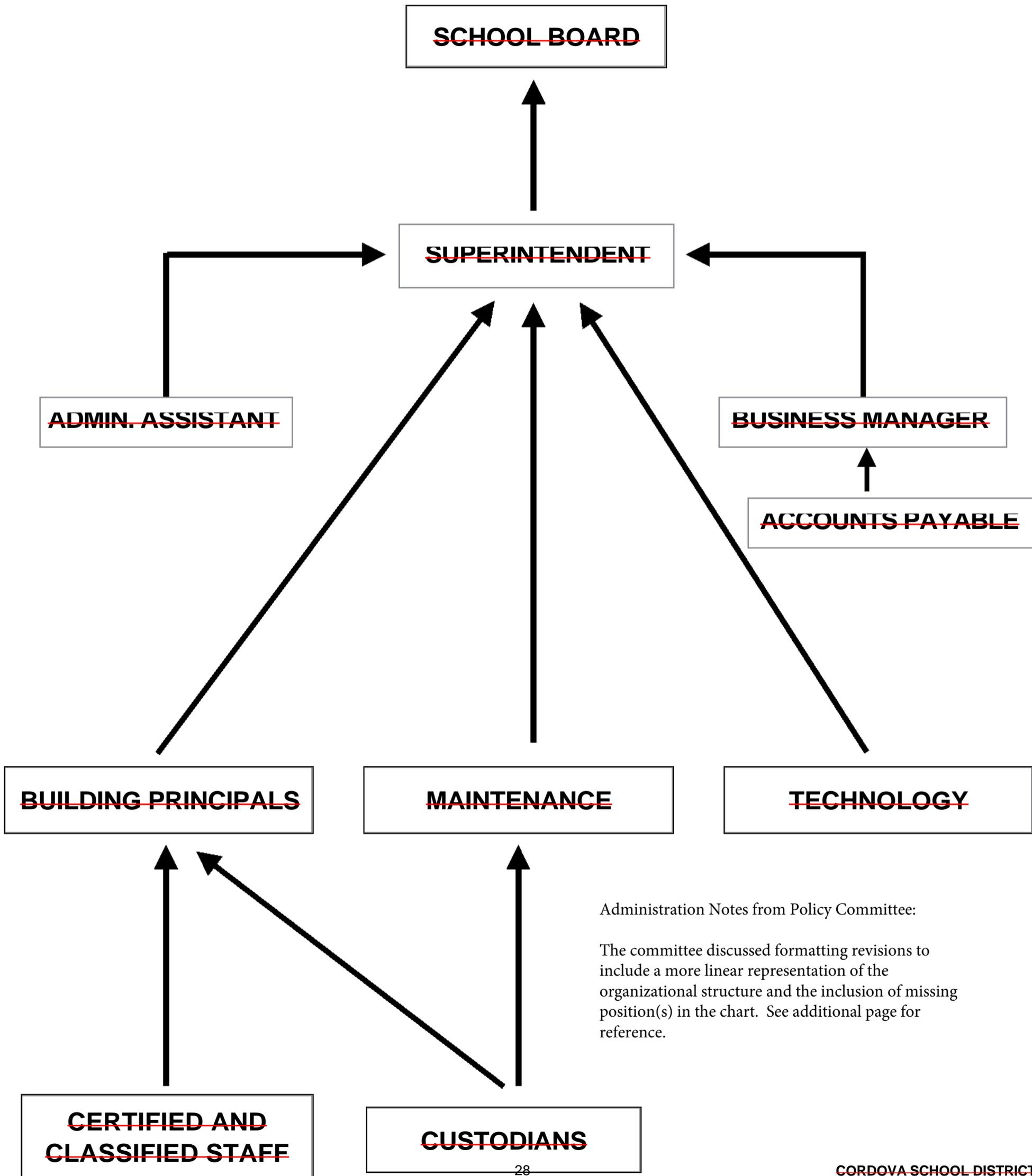
Member Signature

Date Signed by Selection Committee: March 29 2018

Member Signature

Refer to the current Negotiated Agreement for a full explanation of the Stipend Program.

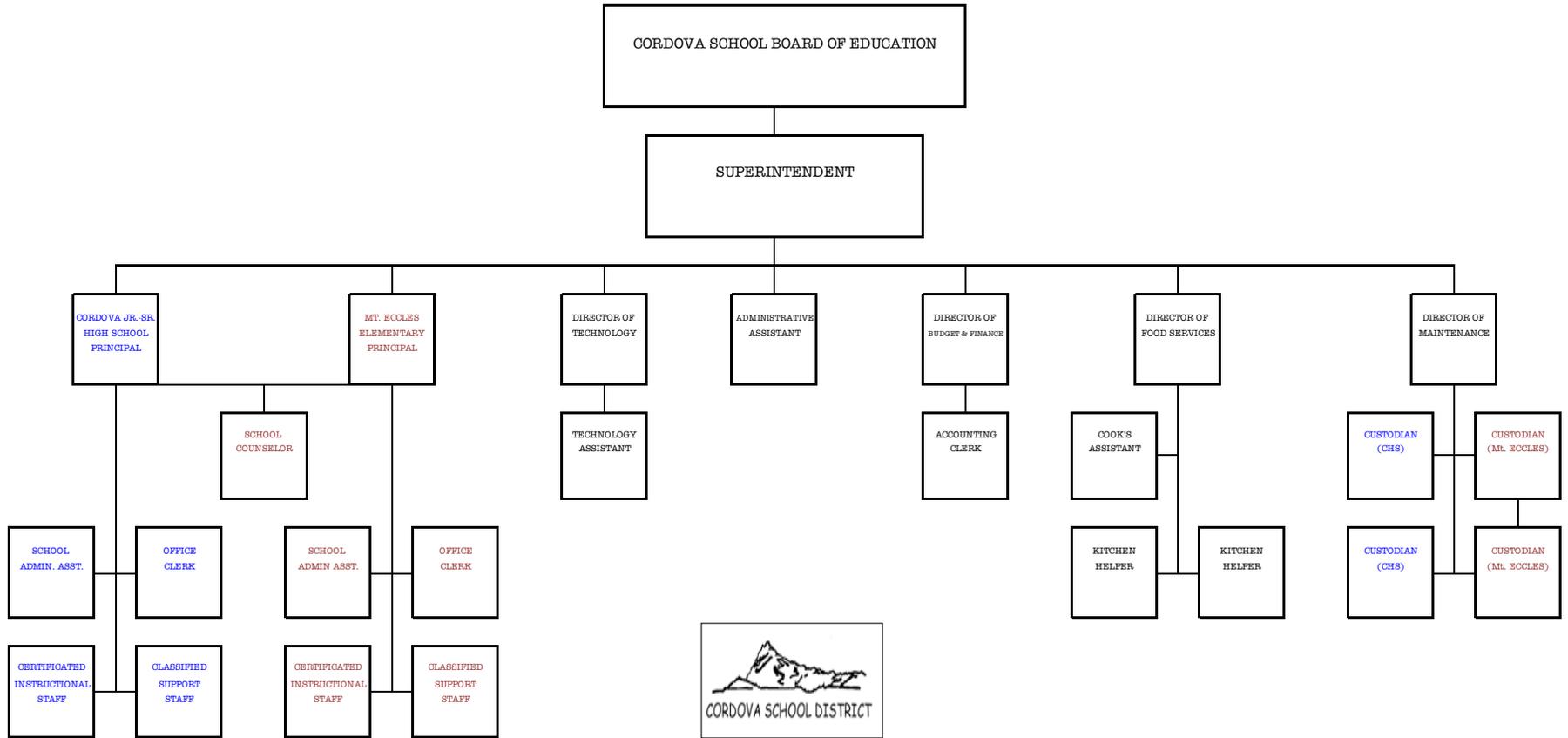
# ~~ORGANIZATION CHART~~



Administration Notes from Policy Committee:  
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. See additional page for reference.

# CORDOVA SCHOOL DISTRICT

## ORGANIZATIONAL CHART



## BP 3545 AIRLINE MILES

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 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**

### ***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:

Administration Notes 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 Personnel)~~

~~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 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.*

Cordova School District Board of Education

h. Reports – Student Council, City Council, CEA, and Committees:

Student Council: \_\_\_\_\_

City Council: \_\_\_\_\_

CEA: \_\_\_\_\_

Cordova School District Board of Education

i. Committee Reports

AASB Liaison: Mr. Hoepfner

Jr./Sr. HS Site Council: Ms. Altermott

Elementary Site Council: Ms. Glasen

Curriculum Committee: Ms. Jewell & Ms. Glasen

Board Policy Committee: Ms. Altermott & Mr. Hoepfner

Safety/Facilities Committee: Mr. Bradford & Mr. Hoepfner

District Strategic Planning Committee: Ms. Jewell & Ms. Altermott

Negotiations Committee: Ms. Jewell and Mr. Hoepfner

Cordova School District Board of Education

j. Administrative Reports – Principals, Technology, Maintenance, Food Service, Business Office, and Superintendent

1. Groff April 2018
2. Williams April 2018
3. Zamudio April 2018
4. Niles April 2018
5. Ponte April 2018
6. Andrew April 2018
7. Russin April 2018





Kate Williams  
Principal Board Report  
April 11, 2018

**2017-2018 GOALS FOR CORDOVA JR.-SR. HIGH SCHOOL**

- AdvancED Accreditation: We received the AdvancED Engagement Review Report (attached) on March 17<sup>th</sup>. We've been recommended for accreditation and our Index of Educational Quality score was a 290.66 out of 400. The report is still pending final approval by the AdvancED Accreditation Commission and we'll be notified when that happens.
- Evaluations for all Non-Tenured Teachers were completed last month with the required Final Evaluation Summary conference held by the last contract day in March, marking the completion of all teacher evaluations for the year. All contracts to teachers were distributed on March 19<sup>th</sup>.

**MONTHLY ATTENDANCE (%)**

	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	AVG.
<b>AUG</b>	90%	94%	100%	94%	88%	84%	91%
<b>SEPT</b>	98%	97%	97%	93%	91%	90%	94%
<b>OCT</b>	96%	93%	93%	92%	93%	87%	93%
<b>NOV</b>	90%	92%	94%	91%	93%	90%	92%
<b>DEC</b>	93%	93%	99%	94%	87%	86%	92%
<b>JAN</b>	90%	94%	96%	90%	95%	85%	91%
<b>FEB</b>	88%	89%	94%	87%	86%	88%	88%
<b>MAR</b>	92%	85%	93%	89%	96%	90%	91%
<b>APR</b>							
<b>MAY</b>							
<b>AVG.</b>							

**STUDENT ENROLLMENT (Based on first day of the month)**

	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Total
<b>AUG</b>	24	22	18	42	30	21	157
<b>SEPT</b>	25	20	19	40	31	22	157
<b>OCT</b>	25	20	19	41	30	22	157
<b>NOV</b>	25	20	19	40	30	22	156
<b>DEC</b>	25	20	18	41	29	22	155
<b>JAN</b>	25	22	20	40	29	22	158
<b>FEB</b>	25	22	20	40	29	22	158
<b>MAR</b>	25	22	20	40	29	22	158
<b>APR</b>							
<b>MAY</b>							
<b>AVG.</b>							

### SCHOOL ACTIVITIES/EVENTS

- The CHS Robotics Team attended Super Regionals in Washington March 7-11<sup>th</sup> with their final ranking coming in at 20<sup>th</sup> of 36 teams. Incredibly hard work and loads of fun for this FTC group!
- Varsity Basketball attended State Championships in Anchorage Mar. 14 @ the AA Center with lots of cheering fans!
- The Close-Up trip had to cancel their New York adventures due to snowstorms hitting the east coast March 20<sup>th</sup>, but were able to grab an extra day in D.C. Mrs. Adams made the best of it, re-booking flights and arranging for various Seattle tours during the delay. The kids were great and made memories that will last a lifetime!
- Quarter 3 Report Cards were mailed March 20<sup>th</sup>, along with letters to parents of students with significant absences.
- Ninth graders had lunch with the School Board on Mar. 20<sup>th</sup>.
- PEAKS testing (grades 7-9) and the Alaska Science Assessment (grades 8 and 10) were completed on March 28, 29 and 30. All tests were computer-based this year. A few technological glitches on DRC's end resulted in a delayed start to the test on Wednesday, the first day. We were able to make up most of those tests by Friday. An official make-up testing window will be held after Mt. Eccles completes their training the week of April 2<sup>nd</sup>.
- Parent-Teacher Conferences were held March 28 and 29 (Wednesday - 1:30-8:00 pm, Thursday - 1:30-4:00 pm). Parents from 7<sup>th</sup> and 10<sup>th</sup> grades represented the majority of conferences (12 each) with 11<sup>th</sup> grade representing the least (2) for a total of 28 hours spent in conferences. Overall, there were 11 less conferences this Spring than there were in the Fall (a reduction from 54 to 43).

Grade	7th	8th	9th	10th	11th	12th	Totals
Parent Conferences	12	5	7	12	2	5	<b>43</b>
Student Enrollment	25	22	20	40	29	22	<b>158</b>

- A small and successful College/Career Fair was held on April 5<sup>th</sup> in the Media Center in the morning. Representatives from the University of Alaska Fairbanks, Alaska Pacific University, Prince William Sound College, Ilisagvik College (Barrow), Alaska Army National Guard, and the Student Conservation Association (Summer Outdoor Programs) attended and gave presentations throughout the morning. Juniors and Seniors attended the presentations, and all students were able to stop by the Media Center and have time to chat both before school and during lunch. Information was also available from Job Corps, AVTEC, Alaska Military Youth Academy, the Alaska Performance Scholarship, FAFSA, Student Loans & Grants, and Post-Secondary financial info. We also had a rep from the University of Alaska Southeast join us for a few hours in the early afternoon. Ms. Dunn coordinated all the details for this, and plans on building on its success next year.
- Thirty-one band/choir students left with Mrs. Corrao and plenty of chaperones on April 5<sup>th</sup> for their Hawaii Trip! Eight additional students will join them at the Aurora Music Festival in Anchorage April 11<sup>th</sup>, with all returning home April 15<sup>th</sup>.
- Mrs. Hottinger tackled several growing projects (seedling starts, raised beds, and vermiculture) with a \$1000 grant she received from the California Foundation for Agriculture in the Classroom. Her final report to the foundation is impressive! (see attached report with fantastic pictures)

- The Class of 2018 continues to add to their impressive list of college acceptances (see below).

COLLEGE/UNIVERSITY/PROGRAM	NUMBER OF ACCEPTANCES
BOISE STATE-IDAHO	2
BOWLING GREEN STATE UNIVERSITY-OHIO	1
CARROLL COLLEGE (HELENA, MT)	1
CENTRAL OREGON COMMUNITY COLLEGE (BEND)	1
COLORADO STATE UNIVERSITY	1
CONCORDIA UNIVERSITY-PORTLAND	1
EASTERN OREGON UNIVERSITY (LA GRANDE)	2
GONZAGA UNIVERISTY-SPOKANE	1
GRACELAND UNIVERSITY (LAMONI, IA)	1
MONTANA STATE UNIVERSITY (BOZEMAN)	1
OHIO NORTHERN UNIVERSITY	1
OHIO UNIVERSITY	1
SEATTLE UNIVERSITY	1
ST. MARTIN'S UNIVERSITY (LACEY, WA)	1
ST. MARY'S OF THE WOODS (IN)	1
UNITED STATES NAVY (ENLISTING)	1
UNIVERSITY OF ALASKA-ANCHORAGE	2
UNIVERSITY OF ALASKA-FAIRBANKS	2
UNIVERSITY OF ALASKA-SOUTHEAST	1
UNIVERSITY OF HAWAII-MANOA	1
UNIVERSITY OF IDAHO (MOSCOW&BOISE)	4
UNIVERSITY OF MONTANA-MISSOULA	1
UNIVERSITY OF PORTLAND	1
WESTERN WASHINGTON UNIV. (BELLINGHAM)	1
WHITWORTH UNIVERSITY-SPOKANE	3
<b>TOTAL ACCEPTANCES</b>	<b>34</b>

### **STAFF PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

*From Hans Werner, who attended the 2018 Teachers Teaching with Technology Conference in San Antonio, TX March 2-4, 2018: I was fortunate enough to be given the opportunity to travel to San Antonio, Texas for the T3 conference. I have not been to a conference in so long I can't remember, and I had forgotten how nice it is to be academically stimulated and excited to see and learn new things that can be integrated into my classroom. So, this conference was held over two days, broken into 5 sessions per day, with what seemed like hundreds of topics to choose from to fill up your day. I spent many of the sessions trying to become comfortable with the TI-Nspire calculator, and feel like I was getting the hang of it pretty well by the end. The other sessions that I really enjoyed was listening to fellow teachers from around the country talk about some of the things that they are doing in their classrooms and schools like teaching a "flipped" class, teaching in a school with no grades, to teaching in a school with no walls. It was fantastic to listen to others experiences. And, to top it all off, I won a TI-Nspire teacher bundle in the last session of the last day!!!*

*On a little bit more personal note, I was able to get out and find some good Texas BBQ, walk the River Walk, and really put some miles on walking around the city on Sunday before my flight checking out the Alamo and several other sites.*

*Thank you for allowing me the opportunity to attend this conference.*

### **SITE COUNCIL SUMMARY**

- The next CHS Site Council meeting is scheduled for April 10<sup>th</sup> at 5:00 p.m. in Room 2.

### **IMPORTANT UPCOMING DATES**

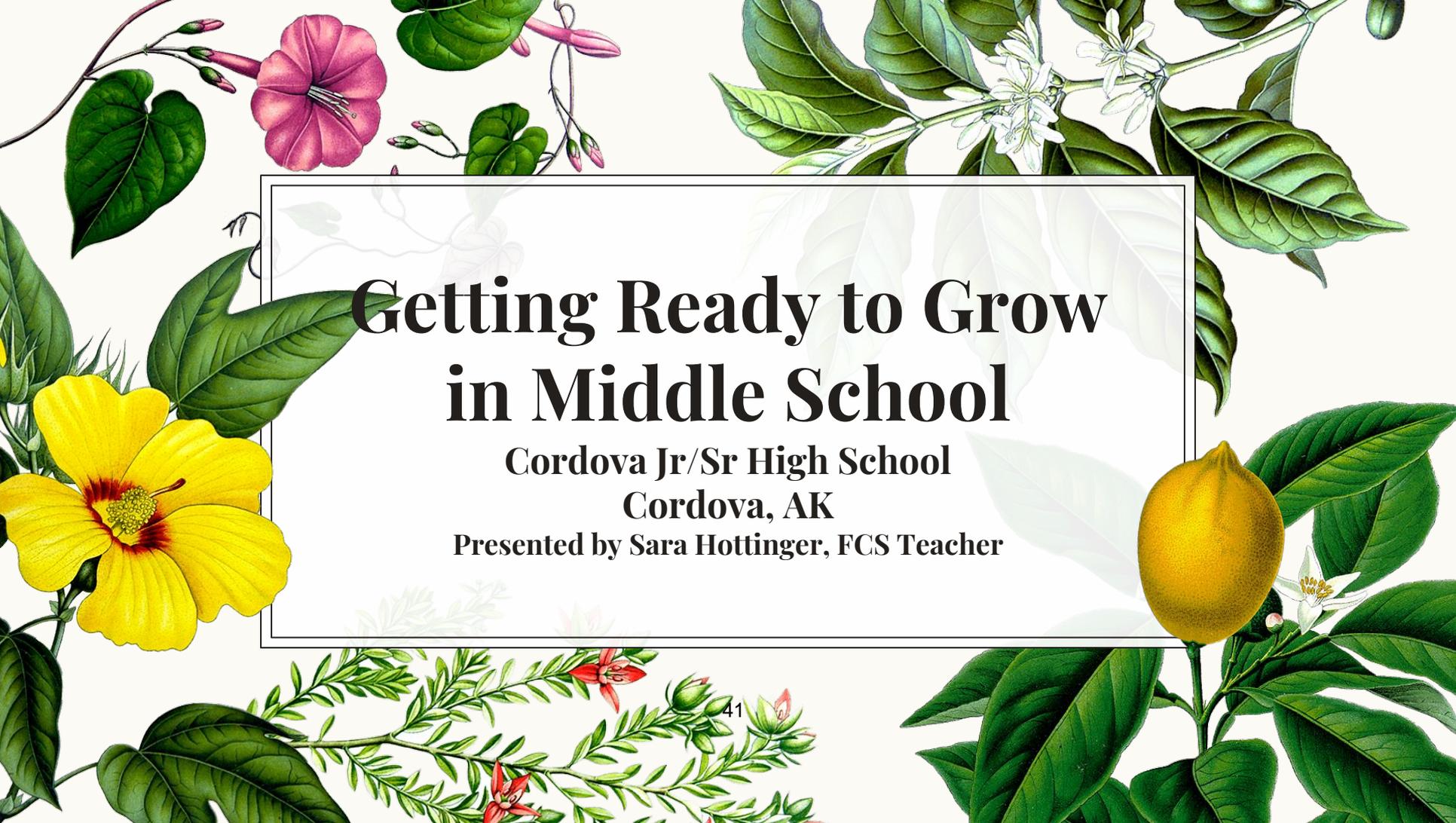
- Apr. 13: Teacher In-Service
- Apr. 14: ACT test date
- Apr. 13-17: Future Problem Solvers competition (FAI)
- Apr. 17: Public Health Nurse – 7<sup>th</sup> grade Vision Screening
- Apr. 19-22: NOSB Travels to Nationals in Boulder, CO
- Apr. 21: Health Fair @ CHS gym
- Apr. 23: Q4 Progress Reports Due
- Apr. 28: PROM
- Apr. 30: Round 3 of MAP Testing begins
- Apr. 30: K-4 Music Concert @ Mt. Eccles
- May 1: 5-12 Music Concert @ CHS
- May 5: SAT test date
- May 7: CHS Site Council 5:00 p.m.
- May 8: *Cabaret* performance @ CDV Center
- May 9: AP English test date; School Board Meeting
- May 10: AP Gov test date
- May 11-12: Music – Solo & Ensemble Contests
- May 15: Academic Awards
- May 16: Baccalaureate
- May 17: AP Stat test date
- May 18: Last day of school for Class of 2018
- May 19: Graduation
- May 25: Last day of school; Half Day; Quarter 4 Grades Due

### **CORRESPONDENCE**

- Nothing to report

### **OTHER**

- Nothing to report



# Getting Ready to Grow in Middle School

**Cordova Jr/Sr High School  
Cordova, AK**

**Presented by Sara Hottinger, FCS Teacher**



# Project Objectives

## **Supply Starts for City of Cordova Beautification**

Working in partnership with the town's Parks & Recreation department our students are planting flowers all over town. The city supplies the hanging baskets and barrels and transportation of materials. The students will start 500+ seedlings of many varieties of flowers suitable for our growing region and plant them in their permanent homes, hopefully nurturing and caring for them over the summer.

## **Additional Garden Plots Around School Building**

In addition to our first mini-hoop house students will be building small raised beds around the South facing side of the high school to grow wildflowers, herbs and vegetables.

## **Vermiculture Hotspot**

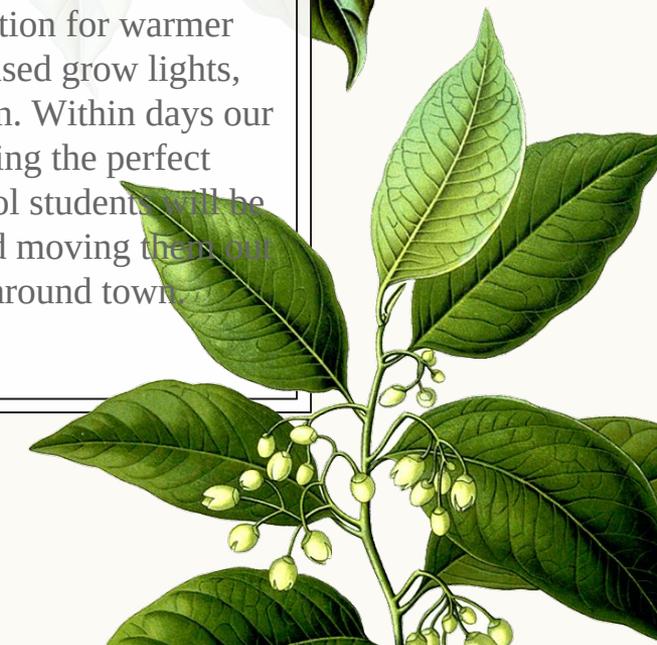
Students started vermiculture buckets in order to collect worm castings for creating a sustainable source of planting medium and garden soil



# 1. Seedling Starts

*A Success!!*

Starting at the beginning of our Fourth Quarter in preparation for warmer temperatures, my 8th grade students assembled the purchased grow lights, filled trays with soil, and planted seeds per packet instruction. Within days our new plants were up and now students are busy maintaining the perfect growing environment. During the remaining weeks of school students will be responsible for repotting seedlings, hardening off plants, and moving them out to our hoop house to wait for their turn to get planted around town.





Clockwise from bottom left: Nasturtium, Cosmos, Pansy, Petunia Flats; Sunflowers; Pumpkin; Viola, Livingstone Daisy, Bachelor Buttons; Students working to build grow lights while other fill seed trays; students during last growing season transplanting starts for the City





## 2. Raised Beds

With the purchase of garden soil we will be able to build and fill our new plots with our flower starts, carrots, pumpkins, lettuce, and native wildflowers.

We are unable to start this part of the project still since the ground is still frozen and night time temperatures are still in the 20s. The anticipated start date is April 23 to celebrate Earth Day.

We will use reclaimed discarded decking material and get growing!  
Pictures provided are from our work in the fall using tools purchased with grant money.  
You can imagine that upcoming Spring work will be even more impressive!





Working in our mini-hoop house, L to R: transplanting scented geraniums, maintaining pumpkin patch, cosmos in wildflower garden, scented geraniums in their new location.





### 3. Vermiculture

Students have been great worm farmers by bringing in compost materials from home, helping to feed the worms, and providing supplementary brown materials by tearing cardboard and recycled paper products into bite-sized pieces. We've even been able to support the Science department's pet turtles with tasty worm snacks during the dark winter months. The miracle of worms processing vegetable scraps into rich castings always surprises my students. They enjoy watching the process of pear cores disappearing within the week with virtually no odor or rot.

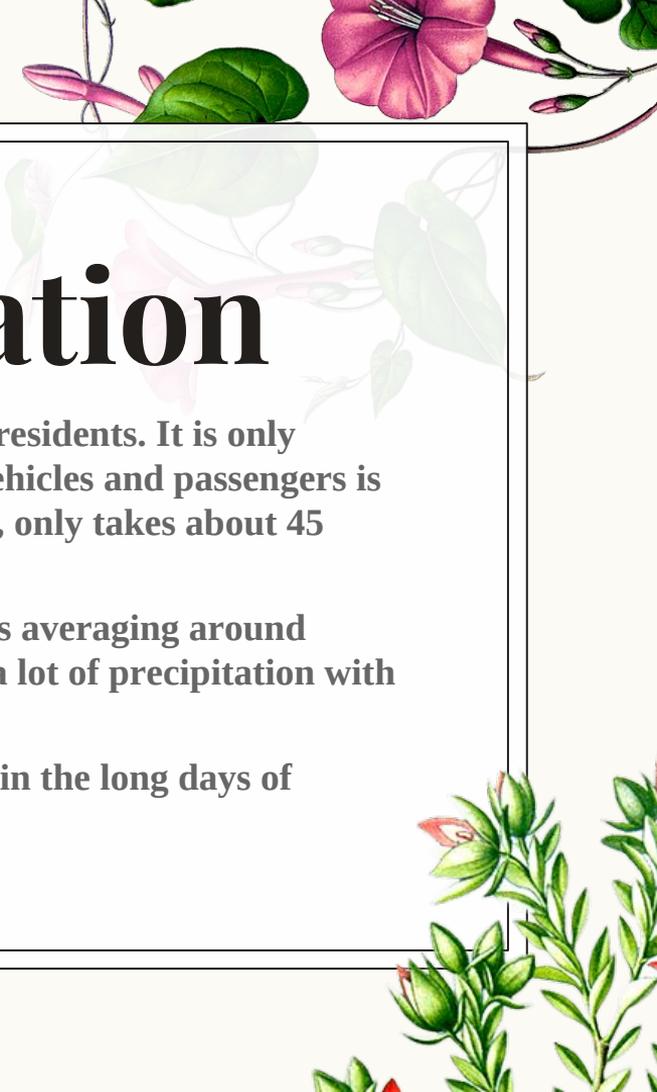
We are mixing castings, sphagnum moss and coconut coir to produce our own seed-starting material and are having great success with it so far.





L to R: preparing buckets with drainage and transfer holes for worms; preparing compost materials into bite sized pieces; preparing recycled cardboard for worm bedding material; bucket of collected castings ready to be mixed into seed starter





# Cordova Information



Cordova is a remote fishing town of about 2,000 year around residents. It is only accessible by boat or by plane. The ferry, which transports vehicles and passengers is 7 hours long each way, but the jet that services Cordova daily, only takes about 45 minutes from Anchorage.

Cordova is in a temperate rainforest with winter temperatures averaging around freezing and summer temperatures in the mid-fifties. We get a lot of precipitation with about 89” of rainfall and 124” of snow in the winter.

We share the typical dark winters of most of Alaska but bask in the long days of summer.



L to R: Cordova's fishing fleet in the town harbor, town during a winter sunrise on Mt. Eyak, Bottom: Main street



# Growing Zone?

## **Growing Zone 7 or 4--Quite a Range**

Technically, our USDA Growing Zone is a 7, which is laughable. Because we have mild winters, we are categorized as a much more favorable growing region. However, we have an atypical amount of rainfall and cloud cover in the summer and very cool temperatures. Our growing season can be prolonged by soil warming methods but growing plants that enjoy cool, wet climates is essential to gardening success. Our soil situation is also troubling since we are perched on bedrock with very little, or no topsoil. Enriching soil and providing loam to the very sandy ground is beneficial.



*Thank you!*

Our growing experiences have been wonderful. The students at Cordova Jr/Sr High School have gained invaluable experience learning about gardening and experiencing the joy that it brings.



GAYLE GROFF  
Principal Board Report  
April 4, 2018



**2017-2018 GOALS FOR MT. ECCLES ELEMENTARY SCHOOL**

This fall, Mt. Eccles teachers scored our school on a rubric of the STEPP indicators (School Continuous Improvement Components) for the domains of 1) Curriculum, 2) Assessment, 3) Instruction, 4) Supportive Learning Environment, and 5) Professional Development. Site-Based Council also weighed in on domain 4. Our highest needs have been determined by those activities, and we set goals in those areas. Here are the elements that will receive our focus this year:

**2.4 – School staff use multiple data sources, including state assessment data, to evaluate how school programs impact student performance including specific sub groups and specific grade levels.**  
(continued from 2016-17)

Progress this month: We administered PEAKS, the Alaska Statewide Test, the first week in April. We will most likely not see results from this testing until early summer. This will be the first time we will have growth data from statewide testing in several years.

**3.2 – School staff implement a coherent, documented plan throughout the school to ensure that all students receive core instruction and all low-performing students receive additional support to help them meet or exceed the state content standards.** (continued from 2016-17)

Progress this month: Continuation of previous reports.

**4.3 – School staff communicate school-wide behavior expectations that are understood and achieved by students, and staff provide positive behavioral supports.** (new in 2017-18)

Progress this month: Continuation of previous reports.

**4.7 – School staff communicate effectively with parents about learning expectations, student progress, and reinforcing learning at home; staff implement effective strategies to increase parent engagement.** (continued from 2016-17)

Progress this month: Many parents of Mt. Eccles students attended parent/teacher conferences at the end of March. See details under School Activities/Events.

**MONTHLY ATTENDANCE (%)**

	Pre-K	Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	AVG.
SEPT	95.3%	93.5%	92.9%	96.0%	94.8%	94.9%	96.9%	96.3%	95.0%
OCT	93.0%	94.0%	94.3%	96.3%	95.5%	91.1%	92.6%	93.5%	93.8%
NOV	82.2%	89.6%	92.2%	95.3%	92.7%	91.7%	96.8%	89.9%	91.5%
DEC	85.9%	88.6%	95.7%	81.0%	86.9%	82.7%	86.6%	91.4%	87.8%
JAN	92.3%	93.1%	88.6%	75.8%	88.4%	95.2%	88.5%	92.9%	89.9%
FEB	83.8%	85.4%	86.9%	79.8%	88.0%	85.4%	88.9%	86.3%	86.0%
MAR	90.3%	95.2%	91.2%	81.4%	92.6%	90.4%	88.0%	89.3%	90.2%
APR									
MAY									
AVG.									

**STUDENT ENROLLMENT (Based on date of report)**

	Pre-K	Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Total Students /Total FTE
AUG									
SEPT	13	20	27	17	28	24	20	27	176/167.5 FTE
OCT	13	21	27	17	28	24	20	27	177/168.5 FTE
NOV	14	21	26	17	28	24	21	27	178/169 FTE
DEC	14	21	26	17	28	24	21	27	178/169 FTE
JAN	14	21	26	16	28	23	21	28	177/168 FTE
FEB	14	21	26	15	28	23	21	28	176/167FTE
MAR	15	21	27	15	28	23	21	28	178/168 FTE
APR	15	21	27	15	28	23	21	28	178/168 FTE
MAY									

This represents the actual number of students coming to classes full time. As of the writing of this report, we also have 5 students that are participating in specials (PE, swimming, music, band, and/or speech). 5 @ .25 FTE = 1.25. The preschool FTE count for OASIS is 4 coming 5 days/wk @ .75 = 3.00 and 3 coming fewer days/week @ .25 = .75. As of today, we had 1 student out on extended leave (more than 10 days). We have 1 elementary-aged student enrolled in Cordova Correspondence School.

**SCHOOL ACTIVITIES/EVENTS**

- **2017-18 Mt. Eccles Student Council** – The student council continues to come up with ideas to enrich their own school experience and that of the student body. We are going to try and turn that focus outward now to find a project that will benefit the community.

- **Parent/Teacher Conferences** – We really need to rename these, as our 5<sup>th</sup> and 6<sup>th</sup> grade students have been taking a leadership role in sharing their learning with parents! 81% of our K-6<sup>th</sup> grade students were represented at conferences. In addition to report cards and testing data, teachers share student work and discuss the “whole child” with the parents who know that child best. At the most effective conferences, teachers and parents are sharing information from both perspectives in order to provide the students with the most effective schooling possible.
- **“Ish” Art Show** – The art is hung and awaiting our Grand Opening which will take place at the Copper River Gallery in the Cordova Center this Friday, April 6<sup>th</sup> from 4:30-6:00 pm. Mt. Eccles students provided art based on the book “Ish” by Peter Reynolds. Parents and staff are making “Ish” treats. (Have you ever tried a “brownie-ish”?)
- **Art in Juneau** – Three of the items created by students for the “Ish” Art Show were mailed to Juneau to display in the 3<sup>rd</sup> annual “Alaska’s Heart through Student Art” Legislative Reception sponsored by the Alaska Council of School Administrators (ACSA). The pieces by kindergartener Genevieve Nothstine (Ms. Vogel), 1<sup>st</sup> grader Steven Pallas (Mrs. Reggiani), and 5<sup>th</sup> grader Jheryel Itliong (Mrs. Carpenter) are pictured below.



Genevieve's Spring depiction consists of tape-resist water-color zentangles. Steven's bird is a collage art creation. Jheryel's class created works inspired by famous artist Keith Haring. When the art is returned from Juneau, each child will receive a certificate of participation signed by First Lady Donna Walker, Honorary Chair of the event.

- **Mt. Eccles Science Fair/Science Share** – Many thanks to a cadre of parent and community volunteers, and especially to organizer Ann Harding Solberg, our second annual Science Fair will take place in May. Volunteers are visiting classrooms this week to help students come up with their own questions they'd like to try and answer through the scientific process, and weekly after-school help sessions will begin next week.
- **Safety** – In addition to monthly fire drills and biannual earthquake drills, we are preparing for an ALICE drill in May. ALICE is the acronym for research-based responses to intruders in the school.

### **STAFF PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

- **BCON** – BCON stands for bleeding control. Our staff will be trained this Friday by trainers from out of town. The full 4-hour course will be available free for any interested parties in the evening, but they are condensing the content for the school district professional development time. This is life-saving information, especially in the case of mass casualties, when we ARE the first responders.

### **SITE COUNCIL SUMMARY**

The Mt. Eccles Site-Based Council met on Tuesday, March 27<sup>th</sup> at 5:00 pm in Mt. Eccles Library. The main topics of conversation were the strategic planning event that took place over Spring break and the Mt. Eccles Handbook. The handbook was also sent to all parents and community members on the Eccles Update list and feedback is being recorded and considered as the 2018-19 handbook is being prepared for presentation to the board.

Our next meeting will be held Tuesday, April 17<sup>th</sup> at 5:00 pm in Mt. Eccles Library.

### **IMPORTANT UPCOMING DATES**

- "Ish" Art Show Grand Opening – Fri, 4/6, 4:30-6:00 pm at the Copper River Gallery
- School Board Meeting – Wed, 4/11, 7:00 pm in CHS Media Center
- Inservice – NO SCHOOL FOR STUDENTS – Fri, 4/13
- Site-Based Council – Tues, 4/17, 5:00-6:30 pm in Mt. Eccles Library
- PTA – Tues, 4/17, 6:30 pm in Mt. Eccles Commons
- Mt. Eccles K-4<sup>th</sup> Grade Spring Concert – Mon, 4/30, 7:00 pm, Simpler Gym
- 5<sup>th</sup>-12<sup>th</sup> Spring Concert – Tues, 5/1, 7:00 pm, CHS Gym
- Mt. Eccles Science Fair/Science Share – Tues, 5/15, 1:30-3:30 pm, Mt. Eccles Commons

### **CORRESPONDENCE**

- None at this time

P.O. Box 1330  
675 Second Street  
Cordova, AK 99574



(T) 907-424-3265  
(F) 907-424-3271  
[www.cordovasd.org](http://www.cordovasd.org)

**OTHER ITEMS**

- None at this time

Keith Zamudio  
Director of Technology Board Report  
April 11, 2018

### ***2017-2018 GOALS FOR THE TECHNOLOGY DEPARTMENT***

- Establish a CSD owned data link between Mt. Eccles Elementary School and Cordova Jr./Sr. High School as allowed by E-Rate's Second Modernization Order.
- Increase CSD's bandwidth to accommodate our 1 to 1 laptop program.
- Expand our consortium partnership with Cordova Public Library for E-Rate subsidies.

### ***INSTRUCTIONAL TECHNOLOGY***

#### **2018 E-Rate Funding Year**

CSD has completed the application process for E-Rate subsidies for the 2018-2019 school year known as the 2018 Funding Year. As I have described in my past reports, E-Rate subsidies have changed to primarily accommodate Internet access costs along with some Category 2 services that will help districts build Wi-Fi learning environments.

E-Rate requires that CSD establish a competitive bidding process to identify and request the products and services we need so that potential service providers can review those requests and submit bids. CSD is required to be prepared to receive and evaluate bids, negotiate with service providers, and ensure an open and fair competitive bidding process.

CTC was the only vendor to submit a proposal to provide Internet access for our school district, though GCI and Alaska Communications expressed interest and reviewed the RFP. We appreciated each vendor's interest in working with the Cordova School District to provide services as described in the RFP. Our evaluation rubric is aligned with the RFP. Regardless, the proposal submitted by CTC provides the circuit topology we are seeking.

With the 2017 Funding Year, CSD and the Cordova Public Library effectively established a consortium partnership for E-Rate subsidies. The intent of our partnership is to help reduce expenses for current level of Internet service or increase services at the current cost. We believe that we are accomplishing this goal.

Our application for Funding Year 2018 still needs to be approved by E-Rate. Upon approval, we will see a basic subsidy rate of 80%. Recall that under the Modernization Order, Telco services (plain old

telephone service, long distance and cell phone) will lose funding reimbursement from E-Rate and will no longer be subsidized after Funding Year 2017.

Thank you for your time on March 21, 2018 to approve our Internet service provider contract. CSD will be in a position to provide our staff and students with nearly four times our current bandwidth at about 20% of the cost of our current service. We will have our buildings connected with a fiber link that will match our networks capacity for data transmission. Additionally, CTC has agreed to increase our bandwidth during our MAP, WIDA and PEAKS testing. We just need to give two days' notice in advance of our testing schedule.

Along with providing our stakeholders the capacity to utilize information and communication technologies, we are mindful of the ever-changing needs of our world in this day and age. Broadband access to web learning environments are becoming the norm for many classroom activities. With ever increasing frequency, these resources are changing what, how and when students learn.

Cordova School District is committed to integrating technology into all aspects of the students' and teachers' lives. We are teaching our stakeholders to be cognizant of their digital presence/footprint so that they can make informed decisions, protect their personal information and keep themselves safe. We are working together for the benefit of our community.

Thank you for your consideration.

#### **CURRENT PROJECTS/CONSIDERATIONS**

- Continue to manage CSD's website
- Update student photos in PowerSchool
- Configuring upgraded web filter
- Upgrade and updating CSD's Managed Software Center
- Upgrade and updating CSD's modular system deployment
- Deploying Mobile Device Management server

#### **UPCOMING PROJECTS/CONSIDERATIONS**

- Continue work on E-Rate application for 2017, 2018 and 2019.
- Migrating student email accounts to student Google Suites accounts.

P.O. Box 1330  
 675 Second Street  
 Cordova, AK 99574



(T) 907-424-3265  
 (F) 907-424-3271  
[www.cordovasd.org](http://www.cordovasd.org)

JARED NILES  
 Director of Maintenance Board Report  
 April 11, 2018

**2017-2018 GOALS FOR THE MAINTENANCE DEPARTMENT**

- Work on progressing forward with assessing the needs of the HVAC at the High School
  - Receive quotes for all nine major unit locations in the building (Air Handlers and Boilers)
  - Talk with the City about the order of importance/priority for replacement/upgrade to units; include discussions on funding.
  - Develop a plan with dates for completion of all unit repairs/replacement.
- Replace the gym floor at the High School.
  - Move forward on securing funding through Crowd Funding website.
- Build storage at the High School to hold all of the items that are used in the Gym.

**MONTHLY DATA**

	Preventative Maintenance Work Orders Completed	Corrective Maintenance Work Orders Completed	TOTAL
JUL	85	1	86
AUG	90	3	93
SEPT	75	4	79
OCT	85	1	86
NOV	90	4	94
DEC	75	1	76
JAN	85	6	91
FEB	92	12	104
MAR	93	9	101
APR			
MAY			
JUNE			
TOTAL			

**CURRENT PROJECTS/CONSIDERATIONS**

- Spring Break is coming up and we are planning on repairing lighting in the High School. We have received

some LED replacement bulbs and will be focusing on spots that have the most need. We will be changing the Air Handler filters, deep cleaning lockers and bathrooms, moving the climbing wall away from the sides and some small fixes around both schools.

- **UPDATE** 04/06/18 Spring Break went very well and all planned projects were completed.
- Gym floor
  - **UPDATE** 04/06/18 No new news
  - **UPDATE** 03/14/18 No new news from the City on this project. We are quickly approaching the deadline for any possible work this summer.
  - **UPDATE** 02/15/18 We are still trying to pursue all avenues to get this done ASAP. The Temp fixes seem to be holding well and there have been no interruptions to class or games.
  - **UPDATE** 12/08/17 The city is seeming to take a bigger interest in helping with the floor. I am looking forward to potentially getting done soon.
  - **UPDATE** 10/31/17 The fix seems to be holding and the floor is not a safety hazard.
  - **UPDATE** 10/04/17 We had a bubble show up were the old one had been. Tom Bailer came in and made a cut in the floor the same place that we had it done last time this happened. However this did not seem to be as effective so I drilled into the concrete blow the floor and fastened it down with anchors. The holes were then filled and the floor recoated in that area.
- There have been some heat variances in the Elementary School this month. Now that the main computer system is fixed I have been able to notice other small parts that were not working perfectly or starting to have issues. I am working through fixing all the small little pieces in the system because I know that the temperature variations make it hard to teach and hard for the kids to learn.
  - **UPDATE** 03/14/18 The heat stayed stable and comfortable
  - **UPDATE** 02/15/18 The Heat has been stable for this month. There are still a few items that need to be fixed however I feel we have control of the major fluctuations and the temp in the School will stay comfortable.
  - **UPDATE** 01/05/18 We have figured out a way to keep the temps fairly stable. I am now working with the contractors on programing to give teachers better control of their rooms.
  - **UPDATE** 12/08/17 All of the parts that need to be replaced are here and the Heating contractor will be here soon to fix the existing issues.

### UPCOMING PROJECTS/CONSIDERATIONS

- Move forward with the planning of new storage behind the High School. Considerations for plans will include:
  - Costs/funding sources
  - Permit(s)
  - Design/blueprint
  - Potential student participation
  - Safety/Facilities Committee input

### STAFF PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- N/A



SANDIE PONTE  
Director of Food Services Board Report  
3/5/ 2018

**2017-2018 GOALS FOR THE FOOD SERVICE DEPARTMENT**

- Finish Cafeteria at Jr. High, High School, i.e.; artwork, tv’s, lighting...
- Work on getting my level 2 or 3 certification.

**MEAL SERVICE**

2017-2018	JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	
	B	L	B	L	B	L	B	L	B	L	B	L
STUDENTS	1212	3329	931	2673	1738	4362	1761	4198	1720	4031	1200	3,323
ADULTS			7	19	36	130	35	178	34	113	37	108
TOTAL					1774	4492	1796	4376	1754	4144	1237	3,431
B-BREAKFAST L-LUNCH												

2017-2018	JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE 2017	
	B	L	B	L	B	L	B	L	B	L	B	L
STUDENTS	1,328	3,526	1,386	3,611	1,409	3,297					1490	3729
ADULTS	22	106	41	110	22	103						
TOTAL	1,350	3,632	1,427	3711	1,431	3,400						
B-BREAKFAST L-LUNCH												

**SPECIAL FOOD SERVICE PROGRAMS**

- I am so very happy to announce that we now qualify to go to CEP status (Community Eligibility Provision) next year. That means that ALL meals for ALL students will be free!!!! With the higher number of students that qualify for Migrant status, we are able to do this. As of right now, we would have 83% of our meals reimbursed at the free rate and 17% reimbursed at the paid rate. Below is a spreadsheet comparing the same amount of kids currently and under CEP status. Actual numbers from the state as of today are 73% and 27%, but as they have stated, all the kids who may actually qualify could be not identified. They will work with us in identifying any remaining students.



2017-2018 Current Status

October 2017	Breakfasts Served	Reimb. Rate	Breakfast Reimb.	Lunches Served	Reimb. Rate	Lunch Reimb.	Total Reimb.
Paid	480	\$0.45	\$216.00	1390	\$0.52	\$722.80	
Free	1023	\$3.35	\$3,427.05	2324	\$5.26	\$12,224.24	
Reduced-Price	155	\$3.05	\$472.75	466	\$4.86	\$2,264.76	
	1658			4180	\$0.06	\$250.80	
Total			\$4,115.80			\$15,462.60	\$19,578.40

2018-2019 CEP Status (ex.)

October 2017	Breakfasts Served	Reimb. Rate	Breakfast Reimb.	Lunches Served	Reimb. Rate	Lunch Reimb.	Total Reimb.
Paid	315	\$0.45	\$141.75	794	\$0.52	\$412.88	
Free	1343	\$3.35	\$4,499.05	3386	\$5.26	\$17,810.36	
	1658			4180	\$0.06	\$250.80	
Total			\$4,640.80			\$18,474.09	\$23,114.84

**TRAINING OPPORTUNITIES**

- Nothing in the near future

**UPCOMING EVENTS**

- I have applied for the Farm to Summer School grant again. It is for \$3000. I am hoping to get 2 more grow walls as well as potting soil, containers, seeds...

**OTHER**

**Kristy Andrew**  
**Director of Budget and Finance**  
**Board Report | April 11, 2018**

**2017-18 Business Office Department Goals**

1. Provide clear, thoughtfully defined, and updated procedures and departmental policies.
2. Lead Health Insurance Committee towards a recommendation to the Board regarding FY19 Health Insurance offerings and shared premium costs.
3. Develop regular reports (report access) for administrators, coordinators, and coaches.
4. Cross-train staff on a variety of business functions, including finance-related processes.

**Current Projects/Considerations**

- Financial Report Development and User Access Updates (*Goal 3*)
  - No updates at this time.
- Clarifying human resource and payroll procedures. (*Goal 1*)
  - No updates at this time.
- Health Insurance Committee. (*Goal 2*)
  - Update: Paula Scott (USI) and Rhonda Kitter (PEHT) were here April 4, 2018 to meet with me regarding health insurance renewals, and other insurance-related changes.
  - Update: Health Insurance rates increased by 8.12% for the upcoming fiscal year.
- Alio Reporting Updates (*Goal 3*)
  - Update: *Still* waiting on EMA to put together the first Alaska Alio Usergroup. This should help us share resources and reports, and develop basic system setup standards for Alaskan districts on Alio. I have again contacted EMA to inquire about their timeline.

**Upcoming Projects/Considerations**

- Develop Cross-Training objectives and timeline. (*Goal 4*)

**Staff Professional Development Opportunities**

- COMPLETE: FY18 ALASBO Leadership Conference. July 21-23, 2017.
- COMPLETE: FY18 ALASBO Annual Winter Conference. December 3-6, 2017.
- ONGOING: SHRM (Society for Human Resource Management) Essentials of Human Resources, Self-Study Training Program.
  - Update: Currently working on “Module 1: Human Resources”

**Other**

- The FY19 Budget process is moving forward as expected. We have received budget requests from the classroom level. The Directors are reviewing those classroom budgets, as well as putting their own together. Revenue projections are being gathered from all sources.. We are also continuing to monitor the FY18 budget to actuals.

## Current Contract Service Agreements (CSAs)

<b>CONTRACT SERVICE PROVIDER</b>	<b>Type of Services Provided</b>	<b>District CSA #</b>	<b>Maximum Amount Authorized Under Agreement</b>	<b>Amount Invoiced To-Date</b>
Vidya Oftedal (ACS)	Speech and Language Pathology	FY18-001	35,000	30,127
Kidability Physical Therapy, LLC (Kristin Bacon)	Physical Therapy	FY18-002	16,800+	17,035
Southeast Regional Resource Center (SERRC)	Psychology	DCRS 18-11-001	12,197	12,197
Kaye Lawson, OTR, MEd	Occupational Therapy	FY18-003	30,000	30,080

Alex Russin  
Superintendent Board Report  
April 11, 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

Attached in the Information section of the agenda is a summary of the strategic planning community conversations. Chris, Avril, and I are working on creating some templates to (a) help guide further community conversations, and (b) help the Administration and Board organize the input and ideas into coherent strategic directions.

- Develop solid communication plan/structure at the District and School levels
  - No updates at this time
- Utilize Curriculum and Policy Committees as outlined in board policy
  - The next tentative Policy Committee meeting date is scheduled for May 17, 2018 at 4:00 pm in the District Office Conference Room. Agenda items will include a number of policies that have come up for consideration throughout the year.
  - Two webinars have been scheduled for April 13 and April 20 to review materials science and social studies materials from Houghton Mifflin, including online and English Language Learner resources. Sub-committee individuals will be invited to join in this discussion. The webinar will give the sub-committee additional context and framework with which to review our existing resources.
- Improve systems and processes that directly impact student learning

Administration will begin analyzing the AdvancED accreditation engagement review report from February's team visit. In particular, we will review the overall summary of the report and assess our level of agreement with its components. Additionally, we will review the standards in each domain and prioritize addressing the areas most in need. These areas most likely will dovetail into the strategic plan as well as the District's overall improvement efforts in systems approaches to our operations.

### **BOARD DIRECTIVES/PRIOR MEETING FOLLOW-UPS**

- None at this time

## HUMAN RESOURCES

- None at this time

## COMMUNITY RELATIONS

- March Community Engagements
  - ✓ CEC Annual Meeting
  - ✓ City Meeting with Staff Regarding Past Grant Close-out Documentation
  - ✓ Community Strategic Planning Conversations
  - ✓ Conference Call with DEED Commissioner Michael Johnson
  - ✓ Cordova Coalition for a Healthy Community Meeting
  - ✓ CTC Annual Meeting
  - ✓ CSD Strategic Planning Meeting
  - ✓ Legislative Information Office Meeting with Representative Louise Stutes
  - ✓ Mt. Eccles Site Council Meeting
  - ✓ Prince William Sound College Advisory Council Meeting
  - ✓ UAF Research Project on Food, Energy, and Water Usage Meeting

## POLICY REVIEW

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

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

#### Additional Administration Notes (rationale)

In looking at the same policy from six different districts in the state, all districts have the same policy as adopted from AASB's templated policy, which reads informing the board president who then uses their discretion on informing the remainder of the board before its next regular meeting. The rationale seems to be from the districts looked at that the superintendent and board president often maintain closer communication than what does the superintendent with the remainder of the board as a whole.

To that end, Administration still maintains to revise the policy as recommended by the Policy Committee in order to notify the whole board in a timely fashion of an emergency in the event the board president were absent/unavailable.

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

- Thank you for giving consideration for me to potentially participate in the AASA Galapagos Island Delegation in Fall 2018. This is a professional development opportunity that will combine cultural exploration and educational innovation, along with professional networking and collaboration with superintendents across the U.S. As we move forward as a District in developing new opportunities for students, the new learning I can engage in and experience are sure to enhance possibilities for students.

Cordova School District Board of Education

k. Financial Reports

1. Financial Report March 2018



**FY2018 Revenue and Expenditure as of 3/31/2018**

Funds : General Fund, Pupil Trans and Food Service

<b>Revenue</b>	<b>Year-to-Date</b>	<b>Revised Budget</b>	<b>Received %</b>
City Direct Appropriation & In-Kind	1,129,024	1,604,000	70.39%
State of Alaska - Foundation	2,964,267	4,124,566	71.87%
State of Alaska - TRS	155,165	330,000	47.02%
State of Alaska - PERS	15,532	30,000	51.77%
Pupil Transportation Fund (205)	79,560	110,000	72.33%
Food Service Fund (255)	178,853	321,000	55.72%
Other (100-030 through 100-047, 100-052, 100-110)	157,486	222,000	70.94%
<b>Total Revenue</b>	<b>\$ 4,679,886</b>	<b>\$ 6,741,566</b>	<b>69.42%</b>

*(Excluding Federal Special Revenue Programs)*

<b>Expenditures</b>	<b>Year-to-Date</b>	<b>Revised Budget</b>	<b>Expended %</b>
General Fund (100)	4,422,179	6,305,889	70.13%
Pupil Transportation (205)	71,728	110,000	65.21%
Food Service Fund (255)	306,590	321,000	95.51%
<b>Total Expenditures</b>	<b>\$ 4,800,497</b>	<b>\$ 6,736,889</b>	<b>71.26%</b>

Percentage of Budget Expended: 71.3%  
 Percentage of Fiscal Year Passed: 75%

Average Daily Checking Account Balance  
 March 2018 : \$1,469,115

For 03/01/18 - 03/31/18

Revenue Summary Report

FJRES01A

Periods 09 - 09

Board Revenue Summary Report

Board Revenue Report

<u>Account No/Description</u>	<u>Budget Amount</u>	<u>Period Amount</u>	<u>Y-T-D Amount</u>	<u>Balance</u>	<u>Percent Received</u>
100 General Fund					
011 City - Direct Appropriation	1,500,000.00	140,666.00	1,077,998.00	422,002.00	71.87
012 City - In-Kind Donation	104,000.00	.00	51,026.10	52,973.90	49.06
040 Misc Local Revenues	18,000.00	.00	2,631.46	15,368.54	14.62
041 Tuition from Students	15,000.00	216.00	11,478.00	3,522.00	76.52
043 Student Activity Revenue	.00	.00	6,150.63	-6,150.63	.00
046 Facility Rentals	.00	390.00	4,474.95	-4,474.95	.00
047 eRate Revenue	140,000.00	.00	72,793.69	67,206.31	52.00
050 Foundation - Adjustments	.00	-79.00	-79.00	79.00	.00
051 Foundation - Program	4,111,206.00	329,363.00	2,964,267.00	1,146,939.00	72.10
052 Foundation - Quality Schools	13,360.00	.00	13,360.00	.00	100.00
056 TRS On-Behalf Revenue	330,000.00	.00	155,164.54	174,835.46	47.02
057 PERS On-Behalf Revenue	30,000.00	.00	15,531.81	14,468.19	51.77
110 PL874 IMPACT AID	49,000.00	14,609.43	46,676.11	2,323.89	95.26
100 General Fund	6,310,566.00	485,165.43	4,421,473.29	1,889,092.71	70.06
205 Pupil Transportation					
065 Pupil Transportation	.00	.00	79,560.00	-79,560.00	.00
205 Pupil Transportation	.00	.00	79,560.00	-79,560.00	.00
220 DVR Summer Work Program					
090 Other State Revenues	.00	.00	9,459.04	-9,459.04	.00
220 DVR Summer Work Program	.00	.00	9,459.04	-9,459.04	.00
240 DOE Travel Reimbursement					
093 STAFF DEVELOPMENT GRANT	.00	.00	231.00	-231.00	.00
240 DOE Travel Reimbursement	.00	.00	231.00	-231.00	.00
249 Other Small Grants					
090 Other State Revenues	1,500.00	.00	1,500.00	.00	100.00
200 Other Revenue Sources	.00	.00	195.71	-195.71	.00
249 Other Small Grants	1,500.00	.00	1,695.71	-195.71	113.05
255 Food Service					
021 Student Meal Sales	.00	3,375.00	38,664.53	-38,664.53	.00
022 Adult Meal Sales	.00	200.00	889.25	-889.25	.00
024 ADULT BREAKFAST SUMMER PAID	.00	.00	3,091.00	-3,091.00	.00
025 OTHER FOOD SALES	.00	.00	178.00	-178.00	.00
090 Other State Revenues	.00	.00	1,840.00	-1,840.00	.00
161 USDA LUNCH SUMMER	.00	.00	29,851.86	-29,851.86	.00
163 USDA BREAKFAST SUMMER	.00	.00	5,872.86	-5,872.86	.00
165 USDA LUNCH SCHOOL YEAR	.00	.00	76,975.44	-76,975.44	.00
166 USDA BREAKFAST SCHOOL YEAR	.00	.00	20,628.55	-20,628.55	.00
167 Afternoon Snacks	.00	.00	861.12	-861.12	.00
255 Food Service	.00	3,575.00	178,852.61	-178,852.61	.00
256 Fresh Fruit and Vegetables					
164 USDA-FFVP	.00	.00	7,792.46	-7,792.46	.00
256 Fresh Fruit and Vegetables	.00	.00	7,792.46	-7,792.46	.00

For 03/01/18 - 03/31/18

Revenue Summary Report

FJRES01A

Periods 09 - 09

Board Revenue Summary Report

Board Revenue Report

<u>Account No/Description</u>	<u>Budget Amount</u>	<u>Period Amount</u>	<u>Y-T-D Amount</u>	<u>Balance</u>	<u>Percent Received</u>
261 Title IA - Basic					
181 TITLE I-A BASIC	.00	9,145.00	9,145.00	-9,145.00	.00
261 Title IA - Basic	.00	9,145.00	9,145.00	-9,145.00	.00
263 Title IC - Migrant Ed Regular					
182 TITLE I-C MIGRANT	.00	9,500.26	9,500.26	-9,500.26	.00
263 Title IC - Migrant Ed Regular	.00	9,500.26	9,500.26	-9,500.26	.00
265 Title IC - Migrant Ed Book					
090 Other State Revenues	4,500.00	.00	.00	4,500.00	.00
265 Title IC - Migrant Ed Book	4,500.00	.00	.00	4,500.00	.00
278 Carl Perkins					
180 CARL PERKINS	.00	.00	6,540.88	-6,540.88	.00
278 Carl Perkins	.00	.00	6,540.88	-6,540.88	.00
280 Title VI-B					
186 TITLE VI-B	.00	21,564.64	21,564.64	-21,564.64	.00
280 Title VI-B	.00	21,564.64	21,564.64	-21,564.64	.00
355 REAP					
192 RURAL EDU ACHIEVEMENT PROGRAM	.00	1,670.60	1,670.60	-1,670.60	.00
355 REAP	.00	1,670.60	1,670.60	-1,670.60	.00

For 03/01/18 - 03/31/18

Expenditure Summary Report

FJEXS01A

Periods 09 - 09

Board Monthly Expenditure Report

Board Expenditure Report

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
<b>100 General Fund</b>						
100 100 Regular	2,463,440.80	475.57	172,254.91	1,639,645.93	823,319.30	66.58
140 100 Correspondence Study	125,725.22	.00	9,951.84	85,809.63	39,915.59	68.25
160 100 Voc Ed	183,366.66	778.32	12,763.99	109,057.29	73,531.05	59.90
200 200 SpEd Instruction	643,607.58	300.00	51,015.52	418,965.93	224,341.65	65.14
220 200 SpEd Support	23,750.00	.00	1,900.56	20,098.77	3,651.23	84.63
300 300 Students	500.00	.00	.00	.00	500.00	.00
320 300 Guidance	125,112.73	.00	9,061.86	79,421.23	45,691.50	63.48
350 300 Instructional	534,343.01	.00	24,743.48	305,226.60	229,116.41	57.12
352 300 Library Services	12,500.00	.00	.00	2,000.00	10,500.00	16.00
400 400 School Administration	288,406.76	100.00	24,295.03	199,433.48	88,873.28	69.18
450 450 School Admin Support	219,933.32	.00	18,178.03	159,165.28	60,768.04	72.37
511 510 Board of Education	25,750.00	1,490.00	6,643.23	30,008.29	-5,748.29	122.32
512 510 Superintendent	253,408.01	160.00	20,433.26	170,739.96	82,508.05	67.44
550 550 District Admin Support	286,433.16	.00	19,987.42	168,634.90	117,798.26	58.87
551 550 Fiscal Services	3,350.00	.00	.00	107,871.27	-104,521.27	**
600 600 Plant Operations and Maintenance	861,262.23	150.00	71,251.33	639,331.09	221,781.14	74.25
700 700 Student Activities	.00	.00	.00	2,786.24	-2,786.24	.00
760 760 Transportation T/F School	.00	.00	.00	150.54	-150.54	.00
790 790 Food Services	.00	.00	.00	2,016.11	-2,016.11	.00
900 900 Other Financing Uses	255,000.00	.00	50,581.12	281,816.18	-26,816.18	110.52
100 General Fund	6,305,889.48	3,453.89	493,061.58	4,422,178.72	1,880,256.87	70.18
<b>205 Pupil Transportation</b>						
600 600 Plant Operations and Maintenance	.00	.00	.00	11,511.18	-11,511.18	.00
760 760 Transportation T/F School	.00	.00	12,140.46	59,725.47	-59,725.47	.00
761 761 Transportation - Activities	.00	.00	466.05	466.05	-466.05	.00
762 762 Transportation - Other	.00	.00	25.68	25.68	-25.68	.00
205 Pupil Transportation	.00	.00	12,632.19	71,728.38	-71,728.38	.00
<b>220 DVR Summer Work Program</b>						
000 000	.00	.00	.00	26,198.82	-26,198.82	.00
220 DVR Summer Work Program	.00	.00	.00	26,198.82	-26,198.82	.00
<b>240 DOE Travel Reimbursement</b>						
350 300 Instructional	.00	.00	.00	2,954.00	-2,954.00	.00
240 DOE Travel Reimbursement	.00	.00	.00	2,954.00	-2,954.00	.00
<b>242 Nutritional Alaskan Foods</b>						
790 790 Food Services	.00	.00	.00	72.85	-72.85	.00
242 Nutritional Alaskan Foods	.00	.00	.00	72.85	-72.85	.00
<b>245 FY15 Nutritional AK Foods in School</b>						
790 790 Food Services	.00	.00	.00	1,287.28	-1,287.28	.00
245 FY15 Nutritional AK Foods in School	.00	.00	.00	1,287.28	-1,287.28	.00
<b>246 Alaska SeaGrant</b>						
350 300 Instructional	75.00	.00	1,156.68	1,336.47	-1,336.47	.00
246 Alaska SeaGrant	.00	.00	1,156.68	1,336.47	-1,336.47	.00

**Cordova School District**

For 03/01/18 - 03/31/18

**Expenditure Summary Report**

FJEXS01A

Periods 09 - 09

**Board Monthly Expenditure Report**

Board Expenditure Report

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
<b>249 Other Small Grants</b>						
000 000	1,500.00	.00	.00	1,697.00	-197.00	113.13
249 Other Small Grants	1,500.00	.00	.00	1,697.00	-197.00	113.13
<b>255 Food Service</b>						
000 000	.00	.00	.00	12,714.27	-12,714.27	.00
790 790 Food Services	.00	.00	34,410.05	293,875.40	-293,875.40	.00
255 Food Service	.00	.00	34,410.05	306,589.67	-306,589.67	.00
<b>256 Fresh Fruit and Vegetables</b>						
790 790 Food Services	.00	.00	1,196.60	10,795.81	-10,795.81	.00
256 Fresh Fruit and Vegetables	.00	.00	1,196.60	10,795.81	-10,795.81	.00
<b>261 Title IA - Basic</b>						
100 100 Regular	58,179.44	.00	4,865.32	42,364.70	15,814.74	72.82
350 300 Instructional	2,498.36	.00	.00	.00	2,498.36	.00
551 550 Fiscal Services	4,569.03	.00	.00	640.40	3,928.63	14.02
261 Title IA - Basic	65,246.83	.00	4,865.32	43,005.10	22,241.73	65.91
<b>263 Title IC - Migrant Ed Regular</b>						
100 100 Regular	82,829.91	.00	1,958.75	22,263.61	60,566.30	26.88
450 450 School Admin Support	.00	.00	1,168.86	10,949.17	-10,949.17	.00
551 550 Fiscal Services	6,237.09	.00	.00	486.74	5,750.35	7.80
263 Title IC - Migrant Ed Regular	89,067.00	.00	3,127.61	33,699.52	55,367.48	37.84
<b>264 Title IC - Migrant Ed Summer</b>						
100 100 Regular	.00	.00	.00	2,371.03	-2,371.03	.00
551 550 Fiscal Services	.00	.00	.00	178.54	-178.54	.00
264 Title IC - Migrant Ed Summer	.00	.00	.00	2,549.57	-2,549.57	.00
<b>265 Title IC - Migrant Ed Book</b>						
350 300 Instructional	4,500.00	.00	187.07	3,194.36	1,305.64	70.99
265 Title IC - Migrant Ed Book	4,500.00	.00	187.07	3,194.36	1,305.64	70.99
<b>266 Title IIA - Teacher and Principal</b>						
350 300 Instructional	13,490.76	.00	5,943.00	11,218.25	2,272.51	83.16
551 550 Fiscal Services	1,015.85	.00	.00	.00	1,015.85	.00
266 Title IIA - Teacher and Principal	14,506.61	.00	5,943.00	11,218.25	3,288.36	77.33
<b>267 Title IV-A - SSAE Grant</b>						
000 000	10,000.00	.00	.00	.00	10,000.00	.00
267 Title IV-A - SSAE Grant	10,000.00	.00	.00	.00	10,000.00	.00
<b>268 Title III - English Language</b>						
100 100 Regular	16,668.50	.00	.00	.00	16,668.50	.00
551 550 Fiscal Services	1,450.16	.00	.00	.00	1,450.16	.00
268 Title III - English Language	18,118.66	.00	.00	.00	18,118.66	.00
<b>278 Carl Perkins</b>						
160 100 Voc Ed	17,142.86	356.00	1,584.20	15,580.66	1,206.20	92.96
551 550 Fiscal Services	857.14	.00	.00	311.47	545.67	36.34
278 Carl Perkins	18,000.00	356.00	1,584.20	15,892.13	1,751.87	90.27
<b>280 Title VI-B</b>						

**Cordova School District**

For 03/01/18 - 03/31/18

**Expenditure Summary Report**

FJEXS01A

Periods 09 - 09

**Board Monthly Expenditure Report**

Board Expenditure Report

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
<b>280 Title VI-B</b>						
200 200 SpEd Instruction	137.45	.00	865.70	865.70	-728.25	**
220 200 SpEd Support	80,265.32	978.00	26,857.70	99,564.09	-20,276.77	125.26
551 550 Fiscal Services	6,054.32	.00	.00	1,510.11	4,544.21	24.94
280 Title VI-B	86,457.09	978.00	27,723.40	101,939.90	-16,460.81	119.04
<b>282 619 Preschool Disabled</b>						
200 200 SpEd Instruction	7,081.63	.00	271.77	2,950.30	4,131.33	41.66
551 550 Fiscal Services	533.24	.00	.00	.00	533.24	.00
282 619 Preschool Disabled	7,614.87	.00	271.77	2,950.30	4,664.57	38.74
<b>350 Indian Education</b>						
100 100 Regular	.00	.00	482.13	18,355.29	-18,355.29	.00
350 Indian Education	.00	.00	482.13	18,355.29	-18,355.29	.00
<b>355 REAP</b>						
200 200 SpEd Instruction	.00	.00	870.55	7,115.37	-7,115.37	.00
355 REAP	.00	.00	870.55	7,115.37	-7,115.37	.00
<b>374 AK Public Entity Safety</b>						
600 600 Plant Operations and Maintenance	.00	.00	.00	196.00	-196.00	.00
374 AK Public Entity Safety	.00	.00	.00	196.00	-196.00	.00

## Accounts Payable Details

March 2018

### Check #:00004324

Vendor Name	Check Date	Check Amount	Type	Void
BENDZAK JERRY	03/01/18	426.11	C	N
8-100-000-000-000-735 - 000.000.WAGE ADVANCE		426.11		

### Check #:00004325

Vendor Name	Check Date	Check Amount	Type	Void
Jensen Michael	03/01/18	566.04	C	N
8-100-000-000-000-735 - 000.000.WAGE ADVANCE		566.04		

### Check #:00004326

Vendor Name	Check Date	Check Amount	Type	Void
Russell Charles	03/01/18	443.28	C	N
8-100-000-000-000-735 - 000.000.WAGE ADVANCE		443.28		

### Check #:00004327

Vendor Name	Check Date	Check Amount	Type	Void
SHELLHORN RICHARD	03/01/18	517.16	C	N
8-100-000-000-000-735 - 000.000.WAGE ADVANCE		517.16		

### Check #:00004328

Vendor Name	Check Date	Check Amount	Type	Void
ANCHORAGE CHRISTIAN SCHOOL	03/05/18	100.00	C	V
8-710-010-700-967-425 - 700.JH Wrestling.Student Travel		100.00		

### Check #:00004329

Vendor Name	Check Date	Check Amount	Type	Void
Ace Hardware	03/05/18	1,126.54	C	N
8-100-010-160-000-450 - 100 Voc Ed.000.Supplies and Materials		8.81		
8-100-600-600-000-450 - 600.000.Supplies and Materi		1,088.77		
8-710-300-700-977-490 - 700.ME Hound Pride.Other Expenses		28.96		

### Check #:00004330

Vendor Name	Check Date	Check Amount	Type	Void
Alaska Department of Education& Early	03/05/18	79.00	C	N
8-100-000-905-000-050 - 905.000.Foundation - Adjustments		79.00		

### Check #:00004331

Vendor Name	Check Date	Check Amount	Type	Void
Allison Aileen	03/05/18	160.00	C	N
8-710-010-700-996-425 - 700.Cheerleading.Student Travel		160.00		

## Accounts Payable Details

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### Check #:00004332

Vendor Name	Check Date	Check Amount	Type	Void
Allison Dave	03/05/18	170.00	C	N
8-100-600-550-000-491 - 550.000.Dues and Fees		10.00		
8-710-010-700-996-425 - 700.Cheerleading.Student Travel		160.00		

### Check #:00004333

Vendor Name	Check Date	Check Amount	Type	Void
DIMOND CENTER HOTEL	03/05/18	1,980.00	C	N
8-710-010-700-949-425 - 700.HS Boys Basketball.Student Travel		1,980.00		

### Check #:00004334

Vendor Name	Check Date	Check Amount	Type	Void
DIMOND CENTER HOTEL	03/05/18	356.00	C	N
8-710-010-700-945-425 - 700.HS Girls Basketbal.Student Travel		178.00		
8-710-010-700-949-425 - 700.HS Boys Basketball.Student Travel		178.00		

### Check #:00004335

Vendor Name	Check Date	Check Amount	Type	Void
I SAFE INC.	03/05/18	600.00	C	N
8-100-010-100-720-440 - 100.Technology.Other Purchased Ser		600.00		

### Check #:00004336

Vendor Name	Check Date	Check Amount	Type	Void
JERMAIN DUNNAGAN & OWENS P.C.	03/05/18	1,449.00	C	N
8-100-600-512-000-414 - 510 Superintendent.000.Legal Services		1,449.00		

### Check #:00004337

Vendor Name	Check Date	Check Amount	Type	Void
Justa Kinsey	03/05/18	10.00	C	N
8-100-600-550-000-491 - 550.000.Dues and Fees		10.00		

### Check #:00004338

Vendor Name	Check Date	Check Amount	Type	Void
MailFinance Inc.	03/05/18	1,083.24	C	N
8-100-000-000-000-660 - 000.000.PREPAID EXPENSES		1,083.24		

### Check #:00004339

Vendor Name	Check Date	Check Amount	Type	Void
PIONEER IGLOO #19	03/05/18	150.00	C	N
8-100-600-511-000-490 - 510.000.Other Expenses		150.00		

# Accounts Payable Details

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## Check #:00004340

Vendor Name	Check Date	Check Amount	Type	Void
Royal Business Systems	03/05/18	2,500.00	C	N
8-550-000-000-603-478 - 550.Copier Replacement.Inventoried Equip		2,500.00		

## Check #:00004341

Vendor Name	Check Date	Check Amount	Type	Void
Russin Tamara	03/05/18	400.00	C	N
8-710-010-700-939-425 - 700.Close-Up.Student Travel		400.00		

## Check #:00004342

Vendor Name	Check Date	Check Amount	Type	Void
TSA CONSULTING GROUP INC.	03/05/18	50.00	C	N
8-100-600-550-000-491 - 550.000.Dues and Fees		50.00		

## Check #:00004343

Vendor Name	Check Date	Check Amount	Type	Void
USI Northwest	03/05/18	500.00	C	N
8-100-600-550-000-440 - 550.000.Other Purchased Ser		500.00		

## Check #:00004344

Vendor Name	Check Date	Check Amount	Type	Void
Viking Marine Supply	03/05/18	78.24	C	N
8-710-010-700-937-490 - 700.Music.Other Expenses		78.24		

## Check #:00004345

Vendor Name	Check Date	Check Amount	Type	Void
AMSTERDAM PRINTING & LITHO	03/13/18	340.44	C	N
8-100-010-100-000-450 - 100.Regular.000.Supplies and Materials		340.44		

## Check #:00004346

Vendor Name	Check Date	Check Amount	Type	Void
ANCHOR AUTO/MARINE INC.	03/13/18	83.13	C	N
8-100-010-160-000-450 - 100.Voc Ed.000.Supplies and Materials		83.13		

## Check #:00004347

Vendor Name	Check Date	Check Amount	Type	Void
AVIS CAR RENTAL	03/13/18	253.78	C	N
8-710-010-700-945-425 - 700.HS Girls Basketbal.Student Travel		81.59		
8-710-010-700-945-490 - 700.HS Girls Basketbal.Other Expenses		45.30		
8-710-010-700-949-425 - 700.HS Boys Basketball.Student Travel		81.59		
8-710-010-700-949-490 - 700.HS Boys Basketball.Other Expenses		45.30		

# Accounts Payable Details

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## Check #:00004348

Vendor Name	Check Date	Check Amount	Type	Void
Best Western Plus Pioneer Park Inn	03/13/18	1,500.00	C	N
8-710-010-700-949-425 - 700.HS Boys Basketball.Student Travel		1,500.00		

## Check #:00004349

Vendor Name	Check Date	Check Amount	Type	Void
HOTEL CAPTAIN COOK THE	03/13/18	2,835.00	C	N
8-266-000-350-000-420 - 300 Instructional.000.Staff Travel		2,835.00		

## Check #:00004350

Vendor Name	Check Date	Check Amount	Type	Void
Midnight Sun Car & Van Rental	03/13/18	147.50	C	N
8-710-010-700-945-490 - 700.HS Girls Basketbal.Other Expenses		73.75		
8-710-010-700-949-490 - 700.HS Boys Basketball.Other Expenses		73.75		

## Check #:00004351

Vendor Name	Check Date	Check Amount	Type	Void
PRINCE WILLIAM MOTEL	03/13/18	285.00	C	N
8-710-010-700-968-490 - 700.JH Volleyball.Other Expenses		285.00		

## Check #:00004352

Vendor Name	Check Date	Check Amount	Type	Void
RELUCTANT FISHERMAN	03/13/18	667.00	C	N
8-280-500-220-000-420 - 200 SpEd Support.000.Staff Travel		667.00		

## Check #:00004353

Vendor Name	Check Date	Check Amount	Type	Void
ALASKA AIR CARGO	03/13/18	60.56	C	N
8-710-010-700-924-490 - 700.Class of 2018.Other Expenses		60.56		

## Check #:00004354

Vendor Name	Check Date	Check Amount	Type	Void
ANCHOR AUTO/MARINE INC.	03/13/18	1,007.64	C	N
8-100-600-600-000-490 - 600.000.Other Expenses		1,000.00		
8-205-600-760-000-450 - 760.000.Supplies and Materi		7.64		

## Check #:00004355

Vendor Name	Check Date	Check Amount	Type	Void
ANCHORAGE CHRISTIAN SCHOOL	03/13/18	1,500.00	C	N
8-710-010-700-940-425 - 700.General Athletic.Student Travel		1,500.00		

# Accounts Payable Details

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## Check #:00004356

Vendor Name	Check Date	Check Amount	Type	Void
AT&T ALASCOM	03/13/18	10,527.39	C	N
8-100-010-350-720-433 - 300.Technology.Communications		10,527.39		

## Check #:00004357

Vendor Name	Check Date	Check Amount	Type	Void
Allison Aileen	03/13/18	200.00	C	N
8-710-010-700-996-425 - 700.Cheerleading.Student Travel		200.00		

## Check #:00004358

Vendor Name	Check Date	Check Amount	Type	Void
Allison Dave	03/13/18	410.09	C	N
8-710-010-700-996-425 - 700.Cheerleading.Student Travel		410.09		

## Check #:00004359

Vendor Name	Check Date	Check Amount	Type	Void
CORDOVA TRANSPORT	03/13/18	30.00	C	N
8-100-010-350-720-440 - 300.Technology.Other Purchased Ser		30.00		

## Check #:00004360

Vendor Name	Check Date	Check Amount	Type	Void
Criminal Information Services, Inc.	03/13/18	36.00	C	N
8-100-600-550-000-491 - 550.000.Dues and Fees		36.00		

## Check #:00004361

Vendor Name	Check Date	Check Amount	Type	Void
J.W. PEPPER AND SON INC.	03/13/18	297.24	C	N
8-100-010-100-000-450 - 100.Regular.000.Supplies and Materials		297.24		

## Check #:00004362

Vendor Name	Check Date	Check Amount	Type	Void
POWDER HOUSE	03/13/18	1,722.60	C	N
8-100-600-511-000-490 - 510.000.Other Expenses		1,722.60		

## Check #:00004363

Vendor Name	Check Date	Check Amount	Type	Void
Redington Jr-Sr High School	03/13/18	200.00	C	N
8-710-010-700-949-490 - 700.HS Boys Basketball.Other Expenses		200.00		

## Check #:00004364

Vendor Name	Check Date	Check Amount	Type	Void
SHORESIDE PETROLEUM-SEWARD	03/13/18	331.48	C	N
8-205-600-760-000-450 - 760.000.Supplies and Materi		249.93		
8-710-010-700-967-425 - 700.JH Wrestling.Student Travel		81.55		

## Accounts Payable Details

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### Check #:00004365

Vendor Name	Check Date	Check Amount	Type	Void
WERNER HANS	03/13/18	57.59	C	N
8-100-010-350-000-420 - 300 Instructional.000.Staff Travel		57.59		

### Check #:00004366

Vendor Name	Check Date	Check Amount	Type	Void
Allison Dave	03/20/18	155.00	C	N
8-710-010-700-996-490 - 700.Cheerleading.Other Expenses		155.00		

### Check #:00004367

Vendor Name	Check Date	Check Amount	Type	Void
Anchorage Volleyball Officials Assoc	03/20/18	282.00	C	N
8-710-010-700-997-410 - 700.HS Volleyball.Professional Services		282.00		

### Check #:00004368

Vendor Name	Check Date	Check Amount	Type	Void
Borst Jake	03/20/18	6.52	C	N
8-710-010-700-949-490 - 700.HS Boys Basketball.Other Expenses		6.52		

### Check #:00004369

Vendor Name	Check Date	Check Amount	Type	Void
Budget Rent a Car- Anchorage	03/20/18	218.55	C	N
8-710-010-700-940-420 - 700.General Athletic.Staff Travel		218.55		

### Check #:00004370

Vendor Name	Check Date	Check Amount	Type	Void
Four Points by Sheraton Juneau	03/20/18	845.00	C	N
8-100-600-511-000-420 - 510 Board of Education.000.Staff Travel		845.00		

### Check #:00004371

Vendor Name	Check Date	Check Amount	Type	Void
HOMEWOOD SUITES	03/20/18	516.00	C	N
8-710-010-700-940-420 - 700.General Athletic.Staff Travel		516.00		

### Check #:00004372

Vendor Name	Check Date	Check Amount	Type	Void
JERMAIN DUNNAGAN & OWENS P.C.	03/20/18	357.00	C	N
8-100-600-512-000-414 - 510 Superintendent.000.Legal Services		357.00		

# Accounts Payable Details

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## Check #:00004373

Vendor Name	Check Date	Check Amount	Type	Void
NICHOLS BACKDOOR COMPANY	03/20/18	90.23	C	N
8-100-010-160-000-450 - 100 Voc Ed.000.Supplies and Materials		64.05		
8-255-600-790-000-459 - 790 Food Services.000.Food		9.41		
8-255-600-790-000-479 - 790.000.Other Supplies/Mate		16.77		

## Check #:00004374

Vendor Name	Check Date	Check Amount	Type	Void
RELUCTANT FISHERMAN	03/20/18	2,282.00	C	N
8-100-600-512-000-410 - 510.000.Professional/Techni		978.00		
8-280-500-220-000-420 - 200 SpEd Support.000.Staff Travel		1,304.00		

## Check #:00004375

Vendor Name	Check Date	Check Amount	Type	Void
RESIDENCE INN	03/20/18	2,580.00	C	N
8-710-010-700-949-425 - 700.HS Boys Basketball.Student Travel		2,580.00		

## Check #:00004376

Vendor Name	Check Date	Check Amount	Type	Void
Tague Loretta	03/20/18	94.45	C	N
8-710-010-700-996-490 - 700.Cheerleading.Other Expenses		94.45		

## Check #:00004377

Vendor Name	Check Date	Check Amount	Type	Void
WESTMARK JUNEAU	03/20/18	516.00	C	N
8-100-600-511-000-420 - 510 Board of Education.000.Staff Travel		516.00		

## Check #:00004378

Vendor Name	Check Date	Check Amount	Type	Void
World Strides on Stage	03/20/18	239.00	C	N
8-710-010-700-937-425 - 700.Music.Student Travel		239.00		

## Check #:00004379

Vendor Name	Check Date	Check Amount	Type	Void
TEACHERS RETIREMENT SYSTEM	03/23/18	38,106.09	M	N
8-100-000-000-000-722 - 000.000.TEACHERS RETIREMENT SYSTEM		38,106.09		

## Check #:00004380

Vendor Name	Check Date	Check Amount	Type	Void
PUBLIC EMPLOYEES RETIREMENT	03/23/18	25,230.99	M	N
8-100-000-000-000-721 - 000.000.PUBLIC EMPLOYEES RETIREMENT		25,230.99		

## Accounts Payable Details

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### Check #:00004381

Vendor Name	Check Date	Check Amount	Type	Void
INTERNAL REVENUE SERVICE	03/23/18	42,523.24	M	N
8-100-000-000-000-726 - 000.000.FEDERAL WITHHOLDING TAX		22,396.56		
8-100-000-000-000-729 - 000.000.FICA/MEDICARE CONTRIBUTIONS		20,126.68		

### Check #:00004382

Vendor Name	Check Date	Check Amount	Type	Void
AFLAC	03/23/18	590.97	C	N
8-100-000-000-000-730 - 000.000.AFLAC CONTRIBUTION		590.97		

### Check #:00004383

Vendor Name	Check Date	Check Amount	Type	Void
AMERICAN FUNDS GROUP	03/23/18	250.00	C	N
8-100-000-000-000-738 - 000.000.PRUDENTIAL LIFE INSURANCE		250.00		

### Check #:00004384

Vendor Name	Check Date	Check Amount	Type	Void
METLIFE	03/23/18	492.80	C	N
8-100-000-000-000-727 - 000.000.HEALTH & LIFE INSURANCE		492.80		

### Check #:00004385

Vendor Name	Check Date	Check Amount	Type	Void
NEA-ALASKA	03/23/18	1,961.18	C	N
8-100-000-000-000-736 - 000.000.AEA/CEA/NEA DUES		1,961.18		

### Check #:00004386

Vendor Name	Check Date	Check Amount	Type	Void
Public Education Health Trust	03/23/18	90,767.20	C	N
8-100-000-000-000-727 - 000.000.HEALTH & LIFE INSURANCE		83,032.26		
8-100-000-000-000-731 - 000.000.PREMIUM ONLY PLAN		7,734.94		

### Check #:00004387

Vendor Name	Check Date	Check Amount	Type	Void
TSA CONSULTING GROUP INC.	03/23/18	11,231.46	C	N
8-100-000-000-000-733 - 000.000.457 (b) CONTRIBUTION		4,306.46		
8-100-000-000-000-734 - 000.000.TAX SHELTERED ANNUITIES		6,925.00		

### Check #:00004388

Vendor Name	Check Date	Check Amount	Type	Void
4H Music Camp	03/29/18	25.00	C	N
8-710-010-700-937-490 - 700.Music.Other Expenses		25.00		

# Accounts Payable Details

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## Check #:00004389

Vendor Name	Check Date	Check Amount	Type	Void
ALASKA EDUCATION UPDATE	03/29/18	1,300.00	C	N
8-100-010-400-000-433 - 400.000.Communications		325.00		
8-100-300-400-000-433 - 400.000.Communications		325.00		
8-100-600-512-000-433 - 510 Superintendent.000.Communications		325.00		
8-100-600-550-000-433 - 550.000.Communications		325.00		

## Check #:00004390

Vendor Name	Check Date	Check Amount	Type	Void
ANCHORAGE CHRISTIAN SCHOOL	03/29/18	1,350.00	C	N
8-710-010-700-937-490 - 700.Music.Other Expenses		1,350.00		

## Check #:00004391

Vendor Name	Check Date	Check Amount	Type	Void
ASSOC OF ALASKA SCHOOL BOARDS	03/29/18	2,600.00	C	N
8-100-000-000-000-710 - 000.000.ACCOUNTS PAYABLE		1,300.00		
8-100-600-511-000-490 - 510.000.Other Expenses		1,300.00		

## Check #:00004392

Vendor Name	Check Date	Check Amount	Type	Void
BSN SPORTS	03/29/18	2,620.74	C	N
8-710-010-700-949-490 - 700.HS Boys Basketball.Other Expenses		2,620.74		

## Check #:00004393

Vendor Name	Check Date	Check Amount	Type	Void
BSN Sports LLC	03/29/18	437.54	C	N
8-710-010-700-949-490 - 700.HS Boys Basketball.Other Expenses		437.54		

## Check #:00004394

Vendor Name	Check Date	Check Amount	Type	Void
Bien Lauren	03/29/18	10.00	C	N
8-100-600-550-000-491 - 550.000.Dues and Fees		10.00		

## Check #:00004395

Vendor Name	Check Date	Check Amount	Type	Void
Budget Rent a Car- Anchorage	03/29/18	145.70	C	N
8-710-010-700-940-420 - 700.General Athletic.Staff Travel		145.70		

## Check #:00004396

Vendor Name	Check Date	Check Amount	Type	Void
GLASEN DAVE	03/29/18	10.00	C	N
8-100-600-550-000-491 - 550.000.Dues and Fees		10.00		

## Accounts Payable Details

March 2018

### Check #:00004397

Vendor Name	Check Date	Check Amount	Type	Void
GONZALEZ MARY KIRTLEY	03/29/18	200.00	C	N
8-710-010-700-937-425 - 700.Music.Student Travel		200.00		

### Check #:00004398

Vendor Name	Check Date	Check Amount	Type	Void
GRACE CHRISTIAN SCHOOL	03/29/18	2,480.00	C	N
8-710-010-700-937-490 - 700.Music.Other Expenses		2,480.00		

### Check #:00004399

Vendor Name	Check Date	Check Amount	Type	Void
Johnson Penny	03/29/18	200.00	C	N
8-710-010-700-937-425 - 700.Music.Student Travel		200.00		

### Check #:00004400

Vendor Name	Check Date	Check Amount	Type	Void
NENANA CITY SCHOOL	03/29/18	634.54	C	N
8-710-010-700-945-491 - 700.HS Girls Basketbal.Dues and Fees		317.27		
8-710-010-700-949-491 - 700.HS Boys Basketball.Dues and Fees		317.27		

### Check #:00004401

Vendor Name	Check Date	Check Amount	Type	Void
PEGAU SCOTT	03/29/18	320.00	C	N
8-710-010-700-937-425 - 700.Music.Student Travel		120.00		
8-710-010-700-954-425 - 700.Problem Solving Te.Student Travel		200.00		

### Check #:00004402

Vendor Name	Check Date	Check Amount	Type	Void
Royal Business Systems	03/29/18	29,064.00	C	N
8-550-000-000-603-478 - 550.Copier Replacement.Inventoried Equip		29,064.00		

### Check #:00004403

Vendor Name	Check Date	Check Amount	Type	Void
Swank Motion Pictures	03/29/18	830.00	C	N
8-710-010-700-962-490 - 700.Tech Club.Other Expenses		830.00		

### Check #:00004404

Vendor Name	Check Date	Check Amount	Type	Void
JEWELL ROBERT	03/29/18	200.00	C	N
8-710-010-700-937-425 - 700.Music.Student Travel		200.00		

# Accounts Payable Details

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## Check #:00100456

Vendor Name	Check Date	Check Amount	Type	Void
Comparan Carlos	03/01/18	591.04	A	N
8-100-000-000-000-735 - 000.000.WAGE ADVANCE		591.04		

## Check #:00100457

Vendor Name	Check Date	Check Amount	Type	Void
ADAMS DEBRA	03/05/18	400.00	A	N
8-710-010-700-939-425 - 700.Close-Up.Student Travel		400.00		

## Check #:00100458

Vendor Name	Check Date	Check Amount	Type	Void
CARROLL DOUG	03/05/18	400.00	A	N
8-710-010-700-939-425 - 700.Close-Up.Student Travel		400.00		

## Check #:00100459

Vendor Name	Check Date	Check Amount	Type	Void
CARROLL LISA	03/05/18	25.00	A	N
8-100-600-511-000-420 - 510 Board of Education.000.Staff Travel		25.00		

## Check #:00100460

Vendor Name	Check Date	Check Amount	Type	Void
HORTON RON	03/05/18	105.01	A	N
8-710-010-700-967-425 - 700.JH Wrestling.Student Travel		105.01		

## Check #:00100461

Vendor Name	Check Date	Check Amount	Type	Void
LYNDEN TRANSPORT INC.	03/05/18	1,500.25	A	N
8-255-500-790-965-459 - 790 Food Services.Purchased.Food		511.27		
8-255-600-790-000-459 - 790 Food Services.000.Food		502.33		
8-255-600-790-000-460 - 790 Food Services.000.Milk		326.41		
8-256-000-790-000-459 - 790 Food Services.000.Food		160.24		

## Check #:00100462

Vendor Name	Check Date	Check Amount	Type	Void
Lawson Kaye	03/05/18	5,360.00	A	N
8-280-500-220-000-410 - 200.000.Professional/Techni		5,360.00		

## Check #:00100463

Vendor Name	Check Date	Check Amount	Type	Void
Adams Bertrand	03/13/18	340.45	A	N
8-710-010-700-949-425 - 700.HS Boys Basketball.Student Travel		340.45		

# Accounts Payable Details

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## Check #:00100464

Vendor Name	Check Date	Check Amount	Type	Void
Borst Jake	03/13/18	200.00	A	N
8-710-010-700-949-425 - 700.HS Boys Basketball.Student Travel		200.00		

## Check #:00100465

Vendor Name	Check Date	Check Amount	Type	Void
Greenwood, Janelle	03/13/18	137.50	A	N
8-710-010-700-945-425 - 700.HS Girls Basketbal.Student Travel		137.50		

## Check #:00100466

Vendor Name	Check Date	Check Amount	Type	Void
HILL SHANE	03/13/18	160.00	A	N
8-710-010-700-940-420 - 700.General Athletic.Staff Travel		160.00		

## Check #:00100467

Vendor Name	Check Date	Check Amount	Type	Void
HORTON RON	03/13/18	28.25	A	N
8-100-600-600-000-450 - 600.000.Supplies and Materi		14.99		
8-710-010-700-967-425 - 700.JH Wrestling.Student Travel		13.26		

## Check #:00100468

Vendor Name	Check Date	Check Amount	Type	Void
KIDABILITY-PT	03/13/18	4,378.10	A	N
8-280-500-220-000-410 - 200.000.Professional/Techni		4,378.10		

## Check #:00100469

Vendor Name	Check Date	Check Amount	Type	Void
LYNDEN TRANSPORT INC.	03/13/18	2,018.80	A	N
8-255-500-790-965-459 - 790 Food Services.Purchased.Food		787.12		
8-255-600-790-000-459 - 790 Food Services.000.Food		284.75		
8-255-600-790-000-460 - 790 Food Services.000.Milk		728.39		
8-255-600-790-000-479 - 790.000.Other Supplies/Mate		63.55		
8-256-000-790-000-459 - 790 Food Services.000.Food		154.99		

## Check #:00100470

Vendor Name	Check Date	Check Amount	Type	Void
Lawson Kaye	03/13/18	4,960.00	A	N
8-280-500-220-000-410 - 200.000.Professional/Techni		4,960.00		

## Check #:00100471

Vendor Name	Check Date	Check Amount	Type	Void
Moody Emily	03/13/18	829.00	A	N
8-100-010-350-000-485 - 300 Instructional.000.Stipends		829.00		
8-100-010-350-000-491 - 300 Instructional.000.Dues and Fees		0.00		

# Accounts Payable Details

March 2018

## Check #:00100472

Vendor Name	Check Date	Check Amount	Type	Void
NORTHSTAR NETWORKING	03/13/18	1,500.00	A	N
8-100-010-350-720-410 - 300.Technology.Professional/Techni		750.00		
8-100-300-350-720-410 - 300.Technology.Professional/Techni		750.00		

## Check #:00100473

Vendor Name	Check Date	Check Amount	Type	Void
Roundabout Investments Inc.	03/13/18	3,325.00	A	N
8-710-500-700-908-490 - 700.District Technolog.Other Expenses		3,325.00		

## Check #:00100474

Vendor Name	Check Date	Check Amount	Type	Void
SMYKE ANITA	03/13/18	446.00	A	N
8-100-010-100-512-411 - 100.Smyke, Ria.Instructional Servi		446.00		

## Check #:00100475

Vendor Name	Check Date	Check Amount	Type	Void
HILL SHANE	03/20/18	90.00	A	N
8-710-010-700-940-490 - 700.General Athletic.Other Expenses		90.00		

## Check #:00100476

Vendor Name	Check Date	Check Amount	Type	Void
HOEPFNER PETER	03/20/18	200.00	A	N
8-100-600-511-000-420 - 510 Board of Education.000.Staff Travel		200.00		

## Check #:00100477

Vendor Name	Check Date	Check Amount	Type	Void
HORTON RON	03/20/18	500.00	A	N
8-100-000-000-000-735 - 000.000.WAGE ADVANCE		500.00		

## Check #:00100478

Vendor Name	Check Date	Check Amount	Type	Void
JEWELL BARB	03/20/18	200.00	A	N
8-100-600-511-000-420 - 510 Board of Education.000.Staff Travel		200.00		

## Check #:00100479

Vendor Name	Check Date	Check Amount	Type	Void
LYNDEN TRANSPORT INC.	03/20/18	1,345.21	A	N
8-255-500-790-965-459 - 790 Food Services.Purchased.Food		695.02		
8-255-600-790-000-459 - 790 Food Services.000.Food		650.19		

# Accounts Payable Details

March 2018

## Check #:00100480

Vendor Name	Check Date	Check Amount	Type	Void
ACS	03/29/18	10,140.00	A	N
8-280-500-220-000-410 - 200.000.Professional/Techni		10,140.00		

## Check #:00100481

Vendor Name	Check Date	Check Amount	Type	Void
Corrao Chelsea	03/29/18	200.00	A	N
8-710-010-700-937-425 - 700.Music.Student Travel		200.00		

## Check #:00100482

Vendor Name	Check Date	Check Amount	Type	Void
HOEPFNER PETER	03/29/18	54.00	A	N
8-100-600-511-000-420 - 510 Board of Education.000.Staff Travel		54.00		

## Check #:00100483

Vendor Name	Check Date	Check Amount	Type	Void
LYNDEN TRANSPORT INC.	03/29/18	1,154.54	A	N
8-255-600-790-000-459 - 790 Food Services.000.Food		691.37		
8-255-600-790-000-460 - 790 Food Services.000.Milk		314.48		
8-255-600-790-000-479 - 790.000.Other Supplies/Mate		60.63		
8-256-000-790-000-459 - 790 Food Services.000.Food		88.06		

## Check #:00100484

Vendor Name	Check Date	Check Amount	Type	Void
MOFFITT MARLEEN	03/29/18	236.99	A	N
8-710-010-700-937-425 - 700.Music.Student Travel		200.00		
8-710-010-700-937-490 - 700.Music.Other Expenses		36.99		

## Check #:00100485

Vendor Name	Check Date	Check Amount	Type	Void
PEGAU CATHY	03/29/18	200.00	A	N
8-710-010-700-954-425 - 700.Problem Solving Te.Student Travel		200.00		

## Check #:00100486

Vendor Name	Check Date	Check Amount	Type	Void
SMYKE ANITA	03/29/18	520.00	A	N
8-710-010-700-937-425 - 700.Music.Student Travel		120.00		
8-710-010-700-954-425 - 700.Problem Solving Te.Student Travel		400.00		

## Check #:00100487

Vendor Name	Check Date	Check Amount	Type	Void
Vargas Paoola	03/29/18	200.00	A	N
8-710-010-700-937-425 - 700.Music.Student Travel		200.00		

## Accounts Payable Details

March 2018

### Check #:03262018

Vendor Name	Check Date	Check Amount	Type	Void
		0.00		
		0.00		

### Check #:50002768

Vendor Name	Check Date	Check Amount	Type	Void
KONICA MINOLTA PREMIER FINANCE	03/05/18	1,564.73	E	N
8-100-010-400-000-440 - 400.000.Other Purchased Ser		351.83		
8-100-300-400-000-440 - 400.000.Other Purchased Ser		351.83		
8-100-600-512-000-440 - 510.000.Other Purchased Ser		430.54		
8-100-600-550-000-440 - 550.000.Other Purchased Ser		430.53		

### Check #:52896856

Vendor Name	Check Date	Check Amount	Type	Void
KONICA MINOLTA PREMIER FINANCE	03/19/18	338.76	E	N
8-100-010-400-000-440 - 400.000.Other Purchased Ser		338.76		

### Total (Including Voids)

Bank No	Check Amount
01	400,235.03
AC	41,745.14
<b>Sum:</b>	<b>441,980.17</b>

**Cordova School District**  
**Purchase Card Statement**

Date	External Vendor Name Vendor No/Name	Amount	Actual Amt	Description	Account Number Account Description	Actual Account
<b>Cordova High School</b>						
<b>Location: 010</b>						
<b>Assigned To: Katherine Williams</b>						
<b>Name on Card: Catherine A Williams</b>						
<b>Card: 10</b>						
02/27/18	1648654	4,773.70		state travel competition	8-710-010-000-983-425	
	301 ALASKA AIRLINES INC				700.HS Robotics.Student Travel	
02/28/18	84127836	284.00		amhs-1296878-gbb-add on	8-710-010-700-945-425	
	1 ALASKA MARINE HIGHWAY SYSTEM				700.HS Girls Basketbal.Student Travel	
02/28/18	84127836	-162.00		amhs-1296878-bbb-credit	8-710-010-700-949-425	
	1 ALASKA MARINE HIGHWAY SYSTEM				700.HS Boys Basketball.Student Travel	
03/01/18	96298194	661.00		amhs-1294899-jh wrest-ACS-3-	8-710-010-700-967-425	
	1 ALASKA MARINE HIGHWAY SYSTEM				700.JH Wrestling.Student Travel	
03/02/18	9377974	81.00		amhs-1296878-bbb-add on-pen	8-710-010-700-949-425	
	1 ALASKA MARINE HIGHWAY SYSTEM				700.HS Boys Basketball.Student Travel	
03/02/18	10338045	13,722.25		reg-fairbanks travel GBB	8-710-010-700-945-425	
	301 ALASKA AIRLINES INC				700.HS Girls Basketbal.Student Travel	

Signed: \_\_\_\_\_ Approved By: \_\_\_\_\_

Please attach your receipts and return to the office by: \_\_\_\_\_

Indicate missing receipts/invoices and any other problems:

- 1.
- 2.
- 3.

**Cordova School District**  
**Purchase Card Statement**

Date	External Vendor Name Vendor No/Name	Amount	Actual Amt	Description	Account Number Account Description	Actual Account
<b>Cordova High School</b>						
<b>Location: 010</b>						
<b>Assigned To: Katherine Williams</b>						
<b>Name on Card: Catherine A Williams</b>						
<b>Card: 10</b>						
03/05/18	23867692	1,066.00		amhs-1300452-cheer-regionals	8-710-010-700-996-425	
	1 ALASKA MARINE HIGHWAY SYSTEM				700.Cheerleading.Student Travel	
03/05/18	14328742	-413.28		hottinger-pd by ck not cc	8-278-010-160-000-420	
	100855 RESIDENCE INN				100 Voc Ed.000.Staff Travel	
03/06/18	3438450	732.03		texas inst conference/werner	8-100-010-350-000-420	
	3867 One time Vendor				300 Instructional.000.Staff Travel	
03/06/18	13246579	-81.00		amhs-1296878-gbb-mattson	8-710-010-700-945-425	
	1 ALASKA MARINE HIGHWAY SYSTEM				700.HS Girls Basketbal.Student Travel	
03/07/18	23867348	-58.00		amhs-1294539-jh wrest	8-710-010-700-968-425	
	1 ALASKA MARINE HIGHWAY SYSTEM				700.JH Volleyball.Student Travel	
03/07/18	23867348	-284.00		amhs-1296878-gbb credit	8-710-010-700-945-425	
	1 ALASKA MARINE HIGHWAY SYSTEM				700.HS Girls Basketbal.Student Travel	

Signed: \_\_\_\_\_ Approved By: \_\_\_\_\_

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**Cordova School District**  
**Purchase Card Statement**

Date	External Vendor Name Vendor No/Name	Amount	Actual Amt	Description	Account Number Account Description	Actual Account
<b>Cordova High School</b>						
<b>Location: 010</b>						
<b>Assigned To: Katherine Williams</b>						
<b>Name on Card: Catherine A Williams</b>						
<b>Card: 10</b>						
03/12/18	54160298	-40.50		amhs-1296878-bbb-credit	8-710-010-700-949-425	
	1 ALASKA MARINE HIGHWAY SYSTEM				700.HS Boys Basketball.Student Travel	
03/13/18	73353135	-81.00		amhs-1300452-cheer credit	8-710-010-700-996-425	
	1 ALASKA MARINE HIGHWAY SYSTEM				700.Cheerleading.Student Travel	
03/13/18	73353135	-81.00		amhs-1294899-jh wrest-credit	8-710-010-700-967-425	
	1 ALASKA MARINE HIGHWAY SYSTEM				700.JH Wrestling.Student Travel	
03/14/18	22646566	1,680.00		amhs-1304117-state-bbb-cheer	8-710-010-700-949-425	
	1 ALASKA MARINE HIGHWAY SYSTEM				700.HS Boys Basketball.Student Travel	
03/14/18	3918	85.20		hill-state admin-anc-3-15-18	8-710-010-700-940-420	
	5800 Ravn Alaska				700.General Athletic.Staff Travel	
03/14/18	22646566	904.00		amhs-1304117-state-bbb-cheer	8-710-010-700-996-425	
	1 ALASKA MARINE HIGHWAY SYSTEM				700.Cheerleading.Student Travel	

Signed: \_\_\_\_\_ Approved By: \_\_\_\_\_

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**Cordova School District  
 Purchase Card Statement**

Date	External Vendor Name Vendor No/Name	Amount	Actual Amt	Description	Account Number Account Description	Actual Account
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**Cordova High School**

**Location: 010**

**Assigned To: Katherine Williams**

**Name on Card: Catherine A Williams**

**Card: 10**

03/14/18	22646566	40.50		amhs-1304117-state-bbb-cheer	8-710-010-700-940-420	
	1 ALASKA MARINE HIGHWAY SYSTEM				700.General Athletic.Staff Travel	
03/20/18	41679419	1,668.00		state-cheer-anc-3-20-18	8-710-010-700-996-425	
	3875 TownePlace Suites by Marriott				700.Cheerleading.Student Travel	
03/22/18	623030	367.20		shill-AD region mtng-anc-3-22-18	8-710-010-700-940-420	
	301 ALASKA AIRLINES INC				700.General Athletic.Staff Travel	
03/26/18	44803869	130.00		AD-reg II mtng-anc-3-22-18	8-710-010-700-940-420	
	7161 Aspen Suites Hotel				700.General Athletic.Staff Travel	
	<b>Card Total:</b>	<b>24,994.10</b>				

Signed: \_\_\_\_\_ Approved By: \_\_\_\_\_

Please attach your receipts and return to the office by: \_\_\_\_\_

Indicate missing receipts/invoices and any other problems:

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**Cordova School District**  
**Purchase Card Statement**

Date	External Vendor Name Vendor No/Name	Amount	Actual Amt	Description	Account Number Account Description	Actual Account
<b>District</b>						
<b>Location: 600</b>						
<b>Assigned To: Alexander Russin</b>						
<b>Name on Card: Alex Russin</b>						
<b>Card: 12</b>						
02/27/18	AMAZON MKTPLACE PMTS 101485 AMAZON ONLINE ORDERING	34.98		duck tape-origami paper-cble	8-710-300-700-977-490 700.ME Hound Pride.Other Expenses	
02/27/18	AMAZON MKTPLACE PMTS 101485 AMAZON ONLINE ORDERING	39.91		live butterfly kit-lhanson	8-100-300-100-000-450 100 Regular.000.Supplies and Materials	
02/27/18	PETERKIN DISTRIBUTORS 101174 PETERKIN DISTRIBUTORS INC.	469.22		pete-609348-lyn-6322715	8-255-600-790-000-460 790 Food Services.000.Milk	
02/27/18	PETERKIN DISTRIBUTORS 101174 PETERKIN DISTRIBUTORS INC.	461.07		pete-609748-lyn-6322741	8-255-600-790-000-460 790 Food Services.000.Milk	
02/27/18	PETERKIN DISTRIBUTORS 101174 PETERKIN DISTRIBUTORS INC.	461.07		pete-610155-lyn-6322716	8-255-600-790-000-460 790 Food Services.000.Milk	
02/27/18	PETERKIN DISTRIBUTORS 101174 PETERKIN DISTRIBUTORS INC.	461.07		pete-610578-lyn-6322717	8-255-600-790-000-460 790 Food Services.000.Milk	

Signed: \_\_\_\_\_ Approved By: \_\_\_\_\_  
 Please attach your receipts and return to the office by: \_\_\_\_\_

Indicate missing receipts/invoices and any other problems:  
 1.  
 2.  
 3.  
 Date Printed: 04/03/18 Date Returned:

**Cordova School District  
 Purchase Card Statement**

Date	External Vendor Name Vendor No/Name	Amount	Actual Amt	Description	Account Number Account Description	Actual Account
<b>District</b>						
<b>Location: 600</b>						
<b>Assigned To: Alexander Russin</b>						
<b>Name on Card: Alex Russin</b>						
<b>Card: 12</b>						
02/27/18	PETERKIN DISTRIBUTORS 101174 PETERKIN DISTRIBUTORS INC.	469.22		pete-608934-lyn-6322714	8-255-600-790-000-460 790 Food Services.000.Milk	
02/28/18	NICHOLS` BACKDOOR COM 88 NICHOLS BACKDOOR COMPANY	17.31		2953393-fs-supplies	8-255-600-790-000-479 790.000.Other Supplies/Mate	
02/28/18	NICHOLS` BACKDOOR COM 88 NICHOLS BACKDOOR COMPANY	78.32		2953393-fs supplies	8-255-600-790-000-459 790 Food Services.000.Food	
02/28/18	NICHOLS` BACKDOOR COM 88 NICHOLS BACKDOOR COMPANY	7.23		2951219-fs-supplies	8-255-600-790-000-459 790 Food Services.000.Food	
02/28/18	NICHOLS` BACKDOOR COM 88 NICHOLS BACKDOOR COMPANY	24.34		2952002-fs supplies	8-255-600-790-000-459 790 Food Services.000.Food	
02/28/18	NICHOLS` BACKDOOR COM 88 NICHOLS BACKDOOR COMPANY	109.76		18-295-2955995-advanced ed s	8-100-010-400-000-450 400.000.Supplies and Materi	

Signed: \_\_\_\_\_ Approved By: \_\_\_\_\_

Please attach your receipts and return to the office by: \_\_\_\_\_

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**Cordova School District  
 Purchase Card Statement**

Date	External Vendor Name Vendor No/Name	Amount	Actual Amt	Description	Account Number Account Description	Actual Account
<b>District</b>						
<b>Location: 600</b>						
<b>Assigned To: Alexander Russin</b>						
<b>Name on Card: Alex Russin</b>						
<b>Card: 12</b>						
02/28/18	NICHOLS` BACKDOOR COM 88 NICHOLS BACKDOOR COMPANY	88.77		18-54-2957414-student council	8-710-010-700-942-490 700.HS Student Council.Other Expenses	
02/28/18	NICHOLS` BACKDOOR COM 88 NICHOLS BACKDOOR COMPANY	93.02		18-40-2957411-hm ec	8-100-010-160-000-450 100 Voc Ed.000.Supplies and Materials	
02/28/18	SQ *NORTHERN DELIGH 100760 NORTHERN DELIGHTS	260.00		student council meal supplies	8-100-600-511-000-490 510.000.Other Expenses	
02/28/18	AC CORDOVA-235 509 ALASKA COMMERCIAL COMPANY	75.62		po-18-239-tip off supplies	8-710-010-700-957-490 700.Tipoff Tournament.Other Expenses	
02/28/18	AC CORDOVA-235 509 ALASKA COMMERCIAL COMPANY	216.64		po-18-38 concessions	8-710-010-700-913-490 700.Concessions.Other Expenses	
02/28/18	NICHOLS` BACKDOOR COM 88 NICHOLS BACKDOOR COMPANY	26.06		2955774-fs supplies	8-255-600-790-000-459 790 Food Services.000.Food	

Signed: \_\_\_\_\_ Approved By: \_\_\_\_\_

Please attach your receipts and return to the office by: \_\_\_\_\_

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**Cordova School District  
 Purchase Card Statement**

Date	External Vendor Name Vendor No/Name	Amount	Actual Amt	Description	Account Number Account Description	Actual Account
<b>District</b>						
<b>Location: 600</b>						
<b>Assigned To: Alexander Russin</b>						
<b>Name on Card: Alex Russin</b>						
<b>Card: 12</b>						
02/28/18	NICHOLS` BACKDOOR COM 88 NICHOLS BACKDOOR COMPANY	41.11		2955169-fs-supplies	8-255-600-790-000-459 790 Food Services.000.Food	
02/28/18	NICHOLS` BACKDOOR COM 88 NICHOLS BACKDOOR COMPANY	44.04		sch bd apprec dinner supplie	8-100-600-511-000-420 510 Board of Education.000.Staff Travel	
02/28/18	GET USA ADVAMER TRAVE 3867 One time Vendor	1,310.96		hs robotics hotel-state comp	8-710-010-000-983-425 700.HS Robotics.Student Travel	
02/28/18	AC CORDOVA-235 509 ALASKA COMMERCIAL COMPANY	33.78		sch bd apprec. dinner suppli	8-100-600-511-000-490 510.000.Other Expenses	
03/01/18	WPS 3867 One time Vendor	865.70		v-WPS-books-collins d.	8-280-600-200-000-450 200.000.Supplies and Materi	
03/01/18	ALASKA AIR 027216476 301 ALASKA AIRLINES INC	11.20		akair/ravn-lawson-3-4-18-WLC	8-280-500-220-000-420 200 SpEd Support.000.Staff Travel	

Signed: \_\_\_\_\_ Approved By: \_\_\_\_\_

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**Cordova School District  
 Purchase Card Statement**

Date	External Vendor Name Vendor No/Name	Amount	Actual Amt	Description	Account Number Account Description	Actual Account
<b>District</b>						
<b>Location: 600</b>						
<b>Assigned To: Alexander Russin</b>						
<b>Name on Card: Alex Russin</b>						
<b>Card: 12</b>						
03/01/18	AMZ*Magazine Express 101485 AMAZON ONLINE ORDERING	15.00	_____	migrant/mary/mag decisions	8-265-000-350-000-450 300.000.Supplies and Materi	_____
03/02/18	TALKTOOLS 3867 One time Vendor	56.60	_____	v-talk tools/sped supplies/€	8-100-300-200-000-450 200.000.Supplies and Materi	_____
03/02/18	CORDOVA TELEPHONE 632 CORDOVA TELEPHONE CO-OP	9.99	_____	school bus	8-205-600-760-720-433 760.Technology.Communications	_____
03/02/18	CORDOVA TELEPHONE 632 CORDOVA TELEPHONE CO-OP	9.99	_____	technology march bill	8-100-600-350-720-433 300.Technology.Communications	_____
03/02/18	CORDOVA TELEPHONE 632 CORDOVA TELEPHONE CO-OP	338.48	_____	maint march bill	8-100-600-600-720-433 600.Technology.Communications	_____
03/02/18	CORDOVA TELEPHONE 632 CORDOVA TELEPHONE CO-OP	98.03	_____	mte instruct march bill	8-100-300-350-720-433 300.Technology.Communications	_____

Signed: \_\_\_\_\_ Approved By: \_\_\_\_\_

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**Cordova School District  
 Purchase Card Statement**

Date	External Vendor Name Vendor No/Name	Amount	Actual Amt	Description	Account Number Account Description	Actual Account
<b>District</b>						
<b>Location: 600</b>						
<b>Assigned To: Alexander Russin</b>						
<b>Name on Card: Alex Russin</b>						
<b>Card: 12</b>						
03/02/18	CORDOVA TELEPHONE 632 CORDOVA TELEPHONE CO-OP	294.09	_____	mte office march bill	8-100-300-400-720-433 400.Technology.Communications	_____
03/02/18	CORDOVA TELEPHONE 632 CORDOVA TELEPHONE CO-OP	101.03	_____	hs instruct march bill	8-100-010-350-720-433 300.Technology.Communications	_____
03/02/18	CORDOVA TELEPHONE 632 CORDOVA TELEPHONE CO-OP	303.08	_____	hs office march bill	8-100-010-400-720-433 400.Technology.Communications	_____
03/02/18	CORDOVA TELEPHONE 632 CORDOVA TELEPHONE CO-OP	133.83	_____	bus march bill	8-100-600-550-720-433 550.Technology.Communications	_____
03/02/18	CORDOVA TELEPHONE 632 CORDOVA TELEPHONE CO-OP	208.80	_____	supt march bill	8-100-600-512-720-433 510.Technology.Communications	_____
03/02/18	Amazon.com 101485 AMAZON ONLINE ORDERING	31.94	_____	masking tape/e collins	8-100-300-100-000-450 100 Regular.000.Supplies and Materials	_____

Signed: \_\_\_\_\_ Approved By: \_\_\_\_\_

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**Cordova School District  
 Purchase Card Statement**

Date	External Vendor Name Vendor No/Name	Amount	Actual Amt	Description	Account Number Account Description	Actual Account
<b>District</b>						
<b>Location: 600</b>						
<b>Assigned To: Alexander Russin</b>						
<b>Name on Card: Alex Russin</b>						
<b>Card: 12</b>						
03/02/18	ATT* SERVICE 101243 AT & T	21.02	_____	maint phone ldistance	8-100-600-600-000-433 600.000.Communications	_____
03/02/18	ATT* SERVICE 101243 AT & T	37.10	_____	mt e phone ldistance	8-100-300-400-000-433 400.000.Communications	_____
03/02/18	ATT* SERVICE 101243 AT & T	50.50	_____	hs phone ldistance	8-100-010-400-000-433 400.000.Communications	_____
03/02/18	ATT* SERVICE 101243 AT & T	32.34	_____	bus phone ldistance	8-100-600-550-000-433 550.000.Communications	_____
03/02/18	ATT* SERVICE 101243 AT & T	43.00	_____	supt phone ldistance	8-100-600-512-000-433 510 Superintendent.000.Communications	_____
03/02/18	GCI* WOODWIND 2089 WOODWIND & BRASSWIND	180.39	_____	music supply order/reeds	8-710-010-700-937-490 700.Music.Other Expenses	_____

Signed: \_\_\_\_\_ Approved By: \_\_\_\_\_  
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 3.  
 Date Printed: 04/03/18 Date Returned:

**Cordova School District**  
**Purchase Card Statement**

Date	External Vendor Name Vendor No/Name	Amount	Actual Amt	Description	Account Number Account Description	Actual Account
<b>District</b>						
<b>Location: 600</b>						
<b>Assigned To: Alexander Russin</b>						
<b>Name on Card: Alex Russin</b>						
<b>Card: 12</b>						
03/02/18	Amazon.com 101485 AMAZON ONLINE ORDERING	49.92		ecollins/supplies/general	8-100-300-100-000-450 100 Regular.000.Supplies and Materials	
03/02/18	FSA - ANCHORAGE 799 FOOD SERVICES OF AMERICA	588.29		fsa-8449990-lyn-3527635	8-255-600-790-000-459 790 Food Services.000.Food	
03/02/18	FSA - ANCHORAGE 799 FOOD SERVICES OF AMERICA	1,756.82		fsa-8449989-lyn-3527635	8-255-600-790-000-459 790 Food Services.000.Food	
03/02/18	FSA - ANCHORAGE 799 FOOD SERVICES OF AMERICA	75.56		fsa-8449989-lyn-3527635	8-255-600-790-000-479 790.000.Other Supplies/Mate	
03/05/18	SHORESIDE PETROLEUM I 910 SHORESIDE PETROLEUM INC.	5,155.48		1695.6@3.03//2-23-18	8-100-300-600-000-438 600.000.Fuel	
03/05/18	PAYPAL *WORLDLINK 3867 One time Vendor	162.90		v-nourish life-hottinger-hon	8-100-010-160-000-450 100 Voc Ed.000.Supplies and Materials	

Signed: \_\_\_\_\_ Approved By: \_\_\_\_\_

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**Cordova School District  
 Purchase Card Statement**

Date	External Vendor Name Vendor No/Name	Amount	Actual Amt	Description	Account Number Account Description	Actual Account
<b>District</b>						
<b>Location: 600</b>						
<b>Assigned To: Alexander Russin</b>						
<b>Name on Card: Alex Russin</b>						
<b>Card: 12</b>						
03/05/18	AMAZON MKTPLACE PMTS 101485 AMAZON ONLINE ORDERING	21.99		migrant/mary/1 of 2 bks	8-265-000-350-000-450 300.000.Supplies and Materi	
03/05/18	SHORESIDE PETROLEUM 1 910 SHORESIDE PETROLEUM INC.	3,648.60		1200.00@3.03//2-16-18	8-100-010-600-000-438 600.000.Fuel	
03/06/18	AMAZON MKTPLACE PMTS 101485 AMAZON ONLINE ORDERING	82.40		gen supplies/thermo covers	8-100-300-100-000-450 100 Regular.000.Supplies and Materials	
03/06/18	AMAZON MKTPLACE PMTS 101485 AMAZON ONLINE ORDERING	16.00		migrant/mary/rose notebook	8-265-000-350-000-450 300.000.Supplies and Materi	
03/06/18	ALASKA AIR 027216505 301 ALASKA AIRLINES INC	11.20		kidability/airfare/pt servic	8-280-500-220-000-420 200 SpEd Support.000.Staff Travel	
03/07/18	SQ *ALASKA SOCIETY FC 100202 Alaska Society for Technology in Ed.	3,275.00		aste-2018 registration fees	8-266-000-350-000-491 300 Instructional.000.Dues and Fees	

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**Cordova School District**  
**Purchase Card Statement**

Date	External Vendor Name Vendor No/Name	Amount	Actual Amt	Description	Account Number Account Description	Actual Account
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**District**

**Location: 600**

**Assigned To: Alexander Russin**

**Name on Card: Alex Russin**

**Card: 12**

03/07/18	AIR LIQUIDE AMERICA I 100368 AIR LIQUIDE	1,635.40		yrly container lease	8-278-010-160-000-450 100 Voc Ed.000.Supplies and Materials	
03/08/18	AMAZON MKTPLACE PMTS 101485 AMAZON ONLINE ORDERING	16.17		migrant/mary/posey r bks	8-265-000-350-000-450 300.000.Supplies and Materi	
03/08/18	CBI*NOVASTOR 2402 NovaStor-Cleverbridge	237.57		3 yr renewal for bckup suite	8-100-010-100-720-440 100.Technology.Other Purchased Ser	
03/08/18	CBI*NOVASTOR 2402 NovaStor-Cleverbridge	237.57		3 yr renewal for bckup suite	8-100-600-512-000-440 510.000.Other Purchased Ser	
03/08/18	CBI*NOVASTOR 2402 NovaStor-Cleverbridge	237.57		3 yr renewal for bckup suite	8-100-600-512-000-440 510.000.Other Purchased Ser	
03/08/18	CBI*NOVASTOR 2402 NovaStor-Cleverbridge	237.57		3 yr renewal for bckup suite	8-100-300-100-720-440 100.Technology.Other Purchased Ser	

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**Cordova School District  
 Purchase Card Statement**

Date	External Vendor Name Vendor No/Name	Amount	Actual Amt	Description	Account Number Account Description	Actual Account
<b>District</b>						
<b>Location: 600</b>						
<b>Assigned To: Alexander Russin</b>						
<b>Name on Card: Alex Russin</b>						
<b>Card: 12</b>						
03/09/18	FSA - ANCHORAGE 799 FOOD SERVICES OF AMERICA	856.94		fsa-8464604-lyn-3527856	8-255-600-790-000-459 790 Food Services.000.Food	
03/09/18	CHARLIES PRODUCE 101259 CHARLIES PRODUCE	288.35		char-8684093-lyn-6322718	8-255-600-790-000-459 790 Food Services.000.Food	
03/09/18	FSA - ANCHORAGE 799 FOOD SERVICES OF AMERICA	312.00		fsa-8464606-lyn-3527856	8-255-600-790-000-459 790 Food Services.000.Food	
03/09/18	NASSP Product & Servi 100905 NASSP/NASC	614.00		yearly principals dues	8-100-010-400-000-491 400.000.Dues and Fees	
03/09/18	Amazon.com 101485 AMAZON ONLINE ORDERING	192.07		extra set of water filters-	8-100-600-600-000-452 600.000.Maintenance Supplie	
03/09/18	Amazon.com 101485 AMAZON ONLINE ORDERING	18.29		migrant/mary/bk pickett seri	8-265-000-350-000-450 300.000.Supplies and Materi	

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**Cordova School District**  
**Purchase Card Statement**

Date	External Vendor Name Vendor No/Name	Amount	Actual Amt	Description	Account Number Account Description	Actual Account
03/09/18	Amazon.com 101485 AMAZON ONLINE ORDERING	11.99		migrant/mary/seamless	8-265-000-350-000-450 300.000.Supplies and Materi	
03/09/18	FGA*CORPORATE - 99120 3387 First Student	10,807.77		jan-feb-2018 bus service	8-205-600-760-000-440 760.000.Other Purchased Ser	
03/09/18	FGA*CORPORATE - 99120 3387 First Student	263.14		acs-palmer-unalaket-nenana	8-205-600-761-000-425 761.000.Student Travel	
03/09/18	FGA*CORPORATE - 99120 3387 First Student	202.91		glenallen and tok pkup/drp c	8-205-600-761-000-425 761.000.Student Travel	
03/09/18	FGA*CORPORATE - 99120 3387 First Student	25.68		mt ecmt eccles to pwssc	8-205-600-762-000-425 762.000.Student Travel	
03/09/18	JOSTENS INC. 7013 Royal Business Systems	375.00		kyoceera yrly maint cont 1/4	8-100-600-512-000-440 510.000.Other Purchased Ser	

**District**  
**Location: 600**  
**Assigned To: Alexander Russin**  
**Name on Card: Alex Russin**  
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**Cordova School District  
 Purchase Card Statement**

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<b>District</b>						
<b>Location: 600</b>						
<b>Assigned To: Alexander Russin</b>						
<b>Name on Card: Alex Russin</b>						
<b>Card: 12</b>						
03/09/18	JOSTENS INC. 7013 Royal Business Systems	375.00		kyoceera yrly maint cont 1/4	8-100-600-550-000-440 550.000.Other Purchased Ser	
03/09/18	JOSTENS INC. 7013 Royal Business Systems	375.00		kyoceera yrly maint cont 1/4	8-100-010-400-000-440 400.000.Other Purchased Ser	
03/09/18	JOSTENS INC. 7013 Royal Business Systems	375.00		kyoceera yrly maint cont 1/4	8-100-300-400-000-440 400.000.Other Purchased Ser	
03/09/18	Amazon.com 101485 AMAZON ONLINE ORDERING	24.50		migrant bks/mte/mary	8-265-000-350-000-450 300.000.Supplies and Materi	
03/09/18	CHARLIES PRODUCE 101259 CHARLIES PRODUCE	340.30		char-8684093-lyn-6322718	8-256-000-790-000-459 790 Food Services.000.Food	
03/09/18	FSA - ANCHORAGE 799 FOOD SERVICES OF AMERICA	170.66		fsa-8464605-lyn-3527856	8-255-600-790-000-459 790 Food Services.000.Food	

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**Cordova School District  
 Purchase Card Statement**

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03/12/18	DISCOUNT ROCKETRY 3867 One time Vendor	-2.99		discount rocket/credit/carr	8-100-010-100-000-450 100 Regular.000.Supplies and Materials	
03/12/18	DISCOUNT ROCKETRY 3867 One time Vendor	137.88		hs supplies/carroll/	8-100-010-100-000-450 100 Regular.000.Supplies and Materials	
03/12/18	NICHOLS` BACKDOOR COM 88 NICHOLS BACKDOOR COMPANY	61.85		po-18-40-2961600 hm ec	8-100-010-160-000-450 100 Voc Ed.000.Supplies and Materials	
03/12/18	NICHOLS` BACKDOOR COM 88 NICHOLS BACKDOOR COMPANY	59.28		po-18-40-2965110-home ec sup	8-100-010-160-000-450 100 Voc Ed.000.Supplies and Materials	
03/12/18	NICHOLS` BACKDOOR COM 88 NICHOLS BACKDOOR COMPANY	366.06		po-18-37-2959943-concession	8-710-010-700-913-490 700.Concessions.Other Expenses	
03/12/18	NICHOLS` BACKDOOR COM 88 NICHOLS BACKDOOR COMPANY	39.55		2963226-sponte-fs service	8-255-600-790-000-459 790 Food Services.000.Food	

**District**  
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**Cordova School District  
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<b>District</b>						
<b>Location: 600</b>						
<b>Assigned To: Alexander Russin</b>						
<b>Name on Card: Alex Russin</b>						
<b>Card: 12</b>						
03/13/18	AMAZON.COM AMZN.COM/E 101485 AMAZON ONLINE ORDERING	52.42		migrant/mary/2of2	8-265-000-350-000-450 300.000.Supplies and Materi	
03/13/18	AMZ*Sports Flags and 3867 One time Vendor	137.45		v-flags&banners-alex	8-100-600-512-000-490 510 Superintendent.000.Other Expenses	
03/13/18	AMAZON MKTPLACE PMTS 101485 AMAZON ONLINE ORDERING	23.98		amaz-lamination covers-ecoll	8-100-300-100-000-450 100 Regular.000.Supplies and Materials	
03/14/18	RELUCTANT FISHERMAN I 1296 RELUCTANT FISHERMAN	95.00		strategic supplies/dinner	8-100-600-512-000-490 510 Superintendent.000.Other Expenses	
03/15/18	LAURA'S LIQUOR SHOPPE 100513 LAURA S	140.00		door prize gft cert	8-100-600-511-000-490 510.000.Other Expenses	
03/15/18	HARDING BOOKSTORE 3867 One time Vendor	20.99		v-pennants-alex career day	8-100-600-512-000-450 510.000.Supplies and Materi	

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**Cordova School District  
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<b>District</b>						
<b>Location: 600</b>						
<b>Assigned To: Alexander Russin</b>						
<b>Name on Card: Alex Russin</b>						
<b>Card: 12</b>						
03/15/18	LUTHER COLLEGE BOOK S 3867 One time Vendor	7.99		pennants alex/career day	8-100-600-512-000-450 510.000.Supplies and Materi	
03/15/18	Amazon.com 101485 AMAZON ONLINE ORDERING	10.71		migrant/mte/mary	8-265-000-350-000-450 300.000.Supplies and Materi	
03/15/18	AMAZON.COM AMZN.COM/E 101485 AMAZON ONLINE ORDERING	21.99		sped supplies/dart ball	8-100-300-200-000-450 200.000.Supplies and Materi	
03/16/18	SEOKSTUNIVBKSTOR #320 3867 One time Vendor	17.48		pennants/alex/career day	8-100-600-512-000-450 510.000.Supplies and Materi	
03/16/18	ALBCOLLBKST 4739 3867 One time Vendor	17.48		pennant/career day/alex	8-100-600-512-000-450 510.000.Supplies and Materi	
03/16/18	BRONCO BOOKSTORE #203 3867 One time Vendor	14.00		pennant/alex/career day	8-100-600-512-000-450 510.000.Supplies and Materi	

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 Purchase Card Statement**

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<b>District</b>						
<b>Location: 600</b>						
<b>Assigned To: Alexander Russin</b>						
<b>Name on Card: Alex Russin</b>						
<b>Card: 12</b>						
03/16/18	NFHSNETWORK.COM 3867 One time Vendor	9.95		pennant/alex/career day	8-100-600-512-000-450 510.000.Supplies and Materi	
03/16/18	ALASKA AIR 027216618 301 ALASKA AIRLINES INC	500.20		akair-xsorxy-legislative-jur	8-100-600-511-000-420 510 Board of Education.000.Staff Travel	
03/16/18	CHARLIES PRODUCE 101259 CHARLIES PRODUCE	734.45		char-8687050-lyn-6322719	8-255-600-790-000-459 790 Food Services.000.Food	
03/16/18	FSA - ANCHORAGE 799 FOOD SERVICES OF AMERICA	400.62		fsa-8478616-lyn-3527946	8-255-600-790-000-459 790 Food Services.000.Food	
03/16/18	FSA - ANCHORAGE 799 FOOD SERVICES OF AMERICA	160.15		fsa-8478616-lyn-3527946	8-255-600-790-000-479 790.000.Other Supplies/Mate	
03/16/18	FSA - ANCHORAGE 799 FOOD SERVICES OF AMERICA	119.98		fsa-8478617-lyn-3527946	8-255-600-790-000-459 790 Food Services.000.Food	

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**Cordova School District  
 Purchase Card Statement**

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<b>District</b>						
<b>Location: 600</b>						
<b>Assigned To: Alexander Russin</b>						
<b>Name on Card: Alex Russin</b>						
<b>Card: 12</b>						
03/16/18	CHARLIES PRODUCE 101259 CHARLIES PRODUCE	247.12	_____	char-8687050-lyn-6322719	8-256-000-790-000-459 790 Food Services.000.Food	_____
03/16/18	ALASKA AIR 027216618 301 ALASKA AIRLINES INC	500.20	_____	akair-xsorxy-legislative-jur	8-100-600-511-000-420 510 Board of Education.000.Staff Travel	_____
03/19/18	SPORTS FLAGS AND PROJ 3867 One time Vendor	11.45	_____	pennant/alex/career day	8-100-600-512-000-450 510.000.Supplies and Materi	_____
03/19/18	OCC BOOKSTORE #81089 3867 One time Vendor	32.48	_____	pennant/alex/career day	8-100-600-512-000-450 510.000.Supplies and Materi	_____
03/19/18	WMU BOOKSTORE SHOPS # 3867 One time Vendor	23.50	_____	pennant/alex/career day	8-100-600-512-000-450 510.000.Supplies and Materi	_____
03/19/18	DMV WEB 1435 STATE OF ALASKA-DIV OF MOTOR V	10.00	_____	lic tags-xye459 van renewal	8-100-600-600-000-491 600.000.Dues and Fees	_____

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**Cordova School District  
 Purchase Card Statement**

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<b>District</b>						
<b>Location: 600</b>						
<b>Assigned To: Alexander Russin</b>						
<b>Name on Card: Alex Russin</b>						
<b>Card: 12</b>						
03/19/18	SHORESIDE PETROLEUM I 910 SHORESIDE PETROLEUM INC.	5,301.48		1688.1-gal@-3.13--3-8-18	8-100-300-600-000-438 600.000.Fuel	
03/19/18	SHORESIDE PETROLEUM I 910 SHORESIDE PETROLEUM INC.	241.74		61.2-gal-propane@-3.95--3-8-	8-100-300-600-000-438 600.000.Fuel	
03/19/18	SHORESIDE PETROLEUM I 910 SHORESIDE PETROLEUM INC.	3,297.53		1050.--gal@-3.13--3-2-18	8-100-010-600-000-438 600.000.Fuel	
03/20/18	WOU BOOKSTORE 020 3867 One time Vendor	33.75		pennant/alex/career day	8-100-600-512-000-450 510.000.Supplies and Materi	
03/20/18	USPS PO 0220280574 1512 US POSTAL SERVICE	66.25		strategic mailing/alex	8-100-600-512-000-434 510.000.Postage - Other Uti	
03/20/18	ASPEN SUITES-ANCHORAC 7161 Aspen Suites Hotel	299.04		AD mtng-room-3-17-18-hill	8-710-010-700-940-420 700.General Athletic.Staff Travel	

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<b>Assigned To: Alexander Russin</b>						
<b>Name on Card: Alex Russin</b>						
<b>Card: 12</b>						
03/20/18	AMAZON MKTPLACE PMTS 101485 AMAZON ONLINE ORDERING	169.15		color toner supplies/hp copi	8-100-600-550-000-450 550.000.Supplies and Materi	
03/20/18	AMAZON MKTPLACE PMTS 101485 AMAZON ONLINE ORDERING	169.16		color toner supplies/hp copi	8-100-600-512-000-450 510.000.Supplies and Materi	
03/21/18	PSN*CORDOVA ELECTRIC 629 CORDOVA ELECTRIC CO-OP INC	9,265.83		mte-35357-kwh-feb 2018	8-100-300-600-000-436 600.000.Electricity	
03/21/18	PSN*CORDOVA ELECTRIC 629 CORDOVA ELECTRIC CO-OP INC	5,733.34		hs-20595-kwh-feb 2018	8-100-010-600-000-436 600.000.Electricity	
03/21/18	Amazon.com 101485 AMAZON ONLINE ORDERING	77.94		hp color printer supplies	8-100-600-550-000-450 550.000.Supplies and Materi	
03/21/18	Amazon.com 101485 AMAZON ONLINE ORDERING	77.95		hp color printer supplies	8-100-600-512-000-450 510.000.Supplies and Materi	

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03/21/18	SQ *NORTHERN DELIGH 100760 NORTHERN DELIGHTS	120.00		board luncheon/student coun	8-100-600-511-000-450 510.000.Supplies and Materi	
03/22/18	ALASKA AIR 301 ALASKA AIRLINES INC	15.00		add fee for last seat avail	8-280-500-220-000-420 200 SpEd Support.000.Staff Travel	
03/22/18	ALASKA AIR 027216680 301 ALASKA AIRLINES INC	11.20		pt services-3-7-18-kidabilit	8-280-500-220-000-420 200 SpEd Support.000.Staff Travel	
03/22/18	AC CORDOVA-235 509 ALASKA COMMERCIAL COMPANY	502.34		po-18-38-concession-23539284	8-710-010-700-913-490 700.Concessions.Other Expenses	
03/22/18	AC CORDOVA-235 509 ALASKA COMMERCIAL COMPANY	62.81		po-18-38-concession-23539311	8-710-010-700-913-490 700.Concessions.Other Expenses	
03/22/18	ROYAL BUSINESS SYSTEM 324 JOSTENS	1,500.00		final pymt yearbook/hottinge	8-710-010-700-931-490 700.Copper Nugget Year.Other Expenses	

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<b>District</b>						
<b>Location: 600</b>						
<b>Assigned To: Alexander Russin</b>						
<b>Name on Card: Alex Russin</b>						
<b>Card: 12</b>						
03/22/18	UPS BOOKSTORE ONLINE 3867 One time Vendor	17.99		pennant/alex/career day	8-100-600-512-000-450 510.000.Supplies and Materi	
03/22/18	AMZ*Sports Flags and 101485 AMAZON ONLINE ORDERING	36.35		pennant/alex/career day	8-100-600-512-000-450 510.000.Supplies and Materi	
03/22/18	Amazon.com 101485 AMAZON ONLINE ORDERING	192.07		extra set of water filters/	8-100-600-600-000-450 600.000.Supplies and Materi	
03/23/18	SPORTS FLAGS AND PROI 3867 One time Vendor	20.40		pennant/alex/career day	8-100-600-512-000-450 510.000.Supplies and Materi	
03/23/18	FSA - ANCHORAGE 799 FOOD SERVICES OF AMERICA	1,051.90		fsa-8491757-lyn-3528037	8-255-600-790-000-459 790 Food Services.000.Food	
03/23/18	CHARLIES PRODUCE 101259 CHARLIES PRODUCE	205.89		char-8688551-lyn-6322720	8-256-000-790-000-459 790 Food Services.000.Food	

Signed: \_\_\_\_\_ Approved By: \_\_\_\_\_

Please attach your receipts and return to the office by: \_\_\_\_\_

Indicate missing receipts/invoices and any other problems:

- 1.
- 2.
- 3.

**Cordova School District  
 Purchase Card Statement**

Date	External Vendor Name Vendor No/Name	Amount	Actual Amt	Description	Account Number Account Description	Actual Account
<b>District</b>						
<b>Location: 600</b>						
<b>Assigned To: Alexander Russin</b>						
<b>Name on Card: Alex Russin</b>						
<b>Card: 12</b>						
03/23/18	LUTHER COLLEGE BOOK S 3867 One time Vendor	17.99	_____	pennant/alex/career day	8-100-600-512-000-450 510.000.Supplies and Materi	_____
03/23/18	STAPLES PROMOTIONAL F 3867 One time Vendor	9.26	_____	pennant/alex/career day	8-100-600-512-000-450 510.000.Supplies and Materi	_____
03/23/18	FSA - ANCHORAGE 799 FOOD SERVICES OF AMERICA	174.31	_____	fsa-8491758-lyn-3528037	8-255-600-790-000-459 790 Food Services.000.Food	_____
03/23/18	FSA - ANCHORAGE 799 FOOD SERVICES OF AMERICA	397.86	_____	fsa-8491757-lyn-3528037	8-255-600-790-000-479 790.000.Other Supplies/Mate	_____
03/23/18	FSA - ANCHORAGE 799 FOOD SERVICES OF AMERICA	1,140.62	_____	fsa-8491755-lyn-3528037	8-255-600-790-000-459 790 Food Services.000.Food	_____
03/23/18	CHARLIES PRODUCE 101259 CHARLIES PRODUCE	387.81	_____	char-8688551-lyn-6322720	8-255-600-790-000-459 790 Food Services.000.Food	_____

Signed: \_\_\_\_\_ Approved By: \_\_\_\_\_

Please attach your receipts and return to the office by: \_\_\_\_\_

Indicate missing receipts/invoices and any other problems:

- 1.
- 2.
- 3.

**Cordova School District  
 Purchase Card Statement**

Date	External Vendor Name Vendor No/Name	Amount	Actual Amt	Description	Account Number Account Description	Actual Account
<b>District</b>						
<b>Location: 600</b>						
<b>Assigned To: Alexander Russin</b>						
<b>Name on Card: Alex Russin</b>						
<b>Card: 12</b>						
03/26/18	Jones School Supply C 3867 One time Vendor	49.00		v-Jones school supply-awards	8-100-300-100-000-450 100 Regular.000.Supplies and Materials	
03/26/18	EOU BOOKSTORE 3867 One time Vendor	24.48		pennant/alex/career day	8-100-600-512-000-450 510.000.Supplies and Materi	
03/26/18	SOU BOOKSTORE 3867 One time Vendor	32.48		pennant/alex/career day	8-100-600-512-000-450 510.000.Supplies and Materi	
03/26/18	SOUTHERN NHU BKSTOR 3867 One time Vendor	12.98		pennant/alex/career day	8-100-600-512-000-450 510.000.Supplies and Materi	
03/26/18	UAF BKST #1191 3867 One time Vendor	55.50		pennant/alex/career day	8-100-600-512-000-450 510.000.Supplies and Materi	
03/26/18	SEOKSTUNIVBKSTOR #320 3867 One time Vendor	32.48		pennant/alex/career day	8-100-600-512-000-450 510.000.Supplies and Materi	
<b>Card Total:</b>		<b>75,515.32</b>				

Signed: \_\_\_\_\_ Approved By: \_\_\_\_\_

Please attach your receipts and return to the office by: \_\_\_\_\_

Indicate missing receipts/invoices and any other problems:

- 1.
- 2.
- 3.

**Cordova School District**  
**Purchase Card Statement**

Date	External Vendor Name Vendor No/Name	Amount	Actual Amt	Description	Account Number Account Description	Actual Account
<b>District</b>						
<b>Location: 600</b>						
<b>Assigned To: Debra Adams</b>						
<b>Name on Card: Debra Adams</b>						
<b>Card: 11</b>						
02/28/18	HOTELS.COM14580203029 3867 One time Vendor	927.00		v-Hyatt Regency Crystal City	8-710-010-700-939-425 700.Close-Up.Student Travel	
03/01/18	CLOSE UP FOUNDATION 590 CLOSE-UP FOUNDATION	540.00		t.russin/closeup/room charge	8-710-010-700-939-425 700.Close-Up.Student Travel	
03/12/18	BIKE AND ROLL DC 3867 One time Vendor	1,017.60		v-bike&roll-mt vernon bike r	8-710-010-700-939-490 700.Close-Up.Other Expenses	
03/22/18	DRAMATICPUBLISHING.CC 3867 One time Vendor	162.68		drama class scripts-adams-su	8-100-010-100-000-450 100.Regular.000.Supplies and Materials	
03/26/18	THE MUSEUM OF FLIG 3867 One time Vendor	263.00		seattle/closeup/adams	8-710-010-700-939-425 700.Close-Up.Student Travel	
03/26/18	UNDERGROUND TOUR - TI 3867 One time Vendor	-56.00		underground tour/nyc cancel	8-710-010-700-939-425 700.Close-Up.Student Travel	

Signed: \_\_\_\_\_ Approved By: \_\_\_\_\_

Please attach your receipts and return to the office by: \_\_\_\_\_

Indicate missing receipts/invoices and any other problems:

- 1.
- 2.
- 3.

**Cordova School District  
 Purchase Card Statement**

Date	External Vendor Name Vendor No/Name	Amount	Actual Amt	Description	Account Number Account Description	Actual Account
<b>District</b>						
<b>Location: 600</b>						
<b>Assigned To: Debra Adams</b>						
<b>Name on Card: Debra Adams</b>						
<b>Card: 11</b>						
03/26/18	ACMETec*SeaAqua 3867 One time Vendor	458.15		seattle/closeup/adams	8-710-010-700-939-425 700.Close-Up.Student Travel	
03/26/18	RPNW SEATTLE WATERFRONT 3867 One time Vendor	30.00		seattle waterfront/closeup/ε	8-710-010-700-939-425 700.Close-Up.Student Travel	
03/26/18	HOSTELLING INTERNATIC 100542 HOSTELLING INTERNATIONAL-NY	-6,653.08		credit/weather issue/nyc	8-710-010-700-939-425 700.Close-Up.Student Travel	
03/26/18	BUDGET RENT-A-CAR 3867 One time Vendor	126.32		seattle/closeup/debra	8-710-010-700-939-425 700.Close-Up.Student Travel	
03/26/18	BB *TENEMENT MUSEUM 3867 One time Vendor	-147.00		credit/weather/nyc cancel	8-710-010-700-939-425 700.Close-Up.Student Travel	
03/26/18	UNDERGROUND TOUR - TI 3867 One time Vendor	221.00		seattle/closeup/adams	8-710-010-700-939-425 700.Close-Up.Student Travel	

Signed: \_\_\_\_\_ Approved By: \_\_\_\_\_

Please attach your receipts and return to the office by: \_\_\_\_\_

Indicate missing receipts/invoices and any other problems:

- 1.
- 2.
- 3.

**Cordova School District  
 Purchase Card Statement**

Date	External Vendor Name Vendor No/Name	Amount Actual Amt	Description	Account Number Account Description	Actual Account
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**District**

**Location: 600**  
**Assigned To: Debra Adams**  
**Name on Card: Debra Adams**  
**Card: 11**

03/26/18	UNDERGROUND TOUR - TI 3867 One time Vendor	100.00	closeup/seattle/adams	8-710-010-700-939-425 700.Close-Up.Student Travel	
03/26/18	RED LION HOTELS/INNS 3867 One time Vendor	2,078.20	redlion/seattle/closeup/adam	8-710-010-700-939-425 700.Close-Up.Student Travel	
<b>Card Total:</b>		<b>-932.07</b>			

Signed: \_\_\_\_\_ Approved By: \_\_\_\_\_  
 Please attach your receipts and return to the office by: \_\_\_\_\_

Indicate missing receipts/invoices and any other problems:  
 1.  
 2.  
 3.

**Cordova School District  
 Purchase Card Statement**

Date	External Vendor Name Vendor No/Name	Amount	Actual Amt	Description	Account Number Account Description	Actual Account
<b>Mt. Eccles Elementary School</b>						
<b>Location: 300</b>						
<b>Assigned To: Gayle Groff</b>						
<b>Name on Card:</b>						
<b>Card: 1</b>						
03/01/18	KRISPY KREME 3654 Krispy Kreme	1,830.00		fundraising/jh vb/collins	8-710-010-700-968-490 700.JH Volleyball.Other Expenses	
03/07/18	AC CORDOVA-235 509 ALASKA COMMERCIAL COMPANY	8.94		general supplies	8-100-300-100-000-450 100 Regular.000.Supplies and Materials	
03/12/18	NASSP Product & Servi 100905 NASSP/NASC	-85.00		refund single due for full y	8-100-010-400-000-491 400.000.Dues and Fees	
	<b>Card Total:</b>	<b>1,753.94</b>				

Signed: \_\_\_\_\_ Approved By: \_\_\_\_\_  
 Please attach your receipts and return to the office by: \_\_\_\_\_

Indicate missing receipts/invoices and any other problems:  
 1.  
 2.  
 3.

**Monthly Fund Balance Report  
as of March 31, 2018**

<b>Fund</b>	<b>Beginning Fund Balance</b>	<b>Revenues YTD</b>	<b>Expenses YTD</b>	<b>Adjusted Fund Balance</b>
100 - General Fund	746,943	4,421,473	4,422,179	746,238
205 - Pupil Transportation	164,016	79,560	71,728	171,847
220 - DVR Summer Work Program	19,619	9,459	26,199	2,879
237 - Window Replacement	13,000	-	-	13,000
240 - DOE Travel Reimbursement	-	231	2,954	(2,723)
242 - Nutritional Alaskan Foods	-	-	73	(73)
245 - FY15 Nutritional AK Foods in School	1,301	-	1,287	14
246 - Alaska SeaGrant	-	-	180	(180)
249 - Other Small Grants	-	1,696	1,697	(1)
255 - Food Service	207,725	178,853	306,590	79,988
256 - Fresh Fruit and Vegetables	393	7,792	10,796	(2,610)
261 - Title IA - Basic	-	9,145	43,005	(33,860)
263 - Title IC - Migrant Ed Regular	-	9,500	33,700	(24,199)
264 - Title IC - Migrant Ed Summer	-	-	2,550	(2,550)
265 - Title IC - Migrant Ed Book	-	-	3,194	(3,194)
266 - Title IIA - Teacher and Principal	-	-	11,218	(11,218)
271 - Safe Children's Act	2,453	-	-	2,453
272 - Early Literacy K-3	721	-	-	721
278 - Carl Perkins	-	6,541	15,892	(9,351)
280 - Title VI-B	-	21,565	101,940	(80,375)
282 - 619 Preschool Disabled	-	-	2,950	(2,950)
350 - Indian Education	-	-	18,355	(18,355)
355 - REAP	-	1,671	7,115	(5,445)
372 - National Farm to School	-	-	-	-
374 - AK Public Entity Safety	-	-	196	(196)
550 - Capital Projects - Other*	826,098	-	93,132	732,965
700 - CHS Student Scholarships	197,562	1,000	-	198,562
710 - Student Accounts	949	814,707	490,248	325,408

\* See "Capital Projects - Fund 550" Report for details.

**Capital Projects - Fund 550  
as of March 31, 2018**

*The following is a project breakdown of Fund 550 from the Monthly Fund Balance Report*

Program	Beginning Balance	Revenue YTD	Expenses YTD	Adjusted Balance
600 - Student Technology Refresh Cycle - 5YR	250,000	-	61,568	188,432
601 - Curriculum Review/Adoption Cycle - 5YR	75,000	-	-	75,000
602 - Carreer/Technical Ed Equip/Upgrades	50,000	-	-	50,000
603 - District-Wide Copier Replacement Cycle	60,000	-	31,564	28,436
604 - ME Heating System Repair/Upgrades	20,000	-	-	20,000
605 - HS Gym Floor Repair-Replace	135,000	-	-	135,000
606 - HS Heating System Repair-Upgrades	10,000	-	-	10,000
607 - District-Wide Maintenance Projects	20,000	-	-	20,000
608 - ME Projector/SS Wiring	5,000	-	-	5,000
609 - LightSpeed SS Upgrade	10,000	-	-	10,000
610 - Small Boiler Replacement	10,000	-	-	10,000
611 - DW Call Center Upgrade	-	-	-	-
612 - ILP Building	12,676	-	-	12,676
613 - Future Capital Projects	13,200	-	-	13,200
614 - Maintenance Shop Roof Ext	7,500	-	-	7,500
615 - Finance Projects	2,360	-	-	2,360
616 - SB18 Safety, Security, Energy	30,361	-	-	30,361
617 - District Vehicle Replacement Plan	50,000	-	-	50,000
618 - STE(A)M Lab Project	30,000	-	-	30,000
619 - WiFi Access Points Project	15,000	-	-	15,000
620 - CHS Storage Project	20,000	-	-	20,000
<b>Total Capital Projects</b>	<b>826,098</b>	<b>-</b>	<b>93,132</b>	<b>732,965</b>

# Student Activity Accounts Summary

Fiscal Year: 18

## Athletic Director

Program Value with Description	Balance
913 - Concessions	\$697.61
940 - General Athletic	\$11,594.23
944 - Cross Country*	\$10,655.94
945 - HS Girls Basketball	\$9,961.90
947 - HS Wrestling*	\$4,298.92
949 - HS Boys Basketball	\$10,613.38
951 - JH Boys Basketball*	\$7,883.88
952 - JH Girls Basketball*	\$4,440.92
956 - Swimming*	\$5,309.17
957 - Tipoff Tournament	\$7,402.44
967 - JH Wrestling	\$945.00
968 - JH Volleyball	\$5,074.45
988 - Tournament Team Feed	\$7,176.19
994 - JH Cheerleading	\$6,621.31
995 - Fitness Club	\$200.00
996 - HS Cheerleading	\$3,195.65
997 - HS Volleyball*	\$11,157.94
	<b>\$107,228.93</b>

## District

Program Value with Description	Balance
902 - PWSCC Rent/Fees	\$5,487.20
904 - District Miscellaneous	\$1,288.75
915 - Interest on Checking	\$1,552.87
932 - Cordova Centennial Yearbook	\$3,066.40
963 - Library	\$726.81
974 - Board Fund	\$7,095.85
	<b>\$19,217.88</b>

## HS Principal

Program Value with Description	Balance
901 - Industrial Arts Fees	\$11,626.33
903 - Mt. Eyak Student Support	\$21,185.00
906 - Chemistry Fees	\$20.00
907 - Art Fees	\$1.00
910 - Calculator Resale \$500 Advance	(\$1,065.38)
911 - Library Fines and Lab Fees	\$368.11
924 - Class of 2018	\$2,999.69
925 - Class of 2019	\$3,825.86
926 - Class of 2020	\$1,673.75
927 - Class of 2021	\$1,316.07
928 - Class of 2023	\$638.38
929 - Class of 2017	\$2,079.57
930 - Class of 2022	\$857.00
931 - Copper Nugget Yearbook	(\$305.90)
935 - AASB Leadership	\$357.40
936 - Northern Lights	(\$20.98)
937 - Music	\$9,776.18
938 - Drama	\$1,222.22
939 - Close-Up	\$9,184.85
941 - Science Club	\$8,828.73
942 - HS Student Council	\$9,016.13
943 - Broadcasting	\$100.00
946 - National Honor Society	(\$1,441.04)
948 - Boat Building Donations	\$10,551.81
950 - Geology Club	\$1,500.00
954 - Problem Solving Team	(\$383.00)
959 - 7th Grade Litter Control	\$1,804.80
962 - Tech Club	\$7,057.18
976 - Wolverine Pride	(\$1,021.01)
982 - JH Robotics	\$0.00
983 - HS Robotics	(\$5,984.66)
991 - Bionic (Peer Helpers)	\$987.03
992 - Counseling	\$353.87
994 - JH Cheerleading	(\$2,551.38)
998 - FHA - Home Economics	\$925.75
	<b>\$95,483.36</b>

## ME Principal

Program Value with Description	Balance
912 - ME Cordova Level Library	(\$46.96)
977 - ME Hound Pride	\$7,597.12
978 - ME Donation	\$58,640.01
	<b>\$66,190.17</b>

# Technology Director

Program Value with Description	Balance
908 - District Technology Fees	\$28,654.91
	<b>\$28,654.91</b>

# Student Activity Accounts Details

Fiscal Year: 18

## Athletic Director

### 913 - Concessions

Object Code	Encumbered	Actual	YTD
010 - CHSSA Revenue	\$0.00	\$10,135.92	\$10,135.92
250 - Transfers from Other Funds	\$0.00	\$2,405.10	\$2,405.10
316 - Salaries Extra-Duty	\$0.00	(\$2,370.72)	(\$2,370.72)
351 - Insurance - Health/Life	\$0.00	(\$0.43)	(\$0.43)
354 - FICA Contributions	\$0.00	(\$34.38)	(\$34.38)
355 - TRS Retire Contributions	\$0.00	\$0.00	\$0.00
490 - Other Expenses	(\$1,458.77)	(\$7,979.11)	(\$9,437.88)
<b>Sum:</b>	<b>(\$1,458.77)</b>	<b>\$2,156.38</b>	<b>\$697.61</b>

### 940 - General Athletic

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$7,692.72	\$7,692.72
010 - CHSSA Revenue	\$0.00	\$7,300.00	\$7,300.00
250 - Transfers from Other Funds	\$0.00	\$12,097.28	\$12,097.28
316 - Salaries Extra-Duty	\$0.00	(\$5,065.62)	(\$5,065.62)
351 - Insurance - Health/Life	\$0.00	(\$1.23)	(\$1.23)
354 - FICA Contributions	\$0.00	(\$73.43)	(\$73.43)
355 - TRS Retire Contributions	\$0.00	\$0.00	\$0.00
420 - Staff Travel	(\$437.03)	(\$3,816.52)	(\$4,253.55)
425 - Student Travel	\$0.00	(\$3,849.00)	(\$3,849.00)
490 - Other Expenses	\$0.00	(\$2,252.94)	(\$2,252.94)
<b>Sum:</b>	<b>(\$437.03)</b>	<b>\$12,031.26</b>	<b>\$11,594.23</b>

### 944 - Cross Country\*

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$8,431.14	\$8,431.14
010 - CHSSA Revenue	\$0.00	\$4,733.50	\$4,733.50
250 - Transfers from Other Funds	\$0.00	\$15,799.81	\$15,799.81
316 - Salaries Extra-Duty	\$0.00	(\$3,661.00)	(\$3,661.00)
351 - Insurance - Health/Life	\$0.00	(\$435.85)	(\$435.85)
354 - FICA Contributions	\$0.00	(\$51.75)	(\$51.75)
355 - TRS Retire Contributions	\$0.00	\$0.00	\$0.00
420 - Staff Travel	\$0.00	(\$720.00)	(\$720.00)
425 - Student Travel	\$0.00	(\$9,837.49)	(\$9,837.49)
479 - Other Supplies/Materials	\$0.00	(\$1,529.57)	(\$1,529.57)
490 - Other Expenses	\$0.00	(\$2,072.85)	(\$2,072.85)
<b>Sum:</b>	<b>\$0.00</b>	<b>\$10,655.94</b>	<b>\$10,655.94</b>

### 945 - HS Girls Basketball

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$7,364.41	\$7,364.41
010 - CHSSA Revenue	\$0.00	\$5,804.89	\$5,804.89
250 - Transfers from Other Funds	\$0.00	\$43,643.46	\$43,643.46
329 - Salaries Non-Cert Substitutes	\$0.00	(\$11,405.00)	(\$11,405.00)
354 - FICA Contributions	\$0.00	(\$872.48)	(\$872.48)
425 - Student Travel	(\$1,295.52)	(\$30,127.52)	(\$31,423.04)
479 - Other Supplies/Materials	\$0.00	(\$1,600.00)	(\$1,600.00)
490 - Other Expenses	\$0.00	(\$1,048.47)	(\$1,048.47)
491 - Dues and Fees	\$0.00	(\$501.87)	(\$501.87)
<b>Sum:</b>	<b>(\$1,295.52)</b>	<b>\$11,257.42</b>	<b>\$9,961.90</b>

### 947 - HS Wrestling\*

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$4,858.92	\$4,858.92
010 - CHSSA Revenue	\$0.00	\$550.00	\$550.00
250 - Transfers from Other Funds	\$0.00	\$13,991.22	\$13,991.22
329 - Salaries Non-Cert Substitutes	\$0.00	(\$5,364.00)	(\$5,364.00)
354 - FICA Contributions	\$0.00	(\$410.35)	(\$410.35)
425 - Student Travel	(\$297.00)	(\$8,216.87)	(\$8,513.87)
490 - Other Expenses	\$0.00	(\$813.00)	(\$813.00)
<b>Sum:</b>	<b>(\$297.00)</b>	<b>\$4,595.92</b>	<b>\$4,298.92</b>

### 949 - HS Boys Basketball

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$12,392.74	\$12,392.74
010 - CHSSA Revenue	\$0.00	\$8,674.65	\$8,674.65
250 - Transfers from Other Funds	\$0.00	\$41,955.77	\$41,955.77
329 - Salaries Non-Cert Substitutes	\$0.00	(\$13,445.00)	(\$13,445.00)
354 - FICA Contributions	\$0.00	(\$1,028.54)	(\$1,028.54)
410 - Professional/Technical Services	\$0.00	(\$184.60)	(\$184.60)
425 - Student Travel	(\$500.00)	(\$23,932.38)	(\$24,432.38)
479 - Other Supplies/Materials	\$0.00	(\$3,911.39)	(\$3,911.39)
490 - Other Expenses	(\$1,274.73)	(\$7,815.87)	(\$9,090.60)
491 - Dues and Fees	\$0.00	(\$317.27)	(\$317.27)
<b>Sum:</b>	<b>(\$1,774.73)</b>	<b>\$12,388.11</b>	<b>\$10,613.38</b>

### 951 - JH Boys Basketball\*

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$7,798.81	\$7,798.81
010 - CHSSA Revenue	\$0.00	\$700.00	\$700.00
250 - Transfers from Other Funds	\$0.00	\$9,484.91	\$9,484.91
316 - Salaries Extra-Duty	\$0.00	(\$3,161.00)	(\$3,161.00)
329 - Salaries Non-Cert Substitutes	\$0.00	(\$1,440.00)	(\$1,440.00)
351 - Insurance - Health/Life	\$0.00	(\$231.02)	(\$231.02)
354 - FICA Contributions	\$0.00	(\$154.64)	(\$154.64)
425 - Student Travel	\$0.00	(\$4,729.27)	(\$4,729.27)
490 - Other Expenses	\$0.00	(\$383.91)	(\$383.91)
<b>Sum:</b>	<b>\$0.00</b>	<b>\$7,883.88</b>	<b>\$7,883.88</b>

### 952 - JH Girls Basketball\*

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$3,795.46	\$3,795.46
010 - CHSSA Revenue	\$0.00	\$645.46	\$645.46
250 - Transfers from Other Funds	\$0.00	\$7,520.13	\$7,520.13
329 - Salaries Non-Cert Substitutes	\$0.00	(\$3,161.00)	(\$3,161.00)
354 - FICA Contributions	\$0.00	(\$241.83)	(\$241.83)
425 - Student Travel	\$0.00	(\$4,117.30)	(\$4,117.30)
<b>Sum:</b>	<b>\$0.00</b>	<b>\$4,440.92</b>	<b>\$4,440.92</b>

### 956 - Swimming\*

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$6,781.84	\$6,781.84
010 - CHSSA Revenue	\$0.00	\$611.00	\$611.00
250 - Transfers from Other Funds	\$0.00	\$13,021.63	\$13,021.63
329 - Salaries Non-Cert Substitutes	\$0.00	(\$3,161.00)	(\$3,161.00)
354 - FICA Contributions	\$0.00	(\$241.83)	(\$241.83)
425 - Student Travel	\$0.00	(\$8,885.75)	(\$8,885.75)
479 - Other Supplies/Materials	\$0.00	(\$508.08)	(\$508.08)
490 - Other Expenses	\$0.00	(\$2,083.67)	(\$2,083.67)
491 - Dues and Fees	\$0.00	(\$224.97)	(\$224.97)
<b>Sum:</b>	<b>\$0.00</b>	<b>\$5,309.17</b>	<b>\$5,309.17</b>

### 957 - Tipoff Tournament

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$2,487.21	\$2,487.21
010 - CHSSA Revenue	\$0.00	\$5,677.00	\$5,677.00
490 - Other Expenses	\$0.00	(\$761.77)	(\$761.77)
<b>Sum:</b>	<b>\$0.00</b>	<b>\$7,402.44</b>	<b>\$7,402.44</b>

### 967 - JH Wrestling

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$815.00	\$815.00
010 - CHSSA Revenue	\$0.00	\$130.00	\$130.00
250 - Transfers from Other Funds	\$0.00	\$6,851.16	\$6,851.16
329 - Salaries Non-Cert Substitutes	\$0.00	(\$3,161.00)	(\$3,161.00)
354 - FICA Contributions	\$0.00	(\$241.83)	(\$241.83)
425 - Student Travel	\$0.00	(\$3,448.33)	(\$3,448.33)
<b>Sum:</b>	<b>\$0.00</b>	<b>\$945.00</b>	<b>\$945.00</b>

### 968 - JH Volleyball

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$3,129.50	\$3,129.50
010 - CHSSA Revenue	\$0.00	\$4,825.00	\$4,825.00
250 - Transfers from Other Funds	\$0.00	\$9,412.55	\$9,412.55
324 - Salaries Non-Cert Support	\$0.00	(\$3,161.00)	(\$3,161.00)
329 - Salaries Non-Cert Substitutes	\$0.00	(\$3,161.00)	(\$3,161.00)
354 - FICA Contributions	\$0.00	(\$476.55)	(\$476.55)
356 - PERS Retire Contributions	\$0.00	\$0.00	\$0.00
425 - Student Travel	\$0.00	(\$2,614.00)	(\$2,614.00)
490 - Other Expenses	\$0.00	(\$2,880.05)	(\$2,880.05)
<b>Sum:</b>	<b>\$0.00</b>	<b>\$5,074.45</b>	<b>\$5,074.45</b>

### 988 - Tournament Team Feed

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$6,923.20	\$6,923.20
010 - CHSSA Revenue	\$0.00	\$1,920.00	\$1,920.00
250 - Transfers from Other Funds	\$0.00	\$9,592.24	\$9,592.24
326 - Salaries Non-Cert Food Service	\$0.00	(\$67.38)	(\$67.38)
329 - Salaries Non-Cert Substitutes	\$0.00	(\$2,235.21)	(\$2,235.21)
354 - FICA Contributions	\$0.00	(\$175.71)	(\$175.71)
356 - PERS Retire Contributions	\$0.00	\$0.00	\$0.00
490 - Other Expenses	\$0.00	(\$8,780.95)	(\$8,780.95)
<b>Sum:</b>	<b>\$0.00</b>	<b>\$7,176.19</b>	<b>\$7,176.19</b>

### 994 - JH Cheerleading

Object Code	Encumbered	Actual	YTD
010 - CHSSA Revenue	\$0.00	\$833.31	\$833.31
250 - Transfers from Other Funds	\$0.00	\$5,788.00	\$5,788.00
<b>Sum:</b>	<b>\$0.00</b>	<b>\$6,621.31</b>	<b>\$6,621.31</b>

### 995 - Fitness Club

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$200.00	\$200.00
<b>Sum:</b>	<b>\$0.00</b>	<b>\$200.00</b>	<b>\$200.00</b>

### 996 - HS Cheerleading

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$3,396.75	\$3,396.75
010 - CHSSA Revenue	\$0.00	\$2,313.00	\$2,313.00
250 - Transfers from Other Funds	\$0.00	\$13,164.88	\$13,164.88
329 - Salaries Non-Cert Substitutes	\$0.00	(\$5,268.00)	(\$5,268.00)
354 - FICA Contributions	\$0.00	(\$403.01)	(\$403.01)
425 - Student Travel	(\$500.00)	(\$5,223.12)	(\$5,723.12)
479 - Other Supplies/Materials	\$0.00	(\$2,322.78)	(\$2,322.78)
490 - Other Expenses	(\$75.00)	(\$1,887.07)	(\$1,962.07)
<b>Sum:</b>	<b>(\$575.00)</b>	<b>\$3,770.65</b>	<b>\$3,195.65</b>

### 997 - HS Volleyball\*

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$5,656.10	\$5,656.10
010 - CHSSA Revenue	\$0.00	\$5,551.84	\$5,551.84
250 - Transfers from Other Funds	\$0.00	\$36,474.08	\$36,474.08
329 - Salaries Non-Cert Substitutes	\$0.00	(\$5,574.00)	(\$5,574.00)
354 - FICA Contributions	\$0.00	(\$426.39)	(\$426.39)
410 - Professional/Technical Services	\$0.00	(\$4,271.20)	(\$4,271.20)
425 - Student Travel	\$0.00	(\$24,422.38)	(\$24,422.38)
479 - Other Supplies/Materials	\$0.00	(\$1,780.11)	(\$1,780.11)
490 - Other Expenses	\$0.00	(\$50.00)	(\$50.00)
<b>Sum:</b>	<b>\$0.00</b>	<b>\$11,157.94</b>	<b>\$11,157.94</b>

## District

### 902 - PWSCC Rent/Fees

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$1,892.80	\$1,892.80
010 - CHSSA Revenue	\$0.00	\$17,119.40	\$17,119.40
490 - Other Expenses	\$0.00	(\$13,525.00)	(\$13,525.00)
<b>Sum:</b>	<b>\$0.00</b>	<b>\$5,487.20</b>	<b>\$5,487.20</b>

### 904 - District Miscellaneous

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$1,288.75	\$1,288.75
<b>Sum:</b>	<b>\$0.00</b>	<b>\$1,288.75</b>	<b>\$1,288.75</b>

### 915 - Interest on Checking

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$1,552.87	\$1,552.87
<b>Sum:</b>	<b>\$0.00</b>	<b>\$1,552.87</b>	<b>\$1,552.87</b>

### 932 - Cordova Centennial Yearbook

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$2,986.40	\$2,986.40
010 - CHSSA Revenue	\$0.00	\$80.00	\$80.00
<b>Sum:</b>	<b>\$0.00</b>	<b>\$3,066.40</b>	<b>\$3,066.40</b>

### 963 - Library

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$726.81	\$726.81
<b>Sum:</b>	<b>\$0.00</b>	<b>\$726.81</b>	<b>\$726.81</b>

### 974 - Board Fund

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$6,903.17	\$6,903.17
010 - CHSSA Revenue	\$0.00	\$192.68	\$192.68
<b>Sum:</b>	<b>\$0.00</b>	<b>\$7,095.85</b>	<b>\$7,095.85</b>

## HS Principal

### 901 - Industrial Arts Fees

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$11,151.75	\$11,151.75
010 - CHSSA Revenue	\$0.00	\$634.00	\$634.00
490 - Other Expenses	\$0.00	(\$159.42)	(\$159.42)
<b>Sum:</b>	<b>\$0.00</b>	<b>\$11,626.33</b>	<b>\$11,626.33</b>

### 903 - Mt. Eyak Student Support

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$21,185.00	\$21,185.00
<b>Sum:</b>	<b>\$0.00</b>	<b>\$21,185.00</b>	<b>\$21,185.00</b>

### 906 - Chemistry Fees

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$20.00	\$20.00
<b>Sum:</b>	<b>\$0.00</b>	<b>\$20.00</b>	<b>\$20.00</b>

### 907 - Art Fees

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$1.00	\$1.00
<b>Sum:</b>	<b>\$0.00</b>	<b>\$1.00</b>	<b>\$1.00</b>

### 910 - Calculator Resale \$500 Advance

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	(\$1,165.38)	(\$1,165.38)
010 - CHSSA Revenue	\$0.00	\$100.00	\$100.00
<b>Sum:</b>	<b>\$0.00</b>	<b>(\$1,065.38)</b>	<b>(\$1,065.38)</b>

### 911 - Library Fines and Lab Fees

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$338.11	\$338.11
010 - CHSSA Revenue	\$0.00	\$30.00	\$30.00
<b>Sum:</b>	<b>\$0.00</b>	<b>\$368.11</b>	<b>\$368.11</b>

### 924 - Class of 2018

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$2,757.76	\$2,757.76
010 - CHSSA Revenue	\$0.00	\$1,619.87	\$1,619.87
250 - Transfers from Other Funds	\$0.00	\$1,683.48	\$1,683.48
316 - Salaries Extra-Duty	\$0.00	(\$1,092.42)	(\$1,092.42)
324 - Salaries Non-Cert Support	\$0.00	(\$546.21)	(\$546.21)
351 - Insurance - Health/Life	\$0.00	(\$109.78)	(\$109.78)
354 - FICA Contributions	\$0.00	(\$44.85)	(\$44.85)
356 - PERS Retire Contributions	\$0.00	\$0.00	\$0.00
490 - Other Expenses	\$0.00	(\$1,268.16)	(\$1,268.16)
<b>Sum:</b>	<b>\$0.00</b>	<b>\$2,999.69</b>	<b>\$2,999.69</b>

### 925 - Class of 2019

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$3,167.89	\$3,167.89
010 - CHSSA Revenue	\$0.00	\$771.03	\$771.03
250 - Transfers from Other Funds	\$0.00	\$1,706.83	\$1,706.83
316 - Salaries Extra-Duty	\$0.00	(\$819.35)	(\$819.35)
324 - Salaries Non-Cert Support	\$0.00	(\$819.35)	(\$819.35)
351 - Insurance - Health/Life	\$0.00	(\$113.06)	(\$113.06)
354 - FICA Contributions	\$0.00	(\$68.13)	(\$68.13)
355 - TRS Retire Contributions	\$0.00	\$0.00	\$0.00
356 - PERS Retire Contributions	\$0.00	\$0.00	\$0.00
<b>Sum:</b>	<b>\$0.00</b>	<b>\$3,825.86</b>	<b>\$3,825.86</b>

### 926 - Class of 2020

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$1,868.14	\$1,868.14
250 - Transfers from Other Funds	\$0.00	\$905.96	\$905.96
316 - Salaries Extra-Duty	\$0.00	(\$893.62)	(\$893.62)
351 - Insurance - Health/Life	\$0.00	(\$45.84)	(\$45.84)
354 - FICA Contributions	\$0.00	(\$12.34)	(\$12.34)
355 - TRS Retire Contributions	\$0.00	\$0.00	\$0.00
490 - Other Expenses	\$0.00	(\$148.55)	(\$148.55)
<b>Sum:</b>	<b>\$0.00</b>	<b>\$1,673.75</b>	<b>\$1,673.75</b>

### 927 - Class of 2021

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$1,006.38	\$1,006.38
010 - CHSSA Revenue	\$0.00	\$358.00	\$358.00
250 - Transfers from Other Funds	\$0.00	\$931.62	\$931.62
316 - Salaries Extra-Duty	\$0.00	(\$446.81)	(\$446.81)
324 - Salaries Non-Cert Support	\$0.00	(\$446.81)	(\$446.81)
351 - Insurance - Health/Life	\$0.00	(\$48.31)	(\$48.31)
354 - FICA Contributions	\$0.00	(\$38.00)	(\$38.00)
355 - TRS Retire Contributions	\$0.00	\$0.00	\$0.00
356 - PERS Retire Contributions	\$0.00	\$0.00	\$0.00
<b>Sum:</b>	<b>\$0.00</b>	<b>\$1,316.07</b>	<b>\$1,316.07</b>

### 928 - Class of 2023

Object Code	Encumbered	Actual	YTD
010 - CHSSA Revenue	\$0.00	\$668.42	\$668.42
250 - Transfers from Other Funds	\$0.00	\$906.22	\$906.22
316 - Salaries Extra-Duty	\$0.00	(\$893.62)	(\$893.62)
351 - Insurance - Health/Life	\$0.00	(\$30.04)	(\$30.04)
354 - FICA Contributions	\$0.00	(\$12.60)	(\$12.60)
<b>Sum:</b>	<b>\$0.00</b>	<b>\$638.38</b>	<b>\$638.38</b>

### 929 - Class of 2017

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$2,079.57	\$2,079.57
<b>Sum:</b>	<b>\$0.00</b>	<b>\$2,079.57</b>	<b>\$2,079.57</b>

### 930 - Class of 2022

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$249.29	\$249.29
010 - CHSSA Revenue	\$0.00	\$645.44	\$645.44
250 - Transfers from Other Funds	\$0.00	\$906.04	\$906.04
316 - Salaries Extra-Duty	\$0.00	(\$893.62)	(\$893.62)
351 - Insurance - Health/Life	\$0.00	(\$37.73)	(\$37.73)
354 - FICA Contributions	\$0.00	(\$12.42)	(\$12.42)
355 - TRS Retire Contributions	\$0.00	\$0.00	\$0.00
<b>Sum:</b>	<b>\$0.00</b>	<b>\$857.00</b>	<b>\$857.00</b>

### 931 - Copper Nugget Yearbook

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$1,134.10	\$1,134.10
010 - CHSSA Revenue	\$0.00	\$1,760.00	\$1,760.00
316 - Salaries Extra-Duty	\$0.00	\$0.00	\$0.00
354 - FICA Contributions	\$0.00	\$0.00	\$0.00
355 - TRS Retire Contributions	\$0.00	\$0.00	\$0.00
490 - Other Expenses	(\$200.00)	(\$3,000.00)	(\$3,200.00)
<b>Sum:</b>	<b>(\$200.00)</b>	<b>(\$105.90)</b>	<b>(\$305.90)</b>

### 935 - AASB Leadership

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$357.40	\$357.40
<b>Sum:</b>	<b>\$0.00</b>	<b>\$357.40</b>	<b>\$357.40</b>

### 936 - Northern Lights

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	(\$20.98)	(\$20.98)
<b>Sum:</b>	<b>\$0.00</b>	<b>(\$20.98)</b>	<b>(\$20.98)</b>

### 937 - Music

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$39,232.31	\$39,232.31
010 - CHSSA Revenue	\$0.00	\$62,853.52	\$62,853.52
250 - Transfers from Other Funds	\$0.00	\$7,931.76	\$7,931.76
316 - Salaries Extra-Duty	\$0.00	(\$2,404.77)	(\$2,404.77)
329 - Salaries Non-Cert Substitutes	\$0.00	(\$893.62)	(\$893.62)
351 - Insurance - Health/Life	\$0.00	(\$79.52)	(\$79.52)
354 - FICA Contributions	\$0.00	(\$101.69)	(\$101.69)
355 - TRS Retire Contributions	\$0.00	\$0.00	\$0.00
425 - Student Travel	\$0.00	(\$4,531.68)	(\$4,531.68)
490 - Other Expenses	\$0.00	(\$92,230.13)	(\$92,230.13)
<b>Sum:</b>	<b>\$0.00</b>	<b>\$9,776.18</b>	<b>\$9,776.18</b>

### 938 - Drama

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$1,184.10	\$1,184.10
010 - CHSSA Revenue	\$0.00	\$100.00	\$100.00
250 - Transfers from Other Funds	\$0.00	\$2,107.00	\$2,107.00
316 - Salaries Extra-Duty	\$0.00	(\$2,107.00)	(\$2,107.00)
351 - Insurance - Health/Life	\$0.00	(\$1.88)	(\$1.88)
354 - FICA Contributions	\$0.00	\$0.00	\$0.00
355 - TRS Retire Contributions	\$0.00	\$0.00	\$0.00
490 - Other Expenses	\$0.00	(\$60.00)	(\$60.00)
<b>Sum:</b>	<b>\$0.00</b>	<b>\$1,222.22</b>	<b>\$1,222.22</b>

### 939 - Close-Up

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$147.62	\$147.62
010 - CHSSA Revenue	\$0.00	\$30,918.29	\$30,918.29
425 - Student Travel	\$0.00	(\$14,977.63)	(\$14,977.63)
490 - Other Expenses	\$0.00	(\$6,903.43)	(\$6,903.43)
<b>Sum:</b>	<b>\$0.00</b>	<b>\$9,184.85</b>	<b>\$9,184.85</b>

### 941 - Science Club

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$8,729.33	\$8,729.33
010 - CHSSA Revenue	\$0.00	\$100.00	\$100.00
250 - Transfers from Other Funds	\$0.00	\$1,662.50	\$1,662.50
316 - Salaries Extra-Duty	\$0.00	(\$1,638.77)	(\$1,638.77)
351 - Insurance - Health/Life	\$0.00	(\$0.60)	(\$0.60)
354 - FICA Contributions	\$0.00	(\$23.73)	(\$23.73)
355 - TRS Retire Contributions	\$0.00	\$0.00	\$0.00
<b>Sum:</b>	<b>\$0.00</b>	<b>\$8,828.73</b>	<b>\$8,828.73</b>

### 942 - HS Student Council

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$9,755.59	\$9,755.59
010 - CHSSA Revenue	\$0.00	\$218.00	\$218.00
250 - Transfers from Other Funds	\$0.00	\$2,475.51	\$2,475.51
316 - Salaries Extra-Duty	\$0.00	(\$2,458.54)	(\$2,458.54)
351 - Insurance - Health/Life	\$0.00	(\$102.57)	(\$102.57)
354 - FICA Contributions	\$0.00	(\$16.97)	(\$16.97)
355 - TRS Retire Contributions	\$0.00	\$0.00	\$0.00
490 - Other Expenses	(\$506.98)	(\$347.91)	(\$854.89)
<b>Sum:</b>	<b>(\$506.98)</b>	<b>\$9,523.11</b>	<b>\$9,016.13</b>

### 943 - Broadcasting

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$100.00	\$100.00
<b>Sum:</b>	<b>\$0.00</b>	<b>\$100.00</b>	<b>\$100.00</b>

### 946 - National Honor Society

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	(\$592.27)	(\$592.27)
250 - Transfers from Other Funds	\$0.00	\$893.62	\$893.62
316 - Salaries Extra-Duty	\$0.00	(\$893.62)	(\$893.62)
351 - Insurance - Health/Life	\$0.00	(\$28.77)	(\$28.77)
354 - FICA Contributions	\$0.00	\$0.00	\$0.00
355 - TRS Retire Contributions	\$0.00	\$0.00	\$0.00
490 - Other Expenses	(\$50.00)	(\$770.00)	(\$820.00)
<b>Sum:</b>	<b>(\$50.00)</b>	<b>(\$1,391.04)</b>	<b>(\$1,441.04)</b>

### 948 - Boat Building Donations

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$10,821.79	\$10,821.79
490 - Other Expenses	\$0.00	(\$269.98)	(\$269.98)
<b>Sum:</b>	<b>\$0.00</b>	<b>\$10,551.81</b>	<b>\$10,551.81</b>

### 950 - Geology Club

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$1,500.00	\$1,500.00
<b>Sum:</b>	<b>\$0.00</b>	<b>\$1,500.00</b>	<b>\$1,500.00</b>

### 954 - Problem Solving Team

Object Code	Encumbered	Actual	YTD
010 - CHSSA Revenue	\$0.00	\$861.75	\$861.75
250 - Transfers from Other Funds	\$0.00	\$5,248.09	\$5,248.09
316 - Salaries Extra-Duty	\$0.00	(\$1,404.68)	(\$1,404.68)
329 - Salaries Non-Cert Substitutes	\$0.00	(\$2,809.28)	(\$2,809.28)
354 - FICA Contributions	\$0.00	(\$234.13)	(\$234.13)
425 - Student Travel	(\$89.00)	(\$840.00)	(\$929.00)
490 - Other Expenses	\$0.00	(\$1,115.75)	(\$1,115.75)
<b>Sum:</b>	<b>(\$89.00)</b>	<b>(\$294.00)</b>	<b>(\$383.00)</b>

### 959 - 7th Grade Litter Control

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$1,804.80	\$1,804.80
<b>Sum:</b>	<b>\$0.00</b>	<b>\$1,804.80</b>	<b>\$1,804.80</b>

### 962 - Tech Club

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$9,433.63	\$9,433.63
010 - CHSSA Revenue	\$0.00	\$3,735.06	\$3,735.06
250 - Transfers from Other Funds	\$0.00	\$3,097.00	\$3,097.00
425 - Student Travel	\$0.00	(\$2,674.65)	(\$2,674.65)
490 - Other Expenses	\$0.00	(\$6,533.86)	(\$6,533.86)
<b>Sum:</b>	<b>\$0.00</b>	<b>\$7,057.18</b>	<b>\$7,057.18</b>

### 976 - Wolverine Pride

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	(\$991.47)	(\$991.47)
010 - CHSSA Revenue	\$0.00	\$401.80	\$401.80
490 - Other Expenses	\$0.00	(\$431.34)	(\$431.34)
<b>Sum:</b>	<b>\$0.00</b>	<b>(\$1,021.01)</b>	<b>(\$1,021.01)</b>

### 982 - JH Robotics

Object Code	Encumbered	Actual	YTD
250 - Transfers from Other Funds	\$0.00	\$392.00	\$392.00
425 - Student Travel	\$0.00	(\$392.00)	(\$392.00)
<b>Sum:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

### 983 - HS Robotics

Object Code	Encumbered	Actual	YTD
010 - CHSSA Revenue	\$0.00	\$100.00	\$100.00
250 - Transfers from Other Funds	\$0.00	\$8,714.94	\$8,714.94
425 - Student Travel	\$0.00	(\$14,799.60)	(\$14,799.60)
<b>Sum:</b>	<b>\$0.00</b>	<b>(\$5,984.66)</b>	<b>(\$5,984.66)</b>

### 991 - Bionic (Peer Helpers)

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$987.03	\$987.03
<b>Sum:</b>	<b>\$0.00</b>	<b>\$987.03</b>	<b>\$987.03</b>

### 992 - Counseling

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	(\$120.13)	(\$120.13)
010 - CHSSA Revenue	\$0.00	\$490.00	\$490.00
490 - Other Expenses	\$0.00	(\$16.00)	(\$16.00)
<b>Sum:</b>	<b>\$0.00</b>	<b>\$353.87</b>	<b>\$353.87</b>

### 994 - JH Cheerleading

Object Code	Encumbered	Actual	YTD
425 - Student Travel	\$0.00	(\$904.00)	(\$904.00)
479 - Other Supplies/Materials	\$0.00	(\$543.00)	(\$543.00)
490 - Other Expenses	\$0.00	(\$1,104.38)	(\$1,104.38)
<b>Sum:</b>	<b>\$0.00</b>	<b>(\$2,551.38)</b>	<b>(\$2,551.38)</b>

### 998 - FHA - Home Economics

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$925.75	\$925.75
<b>Sum:</b>	<b>\$0.00</b>	<b>\$925.75</b>	<b>\$925.75</b>

## ME Principal

### 912 - ME Cordova Level Library

Object Code	Encumbered	Actual	YTD
490 - Other Expenses	\$0.00	(\$46.96)	(\$46.96)
<b>Sum:</b>	<b>\$0.00</b>	<b>(\$46.96)</b>	<b>(\$46.96)</b>

### 977 - ME Hound Pride

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$6,711.42	\$6,711.42
010 - CHSSA Revenue	\$0.00	\$8,804.98	\$8,804.98
490 - Other Expenses	\$0.00	(\$7,919.28)	(\$7,919.28)
<b>Sum:</b>	<b>\$0.00</b>	<b>\$7,597.12</b>	<b>\$7,597.12</b>

### 978 - ME Donation

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$58,640.01	\$58,640.01
<b>Sum:</b>	<b>\$0.00</b>	<b>\$58,640.01</b>	<b>\$58,640.01</b>

## Technology Director

### 908 - District Technology Fees

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	\$0.00	\$38,926.89	\$38,926.89
010 - CHSSA Revenue	\$0.00	\$20,186.00	\$20,186.00
490 - Other Expenses	\$0.00	(\$30,457.98)	(\$30,457.98)
<b>Sum:</b>	<b>\$0.00</b>	<b>\$28,654.91</b>	<b>\$28,654.91</b>

\*\*\* Query Name:Query 1 \*\*\*

\*\* Query Properties:

Universe:alio Finance

Last Refresh Date:4/5/18 6:07 PM

Last Execution Duration: 3

Number of rows: 969

Retrieve Duplicate Row: ON

\*\* Query Definition:

Result Objects: Account Year, Account Period, Object Value with Description, Account Type, Account No, Fund Value, Budget Cur, MANAGER Description, Program Value with Description, Amount Cur, Encumbrance Cur

Filters ( Account Year In List 18

AND Fund Value In List { 710; 720 }

AND Account Type In List { 91; 81 }

AND Program Value with Description Not In List { 909 - 909; 909 - COACHES, ADVISORS, REFEREES; 909 - Coaches/Advisors/Referees }

)



CORDOVA SCHOOL DISTRICT

**Alaska Airlines Mileage Plan**

as of March 31, 2018

<b>Beginning Balance</b>	<b>320,893</b>
Credits	142,714
Redemptions	<u>(30,000)</u>
<b>Ending Balance</b>	<b><u><u>433,607</u></u></b>

## Cordova School District Board of Education

- i. Informational Items
  - 1. March 12, 2018 Strategic Planning Conversation Summaries
  - 2. March 14, 2018 Work Session Notes
  - 3. AdvancED Reports

## STRATEGIC PLANNING CONVERSATION SUMMARIES

March 21, 2018

Thank you for participating in recent stakeholder group conversations regarding the District's strategic planning process that took place on March 13, 2018. Groups consisted of students, staff, and community members.

Below are graphical representations of "minutes" from those conversations. The questions asked to each group were intended to draw out more specific ideas, thoughts, and details from the February 2018 survey responses. Group conversations were illustrated as they took place. The summary chart found on the last page illustrates common threads and ideas that came across in all three groups and will be the basis for additional stakeholder conversations in further development of our plan.

Questions included:

### STUDENTS

- What is working for you in the current school system/structure?
- What improvements could be made in the current school system/structure to engage you more?
- What advice would you give to help 6<sup>th</sup> graders transitioning to jr/sr high school be successful?

### STAFF

- How do you know when you're doing a good job?
- If there were no constraints, what innovations would you introduce?
- What makes our schools great? What do we need to keep doing and build on?
- Parents want our kids well prepared for the future. What does that look like?

### COMMUNITY MEMBERS

- What will the world look like in 20 years?
- What does a person "well prepared for the world" look like?
- What are we doing well here that we need to do more of?

Thank you, again, for engaging in the process. I look forward to ongoing participation and eventual community ownership of the plan in the future.

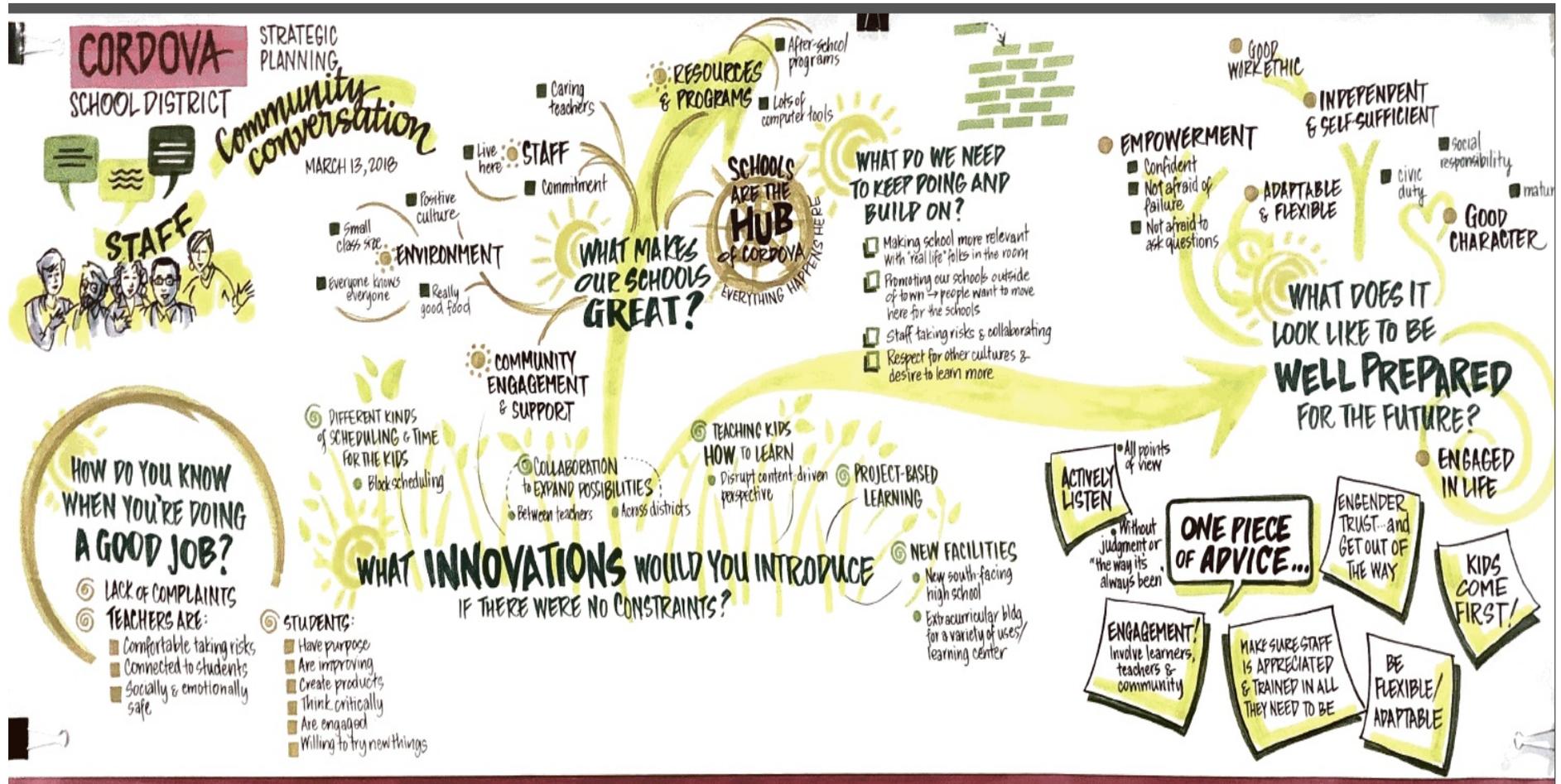


Alex Russin, Superintendent

STUDENT CONVERSATION SUMMARY



STAFF CONVERSATION SUMMARY



COMMUNITY CONVERSATION SUMMARY



COMMON THREADS ACROSS ALL 3 GROUPS SUMMARY



**CORDOVA SCHOOL DISTRICT BOARD OF EDUCATION  
WORK SESSION MEETING: MARCH 14, 2018**

**Notes of Work Session on FY19 Board Budget**

A work session regarding the FY19 Board Budget was held Wednesday, March 14, 2018 beginning at 6:00 pm in the Media Center at the Cordova Jr/Sr High School.

Ms. Jewell, Ms. Altermott, Ms. Glasen, Mr. Hoepfner, Mr. Bradford, Ms. Andrew, Mr. Russin and Ms. Dudley were in attendance.

Ms. Jewell began the meeting by thanking everyone for their attendance to discuss the Board's budget in helping to reach its identified goals in the upcoming school year. Ms. Jewell then turned to Mr. Russin to begin.

Mr. Russin stated that the goal for this meeting was to identify the expense needs of the Board for the upcoming 2018-2019 fiscal year. He continued that the board packet contained materials to be used for this meeting and that Ms. Andrew would walk the Board through referencing them.

Ms. Andrew began by explaining that the first document was a summary of board events which compared expenses over a three-year period and that the subsequent documents broke down each fiscal year of Board expenses by object code and included a brief description of each transaction.

The Board began reviewing the summary documents and Mr. Russin pointed out that the Board could look at the expenses based on proposed activities by month or by category in order to consider all activities. The Board felt the category structure was organized well. Further items of discussion highlighted by the Board included:

- Attending annual conferences and boardmanship academies conducted by the Alaska Association of School Boards as a means to participate in training on board operations, professional development, and advocacy
- Participating in legislative fly-ins as a way to communicate legislative priorities of the Board in-person with legislators in Juneau
- Hosting monthly luncheons with students to learn how the education system is working for them and to support students in reaching their goals
- Continuing the use of technology resources (BoardBook and Policy Online) to maintain administrative efficiencies in operations

The meeting ended with general comments from Board Members appreciating having an opportunity to look at and discuss expenses to plan for next fiscal year.

Ms. Jewell closed the meeting at 6:58 pm.

# About Your Engagement Review Report

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Congratulations for successfully hosting your recent AdvancED Accreditation Engagement Review. The review is designed to apply a set of rigorous research-based standards in examining the whole institution—the program, the cultural context and the community of stakeholders—to determine how well the parts work together to meet the needs of learners. The results from the AdvancED Accreditation Engagement Review should be used to guide and inform your institution’s continuous improvement journey to increase system-wide effectiveness and enhance student learning.

The Accreditation Engagement Review Report is designed to reflect AdvancED’s focus on providing feedback to your institution, aligned to an institution’s *improvement journey*. You will see a rating of the AdvancED Performance Standards using a rubric of Needs Improvement, Emerging, Meets Expectations and Exceeds Expectations displayed through a color-coded system that provides a clear visual representation of your current status. For more details about what is included in your report, an overview of the features of the report is highlighted below.

## Commitment to Continuous Improvement

One of the features of this report is providing feedback on your institution’s capacity to engage and commit to continuous improvement. The Engagement Review Team used a rubric that evaluated the quality of the data collection, engagement of stakeholders, analysis of data and the capacity to implement the continuous improvement process. The ratings in this section are not factored into the Index of Education Quality® (IEQ®) but are provided to you as a holistic overview of the conditions, processes and practices that are embedded in your continuous improvement process. AdvancED defines continuous improvement as an embedded behavior within the culture of an institution that constantly focuses on the conditions, processes, and practices that will improve teaching and learning.

## AdvancED Standards Diagnostic Results

The AdvancED Performance Standards Diagnostic was applied by the Engagement Review Team to evaluate the institution’s effectiveness based on the AdvancED Performance Standards. The diagnostic consists of components built around each of the three Domains: **Leadership Capacity**, **Learning Capacity**

and **Resource Capacity**. Results are reported in four ranges representing Needs Improvement (Red), Emerging (Yellow), Meets Expectations (Green) and Exceeds Expectations (Blue).

As you review these results, the color-coded ratings will serve as a guide for you in setting priorities for actions. You will want to review the ratings for each of the Standards and begin conversations about improvement, particularly for those Standards rated as Needs Improvement or Emerging.

## Effective Learning Environments Observation Tool<sup>®</sup>

### Results

The team deployed the Effective Learning Environments Observation Tool<sup>®</sup> (eleot<sup>®</sup>), a learner-centric classroom observation tool, that comprises 28 items organized in seven environments based on research, to assess your institution's learning environments. The results, reported on a scale of one to four, provide useful, relevant, structured, and quantifiable data on the extent to which students are engaged in activities and/or demonstrate knowledge, attitudes, and/or dispositions that are conducive to effective learning.

As a member of the AdvancED Improvement Network, you have access to eleot as a part of your suite of eProve<sup>™</sup> tools. The analysis of the eleot results from this review can provide a baseline for your own use of eleot as a formative tool for continuous improvement of your institution's learning environments.

### Findings

The Finding section of the Engagement Review Report contains key actions from the result of the observations, data and deliberations of the Engagement Review Team. AdvancED maintains the philosophy that all institutions can improve; therefore, every Engagement Review Report contains at least one Improvement Priority. The Improvement Priorities identified by the team should guide your actions in the coming weeks and months as an integral part of your improvement efforts. Your report also may include Opportunities for Improvement to guide your ongoing improvement journey and Powerful Practices that you should sustain.

## Index of Educational Quality

AdvancED provides the Index of Education Quality as a holistic measure of overall performance based on a comprehensive set of standards and review criteria. The IEQ is comprised of the Standards Diagnostic ratings from the three Domains and the results of eleot classroom observations. The IEQ results are reported on a scale of 100 to 400 and provide information about how your institution is performing compared to criteria in the Performance Standards. As a result, you should consider the IEQ as a formative tool for improvement and should not be compared to any previous IEQ scores or IEQ scores from other institutions.

## Next Steps

After you and your team have thoroughly reviewed the Engagement Review Team's findings, you should establish plans of action by engaging representative stakeholders in the process. Plans typically outline next steps related to the team's findings, including actions to sustain areas of strength and clear strategies for addressing Improvement Priorities. In addition, your plan should include implementation strategies and methods for monitoring, documenting and analyzing results.

Implement the strategies you have selected for responding to the team's findings, track the progress your institution is making and be prepared to answer the questions, "What steps have been taken? What progress has been made? How do you know you've made an impact?"

Develop processes to systematically gather and analyze data to monitor and guide your improvement journey using AdvancED's eProve suite of tools. These tools assist with the ongoing process of informing your continuous improvement journey. Additionally, your local AdvancED Operations Office stands ready to assist you with the use of these tools and the other services that can help you achieve continued success.

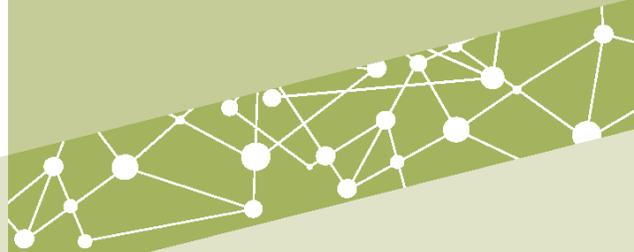
Thank you again for your commitment to continuous improvement through accreditation.

February 11-13, 2018

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## AdvancED® Engagement Review Report



## AdvancED® Performance Accreditation

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» **Results for:**  
Cordova Jr/Sr High School  
675 Second Street  
Cordova, Alaska 99574

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## Introduction

### AdvancED Performance Accreditation and the Engagement Review

Accreditation is pivotal to leveraging education quality and continuous improvement. Using a set of rigorous research based standards, the accreditation process examines the whole institution—the program, the cultural context and the community of stakeholders—to determine how well the parts work together to meet the needs of learners. Through the AdvancED Accreditation Process, highly skilled and trained Engagement Review Teams gather first-hand evidence and information pertinent to evaluating an institution’s performance against the research-based AdvancED Performance Standards. Using these Standards, Engagement Review Teams assess the quality of learning environments to gain valuable insights and target improvements in teaching and learning. AdvancED provides Standards that are tailored for all education providers so that the benefits of accreditation are universal across the education community.

Through a comprehensive review of evidence and information, our experts gain a broad understanding of institution quality. Using the Standards, the review team provides valuable feedback to institutions that helps to focus and guide each institution’s improvement journey. Valuable evidence and information from other stakeholders, including students, is also obtained through interviews, surveys and additional activities.

As a part of the Engagement Review, stakeholders were interviewed by members of the Engagement Review Team to gain their perspectives on topics relevant to the institution's learning environment and organizational effectiveness. The feedback gained through the stakeholder interviews was considered with other evidences and data to support the findings of the Engagement Review. The following chart depicts the number of persons interviewed representative of various stakeholder groups.

Stakeholder Groups	Number
Leadership	3
Parents	7
Students	15
Teachers	13
<b>Total</b>	<b>38</b>

Once all of the information is compiled and reviewed, the team develops the Engagement Review Report and presents preliminary results to the institution. Results from the Engagement Review are reported in four ratings represented by colors. These ratings provide guidance and insight into the institution's continuous improvement efforts as described below:

Color	Rating	Description
<b>Red</b>	Needs Improvement	Identifies key areas that need more focused improvement efforts
<b>Yellow</b>	Emerging	Represents areas to enhance and extend current improvement efforts
<b>Green</b>	Meets Expectations	Pinpoints quality practices that meet the Standards
<b>Blue</b>	Exceeds Expectations	Demonstrates noteworthy practices producing clear results that exceed expectations

### AdvancED Continuous Improvement System

The AdvancED Continuous Improvement System (CIS) provides a systemic fully integrated solution to help institutions map out and navigate a successful improvement journey. In the same manner that educators are expected to understand the unique needs of every learner and tailor the education experience to drive student success, every institution must be empowered to map out and embrace their unique improvement journey. AdvancED expects institutions to use the results and the analysis of data from various interwoven components for the implementation of improvement actions to drive education quality and improved student outcomes. While each improvement journey is unique, the journey is driven by key actions. AdvancED identifies three important components of a continuous improvement process and provides feedback on the components of the journey using a rubric that identifies the three areas to guide the improvement journey. The areas are as follows:

Commitment to Continuous Improvement	Rating
The institution has collected sufficient and quality data to identify school improvement needs.	Emerging
Implications from the analysis of data have been identified and used for the development of key strategic goals.	Emerging
The institution demonstrates the capacity to implement their continuous improvement journey.	Emerging

### Continuous Improvement Journey Narrative

The Cordova Jr/Sr High School administrators are on a journey of school improvement. They are evaluating the impact of changes that have occurred in their organizational leadership, culture, and practice. They are analyzing a variety of data sources that lead to improved student academic performance.

Cordova Jr/Sr High School (CJSHS) leadership and staff are engaging stakeholders through polls, interviews, and face-to-face meetings. Cordova is a city school district with three schools (Jr/Sr High School, elementary, and a small program for at-risk students), governed by five school board members, advised by one site council, and led by a superintendent and two site administrators. The district is in its final year of a five year strategic plan that originally rolled out in 2013. They hope to approve a new five year plan in the spring of the 2018. The 2013-2018 Strategic Plan was well written and conceived, however, the Engagement Review Team (Team) was not presented with any evidence that the plan was universally embraced by all stakeholders. Further, the Team did not see evidence that tools were adopted to evaluate the plan.

It was clear to the Engagement Review Team that there was intent to collect appropriate data from multiple sources. Indeed, quality data was collected from multiple sources that included formative, interim, and summative assessments. Data collected included input from most key stakeholder groups served by the institution. It was not clear that all the stakeholders were effectively engaged in a shared effort and common vision. Specifically, the Team did not see evidence that data collected was aligned to strategic plan objectives. Therefore, it was not clear that analyzed data, albeit reflective of most of the population served by CJSHS, had a positive impact on student success and organizational effectiveness. It was not evident that key roles of stakeholders were aligned to maintain a high level of fidelity to their vision and purpose.

In a review of agendas and minutes from school board, site council, and staff meetings, it was not clear that a priority was set on monitoring the implementation of the 2013-2018 Strategic Plan. It was evident that CJSHS officials engaged in reviewing some data sources and types. In fact, the Team found that there was some

disaggregation of the data. Further, the information was organized to allow staff to examine some trends and patterns across multiple types of data. Still, it was not apparent that the data analysis conducted by stakeholders was reflected back upon goals and objectives outlined in the strategic plan.

## AdvancED Standards Diagnostic Results

The AdvancED Performance Standards Diagnostic is used by the Engagement Review Team to evaluate the institution's effectiveness based on AdvancED's Performance Standards. The diagnostic consists of three components built around each of the three Domains: **Leadership Capacity**, **Learning Capacity** and **Resource Capacity**. Point values are established within the diagnostic and a percentage of the points earned by the institution for each Standard is calculated from the point values for each Standard. Results are reported within four ranges identified by the colors representing Needs Improvement (Red), Emerging (Yellow), Meets Expectations (Green), Exceeds Expectations (Blue). The results for the three Domains are presented in the tables that follow.

### Leadership Capacity Domain

The capacity of leadership to ensure an institution's progress toward its stated objectives is an essential element of organizational effectiveness. An institution's leadership capacity includes the fidelity and commitment to its purpose and direction; the effectiveness of governance and leadership to enable the institution to realize its stated objectives; the ability to engage and involve stakeholders in meaningful and productive ways; and the capacity to implement strategies that improve learner and educator performance.

Leadership Capacity Standards		Rating
1.1	The institution commits to a purpose statement that defines beliefs about teaching and learning including the expectations for learners.	Needs Improvement
1.2	Stakeholders collectively demonstrate actions to ensure the achievement of the institution's purpose and desired outcomes for learners.	Needs Improvement
1.3	The institution engages in a continuous improvement process that produces evidence, including measurable results of improving student learning and professional practice.	Needs Improvement
1.4	The governing authority establishes and ensures adherence to policies that are designed to support institutional effectiveness.	Meets Expectations
1.5	The governing authority adheres to a code of ethics and functions within defined roles and responsibilities.	Meets Expectations
1.6	Leaders implement staff supervision and evaluation processes to improve professional practice and organizational effectiveness.	Emerging
1.7	Leaders implement operational process and procedures to ensure organizational effectiveness in support of teaching and learning.	Emerging
1.8	Leaders engage stakeholders to support the achievement of the institution's purpose and direction.	Meets Expectations
1.9	The institution provides experiences that cultivate and improve leadership effectiveness.	Emerging
1.10	Leaders collect and analyze a range of feedback data from multiple stakeholder groups to inform decision-making that results in improvement.	Meets Expectations

## Learning Capacity Domain

The impact of teaching and learning on student achievement and success is the primary expectation of every institution. An effective learning culture is characterized by positive and productive teacher/learner relationships; high expectations and standards; a challenging and engaging curriculum; quality instruction and comprehensive support that enable all learners to be successful; and assessment practices (formative and summative) that monitor and measure learner progress and achievement. Moreover, a quality institution evaluates the impact of its learning culture, including all programs and support services, and adjusts accordingly.

Learning Capacity Standards		Rating
2.1	Learners have equitable opportunities to develop skills and achieve the content and learning priorities established by the institution.	Emerging
2.2	The learning culture promotes creativity, innovation and collaborative problem-solving.	Emerging
2.3	The learning culture develops learners' attitudes, beliefs and skills needed for success.	Meets Expectations
2.4	The institution has a formal structure to ensure learners develop positive relationships with and have adults/peers who support their educational experiences.	Emerging
2.5	Educators implement a curriculum that is based on high expectations and prepares learners for their next levels.	Meets Expectations
2.6	The institution implements a process to ensure the curriculum is aligned to standards and best practices.	Meets Expectations
2.7	Instruction is monitored and adjusted to meet individual learners' needs and the institution's learning expectations.	Meets Expectations
2.8	The institution provides programs and services for learners' educational futures and career planning.	Emerging
2.9	The institution implements, evaluates, and monitors processes to identify and address the specialized social, emotional, developmental, and academic needs of students.	Exceeds Expectations
2.10	Learning progress is reliably assessed and consistently and clearly communicated.	Meets Expectations
2.11	Educators gather, analyze, and use formative and summative data that lead to demonstrable improvement of student learning.	Emerging
2.12	The institution implements a process to continuously assess its programs and organizational conditions to improve student learning.	Meets Expectations

## Resource Capacity Domain

The use and distribution of resources support the stated mission of the institution. Institutions ensure that resources are distributed and utilized equitably so that the needs of all learners are adequately and effectively addressed. The utilization of resources includes support for professional learning for all staff. The institution examines the allocation and use of resources to ensure appropriate levels of funding, sustainability, organizational effectiveness, and increased student learning.

Resource Capacity Standards		Rating
3.1	The institution plans and delivers professional learning to improve the learning environment, learner achievement, and the institution's effectiveness.	Emerging
3.2	The institution's professional learning structure and expectations promote collaboration and collegiality to improve learner performance and organizational effectiveness.	Needs Improvement
3.3	The institution provides induction, mentoring, and coaching programs that ensure all staff members have the knowledge and skills to improve student performance and organizational effectiveness.	Needs Improvement
3.4	The institution attracts and retains qualified personnel who support the institution's purpose and direction	Emerging
3.5	The institution integrates digital resources into teaching, learning, and operations to improve professional practice, student performance, and organizational effectiveness.	Meets Expectations
3.6	The institution provides access to information resources and materials to support the curriculum, programs, and needs of students, staff, and the institution.	Meets Expectations
3.7	The institution demonstrates strategic resource management that includes long-range planning and use of resources in support of the institution's purpose and direction.	Exceeds Expectations
3.8	The institution allocates human, material, and fiscal resources in alignment with the institution's identified needs and priorities to improve student performance and organizational effectiveness.	Emerging

## Effective Learning Environments Observation Tool® (eleot®)

### Results

The eProve™ Effective Learning Environments Observation Tool® (eleot®) is a learner-centric classroom observation tool that comprises 28 items organized in seven environments aligned with the AdvancED Standards. The eleot provides useful, relevant, structured, and quantifiable data on the extent to which students are engaged in activities and/or demonstrate knowledge, attitudes, and/or dispositions that are conducive to effective learning. Classroom observations are conducted for a minimum of 20 minutes. Results from eleot are reported on a scale of one to four based on the degree and quality of the engagement.

eleot® Observations	
<b>Total Number of eleot® Observations</b>	<b>18</b>
<b>Environments</b>	<b>Rating</b>
<b>Equitable Learning Environment</b>	<b>2.97</b>
Learners engage in differentiated learning opportunities and/or activities that meet their needs	2.83
Learners have equal access to classroom discussions, activities, resources, technology, and support	3.28
Learners are treated in a fair, clear and consistent manner	3.39
Learners demonstrate and/or have opportunities to develop empathy/respect/appreciation for differences in abilities, aptitudes, backgrounds, cultures, and/or other human characteristics, conditions and dispositions	2.39
<b>High Expectations Environment</b>	<b>2.81</b>
Learners strive to meet or are able to articulate the high expectations established by themselves and/or the teacher	2.72
Learners engage in activities and learning that are challenging but attainable	3.22
Learners demonstrate and/or are able to describe high quality work	2.33
Learners engage in rigorous coursework, discussions, and/or tasks that require the use of higher order thinking (e.g., analyzing, applying, evaluating, synthesizing)	3.00
Learners take responsibility for and are self-directed in their learning	2.78
<b>Supportive Learning Environment</b>	<b>3.24</b>
Learners demonstrate a sense of community that is positive, cohesive, engaged, and purposeful	3.28
Learners take risks in learning (without fear of negative feedback)	3.00
Learners are supported by the teacher, their peers and/or other resources to understand content and accomplish tasks	3.28
Learners demonstrate a congenial and supportive relationship with their teacher	3.39
<b>Active Learning Environment</b>	<b>2.76</b>
Learners' discussions/dialogues/exchanges with each other and the teacher predominate	3.00
Learners make connections from content to real-life experiences	2.78
Learners are actively engaged in the learning activities	3.06
Learners collaborate with their peers to accomplish/complete projects, activities, tasks and/or assignments	2.22
<b>Progress Monitoring and Feedback Environment</b>	<b>2.69</b>
Learners monitor their own learning progress or have mechanisms whereby their learning progress is monitored	2.61
Learners receive/respond to feedback (from teachers/peers/other resources) to improve understanding and/or revise work	3.11
Learners demonstrate and/or verbalize understanding of the lesson/content	2.83
Learners understand and/or are able to explain how their work is assessed	2.22

<b>Well-Managed Learning Environment</b>	<b>3.29</b>
Learners speak and interact respectfully with teacher(s) and each other	3.44
Learners demonstrate knowledge of and/or follow classroom rules and behavioral expectations and work well with others	3.39
Learners transition smoothly and efficiently from one activity to another	3.06
Learners use class time purposefully with minimal wasted time or disruptions	3.28
<b>Digital Learning Environment</b>	<b>1.87</b>
Learners use digital tools/technology to gather, evaluate, and/or use information for learning	2.22
Learners use digital tools/technology to conduct research, solve problems, and/or create original works for learning	2.06
Learners use digital tools/technology to communicate and/or work collaboratively for learning	1.33

## eleot® Narrative

The three person Engagement Review Team conducted eighteen eleot® observations. All of the teachers outlined on the teacher schedule given to the Team had a trained eleot® observer visit their classroom at least one time during the engagement.

It was evident to the Team that students felt they were in a supportive environment (3.24). Further, teachers maintained well-managed learning environments (3.29). Students demonstrated a sense of community that was positive, cohesive, engaged, and purposeful (3.28). The Engagement Review Team observed that students' relationships with teachers were positive. Both the students' academic and social needs were being met with strong personal connections. There was a feeling that the strong personal connections were promoting the students' desire to learn. The well-managed classrooms encouraged the students to speak and interact respectfully with teacher(s) and each other. Students demonstrated an exceptional knowledge of classroom rules and adhered to behavioral expectations.

All of the members of the Team were very impressed with CJSHS student engagement. The degree of attention, interest, and optimism in students was impressive. Teachers used a variety of strategies to keep the students engaged, such as; classroom seating arrangements, small group learning centers, competitive games to check for understanding, self-directed learning, individualized learning plans, open-end questioning, and active learning environments. Staff members were visible in the hallways during transition times. The Team found that students seamlessly focused on the next task at hand; whether that was getting to the next class on time or smoothly transitioning from one activity to the other in the classroom. Students and staff were friendly and cordial to one another and to visitors.

Interviews and polls with parents revealed that they appreciated the mix of small group and whole class activities. They felt that their children were comfortable taking risks and trying "new things" at school. They appreciated the school's commitment to technology. As one parent put it, "The technology here is a pretty big deal... In order to get everything they need for college, pretty much, everything is online, with support from the school." Parents felt that school officials were making education a priority for their children because teachers were available to talk with them. In addition, parents expressed appreciation for parent/teacher conferences. Parents value the direct communication teachers made through texting, emails, and social media. Further, they were grateful for the visibility of the teachers, for specific programs targeting school safety, and for school officials planning events at different times to accommodate work schedules.

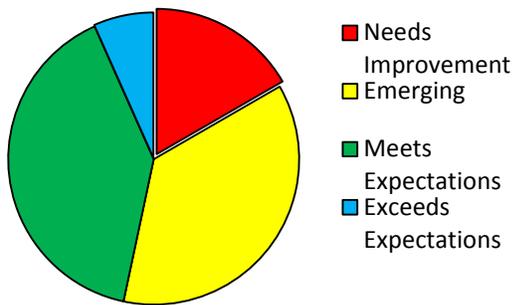
Teachers shared with the Team that they felt their classrooms were learner centric because they encourage their students to work collaboratively with one another. The students agreed that they were challenged to work in many small groups, however, they equally felt that they were expected to work by themselves. The Engagement Review Team observed that both practices were part of the culture. Students expressed that they worked hard to finish their work during class and they enjoyed staying after school for activities. The majority of teachers felt that being a confident teacher frees them to try new things and not to worry about the outcomes. Students shared that teachers kept them on task. They appreciated that teachers allowed them to use technology to do their work. Most students stated that they use computers primarily to prepare presentations and to "look things up". Students felt that their teachers know a lot about their subjects. Teachers appreciated professional learning from online courses and going to conferences, however, they expressed a need for job-embedded learning and professional learning communities.

The lowest observation scores were recorded in the area of digital learning (1.87). The Engagement Review Team noticed the school's commitment to technology. Indeed the Team did not feel that the eleot® reflected the comprehensive nature of the technology plan and the implementation of the one-to-one laptop initiative. Cordova Jr/Sr High school ensures that all students and staff have the capacity to utilize information and communication technologies. During the observation the Team did not see students collaboratively using technology to communicate and problem solve with one another. Therefore, that portion of the digital learning environment received a low score (1.33) and negatively impacted the overall score in this learning environment.

The Engagement Review Team would like to invite stakeholders to take a deeper look at the eleot® scores and unpack the data in a way that is relevant to them. The Team encourages CJSHS staff to use the data to help them move forward with a shared vision to improve student learning. Further, Cordova Jr/Sr High school is encouraged to consider its own implementation of a learning observation protocol using the eleot® instrument. As a benefit of its association with AdvancED, the district and each institution has full access to eProve eleot® as well as having three training/endorsement seats for each school (and three for the school district).

## Findings

The chart below provides an overview of the institution ratings across the three Domains.



Rating	Number of Standards
Needs Improvement	5
Emerging	11
Meets Expectations	12
Exceeds Expectations	2

## Powerful Practices

Powerful Practices reflect noteworthy observations and actions that have yielded clear results in student achievement or organizational effectiveness and are actions that exceed what is typically observed or expected in an institution.

### Powerful Practice #1

Cordova Jr/Sr High School implements, evaluates, and monitors processes to identify and address the specialized social, emotional, developmental, and academic needs of students.

#### Primary Standard: 2.9

#### Evidence:

Evidence provided by the school, including survey data, interviews and observations, reflect a school that cares about and is addressing the many needs of its students. Students in need of help may be identified, referred and supported through both the Special Education Program and resources for English Language Learners. Teaching assistants support these programs. While there is not currently an identified program in place at the school for addressing social-emotional learning, observations in hallways and classrooms revealed students who were positive, respectful of peers and adults, and participating in many activities. Students who are English Language Learners appeared to be well integrated, strongly supported as needed, taking risks, and demonstrating full participation in learning opportunities. Additionally, while interviews and reporting indicate the school’s Innovative Learning Program may be in need of some rethinking or restructuring, the school is commended for devoting resources to assure all its students have opportunities to succeed. While many positive interactions can be observed on a daily basis throughout the school, surveys and data from teacher inservices indicate that there is a fairly widespread desire to explore incorporating a program and/or strategies that directly address social-emotional learning.

**Powerful Practice #2**

Cordova Junior/Senior High School demonstrates strategic resource development that includes long-range planning that maximizes community partnerships in support of organizational effectiveness and student performance.

**Primary Standard:** 3.7

**Evidence:**

During the Engagement Review, interviews and evidence revealed that the Cordova School District engages with multiple community organizations with robust partnerships that enrich and support student learning and organizational success. Partnerships such as the dual enrollment courses with the Prince William Sound College, offered to all 9-12 grade students, enhance course offerings and support post-secondary pursuits for almost 50% of Cordova High School's current high school population. The Copper River Watershed Project, Cordova Family Resource Center, and Prince William Sound Science Center are additional community partnerships supporting science learning, student support opportunities and place-based activities.

## Opportunities for Improvement

Opportunities for Improvement are those actions that will guide and direct institutions to specific areas that are worthy of additional attention.

**Opportunity for Improvement #1**

Ensure the achievement of the institution's purpose and desired outcomes for learners are developed by documenting and formalizing existing practices into administrative manuals for Cordova Jr/Sr High that outlines standard operating procedures.

**Primary Standard:** 1.7

**Evidence:**

Through interviews the Engagement Review Team discovered that some office staff documented sensitive deadlines. However, the practice is not formalized across all operational and management facets of the school organization. The Team did not review any administrative manuals for use by the site administrator. The Engagement Team observed that the incoming principal was the fourth in four years and that she did not have all the tools at her disposal that new administrators traditionally should have to begin work in their new school community.

## Improvement Priorities

Improvement priorities are developed to enhance the capacity of the institution to reach a higher level of performance and reflect the areas identified by the Engagement Review Team to have the greatest impact on improving student performance and organizational effectiveness.

### Improvement Priority #1

Review the current vision and mission statements and revise them as necessary. Develop them to be concise and represented by a powerful phrase. The staff and administration at Cordova Jr/Sr High School should use the school board's vision and mission to create a purpose statement specific to Cordova Jr/Sr High School.

#### Primary Standard: 1.1

##### Evidence:

There was little evidence that a process for reviewing, revising, or communicating a school purpose was developed. Documentation such as meeting minutes reflecting the development, implementation, and communication of a school purpose were not presented. Likewise, a review of the evidence, substantiated by interviews, shows that there was little fidelity to the school's strategic plan, its vision and mission, and it is in need of review.

It was not evident through interviews that all stakeholders of the school could articulate a common purpose. The Engagement Review Team found limited evidence in survey data that stakeholders were invested in the process and/or understanding of the district mission and school purpose. School staff appeared to be engaged in many informal and meaningful conversations, but they are not engaged in a formal process that involves all stakeholders and uses standard tools to help them come to a clear consensus as to the school's purpose.

### Improvement Priority #2

Adopt intervention tools to focus continuous improvement processes that produce evidence of alignment to specific goals, strategies, and activities that measure and systematically improve student learning.

#### Primary Standard: 1.3

##### Evidence:

There was a lack of evidence from polling data that stakeholders were trained in the use of professional continuous improvement tools to aid them in analyzing the effectiveness of their school organization as it relates to improving student learning.

A review of previous strategic plans did not provide the Engagement Review Team with evidence that district and school officials were conducting continuous improvement work. Further, the Engagement Review Team did not review any tools adopted to aid school officials in leading an improvement journey. Likewise, there was limited evidence after a review of agendas and minutes that the school board, site council, or staff reviewed and approved tools that would guide them through an analysis of their "current realities" to identify strengths and weakness.

### Improvement Priority #3

Ensure that educators gather, analyze, and use formative and summative data that lead to demonstrable improvement of student learning, including providing ongoing training for instructional and paraprofessional staff.

#### Primary Standard: 2.11

##### Evidence:

Little evidence was presented to show that the majority of instructional staff is adept at using data to make decisions that lead to the demonstrable improvement of achievement and success of individual and collective groups of learners in preparation for the next educational level. Interviews with staff, as well as results from

surveys, do not show that sufficient time is spent in analyzing either summative or formative assessments. Additionally, while regular Friday staff meetings, as well as scheduled inservice days, provide some opportunities to learning about the effective use of data, the school did not provide sufficient evidence to show that the data is being regularly used to make decisions to modify instruction and transform learning experiences for learners. Staff and professional development agendas do not demonstrate a focus on instructional accountability.

**Improvement Priority #4**

Establish a professional learning structure and expectations for teaching staff to collaborate in support of increased student performance and enhanced organizational effectiveness, as well as to support all staff with induction, mentoring, and coaching needs.

**Primary Standard: 3.2****Evidence:**

Interviews and evidence from the Engagement Review indicate the absence of a formal structure for professional learning communities designed to strengthen collaborative efforts that impact student learning and improve instructional practice. Current professional time allocations demonstrate a focus on operational topics and cursory efforts for data review. A dedicated, intentional time allocation for professional learning communities provides collegial conversation regarding best practices, effective differentiation of instruction, equity of student learning, and data-informed decision making, and survey data illustrates a desire by the teaching faculty to meet those needs. The current conditions at CJSHS indicate prime implementation conditions, as administrators, teachers, and community members have a shared desire for such professional learning time.

## Accreditation Recommendation and Index of Educational Quality™ (IEQ™)

The Engagement Review Team recommends to the AdvancED Accreditation Commission that the institution earns the distinction of accreditation for a five-year term. AdvancED will review the results of the Engagement Review to make a final determination, including the appropriate next steps for the institution in response to these findings.

AdvancED provides the Index of Education Quality™ (IEQ™) as a holistic measure of overall performance based on a comprehensive set of standards and review criteria. A formative tool for improvement, it identifies areas of success as well as areas in need of focus. The IEQ is comprised of the Standards Diagnostic ratings from the three Domains: 1) Leadership Capacity; 2) Learning Capacity; and 3) Resource Capacity and the results of elite classroom observations. The IEQ results are reported on a scale of 100 to 400 and provides information about how the institution is performing compared to expected criteria.

<b>Institution IEQ</b>	<b>290.66</b>
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### Conclusion Narrative

Cordova Jr/Sr High School experiences very low turnover in their teaching staff. The Jr/Sr High School is on its fourth principal in four years. With no formal induction or mentoring program in place for newer teachers it is incumbent upon the staff with institutional and community knowledge to introduce new teachers and administrators to the school’s cultural norms. The only written procedural guidelines consistent through this four year period was the secretary’s “tickler” file and the district created school calendar. Consequently, current staff knowledge gleaned from experienced staff has become a critical resource for new staff members.

The Engagement Review Team consistently observed students that have been taught effective communication skills. They were often self-directed and they monitored their own progress. Observations backed up information found in surveys regarding the students’ positive attitudes, self perceptions, and beliefs about learning. The school’s approach facilitates school-wide harmony. Both faculty and administration are on the same page when it comes to being supportive of one another’s roles. The students know what is expected of them and the consequences of non-compliance. The Team witnessed students taking personal responsibility to create a pleasant and relaxed atmosphere.

CJSHS has an impressive number of students involved with their school business partners. School leaders foster quality partnerships for the benefit of all the CJSHS students and staff. School leaders leverage personal relationships to build partnerships that enhance student learning such as the partnership with a local executive that engages students in a popular robotics program. A variety of community stakeholders are engaged to foster strong connections between the business community and the school. The school has demonstrated that strategic resource management is part of the institutional support of student learning.

The Engagement Review Team observed that peer-to-peer relationships were an integral part of the learning culture at CJSHS. They work to develop strong learning attitudes, beliefs, and skills needed for success. Teachers fostered mutually beneficial relationships that encouraged knowledge sharing, ideas, and experiences. Students expressed gratitude for their opportunities to participate in activities and learn from their peers. As one student said, “I like the small size of our school because I get a chance to get to do things with the friends I’ve known for a long time.” Statements such as these demonstrated to the Team a level of trust that promotes a safe learning environment.

It is clear that the governing body for Cordova takes seriously its responsibility to establish and ensure adherence to policies designed to support institutional effectiveness. Indeed, the school board is an active member of the Alaska Association of School Boards (AASB) and one of their members is an active AASB board member. The school board, as is the case with their 2013-2018 Strategic Plan, has leveraged their relationship with AASB to hire consultants to help them with evaluating institutional effectiveness. They adopt and update their written policy to comply with applicable laws. They use “Board Docs”, a web-based board management system, to post agendas and minutes. In addition, the board makes available to the public an online version of the board policies.

Team members observed teachers frequently using current and relevant data from major content areas to monitor and adjust instruction. The Engagement Review Team observed ungraded formative assessments that were impacting instruction. Experienced staff members were armed with multiple formative assessment techniques that serve as evidence that their methods are modern and enhance student performance. Student work was analyzed, strategic questioning was used to encourage high level thinking, classroom polls (both digital and analog) were used to check for understanding, and “pair and share” helped students articulate understanding peer-to-peer. These multiple measures were effectively used by CJSHS teachers to gather and analyze data to measure improvement.

The Team found limited evidence that stakeholder groups were taking common actions to align vision and/or purpose. It was not evident that research-based processes were in place to support the achievement of desired learning outcomes. Some data was used to evaluate achievement, however, stakeholders did not appear to collaboratively work together for desired outcomes. Some “disconnect” existed between stakeholder groups regarding data collection. One example; the value placed on interim and summative assessments. School leaders felt as if a relatively limited amount of time was being taken from instruction for these assessments (MAPs). Parents interviewed held an opposing view feeling that the assessments were time consuming and not necessarily important for driving instruction.

Cordova Jr/Sr High School has many informal structures whereby each student is known by an adult. The school’s smaller size lends itself to “everyone knowing everybody”. A high percentage of students are involved in activities, teachers are charged with individual class sponsorship, and the community is welcome in the school. However, the Engagement Review Team did not review any formal program that worked to make every student’s education more personal and/or guided by common principle. CJSHS’ multitude of unmeasured informal structures provided many opportunities for students to develop respectful relationships with adults and peers.

The Team was not presented with evidence that the school identifies and implements programs or services for students to self assess strengths and interests that support career planning and/or educational success at the next level. Interviews with students and staff suggested that some students are assisted in developing and documenting their personal goals or achievement. However, no formal program was part of the engagement. It was felt by staff members that CJSHS will be challenged to build the capacity of staff to provide a sufficient level of career planning services.

Cordova district and school leaders are actively involved in strategic planning. Indeed, they are in the final months of the five year strategic plan that rolled out in 2013. They demonstrated that they are including long-range planning that will support the school’s purpose and direction. It was clear to the Team that school officials wish to engage all the stakeholders in a more meaningful way in the new strategic plan. Their hope is to align efforts of multiple stakeholder groups to properly manage the budget, facilities, and organizational needs to support student achievement. Indeed, efforts are underway to bring stakeholders together. Polling of external stakeholder groups has started for the 2018 - 2023 Strategic Plan. Staff, students, parents, community, government, and educational policy groups are working together to understand how to develop a shared vision and purpose with common goals to positively impact student success. They are being encouraged to consider evaluation tools that will measure success and fidelity to the plan.

They expressed to the Team that they wished to see a higher level of faithfulness to the strategic plan as opposed to the perceived notion that fidelity was not a high priority for the 2013-2018 Strategic Plan.

School leaders have implemented the Danielson Framework as an evaluation tool. They are working to develop a common understanding that includes mechanisms for feedback and monitoring. In addition, teachers create “Ippy Dippys” – Individual Professional Development Plans (IPDP). The IPDP is a thoughtfully developed written plan designed by teachers that follows a four-step process for ongoing professional growth. It includes: self-assessments, goals, strategies, and timelines. The teachers take seriously their responsibility to create experiences for students that are relevant and meaningful.

Schools need everyone in the community engaged in a common purpose and shared vision to move forward on the continuous improvement cycle. Committed and engaged stakeholders understand all aspects of the plan and they are continually encouraged to help implement and participate in improvement efforts. It is important that school officials address how their community can use the results found in the findings diagnostic and eleot® observations. When everyone is committed, the community can address how the school should use the results of the Accreditation Engagement Report for their continuous improvement efforts.

## Next Steps

The results of the Engagement Review provide the next step to guide the improvement journey of the institution in their efforts to improve the quality of educational opportunities for all learners. The findings are aligned to research-based criteria designed to improve student learning and organizational effectiveness. The feedback provided in the Accreditation Engagement Review Report will assist the institution in reflecting on their current improvement efforts and to adapt and adjust their plans to continuously strive for improvement.

Upon receiving the Accreditation Engagement Review Report the institution is encouraged to implement the following steps:

- Review and share the findings with stakeholders.
- Develop plans to address the Improvement Priorities identified by the Engagement Review Team.
- Use the findings and data from the report to guide and strengthen the institution’s continuous improvement efforts.
- Celebrate the successes noted in the report.
- Continue your Improvement Journey.

## Team Roster

The Engagement Review Teams are comprised of professionals with varied backgrounds and professional experiences. All Lead Evaluators and Engagement Review Team members complete AdvancED training and eleot® certification to provide knowledge and understanding of the AdvancED tools and processes. The following professionals served on the Engagement Review Team:

	<b>Brief Biography</b>
<b>Tim Scott, Lead Evaluator</b>	<p>Mr. Tim Scott is the former principal and CEO of Frontier Charter School in Anchorage. He was a principal in the Anchorage School District for sixteen years. He received his M.Ed. in Public School Administration from the University of Alaska, Anchorage in 1996 and his superintendent endorsement in the spring of 2013. A Kotzebue High School graduate, he earned his B.A. from Harding University in Searcy, Arkansas. He spent the past thirty years in education working as a coach, teacher, and administrator. Prior to his education career he worked both as a carpenter and an airline customer service agent. Mr. Scott has experience serving the state and the education community in many capacities: on the State Board of Education, the Alaska Workforce Investment Board, the President of the Reinventing School's Coalition (RISC), the Chair of the Alaska Youth Council, and he has been a member of the Alaska Post-Secondary Education Commission. Currently, Mr. Scott is a board member of the Alaska AdvancEd Commission.</p>
<b>Mary Johnstone, Team Member</b>	<p>Mary Johnstone has been involved with school improvement and accreditation for over 25 years. In her time as a teacher and school principal in Anchorage, she was honored as both a Milken Educator and a National Distinguished Principal. She held leadership positions in several local and state professional organizations, including the Northwest Accrediting Association, now AdvancED, and was the State Director for AdvancED/Alaska for three years. Mary has served on many school and system review teams throughout both rural and urban Alaska, as well as in other states, and continues to serve on Engagement Reviews as both a team member and lead evaluator. She currently also supervises university administrative candidate internships. Her education is from Seattle University and University of Alaska Anchorage.</p>
<b>Paula Casperson, Team Member</b>	<p>Paula Casperson is a life-long Alaskan, who took a brief trip to the lower 48 for her post-secondary pursuits. She has been a member of the Juneau-Douglas High School community since 1997, where she has served as a teacher, Assistant Principal and now Principal. She is passionate about equity within educational systems and appreciates the opportunities professionally and personally that she has to contribute to academic conversations about instruction and leadership. She has a B.A. in Anthropology, an M.A. in Education (both from Stanford University) and her Educational Leadership certificate from the University of Alaska Anchorage. In 2012 Paula was awarded the Dr. William Demmert Leadership Award for significant contributions to the education of Alaska Native children and youth. She is the proud mother of two young daughters who teach her about learning each and every day.</p>
<b>Norene Rice, Reader/Reviewer</b>	<p>Norene Rice serves as the Senior Coordinator for the AdvancED Pacific USA Region Vice President, as well as Administrative Assistant to the AdvancED Alaska, California, Northwest Mariana Islands, Guam, and Nevada managing offices. After working more than 30 years as an accountant in the business industry, she served 9 years with the Northwest Accreditation Commission (NWAC) in a variety of capacities including controller for the non-profit corporation, office manager and supervisor, and administrative assistant. She is a graduate of Chico State University with a Bachelors of Arts in American Studies and also minored in Business Administration.</p>



[advanc-ed.org](http://advanc-ed.org)

Toll Free: 888.41EDNOW (888.413.3669) Global: +1 678.392.2285, ext. 6963

9115 Westside Parkway, Alpharetta, GA 30009



## About AdvancED

AdvancED is a non-profit, non-partisan organization serving the largest community of education professionals in the world. Founded on more than 100 years of work in continuous improvement, AdvancED combines the knowledge and expertise of a research institute, the skills of a management consulting firm and the passion of a grassroots movement for educational change to empower Pre-K-12 schools and school systems to ensure that all learners realize their full potential.

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Cordova School District Board of Education

m. New/Unfinished Business

1. Policy Review (First Read)

Information: BP 3430 Investment Policy

**Motion:** I move to approve the BP 3430 Investment Policy (First Read)  
recommendations as presented in the Board Packet.

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Discussion:

\_\_\_\_Jewell    \_\_\_\_Altermott    \_\_\_\_Glaser    \_\_\_\_Hoepfner    \_\_\_\_Bradford

Motion:    PASS            Motion:    FAILED

Comments: -

# **BP 3430 INVESTMENT POLICY**

## **I. POLICY**

It is the policy of Cordova School District to invest public funds in a manner which will provide maximum security, while meeting daily cash flow demands, conforming to all state and local statutes governing the investment of public funds, while providing a market rate of return through budgetary and economic cycles.

## **II. PURPOSE**

This policy applies to the operating cash account of the district. The purpose of this policy is to set forth guidelines for the investment of the district's available cash in a manner to:

- a. Preserve the district's capital, limit loss exposure, and
- b. Provide acceptable level of liquidity as determined by growth needs while
- c. Earning competitive level of market interest.

This policy also defines the roles and responsibilities with regard to decisions about managing the district's cash.

## **III. ROLES AND RESPONSIBILITIES**

The district's Board shall approve the investment policy and review its terms at least annually. The Director of Budget and Finance shall be responsible for communicating this policy to brokers and investment advisors. The Director of Budget and Finance shall also be responsible for executing transactions, authorizing specific investment instruments, and managing liquidity in accordance with this policy. The Director of Budget and Finance will be responsible for reporting the investment performance, account balance, and asset allocation to the Board at least quarterly.

## **IV. INVESTMENT PHILOSOPHY**

This policy establishes the underlying goals of the district's investment strategies and identifies the types of investment vehicles eligible for district investment.

Goals of investment instruments are in priority order:

- a. Protect and Preserve Principal – eliminate or greatly minimize the probability of a loss of principal value.
- b. Provide appropriate level of liquidity for the district's cash needs as determined by the Board by ensuring that an adequate allocation of cash equivalent securities is maintained and that the other investments can be readily converted into cash if necessary.
- c. Earn a competitive level of interest income considering the previous two objectives and market conditions.

In order to achieve these objectives, the portfolio will consist of a liquidity ladder of investments with the maturities approximately matching the anticipated cash needs.

#### Primary Investment Instruments

- 1) Money market mutual funds that adhere to SEC rule 2a-7
- 2) Federally Insured Certificates of Deposit

#### Other Eligible Investment Instruments

- 1) U.S. Treasury obligations
- 2) U.S. Government Agency obligations and U.S. Government Sponsored Enterprises (GSEs)
- 3) Commercial paper rated A1/P1
- 4) Variable-rate demand obligations with direct-pay letters of credit from financial institutions rated A+/A1 or better

#### **V. SAFEKEEPING**

Securities shall be held by a financial institution approved by the Board.

#### **VI. ADVISOR-BROKER RELATIONSHIP**

The advisor-broker of record shall be approved by the Board.

#### **VII. POLICY EXCEPTIONS**

A permitted security will have a minimum of two of the three required ratings from Standard & Poor's, Moody's, or Fitch. If a purchased security falls below the minimum rating requirement, the security will be reviewed by the Director of Budget and Finance.

A security with a single rating may be purchased if it meets the minimum ratings criteria. Securities with two or more ratings are acceptable if at least one rating meets the minimum ratings criteria set forth herein.

#### **VIII. PROCEDURES**

Daily procedures concerning investment management and accounting are outside the scope of this policy. As deemed necessary, the Director of Budget and Finance will establish written procedures for the operation of the investment program consistent with this policy.

Cordova School District Board of Education

m. New/Unfinished Business

2. Approval of 2018-2019 School Calendar

**Motion:** I move to approve the 2018-2019 School Calendar as presented in the Board Packet.

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Discussion:

\_\_\_\_Jewell    \_\_\_\_Altermott    \_\_\_\_Glasen    \_\_\_\_Hoepfner    \_\_\_\_Bradford

Motion:    PASS            Motion:    FAILED

Comments: -

DRAFT Proposed School Calendar 2018-2019 DRAFT																															
District Name: Cordova School District																School: Mt. Eccels and Cordova Jr.-Sr. High School															
Approved By:																Title: Superintendent															
Jul-18							Aug-18							Sep-18																	
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S				
EO																															
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X																															

Cordova School District Board of Education

m. New/Unfinished Business

3. Out-of-State Travel for Alex Russin to American Association of School Administrators Galapagos Islands Delegation (September 30- October 11, 2018).

**Motion:** I move to approve Out-of-State Travel for Alex Russin to participate in the AASA Galapagos Islands Delegation (September 30- October 11, 2018) as presented in the Board Packet.

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Discussion:

\_\_\_\_Jewell    \_\_\_\_Altermott    \_\_\_\_Glasen    \_\_\_\_Hoepfner    \_\_\_\_Bradford

Motion: PASS

Motion: FAILED

Comments: -

Cordova School District Board of Education

m. New/Unfinished Business

4. Policy Review (Second Read)

Information: BP 2210 Administrative Leeway in Absence of Board Policy (Second Read)

**Motion:** I move to approve the BP 2210 Administrative Leeway in Absence of Board Policy (Second Read) recommendations as presented in the Board Packet.

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Discussion:

\_\_\_\_Jewell    \_\_\_\_Altermott    \_\_\_\_Glasen    \_\_\_\_Hoepfner    \_\_\_\_Bradford

Motion:    PASS            Motion:    FAILED

Comments: -

## **BP 2210 ADMINISTRATIVE LEEWAY IN ABSENCE OF BOARD POLICY**

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*)

ADOPTED: 3/9/05

Administration Notes from Policy Committee:

*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.*

Cordova School District Board of Education

m. New/Unfinished Business

5. 2018-2019 Mt. Eccles Student Handbook Draft

**Motion:** I move to approve the 2018-2019 Mt. Eccles Student Handbook Draft as presented in the Board Packet.

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Discussion:

\_\_\_\_Jewell    \_\_\_\_Altermott    \_\_\_\_Glasen    \_\_\_\_Hoepfner    \_\_\_\_Bradford

Motion:    PASS            Motion:    FAILED

Comments: -

# Mt. Eccles Elementary School

# Student Handbook

2018-2019

## WELCOME

The administration, teachers, and staff at Mt. Eccles Elementary School look forward to working with students, parents, and community partners this school year. We, along with you, believe in high expectations for success and achievement for all students.

We strongly encourage parents to visit our school and to take an active part in the classroom, site-based council, and other activities. Research shows that this kind of involvement benefits students, and we believe that our student success is partly due to the high level of parent participation in our school. If you'd like to volunteer your time and energy to Mt. Eccles, we would greatly appreciate it. Check with the teachers or the principal for current opportunities.

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**CORDOVA SCHOOL DISTRICT VISION**

The Cordova School District is committed to providing opportunities to challenge students to discover, set and pursue their goals. Students shall possess the academic and communication skills, character, personal discipline, and cultural awareness to contribute

as responsible citizens. Furthermore, the district seeks to foster a continued desire for learning beyond the classroom and graduation.

### **CORDOVA SCHOOL DISTRICT MISSION**

The Cordova School utilizes our unique natural surroundings and active involvement of parents and community to provide a safe learning environment that offers challenging curricula and activities while developing successful, responsible citizens for the future.

#### **MT. ECCLES MASCOT**

Mt. Eccles Mountaineer

#### **SCHOOL COLORS**

Maroon and Navy Blue

#### **SCHOOL SONG**

Pride of Mt. Eccles

by Mary Armantrout

“We are citizens of this great land.

Oh, smile and give us a hand.

We grow each day in every way.

We’re Mountaineers, as you can see!

In Language, Math, Science, Music, and P.E.,

Reading, Health, Computers, and Geography,

We are Mt. Eccles Pride.

#### **COMMUNICATION**

One of our priorities is to keep parents and community members abreast of current events, activities and opportunities through:

Email Updates – The office will use the email address(es) you provide on your student’s contact information sheet to create a parent email list. Please keep us updated as your information changes.

Our Facebook Page - Search for “Mt. Eccles Elementary School” and like us.

PowerSchool – Please see the office to set up a parent account on PowerSchool.

Text for Time Sensitive Info – This method of communication will only be used for things such as school closures, bus run changes, or emergencies. (more info TBA)

School Contact:

Gayle Groff, Principal ([ggroff@cordovasd.org](mailto:ggroff@cordovasd.org))

Telephone: 907-424-3236

Fax: 907-424-3117

### VISITORS

Visitors are welcomed and encouraged to visit our school! For the safety and well-being of our students and staff, it is our practice that ALL visitors to Mt. Eccles must sign in and out at the front office and wear an identification sticker visible on their chest while in the building.

### VOLUNTEERS/BACKGROUND CHECKS

Mt. Eccles encourages parents, guardians, and community members to share their time, knowledge, and abilities with our students to enrich our educational program and strengthen our school. Any volunteer who spends time alone with children must undergo a background check. This includes any volunteer that has the potential to be working with students without being in the presence of a teacher or another CSD staff member. This does not include school visitors such as guest speakers, someone who attends a large group meeting or event, parents visiting students for lunch or classroom presentations, or parents picking up or dropping off their children for school. The district will pay the cost of the background check annually. (Reference *Board Policy 1250*)

### ATTENDANCE

The Cordova School District considers attendance extremely important in order for students to derive maximum benefits from the school's instructional program and to develop habits of punctuality, self-discipline, and responsibility. Parents/guardians of children aged 7 to 16 are obligated to send their children to public school except as allowed by law. The Board shall abide by all state attendance laws and may use any legal means to correct the problems of excessive absence or truancy (Reference *Board Policy 5113*). Parents who voluntarily remove their child(ren) from school will be required to work with the staff in advance to arrange for missed school work.

#### A. Tardies

Anyone who is not present at the start of class in the morning or the afternoon will be considered tardy. Students must report to the office for a tardy slip before proceeding to their classroom. Three or more tardies will make a student ineligible for a perfect attendance award.

#### B. Absence

Being absent from school for more than 30 minutes at the beginning of day or after lunch is considered a half-day absence.

Students with a planned absence of 1-10 days **must give one-week prior notice** to the teacher and the office and meet with the teacher to assign work they will miss. **The expectation is that work is completed during the course of the planned absence and turned in upon return to school.** Please keep in mind that the presence of a student in the classroom on a regular basis is necessary to provide opportunities for interactive learning with teachers and peers. The work that a student can make up at home represents only a small portion of the learning activities that take place in the classroom every day.

In the event of an unplanned absence (illness) the latest deadline for work to count toward the student's grade will be as many days after the return as the student missed. (Ex. If the student was gone for 7 school days, the work will be accepted no later than 7 school days after they return.)

**C. Extended Absences**

Any time students will miss over 10 days of school, **parents must give two weeks prior notice to the office.** The classroom teacher will coordinate the collection of work for the student during the absence and will meet with the parents to go over work and expectations prior to the trip. **It is expected that all work will be done during the course of the absence and turned in upon return to school.** Upon return, there will be a re-entry meeting with the teacher, the parents, and the student to review completed work.

**D. Home Notification**

Attendance records are kept by the office. A letter will be sent home to notify parents when their child has excessive tardies or absences.

**ILLNESS**

If a student becomes ill, he or she will be sent to the office for evaluation. Depending on the symptoms of the child, a parent or guardian will be called. If it is determined that the child shall leave, the parent can sign them out on the checkout roster in the office. No child will be allowed to leave without the knowledge of the school and parent or guardian.

**WITHDRAWAL**

Parents wishing to withdraw a student from school should inform the office who will pass this information to the classroom teacher. The teacher and librarian will verify that books have been turned in and indicate the grade earned at the time of withdrawal. Any fines must be paid prior to withdrawal. Parents of students who plan to transfer to another school should notify the office so transcripts can be sent without delay.

**PARENT TRAVEL**

If a parent is going to be out of town, please notify the office and provide the name and contact information of the child's caregiver and an emergency number where you can be reached. A signed letter will be required for non-legal guardians/parents to pick up/remove a student from campus.

**GENERAL DISCIPLINE**

The school is responsible for students' safety and welfare in school and during school-sponsored functions. Consequently, students are subject to school discipline at school functions as well as during the regular school day. Mt. Eccles students are expected to observe the TRIBES agreements at all times. These include Mutual Respect, Attentive Listening, Appreciations/No Put-Downs, and the Right to Pass and are defined below. Our

philosophy of discipline is to encourage positive behavior that enables all of our students to achieve academic and social success. Our goal is that our students practice self-discipline.

In the event that discipline is necessary, it will be handled as follows:

1 <sup>st</sup> offense	1 detention (lunch or recess) and notify parents
2 <sup>nd</sup> offense	2 detentions (lunch or recess) and notify parents
3 <sup>rd</sup> offense	1 day in-school suspension, notify parents, and meet with school counselor
A 3 <sup>rd</sup> offense will result in a less than satisfactory citizenship grade.	

Note that the school administration may adjust the consequences for a given behavior, as the individual facts require. The school administration has the discretionary authority to move to any level of discipline based on the seriousness of the case.

### **BULLYING**

Bullying will not be tolerated at Mt. Eccles Elementary School.

Intimidating behavior or bullying is defined as intentional and generally unprovoked attempts by one or more individuals to inflict physical harm or emotional distress upon another person or group. The misbehavior may be direct or indirect. We use the term bullying when a pattern of **repeated** behavior occurs. Some examples include, but are not limited to:

<b>Emotional Intimidation</b>	Rejection, terrorizing, humiliation, exclusion, or the fearful anticipation by the victim of future attacks
<b>Physical Intimidation</b>	Hitting, poking, choking, hair pulling, tripping, kicking, biting, unwanted tickling, and encroachment of personal space
<b>Sexual Intimidation</b>	Propositioning, voyeurism, indecent exposure, pulling down another's pants, etc.
<b>Verbal Intimidation</b>	Teasing, gossiping, spreading rumors, name-calling, ridicule, insults

Mt. Eccles staff members are using several strategies to prevent and mitigate bullying on our campus. These include but are not limited to the TRIBES Agreements, Bucket Filling, making Kelso's Choices, **CHAMPS Expectations**, regular instruction by our school counselor, and conflict resolution coaching on the playground. Building a positive school culture is a priority of the staff and the student council. If you'd like to know more about what you can do at home to help your child deal with bullying or not engage in bullying, please consult the school counselor.

### **CYBERBULLYING**

Cyberbullying encompasses any of the bullying actions described above accomplished through electronic means. Cyberbullying is also prohibited and will result in disciplinary action.

### **TRIBES AGREEMENTS**

TRIBES is a process. A TRIBES school is a learning community where teachers, administrators, students, and parents all enjoy the mutual respect and caring essential for growth and learning. One of the ways we build community with TRIBES is through the four agreements:

<b>Mutual Respect</b>	We will treat people the way we want to be treated.
<b>Attentive Listening</b>	We will listen with our eyes, ears, and heart.
<b>Appreciation, No Put-Downs</b>	We will speak kindly to others and think of other people's feelings.
<b>Right to Pass</b>	We can pass in certain activities, and know we gain when we participate.

### **SCHOOL DRESS**

Students are expected to dress suitably for school activities and in a way that does not detract from the educational environment. The faculty and principal will make decisions regarding appropriate dress. Undergarments or revealing clothing shall not be visible. No hoods, hats, or sunglasses may be worn in the school building. Students will not wear clothing or jewelry that advertises products illegal for their age including but not limited to tobacco products and alcohol. Students wearing inappropriate clothing or jewelry to school or while attending extra-curricular school sponsored events will be asked to turn their shirts inside out, change, or remove the item depending on the nature of the clothing or jewelry.

### **USE AND POSSESSION OF DANGEROUS ITEMS**

Dangerous items such as knives, firearms, fireworks, etc. are prohibited in all school buildings, on school grounds, and at all school activities. Toys that look like dangerous items are also prohibited.

### **ELECTRONICS**

Personal electronics may not be used by Mt. Eccles students during the instructional day, from 8:40 am - 3:30 pm, except as allowed by the classroom teacher for instructional purposes. Unless a device is requested by the teacher for a lesson, electronics should remain in a student's backpack with the power off during the school day. Any infraction will result in the item being held by the teacher or the office until a parent can retrieve it after school.

### **REPORT CARDS AND GRADING SYSTEM**

Report cards will be issued at the end of each quarter, approximately every nine weeks. It is ideal for parents to discuss the report card with their child and to contact the teacher with any questions or concerns. It is not necessary to return these cards to the school, because you will receive a new, cumulative card at the end of each quarter. An incomplete is given only when a student's work is not finished because of illness or other excused absence. If not made up within two weeks, the incomplete work will be entered as a zero in the grade book. Students who attend Mt. Eccles Elementary for less than six weeks of a quarter will not receive a report card.

Grade 1-2			Grade 3			Grades 4-6	
+	94-100%	Area of Strength	+	90-100%	Area of Strength	A	90-100%
S+	86-93%	Very Good	S+	80-89%	Very Good	B	80-89%
S	76-85%	Satisfactory	S	70-79%	Satisfactory	C	70-79%
S-	66-75%	Needs Improvement	S-	60-69%	Needs Improvement	D	60-69%
-	0-65%	Area of Weakness	-	0-59%	Area of Weakness	F	0-59%
I - Incomplete							
W - Withdraw							

Please see the office for a copy of the Kindergarten report card, which is skills-based.

### **CITIZENSHIP GRADE**

A citizenship grade is given in grades 1-6 in addition to academic grades. This citizenship grade allows the teacher to communicate the quality of the student's behavior apart from his/her academic performance. Any student receiving less than satisfactory citizenship is ineligible for the honor roll. Citizenship grades also affect eligibility for extracurricular activities and school-sponsored activities. The citizenship grade reflects the student's behavior with regards to school and classroom rules and the mutual respect that is expected of our students in all circumstances.

The following marking system shall be used for Citizenship Grades:

+	Superior
S+	Outstanding
S	Satisfactory
S-	Needs Improvement
-	Unsatisfactory

### **HONOR ROLL**

Honor roll will be calculated at the close of each quarter for full time students in grades 4-6. To be eligible, a student must have an average of 3.0 or higher in academic classes with no D or F grades in any class. The student must have an S or higher in citizenship for all classes.

### **PROGRESS REPORTS**

A notice is sent home with students every mid-quarter to all parents of 4<sup>th</sup>-6<sup>th</sup> graders. The purpose of this notice is to inform the students and parents of the status of course work at mid-term. Tutorial help and/or enrichment are available to students through working with the classroom teacher or in after-school Homework Club.

### **POWERSCHOOL**

Our student information system is PowerSchool and the website is <http://cordova.powerschool.com>. Please see the office for a login and password. This will allow students and parents of 4<sup>th</sup>-6<sup>th</sup> graders to see real time grades. Parents of all students can keep track of breakfast/lunch accounts on PowerSchool, as well.

### **REV TRAK**

We accept credit card payments **or electronic checking account withdrawals** for:

- student meal payments (requires PowerSchool Parent Portal Login)
- staff meal payments
- CSD Music program produce fundraiser
- **Preschool tuition payments**

The link to our webstore is <https://cordovasd.revtrak.net> . There is a 1.8% Service Fee **for credit cards**, which will be charged at checkout. This is approximately half of the total fee the District will incur for each charge made.

### **TESTING**

Mt. Eccles Elementary School administers yearly tests in compliance with Alaska's Comprehensive system of Student Assessments and with Cordova School District's assessment practices. (see chart on next page) Parents can support this testing by assuring that their students get ample rest and have a healthy breakfast during testing periods. If you have questions regarding any of these tests, please contact the principal.

**TESTING SCHEDULE**

Grade	Assessment	Timeline	Purpose
K*	Statewide Kindergarten Developmental Profile	September—November	Assists teachers in identifying strengths and areas for student growth in five (5) early learning domains: 1. Physical well-being, health, and motor development; 2. Social and emotional development; 3. Approaches to learning; 4. Cognition and general knowledge; and 5. Communication, language, and literacy
K-12	District Measures of Academic Progress (MAP)	Fall, Winter, Spring	Assists teachers in gathering “real-time” information on student achievement in math and language arts to help with planning instruction
**	National Assessment for Educational Progress (NAEP)	January—March	Assesses a student’s general content knowledge in reading, mathematics, science, writing, U.S. history, civics, geography, and the arts
K-12	Statewide ACCESS for ELLs 2.0 (English Learners)	February—March	Assists teachers in measuring and identifying a student’s social and academic English language proficiency in four (4) domains: 1. Listening; 2. Reading; 3. Writing; and 4. Speaking
3-10	Performance Evaluation for Alaska’s Schools (PEAKS)	March—April	Provides the school district and teacher information on how students performed on the tests as measured against the state content area standards of Math and English/ Language Arts
4, 8, 10	Alaska Science Assessment	March—April	Provides the school district and teacher information on how students performed on the tests as measured against the state content area standard of Science

\*Kindergarten Developmental Profile also administered to first grade students who did not attend public kindergarten

\*\*Selected schools and grades in Alaska

### **TEXTBOOKS AND MATERIALS**

The school issues textbooks, materials, and electronic devices as needed. If a student loses or destroys any of these items, a replacement fee will be charged.

### **CURRICULUM**

At Mt. Eccles we offer:

<b>Core Subjects</b>	Language Arts, Math, Reading, Science, Social Studies
<b>Special Subjects</b>	Band (Grades 5-6), Music, Physical Education, Swimming/Water Safety
<b>Technology</b>	iPads or Laptop Computers are integrated into all instructional areas

### **ACTIVITIES**

Battle of the Books	Grades 3-6
Future Problem Solving	Grades 5-6
Student Council	Grades 5-6
Lego Robotics	Grades 1-6

Mt. Eccles students participate in activities that are designed for elementary students. 6<sup>th</sup> graders will have the option to participate in junior high-sponsored sports with participation in practice and home games with no travel.

Parents will be required to meet with the principal and the coach to ensure that this is appropriate for individual students. Students' eligibility requirements will be the same as for junior high students and will be based on citizenship, grades, and attendance. (Reference *Cordova Jr/Sr High Athletics and Activities Handbook*)

Keep an eye open for Facebook posts and/or email updates that include information on many additional non school-sponsored activities that are available in Cordova.

### **SPECIAL SERVICES**

<b>English Learners</b>	Small group instructional support
<b>Gifted Plans of Service</b>	Small group instructional support
<b>Homework Club</b>	Monday-Thursday for 1 hour after school (Grades 2-6)
<b>Indian Education</b>	Small group instructional support
<b>Library</b>	Onsite with computer catalog access to other Cordova collections
<b>Migrant Education</b>	Small group instructional support
<b>Pre-school</b>	Lottery selection and special needs children with peers ages 3-5
<b>Special Education</b>	Individual, small group, and inclusion instructional support
<b>Title I</b>	Small group instructional support

**COMMUNITY PARTNERSHIPS**

<b>Cordova Museum</b>	Museum staff provides students with monthly classes on topics of local historical interest
<b>Culture Week</b>	Native Village of Eyak brings in community members to share our local culture with students each year. Chugachmiut provides other cultural experiences during the school year.
<b>Discovery Room</b>	Science activities provided by Prince William Sound Science Center and Copper River Watershed Project for grades 4-6
<b>Gardening/Composting</b>	Teachers work with parents and community members on this place-based learning experience
<b>Health-Related Activities</b>	Public Health Nurse provides instruction, skills, and screening as needed
<b>Lunch Bunch</b>	Sound Alternatives and Ilanka Health Center provide an opportunity for students to eat lunch with a small group and play games that focus on social skills, communication, problem solving and other life skills and positive school behaviors
<b>Multicultural Fair</b>	Community members of cultures that have been relocated to Cordova share their unique traditions with students
<b>Salmon Tank</b>	Students participate in monitoring the salmon life cycle with Prince William Sound Science Center and Copper River Watershed Project
<b>Science Fair</b>	Parents and community experts help students use the Scientific Process to create a project to share at a Science Fair.

**MEAL SERVICE**

**Breakfast Ticket Prices**

Full Price.....\$2.00  
 Adult/Guest .....\$3.00  
 Reduced Price.....\$0.30

Extra Milk.....\$0.50

**Lunch Ticket Prices**

Full Price.....\$3.00  
 Adult/Guest.....\$5.50  
 Reduced Price.....\$0.40

Contact the office regarding information on whether you may qualify for free or reduced meals. Any adult wishing to join us for lunch should call the school office by 9:00 am in order to be included in our lunch count.

**ALLERGIES**

There are students and staff at Mt. Eccles who have life-threatening allergies to certain substances. The most severe allergies are to peanuts, tree-nuts, fish, and shellfish. There are also allergies to animals. Consequently, you must to speak with your child's classroom teacher before bringing in any snacks or pets to share with the class. There is an allergen-

free table available for seating in the cafeteria, and the school kitchen works to accommodate known student allergies in the school meal program.

### **PETS IN THE SCHOOL**

Please check with the office and the classroom teacher before bringing a pet into the school. See the section above on allergies.

### **LICE PROTOCOL**

In order to safeguard our children from passing head lice from one to another, we require that students with head lice stay home until all live adults and nits have been removed from the hair. If you discover head lice at home, we appreciate a call so that we can check any other students who may have been exposed. Together we can keep this pesky creature's effects to a minimum.

### **MEDICATION**

Over-the-counter medications will not be administered to students by school staff. Please do not send such medication with your child. If a child needs medication during school hours, the parent must come and administer it. The only exception will be if a child has a current medical form on file at the office with written authorization from a physician. These medications will be administered from the original container as directed by the physician on that container.

### **OUTDOOR GEAR**

Mt. Eccles students go outside to recess nearly every day, regardless of weather. Please send students with the appropriate gear for snow, rain, or whatever the forecast holds each day. Please mark their items with their name or initials, so lost items may be easily returned to their owners.

### **SAFETY DRILLS**

Mt. Eccles will conduct a fire drill every month, an earthquake drill twice a year, and an evacuation, lockdown, or A.L.I.C.E. drill at least once a year.

### **A.L.I.C.E. PROCEDURES**

A.L.I.C.E. is a list of options that can be used to stay safe in the event of a violent intruder. Mt. Eccles will train students with age appropriate materials and conversation. Students will learn to comply with teacher instructions during an emergency. Teachers will choose the most appropriate response from the acronym A.L.I.C.E.

A = ALERT	Use plain and specific language. Avoid code words.
L = LOCKDOWN	Barricade the room. Silence mobile devices. Prepare to EVACUATE and COUNTER if needed.
I = INFORM	Communicate the intruder's location in real time.
C = COUNTER	Create noise, movement, distance, and distraction. This is an option to exercise when all others are not viable.
E = EVACUATE	When safe to do so, remove yourself from the danger zone. This is the most desirable option.

### **STANDARD REUNIFICATION METHOD**

In the event of a crisis, Mt. Eccles will activate their family reunification plan. Unless otherwise notified, parents will proceed to the Simpler Gym and will be directed through a process of information gathering in order to be reunited with their children in the safest

manner possible, so that all children may be accounted for. Please remember to bring your identification to the reunification site.

### **AVALANCHE PROCEDURES**

The bus will run according to the published avalanche warning levels. In the case that an avalanche blocks Copper River Highway, all students living past the avalanche areas should have an in-town contact on file with the school who can be responsible for their children until the road is cleared.

### **TSUNAMI PROCEDURES**

In the event of a tsunami warning, school will continue with all activities contained on the campus, which is considered a safe zone. No students shall leave the campus unless checked out by a parent or guardian at the office. Mt. Eccles is Cordova's official muster site. Residents will gather in the commons and the gym, as directed.

### **STUDENTS LEAVING THE SCHOOL GROUNDS**

Students may leave the school with parent permission. A note signed by the parent/guardian or a written record of a phone call must be on file in the school office before a student may leave. Students must report to the office to sign out when they leave and sign in when they return. This procedure will be followed even if the student is leaving with a parent. Once a student arrives at school, this protocol will be followed, including during the before-school breakfast time.

### **LOST AND FOUND**

Mt. Eccles Elementary School does not accept responsibility for lost items. Lost and found is located in the school commons. Please check from time-to-time for lost and left behind items, including lunchboxes and articles of clothing. Items not claimed will be disposed of on a regular basis.

### **TITLE IX**

No person in the United States shall, on the basis of sex, be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance. – Title IX of the Education Amendments of 1972 to the Civil Rights Act of 1964.

Cordova School District Board of Education

n. Contracts/Memorandums of Agreements

Information: Kristin Bacon, Physical Therapy Services for 2018-2019 School Year

Motion: I move to approve the contract for Kristin Bacon to provide Physical Therapy Services for the

2018-2019 School Year as presented in the Board Packet.

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Discussion:

\_\_\_\_Jewell    \_\_\_\_Altermott    \_\_\_\_Glaser    \_\_\_\_Hoepfner    \_\_\_\_Bradford

Motion:            PASS

Motion:            FAILED

Comments:

P.O. Box 1330  
675 Second Street  
Cordova, AK 99574



(T) 907-424-3265  
(F) 907-424-3271  
[www.cordovasd.org](http://www.cordovasd.org)

# CONTRACT SERVICE AGREEMENT

BOARD APPROVED (Date): \_\_\_\_\_ PROGRAM/DEPT.: Special Education

FUNDING SOURCE (Code): 280.500.220.000.410 Funding Allocation: 100%

FUNDING SOURCE (Code): \_\_\_\_\_ Funding Allocation: \_\_\_\_\_ %

CSA Number  
**FY19-002**  
PLEASE INCLUDE ON ALL INVOICES

CONTRACTING BUSINESS NAME: Kidability Physical Therapy, LLC

## PRIMARY CONTACT INFORMATION

NAME: Kristin Bacon TITLE/POSITION: Independent Consultant

E-MAIL: kidabilitypt@gmail.com PHONE: \_\_\_\_\_

ADDRESS: PO Box 521504 CITY: Big Lake STATE: AK ZIP: 99652

## DESCRIPTION OF SERVICES TO BE PROVIDED

1. As appropriate, individualized therapy with Elementary and Jr.-Sr. High School students as specified in Individualized Educational Programs (IEP)
2. Consultations with the students' parents and/or teachers, as appropriate
3. The aforementioned therapy and consultation will occur on site at the Elementary and Jr.-Sr. High Schools one time per month during the 2018-2019 School Year

\*See page 2 for additional considerations

## CONTRACT SCOPE AND CONSIDERATIONS

Rate:	<u>\$1,000/day x 18 days</u>	=	<u>\$ 18,000</u>
Travel:	<u>--</u>	=	<u>\$ --</u>
Per Diem:	<u>--</u>	=	<u>\$ --</u>
Other:	<u>\$800/day x up to 6 days (Reports)</u>	=	<u>\$ 4,800</u>

The MAXIMUM AMOUNT authorized by this agreement is: \$ 22,800\*\*

Payment will be made upon receipt of approved invoice(s). Reference MOA # on all invoices. Expenses will be reimbursed based upon actual third-party documentation.  
**PAYMENT OF TAXES** – As a condition of performance of this contract, the contractor shall pay all Federal, State, and Local taxes incurred by the contractor, sub-contractor, or other person or persons associated with the performance of this contract.

CONTRACT PERIOD COVERED: July 1, 2018 through June 30, 2019

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date



# CONTRACT SERVICE AGREEMENT

PAGE 2

BOARD APPROVED (Date): \_\_\_\_\_ PROGRAM/DEPT.: Special Education

FUNDING SOURCE (Code): 280.500.220.000.410 Funding Allocation: 100%

FUNDING SOURCE (Code): \_\_\_\_\_ Funding Allocation: \_\_\_\_\_ %

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**DESCRIPTION OF SERVICES TO BE PROVIDED (continued from PAGE 1)**

4. Participation in the development of applicable IEP goals and objectives as determined necessary by the student's Multi-disciplinary Team. This service may be provided through telephone consultation, as arranged.
5. Completion of necessary documentation of services for inclusion in the student's school record.
6. Flight arrangements will be made and tickets purchased by Kristin Bacon.
7. Billing for services and expenses will be submitted monthly.
8. In the event Kristin Bacon is not available to complete this contract, she will make arrangements to fulfill the remainder of this contract.
9. Current certification and liability coverage will be provided to the District.

Cordova School District agrees to provide the following:

1. Coordination and scheduling of parent and student participation as specified by Kristin Bacon.
2. Appropriate space for confidential therapy sessions.
3. Compensation for the aforementioned services at a rate of \$1000.00 per day, all inclusive (evaluations, telephone consults, meals).
4. Transportation (airfare & shuttle), lodging (when necessary), mileage reimbursement (\$0.50/mile), and related costs (parking at Anchorage airport) will be reimbursed at cost.

This Contract Service Agreement is for the 2018-2019 School Year and can be modified only with consent of both parties. Furthermore, either party may cancel this agreement with 30 days written notice.

\*\*Should the Maximum Amount authorized by this agreement be reached and additional services be needed, the Superintendent and Service Provider shall meet to amend the contract in order to meet the needs of the District.

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

Cordova School District Board of Education

- o. Personnel
  - 1. None

## Cordova School District Board of Education

### p. Miscellaneous

1. Next Regular Meeting Date: Wednesday, May 9, 2018

### 2. Important Dates

1. Thursday, April 19, 2018—Board Luncheon with Seniors—12:15pm

## Cordova School District Board of Education

q. Pending Agenda:

1. New Curriculum (as needed)
2. Proposed Budget for Fiscal Year
3. Student Handbooks Approval

Cordova School District Board of Education

r. Audience Comments

The Board invites public comment at this time on the agenda and non-agenda items. Comment at this oral hearing is limited to THREE minutes per person and FIVE minutes per group.

The public comment period is an opportunity for the Board to hear the public's concerns. The Board will not engage in discussions with members of the public during the comment period.

**Please ask person/persons to step forward so their comments may be recorded. If someone remains in the audience the device cannot record their comments.**

Cordova School District Board of Education

s. Board Comments

**\*\*Please speak up so your comments can be heard and recorded\*\***

Cordova School District Board of Education

t. Executive Session: None

Cordova School District Board of Education

u. Adjournment

Motion: I move to adjourn the meeting.

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Discussion:

\_\_\_\_\_Jewell    \_\_\_\_\_Altermott    \_\_\_\_\_Glasen    \_\_\_\_\_Hoepfner    \_\_\_\_\_Bradford

Motion: PASS

Motion: FAILED

MEETING ADJOURNED AT \_\_\_\_\_



# School Board (Accountability) Calendar

<b>July</b>	
<b>August</b>	Superintendent Feedback (Quarterly Check-In) Welcome Staff and Students
<b>September</b>	Fall Boardsmanship Academy School Board Self-Evaluation and Goal Setting Process
<b>October</b>	Strategic Plan Student Assessment Data Senior Luncheon
<b>November</b>	AASB Annual Conference and YLI District Budget to City (Min./Max. Contribution) Superintendent Feedback (Quarterly Check-In) Financial Audit
<b>December</b>	Winter Boardmanship Academy Curriculum Review Cycle Current Year Budget Revisions
<b>January</b>	AASB Legislative Fly-In and Leadership Training (Juneau) Superintendent Evaluation Tool to Board
<b>February</b>	Candidates for School Board Election Budget Development Process Superintendent Evaluation and Review Goals Curriculum Review Report/Update to the Board Facility Needs Drafts of Student Handbooks
<b>March</b>	AASB Legislative Fly-In and Spring Boardsmanship Academy (Juneau) Budget Development Process School Board Officers New School Board Members Orientation Public Comment for Proposed New Curriculum (30-day)(as needed) Employee Contracts Approval
<b>April</b>	Policies as Recommended by AASB School Calendar Budget Development Process Strategic Plan Senior Luncheon
<b>May</b>	New Curriculum (as needed) Proposed Budget for New Fiscal Year Student Handbooks Approval
<b>June</b>	Superintendent Feedback (Quarterly Check-In) District Crisis Response Plan(s)