

# Cordova School Board

## Regular Meeting

October 17, 2018 at 7:00 PM

### School Board Members

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

Friday, October 12, 2018

## 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 Media Center. 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.

Friday, October 12, 2018

# CORDOVA SCHOOL DISTRICT – BOARD OF EDUCATION

## MEETING AGENDA

October 17, 2018 at 7:00 PM

### Regular Meeting

**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 Priorities 2024-2025**

1. Increase funding for schools
2. Explore opportunities and help to road map for new High School
3. Clarify the Boards’ role in Curriculum

*\*Adopted by the School Board on September 11, 2024*

**School Board Priorities for the District 2024-2025**

1. Continued efforts to engage with families and the community.
2. Continue focus on the Reading Goal.
3. Actively engage with the City on exploring opportunities and helping to road map for new High School
4. Address needs of incoming 6th graders.

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Friday, October 12, 2018

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)

Establishment of a Quorum

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

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

Cordova School District Board of Education

b. Presentation of Certificates/Awards: None

Cordova School District Board of Education

c. Correspondence:

1. College Board/ AP Letter 2018

October 2018

Dear Administrator,

On behalf of the College Board's Advanced Placement Program® (AP®) and Educational Testing Service (ETS®), I congratulate your school for the significant contributions made by Debra Adams during the 2018 AP Reading.

In June 2018, 703 AP English Literature and Composition teachers joined forces with college faculty who teach in the same discipline to score 404,014 exams. The careful evaluation of students' work by your faculty member and other highly qualified professionals is one of the most important aspects of the AP Program. A huge part of the AP Program's success is due to an evaluation and scoring process that reflects the high standards of AP Readers who, by virtue of their experience and expertise, have appropriate student performance expectations within their respective disciplines.

In addition, many AP teachers report that participating in the AP Reading is an incredibly valuable professional development experience. According to our most recent survey, 97% of returning High School teachers who were AP Readers have actually made changes to the way they teach or score work as a direct result of their participation in the AP Reading.

Thank you for supporting your teacher's participation in the 2018 Reading, and for recognizing the value of the experience to your teacher, and subsequently to your AP students.

Sincerely,



Trevor Packer  
Senior Vice President, AP and College Readiness  
The College Board

Cordova School District Board of Education

- d. Hearings of Invited Individuals or Groups (Limit 15 minutes per Individual/Group)
  - 1. Alaska School Safety and Well-Being Summit

Cordova School District Board of Education

e. Approve Meeting Agenda

Information: October 17, 2018 Regular Meeting Agenda

**Motion:** I move to approve the October 17, 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 regarding Agenda Items:

Cordova School District Board of Education

g. Consent Agenda

- Information: 1. August 28, 2018 – Regular Meeting Draft Minutes  
2. September 11, 2018- Regular Meeting Draft Minutes

**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: August 28, 2018**

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**CALL TO ORDER**

Ms. Jewell called the meeting to order at 7:02 pm in the Cordova Jr./Sr. High School Media Center. The Pledge of Allegiance followed.

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

**Members via telephone:** None

**Members Absent:** Ms. Altermott and Mr. Hoepfner

Quorum: Established

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

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

City Council Rep: None

Student Council Rep: None

CEA Rep: Lance Westing

Visitors: Lynette and Nate DeCook, Theresa Stavig, and Becky Chapek

**PRESENTATIONS OR AWARDS/CERTIFICATES:** None

**CORRESPONDENCE:** None

**HEARINGS OF INVITED INDIVIDUALS OR GROUPS** (Limited to 15 minutes per Individual/Group): None

**APPROVAL OF REGULAR AGENDA**

Ms. Glasen moved to approve the August 28, 2018 regular meeting agenda as presented in the Board Packet. Mr. Bradford seconded.

Discussion: None

**Motion PASSED** 3-0

**AUDIENCE COMMENTS REGARDING AGENDA ITEMS:** None

**CONSENT AGENDA**

Mrs. Glasen moved to approve the Consent Agenda as presented in the Board Packet. Mr. Bradford seconded.

Discussion: None

**Motion PASSED** 3-0

**REPORTS**

**Student Council:** None

**City Council:** None

**Cordova Education Association:** Mr. Lance Westing welcomed the Board back into session and included that Laura Hansen and he would continue to be the Co-Presidents of the Association.

**COMMITTEE REPORTS: No reports from summer months**

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

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

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

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

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

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

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

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

**ADMINISTRATIVE REPORTS**

Mt. Eccles Elementary School-Ms. Groff, Principal

- Ms. Groff provided a written report which was included in the Board Packet. She explained that a second session was added to pre-school since student numbers had increased. Ms. Groff included the purpose of pre-school is to one: serve our special needs kids from ages 3-5 and two: to provide Kindergarten readiness. Ms. Jewell asked how tuition cost was decided. Ms. Groff mentioned that she researched pre-school programs in town in addition to determining the costs to cover an additional pre-school aide. She shared that the cost of tuition was less than other providers in town.

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

- Ms. Williams provided a written report which was included in the Board Packet. She reported the school had lots of positive energy, there was a successful 7<sup>th</sup> grade orientation and back to school night, and that this year 7<sup>th</sup> graders, seniors and juniors all had big groups. Ms. Williams added that Wednesday classes would be very interesting since the school was offering new courses, and both students and staff were looking forward to these new changes.

Technology Report-Mr. Zamudio

- Mr. Zamudio provided a report which was included in the Board Packet and had nothing further to add. Ms. Jewell asked how first week of school went. Mr. Zamudio responded that it was a busy week with computer challenges, but otherwise all went well.

Maintenance Report-Mr. Pearson

- Mr. Pearson was not present, but a written report was included in the Board Packet. Mr. Russin provided a brief update on the CHS gym floor, which included a finish date of September 16<sup>th</sup>. He also added that Mr. Pearson would be working with the City to have a formal inspection of each building so that it was documented and the City was aware of the needs. September 17<sup>th</sup> the City would be hosting an Emergency Management Workshop which Mr. Pearson will be attending.

Food Service Report-Ms. Ponte

- Ms. Ponte was not present, but a written report was included in the Board Packet. There was nothing else to add.

Business Department Report- Ms. Andrew

- Ms. Andrew included a written report in the Board Packet. She included a supplemental handout to her report which provided historic revenue and expenses for the food service program.

Superintendent Report-Mr. Russin

- Mr. Russin included a written report in the Board Packet. No substantive additions were made to the report.

## **FINANCIAL REPORTS**

Ms. Andrew included the July 2018 Financials in the Board Packet. She answered several questions from Board Members regarding the CHSSA accounts (history, function, purpose) and general expenditures.

## **INFORMATIONAL ITEMS**

- 2018 AASB Fall Boardmanship Academy Draft Agenda
- CHS Gym Survey Results

## **NEW/UNFINISHED BUSINESS**

### 1. CSD School Discipline Philosophy

Discussion: Ms. Jewell asked to have this item on the agenda as a new school year was beginning. She shared that a review of some of the policies should reflect Cordova's current needs and a supportive learning environment and positive school culture. Additional discussion by the Board included the importance of practices within the District align with policy and that if policy needed to be revised to better meet more appropriate practices, then steps should be taken to do so. Consideration by the Administration to share monthly reports to the Board regarding discipline instances and types was also offered. Mr. Russin stated that this was possible.

### 2. Cordova Jr/Sr High School Activities Handbook

Mr. Bradford moved to approve the Cordova Jr/Sr High School Activities Handbook as presented in the Board Packet. Ms. Glasen seconded.

Discussion: Mr. Russin explained that there were not many revisions and that the handbook primarily were based on the ASAA regulations.

Motion: **PASSED 3-0**

### 3. School Climate and Connectedness Survey

Discussion: Mr. Russin provided a brief overview regarding this survey. The cost to the district is \$3,740 dollars with the addition of the parent component of the survey. Funding sources could include the general fund and the Title I-A grant of which 15% needs to be allocated towards specifically meeting the needs of non-SPED students; this survey would help to identify some of those needs.

### 4. Curriculum Review

Discussion: Mr. Russin explained that last year's curriculum review considered textbook resources in science and social studies. He included that there were no recommendations to the Board as resources seemed to meet current needs. He added that the Administrative Team had been working on identifying components of curriculum that should be part of the review process, including learning objectives and resources. The Board expressed its concern over the review process and the lack of information it had been provided by the Administration. Ms. Glasen shared the importance of the Board being part of the review process and asked the Superintendent to keep the Board updated and informed in moving forward throughout the process.

### 5. 2019 AASB Resolutions

Discussion: Ms. Jewell noted that there was a link<sup>15</sup> in the packet where board members could look at the resolutions being proposed. She encouraged the board to review and consider whether CSD Board had

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additions to existing resolutions or thoughts for putting forth particular resolutions from Cordova.

6. School Board Self-Evaluation and Goal Setting Process

Discussion: Ms. Jewell shared several difficulties in setting a date that would work with the Board and facilitator. Discussion among the Board concluded with settling on Saturday, September 8 at the Pioneer Igloo to complete the self-evaluation and goal setting process.

7. MAP Data Report Spring 2018

Mt. Eccles Data Report: Ms. Groff provided an overview of the data report from Spring 2018. She included that teachers and administrators look at this data not only to see growth in each grade/student, but also to see the learning trends over the years. She added that the type of data gained in the reports is likely more useful for teachers in the elementary school than for teachers in the jr/sr high school, for example.

CHS MAP Data Report: Ms. Williams reported that there was generally not 100% participation in MAP testing at the jr/sr high school and that more parents had been opting their kids out of this test in recent years. At the high school level, some students do not see the relevance of this type of tests, as their focus was more on PSAT, SAT, and ACT tests. She included that perhaps an option such as SAT, PSAT and other nationally known tests would be a more relevant option for high school students. Mr. Russin added that the Administration could begin looking at assessment requirements and better-suited options for our students.

8. FY18 Budget Revision Request

Ms. Glasen moved to approve the FY18 Budget Revision Request as presented in the Board Packet. Mr. Bradford seconded.

Discussion: Ms. Jewell asked if food service would need a budget revision. Ms. Andrew answered no, only the balance to cover the costs of the music program, as presented, needed revision.

Motion: **PASSED 3-0**

**CONTRACTS/MEMORANDUMS OF AGREEMENTS: None**

**PERSONNEL: None**

**MISCELLANEOUS: None**

**PENDING AGENDA**

- Board and Superintendent Check-in
- Workshop Discipline Policy- September 4, 2018 from 4-8pm at the District Office Conference Room

**AUDIENCE COMMENTS:**

- Lynette DeCook addressed the Board with concerns over the bullying behavior experienced by one of her children in recent years and the negative impact it has had on her school experience, confidence, and self-worth. She shared a notebook with several drawings done by her daughter that illustrated how she felt about herself based on how she had been treated at school. Ms. DeCook shared that no student should have these experiences, particularly in school, and that she wanted to bring her concern to the attention of the Board so that efforts could be made at addressing this problem. Ms. Becky Chapek supported Ms. DeCook's statements and urged the Board to take a serious look at its policies and practices that address student behavior in order to build and maintain positive learning environments for our students. The Board expressed its concerns and empathized over Ms. DeCook's daughter's experiences. The Board added that it was looking at its policies regarding discipline and practices that would provide a positive learning

**CORDOVA SCHOOL DISTRICT BOARD OF EDUCATION**

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environment for all students.

- Ms. Theresa Stavig shared her thoughts on school climate and how it had changed over time in the Cordova School District. She spoke of some of her experiences with student discipline as a teacher and as a substitute. She, too, encouraged the Board to look at its policies and to get community involvement in the discipline conversation. Ms. Stavig also spoke to some of the history of student CHSSA accounts in the District and how they came about.

**BOARD COMMENTS**

- Ms. Glasen: Thanked all of the visitors for attending and sharing their experience. She expressed the urgency of looking into the disciplinary policies to avoid unfortunate circumstances and situations in the future.
- Mr. Bradford: Echoed Ms. Glasen’s comments and was looking forward to the upcoming discipline policy review and solutions.
- Ms. Jewell: Thanked all the visitors for attending and sharing their experience. She also included that addressing this issue at the beginning of the year was the best option to ensure administration and staff could put these policies into practice early on.

**EXECUTIVE SESSION:** None

**ADJOURNMENT**

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

Discussion: None

**Motion PASSED** 3-0

Meeting Adjourned at 9:39 pm

**ATTEST**

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**CORDOVA SCHOOL DISTRICT BOARD OF EDUCATION**

**REGULAR MEETING: September 11, 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. Glasen, Mr. Bradford, and Mr. Hoepfner

**Members via telephone:** None

**Members Absent:** Ms. Altermott

Quorum: Established

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

**Staff Absent:** Food Service Director Ms. Sandie Ponte

City Council Rep: None

Student Council Rep: Zya Taylor

CEA Rep: Laura Hanson

Visitors: Theresa Stavig and William Deaton

**PRESENTATIONS OR AWARDS/CERTIFICATES:** A certificate of recognition was presented to Doug Carroll by Superintendent Russin for excellent performance in working with students. He shared that Mr. Carroll had been a great asset to the district in several areas and now with the new STEM program. Mr. Russin added that the district was excited to see the development of this program unfold and was eager to see new course pathways offered to students in the upcoming years.

**CORRESPONDENCE:** A “Thank you” letter was sent to Wilson Construction for helping the district install the Wolverine Pride logo and “Cordova Wolverines” lettering from the old Jr/Sr. High School gym floor on the North and South walls in the gym.

**HEARINGS OF INVITED INDIVIDUALS OR GROUPS** (Limited to 15 minutes per Individual/Group): Mr. Doug Carroll provided an overview of his new STEM classes this year, including curriculum resources, project ideas, and ways in which these courses could help students who were interested in STEM to be career ready. Several questions were asked by the Board regarding student interest and engagement in these courses.

**APPROVAL OF REGULAR AGENDA**

Mr. Bradford moved to approve the September 11, 2018 regular meeting agenda as presented in the Board Packet. Mr. Hoepfner seconded.

Discussion: None

**Motion PASSED 3-0**

**AUDIENCE COMMENTS REGARDING AGENDA ITEMS:** None

**CONSENT AGENDA:** None

## **REPORTS**

**Student Council:** Zya Taylor provided a brief report of the first meeting of the 2018-19 school year. She explained items that would be discussed in the next meeting such as purpose and goals of student council, Robert's Rules, Regional Tournaments and selecting committee members. Mr. Russin suggested that student council consider having several members be ambassadors for visiting teams during tournaments.

**City Council:** None

**Cordova Education Association:** None

**COMMITTEE REPORTS:** No reports

AASB Liaison: (Mr. Hoepfner)  
Jr./Sr. High Site Council: (Ms. Altermott)  
Elementary Site Council: (Ms. Glasen)  
Curriculum Committee: (Ms. Jewell & Ms. Glasen)  
Policy Committee: (Ms. Altermott & Mr. Hoepfner)  
Safety and Facility Committee: (Mr. Bradford & Mr. Hoepfner)  
Strategic Planning Committee: (Ms. Jewell & Ms. Altermott)  
Negotiations: (Ms. Jewell & Mr. Hoepfner)

## **ADMINISTRATIVE REPORTS**

### **Mt. Eccles Elementary School-Ms. Groff, Principal**

- Ms. Groff was absent but a written report was provided in the Board Packet. Mr. Russin explained that Ms. Groff was attending the Open House at Mt. Eccles which had been previously scheduled. Ms. Glasen asked if there was an update regarding the status of kindergarten on whether the group would be separated. Mr. Russin responded that options were being discussed and that Ms. Groff asked staff to discuss options for maximizing instruction for the large group.

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

- Ms. Williams provided a written report which was included in the Board Packet. She reported that Wednesday classes were coming along well, teachers were receiving the final items from their supply lists, and the great weather had cooperated with outdoor activities. Ms. Williams also shared that a maritime course recently began through AVTEC and that the school was very excited to resume working with them after a long absence since the 2014-15 School Year.

### **Technology Report-Mr. Zamudio**

- Mr. Zamudio provided a report which was included in the Board Packet. He added that he had recently received a message from the Department of Education with information for live student homework help through the SLEP Program (Statewide Library Electronic Doorway). Mr. Zamudio shared that the homework help was online 7 days a week from noon to 2:00 am, was free to all students, K-12 and covered a wide range of subjects. Details can be found at: <https://lam.alaska.gov/sled/homework>.

### **Maintenance Report-Mr. Pearson**

- Mr. Pearson provided a written report which was included in the Board Packet. He added that he had been working on establishing additional maintenance and custodial practices at each school, including communication with staff. He also provided a brief update on the CHS gym floor, which included a finish date of September 16<sup>th</sup>. Mr. Pearson shared that he had been working on some small, but necessary projects that have needed completion.

**Food Service Report-Ms. Ponte**

- Ms. Ponte was not present, but a written report was included in the Board Packet. Mr. Russin reported that he would bring back some clarification on the different breakfast and lunch meals listed in her report. He suggested that these may be the difference between hot and cold breakfast and lunches served. Mr. Russin added his appreciation for the 800 lbs. of red salmon that was received for schools from local sources.

**Business Department Report- Ms. Andrew**

- Ms. Andrew included a written report in the Board Packet. She reported that the application for the Medicaid for Schools has been submitted. Ms. Jewell asked how the audit was going. Ms. Andrew responded that the process was going well and that the auditing firm had been easy to work with. She added that the draft report should be sent to the district in the upcoming weeks.

**Superintendent Report-Mr. Russin**

- Mr. Russin included a written report in the Board Packet. He wanted to follow up on the MAP assessment and its relevance for Jr./Sr. High School students. He shared that the Administration had discussed alternatives to MAP for the older students, including the PSAT 8/9 and SAT, which students and teachers may find more relevant and meaningful for a variety of reasons compared to MAP. Mr. Russin asked for clarification from the Board whether the decision-making process for using a different assessment tool was an Administrative decision or Board decision. The Board responded that it was an Administrative decision and that the Board would like information on assessment practices such as purpose and usefulness for staff and students, in particular.

**FINANCIAL REPORTS**

Ms. Andrew included the August 2018 Financials in the Board Packet. She answered several questions from Board Members regarding the Food Service USDA grant, general expenditures, and scholarship funds.

**INFORMATIONAL ITEMS:** None

**NEW/UNFINISHED BUSINESS**

2019 AASB Resolutions

Discussion: Ms. Jewell noted that in last month's Board Packet there was a link to the resolutions online and that all of the resolutions were included in this month's packet so that the Board could review and comment on them as desired. Mr. Hoepfner added that the resolutions included belief and rationale statements so that context and background information could be provided to school boards in the state. It was also noted that the highlighted text referenced resolutions that were sunseting this year.

**CONTRACTS/MEMORANDUMS OF AGREEMENTS:** None

**PERSONNEL:** None

**MISCELLANEOUS:**

October Regular Meeting rescheduled due to Superintendent travel.

**PENDING AGENDA**

Board Goals and District Goals

**AUDIENCE COMMENTS:**

Ms. Theresa Stavig was present to follow-up on the progress of the discipline policy conversation. She stated that she was looking forward to October's meeting to learn of any updates taking place.

**BOARD COMMENTS**

Mr. Hoepfner: Thanked Doug Carroll for his dedication and work with students and wished him luck in his new role as STEM teacher. Mr. Hoepfner also expressed his excitement towards the reveal of the new gym floor.

Ms. Glasen: Thanked Ms. Sandie Ponte for applying for grant funds that would help purchase a new dishwasher for the grade school.

Mr. Bradford: Shared his excitement for the new gym floor and for increased communications with the City regarding the school buildings. He also thanked the Board members for their efforts and following up on matters that benefit the school district.

Ms. Jewell: Echoed the Board member's comments and added that many of the Board's recent meetings have been intense, but they were all focused toward student achievement and well-being.

**EXECUTIVE SESSION:** Ms. Glasen moved that the Board go into Executive Session to discuss a person and/or a subject that may tend to prejudice the reputation or character of a person, provided the person may request a public discussion. Mr. Hoepfner seconded.

Motion: PASSED: 4-0

Entered Executive Session at 8:42 pm  
Reconvened Regular Meeting at 9:25pm

**ADJOURNMENT:**

Mr. Hoepfner moved to adjourn the meeting. Mr. Bradford seconded.

Discussion: None  
**Motion PASSED** 4-0  
Meeting Adjourned at 9:26 pm

ATTEST

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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 October 2018
2. Williams October 2018
3. Zamudio October 2018
4. Pearson October 2018
5. Ponte October 2018
6. Andrew October 2018
7. Russin October 2018



GAYLE GROFF  
Principal Board Report  
October 12, 2018



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

Last fall, Mt. Eccles teachers revisited the 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. They helped determine the highest needs, and we set the following goals in those areas.

Here are the goals we worked on last 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)

**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)

**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)

**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)

**MONTHLY ATTENDANCE (%)**

	Pre-K	Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	AVG.
AUG/SEPT	90.0%	93.3%	92.6%	93.2%	88.8%	95.1%	91.0%	96.6%	92.7%
OCT									
NOV									
DEC									
JAN									
FEB									
MAR									
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
<b>AUG</b>	27	31	21	27	17	28	26	23	projected
<b>SEPT</b>	26	31	19	26	17	27	24	22	192/179.5 FTE
<b>OCT</b>	27	30	20	26	17	27	24	22	193/180.75 FTE
<b>NOV</b>									
<b>DEC</b>									
<b>JAN</b>									
<b>FEB</b>									
<b>MAR</b>									
<b>APR</b>									
<b>MAY</b>									

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 7 coming 5 days/wk @ .75 = 5.25 and 1 coming fewer days/week @ .25 = .25. As of today, we have 2 students out on extended leave (more than 10 days). We have 2 elementary-aged students enrolled in Cordova Correspondence School.

**SCHOOL ACTIVITIES/EVENTS**

- **Culture Week** – 2018 Culture Week was a roaring success! NVE came through with a freshly harvested seal to clean with the students, so they were able to learn about traditional uses of an animal as well as firsthand experience with the anatomy of a seal. Friday’s culminating event filled the Simpler Gym with parents and tribal and community members as students shared their crafts, NYO events, Native singing and dancing, and learning of traditional ways. The afternoon ended with a tasting party of traditional foods including fish, “Eskimo ice cream”, fry bread, and the seal meat.





- **Charleston Wrap Fundraiser** – We crushed our previous sales and our goal!! The first purchase with our funds will be a new chiller for the salmon tank! The kids got to celebrate today at an assembly with a Zoo Crew capture the flag contest, which was part of the incentive program provided by Charleston Wrap.



- **Fall MAP Testing**- took place the last week of September and first week of October.

### **STAFF PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

- **Mini-ASTE Inservice** – On October 25<sup>th</sup> and 26<sup>th</sup>, district instructional staff will participate in a homegrown technology event focusing on instructional technology and cyber safety. Many of the break-out sessions will be taught by our own staff. In addition, Frederick Lane will return here to share his expertise on cyber safety. Thanks to Keith Zamudio and Gretchen Carpenter for their work spear-heading this event.

### **SITE COUNCIL SUMMARY**

Site-Based Council met for the first time this year on September 25<sup>th</sup> with a great turn-out. The main topics were the district's discipline policy review and bullying (what it is and what it isn't). The district wishes to move forward by comparing current policy and current practice, determining which is better and bringing the other in line. Both principals were there and spoke about our move towards social/emotional learning and restorative practices, pointing out that moving in that direction does not mean there is not accountability for behavior.

The next Mt. Eccles Site-Based Council will meet on Tuesday, October 16<sup>th</sup> at 5:00 pm in Mt. Eccles Library.

### **IMPORTANT UPCOMING DATES**

- PTA – Wed, 10/10, 6:30-7:30 pm, Mt. Eccles Commons
- PTA Carnival – Sat, 10/13, 10:00 am-2:00 pm, Mt. Eccles Commons & Simpler Gym
- Site-Based Council – Tues, 10/16, 5:00-6:30 pm in Mt. Eccles Library
- School Board – Tues, 10/17, 7:00 pm in the CHS Media Center
- Great Alaska ShakeOut – Thurs, 10/18, 10:18 am
- Cordova Mini-ASTE Inservice– Thurs-Fri, 10/25-6, all day

### **CORRESPONDENCE**

- None to report

### **OTHER ITEMS**

- **Class Size Issue** – We have been working on ideas to address the large kindergarten class. The instructional staff has weighed in with ideas and pros/cons. At this time, we feel the best solution is to split the class in half during the mornings, which is the heaviest academic time. Administration has worked with the business department to reprioritize some of our funding this year in order to support this effort (thanks in part to several teachers who were willing to forego items that were in the budget for this year). We have also worked together to reorganize our small group locations to find appropriate space for this additional class. We hope to launch on the first day of the second quarter with a sub<sup>29</sup> until filling this contract has gone through the proper

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procedures.

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Kate Williams  
Principal Board Report  
October 17, 2018

**2018-19 GOALS FOR CORDOVA JR.-SR. HIGH SCHOOL**

- Successful implementation of A-day/B-day schedule
- Cultivation of Advisory to promote SEL and positive school climate
- New approach to Quarterly Student Awards
- College Board Suite of assessments/ACT to measure student growth and inform instruction

*These goals were reviewed at the October Site Council meeting (see summary below).*

**MONTHLY ATTENDANCE (%)**

	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	AVG.
<b>AUG</b>	94%	94%	98%	98%	93%	82%	93%
<b>SEPT</b>	94%	93%	95%	94%	93%	92%	93.5%
<b>OCT</b>							
<b>NOV</b>							
<b>DEC</b>							
<b>JAN</b>							
<b>FEB</b>							
<b>MAR</b>							
<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>	28	24	19	21	35.25	32	159.25
<b>SEPT</b>	28	24	20	21	35	32	160
<b>OCT</b>							
<b>NOV</b>							
<b>DEC</b>							
<b>JAN</b>							
<b>FEB</b>							
<b>MAR</b>							
<b>APR</b>							
<b>MAY</b>							
<b>AVG.</b>							

## SCHOOL ACTIVITIES/EVENTS

- Wednesday Advisory groups have been focusing on a variety of topics: Wolverine Core Values and how they relate to Quarterly Student Awards this year, Goal Setting and Goal Progress/Academic Conferences, Study Skills, and Growth Mindset. Advisory is interactive, with lessons designed to foster discussions between students and their Advisor. There is also time set aside for studying with the intention that students can reach out to other members of their Advisory group for advice or help with certain classes or assignments. We also utilized Advisory time to have our first pep rally to celebrate Cross Country going to State and to hold Class Meetings on September 26<sup>th</sup>. During the pep rally, students sat in their Advisory groups with their Advisor, which again helps to contribute to a student's sense of belonging when the entire student body is together. We ended the pep rally with a picture of everyone – in their socks, of course – on the new gym floor!



*The 2018-19 CHS student body and faculty/staff on the newly finished gym floor*

- Senior Advisory: I am facilitating graduation and post-secondary planning with Mrs. Adams. So far Seniors have completed a transcript and graduation plan review, worked on the college essay/personal statement, spent time completing the CommonApp, FAFSA, and other applications, and had an overview of BigFuture.org and AKCIS (via the Alaska Commission on Post Secondary Education). We also brought in a recent CHS graduate twice to talk about her college application process (including the essay writing and scholarship application experience). Future plans include more CHS alumni as guest speakers and having a panel of recent graduates before Winter Break to talk about their first semester college experience/life after CHS. Each

Senior gets individual attention during this time. It has been a process of students realizing just how long it takes to complete applications and essays and that setting aside the same time every week to work on them is important and helpful.

- Wednesday classes continue to be the highlight of the week for many students and teachers! It is a nice break when many get out of the building and explore our surroundings, but does bring challenges. We were very lucky to have beautiful weather every Wednesday for 6 weeks, but that ended this past Wednesday when it poured rain and blew sideways. This didn't stop classes from getting outside, however! Some students will need additional reminding about wearing gear appropriate for the weather and we are providing that support. We are being responsive to feedback and modifying the schedule slightly to allow for 5 minutes between classes on Wednesdays rather than the standard 3 minutes and investigating ways to better support Band and Choir classes next semester.



*The High School Hiking/Skiing/Snowboarding class didn't let a little rain stop them from tackling McKinley Lake Trail with Mrs. Adams and Mr. Sorenson*

- Picture Day was September 12<sup>th</sup> with Mrs. Harding working incredibly hard to make sure every student has a great school picture.
- We helped organize CHS students to provide childcare during the Crisis Management debrief at Mt. Eccles the evening of September 13<sup>th</sup>.
- We held our monthly fire drill on September 14<sup>th</sup>.
- We have three students participating in AVTEC's Intro to Nautical Skills course this semester. I am the mentor for this class of three Seniors: Billy Bailey, Riley Butler, and Reid Williams. Students attend class once a week via WebEx in our conference room (leaving 1<sup>st</sup> period a bit early and finishing up in time to go to 3<sup>rd</sup> period). Taking this course opens up many possibilities for these students with obtaining Coast Guard certifications and receiving training free through a grant that AVTEC has for high school students. Mr. Westing was the mentor for this class several years back and passed along a box full of supplies for students to use. Students are learning basic knot tying, navigation, vessel terminology, and safety at sea. ACTEC is so pleased to have Cordova students join them again! There are additional students that we will work with in the spring and fall to take advantage of this class.
- The Fast Ferry Tournament was held on September 21 and 22 with Glennallen/Kenny Lake and Palmer participating. The gym floor was finished just in time for this event, on September 20<sup>th</sup>!

Mrs. Ammerman and Mr. Hill were instrumental in the tournament being a success. It was a great way to have the community see the new gym floor for the first time.

- Our Cross Country team ended their season with a trip to the State meet at Bartlett September 27-30. Coach Hamberger and every member of the team worked hard throughout the season and ended with some of their personal best times on a very challenging course. Mrs. Ammerman was also able to join the team at State and cheer them on!
- Wrestling practice began this month and the team is at their first match in Houston this weekend.
- The swimming team continues to perform well at their meets, leading up to Regionals and State at the end of October.
- The SAT was given on Oct. 6<sup>th</sup> at CHS. Four students (all Seniors) took the SAT with Essay and one Homeschool student took the SAT without the Essay.
- The PSAT/NMSQT was offered to all Juniors on Oct. 10<sup>th</sup> at CHS with no registration fee. We had 29 out of 36 students (and one Homeschool student) take advantage of this opportunity (81%). Four students were absent that day, two opted out with parent permission, and one Homeschool student did not attend. This is a 17% increase from last year, when only 18 out of 28 Juniors took the PSAT (64%).
- Progress Reports were mailed out on September 24<sup>th</sup>. Results of the PSAT 8/9 and 10 (received this summer) were included in this mailout. PEAKS results from Spring 2018 will go out with Report Cards on Oct. 22<sup>nd</sup>.
- The first round of Walkthrough observations were completed for all teachers by October 1<sup>st</sup>.



*2018 CHS Cross Country Team at State from top left: Coach Hamberger, Eoghan Hernandez-Fajardo; Middle row Cody Shaw, William Deaton, Gage Crawford, Jaqai Kinsman, Hayden Williams, and Gage Frohnappfel; Front row Zya Taylor, Jessica Wray, Olivia Carroll, Anika Witsoe, Ameer Hamberger, and Coach Anderson*

### **STAFF PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

- A team of 6 from CSD attended the Alaska School Safety and Well-Being Summit, Sept. 18-19 in Anchorage (DEED): Kate Williams, Gayle Groff, Micki Dunn, Gretchen Carpenter, Lovie Brock, and Debra Adams. CHS staff summaries can be found below.

On the first day of the summit, I was most impressed with the Student Voice panel where students were asked questions like, “What makes you feel safe at school?” and “What do staff say and do to make you feel respected and cared about in school?” and “What issues are facing your school?” and “What makes a great principal?” Their answers were so revealing and the entire room hung on their every word. I was especially touched when one student credited her principal with changing how she felt at school and pushing her to graduate and go to college. The keynote speaker focused on PTSD and providing trauma informed services in schools. I attended breakout sessions on Impacting School Safety and Well-Being through District Policies and came away with a better way to look at policy – as something that supports rather than restricts activity. A session on Positive School Climate: A Key to School Safety and Well-Being focused mainly on data and leading conversations. The second day involved another great panel discussing restorative practices at their schools and two more keynotes talking about the opioid crisis and indigenous restorative practices. Alaska’s Education Challenge was also a focus in the morning, with cultivating safety and well-being highlighted. The first afternoon breakout session I attended on the second day was Transforming Schools: A Framework for Trauma-Engaged Practice in Alaska, which made me realize that there are many, many approaches to restorative practices and SEL. I was reassured by the presenter saying, “We learned everything by making mistakes” – that made me feel better! The next breakout was the highlight of the summit with Mary Fulp McMahon’s session on Practices and Policies to Foster a Positive School Climate in Your Building. This was an inspiring session full of energy and ideas that I haven’t been able to get out of my mind. I stayed after to talk with Mary and got even more helpful information and a book by Baruti K. Kafele called *The Principal 50: Critical Leadership Questions for Inspiring Schoolwide Excellence*. I have already begun implementing some of the practices Mary highlighted and am looking forward to meeting up with her at the Alaska Principals Conference in October. This Summit was a great time to reflect on all we’re doing right in the district and to get ideas to improve. I am grateful that I was able to attend and for being given the time to interact with such a professional group of colleagues.

**From Ms. Dunn:** *Recently I attended the Alaska Safety & Well-Being Summit “Charting the Course” in Anchorage, This two-day event focused on the many aspects of school safety and well-being from different perspectives. The keynotes addressed the need for changes in the way we approach not only school safety but also the strengthening of relationships as a way to bring a more trauma informed approach into our schools. The breakout sessions were very informative and provided resources for schools. “Navigating Transitions: Promoting Wellness to Prevent Suicide – Grades 5-12” covered lessons that are available free to any district. These lessons are focused on providing students with resources during difficult transition times, and they teach about the warning signs of suicide and how to offer hope to struggling students. The lessons are usually taught by a peer group who has been trained, making them more relatable, and they are free to certified educators in Alaska. “School Safety and Wellness...By People Who Do It!” covered the changing role of the school counselor, resources available to educators, and strategies for promoting mental well-being in our schools at all ages, including staff. “Youth Mental Health First Aid: A Curriculum Overview” gave a brief overview of the entire course available to educators. The course teaches risk factors common in adolescents and provides training on supporting struggling youth using ALGEE: Assess for risk, Listen, Give reassurance, Encourage appropriate help, Encourage self-help. After attending this session, I changed my training schedule for my AkSCA Annual Conference in November in order to take the full course. “Creating a Recovery Program After a Death Impacts Your School” focused on how to address the death of a student or staff member, including ways to honor them without offending family members, memorials, graduation ceremonies, and student/staff care after a tragedy. Thank you for the opportunity to attend this summit. I came away with some valuable new information and resources.*

**From Mrs. Adams:** *First, thank you for the opportunity to attend the Alaska Safety and Well-Being Summit. It was great to participate and Cordova Colleagues and to network with professionals from around the state. I was honored to be a Cordova school district representative.*

*There were several keynote speakers, including the Governor Walker and Lieutenant Governor Mallot, Education Commissioner Johnson as well as out of state guest speakers. I so appreciated the governor's point that the people closest to the problem (educators and school staff) should be the ones to discuss the solution. Hooray for government leadership giving teaching professionals credit! Commissioner Johnson shared the need for reflection at the conference. He quoted Fredrick Douglass saying, "It is easier to build strong children than to repair broken men." I think all of us seated know this but it was good to hear it coming from administrative leadership who influence state policy.*

*Each morning and afternoon offered Breakout Sessions on various topics. The hard part was deciding which to attend! I chose the following:*

*Tuesday Alaska's Youth Risk Behavior Survey - A Powerful Tool for Monitoring Youth Risks and Improving Programs and Policy  
School Safety and Wellness...By People who Do it!*

*Wednesday Lessons Learned from School Violence and Strategies Your School Can Do to Prevent Such Tragedies  
It's Not Just for the Bad Kids: Alternative High School Lessons from the Broader Secondary Community*

*Tuesday's sessions gave me a perspective of the scope of the mental health concerns in Alaska schools and practical methods that are being used to address them by dedicated counselors. The AK Youth Risk Behavior Survey discussed the trend of rising rates of depression and teens considering suicide. In the ten years the survey has been recording data, depression is especially alarming: 36% of surveyed students noted they had been depression almost every day for two weeks (up from 27% since 2007). This was yet another reminder of the fact that there is much more going on with students in our classrooms and schools than meets the eye. If more than a third of our teen population is feeling depressed, a third is not learning and teachers need training/resources to help our students. The good news was that the data also showed that 59% of surveyed students felt that their teachers did care.*

*I found the session on School Safety and Wellness...By People who Do It! especially informative. Counselors from Anchorage schools and Valdez outlined their programs. They offered helpful ideas on how to change the culture at school and practical illustrations for teachers and students to help understand why some students are not functioning well in school. Senator Stevens sat in on this session. When question/comment time came up at the end, I urged him to take the message back to Juneau that we need full time counselors in elementary schools - we need to get to troubled children before they are too broken when they arrive depressed and volatile in high school.*

*Wednesday's morning session was powerful. An expert in school violence, who worked as a consultant to the Columbine, Sandy Hook and Parkland crises talked about the conditions that precipitated each event. She also shared intervention strategies and her perspectives of how to prevent such tragedies. She urged everyone to do drills and do them often. The core of her message was that we are all responsible for school safety and that it has to be a community issue.*

*In the afternoon, I listened to a presentation from the Alternative School group who shared their programs and methods. It was eye opening to me, given that most of my work has been in a more traditional classroom setting. Also, the perception that alternative schools are for the “bad kids” is far from the truth. I was heartened to hear that a common method used in all these schools is Advisement. We have recently started Advisement in grades 7 - 12. It is affirming to know it has been successful elsewhere and that we are on the right track.*

*The take away from the conference: in short .... that relationships with students matter. They are, in fact, key to all that we do. Whatever we can do to build supportive relationships with students and create a culture of respect in schools will make our schools safer and healthier places for all.*

- 52nd Annual Alaska Principals’ Conference October 19-22 in Anchorage  
I will attend this conference for the second time this year and am looking forward to the Pre-conference, keynote speakers, and breakout sessions. I’ve also been accepted into the Alaska K-12 New Principal Academy and Transition Support Induction Program that will meet Oct. 22-23<sup>rd</sup>.

### **SITE COUNCIL SUMMARY**

- Our first meeting was September 12<sup>th</sup> at 5:00 pm in CHS Room 2. Agenda items included feedback on the new Wednesday B-Day schedule and an update on the School Board Worksession regarding the Discipline Policy. Other items discussed included the usefulness of MAP testing and possible alternatives to this assessment tool and the need for a uniform grading policy at CHS. The Site Council’s second meeting of the year was on October 9<sup>th</sup>. Agenda items included goals for the 2018-19 school year: successful implementation of the A-day/B-day schedule, Advisory as a mechanism to promote SEL and positive school climate, new quarterly student awards with Wolverine Core Values as the focus, and the College Board suite of assessments/ACT to measure student growth and inform instruction. Concerns raised included providing hard copies of electronic textbooks to support all learners, live homework help available through the school website, utilizing Advisory for peer tutoring, and the possibility of an organized after-school peer tutoring/homework club. Last year’s Career Fair (held in November) was also discussed, and it was decided that moving it to the Spring would be the plan for this year. March 6<sup>th</sup> is the tentative date and Ms. Dunn is beginning to develop a plan for that, along with a College Week leading up to it March 4-6, 2019.
- I also attended the Mt. Eccles Site Based Council Meeting on September 25<sup>th</sup> and provided a summary of the School Board Worksession on Discipline Policy.

### **IMPORTANT UPCOMING DATES**

- Oct. 15: Morning Assembly Schedule: North Star Theater/Fusi Mahlasela (Cordova Arts)
- Oct. 15-19: Elder Youth Conference in Anchorage (NVE-3 students attending)
- Oct. 16: Senior Info Session: Parents and Students with Ms. Dunn in Media Center @ 6:00 pm
- Oct. 18: Great Alaska Shakeout Drill
- Oct. 18-19: HS Volleyball and Wrestling Travel
- Oct. 19: Home JH Basketball game vs. Grace Christian
- Oct. 19: End of Quarter 1/Grades Due
- Oct. 22: Quarter 2 Begins/Report Cards Mailed Out
- Oct. 19-22: 52<sup>nd</sup> Annual Principals’ Conference (Mrs. Williams in Anchorage)

- Oct. 22-23: Alaska K-12 New Principal Academy and Transition Support Induction Program
- Oct. 23: Juniors Info Session: Parents and Students with Ms. Dunn in Media Center @ 6:00 pm
- Oct. 24: First Awards Assembly During Advisory: Wolverine Core Values Awards: Passion, Respect, Accountability, Commitment, and Spirit; Junior High Student of the Quarter (7-8); High School Student of the Quarter (9-12); NHS Fall Induction Ceremony (Mrs. Adams)
- Oct. 25-26: Teacher In-Service/Mini-ASTE
- Oct 25-27: Swimming Region III Championship @ Homer; Wrestling - King of the Mountain @ Seward
- Oct. 27: ACT test date
- Oct. 31: Parent-Teacher Conferences/1:00 pm Dismissal
- Nov 1: 1:00 pm Release; Parent-Teacher Conferences/Late conference day for both CHS and ME (1:00-8:00 pm); Senior FAFSA Workshop with Ms. Dunn from 5:00-7:00 pm in Media Center; Freshmen and Sophomores Info Session: Parents and Students with Ms. Dunn from 7:00-8:00 pm in Media Center

### **CORRESPONDENCE**

- Letter from College Board's Advanced Placement program regarding significant contributions made by Debra Adams during 2018 AP Reading.

### **OTHER**

- Nothing to report

Keith Zamudio  
Director of Technology Board Report  
October 17, 2018

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

- Continue to investigate CSD's data link services between Mt. Eccles Elementary School and Cordova Jr./Sr. High School as allowed by E-Rate's Second Modernization Order.
- Continue to investigate CSD's bandwidth needs to accommodate our digital learning environment.
- Continue to expand the Cordova City Consortium for E-Rate subsidies.

### ***INSTRUCTIONAL TECHNOLOGY***

#### **ICT Literacy Skills**

I have asked our ICT Literacy Skills instructor, Emily Moody, to provide the board with a brief overview of the ICT Literacy Skills class. The main goal for this class is to help students understand their rights and responsibilities when operating laptops that belong to the school district. We are endeavoring to help our students learn about their digital presence, be aware of their digital footprint, and be in a position to make informed decisions to maintain their digital security.

#### **October Teacher In-service**

CSD will be providing two days of in-service on Thursday and Friday, October 25 & 26, 2018. We have dubbed the training, CSD 2018 Mini ASTE. This will be our second Mini ASTE. We held our first Mini ASTE in May of 2015.

These two days of in-service will focus on Instructional Technology integration and Cybersafety training. We will have Frederick Lane in town, and he will provide a large group presentation with follow-up workshops regarding online issues of Cybersafety, online privacy, educator ethics, and emerging trends in digital technology.

We polled CSD staff to identify areas of interest for training. On October 9, 2018 we published a form for staff to select sessions that are of interest. We compiled 17 different sessions for CSD staff selection. See attached list. Most sessions are being facilitated by our staff. We know that many of our staff are doing creative and innovative learning activities with students. We encouraged staff to pick one or two of their favorite classroom activities to share with colleagues.

Additionally, we have made arrangements with PWSCC to provide professional development credits. Staff will have the choice to select a one or two credit course offering.

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## **Use of Technology in District Operations**

Not only are the tools of technology an essential K-12 resource for CSD student learning, but school staff at all levels have become dependent upon the use of information technologies to administrate their duties. The use of Internet resources has become integrated in our day to day work flow. Can you imagine a day without the Internet at your disposal?

Currently, CSD leverages numerous network and Internet resources that are an integral part of a day's workflow for staff and students. Aside from our staff and student email resources, all students and staff have a Google Suites account, and often staff and students use these accounts and the Internet to gather, organize and share information. It is not until the Internet is down that we realize how dependent we have become.

Some of the resources that are Internet based include our student information system, PowerSchool, Eduphoria that is used for staff evaluation and provides a tool to survey students, staff and the community, Employee Service Portal that provides our staff the ability to submit leave requests and access to their payroll records, and Follett hosts our library catalog. We share the Follett license with the Cordova City Library. Alio hosts the school's financial records. Teachers subscribe to a variety of online resources to facilitate and support classroom learning in most curricular areas. Many CSD classroom teachers use Google Classroom an online course management system that allows staff to put their curriculum online so that students have 24/7 access. We subscribe to a media content delivery system, Discovery Education, with a caching server that helps us utilize our Internet's bandwidth.

To support CSD's 1 to 1 laptop learning environments, the IT Department maintains safe and secure network environments including integration services to build and deploy an upgraded/updated OS image for staff and student laptops. CSD's network manages computers, network accounts, and network resources such as MAP testing, learning software and Internet resources. All CSD staff, classified and certified, has a laptop to administrate their duties.

CSD's IT Department established a computer image deployment system that has been in production since the 2013 - 14 school year. This software management installation system allows students and staff to update their assigned laptops quickly and easily, and allows for custom installations of software that meet individual student, staff and classroom learning needs.

Each staff and student are issued a Google Suites account for collaboration. Google Drive is a file storage and synchronization service created and managed by Google. Google Drive allows staff and students to store documents in the cloud, share files, and edit documents with collaborators. Google Drive includes the productivity suite of Apps - Google Docs, Sheets, Slides, Google Draw, and Forms that permits collaborative editing of documents, spreadsheets, presentations, drawings, forms, and more. Each year CSD staff and students increase their use of these resources. These accounts are not computer specific.

Information technology has transformed how we conduct our day to day business, communicate with one another and expanded our options to learn, work and play. Additionally, information technology

has impacted our global perspective. It is not unusual for CSD staff and students to interact with people and support systems that cross physical and political boundaries.

Enough cannot be said for the need of ongoing, sustainable professional development. In the past CSD has hosted week long summer tech trainings. These trainings have diminished due to funding constraints, but we continue to train at every opportunity. CSD has been fortunate to send staff to the Alaska Society for Technology in Education's annual conference (ASTE), Alaska's premier educational technology conference. ASTE has been influential in enabling our staff and students to expand their tech integration, vision and capacity. But, we need to provide our staff with more training opportunities. Often our staff train themselves. This year's Mini ASTE is part of our professional development strategy.

As I have indicated in the past, the evaluation of instructional technology is difficult at best. Aside from its relative newness in education, instructional technology is a moving target. From desktops to laptops to tablets and smart phones, educators and educational institutions find themselves on a steep learning curve. Regardless, I am confident that CSD offers their students and staff a rare, valuable, and empowering gift. CSD stakeholders will continue to reap the benefits of their use of computer-based technologies as learning tools for the rest of their lives. The iPads that are checked out to the board is an example of self-training, but enabling your information communications literacy skills.

CSD endeavors to ensure that all students and staff have the capacity to utilize information and communication technologies. All of the identified services listed above are not without their management issues. The number one job that CSD's IT Department performs on a day to day basis is Help Desk. Our staff have become adept at managing their instructional technologies, but appreciate the ability to reach out and get help to solve problems.

Thank you for your consideration,  
Keith Zamudio – Technology Director

### **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.

# 2018 October Technology Workshop Initial Interest Survey

Below is the list that we compiled to determine CSD staff training needs. Staff were asked to indicate their training preferences. Most sessions will be divided into 1.5 hour sessions to allow for flexible participant scheduling and to accommodate participant interests.

## Google Classroom 101

Google Classroom streamlines assignments, boosts collaboration, and fosters seamless communication to make teaching more productive and meaningful. Educators can set up Classroom in minutes. With Classroom, teachers can manage assignments and communicate with students and their guardians in one convenient place. With Google Classroom, educators can create classes, distribute assignments, send feedback, and see everything in one place. Instant. Paperless. Easy. Workshop facilitated by Sara Hottinger.

## Activities using Google Slides & Google Drawings

Google Slides & Google Drawing can be used in many ways to enhance collaboration, creativity, communication and critical thinking, no matter what subject or grade you teach! Activities presented in this workshop include: Infographics, Choose Your Own Adventure Stories, Crowdsourcing, Collaborative Projects/Activities, Making Memes, and Math Activities. Online Feedback using Icebreakers could also be reviewed, if there is interest. Teachers will have time to try out activities and create some of their own. Workshop will be facilitated by Gretchen Carpenter.

## Digital Book Units using Google Slides (2nd grade and up)

Learn one way of incorporating multiple digital reading comprehension activities into one place - a Google Slides presentation! Students can have choice about which assignments to work on each day, and all their work eventually ends up in an individual slideshow, which makes grading much easier. Workshop will be facilitated by Gretchen Carpenter.

## BookSnaps (for any grade level)

Learn how students can share their thinking about text in a digital, visual way using Google Slides (or SeeSaw). But, BookSnaps aren't limited to just books! Students can make MathSnaps, ScienceSnaps - any activity where they can share their learning and thinking. Teachers will have a chance to make some of their own BookSnaps. Workshop will be facilitated by Gretchen Carpenter.

## Google Drawings

This session will be devoted becoming familiar with Google Draw. Google Drawings is a free, web-based diagramming software developed by Google. Google Drawings is hosted within Google Suites and all files created with the application are by default saved to Google Suites. Users can insert images from the local hard drive or from the Web, as well as shapes, arrows, scribbles and text with the editing tools. Google Drawings has set of flow-chart symbols and other shapes that can be dragged and dropped into place. Users can move, resize and rotate objects, and use polylines and line connectors. It also allows for the editing of images, including cropping, applying masks and adding borders. Other features include laying out drawings precisely with alignment guides, snapping to grid, and auto-distribution. Drawings can be inserted into other Google documents, spreadsheets, or presentations. They can also be published online as images or downloaded in standard formats such as JPEG, SVG, PNG, or PDF. Workshop will be facilitated by Keith Zamudio.

## Technology Tips That Transformed My Teaching

In this workshop, I'll discuss Google Doc project directions, Google Slide templates, Screencastify "How to" videos, Google Doc "How to" directions, and a few other technology tips. Teachers will have time to try out some of these ideas. Workshop will be facilitated by Gretchen Carpenter.

## Fredrick Lane - Cyber Security

Frederick Lane is a nationally-recognized expert on privacy and the impact of emerging technologies on society. He is an author, attorney, educational consultant, expert witness, and lecturer who has spoken to colleges, universities, and school districts around the country (including Alaska) on a variety of issues, including student safety, electronic misbehavior, and digital privacy. Fred will present to the CSD staff in a large group presentation with a workshop follow up.

## Classroom Blogs

CSD maintains a blog environment, Edublogs, for student and staff use. Blogging can transform the students' learning experience by fostering ownership of learning, engaging students, and can become a source of pride in the classroom. Blogging provides opportunities for students to develop online learning skills including critical thinking, problem solving, effective communication, and the ability to collaborate. Blogging can develop responsible communication skills both between the instructor and students as well as between students. It extends student engagement beyond the classroom and school day. This workshop will provide participants the opportunity to build a class blog. Workshop will be facilitated by Debra Adams.

## SMARTboard Technologies Facilitated by CSD Staff

Sessions on using a SMARTboard in the classroom. Participants can choose training sessions that include Introduction to SMARTboard, Advanced SMARTboard, Lesson Structures, SMART Response, along with two optional sessions covering Seasoned User Topics and Sound in SMARTboard. CSD Team will send a survey to interested participants to further clarify topics of interest for training. Facilitator to be determined.

## Google Suites – Cloud Computing Facilitated by CSD Staff

We will review the features of our current Gmail based email system including Google Suites. CSD account holders can take advantage of Google Apps, a cloud-computing environment for collaborative projects with colleagues and students. An overview of a variety of cloud computing tools that are appropriate for classroom use will be shared. Google workshops can be set up to accommodate specific Google Apps including Google Classroom, Google Draw, etc. Please provide additional info below in Other. Facilitator to be determined.

## Discovery Education – Facilitated by CSD Staff and vendor

Participants will explore Discovery Education's resources on how best to integrate and teach with digital media. Workshop will be customized based on current usage reports. Learn to take your use of Discovery Education's tools and resources to the next level. Increase your ability to access and manage your profile, My Builder Tools (Assignment Builder, Writing Prompt Builder and Quiz Builder), My Classrooms, My Content, the Teacher Center and professional development activities. Facilitator to be determined.

## Book Reviews & Reading Responses

I will share a Google Sheets interactive database for student book reports/reviews. We will also explore [www.whoosreading.org](http://www.whoosreading.org), a program that evaluates reading responses related to book reviews and open-ended quiz questions. Workshop facilitated by Krysta Williams.

## Hour of Code

December 3-9 is national hour of code week where schools around the world will be doing an hour of code activities in their classrooms. If you want more information you can watch this video. With the blessing of administration and cooperation of Mrs. Carpenter on December 5th, my (Mr. Carroll) beginning coding class along with a number of adult volunteers from the community will be going to each Elementary school classroom to do an hour of code with the

elementary students. This sectional is for Elementary teachers to go through the specific hour of code activities that we will be introducing in your classrooms and for high school teachers it is an opportunity for me to help you plan an hour of code in your classroom that addresses your specific subject area. Note: The beginning coding class is researching and choosing age appropriate and engaging activities for the elementary school classes. If a high school teacher will attend this with the intent to do an hour of code with your class or classes, please let me know so we(I) can find an appropriate activity within your discipline. Facilitated by Doug Carroll.

## Share a Favorite Tech Tool

Do you have a program, app, website, or extension that you think is amazing and want others to know about? This is your chance to share it with your colleagues! In this "casual" workshop, each person attending will be given about 10 minutes to share/discuss/present information about their favorite technology tool. Depending on time, attendees can explore some of the ideas presented. Workshop will be moderated by CSD Staff.

## Adapting Learning Activities for EL Success

Spend an hour and a half of prep time geared toward EL success! Bring a lesson you plan to teach and focus on making it more EL friendly -- you might highlight and footnote a text, simplify a test, add pictures to a worksheet, or many, many, more options. Laura Bowman will be available to give you input and ideas as needed. Facilitated by Laura Bowman.

## Intensive Needs - Working with Specialists

Working with specialists to best meet the needs of our students; workshop geared toward paras working with intensive needs students. Facilitated by SpEd staff.

## Web Mastering 101

CSD currently maintains three web sites high school, elementary and district office. This session is geared to provide an introduction to basic management skills and strategies for our web sites. Facilitated by Keith Zamudio.

## Other

Suggestions for other trainings not listed.

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JOSHUA PEARSON  
Director of Maintenance Board Report  
October 17, 2018

### **2018-2019 GOALS FOR THE MAINTENANCE DEPARTMENT**

- Continued work on putting better maintenance and custodial systems into place to help the maintenance and custodial staff operate more efficiently, which in turn will help the entire district to operate more efficiently.
- Progress forward with assessment of the High School HVAC systems and what it would take to get that system automated like Mt. Eccles.
- Organize and clean every aspect of the maintenance and custodial departments including: both boiler rooms, energy center/maintenance shop, custodial closets, garage and storage at Mt. Eccles.
  - UPDATE: (9/28/18) Boiler rooms cleaned and better organized/ongoing organization.
- Set up, put in place, and execute a proper district wide preventive maintenance plan.
- Create and define the tasks of each custodian for their daily, weekly, and monthly tasks.
  - UPDATE: (9/28/18) Completed job check-off lists for each custodial position to ensure that they know their everyday tasks, and when a substitute is needed, they also know the tasks of the position they are covering.
- Working on better communication between the staff, the custodians, and the proper channels to prioritize and complete work orders in a timelier manner.
  - UPDATE: (9/26/18) Communication is an ongoing process but everyone seems to be communicating well.

### **MONTHLY DATA**



18-19	Preventative Maintenance Work Orders Completed	Corrective Maintenance Work Orders Completed	TOTAL
JUL	95	11	106
AUG	169	254	423
SEPT	70	23	93
OCT			
NOV			
DEC			
JAN			
FEB			
MAR			
APR			
MAY			
JUNE			
<b>TOTAL</b>	<b>334</b>	<b>288</b>	<b>622</b>

**CURRENT PROJECTS/CONSIDERATIONS**

- Interviewing and hiring of afternoon/evening shift custodian for the high school.
  - UPDATE: (9/26/18) Hired new custodian for High school.
- School is in session. Our highest priorities now are our day to day custodial needs, preventive maintenance, and corrective maintenance to keep everything running and operating properly.
  - Ongoing
- Continued work on High school HVAC system to get it operating properly.
  - UPDATE: (10/2/18) Had a technician from Pinnacle mechanical out of Anchorage look at our Boiler #1 at the high school and I am waiting for a quote on what it would take to get it back up and running again. Also, we have a boiler at Mt. Eccles with a small fuel leak on the pump and I am waiting on a quote for a new pump from the same technician due to the manufacturer not offering a rebuild kit for that particular pump.
- High School gym floor installation is almost finished!! According to the guys at Alaska Industries (Floor Company), the floor will be completed within the next ten days and we should be ready for the fast ferry volleyball tournament on September 21st.
  - UPDATE: (9/24/18) Gym floor is complete and the tournament went great! The floor looks good and students seem to be respecting the “no street shoes” rule.
- Working on getting the waste oil burner back up and operating properly.
  - UPDATE: (10/2/18) Had technician from Pinnacle Mechanical look at the waste oil burner also, and awaiting a quote for this system as well.
- New benches for high school cafeteria are on order and will be here within a week or so.
  - UPDATE: (9/26/18) The new benches have arrived and will be installed soon.

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- Working with principles at both school buildings for an annual safety and security walk through.
  - UPDATE: (9/12/18) Ongoing
- Working with the cities proper departments to set up a more thorough structural walk through inspection for both school buildings.
  - UPDATE: (9/12/18) Waiting on response from city to see if they have anything in place for a more thorough structural walk through.

### **UPCOMING PROJECTS/CONSIDERATIONS**

- Finishing Gym before the first event.
  - UPDATE: (9/24/18) Floor Complete
- Waste oil burner.
  - UPDATE: (10/2/18) Waiting on Quote.
- High School HVAC systems, ongoing.
  - UPDATE: (10/2/18) Waiting on Quotes.
- Working on older work orders that have never been completed.
  - UPDATE: (9/28/18) Ongoing

### **STAFF PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

- [MAINTENANCE EMPLOYEES WORKSHOP - OCTOBER, 17-18, 2018](#)

SANDIE PONTE  
Director of Food Services Board Report  
10/10/ 2018

**2018-2019 GOALS FOR THE FOOD SERVICE DEPARTMENT**

- Finish Cafeteria at Jr. High, High School, i.e.; artwork, tv’s, lighting...
- Finish my level 3 certification and start prepping for Certified School Nutrition Specialist.

**MEAL SERVICE**

2018-2019	JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	
	B	L	B	L	B	L	B	L	B	L	B	L
STUDENTS	1398	3142	531/614	1547/ 1805	1775	4117					0	
ADULTS	22	93	45/1	125/33	35	95						
<b>TOTAL</b>	<b>1420</b>	<b>3245</b>	<b>1192</b>	<b>3510</b>	<b>1810</b>	<b>4212</b>						
<b>B-BREAKFAST L-LUNCH</b>												

2018-2019	JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE 2018	
	B	L	B	L	B	L	B	L	B	L	B	L
STUDENTS											1209	3153
ADULTS											54	176
<b>TOTAL</b>											<b>1263</b>	<b>3329</b>
<b>B-BREAKFAST L-LUNCH</b>												

**SPECIAL FOOD SERVICE PROGRAMS**

High School students seem to be enjoying the new condiment station we were able to get with a \$4,600. grant. We also purchased a new cashiers podium, tray and utensil cart, condiment bottles, salad bar and condiment bar inserts with the same grant. Condiment station is set up with different sandwich fixings so students can put what they like on their sandwich. Concessions also uses it for a small salad bar. We also received a grant to purchase a new dishwasher for the high school for just under \$10,000.

**TRAINING OPPORTUNITIES**

I have sent in my paperwork to become level 3 certified and am studying for the SNS exam in February. I’m not sure I will be ready to take it at that time.

**UPCOMING EVENTS**

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**OTHER**

We had our annual Health Inspections. Both went great. The inspector could not find anything out of compliance and thanked us for running such a wonderful program.

**Kristy Andrew**  
**Director of Budget and Finance**  
**Board Report | October 17, 2018**

**2018-19 Business Office Department Goals**

1. Further the alignment of the district's budget and budget document with the strategic plan.
2. Enhancements to Grant and Budget management functions, including data and report access, and increased departmental accountability.
3. Seek out new funding sources, with a focus on sustainability.
4. Cross-train staff on a variety of business functions, including finance-related processes.

**Current Projects/Considerations**

- **Medicaid in Schools (Goal 3)** : Seek information regarding the possibility of being reimbursed for medicaid-related activities.
  - We have been approved as a provider for School Based Services. Looking into next steps.
- **Student Transportation (Goal 3)** : Explore student transportation options for implementation in FY20 or FY21. Our contracted costs for transportation services are significantly higher this year, so we will be running a cost-comparison between contracted and internal options.
  - *(No updates at this time)*
- **Internal Account Updates (Goal 2)** : Creating/modifying our internal chart of accounts to increase the ease of data entry and reporting. Some of these changes are also due to the update of the DEED Chart of Accounts used by schools across the state.
  - *(No updates at this time)*
- **Alio Reporting Updates (Goal 2)** : Continue to create and modify reports for use by myself and administration. We will be upgrading our Alio database sometime this fiscal year which, I hope, will enhance some of our report capabilities as well.
  - We will soon be moving to a new database environment (Oracle 12C) and are currently undergoing testing prior to data migration.

**Upcoming Projects/Considerations**

- Develop Cross-Training objectives and timeline. *(Goal 4)*
  - Expand on the progress made during the FY18 Fiscal Year.
- FY20 Budget Development *(Goal 1)*

**Staff Professional Development Opportunities**

- COMPLETE: FY19 ALASBO Leadership Conference. July 2018.
- UPCOMING: FY18 ALASBO Annual Winter Conference. December 2018.  
My sectional on using Google Tools drew a lot of interest last year, so I will presenting again at the upcoming conference. There are some responsibilities as an ALASBO Board Member that will need my attention at this conference, as well.

- ONGOING: SHRM (Society for Human Resource Management) Essentials of Human Resources, Self-Study Training Program.

**Other Business**

- **FY18 Audit**

The FY18 Audit is near completion. The deadline for submission is October 15, however, the Department of Retirement and Benefits have not yet released their report of GASB 75 or GASB 68. The audit cannot be finalized until this information is received. We are expecting release of the information mid-October, which will still allow us to submit our audit to DEED prior to the deadline.

- **FY19 Foundation Funding**

The OASIS Count period is still underway, so we don't have solid numbers related to our Foundation Funding just yet. However, we do expect nearly \$60,000 in additional, one-time funding from the state sometime this spring.

- **FY19 Fund Balance**

Even with the additional \$60,000 estimated to be received by the State, we are still in need of sustainable funding for our operations beginning this fiscal year. Our fund balance at the end of FY19 is estimated to be \$360,000 (down from \$715,000). I strongly recommend advocating for additional funding from the City of Cordova prior to the adoption of their 2019 Budget.

**Current Contract Service Agreements (CSAs)**

CONTRACT SERVICE PROVIDER	Type of Services Provided	District CSA #	Maximum Amount Authorized Under Agreement	Amount Invoiced To-Date
Vidya Oftedal (ACS)	Speech and Language Pathology	TBD	TBD	0
Kidability Physical Therapy, LLC (Kristin Bacon)	Physical Therapy	FY19-002	22,800+	0
Kaye Lawson, OTR, MEd	Occupational Therapy	FY19-003	30,000	4,960

Alex Russin  
Superintendent Board Report  
October 17, 2018

### **2018-2019 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.

- Complete and Implement Strategic Planning Process

No updates at this time. Look for email correspondence proposing a strategic plan meeting in the latter weeks of October.

- Improve Curriculum Review Process and Logistics

No updates at this time

- Continue to improve systems and processes that directly impact student learning

Six (6) staff members recently participated in the Department of Education & Early Development's School Safety & Well-Being Summit. Highlights included topics such as school safety; trauma engaged schools; school climate; and restorative practices. These areas are in-line with strategic planning; new learning will be incorporated into the further development of our plan.

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

1. Provide clarification on numbers provided in September's Food Service Report.

The different numbers within each cell refer to hot and cold meals (breakfasts/lunches) served.

### **HUMAN RESOURCES**

- Merlinda Ridao has been hired as CHS Night Custodian

### **COMMUNITY RELATIONS**

- September Community Engagements
  - ✓ CHS Site Council Meeting
  - ✓ City Council Meeting
  - ✓ Cordova Coalition for a Healthy Community Meeting



## **OTHER**

- Registration for the School Climate and Connectedness Survey will take place prior to the November registration deadline.
- CSD Assessment Schedule

The following page illustrates CSD's assessment schedule for students in Grades K-12, which includes state, federal, and local district requirements. Based on recent conversations among the Admin Team and CHS staff, Administration is proposing to eliminate MAP testing from Grades 7-10 and to pursue implementing the PSAT/SAT series of assessments for junior high/high school students, which the District will initially pay for, for students. As described in the assessment schedule chart, the SAT assessment series provides the following relevant information for students and teachers, among other information:

1. Tests skills and knowledge in a way that makes sense for students
2. Measures what students are already learning
3. Provides college and career ready benchmarks
4. Identifies areas in need of most improvement
5. Identifies ninth graders likely to succeed in AP World History or AP European History

## CSD Assessment Matrix

Grade	Assessment	Timeline	Purpose
4, 8, (12) **	National Assessment for Educational Progress (NAEP)  FEDERAL REQUIREMENT	January— March	Assesses a student’s general content knowledge in reading, mathematics, science, writing, U.S. history, civics, geography, and the arts
K *	Statewide Kindergarten Developmental Profile  STATE REQUIREMENT	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 ***	Statewide ACCESS for ELLs 2.0 (English Learners)  STATE REQUIREMENT	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
3-9	Performance Evaluation for Alaska’s Schools (PEAKS)  STATE REQUIREMENT	March— April	Provides the school district and teachers 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  STATE REQUIREMENT	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
K-6	Measures of Academic Progress (MAP)  DISTRICT REQUIREMENT	Fall Winter Spring	Measures interim progress of students in math and language arts to help teachers track longitudinal growth and developmental needs of students over time
8, 9  10, 11  11, 12	PSAT  PSAT/National Merit Scholarship Qualifying Test and PSAT 10  SAT (ACT as determined by student/parent)  PROPOSED DISTRICT REQUIREMENT	September— April  October	1. Tests skills and knowledge in a way that makes sense for students 2. Measures what students are already learning 3. Provides college and career ready benchmarks 4. Identifies areas in need of most improvement 5. Identifies ninth graders likely to succeed in AP World History or AP European History
K-12	Curriculum Based Measures  NO REQUIREMENT IN PLACE	Year-round, as determined by teachers	Assists teachers in gathering “real-time” information on student achievement to help with planning and adjusting instructional practices on a day-to-day and/or week-to-week basis

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

\*\*Selected schools and grades in Alaska

\*\*\*Identified English Language Learners



**FY2019 Revenue and Expenditure as of 9/30/2018**

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	327,999	1,604,000	20.45%
State of Alaska - Foundation	1,031,838	4,040,581	25.54%
State of Alaska - TRS	-	359,518	0.00%
State of Alaska - PERS	-	39,510	0.00%
Pupil Transportation Fund (205)	42,047	120,000	35.04%
Food Service Fund (255)	47,344	360,000	13.15%
Other (100-030 through 100-047, 100-052, 100-110)	49,573	202,064	24.53%
<b>Total Revenue</b>	<b>\$ 1,498,802</b>	<b>\$ 6,725,673</b>	<b>22.28%</b>

*(Excluding Federal Special Revenue Programs)*

<b>Expenditures</b>	<b>Year-to-Date</b>	<b>Revised Budget</b>	<b>Expended %</b>
General Fund (100)	1,109,989	6,689,247	16.59%
Pupil Transportation (205)	3,337	120,000	2.78%
Food Service Fund (255)	91,010	360,000	25.28%
<b>Total Expenditures</b>	<b>\$ 1,204,336</b>	<b>\$ 7,169,247</b>	<b>16.80%</b>

Percentage of Budget Expended: 16.8%  
 Percentage of Fiscal Year Passed: 25%

Average Daily Checking Account Balance  
 September 2018 : \$1,699,104

*Note: All amounts are pre-audit.*

For 09/01/18 - 09/30/18

Revenue Summary Report

FJRES01A

Periods 03 - 03

Board Revenue Summary Report

Board Revenue Report

Account No/Description	Budget Amount	Period Amount	Y-T-D Amount	Balance	Percent Received
100 General Fund					
011 City - Direct Appropriation	1,500,000.00	109,333.00	327,999.00	1,172,001.00	21.87
012 City - In-Kind Donation	104,000.00	.00	.00	104,000.00	.00
040 Misc Local Revenues	3,000.00	.00	.00	3,000.00	.00
041 Tuition from Students	15,000.00	780.00	10,049.00	4,951.00	66.99
043 Student Activity Revenue	.00	294.40	294.40	-294.40	.00
046 Facility Rentals	.00	.00	75.00	-75.00	.00
047 eRate Revenue	124,704.00	10,392.00	31,176.00	93,528.00	25.00
051 Foundation - Program	4,040,581.00	343,946.00	1,031,838.00	3,008,743.00	25.54
052 Foundation - Quality Schools	13,360.00	.00	.00	13,360.00	.00
056 TRS On-Behalf Revenue	359,518.00	.00	.00	359,518.00	.00
057 PERS On-Behalf Revenue	39,510.00	.00	.00	39,510.00	.00
110 PL874 IMPACT AID	46,000.00	.00	7,978.86	38,021.14	17.35
100 General Fund	6,245,673.00	464,745.40	1,409,410.26	4,836,262.74	22.57
205 Pupil Transportation					
065 Pupil Transportation	.00	.00	42,047.00	-42,047.00	.00
205 Pupil Transportation	.00	.00	42,047.00	-42,047.00	.00
220 DVR Summer Work Program					
090 Other State Revenues	.00	.00	693.84	-693.84	.00
220 DVR Summer Work Program	.00	.00	693.84	-693.84	.00
249 Other Small Grants					
100 Federal Sources - Direct	.00	-1,791.46	2,808.54	-2,808.54	.00
150 Federal Revenue through State	8,244.15	.00	.00	8,244.15	.00
249 Other Small Grants	8,244.15	-1,791.46	2,808.54	5,435.61	34.07
255 Food Service					
022 Adult Meal Sales	.00	430.00	2,221.00	-2,221.00	.00
024 ADULT BREAKFAST SUMMER PAID	.00	.00	94.50	-94.50	.00
025 OTHER FOOD SALES	.00	80.00	260.00	-260.00	.00
150 Federal Revenue through State	.00	.00	2,188.34	-2,188.34	.00
161 USDA LUNCH SUMMER	.00	7,049.65	26,627.06	-26,627.06	.00
163 USDA BREAKFAST SUMMER	.00	1,585.22	6,765.29	-6,765.29	.00
165 USDA LUNCH SCHOOL YEAR	.00	7,550.02	7,550.02	-7,550.02	.00
166 USDA BREAKFAST SCHOOL YEAR	.00	1,630.82	1,630.82	-1,630.82	.00
167 Afternoon Snacks	.00	7.40	7.40	-7.40	.00
255 Food Service	.00	18,333.11	47,344.43	-47,344.43	.00
256 Fresh Fruit and Vegetables					
164 USDA-FFVP	.00	1,106.23	1,106.23	-1,106.23	.00
256 Fresh Fruit and Vegetables	.00	1,106.23	1,106.23	-1,106.23	.00
265 Title IC - Migrant Ed Book					
090 Other State Revenues	4,800.00	.00	.00	4,800.00	.00
265 Title IC - Migrant Ed Book	4,800.00	.00	.00	4,800.00	.00
374 AK Public Entity Safety					
048 AK PUBLIC ENTITY SAFETY REV	.00	.00	2,000.00	-2,000.00	

**Cordova School District**

For 09/01/18 - 09/30/18

Revenue Summary Report

FJRES01A

Periods 03 - 03

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>
374 AK Public Entity Safety					
374 AK Public Entity Safety	.00	.00	2,000.00	-2,000.00	.00

For 09/01/18 - 09/30/18

Expenditure Summary Report

FJEXS01A

Periods 03 - 03

Board Monthly Expenditure Report

Board Expenditure Report

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
<b>100 General Fund</b>						
100 100 Regular	2,644,411.00	6,460.00	241,282.03	517,253.24	2,120,697.76	19.80
160 160 Voc Ed	242,990.00	.00	14,617.61	35,002.44	207,987.56	14.40
200 200 SpEd Instruction	682,811.00	50.00	54,640.12	78,626.71	604,134.29	11.52
220 220 SpEd Support	50,144.00	716.00	7,418.32	11,339.02	38,088.98	24.04
320 320 Guidance	124,945.00	.00	9,230.15	20,347.31	104,597.69	16.29
350 350 Instructional Svcs	31,600.00	3,222.00	16,019.75	25,942.87	2,435.13	92.29
360 360 Technology	561,507.00	.00	23,893.91	60,777.82	500,729.18	10.82
400 400 School Administration	297,876.00	.00	21,754.68	49,962.99	247,913.01	16.77
450 450 School Admin Support	187,548.00	.00	20,199.88	35,953.68	151,594.32	19.17
511 511 Board of Education	35,332.00	518.00	721.11	753.52	34,060.48	3.60
512 512 Superintendent	237,896.00	.00	17,169.56	49,451.30	188,444.70	20.79
550 550 District Admin Support	336,549.00	.00	40,325.03	78,488.05	258,060.95	23.32
600 600 Plant Operations and Maintenance	891,408.00	722.00	58,344.09	150,286.53	740,399.47	16.94
700 700 Student Activities	94,988.00	.00	8,085.39	18,304.28	76,683.72	19.27
900 900 Other Financing Uses	269,242.00	.00	.00	-22,501.06	291,743.06	-8.36
100 General Fund	6,689,247.00	11,688.00	533,701.63	1,109,988.70	5,567,570.30	16.77
<b>205 Pupil Transportation</b>						
760 760 Transportation T/F School	.00	.00	2,849.13	3,336.79	-3,336.79	.00
205 Pupil Transportation	.00	.00	2,849.13	3,336.79	-3,336.79	.00
<b>220 DVR Summer Work Program</b>						
000 000	.00	.00	.00	6,923.28	-6,923.28	.00
220 DVR Summer Work Program	.00	.00	.00	6,923.28	-6,923.28	.00
<b>240 DOE Travel Reimbursement</b>						
350 350 Instructional Svcs	.00	909.00	1,121.42	4,656.02	-5,565.02	.00
240 DOE Travel Reimbursement	.00	909.00	1,121.42	4,656.02	-5,565.02	.00
<b>249 Other Small Grants</b>						
000 000	8,244.15	.00	.00	298.98	7,945.17	3.63
249 Other Small Grants	8,244.15	.00	.00	298.98	7,945.17	3.63
<b>255 Food Service</b>						
790 790 Food Services	.00	.00	44,560.03	91,010.21	-91,010.21	.00
255 Food Service	.00	.00	44,560.03	91,010.21	-91,010.21	.00
<b>256 Fresh Fruit and Vegetables</b>						
790 790 Food Services	.00	.00	683.77	1,790.00	-1,790.00	.00
256 Fresh Fruit and Vegetables	.00	.00	683.77	1,790.00	-1,790.00	.00
<b>261 Title IA - Basic</b>						
100 100 Regular	.00	.00	6,360.10	7,050.03	-7,050.03	.00
261 Title IA - Basic	.00	.00	6,360.10	7,050.03	-7,050.03	.00
<b>263 Title IC - Migrant Ed Regular</b>						
100 100 Regular	.00	.00	2,309.32	3,196.37	-3,196.37	.00
200 200 SpEd Instruction	.00	.00	4,586.95	5,572.56	-5,572.56	.00
450 450 School Admin Support	62.00	.00	1,339.20	2,080.31	-2,080.31	.00
263 Title IC - Migrant Ed Regular	.00	.00	8,235.47	10,849.24	-10,849.24	.00

**Cordova School District**

For 09/01/18 - 09/30/18

**Expenditure Summary Report**

FJEXS01A

Periods 03 - 03

**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>
264 Title IC - Migrant Ed Summer						
100 100 Regular	.00	.00	.00	1,730.63	-1,730.63	.00
264 Title IC - Migrant Ed Summer	.00	.00	.00	1,730.63	-1,730.63	.00
265 Title IC - Migrant Ed Book						
350 350 Instructional Svcs	4,800.00	.00	.00	.00	4,800.00	.00
265 Title IC - Migrant Ed Book	4,800.00	.00	.00	.00	4,800.00	.00
266 Title IIA - Teacher and Principal						
350 350 Instructional Svcs	.00	.00	250.00	250.00	-250.00	.00
266 Title IIA - Teacher and Principal	.00	.00	250.00	250.00	-250.00	.00
268 Title III - English Language						
100 100 Regular	.00	.00	11,496.09	11,496.09	-11,496.09	.00
268 Title III - English Language	.00	.00	11,496.09	11,496.09	-11,496.09	.00
278 Carl Perkins						
160 160 Voc Ed	.00	.00	211.20	422.39	-422.39	.00
278 Carl Perkins	.00	.00	211.20	422.39	-422.39	.00
280 Title VI-B						
220 220 SpEd Support	.00	1,328.00	1,528.39	2,576.79	-3,904.79	.00
280 Title VI-B	.00	1,328.00	1,528.39	2,576.79	-3,904.79	.00
282 619 Preschool Disabled						
200 200 SpEd Instruction	.00	.00	223.69	223.69	-223.69	.00
282 619 Preschool Disabled	.00	.00	223.69	223.69	-223.69	.00
350 Indian Education						
100 100 Regular	.00	.00	347.51	9,139.58	-9,139.58	.00
350 Indian Education	.00	.00	347.51	9,139.58	-9,139.58	.00
355 REAP						
200 200 SpEd Instruction	.00	.00	1,026.37	1,420.61	-1,420.61	.00
355 REAP	.00	.00	1,026.37	1,420.61	-1,420.61	.00
374 AK Public Entity Safety						
600 600 Plant Operations and Maintenance	.00	.00	.00	2,000.00	-2,000.00	.00
374 AK Public Entity Safety	.00	.00	.00	2,000.00	-2,000.00	.00

## Accounts Payable Details

September 2018

### Check #:00004647

Vendor Name	Check Date	Check Amount	Type	Void
AFLAC	09/04/18	411.79	C	N
9-100-000-000-000-730 - 000.000.AFLAC CONTRIBUTION		411.79		

### Check #:00004648

Vendor Name	Check Date	Check Amount	Type	Void
AMERICAN FUNDS GROUP	09/04/18	250.00	C	N
9-100-000-000-000-738 - 000.000.PRUDENTIAL LIFE INSURANCE		250.00		

### Check #:00004649

Vendor Name	Check Date	Check Amount	Type	Void
American Fidelity Assurance Co.	09/04/18	1,795.79	C	N
9-100-000-000-000-730 - 000.000.AFLAC CONTRIBUTION		1,795.79		

### Check #:00004650

Vendor Name	Check Date	Check Amount	Type	Void
American Fidelity Assurance Co.	09/04/18	1,387.55	C	N
9-100-000-000-000-730 - 000.000.AFLAC CONTRIBUTION		1,387.55		

### Check #:00004651

Vendor Name	Check Date	Check Amount	Type	Void
Mutual of Omaha	09/04/18	455.40	C	N
9-100-000-000-000-727 - 000.000.HEALTH & LIFE INSURANCE		455.40		

### Check #:00004652

Vendor Name	Check Date	Check Amount	Type	Void
Public Education Health Trust	09/04/18	93,874.00	C	N
9-100-000-000-000-727 - 000.000.HEALTH & LIFE INSURANCE		93,874.00		

### Check #:00004653

Vendor Name	Check Date	Check Amount	Type	Void
TSA CONSULTING GROUP INC.	09/04/18	11,107.75	C	N
9-100-000-000-000-733 - 000.000.457 (b) CONTRIBUTION		5,082.75		
9-100-000-000-000-734 - 000.000.TAX SHELTERED ANNUITIES		6,025.00		

### Check #:00004654

Vendor Name	Check Date	Check Amount	Type	Void
ALASKA AIR CARGO	09/06/18	90.84	C	N
9-100-010-100-000-440 - 100.000.Other Purchased Ser		90.84		

# Accounts Payable Details

September 2018

## Check #:00004655

Vendor Name	Check Date	Check Amount	Type	Void
ANCHORAGE CHRISTIAN SCHOOL	09/06/18	30.00	C	N
9-710-000-700-944-R30 - 700.Cross Country*.Reg. Season Travel		30.00		

## Check #:00004656

Vendor Name	Check Date	Check Amount	Type	Void
ASSOC OF ALASKA SCHOOL BOARDS	09/06/18	380.00	C	N
9-100-600-600-000-420 - 600.000.Staff Travel		380.00		

## Check #:00004657

Vendor Name	Check Date	Check Amount	Type	Void
Ammerman Kayti	09/06/18	40.00	C	N
9-710-000-700-940-R30 - 700.General Athletic.Reg. Season Travel		40.00		

## Check #:00004658

Vendor Name	Check Date	Check Amount	Type	Void
Anderson Carmen	09/06/18	120.00	C	N
9-710-000-700-944-R30 - 700.Cross Country*.Reg. Season Travel		120.00		

## Check #:00004659

Vendor Name	Check Date	Check Amount	Type	Void
FIREWEED BUSINESS SOLUTIONS	09/06/18	35.10	C	N
9-268-600-100-000-450 - 100.000.Supplies and Materi		35.10		

## Check #:00004660

Vendor Name	Check Date	Check Amount	Type	Void
First Student	09/06/18	1,475.79	C	N
9-205-600-760-000-440 - 760.000.Other Purchased Ser		1,475.79		

## Check #:00004661

Vendor Name	Check Date	Check Amount	Type	Void
Fritsch Jim	09/06/18	10.00	C	N
9-100-600-550-000-491 - 550.000.Dues and Fees		10.00		

## Check #:00004662

Vendor Name	Check Date	Check Amount	Type	Void
HAMBERGER JEFF	09/06/18	120.00	C	N
9-710-000-700-944-R30 - 700.Cross Country*.Reg. Season Travel		120.00		

## Check #:00004663

Vendor Name	Check Date	Check Amount	Type	Void
J.W. PEPPER AND SON INC.	09/06/18	571.79	C	V
9-100-010-100-000-450 - 100.000.Supplies and Materi		571.79		

# Accounts Payable Details

September 2018

## Check #:00004664

Vendor Name	Check Date	Check Amount	Type	Void
Kimbarow Taylor	09/06/18	58.00	C	N
9-100-600-550-000-491 - 550.000.Dues and Fees		58.00		

## Check #:00004665

Vendor Name	Check Date	Check Amount	Type	Void
L.F.S. MARINE SUPPLY	09/06/18	124.30	C	N
9-100-010-100-000-450 - 100.000.Supplies and Materi		124.30		

## Check #:00004666

Vendor Name	Check Date	Check Amount	Type	Void
NET LOFT THE	09/06/18	26.95	C	N
9-100-010-100-000-450 - 100.000.Supplies and Materi		26.95		

## Check #:00004667

Vendor Name	Check Date	Check Amount	Type	Void
NICHOLS BACKDOOR COMPANY	09/06/18	441.34	C	N
9-100-600-512-000-450 - 512.000.Supplies and Materi		150.14		
9-255-600-790-000-459 - 790.000.Food		291.20		

## Check #:00004668

Vendor Name	Check Date	Check Amount	Type	Void
PALMER HIGH SCHOOL	09/06/18	45.00	C	N
9-710-000-700-944-R30 - 700.Cross Country*.Reg. Season Travel		45.00		

## Check #:00004669

Vendor Name	Check Date	Check Amount	Type	Void
PERKINS AUTO REPAIR	09/06/18	293.77	C	N
9-100-600-600-000-490 - 600.000.Other Expenses		293.77		

## Check #:00004670

Vendor Name	Check Date	Check Amount	Type	Void
PIONEER IGLOO #19	09/06/18	150.00	C	N
9-100-600-511-000-490 - 511.000.Other Expenses		150.00		

## Check #:00004671

Vendor Name	Check Date	Check Amount	Type	Void
Porter & Allison, Inc.	09/06/18	16,872.22	C	N
9-100-600-550-000-412 - 550.000.Audit/Accounting Se		16,872.22		

## Check #:00004672

Vendor Name	Check Date	Check Amount	Type	Void
RELUCTANT FISHERMAN	09/06/18	358.00	C	N
9-280-500-220-000-420 - 220.000.Staff Travel		358.00		

# Accounts Payable Details

September 2018

## Check #:00004673

Vendor Name	Check Date	Check Amount	Type	Void
Richardson Heather	09/06/18	10.00	C	N
9-100-600-550-000-491 - 550.000.Dues and Fees		10.00		

## Check #:00004674

Vendor Name	Check Date	Check Amount	Type	Void
SCHOLASTIC CLASSROOM MAGAZINES	09/06/18	74.14	C	N
9-100-300-100-000-471 - 100.000.Textbooks		74.14		

## Check #:00004675

Vendor Name	Check Date	Check Amount	Type	Void
TSA CONSULTING GROUP INC.	09/06/18	50.00	C	N
9-100-600-550-000-491 - 550.000.Dues and Fees		50.00		

## Check #:00004676

Vendor Name	Check Date	Check Amount	Type	Void
Torgerson Laura	09/06/18	120.00	C	N
9-710-000-700-956-R30 - 700.Swimming*.Reg. Season Travel		120.00		

## Check #:00004677

Vendor Name	Check Date	Check Amount	Type	Void
Viking Marine Supply	09/06/18	20.98	C	N
9-100-600-600-000-450 - 600.000.Supplies and Materi		20.98		

## Check #:00004678

Vendor Name	Check Date	Check Amount	Type	Void
Warga Chatham	09/06/18	120.00	C	N
9-710-000-700-956-R30 - 700.Swimming*.Reg. Season Travel		120.00		

## Check #:00004679

Vendor Name	Check Date	Check Amount	Type	Void
ALASKA ASSN OF SCH LIBRARIANS	09/12/18	495.00	C	N
9-100-300-100-000-450 - 100.000.Supplies and Materi		495.00		

## Check #:00004680

Vendor Name	Check Date	Check Amount	Type	Void
Ace Hardware	09/12/18	1,925.12	C	N
9-100-010-100-000-450 - 100.000.Supplies and Materi		252.83		
9-100-600-600-000-450 - 600.000.Supplies and Materi		1,672.29		

## Check #:00004681

Vendor Name	Check Date	Check Amount	Type	Void
Alaska Restaurant Supply	09/12/18	1,488.75	C	N
9-249-600-000-304-100 - 000.Share our Strength.Federal Sources -		1,488.75		

# Accounts Payable Details

September 2018

## Check #:00004682

Vendor Name	Check Date	Check Amount	Type	Void
Budget Rent a Car- Anchorage	09/12/18	155.22	C	N
9-240-000-350-000-420 - 350.000.Staff Travel		155.22		

## Check #:00004683

Vendor Name	Check Date	Check Amount	Type	Void
CARGILL KITCHEN SOLUTIONS	09/12/18	218.72	C	N
9-255-600-790-000-459 - 790.000.Food		218.72		

## Check #:00004684

Vendor Name	Check Date	Check Amount	Type	Void
IXL MATH	09/12/18	2,363.00	C	N
9-100-300-100-000-471 - 100.000.Textbooks		2,363.00		

## Check #:00004685

Vendor Name	Check Date	Check Amount	Type	Void
NET LOFT THE	09/12/18	222.79	C	N
9-100-010-100-000-450 - 100.000.Supplies and Materi		87.70		
9-100-010-160-000-450 - 160.000.Supplies and Materi		135.09		

## Check #:00004686

Vendor Name	Check Date	Check Amount	Type	Void
NORTH STAR LUMBER CO	09/12/18	1,132.11	C	N
9-100-010-100-000-450 - 100.000.Supplies and Materi		.69		
9-100-600-600-000-442 - 600.000.Building Repair/Mai		1,131.42		

## Check #:00004687

Vendor Name	Check Date	Check Amount	Type	Void
NORTHERN LIGHTS ELECTRICAL	09/12/18	3,065.00	C	N
9-100-600-600-000-442 - 600.000.Building Repair/Mai		3,065.00		

## Check #:00004688

Vendor Name	Check Date	Check Amount	Type	Void
SEAMAN S HARDWARE	09/12/18	37.05	C	N
9-255-600-790-000-490 - 790.000.Other Expenses		37.05		

## Check #:00004689

Vendor Name	Check Date	Check Amount	Type	Void
Simplot Foods	09/12/18	209.95	C	N
9-255-600-790-000-459 - 790.000.Food		209.95		

# Accounts Payable Details

September 2018

## Check #:00004690

Vendor Name	Check Date	Check Amount	Type	Void
Taylor Nate	09/12/18	120.00	C	N
9-710-000-700-947-R30 - 700.HS Wrestling*.Reg. Season Travel		120.00		

## Check #:00004691

Vendor Name	Check Date	Check Amount	Type	Void
Ammerman Kayti	09/19/18	10.00	C	N
9-100-600-550-000-491 - 550.000.Dues and Fees		10.00		

## Check #:00004692

Vendor Name	Check Date	Check Amount	Type	Void
Anderson Carmen	09/19/18	120.00	C	N
9-710-000-700-944-R32 - 700.Cross Country*.Post-Season Travel		120.00		

## Check #:00004693

Vendor Name	Check Date	Check Amount	Type	Void
BOURGEOIS SUSAN	09/19/18	177.00	C	N
9-710-000-700-997-R30 - 700.HS Volleyball*.Reg. Season Travel		177.00		

## Check #:00004694

Vendor Name	Check Date	Check Amount	Type	Void
Budget Rent a Car- Anchorage	09/19/18	49.52	C	N
9-710-000-700-940-R30 - 700.General Athletic.Reg. Season Travel		49.52		

## Check #:00004695

Vendor Name	Check Date	Check Amount	Type	Void
Corrao Charles	09/19/18	400.00	C	N
9-100-010-100-000-411 - 100.000.Instructional Servi		400.00		

## Check #:00004696

Vendor Name	Check Date	Check Amount	Type	Void
Criminal Information Services, Inc.	09/19/18	306.00	C	N
9-100-600-550-000-490 - 550.000.Other Expenses		306.00		

## Check #:00004697

Vendor Name	Check Date	Check Amount	Type	Void
HAMBERGER JEFF	09/19/18	45.00	C	N
9-710-000-700-944-R40 - 700.Cross Country*.Other Expenses - Re		45.00		

## Check #:00004698

Vendor Name	Check Date	Check Amount	Type	Void
HAMBERGER JEFF	09/19/18	120.00	C	N
9-710-000-700-944-R32 - 700.Cross Country*.Post-Season Travel		120.00		

# Accounts Payable Details

September 2018

## Check #:00004699

Vendor Name	Check Date	Check Amount	Type	Void
Harris, Jacqueline	09/19/18	58.00	C	N
9-100-600-550-000-491 - 550.000.Dues and Fees		58.00		

## Check #:00004700

Vendor Name	Check Date	Check Amount	Type	Void
NET LOFT THE	09/19/18	80.52	C	N
9-100-010-160-000-450 - 160.000.Supplies and Materi		80.52		

## Check #:00004701

Vendor Name	Check Date	Check Amount	Type	Void
NatureSeal, Inc.	09/19/18	321.45	C	N
9-255-600-790-000-479 - 790.000.Other Supplies/Mate		321.45		

## Check #:00004702

Vendor Name	Check Date	Check Amount	Type	Void
Pete's Treats	09/19/18	75.00	C	N
9-100-600-512-000-450 - 512.000.Supplies and Materi		75.00		

## Check #:00004703

Vendor Name	Check Date	Check Amount	Type	Void
REGION III ASAA	09/19/18	183.00	C	N
9-710-000-700-947-R40 - 700.HS Wrestling*.Other Expenses - Re		66.00		
9-710-000-700-956-R40 - 700.Swimming*.Other Expenses - Re		117.00		

## Check #:00004704

Vendor Name	Check Date	Check Amount	Type	Void
SAMSON TUG & BARGE COMPANY INC	09/19/18	1,235.59	C	N
9-710-000-700-940-R40 - 700.General Athletic.Other Expenses - Re		1,235.59		

## Check #:00004705

Vendor Name	Check Date	Check Amount	Type	Void
TYSON FOODS	09/19/18	641.04	C	N
9-255-500-790-965-459 - 790.Purchased.Food		641.04		

## Check #:00004706

Vendor Name	Check Date	Check Amount	Type	Void
The Lakefront Anchorage	09/19/18	567.00	C	N
9-240-000-350-000-420 - 350.000.Staff Travel		567.00		

## Check #:00004707

Vendor Name	Check Date	Check Amount	Type	Void
SOLDOTNA HIGH SCHOOL	09/20/18	240.00	C	V
9-710-000-700-944-R32 - 700.Cross Country*.Post-Season Travel		240.00		

# Accounts Payable Details

September 2018

## Check #:00004708

Vendor Name	Check Date	Check Amount	Type	Void
ADS Advanced Data Services. Inc.	09/25/18	7,980.00	C	N
9-100-600-350-720-410 - 350.Technology.Professional/Techni		7,980.00		

## Check #:00004709

Vendor Name	Check Date	Check Amount	Type	Void
AML	09/25/18	750.89	C	N
9-255-600-790-000-479 - 790.000.Other Supplies/Mate		750.89		

## Check #:00004710

Vendor Name	Check Date	Check Amount	Type	Void
Ammerman Kayti	09/25/18	120.00	C	N
9-710-000-700-944-R32 - 700.Cross Country*.Post-Season Travel		120.00		

## Check #:00004711

Vendor Name	Check Date	Check Amount	Type	Void
Anderson Carmen	09/25/18	120.00	C	N
9-710-000-700-944-R32 - 700.Cross Country*.Post-Season Travel		120.00		

## Check #:00004712

Vendor Name	Check Date	Check Amount	Type	Void
Baenen John	09/25/18	160.00	C	N
9-710-000-700-956-R30 - 700.Swimming*.Reg. Season Travel		160.00		

## Check #:00004713

Vendor Name	Check Date	Check Amount	Type	Void
Bartlett High School	09/25/18	120.00	C	N
9-710-000-700-944-R40 - 700.Cross Country*.Other Expenses - Re		120.00		

## Check #:00004714

Vendor Name	Check Date	Check Amount	Type	Void
CAMTU CENTER	09/25/18	39.69	C	N
9-100-010-100-000-450 - 100.000.Supplies and Materi		39.69		

## Check #:00004715

Vendor Name	Check Date	Check Amount	Type	Void
CORDOVA ELECTRIC CO-OP INC	09/25/18	11,850.26	C	N
9-100-010-600-000-436 - 600.000.Electricity		4,777.03		
9-100-300-600-000-436 - 600.000.Electricity		7,073.23		

## Check #:00004716

Vendor Name	Check Date	Check Amount	Type	Void
Edmentum	09/25/18	75.65	C	N
9-100-010-100-000-471 - 100.000.Textbooks		75.65		

# Accounts Payable Details

September 2018

## Check #:00004717

Vendor Name	Check Date	Check Amount	Type	Void
HAMBERGER JEFF	09/25/18	120.00	C	N
9-710-000-700-944-R32 - 700.Cross Country*.Post-Season Travel		120.00		

## Check #:00004718

Vendor Name	Check Date	Check Amount	Type	Void
Hub International Northwest LLC	09/25/18	3,635.87	C	N
9-100-600-550-000-447 - 550.000.Liability Insurance		3,635.87		

## Check #:00004719

Vendor Name	Check Date	Check Amount	Type	Void
J.W. PEPPER AND SON INC.	09/25/18	524.99	C	N
9-710-000-700-937-F40 - 700.Music.Other Expenses - Fu		524.99		

## Check #:00004720

Vendor Name	Check Date	Check Amount	Type	Void
LAURA S	09/25/18	100.00	C	N
9-710-000-700-942-F40 - 700.HS Student Council.Other Expenses -		100.00		

## Check #:00004721

Vendor Name	Check Date	Check Amount	Type	Void
MORSE KATE	09/25/18	10.00	C	N
9-100-600-550-000-491 - 550.000.Dues and Fees		10.00		

## Check #:00004722

Vendor Name	Check Date	Check Amount	Type	Void
Navarro Ryan	09/25/18	160.00	C	V
9-710-000-700-997-R30 - 700.HS Volleyball*.Reg. Season Travel		160.00		

## Check #:00004723

Vendor Name	Check Date	Check Amount	Type	Void
PRINCE WM SOUND COMM COL-VDZ	09/25/18	33,309.66	C	N
9-100-010-100-000-410 - 100.000.Professional/Techni		33,309.66		

## Check #:00004724

Vendor Name	Check Date	Check Amount	Type	Void
Tok School Athletics	09/25/18	200.00	C	N
9-710-000-700-997-R40 - 700.HS Volleyball*.Other Expenses - Re		200.00		

## Check #:00004725

Vendor Name	Check Date	Check Amount	Type	Void
Adams Bertrand	09/26/18	160.00	C	N
9-710-000-700-951-R30 - 700.JH Boys Basketball.Reg. Season Trave		160.00		

# Accounts Payable Details

September 2018

## Check #:00004726

Vendor Name	Check Date	Check Amount	Type	Void
Alaska Institute for Justice	09/26/18	11,212.05	C	N
9-268-600-100-000-450 - 100.000.Supplies and Materi		11,212.05		

## Check #:00004727

Vendor Name	Check Date	Check Amount	Type	Void
Andrew Kristy	09/26/18	12.20	C	N
9-100-600-550-000-490 - 550.000.Other Expenses		12.20		

## Check #:00004728

Vendor Name	Check Date	Check Amount	Type	Void
BOURGEOIS SUSAN	09/26/18	160.00	C	N
9-710-000-700-997-R30 - 700.HS Volleyball*.Reg. Season Travel		160.00		

## Check #:00004729

Vendor Name	Check Date	Check Amount	Type	Void
Baez Maximina	09/26/18	58.00	C	N
9-100-600-550-000-491 - 550.000.Dues and Fees		58.00		

## Check #:00004730

Vendor Name	Check Date	Check Amount	Type	Void
Borst Jake	09/26/18	160.00	C	N
9-710-000-700-951-R30 - 700.JH Boys Basketball.Reg. Season Trave		160.00		

## Check #:00004731

Vendor Name	Check Date	Check Amount	Type	Void
HAMBERGER JEFF	09/26/18	300.00	C	N
9-710-000-700-944-F40 - 700.Cross Country*.Other Expenses - Fu		300.00		

## Check #:00004732

Vendor Name	Check Date	Check Amount	Type	Void
Macomb Piano Service	09/26/18	504.00	C	N
9-100-010-100-000-410 - 100.000.Professional/Techni		336.00		
9-100-300-100-000-410 - 100.000.Professional/Techni		168.00		

## Check #:00004733

Vendor Name	Check Date	Check Amount	Type	Void
NATIONAL FOOD GROUP	09/26/18	522.80	C	N
9-255-500-790-965-459 - 790.Purchased.Food		522.80		

## Check #:00004734

Vendor Name	Check Date	Check Amount	Type	Void
Nikolaevsk School	09/26/18	240.00	C	N
9-710-000-700-944-R40 - 700.Cross Country*.Other Expenses - Re		240.00		

# Accounts Payable Details

September 2018

## Check #:00004735

Vendor Name	Check Date	Check Amount	Type	Void
Peebles Michelle	09/26/18	170.00	C	N
9-710-000-700-997-R30 - 700.HS Volleyball*.Reg. Season Travel		170.00		

## Check #:00004736

Vendor Name	Check Date	Check Amount	Type	Void
Richardson Heather	09/26/18	160.00	C	N
9-710-000-700-952-R30 - 700.JH Girls Basketbal.Reg. Season Trave		160.00		

## Check #:00004737

Vendor Name	Check Date	Check Amount	Type	Void
SISON ALICIA	09/26/18	58.00	C	N
9-100-600-550-000-491 - 550.000.Dues and Fees		58.00		

## Check #:00004753

Vendor Name	Check Date	Check Amount	Type	Void
TEACHERS RETIREMENT SYSTEM	09/30/18	39,258.42	M	N
9-100-000-000-000-722 - 000.000.TEACHERS RETIREMENT SYSTEM		39,258.42		

## Check #:00004754

Vendor Name	Check Date	Check Amount	Type	Void
PUBLIC EMPLOYEES RETIREMENT	09/30/18	29,190.39	M	N
9-100-000-000-000-721 - 000.000.PUBLIC EMPLOYEES RETIREMENT		29,190.39		

## Check #:00004755

Vendor Name	Check Date	Check Amount	Type	Void
INTERNAL REVENUE SERVICE	09/30/18	46,505.83	M	N
9-100-000-000-000-726 - 000.000.FEDERAL WITHHOLDING TAX		24,614.71		
9-100-000-000-000-729 - 000.000.FICA/MEDICARE CONTRIBUTIONS		21,891.12		

## Check #:00004756

Vendor Name	Check Date	Check Amount	Type	Void
AFLAC	09/30/18	340.03	C	N
9-100-000-000-000-730 - 000.000.AFLAC CONTRIBUTION		340.03		

## Check #:00004757

Vendor Name	Check Date	Check Amount	Type	Void
AMERICAN FUNDS GROUP	09/30/18	250.00	C	N
9-100-000-000-000-738 - 000.000.PRUDENTIAL LIFE INSURANCE		250.00		

## Check #:00004758

Vendor Name	Check Date	Check Amount	Type	Void
American Fidelity Assurance Co.	09/30/18	1,851.34	C	N
9-100-000-000-000-730 - 000.000.AFLAC CONTRIBUTION		1,851.34		

# Accounts Payable Details

September 2018

## Check #:00004759

Vendor Name	Check Date	Check Amount	Type	Void
American Fidelity Assurance Co.	09/30/18	1,685.74	C	N
9-100-000-000-000-730 - 000.000.AFLAC CONTRIBUTION		1,685.74		

## Check #:00004760

Vendor Name	Check Date	Check Amount	Type	Void
CEA TREASURER	09/30/18	2,040.00	C	N
9-100-000-000-000-736 - 000.000.AEA/CEA/NEA DUES		2,040.00		

## Check #:00004761

Vendor Name	Check Date	Check Amount	Type	Void
Mutual of Omaha	09/30/18	531.00	C	N
9-100-000-000-000-727 - 000.000.HEALTH & LIFE INSURANCE		531.00		

## Check #:00004762

Vendor Name	Check Date	Check Amount	Type	Void
Public Education Health Trust	09/30/18	95,689.34	C	N
9-100-000-000-000-727 - 000.000.HEALTH & LIFE INSURANCE		95,689.34		

## Check #:00004763

Vendor Name	Check Date	Check Amount	Type	Void
TSA CONSULTING GROUP INC.	09/30/18	11,150.31	C	N
9-100-000-000-000-733 - 000.000.457 (b) CONTRIBUTION		4,800.31		
9-100-000-000-000-734 - 000.000.TAX SHELTERED ANNUITIES		6,350.00		

## Check #:00100561

Vendor Name	Check Date	Check Amount	Type	Void
ADAMS DEBRA	09/06/18	10.00	A	N
9-100-600-550-000-491 - 550.000.Dues and Fees		10.00		

## Check #:00100562

Vendor Name	Check Date	Check Amount	Type	Void
CORDES MERLIN	09/06/18	160.00	A	N
9-710-000-700-997-R40 - 700.HS Volleyball*.Other Expenses - Re		160.00		

## Check #:00100563

Vendor Name	Check Date	Check Amount	Type	Void
Christian Tammy	09/06/18	120.00	A	N
9-710-000-700-997-R40 - 700.HS Volleyball*.Other Expenses - Re		120.00		

## Check #:00100564

Vendor Name	Check Date	Check Amount	Type	Void
Dahill Tommy	09/06/18	10.00	A	N
9-100-600-550-000-491 - 550.000.Dues and Fees		10.00		

# Accounts Payable Details

September 2018

## Check #:00100565

Vendor Name	Check Date	Check Amount	Type	Void
HANSON LAURA	09/06/18	120.00	A	N
9-710-000-700-956-R30 - 700.Swimming*.Reg. Season Travel		120.00		

## Check #:00100566

Vendor Name	Check Date	Check Amount	Type	Void
PEGAU CATHY	09/06/18	119.94	A	N
9-100-300-100-000-450 - 100.000.Supplies and Materi		119.94		

## Check #:00100567

Vendor Name	Check Date	Check Amount	Type	Void
Roundabout Investments Inc.	09/06/18	475.00	A	N
9-710-000-700-908-R40 - 700.District Technolog.Other Expenses -		475.00		

## Check #:00100568

Vendor Name	Check Date	Check Amount	Type	Void
SORENSEN RICHARD K	09/06/18	10.00	A	N
9-100-600-550-000-491 - 550.000.Dues and Fees		10.00		

## Check #:00100569

Vendor Name	Check Date	Check Amount	Type	Void
JEWELL BARB	09/12/18	120.00	A	N
9-100-600-511-000-420 - 511.000.Staff Travel		120.00		

## Check #:00100570

Vendor Name	Check Date	Check Amount	Type	Void
LYNDEN TRANSPORT INC.	09/12/18	2,229.28	A	N
9-255-600-790-000-459 - 790.000.Food		518.50		
9-255-600-790-000-460 - 790.000.Milk		1,789.01		
9-256-000-790-000-459 - 790.000.Food		-78.23		

## Check #:00100571

Vendor Name	Check Date	Check Amount	Type	Void
SMYKE ANITA	09/12/18	60.00	A	N
9-100-600-550-000-491 - 550.000.Dues and Fees		60.00		

## Check #:00100572

Vendor Name	Check Date	Check Amount	Type	Void
Westing, Lance	09/12/18	10.00	A	N
9-100-600-550-000-491 - 550.000.Dues and Fees		10.00		

# Accounts Payable Details

September 2018

## Check #:00100573

Vendor Name	Check Date	Check Amount	Type	Void
Clark Brian	09/19/18	36.90	A	N
9-710-000-700-942-R30 - 700.HS Student Council.Reg. Season Trave		36.90		

## Check #:00100574

Vendor Name	Check Date	Check Amount	Type	Void
HANSON LAURA	09/19/18	84.04	A	N
9-710-000-700-956-R30 - 700.Swimming*.Reg. Season Travel		84.04		

## Check #:00100575

Vendor Name	Check Date	Check Amount	Type	Void
NORTHSTAR NETWORKING	09/19/18	2,000.00	A	N
9-100-010-350-720-410 - 350.Technology.Professional/Techni		1,000.00		
9-100-300-350-720-410 - 350.Technology.Professional/Techni		1,000.00		

## Check #:00100576

Vendor Name	Check Date	Check Amount	Type	Void
CARPENTER GRETCHEN	09/25/18	153.00	A	N
9-100-300-350-000-420 - 350.000.Staff Travel		153.00		

## Check #:00100577

Vendor Name	Check Date	Check Amount	Type	Void
Greenwood, Janelle	09/25/18	160.00	A	N
9-710-000-700-997-R30 - 700.HS Volleyball*.Reg. Season Travel		160.00		

## Check #:00100578

Vendor Name	Check Date	Check Amount	Type	Void
HANSON LAURA	09/25/18	160.00	A	N
9-710-000-700-956-R30 - 700.Swimming*.Reg. Season Travel		160.00		

## Check #:00100579

Vendor Name	Check Date	Check Amount	Type	Void
LYNDEN TRANSPORT INC.	09/25/18	2,757.21	A	N
9-255-500-790-965-459 - 790.Purchased.Food		770.05		
9-255-600-790-000-459 - 790.000.Food		1,629.69		
9-255-600-790-000-460 - 790.000.Milk		683.48		
9-256-000-790-000-459 - 790.000.Food		-326.01		

## Check #:00100580

Vendor Name	Check Date	Check Amount	Type	Void
Lawson Kaye	09/25/18	4,960.00	A	N
9-100-010-220-000-420 - 220.000.Staff Travel		2,480.00		
9-100-300-220-000-420 - 220.000.Staff Travel		2,480.00		

## Accounts Payable Details

September 2018

### Check #:00100581

Vendor Name	Check Date	Check Amount	Type	Void
Pearson Joshua	09/25/18	153.00	A	N
9-100-600-600-000-420 - 600.000.Staff Travel		153.00		

### Check #:00100582

Vendor Name	Check Date	Check Amount	Type	Void
Roundabout Investments Inc.	09/25/18	475.00	A	N
9-710-000-700-908-F40 - 700.District Technolog.Other Expenses -		475.00		

### Check #:00100583

Vendor Name	Check Date	Check Amount	Type	Void
Vogel Hailey	09/25/18	153.00	A	N
9-100-300-350-000-420 - 350.000.Staff Travel		153.00		

### Check #:09262018

Vendor Name	Check Date	Check Amount	Type	Void
		0.00		
		0.00		

### Check #:66266344

Vendor Name	Check Date	Check Amount	Type	Void
KONICA MINOLTA PREMIER FINANCE	09/20/18	372.64	E	N
9-100-010-400-000-440 - 400.000.Other Purchased Ser		372.64		

### Total (Including Voids)

Bank No	Check Amount
01	527,299.48
AC	14,536.37
<b>Sum:</b>	<b>541,835.85</b>

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

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

**Cordova High School**

**Location: 010**

**Assigned To: Katherine Williams**

**Name on Card: Catherine A Williams**

**Card: 10**

08/28/18	AMHS WEB RESERVATION	-78.00		credit due # 1379303	9-710-000-700-944-R30	
	1 ALASKA MARINE HIGHWAY SYSTEM				700.Cross Country*.Reg. Season Travel	
08/28/18	AMHS WEB RESERVATION	-78.00		credit due xc 1379303	9-710-000-700-944-R30	
	1 ALASKA MARINE HIGHWAY SYSTEM				700.Cross Country*.Reg. Season Travel	
09/03/18	ANNUAL CARD FEE	25.00		yearly fee gayles card	9-100-600-550-000-491	
	531 BANK OF AMERICA				550.000.Dues and Fees	
09/05/18	ALASKA AIR 027218340	389.19		akair-CRLRXS-t.christian-VB-	9-710-000-700-997-R40	
	301 ALASKA AIRLINES INC				700.HS Volleyball*.Other Expenses - Re	
09/05/18	ALASKA AIR 027218340	149.60		akair-czzngb/mead/bbregional	9-710-000-700-945-R40	
	301 ALASKA AIRLINES INC				700.HS Girls Basketbal.Other Expenses -	
09/05/18	ALASKA AIR 027218340	149.59		akair-czzngb/mead/bbregional	9-710-000-700-949-R40	
	301 ALASKA AIRLINES INC				700.HS Boys Basketball.Other Expenses -	

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>						
09/05/18	ALASKA AIR 027218340	149.60		akair-ofugit-mccourt-bbregic	9-710-000-700-945-R40	
	301 ALASKA AIRLINES INC				700.HS Girls Basketbal.Other Expenses	-
09/05/18	ALASKA AIR 027218340	149.59		akair-daedmt-phyllis butler,	9-710-000-700-945-R40	
	301 ALASKA AIRLINES INC				700.HS Girls Basketbal.Other Expenses	-
09/05/18	ALASKA AIR 027218340	149.60		akair-daedmt-phyllis butler,	9-710-000-700-945-R40	
	301 ALASKA AIRLINES INC				700.HS Girls Basketbal.Other Expenses	-
09/05/18	ALASKA AIR 027218340	149.59		akair-ofugit-mccourt-bbregic	9-710-000-700-949-R40	
	301 ALASKA AIRLINES INC				700.HS Boys Basketball.Other Expenses	-
09/06/18	AMHS WEB RESERVATION	2,234.00		amhs-1384559-XC-9-7-18-palme	9-710-000-700-944-R30	
	1 ALASKA MARINE HIGHWAY SYSTEM				700.Cross Country*.Reg. Season Travel	
09/06/18	AMHS WEB RESERVATION	408.00		amhs-1386626-vb-fastferry-9-	9-710-000-700-997-R40	
	1 ALASKA MARINE HIGHWAY SYSTEM				700.HS Volleyball*.Other Expenses - Re	

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>						
09/07/18	ALASKA VO TEC CTR AVI 100642 ALASKA VOCATIONAL TECH CENTER	300.00		3-student register/plus sup	9-100-010-100-000-471 100.000.Textbooks	
09/07/18	ALASKA VO TEC CTR AVI 100642 ALASKA VOCATIONAL TECH CENTER	300.00		3-student register/nautical	9-100-010-100-000-471 100.000.Textbooks	
09/12/18	AMHS WEB RESERVATION 1 ALASKA MARINE HIGHWAY SYSTEM	1,686.00		amhs-1386815-swim-9-14-15-ha	9-710-000-700-956-R30 700.Swimming*.Reg. Season Travel	
09/19/18	AMHS WEB RESERVATION 1 ALASKA MARINE HIGHWAY SYSTEM	1,961.00		amhs-1389581-xc-regionals-9-	9-710-000-700-944-R32 700.Cross Country*.Post-Season Travel	
09/21/18	ALASKA AIR 02721851E 301 ALASKA AIRLINES INC	110.01		9-23-18-VB-fast ferry/refere	9-710-000-700-997-R40 700.HS Volleyball*.Other Expenses - Re	
09/24/18	AMHS WEB RESERVATION 1 ALASKA MARINE HIGHWAY SYSTEM	1,298.00		amhs-1393110-tok-VB-9-27	9-710-000-700-997-R30 700.HS Volleyball*.Reg. Season 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>						
09/24/18	AMHS WEB RESERVATION	531.00		amhs-1393110-swim-9-27-valde	9-710-000-700-956-R30	
	1 ALASKA MARINE HIGHWAY SYSTEM				700.Swimming*.Reg. Season Travel	
09/25/18	BEST WESTERN KING SAI	188.68		XC-reg/soldotna/credit PO	9-710-000-700-944-R32	
	977 BEST WESTERN KING SALMON MOTEL				700.Cross Country*.Post-Season Travel	
09/25/18	BEST WESTERN KING SAI	188.68		XC/reg/soldotna/credit /POpa	9-710-000-700-944-R32	
	977 BEST WESTERN KING SALMON MOTEL				700.Cross Country*.Post-Season Travel	
09/25/18	BEST WESTERN KING SAI	188.68		XC/reg/soldotna/credit/POpa	9-710-000-700-944-R32	
	977 BEST WESTERN KING SALMON MOTEL				700.Cross Country*.Post-Season Travel	
09/25/18	BEST WESTERN KING SAI	188.68		XC/reg/hotel/credit due for	9-710-000-700-944-R32	
	977 BEST WESTERN KING SALMON MOTEL				700.Cross Country*.Post-Season Travel	
09/25/18	BEST WESTERN KING SAI	188.68		XC/reg/soldotna/credit/POpa	9-710-000-700-944-R32	
	977 BEST WESTERN KING SALMON MOTEL				700.Cross Country*.Post-Season 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>						
09/26/18	AMHS WEB RESERVATION	353.00		amhs-1393110-van add on upd	9-710-000-700-956-R30	
	1 ALASKA MARINE HIGHWAY SYSTEM				700.Swimming*.Reg. Season Travel	
09/26/18	AMHS WEB RESERVATION	1,836.00		state/XC/bartlett/anc/9-28-1	9-710-000-700-944-R32	
	1 ALASKA MARINE HIGHWAY SYSTEM				700.Cross Country*.Post-Season Travel	
09/26/18	ASDN/ACSA	250.00		2018-19 hs annual princ conf	9-266-000-350-000-491	
	500 ALASKA ASSOC OF SEC SCH PRINC				350.000.Dues and Fees	
	<b>Card Total:</b>	<b>13,366.17</b>				

Signed: \_\_\_\_\_ Approved By: \_\_\_\_\_  
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Indicate missing receipts/invoices and any other problems:  
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 3.

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

Date	External Vendor Name Vendor No/Name	Amount	Actual Amt	Description	Account Number Account Description	Actual Account
08/27/18	NICHOLS` BACKDOOR COM 88 NICHOLS BACKDOOR COMPANY	69.64		#3082799-fs supplies/sandie	9-255-600-790-000-459 790.000.Food	
08/27/18	AIM ADVENTURE U 3867 One time Vendor	75.00		v-aim adventure/hottinger/or	9-100-010-160-000-450 160.000.Supplies and Materi	
08/27/18	SHORESIDE PETROLEUM I 101813 SHORESIDE PETROLEUM-SEWARD	88.11		maint fuel/23.59gal@3.735//€	9-100-600-600-000-450 600.000.Supplies and Materi	
08/27/18	AMZ*Fabric.com 3867 One time Vendor	178.84		v-fabric.com/online/home ec	9-100-010-160-000-450 160.000.Supplies and Materi	
08/27/18	NICHOLS` BACKDOOR COM 88 NICHOLS BACKDOOR COMPANY	126.10		#3088866-inservice supplies	9-100-600-512-000-450 512.000.Supplies and Materi	
08/27/18	Amazon.com 101485 AMAZON ONLINE ORDERING	86.22		floss/org/binder/hottinger	9-100-010-160-000-450 160.000.Supplies and Materi	

**District**  
**Location: 600**  
**Assigned To: Alexander Russin**  
**Name on Card:**  
**Card: 13**

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: 10/11/18 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:</b>						
<b>Card: 13</b>						
08/27/18	NICHOLS` BACKDOOR COM 88 NICHOLS BACKDOOR COMPANY	25.00		#3082801-fs/sandie p	9-255-600-790-000-460 790.000.Milk	
08/27/18	NICHOLS` BACKDOOR COM 88 NICHOLS BACKDOOR COMPANY	28.48		#3081953-fs/sandie p	9-255-600-790-000-459 790.000.Food	
08/27/18	NICHOLS` BACKDOOR COM 88 NICHOLS BACKDOOR COMPANY	51.73		#3081232-fs/sandie p	9-255-600-790-000-459 790.000.Food	
08/27/18	NICHOLS` BACKDOOR COM 88 NICHOLS BACKDOOR COMPANY	45.47		#3082436-summer sch supplies	9-100-300-200-000-450 200.000.Supplies and Materi	
08/27/18	NICHOLS` BACKDOOR COM 88 NICHOLS BACKDOOR COMPANY	296.95		#3087842-inservice supplies	9-100-600-512-000-450 512.000.Supplies and Materi	
08/28/18	AMZN Mktp US 101485 AMAZON ONLINE ORDERING	108.30		hottinger/sakura/palette s	9-100-010-160-000-450 160.000.Supplies and Materi	

Signed: \_\_\_\_\_ Approved By: \_\_\_\_\_  
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Indicate missing receipts/invoices and any other problems:  
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 Date Printed: 10/11/18 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:</b>						
<b>Card: 13</b>						
08/28/18	J W PEPPER AND SON IN 1511 J.W. PEPPER AND SON INC.	571.79		pepper/music/winter concert	9-100-010-100-000-471 100.000.Textbooks	
08/28/18	ALASKA AIR 027218266 301 ALASKA AIRLINES INC	203.60		akair-camilleH/evals/9-26-18	9-100-300-220-000-420 220.000.Staff Travel	
08/28/18	ALASKA AIR 027218266 301 ALASKA AIRLINES INC	203.60		akair-camilleH/evals/9-26-18	9-100-010-220-000-420 220.000.Staff Travel	
08/28/18	Amazon.com 101485 AMAZON ONLINE ORDERING	100.96		polyfil/floss/hottinger	9-100-010-160-000-450 160.000.Supplies and Materi	
08/29/18	AMZN Mktp US 101485 AMAZON ONLINE ORDERING	9.12		mte/rodriques/supplies	9-100-300-100-000-450 100.000.Supplies and Materi	
08/29/18	AMAZON.COM AMZN.COM/E 101485 AMAZON ONLINE ORDERING	121.67		r.ammerman/hs/books	9-100-010-100-000-471 100.000.Textbooks	

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
08/29/18	GALAXY SPORT LLC 3867 One time Vendor	275.00		v-galaxysport/hanson/caps	9-710-000-700-956-R40 700.Swimming*.Other Expenses - Re	
08/29/18	GRAINGER 6262 Grainger	1,073.00		graing-pearson/locks	9-100-600-600-000-450 600.000.Supplies and Materi	
08/29/18	HOBART ESTORE 5061 Hobart Service	308.93		hobart/ponte/oven gasket/mte	9-255-600-790-000-450 790.000.Supplies and Materi	
08/29/18	SWIMOUTLET.COM 752 Swim Outlet	718.94		swimoutlet/hanson/teamsuits	9-710-000-700-956-R40 700.Swimming*.Other Expenses - Re	
08/30/18	AMAZON.COM AMZN.COM/E 101485 AMAZON ONLINE ORDERING	59.88		mte/wipes/supplies/anderson	9-100-300-100-000-450 100.000.Supplies and Materi	
08/30/18	ALASKA AIR 027218303 301 ALASKA AIRLINES INC	359.20		akair/vargas/migrant/anc/9-4	9-240-000-350-000-420 350.000.Staff Travel	

**District**  
**Location: 600**  
**Assigned To: Alexander Russin**  
**Name on Card:**  
**Card: 13**

Signed: \_\_\_\_\_ Approved By: \_\_\_\_\_  
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Indicate missing receipts/invoices and any other problems:  
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 Date Printed: 10/11/18 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
08/30/18	K12*INC 3867 One time Vendor	-450.00		v-K-12-corrao/canceled	9-100-010-100-000-450 100.000.Supplies and Materi	
08/31/18	CHARLIES PRODUCE 101259 CHARLIES PRODUCE	156.29		char-8727737-lyn-6319101	9-255-600-790-000-459 790.000.Food	
08/31/18	SPEEDOUSA.COM 3867 One time Vendor	81.95		v-speedo/hanson/teamsuit	9-710-000-700-956-R40 700.Swimming*.Other Expenses - Re	
08/31/18	ALASKA AIR 027218310 301 ALASKA AIRLINES INC	40.00		akair/migrant/vargas/fee cha	9-240-000-350-000-420 350.000.Staff Travel	
08/31/18	AMZN MKTP US AMZN.COM 101485 AMAZON ONLINE ORDERING	789.00		hs/laptop/covers/zamudio	9-100-010-100-720-450 100.Technology.Supplies and Materi	
08/31/18	FSA - ANCHORAGE 799 FOOD SERVICES OF AMERICA	317.44		fsa-8828801-lyn-3530846	9-255-600-790-000-459 790.000.Food	

**District**  
**Location: 600**  
**Assigned To: Alexander Russin**  
**Name on Card:**  
**Card: 13**

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 Date Printed: 10/11/18 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
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**District**

**Location: 600**

**Assigned To: Alexander Russin**

**Name on Card:**

**Card: 13**

08/31/18	FSA - ANCHORAGE 799 FOOD SERVICES OF AMERICA	996.04		fsa-8828800-lyn-3530846	9-255-600-790-000-459 790.000.Food	
08/31/18	BLACK MOUNTAIN PRODUC 3867 One time Vendor	79.99		v-black mountain/dip stand/ε	9-100-010-100-000-450 100.000.Supplies and Materi	
08/31/18	TEACHERSPAYTEACHERS.C 3867 One time Vendor	406.00		v-teacherspayteachers/fritsc	9-100-010-100-000-471 100.000.Textbooks	
08/31/18	AMZN Mktp US 101485 AMAZON ONLINE ORDERING	184.32		amz/hottinger/pallette suppl	9-100-010-160-000-450 160.000.Supplies and Materi	
08/31/18	Amazon.com 101485 AMAZON ONLINE ORDERING	55.16		amz/calculus/werner/	9-100-010-100-000-471 100.000.Textbooks	
08/31/18	CHARLIES PRODUCE 101259 CHARLIES PRODUCE	341.87		char-8727737-lyn-6319101	9-256-000-790-000-459 790.000.Food	

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:</b>						
<b>Card: 13</b>						
08/31/18	FSA - ANCHORAGE 799 FOOD SERVICES OF AMERICA	356.20		fsa-8828800-lyn-3530846	9-255-600-790-000-479 790.000.Other Supplies/Mate	
08/31/18	IN *DESCON 3867 One time Vendor	209.00		v-descon-reuseable tags/pont	9-255-600-790-000-479 790.000.Other Supplies/Mate	
08/31/18	AMAZON.COM AMZN.COM/E 101485 AMAZON ONLINE ORDERING	12.38		amz/anderson/mte/supplies/fe	9-100-300-100-000-450 100.000.Supplies and Materi	
09/03/18	IXL 101651 IXL MATH	349.00		hill/renewal math online prc	9-100-010-100-000-471 100.000.Textbooks	
09/03/18	Amazon.com 101485 AMAZON ONLINE ORDERING	149.81		kammer/score books/hs/suppli	9-100-010-100-000-450 100.000.Supplies and Materi	
09/03/18	AMZ*Blick Art Materi 707 DICK BLICK COMPANY	218.97		dkblick/hottinger/supplies	9-100-010-160-000-450 160.000.Supplies and Materi	

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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**District**

**Location: 600**

**Assigned To: Alexander Russin**

**Name on Card:**

**Card: 13**

09/03/18	ATT* SERVICE 101243 AT & T	31.67	_____	att/supt sept	9-100-600-512-720-433 512.Technology.Communications	_____
09/03/18	ATT* SERVICE 101243 AT & T	26.85	_____	att/bus/sept	9-100-600-550-720-433 550.Technology.Communications	_____
09/03/18	ATT* SERVICE 101243 AT & T	23.48	_____	att-hs-sept	9-100-010-400-720-433 400.Technology.Communications	_____
09/03/18	ATT* SERVICE 101243 AT & T	23.07	_____	att-mte-sept	9-100-300-400-720-433 400.Technology.Communications	_____
09/03/18	ATT* SERVICE 101243 AT & T	21.74	_____	att/maint/sept	9-100-600-600-720-433 600.Technology.Communications	_____
09/03/18	ACE HARDWARE CORDOVA 4758 Ace Hardware	93.07	_____	alex/maint supplies/	9-100-600-600-000-452 600.000.Maintenance Supplie	_____

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
09/03/18	FLOCABULARY 3867 One time Vendor	96.00		v-flocabulary-moody-online	9-100-010-100-000-450 100.000.Supplies and Materi	
09/03/18	SPELLCITY 101641 SPELLING CITY	337.50		mte/online/program/	9-100-300-100-000-471 100.000.Textbooks	
09/04/18	Amazon.com 101485 AMAZON ONLINE ORDERING	61.14		kammer/rulebooks/hs/supplies	9-100-010-100-000-450 100.000.Supplies and Materi	
09/05/18	CORDOVA TELEPHONE 632 CORDOVA TELEPHONE CO-OP	6,495.00		mte internet	9-100-300-360-720-433 360.Technology.Communications	
09/05/18	CORDOVA TELEPHONE 632 CORDOVA TELEPHONE CO-OP	-10,392.00		credit for erate sept	9-100-000-901-000-047 901.000.eRate Revenue	
09/05/18	STARFALL EDUCATION 101640 STARFALL EDUCATION	270.00		starfall/hanson/renew/18-19	9-100-300-100-000-471 100.000.Textbooks	

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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**District**

**Location: 600**

**Assigned To: Alexander Russin**

**Name on Card:**

**Card: 13**

09/05/18	Amazon.com 101485 AMAZON ONLINE ORDERING	139.00		tagalog/spanish/immigrant bk	9-268-600-100-000-450 100.000.Supplies and Materi	
09/05/18	Amazon.com 101485 AMAZON ONLINE ORDERING	29.94		amz-tagalog/spanish/immigrar	9-268-600-100-000-450 100.000.Supplies and Materi	
09/05/18	CORDOVA TELEPHONE 632 CORDOVA TELEPHONE CO-OP	168.56		ctc/supt/share/sept	9-100-600-512-720-433 512.Technology.Communications	
09/05/18	CORDOVA TELEPHONE 632 CORDOVA TELEPHONE CO-OP	93.58		ctc/bus/share/sept	9-100-600-550-720-433 550.Technology.Communications	
09/05/18	CORDOVA TELEPHONE 632 CORDOVA TELEPHONE CO-OP	304.17		ctc/hs office/share/sept	9-100-010-400-720-433 400.Technology.Communications	
09/05/18	CORDOVA TELEPHONE 632 CORDOVA TELEPHONE CO-OP	101.39		ctc/hs instruct/share sept	9-100-010-350-720-433 350.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:</b>						
<b>Card: 13</b>						
09/05/18	CORDOVA TELEPHONE 632 CORDOVA TELEPHONE CO-OP	281.68		ctc/mte/office share/sept	9-100-300-400-720-433 400.Technology.Communications	
09/05/18	CORDOVA TELEPHONE 632 CORDOVA TELEPHONE CO-OP	93.88		ctc/mte/instruct/share/sept	9-100-300-350-720-433 350.Technology.Communications	
09/05/18	CORDOVA TELEPHONE 632 CORDOVA TELEPHONE CO-OP	317.10		ctc/maint/share/sept	9-100-600-600-720-433 600.Technology.Communications	
09/05/18	CORDOVA TELEPHONE 632 CORDOVA TELEPHONE CO-OP	6,495.00		hs internet	9-100-010-360-720-433 360.Technology.Communications	
09/06/18	AMAZON.COM AMZN.COM/E 101485 AMAZON ONLINE ORDERING	193.74		amz-corrao-midi drum pad/hs,	9-100-010-100-000-450 100.000.Supplies and Materi	
09/06/18	PAYPAL *YOGAOUTLETC 3867 One time Vendor	370.95		v-yoga-moody/hs	9-100-010-100-000-450 100.000.Supplies and Materi	

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:</b>						
<b>Card: 13</b>						
09/06/18	APL*APPLE ONLINE STOF 61 APPLE COMPUTER INC	998.00		apple/40comp bags/hs student	9-100-010-100-720-450 100.Technology.Supplies and Materi	
09/06/18	AMZN Mktp US 101485 AMAZON ONLINE ORDERING	6.65		amz-book-krysta/mte	9-100-300-100-000-471 100.000.Textbooks	
09/07/18	FIRESIDE BOOKS 6629 Fireside Books	631.05		battle of the books/supplies	9-100-300-100-000-450 100.000.Supplies and Materi	
09/07/18	Really Good * 1097 REALLY GOOD STUFF	11.99		rgs-poster selfie-vogel	9-100-300-100-000-450 100.000.Supplies and Materi	
09/07/18	CHARLIES PRODUCE 101259 CHARLIES PRODUCE	401.38		char-8729526-lyn-6322670	9-256-000-790-000-459 790.000.Food	
09/07/18	CHARLIES PRODUCE 101259 CHARLIES PRODUCE	278.40		char-8729526-lyn-6322670	9-255-600-790-000-459 790.000.Food	

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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:</b>						
<b>Card: 13</b>						
09/07/18	FSA - ANCHORAGE 799 FOOD SERVICES OF AMERICA	401.37		fsa-8843076-lyn-3530961	9-255-600-790-000-459 790.000.Food	
09/07/18	Scholastic Education 99062 SCHOLASTIC INC	102.33		schol-krysta-books-mte	9-100-300-100-000-471 100.000.Textbooks	
09/07/18	SHORESIDE PETROLEUM 1 910 SHORESIDE PETROLEUM INC.	1,132.96		mte-329.3gal@3.43//8-24-18	9-100-300-600-000-438 600.000.Fuel	
09/07/18	FSA - ANCHORAGE 799 FOOD SERVICES OF AMERICA	60.05		fsa-8843071-lyn-3530961	9-255-600-790-000-479 790.000.Other Supplies/Mate	
09/07/18	FSA - ANCHORAGE 799 FOOD SERVICES OF AMERICA	2,165.11		fsa-8843071-lyn-3530961	9-255-600-790-000-459 790.000.Food	
09/07/18	HOBART ESTORE 5061 Hobart Service	337.54		gasket/mte/oven/pearson	9-100-600-600-000-450 600.000.Supplies and Materi	

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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**District**

**Location: 600**

**Assigned To: Alexander Russin**

**Name on Card:**

**Card: 13**

09/10/18	BOVEY TROPHIES	221.72		bovey/kammerman/VB/trophies	9-710-000-700-997-R40	
	541 BOVEY TROPHIES				700.HS Volleyball*.Other Expenses - Re	
09/10/18	Amazon.com	90.77		amz/dcollins/sharpener/mte	9-100-300-220-000-450	
	101485 AMAZON ONLINE ORDERING				220.000.Supplies and Materi	
09/10/18	HUDL	750.00		v-hudl-bbb/gbb/film/stats pr	9-710-000-700-945-F40	
	3867 One time Vendor				700.HS Girls Basketbal.Other Expenses -	
09/10/18	HUDL	.00		..	9-710-000-700-949-F40	
	3867 One time Vendor				700.HS Boys Basketball.Other Expenses -	
09/10/18	ALASKA AIR 027218396	278.70		jewell/fairbanks/914-18-IMQF	9-100-600-511-000-420	
	301 ALASKA AIRLINES INC				511.000.Staff Travel	
09/10/18	HUDL	750.00		v-hudl-renew/b bb/coaching	9-710-000-700-949-F40	
	3867 One time Vendor				700.HS Boys Basketball.Other Expenses -	

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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
09/10/18	HUDL 3867 One time Vendor	400.00		Hudl prg/for reviewing/g bb	9-710-000-700-945-F40 700.HS Girls Basketbal.Other Expenses -	
09/10/18	ALASKA AIR 027218391 301 ALASKA AIRLINES INC	399.20		akair-ammerman-ADconf-EQJVX	9-710-000-700-940-R30 700.General Athletic.Reg. Season Travel	
09/10/18	HUDL 3867 One time Vendor	800.00		hudl bb service renewal	9-710-000-700-949-F40 700.HS Boys Basketball.Other Expenses -	
09/11/18	PSYCHOLOGICAL ASSESSM 3867 One time Vendor	495.00		v-PAR-brief2-hybrid kit/hill	9-100-010-200-000-471 200.000.Textbooks	
09/11/18	AMZN Mktp US 101485 AMAZON ONLINE ORDERING	29.57		AD/supplies/hschool/ammermar	9-100-010-100-000-450 100.000.Supplies and Materi	
09/11/18	NATIONAL FEDERATION C 101677 NATIONAL FEDERATIONS H.S.	46.30		teams/rule books/k ammerman	9-710-000-700-940-R40 700.General Athletic.Other Expenses - Re	

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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
09/11/18	ALASKA AIR 027218404	435.19		akair-ECET2grant-kenai-10-25	9-100-300-350-000-420	
	301 ALASKA AIRLINES INC				350.000.Staff Travel	
09/11/18	ALASKA AIR 027218411	299.19		akair- -maint conf-10-1	9-100-600-600-000-420	
	301 ALASKA AIRLINES INC				600.000.Staff Travel	
09/11/18	ALASKA AIR 027218404	435.19		ECET2-conf/stofak grant/ken	9-100-300-350-000-420	
	301 ALASKA AIRLINES INC				350.000.Staff Travel	
09/12/18	AMZN Mktp US	150.98		amz/rammer/art supplies/hs	9-100-010-100-000-450	
	101485 AMAZON ONLINE ORDERING				100.000.Supplies and Materi	
09/12/18	EXPLORELEARNING,LLC	99.00		explore/renewal/18-19-gayle	9-100-300-100-000-471	
	100511 EXPLORE LEARNING				100.000.Textbooks	
09/12/18	GCI* WOODWIND	590.00		corrao/music/supplies/instr	9-100-010-100-000-450	
	2089 WOODWIND & BRASSWIND				100.000.Supplies and Materi	

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 Date Printed: 10/11/18 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:</b>						
<b>Card: 13</b>						
09/12/18	ALL COVERED, INC. 3867 One time Vendor	294.68		v-all covered/carroll/tv cor	9-100-010-100-000-450 100.000.Supplies and Materi	
09/12/18	AMHS CORDOVA TICKET \$ 1 ALASKA MARINE HIGHWAY SYSTEM	-230.40		gayle/drop car/anc conf/9-17-18	9-100-300-400-000-420 400.000.Staff Travel	
09/12/18	ANDY MARK INC 3867 One time Vendor	257.00		hs robotics supplies/beckett	9-710-000-700-983-F40 700.HS Robotics.Other Expenses - Fu	
09/12/18	AMHS CORDOVA TICKET \$ 1 ALASKA MARINE HIGHWAY SYSTEM	6.00		kawilliams/anc/conf/9-17-18	9-100-010-400-000-420 400.000.Staff Travel	
09/13/18	AIR LIQUIDE AMERICA I 100368 AIR LIQUIDE	911.39		sorenson/container charge/fi	9-100-010-160-000-450 160.000.Supplies and Materi	
09/13/18	AMZN Mktp US 101485 AMAZON ONLINE ORDERING	122.28		amz/rammer/art supplies/hs	9-100-010-100-000-450 100.000.Supplies and Materi	

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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:</b>						
<b>Card: 13</b>						
09/13/18	AMZN Mktp US 101485 AMAZON ONLINE ORDERING	33.54		amz/rammerm/art supplies/hs	9-100-010-100-000-450 100.000.Supplies and Materi	
09/13/18	Amazon.com 101485 AMAZON ONLINE ORDERING	205.78		amz/2ink cart/ponte/fservice	9-255-600-790-000-490 790.000.Other Expenses	
09/13/18	AMZN Mktp US 101485 AMAZON ONLINE ORDERING	113.93		amz/rammerm/art supplies/hs	9-100-010-100-000-450 100.000.Supplies and Materi	
09/13/18	ALASKA AIR 027377518 301 ALASKA AIRLINES INC	302.71		frght for lunch serving tabl	9-249-600-000-304-100 000.Share our Strength.Federal Sources -	
09/13/18	PETERKIN DISTRIBUTORS 101174 PETERKIN DISTRIBUTORS INC.	531.16		pete-619766-lyn-6319099	9-255-600-790-000-460 790.000.Milk	
09/13/18	PETERKIN DISTRIBUTORS 101174 PETERKIN DISTRIBUTORS INC.	1,618.06		pete-619805-lyn-6319100	9-255-600-790-000-460 790.000.Milk	

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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:</b>						
<b>Card: 13</b>						
09/13/18	PETERKIN DISTRIBUTORS 101174 PETERKIN DISTRIBUTORS INC.	369.06		pete-620168-lyn-6319101	9-255-600-790-000-460 790.000.Milk	
09/13/18	PETERKIN DISTRIBUTORS 101174 PETERKIN DISTRIBUTORS INC.	369.06		pete-620598-lyn-6322670	9-255-600-790-000-460 790.000.Milk	
09/13/18	PETERKIN DISTRIBUTORS 101174 PETERKIN DISTRIBUTORS INC.	531.16		pete-619398-lyn-6322668	9-255-600-790-000-460 790.000.Milk	
09/14/18	AMZN MKTP US AMZN.COM 101485 AMAZON ONLINE ORDERING	52.99		amz/carroll/greenscreen/hs	9-100-010-100-000-450 100.000.Supplies and Materi	
09/14/18	TEXAS COMPUTER EDUCAT 3867 One time Vendor	289.00		carpenter/register/texas con	9-100-300-350-000-420 350.000.Staff Travel	
09/14/18	CHARLIES PRODUCE 101259 CHARLIES PRODUCE	365.56		char-8731252-lyn-6322669	9-256-000-790-000-459 790.000.Food	

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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:**

**Card: 13**

09/14/18	CHARLIES PRODUCE 101259 CHARLIES PRODUCE	479.92		char-8731252-lyn-6322669	9-255-600-790-000-459 790.000.Food	
09/14/18	FSA - ANCHORAGE 799 FOOD SERVICES OF AMERICA	202.48		fsa-8859057-lyn-???	9-255-600-790-000-459 790.000.Food	
09/14/18	SHORESIDE PETROLEUM 1 101813 SHORESIDE PETROLEUM-SEWARD	72.25		sm bus/19.344gal/@3.73	9-205-600-760-000-450 760.000.Supplies and Materi	
09/14/18	SHORESIDE PETROLEUM 1 101813 SHORESIDE PETROLEUM-SEWARD	106.69		xc-36.35gal@2.935//8-26-18	9-710-000-700-944-R30 700.Cross Country*.Reg. Season Travel	
09/14/18	FSA - ANCHORAGE 799 FOOD SERVICES OF AMERICA	554.44		fsa-8859055-lyn-???	9-255-600-790-000-479 790.000.Other Supplies/Mate	
09/14/18	FSA - ANCHORAGE 799 FOOD SERVICES OF AMERICA	2,435.01		fsa-8859055-lyn-??	9-255-600-790-000-459 790.000.Food	

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

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**District**

**Location: 600**

**Assigned To: Alexander Russin**

**Name on Card:**

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09/14/18	BOOKFACTORY 3867 One time Vendor	358.20		v-bookfactory/carroll/eng t	9-100-010-100-000-450 100.000.Supplies and Materi	
09/17/18	SQ *60? NORTH SEAFOOL 3867 One time Vendor	101.76		v-60deg north-gft/hs floorir	9-100-600-512-000-450 512.000.Supplies and Materi	
09/17/18	Amazon.com 101485 AMAZON ONLINE ORDERING	154.50		soap dispenser/pearson	9-100-600-600-000-450 600.000.Supplies and Materi	
09/19/18	REPLACEMENTLAPTOPKEYS 2429 Replacement Laptop Keys	27.30		missing comp keys/zamudio	9-100-010-100-720-450 100.Technology.Supplies and Materi	
09/19/18	AMZN Mktp US 101485 AMAZON ONLINE ORDERING	17.98		amz/c anderson/mte/tape stri	9-100-300-100-000-450 100.000.Supplies and Materi	
09/20/18	AMZN Mktp US*MT8557N7 101485 AMAZON ONLINE ORDERING	278.00		amz/mte/stand desk/carment	9-100-300-450-000-450 450.000.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
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**District**

**Location: 600**

**Assigned To: Alexander Russin**

**Name on Card:**

**Card: 13**

09/20/18	AMZN Mktp US*MT0626N 101485 AMAZON ONLINE ORDERING	8.99		amz/r ammerm/hs supplies	9-100-010-100-000-450 100.000.Supplies and Materi	
09/20/18	ALASKA INDUSTRIAL HAF 86 ALASKA INDUSTRIAL HARDWARE	189.99		aih-manual hand hoist/josh	9-100-600-600-000-450 600.000.Supplies and Materi	
09/20/18	SHORESIDE PETROLEUM I 910 SHORESIDE PETROLEUM INC.	1,544.10		hs-448.8gal@3.43//9-14-18	9-100-010-600-000-438 600.000.Fuel	
09/20/18	SHORESIDE PETROLEUM I 910 SHORESIDE PETROLEUM INC.	1,255.09		mte-364.8gal@3.43/9-5-18	9-100-300-600-000-438 600.000.Fuel	
09/20/18	SHORESIDE PETROLEUM I 910 SHORESIDE PETROLEUM INC.	533.41		mte-130.1gal@4.10//9-6-18	9-100-300-600-000-438 600.000.Fuel	
09/20/18	SHORESIDE PETROLEUM I 910 SHORESIDE PETROLEUM INC.	2,859.05		hs-831.gal@3.43//9-1-18	9-100-010-600-000-438 600.000.Fuel	

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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
09/20/18	STUDICA INC 3867 One time Vendor	1,117.12		v-Studica/siemens online prc	9-100-010-100-000-450 100.000.Supplies and Materi	
09/21/18	AC CORDOVA-235 509 ALASKA COMMERCIAL COMPANY	25.98		ac/235410566-ponte supplies	9-255-600-790-000-479 790.000.Other Supplies/Mate	
09/21/18	ALASKA SERIGRAPHICS 3867 One time Vendor	262.50		v-ak-seirgraphics-coach emb	9-710-000-700-956-F40 700.Swimming*.Other Expenses - Fu	
09/21/18	AC CORDOVA-235 509 ALASKA COMMERCIAL COMPANY	78.17		ac/235409435-ponte fs suppli	9-100-600-512-000-450 512.000.Supplies and Materi	
09/21/18	AC CORDOVA-235 509 ALASKA COMMERCIAL COMPANY	28.61		ac/235409397-ponte fs suppli	9-100-010-100-000-450 100.000.Supplies and Materi	
09/21/18	AC CORDOVA-235 509 ALASKA COMMERCIAL COMPANY	24.20		ac/235232453-carroll/stem/er	9-100-010-100-000-450 100.000.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
<b>District</b>						
<b>Location: 600</b>						
<b>Assigned To: Alexander Russin</b>						
<b>Name on Card:</b>						
<b>Card: 13</b>						
09/21/18	Amazon.com*MT98143K0 101485 AMAZON ONLINE ORDERING	189.98		amz/lang bk/adams/hs supplie	9-100-010-100-000-471 100.000.Textbooks	
09/21/18	Amazon.com*MT12233B2 101485 AMAZON ONLINE ORDERING	15.70		amz/pads/c anderson/mte suppr	9-100-300-100-000-450 100.000.Supplies and Materi	
09/21/18	AMZN Mktp US*MT4FR43S 101485 AMAZON ONLINE ORDERING	25.36		amz/r ammerm/hs supplies	9-100-010-100-000-450 100.000.Supplies and Materi	
09/21/18	DMV WEB 1435 STATE OF ALASKA-DIV OF MOTOR V	10.00		auto /registration/pearson	9-100-600-600-000-491 600.000.Dues and Fees	
09/21/18	CHARLIES PRODUCE 101259 CHARLIES PRODUCE	275.67		char-8733007-lyn-6319102	9-256-000-790-000-459 790.000.Food	
09/21/18	CHARLIES PRODUCE 101259 CHARLIES PRODUCE	278.45		char-8733007-lyn-6319102	9-255-600-790-000-459 790.000.Food	

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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:</b>						
<b>Card: 13</b>						
09/21/18	SERVOCITY 3867 One time Vendor	181.43		hs robotics supplies/beckett	9-710-000-700-983-F40 700.HS Robotics.Other Expenses - Fu	
09/21/18	SERVOCITY 3867 One time Vendor	186.67		hs robotics supplies/beckett	9-710-000-700-983-F40 700.HS Robotics.Other Expenses - Fu	
09/21/18	ALASKA AIR 027218519 301 ALASKA AIRLINES INC	545.20		akair-lawson-9-30-18-OT serv	9-280-500-220-000-420 220.000.Staff Travel	
09/21/18	ALASKA AIR 027218517 301 ALASKA AIRLINES INC	625.19		akair-slp service-9-23-18-of	9-280-500-220-000-420 220.000.Staff Travel	
09/21/18	SAFEWAREPRODUCTPROTEC 101042 SAFEWARE THE INSURANCE AGENCY	8,791.00		yrly insurance renewal for 1	9-710-000-700-908-F40 700.District Technolog.Other Expenses -	
09/21/18	SAFEWAREPRODUCTPROTEC 101042 SAFEWARE THE INSURANCE AGENCY	784.00		ins renewal for laptops 2018	9-710-000-700-908-F40 700.District Technolog.Other Expenses -	

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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:</b>						
<b>Card: 13</b>						
09/21/18	FSA - ANCHORAGE 799 FOOD SERVICES OF AMERICA	1,886.04		fsa-8873718-lyn-3531260	9-255-600-790-000-459 790.000.Food	
09/21/18	FSA - ANCHORAGE 799 FOOD SERVICES OF AMERICA	332.52		fsa-8873718-lyn-3531260	9-255-600-790-000-479 790.000.Other Supplies/Mate	
09/21/18	FSA - ANCHORAGE 799 FOOD SERVICES OF AMERICA	162.66		fsa-8873721-lyn-3531260	9-255-600-790-000-459 790.000.Food	
09/21/18	AC CORDOVA-235 509 ALASKA COMMERCIAL COMPANY	21.96		ac/235356865-ponte fs suppli	9-255-600-790-000-459 790.000.Food	
09/24/18	NICHOLS` BACKDOOR COM 88 NICHOLS BACKDOOR COMPANY	13.14		#3110913-ponte/fs supplies	9-255-600-790-000-459 790.000.Food	
09/24/18	NICHOLS` BACKDOOR COM 88 NICHOLS BACKDOOR COMPANY	-7.96		#3110914-return product pont	9-255-600-790-000-459 790.000.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:</b>						
<b>Card: 13</b>						
09/24/18	NICHOLS` BACKDOOR COM 88 NICHOLS BACKDOOR COMPANY	4.76		#3110915-hottinger/bckcntry	9-100-010-160-000-450 160.000.Supplies and Materi	
09/24/18	NICHOLS` BACKDOOR COM 88 NICHOLS BACKDOOR COMPANY	96.81		#3106350-ponte/fs supplies	9-255-600-790-000-459 790.000.Food	
09/24/18	NICHOLS` BACKDOOR COM 88 NICHOLS BACKDOOR COMPANY	15.16		#3106350-ponte/supplies	9-255-600-790-000-479 790.000.Other Supplies/Mate	
09/24/18	NICHOLS` BACKDOOR COM 88 NICHOLS BACKDOOR COMPANY	66.47		#3109785???-ponte	9-255-600-790-000-459 790.000.Food	
09/24/18	AMZN Mktp US*MT3UF9JF 101485 AMAZON ONLINE ORDERING	359.00		amz/carroll/3d prusa/hs sup	9-100-010-100-000-450 100.000.Supplies and Materi	
09/24/18	AMZN Mktp US*MT5TR40E 101485 AMAZON ONLINE ORDERING	101.96		amz/carroll/nozzles,etc./hs	9-100-010-100-000-450 100.000.Supplies and Materi	

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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:</b>						
<b>Card: 13</b>						
09/24/18	ANDY MARK INC 3867 One time Vendor	141.04		v-andy mark/hs robotics/beck	9-710-000-700-983-F40 700.HS Robotics.Other Expenses - Fu	
09/24/18	NICHOLS` BACKDOOR COM 88 NICHOLS BACKDOOR COMPANY	19.70		#3106739-fs-ponte-supplies	9-255-600-790-000-459 790.000.Food	
09/24/18	NICHOLS` BACKDOOR COM 88 NICHOLS BACKDOOR COMPANY	62.69		#3107429-carroll/batteries/ε	9-100-010-100-000-450 100.000.Supplies and Materi	
09/26/18	LTS*LOGO&TEAM SPORTSW 3867 One time Vendor	574.64		new team jh outfits 2018-19y	9-710-000-700-951-R40 700.JH Boys Basketball.Other Expenses -	
09/26/18	PROJECT LEAD THE WAY, 3867 One time Vendor	1,200.00		online prg/carroll/hs	9-100-010-100-000-471 100.000.Textbooks	
09/26/18	ALASKA INDUSTRIAL HAF 86 ALASKA INDUSTRIAL HARDWARE	24.94		postage for manual chain lif	9-100-600-600-000-450 600.000.Supplies and Materi	
<b>Card Total:</b>		<b>63,795.98</b>				

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

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**District**

**Location: 600**  
**Assigned To: Debra Adams**  
**Name on Card: Debra Adams**  
**Card: 17**

09/25/18 SQ	*NORTHERN DELIGH	140.00	board lunch/w seniors	9-100-600-511-000-450	
	100760 NORTHERN DELIGHTS			511.000.Supplies and Materi	
	<b>Card Total:</b>	<b>140.00</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
------	----------------------------------------	--------	------------	-------------	---------------------------------------	----------------

**Mt. Eccles Elementary School**

**Location: 300**  
**Assigned To: Gayle Groff**  
**Name on Card: Gayle Groff**  
**Card: 16**

09/12/18	NO TEARS LEARNING INC	1,299.30		handw-18-19-mte supplies/grc	9-100-300-100-000-471	
	714 HANDWRITING WITHOUT TEARS				100.000.Textbooks	
09/17/18	NO TEARS LEARNING INC	-143.40		correction to org order	9-100-300-100-000-471	
	714 HANDWRITING WITHOUT TEARS				100.000.Textbooks	
	<b>Card Total:</b>	<b>1,155.90</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.

## CHSSA Student Activity Account

Due to a reporting error, we are unable to provide you with the Student Activity Account report at this time.

We expect to have the matter cleared up shortly.

**Monthly Fund Balance Report  
as of September 30, 2018**

Fund	Beginning Fund Balance	Revenues YTD	Expenses YTD	Adjusted Fund Balance
100 - General Fund	715,128	1,409,410	1,109,989	1,014,550
205 - Pupil Transportation	173,383	42,047	3,337	212,093
220 - DVR Summer Work Program	25,464	694	6,923	19,235
237 - Window Replacement	13,000	-	-	13,000
240 - DOE Travel Reimbursement	41	-	4,656	(4,615)
242 - Nutritional Alaskan Foods	-	-	-	-
245 - FY15 Nutritional AK Foods in School	-	-	-	-
246 - Alaska SeaGrant	-	-	-	-
249 - Other Small Grants	328	2,809	299	2,838
255 - Food Service	87,739	47,344	91,010	44,073
256 - Fresh Fruit and Vegetables	-	1,106	1,790	(684)
261 - Title IA - Basic	-	-	7,050	(7,050)
263 - Title IC - Migrant Ed Regular	-	-	10,849	(10,849)
264 - Title IC - Migrant Ed Summer	-	-	1,731	(1,731)
265 - Title IC - Migrant Ed Book	-	-	-	-
266 - Title IIA - Teacher and Principal	-	-	250	(250)
268 - Title III-A Immigration	-	-	11,496	(11,496)
271 - Safe Children's Act	2,453	-	-	2,453
272 - Early Literacy K-3	721	-	-	721
278 - Carl Perkins	-	-	422	(422)
280 - Title VI-B	-	-	2,577	(2,577)
282 - 619 Preschool Disabled	-	-	224	(224)
350 - Indian Education	-	-	9,140	(9,140)
355 - REAP	-	-	1,421	(1,421)
372 - National Farm to School	-	-	-	-
374 - AK Public Entity Safety	(196)	2,000	2,000	(196)
550 - Capital Projects - Other*	730,730	-	217,777	512,953
700 - CHS Student Scholarships	198,312	500	-	198,812
710 - Student Accounts	1,123	307,001	74,503	233,621

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

Note: Balances are all pre-audit.

**Capital Projects - Fund 550  
as of September 30, 2018**

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

<b>Program</b>	<b>Beginning Balance</b>	<b>Revenue YTD</b>	<b>Expenses YTD</b>	<b>Adjusted Balance</b>
600 - Student Technology Refresh Cycle - 5YR	188,432	-	67,920	120,512
601 - Curriculum Review/Adoption Cycle - 5YR	75,000	-	7,987	67,013
602 - Carreer/Technical Ed Equip/Upgrades	50,000	-	-	50,000
603 - District-Wide Copier Replacement Cycle	28,436	-	-	28,436
604 - ME Heating System Repair/Upgrades	17,765	-	-	17,765
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	-	6,870	23,492
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>730,730</b>	<b>-</b>	<b>217,777</b>	<b>512,953</b>

*Note: Balances are all pre-audit.*



CORDOVA SCHOOL DISTRICT

**Alaska Airlines Mileage Plan**

as of September 30, 2018

<b>Beginning Balance</b>	<b>862,936</b>
Credits	93,413
Redemptions	-
<b>Ending Balance</b>	<b><u>956,349</u></b>

Cordova School District Board of Education

- i. Informational Items: None

Cordova School District Board of Education

m. New/Unfinished Business

1. Out-of-State Travel of Doug Carroll to AP Computer Science Principles class, in LaJolla, CA in November 2018.

**Motion:** I move to approve Out-of-State Travel for Doug Carroll to attend AP Computer Science Principles class, in LaJolla CA, in November 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

2. Out-of-State Travel for Debra Adams for the Close-up to New York and Washington, DC on March 19-30, 2019.

**Motion:** I move to approve Out-of-State Travel for Debra Adams for the Close-up to New York and Washington, DC on March 19-30, 2019 as presented.

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

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

Discussion:

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

Motion: PASS

Motion: FAILED

Comments: -

# CLOSE UP HIGH SCHOOL PROGRAM

## Washington, DC



Sundays

**Arrive in Washington**  
Meet your Close Up Concierge and explore DC with your school

**Welcome Dinner**

**Group Orientation**  
Meet students from across the country and get to know your Close Up Program Instructor

**Introduction Workshop\***  
What are the biggest issues that we face in our democracy today?

**Issues Debate**  
Ask your most challenging political questions and engage with a liberal and a conservative DC insider

\* Workshops are small learning communities comprised of students from various states. Each workshop community is led by the same Close Up Program Instructor for the duration of the trip.

\* Study Visits led by highly-trained instructors provide unique opportunities to learn using historic sites and institutions as living classrooms.

Sample schedule subject to change.

Monday

**Exploring American Political Values Study Visit\***  
Where do American political values come from and what do they mean today?

**Jefferson Memorial**—How do the rights outlined in the Founding Documents apply to our view of liberty today?

**FDR Memorial**—What rights are needed to ensure equality and promote the welfare of citizens in the US?

**MLK Memorial**—How do we see MLK's view of justice in the US today?

**Lunch at Reagan Building and International Trade Center**

**National Politics Seminar**  
Gain inside access and discuss current issues with a DC lobbyist, journalist, or policymaker

**Smithsonian Institution Exploration**  
Visit one of the world renowned museums to discover and learn about history and culture

**American Political Values Workshop**  
Examine the connections between liberty, equality and justice

**Dinner at Hotel**

**Current Issues Discussion**  
Debate hot topics with your new friends from across the country

**Social Time**

Tuesday

**War Memorials Study Visit**  
What do the WWII, Vietnam, and Korean Memorials say about those who have served and sacrificed?

**Lincoln Memorial**  
How does the imagery of the Lincoln Memorial portray his legacy?

**Capitol Hill Group Photo**

**Lunch at National Place**

**Embassy Discovery**  
Step foot on "foreign soil" and discuss the international political landscape

**U.S. Marine Corps Memorial**  
Visit the larger than life representation of the iconic flag-raising at Iwo Jima

**Pentagon 9/11 Memorial**  
In what ways did the events of 9/11 change America forever?

**Dinner at Pentagon City**

**Mock Congress Workshop & Simulation**  
Debate, amend, and vote on the same issues elected representatives are currently considering

**Social Time**

Wednesday

**Capitol Hill Day**  
Meet with your members of Congress or their staff

Attend and observe Congressional Committee Hearings to see how laws and policies are formed

Explore the U.S. Capitol Visitor Center and Museum

Lunch at a Hill cafeteria, a hot spot for Washington insiders

Visit the Supreme Court where many landmark cases are decided

Explore the Library of Congress, the largest library in the world, and view the symbolic art and architecture

Witness the U.S. Senate and House of Representatives in action in the Galleries

Dinner at DC's Historic Union Station

**DC Cultural Event**  
See a show at a renowned theater or cheer on the Washington Nationals baseball team!

Thursday

**Sustaining Democracy Workshop**  
What citizen actions are necessary to foster and maintain a vibrant democracy?

**White House Study Visit**  
Discuss the purpose of protests and what restrictions of protests are legitimate

**Citizen Action Sites**  
Get inspired by examples of citizens making a difference in their communities and the nation

**Neighborhood Study Visit and Lunch**  
Explore DC off the beaten path, e.g. U Street, Chinatown

**National Portrait Gallery**  
Come to know the people who have shaped our nation through this extensive collection of portraits

**Arlington National Cemetery**  
Visit our nation's most hallowed ground and witness the Changing of the Guard

**Closing Reflection**  
How will you stay engaged on issues that matter to you?

**Banquet and Dance**  
Enjoy a fun-filled evening with your new friends as you dance the night away

Friday

**Sightsee in Washington**  
Prior to your departure, spend some more time in the city with your school

**Depart for Home**

**Extend your stay!**

Enhance your Close Up experience and spend an extra day in DC! Choose to visit the **NEWSEUM**, DC's interactive museum of journalism and current events, or **MT. VERNON**, George Washington's home in Virginia!

**“Close Up was one of the best experiences ever! I will never forget this trip!”**

– Michelle, Student, CA

Cordova School District Board of Education

m. New/Unfinished Business

3. School Board Goals

**Motion:** I move to approve the proposed School Board Goals 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. Information: CSD School Discipline Philosophy

## **BP 5000 CONCEPTS AND ROLES**

The focus of the school system is on the student. It is incumbent upon the School Board, district and school administration and teachers to provide for the physical and intellectual welfare of the students in their charge. The school district shall work closely with parents/guardians and the community in order to achieve a harmony of interests.

Students must be recognized and understood as individuals, each with his/her own unique abilities, social and economic background, ambitions and educational needs. The programs and services of the district must be designed and executed with this concept well in mind if the fullest development of each is to be achieved.

Students are expected to accept personal responsibility for making maximum use of those educational opportunities afforded by applying themselves diligently to learning both in the classroom and in other school-sponsored settings. It is also expected that as a result of the total school experience students will come to appreciate the values of self-discipline, responsibility, respect for others, their country and its governmental processes.

Discrimination with respect to color, creed, race, sex, religion, marital status, ancestry, handicap, or national origin is prohibited as regards admission, attendance, and educational programming.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 5145.3 - Nondiscrimination)*

### **Role of School Board**

The Board:

1. Establishes policies to provide the best attainable program of education for the district's students.
2. Authorizes the establishment of special classes, programs, or other facilities for students who are in need of special education in keeping with all legal provisions.
3. Provides for the physical and mental well-being of students.
4. Determines policies regarding student behavior and attendance within the limits of the law.
5. Determines the boundaries of school attendance within the district.

### **Role of Designee(s)**

The Designee(s):

1. Administers all schools and classes authorized by the Board.
2. Directs the instruction, guidance and discipline of all students.
3. Assign students to alternative programs or grades as may improve their education, reduce the expense of maintaining schools, or relieve geographic or demographic conditions.
4. Enforces compliance with compulsory attendance laws.
5. Has immediate authority for the closing of schools in case of emergencies involving the health and safety of students.

Revised 9/97

ADOPTED: 5/11/05

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**Cordova School District**

## BP 5030 SCHOOL DISCIPLINE AND SAFETY

**Note:** Each school district must have in place a school disciplinary and safety program. [AS 14.33.110-140](#). The purpose of the program is to implement community standards of school behavior that are developed with the collaboration of students, parents, guardians, teachers, school administrators, and advisory school boards in each community; and to protect and support teachers who enforce standards of student behavior and safety in the classroom. Effective October 2014, the program must be made available to students, parents, legal guardians, and the public, and must include written policies and procedures consistent with standards for use of restraint and seclusion, outlined in [AS 14.33.125](#). The No Child Left Behind Act requires states to implement a system of school safety assessment. Under NCLB, districts are required to offer a school choice option in two instances: (1) when a student attends a "persistently dangerous school," or (2) when a student has been the victim of a violent criminal offense. Alaska's implementation of these federal mandates is found at [4 AAC 06 in newly added Article 2, Safe Schools](#).

The School Board believes that all students have the right to a public education in a safe and positive environment that fosters the maximum opportunity for learning. An effective school discipline and safety program is necessary to ensure a learning environment free of disruptions. The School Board shall adopt, and the Superintendent or designee shall implement and maintain, an effective school discipline and safety program. The discipline and safety program should reflect community standards of school behavior and safety that are developed with the collaboration of students, parents, guardians, teachers, school administrators, and advisory school boards in each community.

(cf. 1230 - Citizen Advisory Committees)

(cf. 1410 - Interagency Cooperation for Student and Staff Safety)

(cf. 4158 -Employee Security)

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.4 - Campus Disturbances)

(cf. 5131.41 - Violent and Aggressive Conduct)

(cf. 5131.42 - Threats of Violence)

(cf. 5131.43 - Harassment, Intimidation and Bullying)

(cf. 5131.5 - Vandalism, Threats, and Graffiti)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.62 - Tobacco)

(cf. 5131.63 - Performance Enhancing Drugs)

(cf. 5131.7 - Weapons & Dangerous Instruments)

(cf. 5131.9 - Academic Honesty)

(cf. 5132 - Dress and Grooming)

(cf. 5136 - Gangs)

(cf. 5137 - Positive School Climate)

(cf. 5141.51- At-Risk Youth)

(cf. 5142.2 - School Safety Patrol)

(cf. 5142.3 - Restraint and Seclusion)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Exceptional Needs)

(cf. 5145.11 - Questioning and Apprehension)

(cf. 5145.12 - Search and Seizure)

(cf. 5145.5 - Nondiscrimination)

(cf. 5145.5 - Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5147 - Dropout prevention)

(cf. 6159 - Individualized Education Program)

(cf. 6164.2 - Guidance and Counseling Services)

(cf. 6164.4 - Child Find)

(cf. 6164.5 - Student Study Teams)

(cf. 6172 - Special Education)

**Note:** School districts must adopt policies for implementing a student conflict resolution strategy. The strategy must provide for the nonviolent resolution or mediation of conflicts, and procedures for reporting and resolving conflicts. [AS 14.33.120\(a\) \(7\)](#). A district's school disciplinary and safety program must provide for a student conflict resolution strategy.

Providing young people with knowledge and skills to settle disputes peacefully is a critical component of an effective disciplinary and safety program. Students who possess skills in negotiation, mediation, and consensus decision making are able to explore peaceful solutions to conflict and to resolve these conflicts in a nonviolent manner. The Superintendent or designee shall implement and maintain a conflict resolution strategy for district students. The strategy will provide conflict resolution education and resources to students to learn skills in the nonviolent resolution and mediation of conflicts. The strategy should identify and teach effective approaches for students to follow in reporting and resolving conflicts.

**Note:** Effective October 2014, districts must include in the school disciplinary and safety program written policies and procedures consistent with standards for use of restraint and seclusion. The following language incorporates this requirement.

The district recognizes that a key component of its school disciplinary and safety program involves appropriate staff response when student behavior impacts on the safety of that student or others. The district prohibits the use of physical restraint and seclusion except in emergency situations as outlined in law and policy.

(cf. 5142.3 - Restraint and Seclusion)

**Note:** [AS 14.33.120](#) requires the discipline and safety program to have procedures for periodic revision and review. [4 AAC 07.050](#) requires that a district's student rights and responsibilities policies be reviewed at least once every three years. The following language utilizes a maximum three-year duration for the review process.

Not less than once every three years, the district's discipline and safety program shall be reviewed and revised if appropriate. The review process shall make available the opportunity for collaborative input by students, parents, guardians, staff, and advisory school boards in each community. Policies reflecting standards of student behavior, including those identifying prohibited student conduct and penalties, should be reviewed to determine consistency with community standards, including the basic requirements for respect and honesty.

(cf. 9310 - Policy Manual)

(cf. 9311 - School Board Policies)

(cf. 9313 - Administrative Regulations)

**Note:** Annually, the district is to submit a report to the Department of Education and Early Development relating to the district's disciplinary and safety program, including incident numbers for infractions involving violence or weapons. This report is to be submitted at the same time the district submits its annual report on goals and priorities as required by [AS 14.03.120\(a\)](#). Additionally, the district is to report all incidents of suspension and expulsion resulting from harassment, intimidation, or bullying. Effective October 2014, the district is to annually report, not later than June 30, the total number of incidents involving the restraint or seclusion of a student as required by [AS 14.33.125](#) and [4 AAC 06.175](#) (see BP 5142.3). The following language incorporates the reporting requirements for school discipline as set forth in [AS 14.33.120](#), [14.33.210](#), [4 AAC 06.172](#) and [4 AAC 06.250](#).

The district will submit annual reports to the Department of Education and Early Development, as required by law. These reports will permit assessment of the district's School Discipline and Safety program.

**Note:** One of the purposes of the school disciplinary and safety program is to protect and support teachers who enforce standards of student behavior and safety in the classroom. [AS 14.33.110\(3\)](#). The law provides that a teacher, teacher's assistant, a principal, or another person responsible for students may not be terminated or otherwise subjected to formal disciplinary action for lawful enforcement of a school disciplinary and safety program, including behavior standards. [AS 14.33.130](#). It is recommended that a district desiring to take disciplinary action against a staff member for unreasonable or unlawful enforcement of student discipline should contact legal counsel. Finally, school employees are also protected from civil liability for acts or omissions arising out of enforcement of the disciplinary and safety program while in the course of employment, unless the act constitutes gross negligence or reckless or intentional misconduct. [AS 14.33.140](#) and the No Child Left Behind Act.

enforce the discipline and safety program. Personnel should adhere to lines of primary responsibility so that appropriate decision-making may take place at various levels in accordance with School Board policy and administrative regulations. In fulfilling duties and responsibilities in student discipline and safety, all employees shall comply with School Board policies, administrative regulations, and local, state, and federal laws. Employees will not be formally disciplined for enforcement of student discipline and safety rules so long as the enforcement is reasonable, lawful, and in compliance with School Board policies and administrative regulations.

(cf. 2110 - Organization Chart/Lines of Responsibility)

(cf. 4158 - Employee Security)

(cf. 5144 - Discipline)

(cf. 4119.21 – Code of Ethics)

(cf. 4119.3 - Duties of Personnel)

**Note:** On July 15 of each year, the Department of Education and Early Development will determine the safety status of the schools in the state. The Department will designate a school as safe, at-risk, or persistently dangerous. A district that has a school identified as persistently dangerous must provide notice within 10 days to all parents of students who attend the school that the school has been designated as persistently dangerous and that the parent has 30 days to request that the district transfer the student to a safe school within the district. A transfer must occur within 30 days of a transfer request. A district that has only one public school of the appropriate grade level is not required to create a second public school in order to offer a transfer option. Additionally, within 10 days of an incident in which a student is a victim of a violent criminal offense at school, a district shall notify the parents of the student that they may have their student transferred. If a parent requests a transfer, the district shall provide the transfer within 30 days. A student shall be eligible for a transfer if substantial evidence indicates that the student was a victim of a violent criminal offense on the grounds of the school attended by the student. If a district refuses to offer to transfer a student whom the student's parent believes was the victim of a violent criminal offense, the parent may, within 30 days of the refusal, appeal to the Commissioner of Education. Again, a district that has only one public school of the appropriate grade level is not required to create an additional public school in order to provide the option to transfer. A violent criminal offense does not have to be the subject of a criminal charge, and includes incidents that would establish the elements of the following violent criminal offenses: (1) an offense against the person under the Alaska Criminal Code, [AS 11.41.100-11.41.530](#); (2) recruiting a gang member in the first degree, [AS 11.61.160](#); and (3) misconduct involving weapons in the first degree, [AS 11.61.195](#). A parent who has exercised the parent's option to transfer a student may have the student remain in the receiving school until the student completes the highest grade level offered by that school. A district that is required to offer a student a transfer to a safe school, but that does not contain a safe school of an appropriate grade level, must offer to transfer the student to the parent's choice of any school designated at Level 2 or higher under [4 AAC 06.835](#) and work with the parent to identify other suitable educational opportunities for the student, including transfer to another district or attending a statewide correspondence school. [4 AAC 06.200-.270](#).

The School Board further desires to give all students the opportunity to learn in an environment in which they feel safe. Should any school be identified as persistently dangerous under state law, students attending that school will be provided the opportunity to transfer to the parent's choice of one of two or more safe schools within the district. Informed parental choice will be facilitated by timely notice of the meaning of the persistently dangerous designation and the intervention steps the district plans to utilize to make the school safe. Additionally, any student who is the victim of a violent criminal offense that occurred on the grounds of the student's school will be provided the opportunity to transfer, consistent with state law.

#### Legal References:

##### UNITED STATES CODE

[20 U.S.C. §§ 1400](#), et seq. Individuals with Disabilities Education Act

No Child Left Behind Act of 2001, [20 U.S.C. §§ 2361-2368](#) (P.L. 107-110)

##### ALASKA STATUTES

[11.81.430](#) Justification, use of force, special relationships

[14.03.078](#) Report

[11.81.900](#) Definitions

[14.03.160](#) Suspension or expulsion of students for possessing weapons

[14.30.045](#) Grounds for suspension or denial of admission

[14.30.180-.350](#) Education for Exceptional Children

[14.33.120-.140](#) School disciplinary and safety program

[14.33.210](#) Reporting of incidents of harassment, intimidation or bullying

##### ALASKA ADMINISTRATIVE CODE

[4 AAC 06.060](#) Suspension or denial of admission  
[4 AAC 06.172](#) Reporting of school disciplinary and safety programs  
[4 AAC 06.175](#) Reporting restraint and seclusion incidents.  
[4 AAC 06.200-270](#) Safe schools  
[4 AAC 06.250](#) Reporting  
[4 AAC 07.010-4 AAC 07.900](#) Student rights and responsibilities  
[4 AAC 52.010-.990](#) Education for exceptional children  
[20 AAC 10.020](#) Code of ethics and teaching standards

Revised 3/2015

CSD REVISED: 10/10/07

CSD REVISED: 11/10/08

ADOPTED: 5/11/05

REVISED: 10/14/15

**Cordova School District**

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## AR 5030 SCHOOL DISCIPLINE AND SAFETY

### Report on School Disciplinary and Safety Programs

The District shall submit to the State Department of Education and Early Development the following information annually, in a format required by the Department:

#### Program Development and Review

The report shall include, for each school:

1. a description of the collaboration with community, parents, and students in development and review of the school's disciplinary and safety standards;
2. the procedures used to develop the community-based standards of school behavior and safety contained in the safety and discipline program;
3. the individuals involved in developing the standards;
4. the parameters for evaluation to assess the effectiveness of the standards; and
5. the period of review and evaluation of the standards.

#### Incident Reporting

The report shall include, for each school, the number of:

- 1) infractions involving violence against a person at school;

"Infractions involving violence against a person" means a violation of school rules in which a person was injured, was threatened with injury, or reasonably perceived a threat of injury.

- 2) infractions involving a weapon at school;

"Infractions involving a weapon" means a violation of school rules in which a student possessed, used, attempted to use, or threatened to use a weapon, regardless of whether the possession, use, or sale of the weapon was the main infraction committed.

"Weapon" means a dangerous instrument as defined in [AS 11.81.900](#), and any object or instrument that, in the circumstances in which it is used, attempted to be used, or threatened to be used, is capable of causing injury.

- 3) days students were suspended for infractions involving violence against a person or infractions involving a weapon at school;
- 4) expulsions for infractions involving violence against a person or infractions involving a weapon at school;
- 5) transfers requested and provided under [4 AAC 06.210](#) (persistently dangerous schools); and [4 AAC 06.240](#) (parent request to remain in transfer school);
- 6) victims of violent criminal offenses as determined under [4 AAC 06.230](#);
- 7) trancies, as determined by District procedures; and
- 8) incidents resulting in suspension or expulsion for harassment, intimidation, or bullying on school premises or on transportation systems used by the school.

"Harassment, intimidation, or bullying" means "an intentional written, oral, or physical act, when the act is undertaken with the intent of threatening, intimidating, harassing, or frightening the student, and

- (A) physically harms the student or damages the student's property;
- (B) has the effect of substantially interfering with the student's education;
- (C) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (D) has the effect of substantially disrupting the orderly operation of the school.

Added 01/07

ADOPTED: 9/12/07

## **BP 5131 CONDUCT**

The School Board believes that all students have the right to a public education in a positive environment free from disruptions which interfere with teaching and learning activities. In order to promote an atmosphere conducive to learning, it is imperative that the Board, parents/guardians, students, teachers and the administration be cognizant of their responsibilities related to student conduct.

### **School Board**

The Board is responsible for prescribing rules for the government and discipline of the schools under its jurisdiction. Consequences for misconduct will be fair and developmentally appropriate in light of the circumstances. The Board holds the certificated personnel responsible for the proper conduct and control of students under their charge within the behavioral guidelines established by the Board in conjunction with the administration. The Board shall provide all reasonable support to certificated personnel with respect to student conduct and discipline.

### **Superintendent**

The Designee(s) shall establish the necessary procedures to implement and enforce the Board's discipline policy. He/she shall notify the parents/guardians of all students of the availability of the district's policy and procedures related to conduct and discipline.

### **School Principal**

The school principal shall initiate and enforce a set of school rules, in keeping with district policy and regulation, which facilitate effective learning and promote attitudes and habits of good citizenship.

The principal or designee shall provide instruction to students regarding their rights and responsibilities.

The principal shall support the classroom teacher in his/her efforts to promote improved and acceptable behavior in students.

### **Teachers**

Appropriate classroom behavior allows teachers to communicate more effectively with students. Teachers shall conduct a well-planned effective classroom program and initiate and enforce a set of classroom regulations that facilitate effective learning.

Teachers shall cooperate with administrators and other classroom teachers in enforcing general school rules and appropriate campus behavior.

### **Parents/Guardians**

Parents/guardians are expected to comply with the laws governing the conduct and education of their children. They shall also be expected to cooperate with school authorities regarding the behavior of their children. Parents/guardians may be held liable for misconduct of their children to the extent provided by law.

### **Students**

Students shall be properly instructed in the rules and regulations pertaining to acceptable conduct as set by the Board. All students shall comply with the regulations of the school district, comply with the course of study and submit to the authority of the teachers and administration of the schools.

Students should have the freedom and be encouraged to express their individuality in any way as long as their conduct does not infringe upon the freedom of other students or interfere with the instructional program.

*(cf. 5145.2 - Freedom of Speech/Expression)*

Students who violate the law or the rules and regulations of the school district may be subject to the transfer to alternative programs, discipline, suspension, or expulsion.

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension/Expulsion/Due Process)*

*(cf. 5131.43 - Bullying)*

Legal Reference:

ALASKA STATUTES

130

[14.33.110 - .140](#) Required school disciplinary and safety program

ALASKA ADMINISTRATIVE CODE

[4 AAC 07.010 - 4 AAC 07.900](#) Student Rights and Responsibilities

No Child Left Behind Act, Title IV, §. 4115, P.L. 107-110 (2002)

COURT DECISIONS

[Goss v. Lopez](#), 419 U.S. 565 (1975)

Revised 1/03

ADOPTED: 5/11/05

**Cordova School District**

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## **BP 5131.41 VIOLENT AND AGGRESSIVE CONDUCT**

Students and staff have the right to feel safe and secure in their classrooms and while on school property or at school events. There are certain behaviors that, if tolerated, would quickly destroy the safe learning environment to which the students and staff are entitled. These behaviors, categorized as violent and aggressive, will not be tolerated and will result in immediate corrective action. The Superintendent shall develop procedures for the reporting of violent and aggressive behavior to appropriate law enforcement authorities.

*(cf. 3515 - School Safety and Security)*

*(cf. 5142 - Safety)*

Violent and aggressive acts include, but are not limited to, possession, threat with or use of a weapon; physical assault; verbal abuse; intimidation; extortion; bullying; gang participation; harassment; stalking; defiance; and racial slurs.

*(cf. 5131.1 - Bus Conduct)*

*(cf. 5131.4 - Campus Disturbances)*

*(cf. 5131.43 - Harassment, Intimidation and Bullying)*

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

*(cf. 5136 - Gangs)*

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

Legal References:

### UNITED STATES CODE

Gun-Free Schools Act of 1994, [20 U.S.C. § 8921](#)

Individuals with Disabilities Education Act, [20 U.S.C. § 1400](#) *et seq.*

### ALASKA STATUTES

[11.41.100-11.41.530](#) Offenses Against the Person

[11.61.210](#) Misconduct involving weapons in the fourth degree

[11.81.900](#) Definitions

[14.03.160](#) Suspension or expulsion of students for possessing weapons

### ALASKA ADMINISTRATIVE CODE

[4 AAC 07.010 - 4 AAC 07.900](#) Student Rights and Responsibilities

Revised 3/2015

ADOPTED: 5/11/05

REVISED: 9/9/15

**Cordova School District**

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## **AR 5131.41 VIOLENT AND AGGRESSIVE CONDUCT**

Violent and aggressive conduct directed toward school district personnel and/or students will not be tolerated. Appropriate action must be taken immediately. The building administrator should follow these procedures when violent or aggressive conduct has occurred:

1. Restore order and contact proper law enforcement authorities, if appropriate;
2. Secure medical assistance, if necessary;
3. Conduct a preliminary investigation;
4. Submit a written report to the Superintendent.

Nothing in this regulation should be construed as limiting the right or duty of an individual employee or student to report incidents of violent or aggressive behavior.

Added 9/98

ADOPTED: 5/11/05

**Cordova School District**

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## **BP 5131.42 THREATS OF VIOLENCE**

Students should be educated in an environment which is free from harm and threats of harm. Threats of violence are prohibited. Students shall not make any threats, suggestions, or predictions of violence against any person or group or to the school building, whether made orally, in writing, or via email. No threat of violence will be considered a joke. Any bomb threats or threats of violence, whether or not made during school hours or on school grounds, shall result in immediate disciplinary action, up to and including suspension and/or expulsion.

The Superintendent shall report any threats of violence to the police.

All students shall report any and all threats of violence, including jokes and threats of suicide, by reporting the threat to a teacher or school principal.

The District reserves the right to hold the student responsible for any costs and/or damages incurred by the District because of a threat.

*(cf. 5131.43 - Bullying)*

Added 9/99

ADOPTED: 5/11/05

**Cordova School District**

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## BP 5131.43 HARASSMENT, INTIMIDATION AND BULLYING

**Note:** Districts must have a policy prohibiting the harassment, intimidation, or bullying of any student. [AS 14.33.200-250](#).

The School Board is dedicated to providing a safe and civil learning environment. Harassment, intimidation and bullying disrupt a student's ability to learn and a school's ability to educate. Students and staff are expected to demonstrate positive character traits and values. Conduct and speech must be civil and respectful in order to promote harmonious and courteous relations in the school environment.

(cf. 5137 - Positive School Climate)

**Note:** Disability-based harassment or bullying may deny a student equal educational opportunities under Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA). Harassment or bullying of a student with a disability, on any basis, may also adversely impact the school's provision of FAPE to the student, under the Individuals with Disabilities Education Act (IDEA) and under Section 504. (See Dear Colleague Letter, Office for Civil Rights, October 21, 2014). A school's inappropriate response to bullying or harassment of a student, based on a disability, may constitute a disability-based harassment violation, by the school, under Section 504 and the ADA. Schools should address all harassment and bullying of students with disabilities by taking prompt and effective steps reasonably calculated to end the bullying or harassment, eliminate the hostile environment, prevent it from recurring, investigate if the student's receipt of appropriate services may have been affected by the bullying (if student receives IDEA or Section 504 services) and, as appropriate, remedy its effects.

Students, staff and volunteers are prohibited from engaging in any form of harassment, intimidation, or bullying while on school property, on school buses, at the bus stop, or at school-sponsored activities or functions. Students who engage in such acts are subject to appropriate disciplinary action, up to and including suspension or expulsion. Staff who engage in acts of harassment, intimidation or bullying are also subject to appropriate disciplinary action up to and including suspension and termination. Volunteers who engage in such acts will be denied the opportunity to volunteer in the future.

To promote an environment free of harassment, intimidation, or bullying, the principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff inservice and student instruction and counseling. Teachers shall discuss this policy with their students in age appropriate ways and assure students that they need not endure any form of harassment, intimidation, or bullying.

The district will provide parent and community information, and age-appropriate student instruction, on how to identify, respond to, and prevent harassment, intimidation, and bullying.

(cf. 5131.5 - Vandalism, Theft and Graffiti)

(c.f. 5144 - Discipline)

(c.f. 5144.1 - Suspension and Expulsion)

### Harassment, Intimidation and Bullying Defined

Harassment, intimidation, or bullying means an intentional act, whether written, oral, electronic or physical, when the act is undertaken with the intent of threatening, intimidating, harassing, or frightening the student, and

1. physically harms the student or damages the student's property;
2. has the effect of substantially interfering with the student's education;
3. is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
4. has the effect of substantially disrupting the orderly operation of the school.

(c.f. 5145.3 - Nondiscrimination)

### Cyberbullying

**Note:** Technological advances have expanded the ways in which harassment, intimidation, or bullying can occur, including the ability to bully with anonymity and to reach a much broader audience. This language notifies students and staff that cyberbullying is not permitted and will result in disciplinary action. It is a crime, (harassment in the second degree) to repeatedly send or publish an electronic communication that insults, taunts, challenges, or intimidates a person under 18 years of age in a manner that places the person in reasonable fear of physical injury, if done with intent to harass or annoy another person. [AS 11.61.120\(a\)](#)

All forms of harassment, intimidation or bullying via electronic means, commonly referred to as cyberbullying, are prohibited. Cyberbullying also includes, but is not limited to, other misuses of technology to threaten, harass, intimidate, or bully, including sending or posting inappropriate email messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs. An individual who redistributes a cyberbullying communication can be found in violation of this policy, even if the individual did not author or create the original communication or image.

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The district's computer network, including access to the Internet via that network, whether accessed on campus or off campus,

during or after school hours, may not be used for the purpose of harassment, intimidation, or bullying. Users are responsible for the appropriateness of the material they transmit over the system.

In situations in which the cyberbullying originates from a private (non-school) computer or other electronic device, but is brought to the attention of school officials, disciplinary measures may be imposed when the communication:

1. Is of a criminal nature, including but not limited to, threats of violence or harm against staff members, students, or their property;
2. Suggests or advocates physical harm to staff members or students;
3. Causes a student or staff member to experience a substantially detrimental effect on his or her physical or mental health;
4. Causes a student or staff member to experience substantial interference with academic or work performance, or with his or her ability to participate in or benefit from district services or activities;
5. Threatens vandalism to school property; or
6. Creates a significant disruption to the school's educational mission, purpose or objectives.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for those committing acts of cyberbullying. In addition, any kind of threat or hate crime will be reported to law enforcement officials.

Students and staff who believe they have been the victims of cyberbullying, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and a report made under this policy.

(cf. 6161.4 - Internet)

(cf. 6161.5 - Web Sites / Pages)

## Reporting

**Note:** A school employee, student or volunteer who makes a good faith report of harassment, intimidation, or bullying is entitled to statutory immunity from suit. The immunity extends to causes of action for damages arising from a failure to remedy the reported incident or for making the report. [AS 14.33.230](#).

Students or staff members who have witnessed or have reliable information that a student has been subjected to harassment, intimidation or bullying should report the incident immediately to the principal or his/her designee, who shall promptly initiate an investigation. The investigation shall include an assessment of what actions should be taken, as appropriate, to protect the student who has been found to be the victim of harassment, intimidation or bullying. Such actions may include the provision of support services necessary to permit the student to feel safe and secure in attending school. The Superintendent/Chief School Administrator shall develop procedures to implement this policy.

## Response

In determining the appropriate response to students who commit one or more acts of harassment, intimidation or bullying, the following factors should be considered:

1. the development and maturity levels of the parties involved;
2. the level of harm;
3. the surrounding circumstances;
4. past incidences or past continuing patterns of behavior;
5. the relationships between the parties involved;
6. the level of disruption in or interference with the orderly operation of the school.

This policy should not be interpreted to prohibit a reasoned and civil exchange of opinions or debate that is protected by law and School Board policy.

(cf. 5145.2 - Freedom of Speech/Expression)

Conduct that does not rise to the level of harassment, intimidation or bullying may still be prohibited by other policies or rules.

(cf. 5131 - Conduct)

(cf. 5131.4 - Campus Disturbances)

(cf. 5131.41 - Violent and Aggressive Conduct)

(cf. 5131.42 - Threats of Violence)

(cf. 5131.5 - Vandalism, Theft & Graffiti)

(cf. 5137 - Positive School Climate)

Legal References:

ALASKA STATUTES

[14.33.200](#) Harassment, intimidation and bullying policy

[14.33.210](#) Reporting of incidents of harassment, intimidation or bullying

[14.33.220](#) Reporting, no reprisals

[14.33.230](#) Immunity from suit

[14.33.250](#) Definitions

[11.61.120](#) Harassment in the second degree

CODE OF FEDERAL REGULATIONS

[28 CFR Part 35](#), Title II of the Americans with Disabilities Act of 1990 (ADA)

[34 CFR Part 104](#), Section 504 of the Rehabilitation Act of 1973 (Section 504)

[34 CFR Part 300](#), Individuals with Disabilities Education Act (IDEA)

Revised 3/2015

CSD Revised: 10/10/07

ADOPTED: 5/11/05

REVISED: 9/9/15

**Cordova School District**

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## **AR 5131.43 HARASSMENT, INTIMIDATION AND BULLYING**

It shall be a violation for any student or staff member to harass, intimidate or bully another person while at school, traveling to and from school, or attending school-sponsored events. Moreover, it shall be a violation for any school staff member to knowingly ignore or tolerate harassment, intimidation or bullying at school or at school sponsored events.

For the purpose of this policy, school staff includes school employees, school board members, agents, volunteers, contractors or other persons subject to the supervision and control of the school district.

### **Sanctions for Harassment, Intimidation or Bullying**

Appropriate sanctions will be taken against students and/or employees who commit acts of bullying. For students, the sanctions must be appropriate to the seriousness of the incident and may include discipline, suspension, and/or expulsion in accordance with state law, district policy, administrative regulation, and student handbooks. For school staff, sanctions will be in accordance with state law, district policy, administrative regulation, collective bargaining agreements, and applicable codes of ethics.

### **REPORTING PROCEDURE**

**Note:** *A staff member or student who observes or receives a sexual image on a computer or personal electronic device should not forward that image electronically. The image should be secured and the device turned over to an administrator. Any sexual image of a minor requires reporting to OCS and/or law enforcement.*

1. Student or staff member who believes he or she has been the victim of bullying may report the alleged act to the school principal or designee. If a student is more comfortable reporting to a person other than the principal, the student may contact any school employee.
2. Any school employee, or an employee of an entity under contract with the school district, who receives a report, witnesses bullying, or has reliable information that a student has been subject to bullying shall act immediately to protect the alleged victim, if necessary, and shall immediately report the incident to the student's principal or designee for prompt investigation.
3. Upon receipt of a report of bullying, the principal or designee shall forward a timely written report of the incident and his or her response to the Safe and Drug-Free Schools Coordinator.
4. The principal or designee shall by telephone and in writing notify the parents or guardians of the students involved of the alleged bullying incident. The notice shall advise individuals involved of their due process rights.

### **Investigation and Corrective Action**

1. The principal or designee shall promptly and thoroughly investigate all alleged acts of harassment, intimidation or bullying.
2. All involved in an alleged act of harassment, intimidation or bullying shall be advised by the principal of his or her due process rights.
3. At the conclusion of the investigation, the principal shall take such disciplinary action deemed necessary and appropriate to end the misconduct and prevent its recurrence. The principal will act in accordance with the student conduct code, the teacher code of ethics, and paraprofessional code of ethics to discipline the offending party(ies).
4. Incidents of harassment, intimidation or bullying that involve criminal activity shall be reported to law enforcement.

### **False Report**

Students and staff who knowingly or willfully make a false report of harassment, intimidation or bullying, or provide false information in connection with an investigation, will be subject to disciplinary action up to and including suspension/expulsion for students and termination for staff.

### **Retaliation Prohibited**

Retaliation or reprisal against any person who reports an incident of harassment, intimidation or bullying, or cooperates in an investigation, is strictly prohibited. Any such retaliation or reprisals will result in suspension or expulsion of offending students, and disciplinary action up to termination for school employees.

Revised 6/13/2012

ADOPTED: 9/12/07



## **BP 5131.7 WEAPONS AND DANGEROUS INSTRUMENTS**

Students shall not bring to, possess, or use deadly weapons, firearms, dangerous instruments, or their replicas in school buildings, on school grounds or district-provided transportation, or at any school-related or school-sponsored activity away from school, unless written permission has been previously obtained from the Designee(s) specifically authorizing that possession or use. Students who violate this policy are subject to disciplinary action in accordance with district policy and procedures.

School employees may confiscate weapons or dangerous instruments on school grounds or at school-related or school-sponsored activities in order to maintain discipline and to protect the welfare and safety of students, staff and the public.

The district shall, by regulation, define the terms "deadly weapon," "dangerous instrument," and "firearm."

The Board shall expel any student who brings a firearm to school in violation of this policy for a period of not less than one (1) calendar year. The Board shall suspend for at least 30 days, or expel for the school year, or permanently, a student who possesses a deadly weapon other than a firearm. The district may consider requests for early reinstatement by students suspended or expelled for violations of this policy. The Superintendent shall develop procedures and conditions for early reinstatement.

The Superintendent may, on a case-by-case basis, recommend a modification of these periods of suspension or expulsion. Such modification recommendation shall involve consideration of all relevant factors, including those in aggravation and mitigation of the violation, and, for students with disabilities, whether violation of this policy is a manifestation of the student's disability.

The Superintendent shall be responsible for reporting all violations of this policy to the Board and shall make all required reports to state, local, and federal agencies. The Superintendent shall also be responsible for referring to law enforcement authorities any student who violates this policy.

*(cf. 3514 - Safety)*

*(cf. 4158/4358 - Employee Security)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. 5144.2 - Suspension and Expulsion (Individuals with Exceptional Needs))*

Legal Reference:

### UNITED STATES CODE

Gun-Free Schools Act of 1994 (Pub.L. 89-10, Title VIII, s 8001, as added Pub.L. 103- 227, Title X, s 1032(3), March 31, 1994, 108 Stat. 270.)

Individuals with Disabilities Education Act (Pub.L. 94-142)

1973 Rehabilitation Act, Section 504 Elementary and Secondary Educational Act of 1965

Americans with Disabilities Act, [42 U.S.C. Sec. 12183\(b\)](#)

### ALASKA STATUTES

[11.61.210](#) Misconduct involving weapons in the fourth degree

[11.81.900](#) Definitions

[14.03.160](#) Suspension or expulsion of students for possessing weapons

Revised 9/99

ADOPTED: 5/11/05

**Cordova School District**

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## AR 5131.7 WEAPONS AND DANGEROUS INSTRUMENTS

The designee(s) shall permit the possession of weapons, dangerous or deadly instruments, or their replicas at school or at school-related or school-sponsored activities only at the request of a teacher and with the assurance that such possession serves a positive, appropriate purpose. Before granting permission, the designee(s) shall verify that proper precautions have been taken to ensure that no accidents will occur and that the weapon or dangerous or deadly instrument will not be misused while under school supervision.

### Weapons Reports

A school employee confiscating any weapon or dangerous or deadly instrument shall deliver it to the building principal or other appropriate authority immediately.

If an employee confiscates a weapon or dangerous or deadly instrument or knows or suspects that a student possesses such a weapon or instrument which has not been confiscated, the employee shall report the matter to the principal immediately, and the principal shall take appropriate action.

When informing the principal about the possession or confiscation of a weapon or dangerous or deadly instrument, the employee shall report the name(s) of persons involved, the names of any witnesses, and the location and circumstances of the matter.

The principal shall report any possession of a weapon or dangerous or deadly instrument to the student's parents by telephone or in person, if practicable, and shall follow this notification with written notification to the parents, and shall report all violations of this policy to the superintendent.

### Disciplinary Action

The principal shall take appropriate disciplinary action in accordance with existing Board policies and regulations and shall report all such actions to the superintendent.

When the weapon involved is a firearm, as defined in [Section 921 of Title 18 of the United States Code](#), or a deadly weapon as prohibited in [AS 14.03.160](#), the principal shall immediately refer the matter to the superintendent for appropriate action. In cases of firearms, the Superintendent shall recommend the student's expulsion from school for a period of not less than one (1) calendar year. In cases of deadly weapons, the Superintendent shall suspend the student for a period not less than 30 days. A different period of suspension or expulsion may be justified after consideration of the matter on a case-by-case basis. The Superintendent shall consider any special circumstances involved in the violation, including those in aggravation or mitigation. The Superintendent shall also be responsible for referring to law enforcement authorities any student who violates this policy.

If the student involved has an individual education plan, an IEP team meeting will be called to determine whether there is a connection between the behavior and the disability and to determine appropriate discipline or placement of the student, in accordance with applicable law.

A student who has been suspended or expelled for violating this policy may seek early reinstatement by submitting a written request to the Superintendent. The request must identify all the reasons why the student feels that early reinstatement is appropriate. In evaluating the request, the Superintendent should consider the severity of the weapons violation, the student's discipline record, the amount of the suspension or expulsion the student has served at the time of the request, and any other relevant criteria. As a requirement of early readmission, a student must sign a written contract with the district which identifies conditions of early reinstatement. The contract shall clearly state that any violation of school rules by the student will result in immediate reinstatement of the remaining suspension or expulsion period for the prior weapon violation. A decision of the Superintendent to grant or deny a request for early readmission shall be final and the student will be notified of the decision within 10 school days.

The superintendent shall provide the Board with a written report of all violations of this policy, including the circumstances of the violation, the type of weapon involved, and the disciplinary or other action taken in response to the violation of policy.

### Reports to State of Alaska

In addition to the superintendent's report to the School Board of violations of the Board's policies on weapons and dangerous instruments, the superintendent shall provide a report to the Alaska Department of Education with a description of the circumstances surrounding expulsions imposed under Board policy relating to violations of the Board's policy on weapons and dangerous instruments. This report shall include, at a minimum, the following information:

1. The name of the school concerned,
2. the number of students expelled from such school, and
3. the types of weapons or dangerous instruments concerned<sup>141</sup>

### Definitions

The term "**Firearm**" shall have the meaning as defined in [section 921 of Title 18, United States Code](#).

The terms "**Deadly Weapon**," "**Weapon**," and "**Dangerous Instruments**" are defined as anything designed for and capable of causing death or serious physical injury, including, to the extent they are not already included in the above definition, any pistol, revolver, rifle, shotgun, air gun, spring gun or zip gun, any bomb or other explosive, including fireworks, any poison, any dangerous or deadly gas, any slingshot, bludgeon, nightstick, straight razor or throwing star, brass knuckles or artificial knuckles of any kind, any knife, axe, or club.

The term "**parent**," shall include legal guardians, foster parents, or other individual(s) who have a similar legal responsibility for the child.

*(cf. 3514 - Safety)*

*(cf. 4158/4258/4358 - Employee Security)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

Revised 9/97

Revised 9/98

ADOPTED: 5/11/05

**Cordova School District**

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## BP 5144 DISCIPLINE

**Note:** [4 AAC 07.010](#) mandates districts to adopt policies regarding student rights and responsibilities including substantive and procedural matters related to student behavior, treatment, and discipline. [4 AAC 07.010](#) further mandates a uniform discipline policy throughout the district and prohibits the use of corporal punishment. [4 AAC 07.050](#) requires Board review of these policies every three years.

The School Board believes that one of the major functions of the public schools is the preparation of youth for responsible citizenship. The district shall foster a learning environment which reinforces the concepts of self-discipline and the acceptance of personal responsibility. Students are expected to progress from being adult-directed to self-directed with minimal application of disciplinary measures.

The Board recognizes that there must exist certain disciplinary policies and regulations relating to student conduct which delineate acceptable behavior and provides the basis for sound disciplinary practices within each school in the district in order to maintain an environment conducive to learning. These policies and regulations will be enforced fairly and uniformly and consistently without regard to race, creed, color or sex.

*(cf. 5131 et seq. - Student Conduct)*

The administration, teachers and classified staff share mutual responsibility for the enforcement of district policies and regulations pertaining to student conduct and safety. The Board shall give reasonable support and assistance to employees with respect to student discipline. The Board shall review its policies related to student rights and responsibility at least once every three years and shall modify its policies as needed in accordance with law.

The Board recognizes that not all students will adhere to district rules for appropriate behavior. Sufficient support services shall be provided so that continually disruptive students will not be returned to regular classes without some modification of behavior. Students may be assigned to other alternative programs or be subject to removal from school.

Good discipline is more than the maintenance of school and classroom order. It has the ultimate objective as the development of socially approved self-control with due respect for democratically constituted authority. Policies and practices of discipline shall be such as will help achieve this broad objective while at the same time achieving the immediate objective of maintaining the desired degree of order in the school. It is the duty of all teachers to be a model of, and responsible for, good order and protection of property and person wherever he/she may be. To overlook an infraction without taking action is condoning the very act. Consistency is a requirement.

Discipline in the Cordova School District is based upon a guidance-counseling philosophy designed to produce behavioral change that will enable students to develop the self-discipline necessary to function successfully in their educational and social environments.

The major objectives of the school discipline program are to teach the following fundamental concepts for living with the understanding that limits and bottom-lines are an essential element in any successful society and organization:

- A. Understanding and respect for the rights, dignity, and safety of all individuals.
- B. Understanding and respect for the law, district policies, procedures, rules, and regulations.
- C. Understanding of and respect for public and private property rights.
- D. Choice of behavior and subsequent outcomes.

The Board of Education seeks to assure a school climate which is appropriate for learning and which assures the safety and welfare of personnel and students. The superintendent will develop rules, procedures, and standards whereby those students who are disruptive of the educational setting or who endanger the safety of others will receive corrective counseling and/or be subject to disciplinary sanctions.

A student whose conduct or condition is seriously detrimental to the best interests of the school may be suspended or expelled in accordance with administrative procedures and rules established by the superintendent. Such rules and procedures will ensure careful consideration of the rights and needs of the individual concerned, as well as the best interests of other students and the school program as a whole.

### **In-School Suspension**

In an effort to establish disciplinary procedures that are effective in reducing student truancy and misbehavior and do not interrupt the educational process, the School Board, Superintendent, or designee may authorize in-school suspension as an alternative to out-of-school suspension. In-school suspension removes the student from the school social scene while still requiring him/her to maintain the same basic school day schedule and to keep up with required academic assignments. Failure to serve in-school suspension or removal from the in-school suspension program for disciplinary reasons shall result in out-of-school suspension or additional time assigned.

*(cf. 5144.1 - Suspension and Expulsion)*

Each principal shall publish school rules for student discipline which describe the school's behavior management plan and consequences for student misconduct. Special care shall be taken when developing school rules to solicit the views of the

school community, including administrators, teachers, school security personnel, parents/guardians and students.

School site rules must be strictly based on district policy, regulation and state and federal laws and be enforced fairly and uniformly. The Designee(s) shall establish procedures for the approval of such rules.

**Note:** [4 AAC 07.030](#) requires districts at the beginning of the school year to make available to parents/guardians, students, and staff copies of district policies regarding student rights and responsibilities and to post such policies in accessible locations throughout the year.

At the beginning of each school year, the Designee(s) shall ensure that every student and his/her parents/guardians are notified in writing of the availability of Board policies and administrative regulations related to student rights and responsibilities. Such policies shall be posted in accordance with law.

### **Corporal Punishment**

**Note:** The use of corporal punishment is prohibited in Alaska's schools. [4 AAC 07.010](#). Corporal punishment is defined as the application of physical force to the body of a student for disciplinary purposes. [4 AAC 07.900](#). School districts must adopt standards relating to when a teacher, teacher's assistant, or other person responsible for students is authorized to use reasonable and appropriate force to maintain classroom safety and discipline as described in a criminal statute, [AS 11.81.430\(a\)\(2\)](#). That statute provides for the use by a supervising teacher of reasonable and appropriate nondeadly force if authorized by school regulations adopted by the school board. [AS 14.33.120\(a\)\(4\)](#). However, effective October 2014, the legislature enacted [AS 14.33.125-127](#), which defined and established limitations on the use of restraint and seclusion of students. (See BP 5142.3).

Corporal punishment is prohibited by law as a disciplinary measure against any student. School administrators and teachers shall employ other means of disciplining students. Restraint and seclusion, if used in full compliance with applicable law, is not corporal punishment.

(cf. 3514 - Safety)

(cf. 4158 - Employee Security)

(cf. 5142.3 - Restraint and Seclusion)

### **Reporting to Law Enforcement**

In addition to subjecting a student to discipline, any crime committed by a student while at school, on school grounds, or during any school sponsored activity on or off campus shall be reported to law enforcement. Criminal proceedings are independent of actions taken by the School District. The District may impose discipline for misconduct regardless of whether criminal charges are filed or a conviction is obtained. The Superintendent should ensure cooperation with law enforcement in the criminal investigation of students who commit crimes while under the jurisdiction of the school.

(cf. 1410 - Interagency Cooperation for Student and Staff Safety)

Legal References:

#### ALASKA STATUTES

[11.81.430](#) Justification, use of force, special relationships

[11.81.900](#) Definitions

[14.33.120-.140](#) School disciplinary and safety program

#### ALASKA ADMINISTRATIVE CODE

[4 AAC 07.010-4 AAC 07.900](#) Student rights and responsibilities

[4 AAC 06.175-177](#) Reporting and training on restraint and seclusion

Revised 8/2015

CSD Revised 9/2000

ADOPTED: 5/11/05

REVISED: 09/09/15

**Cordova School District**

## AR 5144 DISCIPLINE

Philosophy of discipline: To encourage positive behavior that enables all students at Cordova Junior/Senior High School to achieve academic and social success. In order to insure a safe and drug free learning environment, the following schedule of behavior and consequences in order of priority of concern has been established.

### 1. Fighting/Violence/Vandalism

1st offense may result in the following:

1. mutual combat - 3 school days suspension (in house or at home)
2. assault - 3 to 10 school days suspension (in house or at home), report to police, anger management class/counseling and monitoring required
3. vandalism - 1 to 3 school days suspension (in house or at home) plus financial restitution

2nd offense may result in suspension or an expulsion hearing before the Superintendent and the School Board

### 2. Alcohol, Illegal Drugs and Tobacco

The use and/or possession of products containing tobacco, alcoholic beverages and drugs and drug paraphernalia are prohibited in all school buildings, on school grounds, and at all school activities, including parties, dances, athletic events, and school-sponsored trips of any kind. The school district strongly supports drug-free schools and discipline measures to assure that the schools stay drug-free.

Use or possession of illegal drugs/alcohol or drug paraphernalia on campus or at school sponsored function.

1st offense will result in the following;

1. 5 school days suspension (at home)
2. Report to police
3. 6 to 9 weeks extra curricular suspension

The student shall complete the following before re-admission to school:

1. Undergo a drug assessment
2. Participate in a conference with parent and school administrator and sign a behavior contract.

Upon re-admittance to school, the student shall:

1. Follow through on assessment recommendations.
2. The student will be on probation for a period of six (6) months during which their behavior will be closely monitored.
3. Complete 10-24 hours of school service as approved and verified by the principal.

2nd offense will result in the following:

1. Immediate removal from regular school and assignment to attend alternative school.
2. Participate in a conference with parent and school administrator.

Upon re-admittance to school, the student shall:

1. Follow through on assessment recommendations.
2. Student shall be on probation for a period of nine (9) months, and will be subject to random urine analysis.
3. Complete 48-72 hours of school service as approved by the principal.

3rd offense will result in the following:

- He/she shall be reported to the police and expelled from the Cordova School District as outlined in Board Policy 5144.1.

### 3. Act of defiance (verbal/physical/dress), inappropriate behavior

1st and 2nd offense may result in the following:

- 1 to 3 school days suspension (in house or at home) and counseling required.

### 4. Truancy or unexcused absence for 1 or more periods for reasons not approved by Alaska law; illness, doctor appointments, family illness, funerals or parent advanced makeup.

1. 1 to 3 school days suspension (in house or at home) {all missed work must be made up}.
2. Parents will be notified and counseling will be required.

3. Assignments/tests and other work given during the period of time of truancy cannot be made up - as a natural consequence of the students action.

4. Assignments and tests given during the days of in house suspension must be completed to receive full and complete grades.

**5. Tobacco use or possession: at/or during school and/or school activities**

1st offense may result in the following:

1 to 3 school days suspension (in house), parent and police notification of each offense.

2nd offense may result in the following:

2 to 5 school days suspension (in house or at home), parent and police notification of each offense.

3rd offense may result in the following:

3 to 6 school days suspension (in house or at home)

**6. Tardiness**

Each occurrence will result in being assigned a 25-minute lunch detention.

**7. Discriminatory Harassment/Sexual Harassment**

1st offense will result in the following:

1-3 days suspension (in house or at home)

2nd offense will result in the following:

3-10 days suspension (in house or at home)

counseling required

3rd offense will result in the following:

3-10 days suspension (in house or at home) and/or expulsion hearing before Superintendent and School Board

counseling required

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**Cordova School District**

## **BP 5144.1 SUSPENSION AND EXPULSION**

The School Board recognizes that maintaining an environment which promotes learning and protects the health, safety, and welfare of all students may require the suspension or expulsion of a student from regular classroom instruction. District policies and school site rules shall clearly identify student behavior standards.

*(cf. 5131 - Student Conduct)*

*(cf. 5144 - Discipline)*

*(cf. 6154 - Homework/Make-up Work)*

The Superintendent or principal may impose suspension when other means of correction fail to bring about proper conduct or for serious misconduct.

The Board may expel a student for severe or prolonged breaches of discipline. Except for single acts of a grave nature, expulsion is usually used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to other students.

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

The Board shall provide for the fair treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall specify procedures for notices and appeals.

*(cf. 3514 - Safety)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process - Individuals with Exceptional Needs)*

*(cf. 6164.3 - Student Mental Health - Medication and Services)*

Legal Reference:

### ALASKA STATUTES

[14.03.160](#) Suspension or expulsion of students for possessing weapons

[14.30.045](#) Grounds for suspension or denial of admission

[14.30.047](#) Admission or readmission, when cause no longer exists

[14.30.172](#) Communications not prohibited

### ALASKA ADMINISTRATIVE CODE

[4 AAC 06.060](#) Suspension or denial of admission

[4 AAC 07.010 - 4 AAC 07.900](#) Student rights and responsibilities

### COURT DECISIONS

[Goss v. Lopez](#), 419 U.S. 565 (1975)

Revised 01/07

ADOPTED: 5/11/05

REVISED: 10/10/07

**Cordova School District**

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## **AR 5144.1 SUSPENSION AND EXPULSION**

### **Notice of Regulations**

At the beginning of each school year, the principal of each school shall notify all students and parents/guardians in writing of all school rules related to discipline, suspension and expulsion. Staff, students, and parent/guardian shall be notified about district policies and regulations. Transfer students and their parents/guardians shall be notified at the time of enrollment.

### **Grounds for Suspension and Expulsion**

A student may be suspended or expelled for the following causes:

1. Continued willful disobedience or open and persistent defiance of reasonable school authority;
2. Behavior which is in some way harmful to the welfare, safety or morals of other students;
3. Conviction of a felony which the Board determines will cause the attendance of the child to be in some way harmful to the welfare or education of other students.

*(cf. 5112.2 - Exclusions from Attendance)*

A student may be suspended or expelled for behavior occurring at any time, including but not limited to the following circumstances:

1. While on school grounds.
2. While going to or coming from school or a school-sponsored activity.
3. During the lunch period, whether on or off the school campus.

### **Authority to Suspend**

A Superintendent or Principal may suspend a student from school for any of the acts listed under "Grounds for Suspension and Expulsion" for not more than 45 consecutive days.

Suspension may be imposed upon a first offense if the principal determines the student's behavior to be in some way harmful to the welfare, safety or morals of other students or the student's presence represents a danger to persons or property or threatens to disrupt the instructional process.

If the expulsion of a suspended student is being considered by the Board, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision.

*(cf. 5144.2 - Suspension and Expulsion/Due Process - Individuals with Exceptional Needs)*

### **Short Term Suspension Procedures (10 days or less)**

#### **1. Informal Conference**

Suspension shall be preceded by an informal conference conducted by the Superintendent or principal, and shall include the student, and whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her and shall be given the opportunity to explain his/her version and evidence in support of his/her defense.

If at the end of this discussion the Superintendent or principal believes the student is guilty of the misconduct charged, the student may be suspended for 10 days or less.

This conference may be omitted if the principal, designee or the Superintendent determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If the pre-suspension conference is not held, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference. The conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such case, the conference will be held as soon as the student is physically able to return to school.

#### **2. Administrative Actions**

All requests for student suspension are to be processed by the principal of the school in which the student is enrolled at the time of the misbehavior.

A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee, who in turn will inform the Board.

#### **3. Notice to Parents/Guardians**

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At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by

telephone or in person. Whenever a student is suspended, the parent/ guardian shall be notified in writing of the suspension.

This notice shall state the reasons for suspension and the date and time when the student may return to school, and may request that the parent/guardian confer with school authorities regarding matters pertinent to the suspension.

No penalties may be imposed on the student for the failure or refusal of the parent/guardian to meet with school authorities. The student may not be denied readmission solely because the parent/ guardian failed to meet with school authorities.

### **Long Term Suspension (*more than 10 days*)**

Where alleged misconduct of a student warrants a suspension of more than 10 days, the student will be provided the opportunity for a hearing as outlined under the expulsion procedure. The long term suspension procedure does not preclude a student from being suspended for up to 10 days if procedures for short term suspension have been followed.

A student requesting a hearing regarding a long term suspension will be readmitted in the program (at the end of a short term suspension if applicable) pending the outcome of the hearing except where the superintendent determines that the student's presence in school poses a threat to harm to him or herself or others.

### **Authority to Expel**

A student may be expelled only by the Board.

The Superintendent or principal shall recommend a student's expulsion for any of the following acts, unless the principal or Superintendent finds, and reports in writing to the Board, that expulsion is inappropriate due to particular circumstances which shall be set out in the report of the incident:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any firearm, knife, explosive or other dangerous object at school or at a school activity off school grounds.
3. Unlawful sale of any controlled substance.
4. Robbery, extortion, or the conviction of any other felony which will cause the attendance of the student to be injurious to the welfare or education of other students.

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Exceptional Needs)*

### **Expulsion Procedures**

#### **1. Student's Right to Hearing**

The student is entitled to a hearing to challenge the recommendation that the student should be expelled. The hearing shall be held within 30 school days after the principal or Superintendent or designee determines that cause for expulsion exists.

If the Board finds it impracticable to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held.

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay.

#### **2. Written Notice of the Hearing**

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten calendar days before the date of the hearing. The notice shall include:

- a. The date and place of the hearing.
- b. A statement of the specific facts and charges upon which the proposed expulsion is based.
- c. A copy of district disciplinary rules which relate to the alleged violation.
- d. The opportunity for the student or the student's parent/guardian to appear in person and/or to employ and be represented by counsel.
- e. The right to inspect and obtain copies of all documents to be used at the hearing.
- f. The opportunity to confront and question all witnesses who testify at the hearing.
- g. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses.

#### **3. Conduct of Hearing**

a. Executive Session: The Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If

such request is made, the meeting shall be public.

b. Record of Hearing: A record of the hearing shall be made and may be maintained by any means, including electronic recording, so long as a reasonably accurate written and complete transcription of the proceedings can be made.

c. Presentation of Evidence: While technical rules of evidence do not apply to such hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. Findings of fact shall be based solely on the evidence at the hearing. While no evidence shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure may subject them to an unreasonable risk of harm.

In cases where a search of a student's person or property has occurred, evidence describing the reason for conducting the search shall be included in the hearing record.

*(cf. 5145.12 - Search and Seizure)*

#### 4. Alternative Hearing: Hearing Officer or Administrative Panel

Instead of conducting an expulsion hearing itself, the Board may appoint a hearing officer or an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled.

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures as apply to a hearing conducted by the Board.

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the student shall be immediately reinstated.

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order.

The hearing officer or administrative panel may recommend that the Board suspend the expulsion (see below).

#### 5. Final Action by the Board

Whether the expulsion hearing is conducted in closed or public session by the Board, a hearing officer, or an administrative panel, the final action to expel must be taken by the Board at a public meeting. The Board shall maintain a record of each expulsion, including its cause.

Upon ordering the expulsion, the Board may recommend a plan for the student's rehabilitation, which may include:

- a. Periodic review and assessment at the time of application for readmission.
- b. Recommendations for counseling, employment, community service and other rehabilitation programs.
- c. Such other recommendations as the Board approves, such as enrollment in a drug rehabilitation program, if appropriate, before returning to school.

*(cf. 6164.3 - Student Mental Health - Medication and Services)*

#### 6. Written Notice to Expel

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian.

#### 7. Readmission

The following behavior is unacceptable at all school contests:

8. Berating an opponent's school or mascot.
9. Berating opposing players.
10. Suspension of Expulsion 10. Obscene cheers or gestures.
11. Negative signs.
12. The Board, upon voting to expel a student, may suspend the enforcement of the expulsion order for not more than one calendar year and may, as a condition of the suspension of enforcement, assign the student to a school, class or program appropriate for the student's rehabilitation. When deciding whether to suspend an expulsion, the Board shall take into account the following criteria: 12. Painted faces.
13. Use of noisemakers.
  - a. The student's previous behavior. 7. Words or gestures of complaint about officials' calls.

- b. The seriousness of the misconduct. Game programs and the announcers shall explain and promote sportsmanship expectations.
  - c. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program. Prior to the contest, each principal shall emphasize the importance of sportsmanlike behavior to coaches, players, cheerleaders and spectators in rallies, team meetings, faculty meetings, spirit club meetings, school bulletins and/or public address announcements. At least one day before the contest, the principals or designees of competing schools shall discuss the upcoming event and strategies to promote a sportsmanlike environment for the contest.
14. During this period the student shall be on probationary status.
15. The suspension of expulsion order may be revoked by the Board if the student commits any of the acts which would constitute grounds for suspension or expulsion or violates any of the district's rules and regulations governing student conduct.
16. When the suspension of expulsion order is revoked, a student may be expelled under the terms of the original expulsion order.
17. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon rein-statement, the Board may order the expungement of any or all records of the expulsion proceedings.
18. Suspension of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order.
19. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian.

Revised 01/07

ADOPTED: 5/11/05

REVISED: 9/12/07

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**Cordova School District**

## **AR 5144.2 SUSPENSION AND EXPULSION (STUDENTS WITH DISABILITIES)**

A student receiving special education services is expected to follow the same behavior and conduct rules applicable to all students and is subject to discipline as set forth in those rules. The procedural safeguards established by district policies and regulations shall be observed in considering the suspension of special education students. In addition, students receiving special education may have additional rights relating to discipline and continuing services as set forth in the Individuals with Disabilities Education Act ("IDEA").

School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change in placement, consistent with the other requirements of this section, is appropriate for a student with a disability who violates behavior and conduct rules.

A student who has not been identified as a student with disabilities pursuant to the IDEA and who has violated the district's disciplinary procedures may assert the procedural safeguards under this administrative regulation only if the district had a basis of knowledge that the student had a disability before the behavior occurred.

If a request is made for an evaluation of a student during the time period in which the student is subject to disciplinary measures, the evaluation shall be conducted in an expedited manner. Until the evaluation is completed, the student shall remain in the educational placement determined by school authorities, which can include suspension or expulsion without educational services.

*(cf. 5144.1 - Suspension and Expulsion)*

*(cf. 6164.4 - Child Find)*

### **Removal for Up to 10 Days**

District personnel may suspend a special education student for up to ten school days per year without providing educational services. The days need not be consecutive. Removals for up to ten school days may be out of school suspensions, or, alternatively, an interim alternative educational setting or another setting. Parents must be immediately notified of the discipline decision.

### **Removal for More Than 10 Days or Placement in an Interim Alternative Educational Setting**

Students whose suspension constitutes a change in placement must continue to receive a free and appropriate public education. This means that beginning with the change in placement for disciplinary purposes, educational services must continue to be provided and procedural protections are triggered.

A change in placement occurs if:

- 1) The removal is for more than 10 consecutive school days; or
- 2) The student has been subjected to a series of removals that constitute a pattern because:
  - a) the series of removals total more than 10 school days in a school year;
  - b) the student's behavior is substantially similar to the behavior in previous incidents that resulted in removal; and
  - c) such additional factors support a pattern such as the length of each removal, the total amount of time the student has been removed, and the proximity of the removals to one another.

The District shall determine whether a pattern of removals constitutes a change in placement. This determination is subject to review through due process or judicial proceedings.

The parents shall be immediately notified of the discipline decision and provided a notice of procedural safeguards on the day the change in placement decision is made.

### **Manifestation Determination**

When a change in placement is contemplated for disciplinary purposes, the District must conduct a manifestation determination.

#### **A. Timeframe for Making Determination**

Within ten (10) school days of any decision to change the placement of a student with a disability because of a violation of student conduct rules, a manifestation determination shall be made of the relationship between the student's disability and the behavior subject to the disciplinary action.

#### **B. How Determination is Made**

In making a manifestation determination, the District, the parent, and relevant members of the student's IEP team (as determined by the District and the parent) must review all relevant information in the student's file, including the student's

IEP, any teacher observations, and any relevant information provided by the parents to determine:

1. if the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
2. if the conduct in question was the direct result of the District's failure to implement the IEP.

#### C. Manifestation is Found

If the District, the parent, and relevant members of the IEP team determine that either of the conditions above is met, the conduct shall be determined to be a manifestation of the student's disability. If the team determines that the student's conduct is a manifestation, then the child's placement cannot be changed except via the IEP team process. If a manifestation is found, the IEP team must either:

1. conduct a functional behavioral assessment, unless the District had already conducted one prior to the behavior leading to the change in placement, and implement a behavioral intervention plan for the student; or
2. if a behavior intervention plan has already been developed, review the plan and modify it, as necessary, to address the behavior; and
3. except under special circumstances for drugs, weapons or serious bodily injury as set forth below, return the student to the placement from which the student was removed, unless the parent and the District agree to a change of placement as part of the behavior intervention plan.

#### D. No Manifestation is Found

If it is determined that the conduct is not a manifestation of the student's disability, the relevant disciplinary procedures applicable to students without disabilities may be applied to the student in the same manner and for the same duration as applied to students without disabilities, except that a free appropriate public education must continue to be provided. The educational services may be provided in an alternate setting.

#### E. Drugs, Weapons, or Serious Bodily Injury

For violations of school policies involving weapons, drugs, or serious bodily injury, school personnel may remove a student to an interim alternative educational setting for up to a maximum of 45 school days without regard to whether the behavior is a manifestation of the student's disability. The interim alternative educational setting shall be determined by the IEP team.

Removal under these special circumstances is available for infractions where a student:

1. carries or possesses a weapon to school or at school, on school premises, or to or at a school function; or
2. knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or
3. has inflicted serious bodily injury upon another person while at school, or on school premises, or at a school function.

### **Disciplinary Appeals**

In accordance with IDEA, the parent of a student with a disability who disagrees with any decision regarding a change in placement or a manifestation determination may request a due process hearing. Similarly, the District may request a hearing if it believes that maintaining the current placement of the child is substantially likely to result in injury to the student or to others.

A hearing officer shall hear, and make a determination regarding, an appeal. The State of Alaska Department of Education and Early Development and the District shall arrange for an expedited hearing, which shall occur within 20 school days of the date the hearing is requested and shall result in a determination within 10 school days after the hearing.

In making the determination on appeal, the hearing officer may order a change in placement of a student with a disability. In such situations, the hearing officer may:

1. return the student to the placement from which the student was removed; or
2. order a change in placement to an appropriate alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of the student is substantially likely to result in injury to the student or to others.

Placement during appeals:

When an appeal has been requested by either the parent or the District, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period provided for deciding the hearing, whichever occurs first, unless the parent and the District agree otherwise.

Dangerousness:

A hearing officer may place a student in an appropriate interim alternative educational setting on the grounds of dangerousness if there is a substantial likelihood of injury to the student or others if the student remains in his current

placement. Such placement may be ordered for up to 45 days at a time.

Revised 2/08

ADOPTED: 5/11/05

UPDATED: 11/10/08

**Cordova School District**

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Cordova School District Board of Education

m. New/Unfinished Business

5. Information: Borough Formation

Cordova School District Board of Education

n. Contracts/Memorandums of Agreements- None

Cordova School District Board of Education

o. Personnel: None

Cordova School District Board of Education

p. Miscellaneous

1. Next Regular Meeting Date: Wednesday, November 14, 2018
2. Important Dates
  1. November 1-2, 2018—Parent Teacher Conferences
  2. November 22-23- Thanksgiving—Holiday—No School

## Cordova School District Board of Education

### q. Pending Agenda-

1. AASB Annual Conference and Youth Leadership
2. District Budget to City
3. Superintendent Feedback
4. Financial Audit

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

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)

EQ	End of Quarter
H	Legal Holiday
I	Inservice Day
M	PT Conf Meeting Req
NT	New Teacher Orientation
O/C	School Opens/Closes
V	Vacation Day
G	CHS Graduation

<b>Cordova School District</b>
<b>School Calendar 2018-2019</b>
Mt. Eccles Elementary/Cordova Jr/Sr High School

	Quarter Ending Dates	Days
1st	Quarter Ends 10/19/18	41
2nd	Quarter Ends 12/21/18	41
3rd	Quarter Ends 3/6/19	41
4th	Quarter Ends 5/24/19	50
Total Student Days		173

July						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December						
S	M	T	W	TH	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January						
S	M	T	W	TH	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						
S	M	T	W	TH	F	S
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17	18	19	20	21	22	23
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31						

April						
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28	29	30				

May						
S	M	T	W	TH	F	S
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June						
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23	24	25	26	27	28	29
30						

Note: Parent Teacher Conference Days - School is in session minimum number of hours per day.

MAP Assessment Windows - Fall, Winter, Spring  
 English Language Learner Assessments - Feb 2019  
 PEAKS State Assessments - Mar-Apr 2019

Holidays
September 3, 2018 - Labor Day
October 8, 2018 - Indigenous People's Day
November 22-23, 2018 - Thanksgiving
December 25, 2018 - Christmas
January 1, 2019 - New Year's Day
May 27, 2019 - Memorial Day

Key Athletic Dates
Cordova Fast Ferry Volleyball Tournament - September 21-22, 2018
Cordova Host: Volleyball Regionals - November 15-17, 2018
Cordova Host: Wrestling Regionals - December 6-8, 2018
Cordova Tip-Off Tournament - January 17-19, 2019
Cordova Host: Basketball Regionals - March 7-9, 2019