

CORDOVA SCHOOL DISTRICT – BOARD OF EDUCATION

MEETING AGENDA

January 8, 2020 Regular Meeting
Cordova Jr/Sr High School Media Center
100 Fisherman Av
Cordova, AK 99574 7:00 PM

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.

- a. Call to Order/Pledge of Allegiance/Roll Call/Establishment of a Quorum
Error! Hyperlink reference not valid.
- b. Presentations or Certificates/Awards
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- c. Correspondence
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- d. Hearings of Invited Individuals or Groups (Limit 15 minutes per Individual/Group)
Error! Hyperlink reference not valid.
- e. Approval of Agenda – **ACTION**
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- f. ** Audience Comments regarding Agenda Items
Error! Hyperlink reference not valid.
- g. Consent Agenda **ACTION**
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 - 1. December 11, 2019 Regular Meeting Minutes Draft
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 - 2. Out-of-State Travel for Kate Williams - Close-Up (NY/Washington, DC) - March 24, 2020-April 4, 2020
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- h. Reports - Student Council, City Council, CEA
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- i. Committee Reports
Error! Hyperlink reference not valid.
- j. Administrative Reports - Activities Director, Principals, Food Service, Technology, Maintenance, Business Office, Superintendent
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- k. Financials
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- l. Information Items
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 - 1. Policy Committee Meeting Minutes 12-12-19
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 - 2. Safety-Facility Committee Meeting Minutes 12-23-19
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- m. New/Unfinished Business
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 - 1. AR 5113 Absences and Excuses (First Read) **ACTION**
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 - 2. AR 5119 Children of Military Families (First Read) **ACTION**
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 - 3. BP 5121 Grades/Evaluation of Student Achievement (First Read) **ACTION**
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 - 4. AR 5121 Grades/Evaluation of Student Achievement (First Read) **ACTION**
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 - 5. BP 5124 Communication With Parents/Guardians (First Read) **ACTION**

6. BP 5127 Graduation Ceremonies and Activities (First Read) **ACTION**
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7. AR 5128 Alaska Performance Scholarship Program (First Read) **ACTION**
Error! Hyperlink reference not valid.
8. E 5128 Alaska Performance Scholarship Program (First Read--New Exhibit) **ACTION**
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9. BP 5131 Conduct (First Read) **ACTION**
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10. BP 5141.42 Professional Boundaries of Staff With Students (First Read--New Policy) **ACTION**
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11. AR 5141.42 Professional Boundaries of Staff With Students (First Read--New Admin Reg) **ACTION**
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12. E 5141.42 Professional Boundaries of Staff With Students (First Read--New Exhibit) **ACTION**
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- n. Contracts/Memorandums of Agreements
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- o. Personnel
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- p. Miscellaneous
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- q. Pending Agenda
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- r. ** Audience Comments
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- s. Board Comments
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- t. *Executive Session
Error! Hyperlink reference not valid.
- u. Adjournment
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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 District Goals

- 1) Develop Strategic Plan
- 2) Develop Comprehensive SEL Framework

Board Goals

- 1) Policy alignment
- 2) Increase Community Engagement
- 3) Strengthen Fund Balance
- 4) Clarify Board Role in Curriculum Review and Adoption

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

Please go to the Cordova School District Website: www.cordovasd.org

Click on Policies on the Menu Bar (blue)

Drop Down Menu Select Cordova School District Policy Manual

Instructions are provided. You may access a "Search" to locate necessary information.

You may use the Table of Contents to locate a particular policy.

You may print a policy by selecting the print option at the lower left portion of the policy

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 _____

Autum Deaton _____ (Student Council Representative)

_____ (Alternate Student Council Representative)

Establishment of a Quorum

Quorum YES _____

Quorum NO _____

Cordova School District Board of Education

b. Presentation of Certificates/Awards: None

Cordova School District Board of Education

c. Correspondence:

1. College Board Recognition for AP Student Performance

Congratulations! The College Board is pleased to share the exciting news that your district has earned a position on the 10th Annual AP District Honor Roll! The annual AP District Honor Roll recognizes districts for increasing access to Advanced Placement course work while maintaining or increasing the percentage of students earning scores of 3 or higher on AP Exams. Honor Roll Districts defy the expectation that expanding access automatically results in a decline in the percentage of exams earning scores of 3 or better. Reaching these goals indicates that your districts are successfully identifying motivated, academically prepared students who are likely to benefit from rigorous AP course work.

Please find enclosed your certificate to commemorate this honor, and this December you will also receive posters for display. In addition to the certificate and posters, we have several other materials for you to share this honor with your community. Some of you may have already received an email with the following:

- Approved press release that you may share with local media. Please only populate fields that are highlighted.
- Document including suggestions for Sharing AP Honor Roll News. This document includes suggested language for sharing on Twitter and Facebook.
- Web banners and instructions that you are free to use on your district website.
- Logo's for use for marketing materials

If you have not received an email with the above documents, please send us an email at apdistricthonorroll@collegeboard.org and we will email these documents to you. For further information, you may visit the [AP District Honor Roll](#) website, which includes information about the Honor Roll as well as the complete list of honored districts.

Again, I wish to congratulate you on this honor. If you have any questions about the Honor Roll, please contact apdistricthonorroll@collegeboard.org.

Kindly,

*AP District Honor Roll Team
The College Board*

Cordova City School District

has been named to the

10TH ANNUAL

AP[®] District Honor Roll

in the Advanced Placement[®] District Awards for expanding opportunity and improving performance for AP students.



Cordova School District Board of Education

d. Hearings of Invited Individuals or Groups (Limit 15 minutes per Individual/Group)

None

Cordova School District Board of Education

e. Approve Meeting Agenda

Information: January 8, 2020 Regular Meeting Agenda

Motion: I move to approve the January 8, 2020 regular meeting agenda as presented.

Motion: _____

Second: _____

Discussion:

____Jewell ____Altermott ____Glaser ____Hoepfner ____Bradford

Motion: PASS

Motion: FAILED

Comments:

Cordova School District Board of Education

Cordova School District Board of Education

f. Audience Comments:

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

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

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

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

Cordova School District Board of Education

g. Consent Agenda

Information: 1. December 11, 2019 – Regular Meeting Minutes Draft

2. Out-of-State Travel for Kate Williams- Close-Up (NY/Washington, DC)- March 24,
2020- April 4, 2020

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:

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, Mr. Bradford, and Mr. Hoepfner

Members via telephone: None

Members Absent: Ms. Altermott

Quorum: Established

Staff Present: Superintendent Alex Russin, Principal Gayle Groff, Principal Kate Williams, Technology Director Jason Fastenau, Maintenance Director Josh Pearson, and Secretary Nora Dudley

Via Telephone: Budget & Finance Director Kristy Andrew

Staff Absent: Food Service Director Sandie Ponte

City Council Rep: None

Student Council Rep: None

CEA Rep: Laura Bowman

Visitors: None

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 December 11, 2019 regular meeting agenda as presented in the Board Packet. Mr. Bradford seconded.

Discussion: None

Motion: PASSED 4-0

AUDIENCE COMMENTS REGARDING AGENDA ITEMS: None

CONSENT AGENDA:

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

Discussion: None

Motion: PASSED 4-0

REPORTS:

Student Council: None

City Council: None

Cordova Education Association: Ms. Bowman provided comments from several staff members regarding student successes in their classes, including high engagement and contributions in English; delicious homemade creations in From Scratch; high-level predictions and problem-solving in Physics Lab; and increased independence among students in junior high Writing and Geography.

COMMITTEE REPORTS:

AASB Liaison: (Mr. Hoepfner)

- Mr. Hoepfner provided a brief update on his interest in running for a position with the National School Boards Association.

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

- Meeting scheduled for January 14, 2020

Elementary Site Council: (Ms. Glasen):

- Meeting scheduled for Tuesday December 17, 2019

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

- Meeting scheduled for January 14, 2019

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

- Meeting scheduled for December 12, 2019

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

- Meeting scheduled for December 17, 2019

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

- Mr. Russin shared that an update would be provided later in the meeting, as requested.

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

- No negotiations

ADMINISTRATIVE REPORTS:

Activities Director-Ms. Ammerman

- Ms. Ammerman provided a written report which was included in the Board Packet. She shared that the Wrestling meet went great, was well attended both days despite the late hour on Friday evening and the early hour Saturday morning. Ms. Ammerman added that the [Aurora] Music Festival preparations are underway and that transportation from Whittier and Valdez were booked with private charter companies. She continued that Ms. Corrao was very organized in facilitating much of the preparation. Ms. Ammerman closed by pointing out some updates with the basketball team travel and shared that their season had just began earlier this month [December]. No further questions were asked.

Mt. Eccles Elementary School-Ms. Groff, Principal

- Ms. Groff provided a written report which was included in the Board Packet. She shared that Ms. Corrao had another wonderful K-4 Winter concert and a great turn out from the community. She shared that Mr. Carroll provided “Hour of Code” with a group of high schoolers who shared some coding skills with each classroom. Ms. Jewell asked for more info on her listed goals, specifically *3.2. Ms. Groff said that teachers and staff were still working on ways to implement the RtI framework in their classrooms. She added that the traditional RtI model was challenging for a number of reasons—number of classrooms per grade, number of teachers and aides per grade, etc.--and that staff were adapting. Mr. Russin included that staff were working on customizing the model to meet the students’ needs. No questions followed.

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

- Ms. Williams provided a written report which was included in the Board Packet. She shared that the Spirit Committee once again did a great job with Pep Rally for the Wrestling team which was heading to Regionals. She also included the ASVAB testing was also a success. Mr. Hoepfner asked if the test scores were available to vocational-technical schools and the military. Ms. Williams responded that information was available to students to share but not directly available to other organizations. No questions followed.

Technology Report-Mr. Fastenau

- Mr. Fastenau's report was included in the Board Packet. He shared that he had been working to strengthen the firewall and malware system protection on the network and explained that he was working with E-rate rules and expectations. Mr. Fastenau added that piloting Chromebooks with a group of students at CHS had started and that he would collect some feedback at the end of January. He also included that an RFP had been issued for a District wide phone system upgrade, which proposals were due by December 31, 2019. No questions followed.

Maintenance Report-Mr. Pearson

- Mr. Pearson included a written report in the Board Packet. He shared that he had been working on routine preventative maintenance needs and also had a running list for work to be done during the Christmas break. Ms. Glasen asked how the new membrane for the roof was working. Mr. Pearson responded that due to the change in weather, he had yet to complete the project and that the section he was able to complete seemed to be working. He added that it would be monitored as the weather changed. No questions followed.

Food Service Report-Ms. Ponte

- Ms. Ponte was not present, but a written report was included in the Board Packet. No questions were asked.

Business Department Report- Ms. Andrew

- Ms. Andrew was available via telephone and a written report was included in the Board Packet. She added that the concessions stand is now accepting credit cards through the use of Square. Ms. Glasen asked for further information regarding the replacement needs of the small bus. Mr. Russin explained that the current small bus had regular mechanical needs that may be more, in the long run, than replacing it. He further added that the District received one quote to replace the bus for more than the amount which is allocated in the capital Projects fund for vehicle replacement. He noted that the recommendations later in the agenda to transfer funds would be for that purpose, when needed. No further questions were asked.

Superintendent Report-Mr. Russin

- Mr. Russin included a written report in the Board Packet. He elaborated briefly on his report and included that in the upcoming Policy Committee meeting he would be introducing a new Policy and Administrative Regulation related to professional boundaries of staff with students. There was nothing further to add, and no questions were asked.

FINANCIAL REPORTS:

Ms. Andrew included the November 2019 Financials in the Board Packet. She answered general questions from the Board regarding the scholarship fund. Ms. Jewell thanked Ms. Andrew for the layout of the Student Activities report. No further questions or comments were made.

INFORMATIONAL ITEMS:

- Notes from the Board Work Session on 2019-2020 Board Goals

NEW/UNFINISHED BUSINESS

1. Scholarship Fund

Discussion: Mr. Russin shared five considerations to help facilitate the Board's discussion regarding scholarship funds distribution, including:

- Duration of Distribution (ex: zero-out account over a period of time)
- Eligibility for Scholarship (ex: GPA, field of interest of study, financial need)
- Selection Criteria (ex: application process, student interviews, committee review)
- One-time Award or Renewable (ex: eligible for up to 5 x years per student, process)
- Amount of Scholarship Award

He briefly explained and offered example scenarios for each point. The Board agreed and discussed several options for the scholarship fund distribution. Ms. Jewell asked if there was a possibility for the funds to be set up in an account that would gain interest over time, by which then the interest could be used for the scholarships. Mr. Russin said that the administration team could look into such options and would update the Board in January.

2. Walk-in Freezer Purchase

Discussion: Mr. Russin referenced the detailed freezer information in the packet and further explained that the main reason for this purchase was the need for additional food storage space. He also shared that the new freezer could potentially serve as the main storage should the current freezer have service problems.

Motion: PASSED 4-0

3. Mr. Bradford moved to approve the Capital Projects Funds Transfer as presented. Ms. Glasen seconded.

Discussion: Mr. Russin explained the Board packet presented the recommendations made by the Admin Team and were based on current needs of the District. He also shared other Project Funds which had recently been used:

- Window Replacement Fund: \$5,000 were used to replace several windows in Mt. Eccles and the District Office;
- Safety, Security and Energy Fund: \$10,000 was drawn down with the security camera purchase and additional \$1,000 per year for software licensing.
- District wide Copier Maintenance Service Agreement also drawn down.

Motion: PASSED 4-0

4. Superintendent Evaluation Tool and Timeline

Discussion: Ms. Jewell asked the Board member if the evaluation tool that was used previously was still appropriate. Board members agreed and shared they would like to use it again. The Board further discussed the timeline for evaluation, which was set for February 2020, with the tool to be sent to the Board in January 2020.

CONTRACTS/MEMORANDUMS OF AGREEMENT:

1. District-wide Phone System Request for Proposal--Information

PERSONNEL: None

MISCELLANEOUS:

- December 17, 2019—Board Luncheon with 9th Graders—12:10-12:44pm
- December 23- January 6, 2020—Winter Break-- No School
- January 6, 2020—School Resumes
- Wednesday, January 8, 2020—Next regular Board Meeting

PENDING AGENDA:

- AASB Legislative Fly-In and Leadership Training
- Superintendent Evaluation Tool to Board
- Curriculum Review Cycle
- Climate Change Resolution
- Cellphone Use at School

AUDIENCE COMMENTS: None

BOARD COMMENTS:

- Mr. Hoepfner: Thanked everyone who participated in the wrestling match.
- Ms. Glasen: Shared that she enjoyed this time of year because the Board got to hear about success stories, student achievement, pep rallies and other fun things students were working on. She also wanted to thank everyone who helped during the wrestling match.
- Mr. Bradford: Wanted to thank all individuals and groups that helped during the very successful home wrestling match in some time; he also wished a Merry Christmas to all!
- Ms. Jewell: Echoed the sentiments of the Board Members and wanted to share that after seeing the strategic planning picture in the Board packet it reminded her that even though the process has been long, the District has been able to embed the principles in everyday and real-life learning. Thank you!

EXECUTIVE SESSION: None

ADJOURNMENT:

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

Discussion: None
Motion PASSED 4-0

Meeting Adjourned at 8:52 pm

ATTEST:

President

Clerk

Date

Date

DRAFT

CLOSE UP HIGH SCHOOL PROGRAM

Washington, DC



SUNDAY

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 in the Founding Documents apply to our view of liberty?

FDR Memorial—What rights are needed to ensure equality?

MLK Memorial—How do we see MLK's view of justice in the U.S. today?

Lunch at Reagan Building

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

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 the **Longworth Cafeteria**, a hot spot for Congressional staff and DC 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 witness an **exclusive performance**

THURSDAY

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

White House Study Visit
Discuss how protests and public demonstrations have impacted our country's history

Citizen Action Sites
Get inspired by examples of citizens making a difference in their communities

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 **MOUNT VERNON**, George Washington's home in Virginia, or other iconic sites and exciting neighborhoods in the nation's capital with your school.

CloseUp was wonderful! I met so many new friends and the instructors were great at explaining things. Everything we did was engaging, fun, and educational.

— Abby, Student, AK

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

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. Ponte January 2020
2. Pearson January 2020
3. Andrew January 2020
4. Russin January 2020



SANDIE PONTE
Director of Food Services Board Report
1/01/2020

2019-2020 GOALS FOR THE FOOD SERVICE DEPARTMENT

Achieved level 3 certification and am working towards getting my SNS (school nutrition specialist)

MEAL SERVICE

Sorry, I was unable to get Decembers meal counts for elementary.

| 2019-2020 | JULY | | AUGUST | | SEPTEMBER | | OCTOBER | | NOVEMBER | | DECEMBER | |
|---------------------|------|------|--------|------|-----------|------|---------|------|----------|------|----------|---|
| | B | L | B | L | B | L | B | L | B | L | B | L |
| STUDENTS | 1127 | 3288 | 655 | 1845 | 1938 | 4770 | 1999 | 3615 | 1633 | 3959 | | |
| ADULTS | | | 23 | 46 | 33 | 136 | 59 | 154 | 54 | 163 | | |
| TOTAL | | | 678 | 1891 | 1971 | 4906 | 2058 | 3769 | 1687 | 4122 | | |
| B-BREAKFAST L-LUNCH | | | | | | | | | | | | |

| 2018-2019 | JANUARY | | FEBRUARY | | MARCH | | APRIL | | MAY | | JUNE 2018 | |
|---------------------|---------|-------|----------|-------|-------|-------|-------|-------|-----|---|-----------|------|
| | B | L | B | L | B | L | B | L | B | L | B | L |
| STUDENTS | 1,711 | 4,069 | 1,959 | 4,247 | 1,367 | 2,951 | 2264 | 5,055 | | | 1209 | 3153 |
| ADULTS | 37 | 160 | 47 | 259 | 18 | 133 | 40 | 178 | | | 54 | 176 |
| TOTAL | 1,748 | 4,229 | 2,006 | 4,506 | 1,385 | 3,084 | 2,304 | 5,233 | | | 1263 | 3329 |
| B-BREAKFAST L-LUNCH | | | | | | | | | | | | |

SPECIAL FOOD SERVICE PROGRAMS

Our new walk-in freezer has arrived and is ready to be installed.

TRAINING OPPORTUNITIES

The Institute for Child Nutrition, formerly Ole Miss, is offering STAR training. It is for new and upcoming managers. I have asked Stacey Chapple to participate. It is a year long training, most of which is on line, with one in person attendance in Anchorage in May.

UPCOMING EVENTS

Our Alaska School Nutrition Annual Conference will be the end of January or early February. I have been asked to present a couple sessions.

OTHER

I have been nominated again for president of AKSNA. With a lot of coaxing, I have accepted. It is a 3-year commitment. President elect, president and past president. I will need to travel to Tempe, Arizona for the leadership conference and to Nashville for our annual conference. Thank you in advance for your support.

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



(T) 907-424-3265
(F) 907-424-3271
www.cordovasd.org



JOSHUA PEARSON
Director of Maintenance Board Report
January 2020

2019-2020 GOALS FOR THE MAINTENANCE DEPARTMENT

- Our biggest goal for this year and every year is to make sure that we keep up with our preventive maintenance and our everyday custodial tasks so that our schools run smoothly all year long.
 - ❑ UPDATE: (12/16/19)
DEED will be in our schools on January 15, 2020.

- 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.
 - ❑ No updates at this time

- Progress forward with assessment of the High School HVAC systems and what it would take to get that system automated like Mt. Eccles.
 - ❑ UPDATE: (12/12/19)
The testing of the method to wire the zone valves to the thermostat will not work. We have received a quote for replacing our current HVAC control system and that was shared at our Safety/Facility meeting.



MONTHLY DATA

| 19-20 | Preventative Maintenance Work Orders Completed | Corrective Maintenance Work Orders Completed | TOTAL |
|--------------|--|--|------------|
| JUL | 33 | 17 | 50 |
| AUG | 82 | 24 | 106 |
| SEPT | 83 | 11 | 94 |
| OCT | 89 | 15 | 104 |
| NOV | 75 | 8 | 83 |
| DEC | 67 | 2 | 69 |
| JAN | | | |
| FEB | | | |
| MAR | | | |
| APR | | | |
| MAY | | | |
| JUNE | | | |
| TOTAL | 429 | 77 | 506 |

CURRENT PROJECTS/CONSIDERATIONS

- Security Camera Installation.
 - UPDATE: (12/17/19)
Brightwatch/Verkada Have been approved for sending a crew to Cordova to install all of our security cameras at no cost to the District.

UPCOMING PROJECTS/CONSIDERATIONS

- CHS -
 - Gym roof
UPDATE: (12/26/19)
Currently corresponding with Tremco, the roofing company, to try to come up with a solution to these leaks.

CHS Winter Break Projects

- Air Handler filter changes and motor lubrication.
- Gym floor scrubbing.
- Bleacher scrubbing.
- Complete cleaning of rooms and hallways.

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



(T) 907-424-3265
(F) 907-424-3271
www.cordovasd.org

- Thorough cleaning of all of the bathrooms.
- Painting the front entrance.
- Clean boiler room and all mechanical rooms.

Mt. Eccles –

- No updates at this time

Mt. Eccles Winter Break Projects

- Air Handler filter changes and motor lubrication.
- Gym floor scrubbing.
- Cleaning underneath the bleachers.
- Complete cleaning of rooms and hallways.
- Thorough cleaning of all of the bathrooms.
- Painting the poles in the cafeteria.
- Thorough dusting of the pipes and duct work in hallways.
- Clean boiler room and all mechanical rooms.

STAFF PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- No updates at this time

Kristy Andrew
Director of Budget and Finance
Board Report | January 8, 2020

2019-20 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. Continue to seek out additional funding sources.
4. Clarify long-standing, stagnant accounts so they can be utilized as they were intended.

Current Projects/Considerations

- **Year-End Reporting** (*Required*)
 - Currently working on our year-end reports such as W2, 1095, 1099, etc.
- **Medicaid in Schools** (*Goal 3*)
 - *No updates at this time.*
- **Alio Reporting Updates** (*Goal 2*)
 - *No updates at this time.*

Upcoming Projects/Considerations

- **Student Transportation:**
 - 8/13/2019: We will be publishing an RFP this year to begin in FY21.
 - 11/30/2019: Collected several sample RFPs from Alaskan school district. Next step will be to review those, and begin writing up our own.
 - 11/30/2019: We have received one quote for the replacement of our small bus in the range of \$92,000. We will likely request additional quotes as we consider replacing this district-owned vehicle.

Staff Professional Development Opportunities

- **COMPLETE:** FY20 ALASBO Annual Winter Conference. December 2019.
 - Update: The highlight of this was a visit from Martha (Weidenhammer), who ran a user group for the Alaska Alio Users.
- **ONGOING:** SHRM (Society for Human Resource Management) Essentials of Human Resources, Self-Study Training Program.

Other Business

- Travel Donations are now at 32.5% of our goal at \$48,875.
- Budget Revisions have been moved to February to allow for processing of year-end forms as well as other changes to accounts/payroll.

Current Contract Service Agreements (CSAs)

| CONTRACT SERVICE PROVIDER | Type of Services Provided | District CSA # | Maximum Amount Authorized Under Agreement | Amount Paid To-Date |
|--|-------------------------------|----------------|---|---------------------|
| Vidya Oftedal (ACS) | Speech and Language Pathology | | 29,810 | 12,040 |
| Kidability Physical Therapy, LLC (Kristin Bacon) | Physical Therapy | | 22,800 | 10,187 |
| Kaye Lawson, OTR, MEd | Occupational Therapy | | 30,000 | 13,200 |

Financial/Payroll System Considerations

- **Current Issues:**

- **Leave Processing:** First reported September 2018. Employees who exhausted their accrued leaves, but who were approved for leave without pay, were still being “paid” by Alio for their unpaid leave time, leading to manual corrections on an almost monthly basis. Until this is resolved, we have had to make changes to how unpaid leave is requested by employees. EMA opened a ticket with Weidenhammer in August 2019. Update as of October 2, 2019, EMA is trying to get a meeting with all parties.
- **P-Card Account Changes:** First (officially) reported August 2019. During account changes for P-Card transactions, Alio fails to move the entire transaction, thereby separating the P-Card transaction details from the financial accounting. EMA has opened a ticket with Weidenhammer.
- **Employee Service Portal - Initial Screen Issue:** First reported April 2019. Reported again August 2019. Minor issue affecting one user (that we are aware of) where an old timecard displays upon initial login on a daily basis. Update: EMA is still researching the issue, but is unable to duplicate it.

- **Resolved Issues**

- Employee Service Portal - Supervisor Approval Reminder Issue
- Missing Historic Leave Records

Alex Russin
Superintendent Board Report
January 8, 2020

2019-2020 SUPERINTENDENT PRIORITIES/GOALS

- Establishment/Implementation of an Early Warning System (Attendance; Behavior; Course Performance)

No updates at this time

- Seek Alternate Sources of Funding for Student Programs (Development/Support)

Administration is continuing to review cash-back credit card business account options to potentially generate funds for Student Activities, in particular.

BOARD DIRECTIVES/PRIOR MEETING FOLLOW-UPS

1. Provide Superintendent Evaluation Tool to Board in January 2020

Emailed by Nora Dudley on 12/20/19.

2. Research Options for CHSSA Scholarship Distribution

Administration is researching options to potentially establish a structure to invest funds and use the accrued interest to distribute while maintaining a strong principle base well into the future. Ms. Andrew will provide a verbal update during her report at the 1/8/20 Board Meeting.

HUMAN RESOURCES

- Administration is seeking a coach for junior high wrestling. Practice begins January 7, 2020.

COMMUNITY RELATIONS

- December Community Engagements
 - ✓ Cordova Coalition for a Healthy Community Meeting
 - ✓ Cordova City Council Work Session/Meeting
 - ✓ Cordova Holiday Bazar
 - ✓ Cordova Stage of the Tide Musical
 - ✓ CSD Alumni vs. Student Basketball Games
 - ✓ CSD Holiday Music Concerts

POLICY REVIEW

- The Policy Committee reviewed and recommend revisions to the policies listed below. These policies are included under the New/Unfinished Business section of the January 8, 2020 Board Meeting Agenda. Rationale for recommendations are provided in the associated reference sheet:
 - ✓ AR 5113 ABSENCES AND EXCUSES (*First Read*)
 - ✓ AR 5119 CHILDREN OF MILITARY FAMILIES (*First Read*)
 - ✓ BP 5121 GRADES/EVALUATION OF STUDENT ACHIEVEMENT (*First Read*)
 - ✓ AR 5121 GRADES/EVALUATION OF STUDENT ACHIEVEMENT (*First Read*)
 - ✓ BP 5124 COMMUNICATION WITH PARENTS/GUARDIANS (*First Read*)
 - ✓ BP 5127 GRADUATION CEREMONIES AND ACTIVITIES (*First Read*)
 - ✓ AR 5128 ALASKA PERFORMANCE SCHOLARSHIP PROGRAM (*First Read*)
 - ✓ E 5128 ALASKA PERFORMANCE SCHOLARSHIP PROGRAM (*First Read—NEW*)
 - ✓ BP 5131 CONDUCT (*First Read*)
 - ✓ BP 5141.42 PROFESSIONAL BOUNDARIES OF STAFF WITH STUDENTS (*First Read—NEW*)
 - ✓ AR 5141.42 PROFESSIONAL BOUNDARIES OF STAFF WITH STUDENTS (*First Read—NEW*)
 - ✓ E 5141.42 PROFESSIONAL BOUNDARIES OF STAFF WITH STUDENTS (*First Read—NEW*)

OTHER

- Upcoming Scheduled Committee Meetings
 - ✓ Curriculum Committee January 14, 2020 @ 5:15 pm
 - ✓ Facility/Safety Committee February 18, 2020 @ 4:00 pm
 - ✓ Policy Committee February 20, 2020 @ 4:00 pm
 - ✓ Strategic Planning TBD
- RTI Conference Attendance—January 24-27, 2020—Anchorage, AK

Sessions include:

 - ✓ *All Learning is Social and Emotional*
 - ✓ *Deepening Learning with Practical Application of Teacher Clarity, Formative Assessment & Feedback*
 - ✓ *Evidence Based Instructional Practices*
- FY21 Budget Development Timeline/Process
 - ✓ **February 2020:** Admin Team review of current budget (expenses, revenues, and projected needs for remainder of FY17); hold initial work session with the Board to provide a preliminary budget overview
 - ✓ **March 2020:** Continue budget development process based on projected knowns/unknowns (student and staff numbers, state/federal revenue streams, instructional resource needs, etc.); discuss preliminary draft budget with board at March Board Meeting
 - ✓ **April 2020:** Continue budget development process with Admin Team; hold work session with the Board, as needed; approve draft budget at April Board Meeting; make approved draft available to public
 - ✓ **May 2020:** Make revisions to draft budget based on any new information (BSA, state/federal grants, etc.); approve final budget at May Board Meeting

Cordova School District Board of Education

k. Financial Reports

1. December 2019 Financial Report



FY20 Revenue and Expenditure as of 12/31/2019

Funds : General Fund, Pupil Trans and Food Service

| Revenue | Year-to-Date | Revised Budget | Received % |
|---|---------------------|-----------------------|-------------------|
| City Direct Appropriation & In-Kind | 755,000 | 2,095,000 | 36.04% |
| State of Alaska - Foundation | 2,137,536 | 4,163,222 | 51.34% |
| State of Alaska - TRS | - | 415,259 | 0.00% |
| State of Alaska - PERS | - | 59,121 | 0.00% |
| Pupil Transportation Fund (205) | 80,928 | 129,000 | 62.73% |
| Food Service Fund (255) | 129,675 | 403,554 | 32.13% |
| Other (100-030 through 100-047, 100-052, 100-110) | 74,809 | 225,500 | 33.17% |
| Total Revenue | \$ 3,177,948 | \$ 7,490,656 | 42.43% |

(Excluding Federal Special Revenue Programs)

| Expenditures | Year-to-Date | Revised Budget | Expended % |
|----------------------------|---------------------|-----------------------|-------------------|
| General Fund (100) | 2,654,680 | 6,945,846 | 38.22% |
| Pupil Transportation (205) | 62,724 | 135,000 | 46.46% |
| Food Service Fund (255) | 198,689 | 376,420 | 52.78% |
| Total Expenditures | \$ 2,916,094 | \$ 7,457,266 | 39.10% |

Percentage of Budget Expended: 39.1%
 Percentage of Fiscal Year Passed: 50%

Average Daily Checking Account Balance
 December 2019 : \$1,526,348

Alaska Airlines Mileage Plan as of
 December 31, 2019: 625,493 miles

Invested Balance as of
 November 30, 2019: \$812,917*

* Update not yet available.

For 12/01/19 - 12/31/19

Revenue Summary Report

FJRES01A

Periods 06 - 06

Board Revenue Summary Report

Board Revenue Report

| <u>Account No/Description</u> | <u>Budget Amount</u> | <u>Period Amount</u> | <u>Y-T-D Amount</u> | <u>Balance</u> | <u>Percent Received</u> |
|-----------------------------------|----------------------|----------------------|---------------------|----------------|-------------------------|
| 100 General Fund | | | | | |
| 011 City - Direct Appropriation | 1,950,000.00 | 151,000.00 | 755,000.00 | 1,195,000.00 | 38.72 |
| 012 City - In-Kind Donation | 124,000.00 | .00 | .00 | 124,000.00 | .00 |
| 030 Earnings on Investment | 12,000.00 | .00 | .00 | 12,000.00 | .00 |
| 040 Misc Local Revenues | 7,000.00 | .00 | 3,812.75 | 3,187.25 | 54.47 |
| 041 Tuition from Students | 17,500.00 | 3,325.00 | 13,975.00 | 3,525.00 | 79.86 |
| 044 Lab/Shop/Misc Fees | .00 | 50.00 | 996.00 | -996.00 | .00 |
| 046 Facility Rentals | 6,000.00 | 617.00 | 1,360.60 | 4,639.40 | 22.68 |
| 047 eRate Revenue | 139,000.00 | 11,691.00 | 54,665.55 | 84,334.45 | 39.33 |
| 051 Foundation - Program | 4,170,378.00 | 356,256.00 | 2,137,536.00 | 2,032,842.00 | 51.26 |
| 052 Foundation - Quality Schools | 13,844.00 | .00 | .00 | 13,844.00 | .00 |
| 056 TRS On-Behalf Revenue | 415,259.00 | .00 | .00 | 415,259.00 | .00 |
| 057 PERS On-Behalf Revenue | 59,121.00 | .00 | .00 | 59,121.00 | .00 |
| 110 PL874 IMPACT AID | 44,000.00 | .00 | .00 | 44,000.00 | .00 |
| 100 General Fund | 6,958,102.00 | 522,939.00 | 2,967,345.90 | 3,990,756.10 | 42.65 |
| 205 Pupil Transportation | | | | | |
| 065 Pupil Transportation | .00 | 37,645.00 | 80,928.00 | -80,928.00 | .00 |
| 205 Pupil Transportation | .00 | 37,645.00 | 80,928.00 | -80,928.00 | .00 |
| 220 DVR Summer Work Program | | | | | |
| 090 Other State Revenues | .00 | 2,189.65 | 4,189.65 | -4,189.65 | .00 |
| 220 DVR Summer Work Program | .00 | 2,189.65 | 4,189.65 | -4,189.65 | .00 |
| 240 DOE Travel Reimbursement | | | | | |
| 090 Other State Revenues | .00 | .00 | 4,080.39 | -4,080.39 | .00 |
| 240 DOE Travel Reimbursement | .00 | .00 | 4,080.39 | -4,080.39 | .00 |
| 255 Food Service | | | | | |
| 021 Student Meal Sales | 5,500.00 | 1,544.50 | 2,041.50 | 3,458.50 | 37.12 |
| 022 Adult Meal Sales | 6,000.00 | 60.00 | 2,567.00 | 3,433.00 | 42.78 |
| 024 Adult Breakfast - Summer | 100.00 | .00 | 1,332.00 | -1,232.00 | 1332.00 |
| 025 Other Food Sales | 2,000.00 | .00 | .00 | 2,000.00 | .00 |
| 090 Other State Revenues | 2,000.00 | .00 | .00 | 2,000.00 | .00 |
| 150 Federal Revenue through State | 2,054.16 | .00 | .00 | 2,054.16 | .00 |
| 161 USDA LUNCH SUMMER | 54,000.00 | .00 | 34,757.25 | 19,242.75 | 64.37 |
| 163 USDA BREAKFAST SUMMER | 7,000.00 | .00 | 6,157.43 | 842.57 | 87.96 |
| 165 USDA LUNCH SCHOOL YEAR | 162,000.00 | 37,006.09 | 65,525.61 | 96,474.39 | 40.45 |
| 166 USDA BREAKFAST SCHOOL YEAR | 42,000.00 | 9,889.96 | 16,953.04 | 25,046.96 | 40.36 |
| 167 Afternoon Snacks | 900.00 | 98.25 | 341.45 | 558.55 | 37.94 |
| 250 Transfers from Other Funds | 120,000.00 | .00 | .00 | 120,000.00 | .00 |
| 255 Food Service | 403,554.16 | 48,598.80 | 129,675.28 | 273,878.88 | 32.13 |
| 256 Fresh Fruit and Vegetables | | | | | |
| 164 USDA-FFVP | 14,790.00 | 2,189.99 | 3,432.84 | 11,357.16 | 23.21 |
| 256 Fresh Fruit and Vegetables | 14,790.00 | 2,189.99 | 3,432.84 | 11,357.16 | 23.21 |
| 261 Title IA - Basic | | | | | |
| 150 Federal Revenue through State | 32,842.52 | .00 | .00 | 32,842.52 | .00 |

For 12/01/19 - 12/31/19

Revenue Summary Report

FJRES01A

Periods 06 - 06

Board Revenue Summary Report

Board Revenue Report

| <u>Account No/Description</u> | <u>Budget Amount</u> | <u>Period Amount</u> | <u>Y-T-D Amount</u> | <u>Balance</u> | <u>Percent Received</u> |
|---------------------------------------|----------------------|----------------------|---------------------|----------------|-------------------------|
| 261 Title IA - Basic | | | | | |
| 261 Title IA - Basic | 32,842.52 | .00 | .00 | 32,842.52 | .00 |
| 263 Title IC - Migrant Ed Regular | | | | | |
| 150 Federal Revenue through State | 150,946.00 | .00 | .00 | 150,946.00 | .00 |
| 263 Title IC - Migrant Ed Regular | 150,946.00 | .00 | .00 | 150,946.00 | .00 |
| 266 Title IIA - Teacher and Principal | | | | | |
| 150 Federal Revenue through State | 12,721.53 | .00 | .00 | 12,721.53 | .00 |
| 266 Title IIA - Teacher and Principal | 12,721.53 | .00 | .00 | 12,721.53 | .00 |
| 278 Carl Perkins | | | | | |
| 150 Federal Revenue through State | 14,592.79 | .00 | .00 | 14,592.79 | .00 |
| 278 Carl Perkins | 14,592.79 | .00 | .00 | 14,592.79 | .00 |
| 279 Title IV - 21st Century Schools | | | | | |
| 150 Federal Revenue through State | 11,468.97 | .00 | .00 | 11,468.97 | .00 |
| 279 Title IV - 21st Century Schools | 11,468.97 | .00 | .00 | 11,468.97 | .00 |
| 280 Title VI-B | | | | | |
| 150 Federal Revenue through State | 87,105.00 | .00 | .00 | 87,105.00 | .00 |
| 280 Title VI-B | 87,105.00 | .00 | .00 | 87,105.00 | .00 |
| 282 619 Preschool Disabled | | | | | |
| 150 Federal Revenue through State | 8,289.11 | .00 | .00 | 8,289.11 | .00 |
| 282 619 Preschool Disabled | 8,289.11 | .00 | .00 | 8,289.11 | .00 |

For 12/01/19 - 12/31/19

Expenditure Summary Report

FJEXS01A

Periods 06 - 06

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> |
|--|------------------------|---------------------|------------------------|-----------------------|--------------------------|---------------------|
| 100 General Fund | | | | | | |
| 100 100 Regular | 2,569,533.00 | 3,217.87 | 179,418.43 | 993,238.43 | 1,573,076.70 | 38.78 |
| 140 140 Correspondence Study | .00 | .00 | 494.00 | 494.00 | -494.00 | .00 |
| 160 160 Voc Ed | 258,833.00 | .00 | 13,549.25 | 74,481.54 | 184,351.46 | 28.78 |
| 200 200 SpEd Instruction | 744,642.00 | .00 | 50,582.07 | 245,404.02 | 499,237.98 | 32.96 |
| 220 220 SpEd Support | 65,763.00 | .00 | 1,971.57 | 11,980.70 | 53,782.30 | 18.22 |
| 320 320 Guidance | 129,472.00 | .00 | 9,522.21 | 49,569.90 | 79,902.10 | 38.29 |
| 350 350 Instructional Svcs | 24,000.00 | .00 | 3,887.97 | 50,215.44 | -26,215.44 | ** |
| 352 352 Library Services | .00 | .00 | .00 | 2,085.00 | -2,085.00 | .00 |
| 360 360 Technology | 620,280.00 | .00 | 32,781.05 | 150,000.90 | 470,279.10 | 24.18 |
| 400 400 School Administration | 305,572.00 | .00 | 21,892.26 | 118,158.19 | 187,413.81 | 38.67 |
| 450 450 School Admin Support | 205,423.00 | .00 | 16,911.91 | 93,365.73 | 112,057.27 | 45.45 |
| 511 511 Board of Education | 35,970.00 | .00 | 157.14 | 8,619.21 | 27,350.79 | 23.96 |
| 512 512 Superintendent | 227,085.00 | 231.00 | 17,518.24 | 107,588.77 | 119,265.23 | 47.48 |
| 550 550 District Admin Support | 352,053.00 | 988.00 | 23,723.90 | 220,095.09 | 130,969.91 | 62.80 |
| 600 600 Plant Operations and Maintenance | 904,491.00 | 761.00 | 65,752.48 | 331,485.67 | 572,244.33 | 36.73 |
| 700 700 Student Activities | 108,487.00 | .00 | 8,867.05 | 46,553.15 | 61,933.85 | 42.91 |
| 900 900 Other Financing Uses | 394,242.00 | .00 | 23,591.58 | 151,344.61 | 242,897.39 | 38.39 |
| 100 General Fund | 6,945,846.00 | 5,197.87 | 470,621.11 | 2,654,680.35 | 4,285,967.78 | 38.29 |
| 205 Pupil Transportation | | | | | | |
| 600 600 Plant Operations and Maintenance | .00 | .00 | .00 | 500.00 | -500.00 | .00 |
| 760 760 Transportation T/F School | .00 | .00 | 24,748.03 | 59,741.82 | -59,741.82 | .00 |
| 761 761 Transportation - Activities | .00 | .00 | 102.73 | 1,680.05 | -1,680.05 | .00 |
| 762 762 Transportation - Other | .00 | .00 | 802.58 | 802.58 | -802.58 | .00 |
| 205 Pupil Transportation | .00 | .00 | 25,653.34 | 62,724.45 | -62,724.45 | .00 |
| 220 DVR Summer Work Program | | | | | | |
| 000 000 | .00 | .00 | .00 | 5,122.96 | -5,122.96 | .00 |
| 220 DVR Summer Work Program | .00 | .00 | .00 | 5,122.96 | -5,122.96 | .00 |
| 240 DOE Travel Reimbursement | | | | | | |
| 350 350 Instructional Svcs | 3,057.54 | 2,970.00 | .00 | 2,812.19 | -2,724.65 | 189.11 |
| 550 550 District Admin Support | 242.46 | .00 | .00 | .00 | 242.46 | .00 |
| 240 DOE Travel Reimbursement | 3,300.00 | 2,970.00 | .00 | 2,812.19 | -2,482.19 | 175.22 |
| 249 Other Small Grants | | | | | | |
| 000 000 | .00 | .00 | 7,000.00 | 7,000.00 | -7,000.00 | .00 |
| 249 Other Small Grants | .00 | .00 | 7,000.00 | 7,000.00 | -7,000.00 | .00 |
| 255 Food Service | | | | | | |
| 790 790 Food Services | 376,420.00 | .00 | 30,108.87 | 198,689.27 | 177,730.73 | 52.78 |
| 255 Food Service | 376,420.00 | .00 | 30,108.87 | 198,689.27 | 177,730.73 | 52.78 |
| 256 Fresh Fruit and Vegetables | | | | | | |
| 790 790 Food Services | 14,790.00 | .00 | 977.12 | 4,423.86 | 10,366.14 | 29.91 |
| 256 Fresh Fruit and Vegetables | 14,790.00 | .00 | 977.12 | 4,423.86 | 10,366.14 | 29.91 |
| 261 Title IA - Basic | | | | | | |
| 100 100 Regular | .00 | .00 | 1,774.20 | 8,390.96 | -8,390.96 | .00 |

For 12/01/19 - 12/31/19

Expenditure Summary Report

FJEXS01A

Periods 06 - 06

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> |
|--|------------------------|---------------------|------------------------|-----------------------|--------------------------|---------------------|
| 261 Title IA - Basic | | | | | | |
| 200 200 SpEd Instruction | 30,429.47 | .00 | 5,106.09 | 23,329.76 | 7,099.71 | 76.67 |
| 551 550 Fiscal Services | 2,413.05 | .00 | .00 | .00 | 2,413.05 | .00 |
| 261 Title IA - Basic | 32,842.52 | .00 | 6,880.29 | 31,720.72 | 1,121.80 | 96.58 |
| 263 Title IC - Migrant Ed Regular | | | | | | |
| 100 100 Regular | 16,412.47 | 2,502.00 | 5,211.35 | 36,459.78 | -22,549.31 | ** |
| 200 200 SpEd Instruction | 123,443.00 | .00 | 2,832.59 | 12,843.68 | 110,599.32 | 10.40 |
| 450 450 School Admin Support | .00 | .00 | 1,797.22 | 9,245.91 | -9,245.91 | .00 |
| 551 550 Fiscal Services | 11,090.53 | .00 | .00 | .00 | 11,090.53 | .00 |
| 263 Title IC - Migrant Ed Regular | 150,946.00 | 2,502.00 | 9,841.16 | 58,549.37 | 89,894.63 | 40.45 |
| 265 Title IC - Migrant Ed Book | | | | | | |
| 350 350 Instructional Svcs | .00 | .00 | 215.17 | 3,253.36 | -3,253.36 | .00 |
| 265 Title IC - Migrant Ed Book | .00 | .00 | 215.17 | 3,253.36 | -3,253.36 | .00 |
| 266 Title IIA - Teacher and Principal | | | | | | |
| 350 350 Instructional Svcs | 11,786.84 | 3,450.00 | .00 | 1,342.60 | 6,994.24 | 40.66 |
| 551 550 Fiscal Services | 934.69 | .00 | .00 | .00 | 934.69 | .00 |
| 266 Title IIA - Teacher and Principal | 12,721.53 | 3,450.00 | .00 | 1,342.60 | 7,928.93 | 37.67 |
| 278 Carl Perkins | | | | | | |
| 160 160 Voc Ed | 13,897.90 | .00 | 237.38 | 8,406.85 | 5,491.05 | 60.49 |
| 551 550 Fiscal Services | 694.89 | .00 | .00 | .00 | 694.89 | .00 |
| 278 Carl Perkins | 14,592.79 | .00 | 237.38 | 8,406.85 | 6,185.94 | 57.61 |
| 279 Title IV - 21st Century Schools | | | | | | |
| 000 000 | 11,468.97 | 2,100.00 | .00 | 2,281.20 | 7,087.77 | 38.20 |
| 279 Title IV - 21st Century Schools | 11,468.97 | 2,100.00 | .00 | 2,281.20 | 7,087.77 | 38.20 |
| 280 Title VI-B | | | | | | |
| 200 200 SpEd Instruction | .00 | .00 | .00 | 942.00 | -942.00 | .00 |
| 220 220 SpEd Support | 80,705.09 | 312.00 | 4,784.20 | 50,916.11 | 29,476.98 | 63.48 |
| 551 550 Fiscal Services | 6,399.91 | .00 | .00 | .00 | 6,399.91 | .00 |
| 280 Title VI-B | 87,105.00 | 312.00 | 4,784.20 | 51,858.11 | 34,934.89 | 59.89 |
| 282 619 Preschool Disabled | | | | | | |
| 220 220 SpEd Support | 7,680.08 | .00 | .00 | .00 | 7,680.08 | .00 |
| 551 550 Fiscal Services | 609.03 | .00 | .00 | .00 | 609.03 | .00 |
| 282 619 Preschool Disabled | 8,289.11 | .00 | .00 | .00 | 8,289.11 | .00 |
| 350 Indian Education | | | | | | |
| 100 100 Regular | .00 | .00 | 648.69 | 12,177.54 | -12,177.54 | .00 |
| 350 Indian Education | .00 | .00 | 648.69 | 12,177.54 | -12,177.54 | .00 |
| 355 REAP | | | | | | |
| 200 200 SpEd Instruction | .00 | .00 | 1,013.80 | 4,691.41 | -4,691.41 | .00 |
| 355 REAP | .00 | .00 | 1,013.80 | 4,691.41 | -4,691.41 | .00 |

Accounts Payable Details

December 2019

Check #:00005705

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| TEACHERS RETIREMENT SYSTEM | 12/01/19 | 38,558.72 | M | N |
| 20-100-000-000-000-722 - 000.000.Teachers Retirement | | 38,558.72 | | |

Check #:00005706

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| PUBLIC EMPLOYEES RETIREMENT | 12/01/19 | 32,058.31 | M | N |
| 20-100-000-000-000-721 - 000.000.Public Employees Retirement | | 32,058.31 | | |

Check #:00005707

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| INTERNAL REVENUE SERVICE | 12/01/19 | 47,444.18 | M | N |
| 20-100-000-000-000-726 - 000.000.Federal Tax Withholding | | 24,005.70 | | |
| 20-100-000-000-000-729 - 000.000.FICA/Medicare Contributions | | 23,438.48 | | |

Check #:00005708

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| AFLAC | 12/01/19 | 166.38 | C | N |
| 20-100-000-000-000-730 - 000.000.Supplemental Insurance | | 166.38 | | |

Check #:00005709

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| American Fidelity Assurance Co. | 12/01/19 | 1,116.64 | C | N |
| 20-100-000-000-000-730 - 000.000.Supplemental Insurance | | 1,116.64 | | |

Check #:00005710

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| American Fidelity Assurance Co. | 12/01/19 | 1,751.62 | C | N |
| 20-100-000-000-000-730 - 000.000.Supplemental Insurance | | 1,751.62 | | |

Check #:00005711

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| CHILD SUPPORT SERVICES DIVISIO | 12/01/19 | 573.41 | C | N |
| 20-100-000-000-000-739 - 000.000.CHILD SUPPORT | | 573.41 | | |

Check #:00005712

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| Mutual of Omaha | 12/01/19 | 507.60 | C | N |
| 20-100-000-000-000-727 - 000.000.Health and Life Insurance | | 507.60 | | |

Accounts Payable Details

December 2019

Check #:00005713

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| NEA-ALASKA | 12/01/19 | 2,221.38 | C | N |
| 20-100-000-000-000-736 - 000.000.Union Dues | | 2,221.38 | | |

Check #:00005714

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| Public Education Health Trust | 12/01/19 | 99,495.90 | C | N |
| 20-100-000-000-000-727 - 000.000.Health and Life Insurance | | 99,495.90 | | |

Check #:00005715

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| TSA CONSULTING GROUP INC. | 12/01/19 | 19,018.90 | C | N |
| 20-100-000-000-000-733 - 000.000.Annuities Payable | | 7,043.90 | | |
| 20-100-000-000-000-734 - 000.000.Annuities Payable | | 11,975.00 | | |

Check #:00005716

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| ADS Advanced Data Services. Inc. | 12/04/19 | 7,022.40 | C | N |
| 20-100-600-360-720-410 - 360.Technology.Professional/Techni | | 7,022.40 | | |

Check #:00005717

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| ALASKA COMMERCIAL COMPANY | 12/04/19 | 481.01 | C | N |
| 20-100-010-100-000-450 - 100.000.Supplies and Materials | | 30.46 | | |
| 20-100-300-100-000-450 - 100.000.Supplies and Materials | | -1.66 | | |
| 20-710-000-700-913-F40 - 700.Concessions.Other Expenses - Fu | | 452.21 | | |

Check #:00005718

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| AVIS RENT-A-CAR-ANCHORAGE | 12/04/19 | 1,176.78 | C | N |
| 20-710-000-700-983-F30 - 700.HS Robotics.Other Travel - Fund | | 236.24 | | |
| 20-710-000-700-997-R30 - 700.HS Volleyball*.Reg. Season Travel | | 940.54 | | |

Check #:00005719

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| Ace Hardware | 12/04/19 | 675.93 | C | N |
| 20-100-010-100-000-450 - 100.000.Supplies and Materials | | 97.33 | | |
| 20-100-010-100-720-450 - 100.Technology.Supplies and Materi | | 26.97 | | |
| 20-100-600-512-000-450 - 512.000.Supplies and Materi | | 3.49 | | |
| 20-100-600-600-000-442 - 600.000.Building Repair/Mai | | 458.26 | | |
| 20-710-000-700-901-F40 - 700.Industrial Arts Fe.Other Expenses - | | 67.92 | | |
| 20-710-000-700-926-F40 - 700.Class of 2020.Other Expenses - Fu | | 21.96 | | |

Accounts Payable Details

December 2019

Check #:00005720

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| Avis-Stoltzfus Shelby | 12/04/19 | 130.00 | C | N |
| 20-710-000-700-947-R30 - 700.HS Wrestling*.Reg. Season Travel | | 130.00 | | |

Check #:00005721

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| CORDOVA OUTBOARD INC | 12/04/19 | 407.16 | C | N |
| 20-100-600-600-000-440 - 600.000.Other Purchased Ser | | 407.16 | | |

Check #:00005722

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| Collins Kari | 12/04/19 | 134.70 | C | N |
| 20-710-000-700-926-F40 - 700.Class of 2020.Other Expenses - Fu | | 134.70 | | |

Check #:00005723

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| First Student | 12/04/19 | 12,057.30 | C | N |
| 20-205-500-762-000-425 - 762.000.Student Travel | | 523.60 | | |
| 20-205-600-760-000-440 - 760.000.Other Purchased Ser | | 11,313.57 | | |
| 20-205-600-761-000-425 - 761.000.Student Travel | | 102.73 | | |
| 20-710-000-700-951-R30 - 700.JH Boys Basketball.Reg. Season Trave | | 58.70 | | |
| 20-710-000-700-952-R30 - 700.JH Girls Basketbal.Reg. Season Trave | | 58.70 | | |

Check #:00005724

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| Hatch D. Rachel | 12/04/19 | 90.00 | C | N |
| 20-710-000-700-983-F30 - 700.HS Robotics.Other Travel - Fund | | 90.00 | | |

Check #:00005725

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| L.F.S. MARINE SUPPLY | 12/04/19 | 18.60 | C | N |
| 20-100-010-100-000-450 - 100.000.Supplies and Materials | | 18.60 | | |

Check #:00005726

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| NET LOFT THE | 12/04/19 | 12.57 | C | N |
| 20-100-010-100-000-450 - 100.000.Supplies and Materials | | 12.57 | | |

Accounts Payable Details

December 2019

Check #:00005727

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| NICHOLS BACKDOOR COMPANY | 12/04/19 | 213.91 | C | N |
| 20-100-010-100-000-450 - 100.000.Supplies and Materials | | 65.58 | | |
| 20-100-010-160-000-450 - 160 Voc Ed.000.Supplies and Materials | | 87.09 | | |
| 20-100-600-550-000-491 - 550.000.Dues and Fees | | .19 | | |
| 20-255-600-790-000-459 - 790 Food Services.000.Food | | 61.05 | | |

Check #:00005728

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| PRINCE WILLIAM MOTEL | 12/04/19 | 190.00 | C | N |
| 20-710-000-700-997-R40 - 700.HS Volleyball*.Other Expenses - Re | | 190.00 | | |

Check #:00005729

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| Pearson Education Inc. | 12/04/19 | 499.70 | C | N |
| 20-100-010-100-000-471 - 100.000.Textbooks | | 499.70 | | |

Check #:00005730

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| Richardson Heather | 12/04/19 | 146.66 | C | N |
| 20-710-000-700-952-R30 - 700.JH Girls Basketbal.Reg. Season Trave | | 146.66 | | |

Check #:00005731

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| Steele William Jr. | 12/04/19 | 40.00 | C | N |
| 20-710-000-700-947-R40 - 700.HS Wrestling*.Other Expenses - Re | | 40.00 | | |

Check #:00005732

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| USI Northwest | 12/04/19 | 500.00 | C | N |
| 20-100-600-550-000-491 - 550.000.Dues and Fees | | 500.00 | | |

Check #:00005733

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| ANCHOR AUTO/MARINE INC. | 12/13/19 | 288.42 | C | N |
| 20-100-600-600-000-450 - 600.000.Supplies and Materi | | 160.42 | | |
| 20-205-600-760-000-440 - 760.000.Other Purchased Ser | | 128.00 | | |

Check #:00005734

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| AVIS RENT-A-CAR-ANCHORAGE | 12/13/19 | 352.70 | C | N |
| 20-710-000-700-956-F30 - 700.Swimming*.Other Travel - Fund | | 352.70 | | |

Accounts Payable Details

December 2019

Check #:00005735

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| Anchorage Wrestling Officials | 12/13/19 | 300.00 | C | N |
| 20-710-000-700-947-R40 - 700.HS Wrestling*.Other Expenses - Re | | 300.00 | | |

Check #:00005736

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| Collins Kari | 12/13/19 | 494.00 | C | N |
| 20-100-600-140-515-411 - 140.Collins, Faith.Instructional Servi | | 247.00 | | |
| 20-100-600-140-517-411 - 140.CollinsG.Instructional Services | | 247.00 | | |

Check #:00005737

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| Hoepfner Sarah | 12/13/19 | 66.00 | C | N |
| 20-100-600-550-000-491 - 550.000.Dues and Fees | | 66.00 | | |

Check #:00005738

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| NORTH STAR LUMBER CO | 12/13/19 | 32.23 | C | N |
| 20-100-600-600-000-442 - 600.000.Building Repair/Mai | | 32.23 | | |

Check #:00005739

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| PRINCE WILLIAM MOTEL | 12/13/19 | 95.00 | C | N |
| 20-710-000-700-951-R40 - 700.JH Boys Basketball.Other Expenses - | | 47.50 | | |
| 20-710-000-700-952-R40 - 700.JH Girls Basketbal.Other Expenses - | | 47.50 | | |

Check #:00005740

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| RELUCTANT FISHERMAN | 12/13/19 | 468.00 | C | N |
| 20-280-500-220-000-420 - 220.SpEd Support.000.Staff Travel | | 468.00 | | |

Check #:00005741

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| SCHOLASTIC INC | 12/13/19 | 3.24 | C | N |
| 20-100-300-100-000-450 - 100.000.Supplies and Materials | | 3.24 | | |

Check #:00005742

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| TSA CONSULTING GROUP INC. | 12/13/19 | 50.00 | C | N |
| 20-100-600-550-000-491 - 550.000.Dues and Fees | | 50.00 | | |

Accounts Payable Details

December 2019

Check #:00005743

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| UNALASKA HIGH SCHOOL BASKETBAL | 12/13/19 | 4,152.56 | C | N |
| 20-710-000-000-956-REV - 000.Swimming*.Revenue/Donations/F | | 4,152.56 | | |

Check #:00005744

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| AVIS RENT-A-CAR-ANCHORAGE | 12/18/19 | 298.16 | C | N |
| 20-710-000-700-983-F30 - 700.HS Robotics.Other Travel - Fund | | 298.16 | | |

Check #:00005745

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| CAMTU CENTER | 12/18/19 | 104.58 | C | N |
| 20-100-010-100-000-450 - 100.000.Supplies and Materials | | 104.58 | | |

Check #:00005746

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| Callahan Matt | 12/18/19 | 130.00 | C | N |
| 20-710-000-700-957-R40 - 700.Tipoff Tournament.Other Expenses - R | | 130.00 | | |

Check #:00005747

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| Chappell Stacie | 12/18/19 | 250.00 | C | N |
| 20-710-000-700-945-R30 - 700.HS Girls Basketbal.Reg. Season Trave | | 250.00 | | |

Check #:00005748

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| Criminal Information Services, Inc. | 12/18/19 | 49.00 | C | N |
| 20-100-600-550-000-440 - 550.000.Other Purchased Ser | | 49.00 | | |

Check #:00005749

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| DIMOND CENTER HOTEL | 12/18/19 | 396.00 | C | N |
| 20-710-000-700-983-F30 - 700.HS Robotics.Other Travel - Fund | | 396.00 | | |

Check #:00005750

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| HAWLEY JEFF | 12/18/19 | 130.00 | C | N |
| 20-710-000-700-957-R40 - 700.Tipoff Tournament.Other Expenses - R | | 130.00 | | |

Check #:00005751

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| JERMAIN DUNNAGAN & OWENS P.C. | 12/18/19 | 63.00 | C | N |
| 20-100-600-512-000-414 - 512 Superintendent.000.Legal Services | | 63.00 | | |

Accounts Payable Details

December 2019

Check #:00005752

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| PIONEER IGLOO #19 | 12/18/19 | 150.00 | C | N |
| 20-100-600-512-000-440 - 512.000.Other Purchased Ser | | 150.00 | | |

Check #:00005753

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| Taylor Emily | 12/18/19 | 130.00 | C | N |
| 20-710-000-700-947-R32 - 700.HS Wrestling*.Post-Season Travel | | 130.00 | | |

Check #:00005754

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| Taylor Nate | 12/18/19 | 130.00 | C | N |
| 20-710-000-700-947-R32 - 700.HS Wrestling*.Post-Season Travel | | 130.00 | | |

Check #:00005755

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| TEACHERS RETIREMENT SYSTEM | 12/24/19 | 38,086.92 | M | N |
| 20-100-000-000-000-722 - 000.000.Teachers Retirement | | 38,086.92 | | |

Check #:00005756

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| PUBLIC EMPLOYEES RETIREMENT | 12/24/19 | 28,024.75 | M | N |
| 20-100-000-000-000-721 - 000.000.Public Employees Retirement | | 28,024.75 | | |

Check #:00005757

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| INTERNAL REVENUE SERVICE | 12/24/19 | 43,589.88 | M | N |
| 20-100-000-000-000-726 - 000.000.Federal Tax Withholding | | 22,574.32 | | |
| 20-100-000-000-000-729 - 000.000.FICA/Medicare Contributions | | 21,015.56 | | |

Check #:00005758

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| AFLAC | 12/24/19 | 166.38 | C | N |
| 20-100-000-000-000-730 - 000.000.Supplemental Insurance | | 166.38 | | |

Check #:00005759

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| American Fidelity Assurance Co. | 12/24/19 | 1,116.64 | C | N |
| 20-100-000-000-000-730 - 000.000.Supplemental Insurance | | 1,116.64 | | |

Check #:00005760

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| American Fidelity Assurance Co. | 12/24/19 | 1,751.62 | C | N |
| 20-100-000-000-000-730 - 000.000.Supplemental Insurance | | 1,751.62 | | |

Accounts Payable Details

December 2019

Check #:00005761

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| Mutual of Omaha | 12/24/19 | 507.60 | C | N |
| 20-100-000-000-000-727 - 000.000.Health and Life Insurance | | 507.60 | | |

Check #:00005762

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| NEA-ALASKA | 12/24/19 | 2,221.38 | C | N |
| 20-100-000-000-000-736 - 000.000.Union Dues | | 2,221.38 | | |

Check #:00005763

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| Public Education Health Trust | 12/24/19 | 92,871.00 | C | N |
| 20-100-000-000-000-727 - 000.000.Health and Life Insurance | | 92,871.00 | | |

Check #:00005764

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| TSA CONSULTING GROUP INC. | 12/24/19 | 16,787.81 | C | N |
| 20-100-000-000-000-733 - 000.000.Annuities Payable | | 6,362.81 | | |
| 20-100-000-000-000-734 - 000.000.Annuities Payable | | 10,425.00 | | |

Check #:00005765

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| CHILD SUPPORT SERVICES DIVISIO | 12/24/19 | 657.14 | C | N |
| 20-100-000-000-000-739 - 000.000.CHILD SUPPORT | | 657.14 | | |

Check #:00005766

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| AVIS RENT-A-CAR-ANCHORAGE | 12/31/19 | 740.40 | C | N |
| 20-710-000-700-947-R30 - 700.HS Wrestling*.Reg. Season Travel | | 354.37 | | |
| 20-710-000-700-947-R32 - 700.HS Wrestling*.Post-Season Travel | | 386.03 | | |

Check #:00005767

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| COOK INLET ACADEMY | 12/31/19 | 323.57 | C | N |
| 20-710-000-700-997-R32 - 700.HS Volleyball*.Post-Season Travel | | 323.57 | | |

Check #:00005768

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| CORDOVA ELECTRIC CO-OP INC | 12/31/19 | 11,006.34 | C | N |
| 20-100-010-600-000-436 - 600.000.Electricity | | 5,133.64 | | |
| 20-100-300-600-000-436 - 600.000.Electricity | | 5,872.70 | | |

Accounts Payable Details

December 2019

Check #:00005769

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| Charleston Wrap | 12/31/19 | 48.00 | C | N |
| 20-710-000-700-977-F40 - 700.ME Hound Pride.Other Expenses - Fu | | 48.00 | | |

Check #:00005770

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| First Student | 12/31/19 | 11,969.84 | C | N |
| 20-100-300-100-000-440 - 100.000.Other Purchased Services | | 77.92 | | |
| 20-205-600-760-000-440 - 760.000.Other Purchased Ser | | 11,313.57 | | |
| 20-205-600-762-000-425 - 762.000.Student Travel | | 278.98 | | |
| 20-710-000-700-956-F40 - 700.Swimming*.Other Expenses - Fu | | 299.37 | | |

Check #:00005771

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| GSD | 12/31/19 | 1,000.00 | C | N |
| 20-100-600-512-000-410 - 512.000.Professional/Techni | | 1,000.00 | | |

Check #:00005772

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| Hatch D. Rachel | 12/31/19 | 90.00 | C | N |
| 20-710-000-700-983-R32 - 700.HS Robotics.Post-Season Travel | | 90.00 | | |

Check #:00005773

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| Intelli-Tech | 12/31/19 | 1,305.00 | C | N |
| 20-550-000-000-604-510 - 000.ME Heating System .Equipment - Depre | | 1,305.00 | | |

Check #:00005774

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| NICHOLS BACKDOOR COMPANY | 12/31/19 | 681.83 | C | N |
| 20-100-010-160-000-450 - 160 Voc Ed.000.Supplies and Materials | | 190.97 | | |
| 20-100-600-512-000-450 - 512.000.Supplies and Materi | | 119.57 | | |
| 20-255-600-790-000-459 - 790 Food Services.000.Food | | 78.14 | | |
| 20-710-000-700-913-F40 - 700.Concessions.Other Expenses - Fu | | 253.45 | | |
| 20-710-000-700-942-F40 - 700.HS Student Council.Other Expenses - | | 39.70 | | |

Check #:00005775

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| NORTH STAR LUMBER CO | 12/31/19 | 230.26 | C | N |
| 20-100-600-600-000-450 - 600.000.Supplies and Materi | | 230.26 | | |

Accounts Payable Details

December 2019

Check #:00005776

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| RESIDENCE INN | 12/31/19 | 672.00 | C | N |
| 20-710-000-700-947-R32 - 700.HS Wrestling*.Post-Season Travel | | 672.00 | | |

Check #:00100898

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| Adams Bertrand | 12/13/19 | 330.00 | A | N |
| 20-710-000-700-949-R30 - 700.HS Boys Basketball.Reg. Season Trave | | 330.00 | | |

Check #:00100899

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| Andrew Kristy | 12/13/19 | 253.24 | A | N |
| 20-100-600-550-000-420 - 550.000.Staff Travel | | 233.00 | | |
| 20-100-600-550-000-450 - 550.000.Supplies and Materi | | 20.24 | | |

Check #:00100900

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| Borst Jake | 12/13/19 | 330.00 | A | N |
| 20-710-000-700-949-R30 - 700.HS Boys Basketball.Reg. Season Trave | | 330.00 | | |

Check #:00100901

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| LYNDEN TRANSPORT INC. | 12/13/19 | 1,793.04 | A | N |
| 20-255-600-790-000-459 - 790 Food Services.000.Food | | 750.90 | | |
| 20-255-600-790-000-460 - 790 Food Services.000.Milk | | 950.40 | | |
| 20-256-000-790-000-459 - 790 Food Services.000.Food | | 76.58 | | |
| 20-256-000-790-965-459 - 790 Food Services.Purchased.Food | | 15.16 | | |

Check #:00100902

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| Lawson Kaye | 12/13/19 | 4,120.00 | A | N |
| 20-280-600-220-000-410 - 220.000.Professional/Techni | | 4,120.00 | | |

Check #:00100903

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| Andrew Kristy | 12/18/19 | 18.49 | A | N |
| 20-100-600-550-000-420 - 550.000.Staff Travel | | 18.49 | | |

Check #:00100904

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| Balint Seth | 12/18/19 | 130.00 | A | N |
| 20-710-000-700-947-R32 - 700.HS Wrestling*.Post-Season Travel | | 130.00 | | |

Accounts Payable Details

December 2019

Check #:00100905

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| NORTHSTAR NETWORKING | 12/18/19 | 2,000.00 | A | N |
| 20-100-010-360-720-410 - 360.Technology.Professional/Techni | | 1,000.00 | | |
| 20-100-300-360-720-410 - 360.Technology.Professional/Techni | | 1,000.00 | | |

Check #:00100906

| Vendor Name | Check Date | Check Amount | Type | Void |
|---|------------|--------------|------|------|
| Sjostedt, Brad | 12/18/19 | 250.00 | A | N |
| 20-710-000-700-945-R30 - 700.HS Girls Basketbal.Reg. Season Trave | | 250.00 | | |

Check #:00100907

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| LYNDEN TRANSPORT INC. | 12/31/19 | 1,157.78 | A | N |
| 20-255-600-790-000-459 - 790 Food Services.000.Food | | 388.76 | | |
| 20-255-600-790-000-460 - 790 Food Services.000.Milk | | 646.34 | | |
| 20-255-600-790-000-479 - 790.000.Other Supplies/Mate | | 7.12 | | |
| 20-256-000-790-000-459 - 790 Food Services.000.Food | | 115.56 | | |

Check #:12092019

| Vendor Name | Check Date | Check Amount | Type | Void |
|--|------------|--------------|------|------|
| Rev Trak | 12/06/19 | 34.18 | E | N |
| 20-100-600-550-000-491 - 550.000.Dues and Fees | | 34.18 | | |

Check #:12262019

| Vendor Name | Check Date | Check Amount | Type | Void |
|-------------|------------|--------------|------|------|
| | | 0.00 | | |
| | | 0.00 | | |

Total (Including Voids)

| Bank No | Check Amount |
|-------------|-------------------|
| 01 | 595,829.39 |
| AC | 10,382.55 |
| Sum: | 606,211.94 |

**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 | | | | | | |
| 11/27/19 | CSA-GGA-DAMAGE INSURF 3867 One time Vendor | -99.00 | | canceled vb state | 20-710-000-700-997-R32 700.HS Volleyball*.Post-Season Travel | |
| 11/29/19 | ALASKA AIR 027214781 301 ALASKA AIRLINES INC | 284.79 | | akair/hs robotics/12-6-19 | 20-710-000-700-983-F30 700.HS Robotics.Other Travel - Fund | |
| 11/29/19 | ALASKA AIR 027214778 301 ALASKA AIRLINES INC | 231.69 | | akair/wrest/seward/12-6-19 | 20-710-000-700-947-R30 700.HS Wrestling*.Reg. Season Travel | |
| 11/29/19 | ALASKA AIR 027214781 301 ALASKA AIRLINES INC | 11.20 | | akair/hs robotics/hatch 12-6-19 | 20-710-000-700-983-F30 700.HS Robotics.Other Travel - Fund | |
| 11/29/19 | ALASKA AIR 027214781 301 ALASKA AIRLINES INC | 284.79 | | akair/hs robotics/becket/12-6-19 | 20-710-000-700-983-F30 700.HS Robotics.Other Travel - Fund | |
| 11/29/19 | ALASKA AIR 027214781 301 ALASKA AIRLINES INC | 284.79 | | akair/hs robotics/12-6-19 | 20-710-000-700-983-F30 700.HS Robotics.Other Travel - Fund | |

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 |
|---|---|--------|------------|----------------------------|--|----------------|
| Cordova High School | | | | | | |
| Location: 010 | | | | | | |
| Assigned To: Katherine Williams | | | | | | |
| Name on Card: Catherine A Williams | | | | | | |
| Card: 10 | | | | | | |
| 11/29/19 | ALASKA AIR 027214778 301 ALASKA AIRLINES INC | 231.69 | | akair/wrest/seward/12-6-19 | 20-710-000-700-947-R30 700.HS Wrestling*.Reg. Season Travel | |
| 11/29/19 | ALASKA AIR 027214781 301 ALASKA AIRLINES INC | 284.79 | | akair/12-6-19/hs robotics | 20-710-000-700-983-F30 700.HS Robotics.Other Travel - Fund | |
| 11/29/19 | ALASKA AIR 027214781 301 ALASKA AIRLINES INC | 284.79 | | akair/hs robotics/12-6-19 | 20-710-000-700-983-F30 700.HS Robotics.Other Travel - Fund | |
| 11/29/19 | ALASKA AIR 027214781 301 ALASKA AIRLINES INC | 284.79 | | akair/hs robotics/12-6-19 | 20-710-000-700-983-F30 700.HS Robotics.Other Travel - Fund | |
| 11/29/19 | ALASKA AIR 027214778 301 ALASKA AIRLINES INC | 231.69 | | akair/wrest/seward/12-6-19 | 20-710-000-700-947-R30 700.HS Wrestling*.Reg. Season Travel | |
| 11/29/19 | ALASKA AIR 027214781 301 ALASKA AIRLINES INC | 284.79 | | akair/hs robotics/12-6-19 | 20-710-000-700-983-F30 700.HS Robotics.Other Travel - Fund | |

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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 |
|---|---|--------|------------|------------------------------|--|----------------|
| Cordova High School | | | | | | |
| Location: 010 | | | | | | |
| Assigned To: Katherine Williams | | | | | | |
| Name on Card: Catherine A Williams | | | | | | |
| Card: 10 | | | | | | |
| 11/29/19 | ALASKA AIR 027214778 301 ALASKA AIRLINES INC | 231.69 | | akair/wrest/12-6-19 seward | 20-710-000-700-947-R30 700.HS Wrestling*.Reg. Season Travel | |
| 11/29/19 | ALASKA AIR 027214778 301 ALASKA AIRLINES INC | 231.69 | | akair/wrest/seward/12-6-19 | 20-710-000-700-947-R30 700.HS Wrestling*.Reg. Season Travel | |
| 11/29/19 | ALASKA AIR 027214781 301 ALASKA AIRLINES INC | 284.79 | | akair/hs robotics/12-6-19 | 20-710-000-700-983-F30 700.HS Robotics.Other Travel - Fund | |
| 11/29/19 | ALASKA AIR 027214778 301 ALASKA AIRLINES INC | 231.69 | | akair/hs wrest/12-6-19 | 20-710-000-700-947-R30 700.HS Wrestling*.Reg. Season Travel | |
| 11/29/19 | ALASKA AIR 027214778 301 ALASKA AIRLINES INC | 231.69 | | akair/hs wrest/12-6-19 sewar | 20-710-000-700-947-R30 700.HS Wrestling*.Reg. Season Travel | |
| 11/29/19 | ALASKA AIR 027214778 301 ALASKA AIRLINES INC | 231.69 | | akair/hs wrest/seward/12-6-1 | 20-710-000-700-947-R30 700.HS Wrestling*.Reg. Season Travel | |

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

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**Cordova School District
 Purchase Card Statement**

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

Cordova High School

Location: 010

Assigned To: Katherine Williams

Name on Card: Catherine A Williams

Card: 10

| | | | | | | |
|----------|-------------------------|--------|--|----------------------------|--------------------------------------|--|
| 11/29/19 | ALASKA AIR 027214781 | 284.79 | | akair/hs robotics/12-6-19 | 20-710-000-700-983-F30 | |
| | 301 ALASKA AIRLINES INC | | | | 700.HS Robotics.Other Travel - Fund | |
| 11/29/19 | ALASKA AIR 027214781 | 11.20 | | akair/hs robotics/12-6-19 | 20-710-000-700-983-F30 | |
| | 301 ALASKA AIRLINES INC | | | | 700.HS Robotics.Other Travel - Fund | |
| 11/29/19 | ALASKA AIR 027214778 | 231.69 | | akair/wrest/12-6-19 | 20-710-000-700-947-R30 | |
| | 301 ALASKA AIRLINES INC | | | | 700.HS Wrestling*.Reg. Season Travel | |
| 11/29/19 | ALASKA AIR 027214778 | 231.69 | | akair/wrest/12-6-19 | 20-710-000-700-947-R30 | |
| | 301 ALASKA AIRLINES INC | | | | 700.HS Wrestling*.Reg. Season Travel | |
| 11/29/19 | ALASKA AIR 027214778 | 231.69 | | akair/wrest/12-6-19 seward | 20-710-000-700-947-R30 | |
| | 301 ALASKA AIRLINES INC | | | | 700.HS Wrestling*.Reg. Season Travel | |
| 11/29/19 | ALASKA AIR 027214781 | 284.79 | | akair/hs robotics/12-6-19 | 20-710-000-700-983-F30 | |
| | 301 ALASKA AIRLINES INC | | | | 700.HS Robotics.Other Travel - Fund | |

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 |
|---|---|-----------|------------|------------------------------|--|----------------|
| Cordova High School | | | | | | |
| Location: 010 | | | | | | |
| Assigned To: Katherine Williams | | | | | | |
| Name on Card: Catherine A Williams | | | | | | |
| Card: 10 | | | | | | |
| 11/29/19 | ALASKA AIR 027214778 301 ALASKA AIRLINES INC | 231.69 | | akair/wrest/seward/12-6-19 | 20-710-000-700-947-R30 700.HS Wrestling*.Reg. Season Travel | |
| 11/29/19 | ALASKA AIR 027214778 301 ALASKA AIRLINES INC | 231.69 | | akair/wrest/seward/12-6-19 | 20-710-000-700-947-R30 700.HS Wrestling*.Reg. Season Travel | |
| 11/29/19 | ALASKA AIR 027214781 301 ALASKA AIRLINES INC | 284.79 | | akair/hs robotics/12-6-19 | 20-710-000-700-983-F30 700.HS Robotics.Other Travel - Fund | |
| 11/29/19 | ALASKA AIR 027214781 301 ALASKA AIRLINES INC | 284.79 | | akair/hs robotics/12-6-19 | 20-710-000-700-983-F30 700.HS Robotics.Other Travel - Fund | |
| 12/04/19 | ALASKA AIR 027214834 301 ALASKA AIRLINES INC | 359.20 | | akair/female chap/wrest | 20-710-000-700-947-R30 700.HS Wrestling*.Reg. Season Travel | |
| 12/11/19 | ALASKA AIR 027214329 301 ALASKA AIRLINES INC | -3,381.60 | | akair/unalaska refund swimte | 20-710-000-000-956-REV 000.Swimming*.Revenue/Donations/F | |

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 |
|---|--|-----------|------------|-----------------------------|--|----------------|
| Cordova High School | | | | | | |
| Location: 010 | | | | | | |
| Assigned To: Katherine Williams | | | | | | |
| Name on Card: Catherine A Williams | | | | | | |
| Card: 10 | | | | | | |
| 12/11/19 | ALASKA AIR 027214113 | -22.40 | | akair/credit-swim-elena esq | 20-710-000-700-956-R30 | |
| | 301 ALASKA AIRLINES INC | | | | 700.Swimming*.Reg. Season Travel | |
| 12/11/19 | ALASKA AIR 027214329 | -5,636.00 | | akair unalaska reimburse | 20-710-000-000-956-REV | |
| | 301 ALASKA AIRLINES INC | | | | 000.Swimming*.Revenue/Donations/F | |
| 12/18/19 | ALASKA AIR 027214958 | 299.19 | | akair/callahan/tipoff refer | 20-710-000-700-957-R40 | |
| | 301 ALASKA AIRLINES INC | | | | 700.Tipoff Tournament.Other Expenses - R | |
| 12/18/19 | ALASKA AIR 027214958 | 5.60 | | akair/wrest/12-19-19 taylor | 20-710-000-700-947-R30 | |
| | 301 ALASKA AIRLINES INC | | | | 700.HS Wrestling*.Reg. Season Travel | |
| 12/18/19 | ALASKA AIR 027214958 | 239.60 | | akair/wrest/taylor/12-19-19 | 20-710-000-700-947-R30 | |
| | 301 ALASKA AIRLINES INC | | | | 700.HS Wrestling*.Reg. Season Travel | |
| 12/18/19 | ALASKA AIR 027214958 | 5.60 | | akair/wrest/taylor/12-19-19 | 20-710-000-700-947-R30 | |
| | 301 ALASKA AIRLINES INC | | | | 700.HS Wrestling*.Reg. Season Travel | |

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

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

**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 | | | | | | |
| 12/18/19 | ALASKA AIR 027214958 301 ALASKA AIRLINES INC | 5.60 | | akair/wrest/12-19-19 taylor | 20-710-000-700-947-R30 700.HS Wrestling*.Reg. Season Travel | |
| 12/18/19 | ALASKA AIR 027214958 301 ALASKA AIRLINES INC | 479.19 | | akair/wrest/state/balint/12- | 20-710-000-700-947-R32 700.HS Wrestling*.Post-Season Travel | |
| 12/18/19 | ALASKA AIR 027214958 301 ALASKA AIRLINES INC | 5.60 | | akair/wrest/taylor/12-19-19 | 20-710-000-700-947-R30 700.HS Wrestling*.Reg. Season Travel | |
| 12/18/19 | ALASKA AIR 027214958 301 ALASKA AIRLINES INC | 239.60 | | akair/hs wrest/12-19-19 | 20-710-000-700-947-R30 700.HS Wrestling*.Reg. Season Travel | |
| 12/18/19 | ALASKA AIR 027214958 301 ALASKA AIRLINES INC | 239.60 | | akair/wrest/12-19-19-taylor | 20-710-000-700-947-R30 700.HS Wrestling*.Reg. Season Travel | |
| 12/18/19 | ALASKA AIR 027214958 301 ALASKA AIRLINES INC | 239.60 | | akair/state/wrest/12-19-19?; | 20-710-000-700-947-R32 700.HS Wrestling*.Post-Season Travel | |

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

Indicate missing receipts/invoices and any other problems:
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 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 |
|---|---|----------|------------|------------------------------|--|----------------|
| Cordova High School | | | | | | |
| Location: 010 | | | | | | |
| Assigned To: Katherine Williams | | | | | | |
| Name on Card: Catherine A Williams | | | | | | |
| Card: 10 | | | | | | |
| 12/20/19 | PAYPAL *AIRBNB HM554 3867 One time Vendor | 1,070.29 | | ARBNB-hsrobotics/palmer-2-7- | 20-710-000-700-983-R32 700.HS Robotics.Post-Season Travel | |
| 12/23/19 | ALASKA AIR 027214984 301 ALASKA AIRLINES INC | 279.03 | | akair/BBB/12-31-19 | 20-710-000-700-949-R30 700.HS Boys Basketball.Reg. Season Trave | |
| 12/23/19 | ALASKA AIR 027214984 301 ALASKA AIRLINES INC | 275.20 | | akair/GBB/1-2-20 | 20-710-000-700-945-R30 700.HS Girls Basketbal.Reg. Season Trave | |
| 12/23/19 | ALASKA AIR 027214984 301 ALASKA AIRLINES INC | 275.20 | | akair/Gbb/1-2-20 | 20-710-000-700-945-R30 700.HS Girls Basketbal.Reg. Season Trave | |
| 12/23/19 | ALASKA AIR 027214984 301 ALASKA AIRLINES INC | 234.41 | | akair/BBB/12-31-19 | 20-710-000-700-949-R30 700.HS Boys Basketball.Reg. Season Trave | |
| 12/23/19 | ALASKA AIR 027214984 301 ALASKA AIRLINES INC | 11.20 | | akair/hs robotics/beckett | 20-710-000-700-983-F30 700.HS Robotics.Other Travel - Fund | |

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

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

**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

| | | | | | | |
|----------|-------------------------|--------|--|--------------------|--|--|
| 12/23/19 | ALASKA AIR 027214984 | 234.41 | | akair/BBB/12-31-19 | 20-710-000-700-949-R30 | |
| | 301 ALASKA AIRLINES INC | | | | 700.HS Boys Basketball.Reg. Season Trave | |
| 12/23/19 | ALASKA AIR 027214984 | 234.41 | | akair/BBB/12-31-19 | 20-710-000-700-949-R30 | |
| | 301 ALASKA AIRLINES INC | | | | 700.HS Boys Basketball.Reg. Season Trave | |
| 12/23/19 | ALASKA AIR 027214984 | 234.41 | | akair/BBB/12-31-19 | 20-710-000-700-949-R30 | |
| | 301 ALASKA AIRLINES INC | | | | 700.HS Boys Basketball.Reg. Season Trave | |
| 12/23/19 | ALASKA AIR 027214984 | 234.41 | | akair/BBB/12-31-19 | 20-710-000-700-949-R30 | |
| | 301 ALASKA AIRLINES INC | | | | 700.HS Boys Basketball.Reg. Season Trave | |
| 12/23/19 | ALASKA AIR 027214984 | 275.20 | | akair/GBB/1-2-20 | 20-710-000-700-945-R30 | |
| | 301 ALASKA AIRLINES INC | | | | 700.HS Girls Basketbal.Reg. Season Trave | |
| 12/23/19 | ALASKA AIR 027214984 | 275.20 | | akair/GBB/1-2-20 | 20-710-000-700-945-R30 | |
| | 301 ALASKA AIRLINES INC | | | | 700.HS Girls Basketbal.Reg. Season Trave | |

Signed: _____ Approved By: _____

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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 |
|---|---|--------|------------|--------------------|--|----------------|
| Cordova High School | | | | | | |
| Location: 010 | | | | | | |
| Assigned To: Katherine Williams | | | | | | |
| Name on Card: Catherine A Williams | | | | | | |
| Card: 10 | | | | | | |
| 12/23/19 | ALASKA AIR 027214984 301 ALASKA AIRLINES INC | 234.41 | | akair/BBB/12-31-19 | 20-710-000-700-949-R30 700.HS Boys Basketball.Reg. Season Trave | |
| 12/23/19 | ALASKA AIR 027214984 301 ALASKA AIRLINES INC | 234.41 | | akair/BBB/12-31-19 | 20-710-000-700-949-R30 700.HS Boys Basketball.Reg. Season Trave | |
| 12/23/19 | ALASKA AIR 027214984 301 ALASKA AIRLINES INC | 279.03 | | akair/BBB/12-31-19 | 20-710-000-700-949-R30 700.HS Boys Basketball.Reg. Season Trave | |
| 12/23/19 | ALASKA AIR 027214984 301 ALASKA AIRLINES INC | 11.20 | | akair/hs robotics/ | 20-710-000-700-983-F30 700.HS Robotics.Other Travel - Fund | |
| 12/23/19 | ALASKA AIR 027214984 301 ALASKA AIRLINES INC | 275.20 | | akair/GBB/1-2-20 | 20-710-000-700-945-R30 700.HS Girls Basketbal.Reg. Season Trave | |
| 12/23/19 | ALASKA AIR 027214984 301 ALASKA AIRLINES INC | 275.20 | | akair/GBB/1-2-20 | 20-710-000-700-945-R30 700.HS Girls Basketbal.Reg. Season Trave | |

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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 |
|---|---|--------|------------|---------------------------|--|----------------|
| Cordova High School | | | | | | |
| Location: 010 | | | | | | |
| Assigned To: Katherine Williams | | | | | | |
| Name on Card: Catherine A Williams | | | | | | |
| Card: 10 | | | | | | |
| 12/23/19 | ALASKA AIR 027214984 301 ALASKA AIRLINES INC | 275.20 | | akair/GBB/1-2-20 | 20-710-000-700-949-R30 700.HS Boys Basketball.Reg. Season Trave | |
| 12/23/19 | ALASKA AIR 027214984 301 ALASKA AIRLINES INC | 234.41 | | akair/BBB/12-31-19 | 20-710-000-700-949-R30 700.HS Boys Basketball.Reg. Season Trave | |
| 12/23/19 | ALASKA 4X4 RENTALS 3867 One time Vendor | 219.75 | | ak 4x4 rentals/GBB/1-2-20 | 20-710-000-700-945-R30 700.HS Girls Basketbal.Reg. Season Trave | |
| 12/23/19 | ALASKA AIR 027214984 301 ALASKA AIRLINES INC | 275.20 | | akair/GBB/1-2-20 | 20-710-000-700-945-R30 700.HS Girls Basketbal.Reg. Season Trave | |
| 12/23/19 | ALASKA AIR 027214984 301 ALASKA AIRLINES INC | 234.41 | | akair/BBB/12-31-19 | 20-710-000-700-949-R30 700.HS Boys Basketball.Reg. Season Trave | |
| 12/23/19 | ALASKA AIR 027214984 301 ALASKA AIRLINES INC | 234.41 | | akair/BBB/12-31-19 | 20-710-000-700-949-R30 700.HS Boys Basketball.Reg. Season Trave | |

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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 |
|------|--|--------|------------|-------------|---------------------------------------|----------------|
|------|--|--------|------------|-------------|---------------------------------------|----------------|

Cordova High School

Location: 010

Assigned To: Katherine Williams

Name on Card: Catherine A Williams

Card: 10

| | | | | | | |
|----------|-------------------------|-----------------|--|------------------------------|--|--|
| 12/23/19 | ALASKA AIR 027214984 | 125.00 | | akair/change cancel fee/este | 20-710-000-700-945-R30 | |
| | 301 ALASKA AIRLINES INC | | | | 700.HS Girls Basketbal.Reg. Season Trave | |
| 12/23/19 | ALASKA AIR 027214984 | 275.20 | | akair/GBB/1-2-20 | 20-710-000-700-945-R30 | |
| | 301 ALASKA AIRLINES INC | | | | 700.HS Girls Basketbal.Reg. Season Trave | |
| 12/23/19 | ALASKA AIR 027214984 | 275.20 | | akair/GBB/1-2-20 | 20-710-000-700-945-R30 | |
| | 301 ALASKA AIRLINES INC | | | | 700.HS Girls Basketbal.Reg. Season Trave | |
| 12/24/19 | ALASKA AIR 027214622 | -11.20 | | akair creit-estes-GBB | 20-710-000-700-945-R30 | |
| | 301 ALASKA AIRLINES INC | | | | 700.HS Girls Basketbal.Reg. Season Trave | |
| | Card Total: | 6,511.63 | | | | |

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 |
|--------------------------------------|--|--------|------------|------------------------------|---|----------------|
| District | | | | | | |
| Location: 600 | | | | | | |
| Assigned To: Alexander Russin | | | | | | |
| Name on Card: Alex Russin | | | | | | |
| Card: 20 | | | | | | |
| 11/27/19 | AMZN Digital 101485 AMAZON ONLINE ORDERING | -3.99 | | amz/mary/migrant | 20-265-000-350-000-450 350.000.Supplies and Materi | |
| 11/27/19 | AMZN MKTP US*0K3224J4 101485 AMAZON ONLINE ORDERING | 26.88 | | amz/adams/christmas supplies | 20-710-000-700-926-F40 700.Class of 2020.Other Expenses - Fu | |
| 11/27/19 | GRAINGER 6262 Grainger | 140.88 | | grain/emerg/batteries/josh | 20-100-600-600-000-450 600.000.Supplies and Materi | |
| 11/27/19 | AMZN Mktp US*Q819G8CQ 101485 AMAZON ONLINE ORDERING | 433.98 | | internet supplies/air cleane | 20-100-600-600-000-450 600.000.Supplies and Materi | |
| 11/27/19 | CHARLIES PRODUCE 101259 CHARLIES PRODUCE | 252.22 | | char-8837832-lyn-6756930 | 20-255-600-790-000-459 790 Food Services.000.Food | |
| 11/27/19 | GRAINGER 6262 Grainger | 444.10 | | grain-hardwound paper | 20-100-600-600-000-450 600.000.Supplies and Materi | |

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 |
|------|--|--------|------------|-------------|---------------------------------------|----------------|
|------|--|--------|------------|-------------|---------------------------------------|----------------|

District

Location: 600

Assigned To: Alexander Russin

Name on Card: Alex Russin

Card: 20

| | | | | | | |
|----------|--|----------|--|------------------------------|--|--|
| 11/27/19 | CHARLIES PRODUCE 101259 CHARLIES PRODUCE | 112.58 | | char-8837832-lyn-6756930 | 20-256-000-790-000-459 790 Food Services.000.Food | |
| 11/27/19 | GRAINGER 6262 Grainger | 193.30 | | grain-liquid cleaner | 20-100-600-600-000-453 600.000.Janitorial Supplies | |
| 11/27/19 | AMZN DIGITAL 888-802- 101485 AMAZON ONLINE ORDERING | -2.99 | | amz/mary/migrant/mte | 20-265-000-350-000-450 350.000.Supplies and Materi | |
| 11/29/19 | J.W. PEPPER 101485 AMAZON ONLINE ORDERING | 18.50 | | amz/mt e lego/supplies/pride | 20-710-000-700-977-F40 700.ME Hound Pride.Other Expenses - Fu | |
| 11/29/19 | BARGREEN ELLINGSON 24 3867 One time Vendor | 7,000.00 | | v-bargreen-walkin freezer gr | 20-249-000-000-307-510 000.307.Equipment Depreciable | |
| 11/29/19 | BARGREEN ELLINGSON 24 3867 One time Vendor | 5,790.59 | | v-bargreen/walkin freez bal | 20-550-000-000-613-510 000.613.Depreciable Equipment | |

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 |
|----------|--|----------|------------|---------------------------|---|----------------|
| 11/29/19 | ALASKA AIR 027214788 301 ALASKA AIRLINES INC | 667.20 | | akair/lawson/OT/12-3-19 | 20-280-500-220-000-420 220 SpEd Support.000.Staff Travel | |
| 12/02/19 | AMAZON.COM*T76NW6AP3 101485 AMAZON ONLINE ORDERING | 176.79 | | amz/dunn/mte books | 20-100-300-100-000-471 100.000.Textbooks | |
| 12/02/19 | FSA - ANCHORAGE 799 FOOD SERVICES OF AMERICA | 475.18 | | fsa-3639803-lyn-???? | 20-255-600-790-000-459 790 Food Services.000.Food | |
| 12/02/19 | FSA - ANCHORAGE 799 FOOD SERVICES OF AMERICA | 1,086.82 | | fsa-3639802-lyn???? | 20-255-600-790-000-459 790 Food Services.000.Food | |
| 12/03/19 | AMZN Mktp US*9R7Z96YI 101485 AMAZON ONLINE ORDERING | 99.00 | | amz/carroll/plywood craft | 20-100-010-100-000-450 100.000.Supplies and Materials | |
| 12/03/19 | CORDOVA TELEPHONE COC 632 CORDOVA TELEPHONE CO-OP | 72.49 | | labor fee needs fixed | 20-100-600-550-000-499 550.000.Holding | |

District
Location: 600
Assigned To: Alexander Russin
Name on Card: Alex Russin
Card: 20

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 |
|------|--|--------|------------|-------------|---------------------------------------|----------------|
|------|--|--------|------------|-------------|---------------------------------------|----------------|

District

Location: 600

Assigned To: Alexander Russin

Name on Card: Alex Russin

Card: 20

| | | | | | | |
|----------|--|------------|--|---------------|--|--|
| 12/03/19 | CORDOVA TELEPHONE COC 632 CORDOVA TELEPHONE CO-OP | -1,149.80 | | needs fixed | 20-100-600-550-000-499 550.000.Holding | |
| 12/03/19 | CORDOVA TELEPHONE COC 632 CORDOVA TELEPHONE CO-OP | -11,691.00 | | dec state,emt | 20-100-000-901-000-047 901.000.eRate Revenue | |
| 12/03/19 | CORDOVA TELEPHONE COC 632 CORDOVA TELEPHONE CO-OP | 6,495.00 | | mte internet | 20-100-300-360-720-433 360 Technology.Technology.Communications | |
| 12/03/19 | CORDOVA TELEPHONE COC 632 CORDOVA TELEPHONE CO-OP | 6,495.00 | | hs internet | 20-100-010-360-720-433 360 Technology.Technology.Communications | |
| 12/03/19 | CORDOVA TELEPHONE COC 632 CORDOVA TELEPHONE CO-OP | 309.96 | | maint | 20-100-600-600-720-433 600.Technology.Communications | |
| 12/03/19 | CORDOVA TELEPHONE COC 632 CORDOVA TELEPHONE CO-OP | 91.49 | | mt e instruct | 20-100-300-350-720-433 350.Technology.Communications | |

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 |
|------|--|--------|------------|-------------|---------------------------------------|----------------|
|------|--|--------|------------|-------------|---------------------------------------|----------------|

District

Location: 600

Assigned To: Alexander Russin

Name on Card: Alex Russin

Card: 20

| | | | | | | |
|----------|--|--------|-------|---------------------------|--|-------|
| 12/03/19 | CORDOVA TELEPHONE COC 632 CORDOVA TELEPHONE CO-OP | 274.46 | _____ | hs office | 20-100-300-400-720-433 400.Technology.Communications | _____ |
| 12/03/19 | CORDOVA TELEPHONE COC 632 CORDOVA TELEPHONE CO-OP | 101.48 | _____ | hs instruct | 20-100-010-350-720-433 350.Technology.Communications | _____ |
| 12/03/19 | CORDOVA TELEPHONE COC 632 CORDOVA TELEPHONE CO-OP | 304.45 | _____ | hs office | 20-100-010-400-720-433 400.Technology.Communications | _____ |
| 12/03/19 | CORDOVA TELEPHONE COC 632 CORDOVA TELEPHONE CO-OP | 91.31 | _____ | bus | 20-100-600-550-720-433 550.Technology.Communications | _____ |
| 12/03/19 | CORDOVA TELEPHONE COC 632 CORDOVA TELEPHONE CO-OP | 166.29 | _____ | supt | 20-100-600-512-720-433 512.Technology.Communications | _____ |
| 12/03/19 | AMZN MKTP US*KM1VX42F 101485 AMAZON ONLINE ORDERING | 17.99 | _____ | amz/yy craft felt/carroll | 20-100-010-100-000-450 100.000.Supplies and Materials | _____ |

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 |
|--------------------------------------|---|--------|------------|----------------------|---|----------------|
| District | | | | | | |
| Location: 600 | | | | | | |
| Assigned To: Alexander Russin | | | | | | |
| Name on Card: Alex Russin | | | | | | |
| Card: 20 | | | | | | |
| 12/03/19 | ATT* SERVICE 101243 AT & T | 20.45 | _____ | maint | 20-100-600-600-720-433 600.Technology.Communications | _____ |
| 12/03/19 | AMAZON.COM*U75ZD15L3 101485 AMAZON ONLINE ORDERING | 9.99 | _____ | amz/mary/migrant/mte | 20-265-000-350-000-450 350.000.Supplies and Materi | _____ |
| 12/03/19 | ATT* SERVICE 101243 AT & T | 32.40 | _____ | hs | 20-100-010-400-720-433 400.Technology.Communications | _____ |
| 12/03/19 | ATT* SERVICE 101243 AT & T | 33.77 | _____ | mt e | 20-100-300-400-720-433 400.Technology.Communications | _____ |
| 12/03/19 | ATT* SERVICE 101243 AT & T | 27.16 | _____ | bus | 20-100-600-550-720-433 550.Technology.Communications | _____ |
| 12/03/19 | ATT* SERVICE 101243 AT & T | 33.49 | _____ | supt | 20-100-600-512-720-433 512.Technology.Communications | _____ |

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 |
|--------------------------------------|--|----------|------------|----------------------------|---|----------------|
| District | | | | | | |
| Location: 600 | | | | | | |
| Assigned To: Alexander Russin | | | | | | |
| Name on Card: Alex Russin | | | | | | |
| Card: 20 | | | | | | |
| 12/03/19 | JOSTENS INC. 8494 Jostens | 2,000.00 | | josten/1st down/19-20yr | 20-100-600-550-000-499 550.000.Holding | |
| 12/04/19 | AMAZON.COM*MZ59K17Y3 101485 AMAZON ONLINE ORDERING | 24.48 | | amz/mary/migrant/mte | 20-265-000-350-000-450 350.000.Supplies and Materi | |
| 12/04/19 | AMAZON.COM*IC8XJ74T3 101485 AMAZON ONLINE ORDERING | 8.49 | | amz/mary/migrant/mte | 20-265-000-350-000-450 350.000.Supplies and Materi | |
| 12/04/19 | AMZN MKTP US*P986E79C 101485 AMAZON ONLINE ORDERING | 16.95 | | amz/hottinger/sleigh bells | 20-100-010-160-000-450 160 Voc Ed.000.Supplies and Materials | |
| 12/04/19 | AMAZON.COM*X73FA2KK3 101485 AMAZON ONLINE ORDERING | 35.54 | | amz/mary/migrant/mte | 20-265-000-350-000-450 350.000.Supplies and Materi | |
| 12/04/19 | AMZN Mktp US*UN24Y3LW 101485 AMAZON ONLINE ORDERING | 28.77 | | amz/krysta/lens solution | 20-100-300-100-000-450 100.000.Supplies and Materials | |

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 |
|--------------------------------------|---|--------|------------|-----------------------------|---|----------------|
| District | | | | | | |
| Location: 600 | | | | | | |
| Assigned To: Alexander Russin | | | | | | |
| Name on Card: Alex Russin | | | | | | |
| Card: 20 | | | | | | |
| 12/04/19 | CHARLIES PRODUCE 101259 CHARLIES PRODUCE | 226.89 | _____ | char-8839640-lyn-6756932 | 20-255-600-790-000-459 790 Food Services.000.Food | _____ |
| 12/04/19 | CHARLIES PRODUCE 101259 CHARLIES PRODUCE | 299.24 | _____ | char-8839640-lyn-6756932 | 20-256-000-790-000-459 790 Food Services.000.Food | _____ |
| 12/05/19 | ACE HARDWARE CORDOVA 4758 Ace Hardware | 39.92 | _____ | ace-wrapping supplies toy f | 20-100-600-512-000-450 512.000.Supplies and Materi | _____ |
| 12/05/19 | AMAZON.COM*XU3S79YJ3 101485 AMAZON ONLINE ORDERING | 76.04 | _____ | amz/mary/migrant/mte | 20-265-000-350-000-450 350.000.Supplies and Materi | _____ |
| 12/05/19 | AMZN MKTP US*GC6A26PY 101485 AMAZON ONLINE ORDERING | 8.62 | _____ | amz/hottinger/wazoo/hs | 20-100-010-160-000-450 160 Voc Ed.000.Supplies and Materials | _____ |
| 12/05/19 | ALASBO 2019 ANNUAL CC 545 ALASBO-AK ASSOC OF SCH BUS OFF | 450.00 | _____ | Alasbo register dec 2019 | 20-100-600-550-000-491 550.000.Dues and Fees | _____ |

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 |
|----------|---|----------|------------|------------------------------|---|----------------|
| 12/05/19 | SHORESIDE PETROLEUM I 910 SHORESIDE PETROLEUM INC. | 2,170.28 | | hs-653.6gal@3.31//11-22-19 | 20-100-010-600-000-438 600.000.Fuel | |
| 12/05/19 | 2020 RTI/MTSS EFFECTI 3867 One time Vendor | 295.00 | | RTI register Alex Russin | 20-263-300-100-000-420 100.000.Staff Travel | |
| 12/05/19 | SHORESIDE PETROLEUM I 910 SHORESIDE PETROLEUM INC. | 135.88 | | lrge bus-38.13gal@3.55//11-2 | 20-205-600-760-000-450 760.000.Supplies and Materi | |
| 12/06/19 | ALASKA AIR 027214862 301 ALASKA AIRLINES INC | 231.21 | | RTI-kate williams/1-24-20 tr | 20-263-010-100-000-420 100.000.Staff Travel | |
| 12/06/19 | ALASKA AIR 027214862 301 ALASKA AIRLINES INC | 231.21 | | RTI-doug c/1-24-20 travel | 20-263-010-100-000-420 100.000.Staff Travel | |
| 12/06/19 | ALASKA AIR 027214862 301 ALASKA AIRLINES INC | 231.21 | | RTI-jacqui/1-24-20 travel | 20-263-010-100-000-420 100.000.Staff 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 |
|------|--|--------|------------|-------------|---------------------------------------|----------------|
|------|--|--------|------------|-------------|---------------------------------------|----------------|

District

Location: 600

Assigned To: Alexander Russin

Name on Card: Alex Russin

Card: 20

| | | | | | | |
|----------|---|--------|--|------------------------------|---|--|
| 12/06/19 | FSA - ANCHORAGE 799 FOOD SERVICES OF AMERICA | 219.72 | | fsa-3645515-lyn-3688343 | 20-255-600-790-000-459 790 Food Services.000.Food | |
| 12/06/19 | ALASKA AIR 027214862 301 ALASKA AIRLINES INC | 231.21 | | akair-RTI-1-24-19-phillips | 20-263-300-100-000-420 100.000.Staff Travel | |
| 12/06/19 | FSA - ANCHORAGE 799 FOOD SERVICES OF AMERICA | 752.27 | | fsa-3645515-lyn-3688343 | 20-255-600-790-000-459 790 Food Services.000.Food | |
| 12/06/19 | ALASKA AIR 027214865 301 ALASKA AIRLINES INC | 231.21 | | akair/RTI/1-24-20-anc russir | 20-263-300-100-000-420 100.000.Staff Travel | |
| 12/09/19 | SHORESIDE PETROLEUM I 910 SHORESIDE PETROLEUM INC. | 65.64 | | sm bus/18.75gal@3.49-11-30-1 | 20-205-600-760-000-450 760.000.Supplies and Materi | |
| 12/09/19 | 2020 RTI/MTSS EFFECTI 3867 One time Vendor | 295.00 | | RTI-d carroll/register/1-24- | 20-263-010-100-000-420 100.000.Staff 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 |
|----------|--|----------|------------|------------------------------|---|----------------|
| 12/09/19 | AMZN MKTP US*UH7A16EI 101485 AMAZON ONLINE ORDERING | 15.99 | | amz/hottinger/spinning rattl | 20-100-010-160-000-450 160 Voc Ed.000.Supplies and Materials | |
| 12/09/19 | AMAZON.COM*YI2H07JQ3 101485 AMAZON ONLINE ORDERING | 49.96 | | amz/hottinger/bull horn/hs | 20-100-010-160-000-450 160 Voc Ed.000.Supplies and Materials | |
| 12/09/19 | PROJECT LEAD THE WAY, 8184 Project Lead The Way | 1,200.00 | | PTLW-core train supply/carrc | 20-100-600-550-000-499 550.000.Holding | |
| 12/09/19 | AMZN Mktp US*8C90T1M3 101485 AMAZON ONLINE ORDERING | 755.26 | | amz/krysta/lrge order/mte | 20-100-300-100-000-450 100.000.Supplies and Materials | |
| 12/09/19 | AMZN Mktp US*R878C9V9 101485 AMAZON ONLINE ORDERING | 196.30 | | amz/lrge order/krysta mt e | 20-100-300-100-000-450 100.000.Supplies and Materials | |
| 12/09/19 | PROJECT LEAD THE WAY, 8184 Project Lead The Way | 1,204.25 | | PLTW-supplies/med detective | 20-100-600-550-000-499 550.000.Holding | |

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 |
|--------------------------------------|--|--------|------------|----------------------------|--|----------------|
| District | | | | | | |
| Location: 600 | | | | | | |
| Assigned To: Alexander Russin | | | | | | |
| Name on Card: Alex Russin | | | | | | |
| Card: 20 | | | | | | |
| 12/10/19 | ALASKA AIR 027214883 301 ALASKA AIRLINES INC | 299.19 | | akair/meg hall/RTI-1-24-20 | 20-263-300-100-000-420 100.000.Staff Travel | |
| 12/10/19 | AMZN MKTP US*FV95I88W 101485 AMAZON ONLINE ORDERING | 79.93 | | amz/fastenau/cabel/hub | 20-100-600-350-000-450 350.000.Supplies and Materi | |
| 12/10/19 | SCHOOL NUTRITION ASSC 101173 SCHOOL NUTRITION ASSOCIATION | 50.50 | | renewal ponte/license | 20-255-600-790-000-479 790.000.Other Supplies/Mate | |
| 12/11/19 | AMZN Mktp US*OY4EA0HJ 101485 AMAZON ONLINE ORDERING | 13.99 | | amz/lrge order/krysta/mte | 20-100-300-100-000-450 100.000.Supplies and Materials | |
| 12/11/19 | CHARLIES PRODUCE 101259 CHARLIES PRODUCE | 166.66 | | char-8841067-lyn-6756934 | 20-256-000-790-000-459 790 Food Services.000.Food | |
| 12/11/19 | CHARLIES PRODUCE 101259 CHARLIES PRODUCE | 154.56 | | char-8841067-lyn-6756934 | 20-255-600-790-000-459 790 Food Services.000.Food | |

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

Indicate missing receipts/invoices and any other problems:
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 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 |
|------|--|--------|------------|-------------|---------------------------------------|----------------|
|------|--|--------|------------|-------------|---------------------------------------|----------------|

District

Location: 600

Assigned To: Alexander Russin

Name on Card: Alex Russin

Card: 20

| | | | | | | |
|----------|--|--------|--|-----------------------------|--|--|
| 12/11/19 | AMZN Mktp US*ZO8M976C 101485 AMAZON ONLINE ORDERING | 8.79 | | amz/krysta/large order/mte | 20-100-300-100-000-450 100.000.Supplies and Materials | |
| 12/12/19 | ANCHORAGE DAILY NEWS 7056 Alaska Dispatch News | 244.04 | | ADN-RFP for phone sysytem | 20-100-600-350-720-433 350.Technology.Communications | |
| 12/13/19 | FSA - ANCHORAGE 799 FOOD SERVICES OF AMERICA | 116.58 | | fsa-3653235-lyn-3690356 | 20-255-600-790-000-479 790.000.Other Supplies/Mate | |
| 12/13/19 | FSA - ANCHORAGE 799 FOOD SERVICES OF AMERICA | 957.46 | | fsa-3653235-lyn-3690356 | 20-255-600-790-000-459 790 Food Services.000.Food | |
| 12/13/19 | GRAINGER 6262 Grainger | 170.21 | | grain/gloves/towels/josh/su | 20-100-600-600-000-453 600.000.Janitorial Supplies | |
| 12/13/19 | 2020 RTI/MTSS EFFECTI 3867 One time Vendor | 295.00 | | RTI-hs register/1-24-20 | 20-263-010-100-000-420 100.000.Staff 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 |
|------|--|--------|------------|-------------|---------------------------------------|----------------|
|------|--|--------|------------|-------------|---------------------------------------|----------------|

District

Location: 600

Assigned To: Alexander Russin

Name on Card: Alex Russin

Card: 20

| | | | | | | |
|----------|--|--------|--|------------------------------|---|--|
| 12/13/19 | AMZN Mktp US*TK0IS2CE 101485 AMAZON ONLINE ORDERING | 30.00 | | amz/migrant/mary/mte | 20-265-000-350-000-450 350.000.Supplies and Materi | |
| 12/16/19 | ALASKA AIR 027214930 301 ALASKA AIRLINES INC | 11.20 | | akair/worman/inservice/1-15- | 20-100-600-512-000-420 512 Superintendent.000.Staff Travel | |
| 12/16/19 | ALASKA AIR 301 ALASKA AIRLINES INC | 19.00 | | akair/worman fee/credit due | 20-100-600-512-000-420 512 Superintendent.000.Staff Travel | |
| 12/16/19 | AMAZON.COM AMZN.COM/E 101485 AMAZON ONLINE ORDERING | -.78 | | amz/mary/migrant???? | 20-265-000-350-000-450 350.000.Supplies and Materi | |
| 12/16/19 | WAV*EGF Inc 3867 One time Vendor | 250.00 | | v-elec gaming fed/wave/moody | 20-100-010-100-000-450 100.000.Supplies and Materials | |
| 12/17/19 | ALASKA AIR 301 ALASKA AIRLINES INC | -19.00 | | akair/credit owed worman | 20-100-600-512-000-420 512 Superintendent.000.Staff 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 |
|----------|--|----------|------------|------------------------------|--|----------------|
| 12/18/19 | CHARLIES PRODUCE 101259 CHARLIES PRODUCE | 191.34 | | char-8842966-lyn-6756935 | 20-256-000-790-000-459 790 Food Services.000.Food | |
| 12/18/19 | CHARLIES PRODUCE 101259 CHARLIES PRODUCE | 163.53 | | char-8842966-lyn-6756935 | 20-255-600-790-000-459 790 Food Services.000.Food | |
| 12/18/19 | SPENARD SUPPLY ANCH65 1389 SPENARD BUILDER S SUPPLY | 761.00 | | spenard/josh/door parts/rep | 20-100-600-600-000-442 600.000.Building Repair/Mai | |
| 12/18/19 | AMERICAN MODEL UNITEI 3867 One time Vendor | 59.95 | | v-model UN/ model UN in a bc | 20-100-010-100-000-450 100.000.Supplies and Materials | |
| 12/19/19 | SHORESIDE PETROLEUM I 910 SHORESIDE PETROLEUM INC. | 256.03 | | mte-propane-66.5gal@3.85/12- | 20-100-300-600-000-438 600.000.Fuel | |
| 12/19/19 | SHORESIDE PETROLEUM I 910 SHORESIDE PETROLEUM INC. | 3,633.48 | | mte-1107.6gal-@3.27-12-2-19` | 20-100-300-600-000-438 600.000.Fuel | |

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: 01/02/20 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 |
|----------|---|----------|------------|------------------------------|--|----------------|
| 12/19/19 | SHORESIDE PETROLEUM I 910 SHORESIDE PETROLEUM INC. | 8,857.35 | | mte-2700gal-@3.27-12-3-19 | 20-100-300-600-000-438 600.000.Fuel | |
| 12/19/19 | SHORESIDE PETROLEUM I 910 SHORESIDE PETROLEUM INC. | 880.49 | | hs-268.4gal@3.27-12-5-19 | 20-100-010-600-000-438 600.000.Fuel | |
| 12/19/19 | SHORESIDE PETROLEUM I 910 SHORESIDE PETROLEUM INC. | 169.62 | | sped bus/47.60gal@3.55-12-6- | 20-205-600-760-000-440 760.000.Other Purchased Ser | |
| 12/19/19 | SHORESIDE PETROLEUM I 910 SHORESIDE PETROLEUM INC. | 143.64 | | lrg bus/40-315gal@3.55-12-16 | 20-205-600-760-000-440 760.000.Other Purchased Ser | |
| 12/19/19 | J.W. PEPPER 1511 J.W. PEPPER AND SON INC. | 173.69 | | jwp/corrao/sheet music | 20-100-010-100-000-450 100.000.Supplies and Materials | |
| 12/19/19 | NICHOLS` BACKDOOR COM 88 NICHOLS BACKDOOR COMPANY | 81.05 | | alex/board lunch/9th grde | 20-100-600-511-000-450 511.000.Supplies and Materi | |

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 |
|--------------------------------------|--|--------|------------|------------------------------|--|----------------|
| District | | | | | | |
| Location: 600 | | | | | | |
| Assigned To: Alexander Russin | | | | | | |
| Name on Card: Alex Russin | | | | | | |
| Card: 20 | | | | | | |
| 12/20/19 | J.W. PEPPER 1511 J.W. PEPPER AND SON INC. | 217.50 | | jwp/corrao/sheet music | 20-100-010-100-000-450 100.000.Supplies and Materials | |
| 12/20/19 | AMZN Mktp US*DO4PL5HK 101485 AMAZON ONLINE ORDERING | 337.98 | | amz/carmen/toners/mte | 20-100-300-400-000-450 400.000.Supplies and Materi | |
| 12/20/19 | AMZN Mktp US*0D5DZ5WC 101485 AMAZON ONLINE ORDERING | 551.82 | | amz/CEC lights donate/krysta | 20-100-300-100-000-450 100.000.Supplies and Materials | |
| 12/20/19 | CUSTOMINK LLC 3867 One time Vendor | 249.60 | | v-customink-corrao-tshirts | 20-710-000-700-937-F40 700.Music.Other Expenses - Fu | |
| 12/20/19 | PETERKIN DISTRIBUTORS 101174 PETERKIN DISTRIBUTORS INC. | 557.13 | | pete-644018-lyn-6756930 | 20-255-600-790-000-460 790 Food Services.000.Milk | |
| 12/20/19 | PETERKIN DISTRIBUTORS 101174 PETERKIN DISTRIBUTORS INC. | 557.13 | | pete-643660-lyn-6840609 | 20-255-600-790-000-460 790 Food Services.000.Milk | |

Signed: _____ Approved By: _____

Please attach your receipts and return to the office by: _____

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

**Cordova School District
 Purchase Card Statement**

| Date | External Vendor Name Vendor No/Name | Amount | Actual Amt | Description | Account Number Account Description | Actual Account |
|--------------------------------------|--|---------|------------|----------------------------|---|----------------|
| District | | | | | | |
| Location: 600 | | | | | | |
| Assigned To: Alexander Russin | | | | | | |
| Name on Card: Alex Russin | | | | | | |
| Card: 20 | | | | | | |
| 12/20/19 | PETERKIN DISTRIBUTORS 101174 PETERKIN DISTRIBUTORS INC. | 557.13 | | pete-644421-lyn-6756932 | 20-255-600-790-000-460 790 Food Services.000.Milk | |
| 12/20/19 | PETERKIN DISTRIBUTORS 101174 PETERKIN DISTRIBUTORS INC. | -292.26 | | pete-644018-lyn-6756930 | 20-255-600-790-000-460 790 Food Services.000.Milk | |
| 12/20/19 | PETERKIN DISTRIBUTORS 101174 PETERKIN DISTRIBUTORS INC. | 566.63 | | pete-645054-lyn-6756935 | 20-255-600-790-000-460 790 Food Services.000.Milk | |
| 12/20/19 | PETERKIN DISTRIBUTORS 101174 PETERKIN DISTRIBUTORS INC. | 566.63 | | pete-644679-lyn-6756934 | 20-255-600-790-000-460 790 Food Services.000.Milk | |
| 12/23/19 | SHORESIDE PETROLEUM I 910 SHORESIDE PETROLEUM INC. | 71.15 | | sma bus/20.33@3.49/12-6-19 | 20-205-600-760-000-440 760.000.Other Purchased Ser | |
| 12/23/19 | SHORESIDE PETROLEUM I 910 SHORESIDE PETROLEUM INC. | 84.25 | | maint van/24.078gal@3.499 | 20-100-600-600-000-440 600.000.Other Purchased Ser | |

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: 01/02/20 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 |
|--------------------------------------|---|------------------|------------|------------------------------|---|----------------|
| District | | | | | | |
| Location: 600 | | | | | | |
| Assigned To: Alexander Russin | | | | | | |
| Name on Card: Alex Russin | | | | | | |
| Card: 20 | | | | | | |
| 12/23/19 | 1000BULBS.COM 3867 One time Vendor | 781.04 | | v-1000 light blulbs/josh/bal | 20-100-600-600-000-452 600.000.Maintenance Supplie | |
| 12/24/19 | AMAZON.COM*108RS47J3 101485 AMAZON ONLINE ORDERING | 38.39 | | amz/migrant/books/mary/mte | 20-265-000-350-000-450 350.000.Supplies and Materi | |
| 12/24/19 | AC CORDOVA-235 509 ALASKA COMMERCIAL COMPANY | 29.21 | | board lunch supplies/alex/1 | 20-100-600-511-000-450 511.000.Supplies and Materi | |
| 12/26/19 | NICHOLS` BACKDOOR COM 88 NICHOLS BACKDOOR COMPANY | 14.47 | | board lunch supplies/alex-1 | 20-100-600-511-000-450 511.000.Supplies and Materi | |
| Card Total: | | 53,480.26 | | | | |

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 |
|------|--|--------|------------|-------------|---------------------------------------|----------------|
|------|--|--------|------------|-------------|---------------------------------------|----------------|

District

Location: 600

Assigned To: Debra Adams

Name on Card: Debra Adams

Card: 17

| | | | | | | |
|--------------------|--|-----------------|--|------------------------------|--|--|
| 11/27/19 | HI NY HOSTEL 139-222 100542 HOSTELLING INTERNATIONAL-NY | 2,933.76 | | hostel/closeup 2020 adams | 20-710-000-700-939-F30 700.Close-Up.Other Travel - Fund | |
| 11/27/19 | ONE WORLD OBSY ONLINE 3867 One time Vendor | 679.36 | | v-one world observe/adams/cl | 20-710-000-700-939-F40 700.Close-Up.Other Expenses - Fu | |
| Card Total: | | 3,613.12 | | | | |

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 |
|-----------------------------------|--|---------------|------------|------------------------------|---|----------------|
| District | | | | | | |
| Location: 600 | | | | | | |
| Assigned To: Kristy Andrew | | | | | | |
| Name on Card: | | | | | | |
| Card: 21 | | | | | | |
| 12/09/19 | SQ *CABLUISCHECKER# 3867 One time Vendor | 23.70 | _____ | cab/alasbo/kristy/anc/12-8-1 | 20-100-600-550-000-420 550.000.Staff Travel | _____ |
| 12/10/19 | BEST BUY MHT 0000539 100470 BEST BUY | 125.98 | _____ | bestby/kristy/cord/laptop | 20-100-600-550-000-450 550.000.Supplies and Materi | _____ |
| 12/20/19 | USPS PO 0220280574 1512 US POSTAL SERVICE | 17.10 | _____ | postage for part return hs c | 20-100-010-450-000-450 450.000.Supplies and Materi | _____ |
| Card Total: | | 166.78 | | | | |

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

| | | | | | | |
|----------|--|--------|--|----------------------|--|--|
| 11/27/19 | AMZN Mktp US*OT0TJ8DJ 101485 AMAZON ONLINE ORDERING | 85.00 | | amz/lego/gayle | 20-710-000-700-977-F40 700.ME Hound Pride.Other Expenses - Fu | |
| 11/27/19 | AMZN Mktp US*WD89I9FC 101485 AMAZON ONLINE ORDERING | 18.50 | | amz/legos/gayle | 20-710-000-700-977-F40 700.ME Hound Pride.Other Expenses - Fu | |
| 11/27/19 | AMZN MKTP US*TF5KY8M1 101485 AMAZON ONLINE ORDERING | 61.00 | | amz/legos/gayle | 20-710-000-700-977-F40 700.ME Hound Pride.Other Expenses - Fu | |
| 11/29/19 | AMZN MKTP US*PQ34Z6Q1 101485 AMAZON ONLINE ORDERING | 228.82 | | amz/legos/gayle | 20-710-000-700-977-F40 700.ME Hound Pride.Other Expenses - Fu | |
| 11/29/19 | AMZN MKTP US*2W3791M1 101485 AMAZON ONLINE ORDERING | 59.74 | | amz/legos/gayle | 20-710-000-700-977-F40 700.ME Hound Pride.Other Expenses - Fu | |
| 12/13/19 | 2020 RTI/MTSS EFFECTI 3867 One time Vendor | 295.00 | | mte/RTI/registration | 20-263-300-100-000-420 100.000.Staff 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 |
|-------------------------------------|--|-----------------|------------|---------------------------|--|----------------|
| Mt. Eccles Elementary School | | | | | | |
| Location: 300 | | | | | | |
| Assigned To: Gayle Groff | | | | | | |
| Name on Card: Gayle Groff | | | | | | |
| Card: 16 | | | | | | |
| 12/16/19 2020 | RTI/MTSS EFFECTI 3867 One time Vendor | 295.00 | _____ | RTI-register-mte traveler | 20-263-300-100-000-420 100.000.Staff Travel | _____ |
| 12/16/19 SSI | SCHOOL SPECIALTY 1606 SCHOOL SPECIALTY INC. | 2,289.35 | _____ | sch special/gayle/?? | 20-100-300-100-000-450 100.000.Supplies and Materials | _____ |
| Card Total: | | 3,332.41 | | | | |

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

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

**Monthly Fund Balance Report
as of December 31, 2019**

| Fund | Beginning Fund Balance | Revenue | Expenses | Adjusted Fund Balance |
|---|-----------------------------------|------------------|------------------|----------------------------------|
| 100 - General Fund | 676,161 | 2,967,346 | 2,654,680 | 988,827 |
| 205 - Pupil Transportation | 164,384 | 80,928 | 62,724 | 182,587 |
| 220 - DVR Summer Work Program | 33,079 | 4,190 | 5,123 | 32,146 |
| 240 - DOE Travel Reimbursement | 572 | 4,080 | 2,812 | 1,840 |
| 249 - Other Small Grants | 1,273 | - | 7,000 | (5,727) |
| 255 - Food Service | 22,510 | 129,675 | 198,689 | (46,504) |
| 256 - Fresh Fruit and Vegetables | - | 3,433 | 4,424 | (991) |
| 261 - Title IA - Basic | - | - | 31,721 | (31,721) |
| 263 - Title IC - Migrant Ed Regular | - | - | 58,549 | (58,549) |
| 264 - Title IC - Migrant Ed Summer | - | - | - | - |
| 265 - Title IC - Migrant Ed Book | - | - | 3,253 | (3,253) |
| 266 - Title IIA - Teacher and Principal | - | - | 1,343 | (1,343) |
| 269 - School Improvement Grant | - | - | - | - |
| 271 - Safe Children's Act | 2,453 | - | - | 2,453 |
| 272 - Early Literacy K-3 | 721 | - | - | 721 |
| 278 - Carl Perkins | - | - | 8,407 | (8,407) |
| 279 - Title IV - 21st Century Schools | - | - | 2,281 | (2,281) |
| 280 - Title VI-B | - | - | 51,858 | (51,858) |
| 350 - Indian Education | - | - | 12,178 | (12,178) |
| 355 - REAP | - | - | 4,691 | (4,691) |
| 550 - Capital Projects - Other | 504,313 | - | 18,102 | 486,211 |
| 700 - CHS Student Scholarships | 198,312 | 500 | - | 198,812 |
| 710 - Student Accounts | 1,282 | 671,059 | 246,779 | 425,562 |
| Total | 1,605,060 | 3,861,211 | 3,374,615 | 2,091,656 |

**Capital Projects Fund Balance Report
as of December 31, 2019**

| Program | Beginning Fund Balance | Revenue YTD | Expenses YTD | Adjusted Fund Balance |
|--|-------------------------------|--------------------|---------------------|------------------------------|
| 600 - Student Technology Refresh Cycle - 5YR | 120,512 | - | 5,998 | 114,514 |
| 601 - Curriculum Review/Adoption Cycle - 5YR | 67,013 | - | - | 67,013 |
| 602 - Carreer/Technical Ed Equip/Upgrades | 50,000 | - | - | 50,000 |
| 603 - District-Wide Copier Replacement Cycle | 23,813 | - | 9,800 | 14,013 |
| 604 - ME Heating System Repair/Upgrades | 17,765 | - | 1,305 | 16,460 |
| 605 - HS Gym Floor Repair-Replace | - | - | - | - |
| 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 | - | 5,791 | 7,409 |
| 614 - Maintenance Shop Roof Ext | 7,500 | - | - | 7,500 |
| 615 - Finance Projects | 2,360 | - | - | 2,360 |
| 616 - SB18 Safety, Security, Energy | 15,432 | - | - | 15,432 |
| 617 - District Vehicle Replacement Plan | 50,000 | - | - | 50,000 |
| 618 - STE(A)M Lab Project | 21,042 | - | - | 21,042 |
| 619 - District Capital Technology Project | 15,000 | - | - | 15,000 |
| 620 - CHS Storage Project | 20,000 | - | - | 20,000 |
| 621 - Window Replacement | 13,000 | - | 5,009 | 7,992 |
| Total | 504,313 | - | 27,902 | 476,411 |

**Items in BLUE are encumbered amounts and not yet paid.*

FY20 Student Activity Accounts

as of December 31, 2019

Bionic (Peer Helpers)

991

Program Funds

| | | |
|-----------------|--------------|----------------|
| Balance Forward | 87.03 | |
| | 87.03 | Balance |

Class of 2019

925

Program Funds

| | | |
|-----------------|---------------|----------------|
| Balance Forward | 198.28 | |
| Other Expenses | 0.00 | |
| | 198.28 | Balance |

Class of 2020

926

Program Funds

| | | |
|------------------------|-----------------|----------------|
| Balance Forward | 1,555.29 | |
| Revenue/Fees/Donations | 452.00 | |
| Other Expenses | -183.54 | |
| | 1,823.75 | Balance |

District Support - Other

| | | |
|--------------------------|-------------|----------------|
| District Support | 1,062.28 | |
| Stipends | -936.00 | |
| Associated Payroll Costs | -126.28 | |
| | 0.00 | Balance |

Class of 2021

927

Program Funds

| | | |
|------------------------|-----------------|----------------|
| Balance Forward | 4,310.69 | |
| Revenue/Fees/Donations | 372.00 | |
| | 4,682.69 | Balance |

District Support - Other

| | | |
|--------------------------|-------------|----------------|
| District Support | 1,138.00 | |
| Stipends | -936.00 | |
| Associated Payroll Costs | -202.00 | |
| | 0.00 | Balance |

Class of 2022

930

Program Funds

| | |
|-----------------|-------------------------|
| Balance Forward | 1,507.02 |
| | 1,507.02 Balance |

District Support - Other

| | |
|--------------------------|---------------------|
| District Support | 583.42 |
| Stipends | -512.00 |
| Associated Payroll Costs | -71.42 |
| | 0.00 Balance |

Class of 2023

928

Program Funds

| | |
|-----------------|-------------------------|
| Balance Forward | 3,286.46 |
| Other Expenses | -44.29 |
| | 3,242.17 Balance |

District Support - Other

| | |
|--------------------------|---------------------|
| District Support | 581.92 |
| Stipends | -510.64 |
| Associated Payroll Costs | -71.28 |
| | 0.00 Balance |

Class of 2024

923

Program Funds

| | |
|------------------------|-----------------------|
| Balance Forward | 749.18 |
| Revenue/Fees/Donations | 203.00 |
| Other Expenses | -92.78 |
| | 859.40 Balance |

District Support - Other

| | |
|--------------------------|---------------------|
| District Support | 582.24 |
| Stipends | -510.64 |
| Associated Payroll Costs | -71.60 |
| | 0.00 Balance |

Copper Nugget Yearbook

931

Program Funds

| | |
|------------------------|---------------------|
| Balance Forward | -1,307.90 |
| Revenue/Fees/Donations | 1,482.00 |
| Other Expenses | -169.67 |
| | 4.43 Balance |

District Support - Other

| | |
|----------------|---------------------|
| Other Expenses | 0.00 |
| | 0.00 Balance |

Cross Country

944

Program Funds

| | |
|------------------------|--------------------------|
| Balance Forward | 14,352.36 |
| Revenue/Fees/Donations | 3,231.00 |
| Travel Donations | 6,718.00 |
| | 24,301.36 Balance |

District Support - Travel

| | |
|-------------------------|---------------------|
| District Travel Support | 13,045.37 |
| Regular Season Travel | -8,221.37 |
| Post-Season Travel | -4,824.00 |
| | 0.00 Balance |

District Support - Other

| | |
|--------------------------|---------------------|
| District Support | 8,587.79 |
| Stipends | -6,840.10 |
| Associated Payroll Costs | -1,448.69 |
| Other Expenses | -299.00 |
| | 0.00 Balance |

Drama

938

Program Funds

| | |
|-----------------|-----------------------|
| Balance Forward | 936.22 |
| | 936.22 Balance |

District Support - Other

| | |
|--------------------------|---------------------|
| District Support | 395.09 |
| Stipends | -351.00 |
| Associated Payroll Costs | -44.09 |
| | 0.00 Balance |

Fundraising Account

900

Program Funds

| | |
|------------------------|---------------------|
| Revenue/Fees/Donations | 48,875.00 |
| Travel Donations | -48,875.00 |
| | 0.00 Balance |

HS Boys Basketball

949

Program Funds

| | |
|------------------------|--------------------------|
| Balance Forward | 10,303.67 |
| Revenue/Fees/Donations | 11,210.54 |
| Travel Donations | 7,557.50 |
| Other Expenses | -3,672.00 |
| | 25,399.71 Balance |

District Support - Travel

| | |
|-------------------------|-------------------------|
| District Travel Support | 10,669.50 |
| Regular Season Travel | -7,285.76 |
| | 3,383.74 Balance |

District Support - Other

| | |
|--------------------------|---------------------|
| District Support | 2,293.22 |
| Stipends | -2,130.25 |
| Associated Payroll Costs | -162.97 |
| | 0.00 Balance |

HS Cheerleading

996

Program Funds

| | |
|------------------------|-------------------------|
| Balance Forward | 5,611.15 |
| Revenue/Fees/Donations | 980.00 |
| Regular Season Travel | -22.40 |
| Other Expenses | -1,150.00 |
| | 5,418.75 Balance |

District Support - Travel

| | |
|-------------------------|---------------------|
| District Travel Support | 563.87 |
| Regular Season Travel | -563.87 |
| | 0.00 Balance |

HS Girls Basketball

945

Program Funds

| | |
|------------------------|--------------------------|
| Balance Forward | 13,258.26 |
| Revenue/Fees/Donations | 9,001.53 |
| Travel Donations | 7,557.50 |
| Other Expenses | -1,350.00 |
| | 28,467.29 Balance |

District Support - Travel

| | |
|-------------------------|-------------------------|
| District Travel Support | 10,669.50 |
| Regular Season Travel | -3,355.15 |
| | 7,314.35 Balance |

Program Funds

| | |
|------------------------|--------------------------|
| Balance Forward | 1,289.88 |
| Revenue/Fees/Donations | 414.00 |
| Regular Season Travel | -4,505.08 |
| Other Expenses | -2,015.19 |
| | -4,816.39 Balance |

District Support - Travel

| | |
|-------------------------|---------------------|
| District Travel Support | 1,160.29 |
| Post-Season Travel | -1,160.29 |
| | 0.00 Balance |

HS Student Council

Program Funds

| | |
|------------------------|-------------------------|
| Balance Forward | 9,211.89 |
| Revenue/Fees/Donations | 329.00 |
| Other Expenses | -100.49 |
| | 9,440.40 Balance |

District Support - Other

| | |
|--------------------------|---------------------|
| District Support | 1,617.31 |
| Stipends | -1,404.00 |
| Associated Payroll Costs | -195.74 |
| Other Expenses | -17.57 |
| | 0.00 Balance |

Program Funds

| | |
|------------------------|--------------------------|
| Balance Forward | 19,230.20 |
| Revenue/Fees/Donations | 8,432.41 |
| Travel Donations | 6,718.00 |
| Regular Season Travel | -9,587.39 |
| Other Expenses | -499.00 |
| | 24,294.22 Balance |

District Support - Travel

| | |
|-------------------------|--------------------------|
| District Travel Support | 9,485.00 |
| Regular Season Travel | -9,625.32 |
| Post-Season Travel | -5,438.37 |
| | -5,578.69 Balance |

Pending
Reconciliation

District Support - Other

| | |
|--------------------------|---------------------|
| District Support | 11,872.86 |
| Stipends | -9,065.00 |
| Associated Payroll Costs | -892.66 |
| Other Expenses | -1,915.20 |
| | 0.00 Balance |

Program Funds

| | |
|------------------------|-------------------------|
| Balance Forward | 3,877.09 |
| Revenue/Fees/Donations | 150.00 |
| Travel Donations | 3,360.00 |
| Regular Season Travel | -995.92 |
| | 6,391.17 Balance |

District Support - Travel

| | |
|-------------------------|--------------------------|
| District Travel Support | 4,742.00 |
| Regular Season Travel | -10,409.39 |
| Post-Season Travel | -2,166.82 |
| | -7,834.21 Balance |

Pending
Reconciliation

District Support - Other

| | |
|------------------|---------------------|
| District Support | 815.46 |
| Other Expenses | -815.46 |
| | 0.00 Balance |

Program Funds

| | |
|------------------------|--------------------------|
| Balance Forward | 9,636.22 |
| Revenue/Fees/Donations | 520.00 |
| Travel Donations | 3,149.00 |
| Regular Season Travel | -2,272.01 |
| Other Expenses | -650.00 |
| | 10,383.21 Balance |

District Support - Travel

| | |
|-------------------------|-------------------------|
| District Travel Support | 4,446.00 |
| Regular Season Travel | -2,219.75 |
| | 2,226.25 Balance |

District Support - Other

| | |
|--------------------------|---------------------|
| District Support | 3,770.41 |
| Stipends | -3,385.18 |
| Associated Payroll Costs | -287.73 |
| Other Expenses | -97.50 |
| | 0.00 Balance |

JH Cheerleading

Program Funds

| | |
|------------------------|------------------------|
| Balance Forward | -270.17 |
| Revenue/Fees/Donations | 120.00 |
| | -150.17 Balance |

District Support - Other

| | |
|--------------------------|---------------------|
| District Support | 2,731.70 |
| Stipends | -2,107.00 |
| Associated Payroll Costs | -624.70 |
| | 0.00 Balance |

JH Girls Basketball

952

Program Funds

| | |
|------------------------|-------------------------|
| Balance Forward | 6,193.09 |
| Revenue/Fees/Donations | 414.00 |
| Travel Donations | 3,149.00 |
| Regular Season Travel | -2,272.02 |
| Other Expenses | -550.00 |
| | 6,934.07 Balance |

District Support - Travel

| | |
|-------------------------|-------------------------|
| District Travel Support | 4,446.00 |
| Regular Season Travel | -3,205.10 |
| | 1,240.90 Balance |

District Support - Other

| | |
|--------------------------|---------------------|
| District Support | 3,037.43 |
| Stipends | -2,731.00 |
| Associated Payroll Costs | -208.93 |
| Other Expenses | -97.50 |
| | 0.00 Balance |

JH Robotics

982

Program Funds

| | |
|------------------------|------------------------|
| Revenue/Fees/Donations | 501.50 |
| Other Expenses | -650.00 |
| | -148.50 Balance |

JH Volleyball

968

Program Funds

| | |
|------------------|--------------------------|
| Balance Forward | 7,049.19 |
| Travel Donations | 3,779.00 |
| Other Expenses | -600.00 |
| | 10,228.19 Balance |

District Support - Travel

| | |
|-------------------------|-------------------------|
| District Travel Support | 5,335.00 |
| | 5,335.00 Balance |

JH Wrestling

967

Program Funds

| | |
|------------------|-------------------------|
| Balance Forward | 3,196.04 |
| Travel Donations | 840.00 |
| | 4,036.04 Balance |

District Support - Travel

| | |
|-------------------------|-------------------------|
| District Travel Support | 1,186.00 |
| | 1,186.00 Balance |

ME Robotics

981

Program Funds

| | |
|----------------|--------------------------|
| Other Expenses | -1,465.00 |
| | -1,465.00 Balance |

Music

937

Program Funds

| | |
|------------------------|--------------------------|
| Balance Forward | 12,482.98 |
| Revenue/Fees/Donations | 36,112.25 |
| Regular Season Travel | -8,187.50 |
| Other Expenses | -1,409.18 |
| | 38,998.55 Balance |

District Support - Travel

| | |
|-----------------------|---------------------------|
| Regular Season Travel | -872.52 |
| Post-Season Travel | -14,657.45 |
| | -15,529.97 Balance |

**Pending
Reimbursement from
Participating Schools**

District Support - Other

| | |
|--------------------------|---------------------|
| District Support | 2,111.75 |
| Stipends | -1,637.68 |
| Associated Payroll Costs | -196.19 |
| Other Expenses | -277.88 |
| | 0.00 Balance |

National Honor Society

946

Program Funds

| | |
|------------------------|------------------------|
| Balance Forward | -1,289.04 |
| Revenue/Fees/Donations | 420.00 |
| | -869.04 Balance |

District Support - Other

| | |
|--------------------------|---------------------|
| District Support | 574.76 |
| Stipends | -510.64 |
| Associated Payroll Costs | -64.12 |
| | 0.00 Balance |

Problem Solving Team

954

Program Funds

| | |
|------------------------|--------------------------|
| Balance Forward | -4,376.39 |
| Revenue/Fees/Donations | 642.50 |
| Other Expenses | -250.00 |
| | -3,983.89 Balance |

District Support - Travel

| | |
|-------------------------|---------------------|
| District Travel Support | 0.00 |
| | 0.00 Balance |

District Support - Other

| | |
|--------------------------|---------------------|
| District Support | 252.85 |
| Stipends | -351.00 |
| Associated Payroll Costs | -26.85 |
| Other Expenses | 125.00 |
| | 0.00 Balance |

Science Club

941

Program Funds

| | |
|-----------------|--------------------------|
| Balance Forward | 10,553.19 |
| | 10,553.19 Balance |

Swimming

956

Program Funds

| | |
|------------------------|--------------------------|
| Balance Forward | 5,995.48 |
| Revenue/Fees/Donations | 21,087.21 |
| Travel Donations | 6,047.00 |
| Regular Season Travel | -6,026.08 |
| Other Expenses | -1,799.37 |
| | 25,304.24 Balance |

District Support - Travel

| | |
|-------------------------|---------------------|
| District Travel Support | 26,541.29 |
| Regular Season Travel | -16,818.72 |
| Post-Season Travel | -9,722.57 |
| | 0.00 Balance |

District Support - Other

| | |
|--------------------------|---------------------|
| District Support | 10,386.04 |
| Stipends | -7,471.00 |
| Associated Payroll Costs | -910.65 |
| Other Expenses | -2,004.39 |
| | 0.00 Balance |

Program Funds

Balance Forward

549.77

549.77 Balance

For questions about the student accounts, please contact Kristy Andrew, Director of Budget and Finance
kandrew@cordovasd.org | 907.424.4653

FY20 District-Managed Accounts

as of December 31, 2019

AASB Leadership

935

Program Funds

| | | |
|-----------------|--------------|----------------|
| Balance Forward | 15.22 | |
| | 15.22 | Balance |

Board Fund

974

Program Funds

| | | |
|------------------------|------------------|----------------|
| Balance Forward | 14,297.25 | |
| Revenue/Fees/Donations | 85.60 | |
| | 14,382.85 | Balance |

Boat Building Donations

948

Program Funds

| | | |
|-----------------|-----------------|----------------|
| Balance Forward | 13,331.26 | |
| Other Expenses | -5,743.36 | |
| | 7,587.90 | Balance |

Centennial Yearbook

932

Program Funds

| | | |
|-----------------|-----------------|----------------|
| Balance Forward | 2,892.31 | |
| | 2,892.31 | Balance |

Close-Up

939

Program Funds

| | | |
|------------------------|------------------|----------------|
| Balance Forward | -5,014.29 | |
| Revenue/Fees/Donations | 7,184.47 | |
| Regular Season Travel | -3,888.63 | |
| Other Expenses | -679.36 | |
| | -2,397.81 | Balance |

Concessions

913

Program Funds

| | | |
|------------------------|------------------|----------------|
| Balance Forward | -866.62 | |
| Revenue/Fees/Donations | 239.00 | |
| Other Expenses | -3,125.11 | |
| | -3,752.73 | Balance |

District Support - Other

| | | |
|--------------------------|-------------|----------------|
| District Support | 1,527.51 | |
| Stipends | -1,182.00 | |
| Associated Payroll Costs | -345.51 | |
| | 0.00 | Balance |

District Technology Fees

908

Program Funds

| | |
|------------------------|--------------------------|
| Balance Forward | 28,791.77 |
| Revenue/Fees/Donations | 18,808.00 |
| Other Expenses | -9,263.00 |
| | 38,336.77 Balance |

District Support - Other

| | |
|----------------|---------------------|
| Other Expenses | 0.00 |
| | 0.00 Balance |

Fitness Club

995

Program Funds

| | |
|-----------------|-----------------------|
| Balance Forward | 200.00 |
| | 200.00 Balance |

General Athletic

940

Program Funds

| | |
|------------------------|-------------------------|
| Balance Forward | 3,087.09 |
| Revenue/Fees/Donations | 11,892.00 |
| Regular Season Travel | -9,049.80 |
| | 5,929.29 Balance |

District Support - Travel

| | |
|-----------------------|------------------------|
| Regular Season Travel | -930.45 |
| | -930.45 Balance |

District Support - Other

| | |
|----------------|--------------------------|
| Other Expenses | -1,319.96 |
| | -1,319.96 Balance |

Pending
Reconciliation

Industrial Arts Fees

901

Program Funds

| | |
|------------------------|--------------------------|
| Balance Forward | 10,498.69 |
| Revenue/Fees/Donations | 198.00 |
| Other Expenses | -93.70 |
| | 10,602.99 Balance |

Interest on Checking

915

Program Funds

| | |
|-----------------|-------------------------|
| Balance Forward | 1,552.87 |
| | 1,552.87 Balance |

ME Donation

978

Program Funds

| | |
|-----------------|--------------------------|
| Balance Forward | 58,640.01 |
| | 58,640.01 Balance |

ME Hound Pride

977

Program Funds

| | |
|------------------------|--------------------------|
| Balance Forward | 10,470.80 |
| Revenue/Fees/Donations | 11,831.27 |
| Other Expenses | -6,786.39 |
| | 15,515.68 Balance |

District Support - Other

| | |
|----------------|---------------------|
| Other Expenses | 0.00 |
| | 0.00 Balance |

Mt. Eyak Student Support

903

Program Funds

| | |
|-----------------|--------------------------|
| Balance Forward | 21,185.00 |
| | 21,185.00 Balance |

NOS Bowl

961

Program Funds

| | |
|-----------------|-----------------------|
| Balance Forward | -22.40 |
| | -22.40 Balance |

PWSC Rent/Fees

902

Program Funds

| | |
|------------------------|--------------------------|
| Balance Forward | 12,114.88 |
| Revenue/Fees/Donations | 7,075.52 |
| | 19,190.40 Balance |

Senior Parent Dinner

999

Program Funds

| | |
|-----------------|-----------------------|
| Balance Forward | 164.66 |
| | 164.66 Balance |

Tipoff Tournament

957

Program Funds

| | |
|------------------------|--------------------------|
| Balance Forward | 10,327.89 |
| Revenue/Fees/Donations | 1,900.00 |
| | 12,227.89 Balance |

District Support - Other

| | |
|----------------|------------------------|
| Other Expenses | -559.19 |
| | -559.19 Balance |

**Pending
Reconciliation**

District Support - Other

| | |
|--------------------------|-----------|
| District Support | 5,132.75 |
| Stipends | -1,010.22 |
| Associated Payroll Costs | -185.00 |
| Other Expenses | -3,937.53 |

0.00 Balance

For questions about the district-managed accounts, please contact Kristy Andrew, Director of Budget and Finance
kandrew@cordovasd.org | 907.424.4653

Cordova School District Board of Education

- i. Informational Items
 - 1. Policy Committee Meeting Minutes 12-12-19
 - 2. Safety-Facility Committee Meeting Minutes 12-23-19

CORDOVA SCHOOL DISTRICT –POLICY COMMITTEE MEETING

MINUTES

December 12, 2019

4:00 PM

DISTRICT OFFICE CONFERENCE ROOM

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.

a. Call to Order/Attendance

*-Meeting called to order at 4:15 pm by Alex Russin, Superintendent
-Members Present: Wendy Ranney, and Pete Hoepfner*

b. Welcome/Acknowledgement of Members and Guests

-No guests

c. Items for Discussion

1. Policies for Review

a. Chapter 5000

- a. BP/AR 5113 Absences and Excuses
- b. BP 5116 School Attendance Boundaries
- c. BP 5118 School Transfers
- d. BP/AR 5119 Children of Military Families
- e. BP/AR 5121 Grades/Evaluations of Student Achievement
- f. BP/AR 5123 Promotion/Acceleration/Retention
- g. BP 5124 Communication with Parents/Guardians
- h. BP/AR 5125 Student Records
- i. BP/AR 5125.1 Release of Directory Information
- j. BP 5125.2 Challenging Student Records
- k. BP 5125.3 Withholding Grades, Diploma or Transcripts
- l. BP 5126 Awards for Achievement
- m. BP 5127 Graduation Ceremonies and Activities
- n. BP 5127.1 Class Valedictorian/Salutatorian
- o. BP 5128 Alaska Performance Scholarship Program
- p. BP 5131 Conduct
- q. BP/AR 5131.1 Bus Conduct
- r. BP 5131.4 Campus Disturbances
- s. BP/AR 5131.41 Violent and Aggressive Conduct
- t. BP 5131.42 Threats of Violence
- u. BP/AR 5131.43 Harassment, Intimidation, and Bullying
- v. BP 5131.5 Vandalism, Theft, and Graffiti

-The committee reviewed its "homework," which included Policies 5113--5131.5. In particular, the following policies were discussed in detail and will be recommended to the full School Board on January 8, 2020 for revision consideration. Recommendations may be found in the Board Packet at that time.

- AR 5113 ABSENCES AND EXCUSES
- AR 5119 CHILDREN OF MILITARY FAMILIES
- BP 5121 GRADES/EVALUATION OF STUDENT ACHIEVEMENT
- AR 5121 GRADES/EVALUATION OF STUDENT ACHIEVEMENT
- AR 5123 PROMOTION/ACCELERATION/RETENTION
- BP 5124 COMMUNICATION WITH PARENTS/GUARDIANS
- BP 5127 GRADUATION CEREMONIES AND ACTIVITIES
- AR 5128 ALASKA PERFORMANCE SCHOLARSHIP PROGRAM
- E 5128 ALASKA PERFORMANCE SCHOLARSHIP PROGRAM (NEW)
- BP 5131 CONDUCT
- AR 5131.1 BUS CONDUCT

- b. Draft Policy on Professional Boundaries of Staff with Students
 - a. BP/AR 5141.42 Professional Boundaries of Staff with Students
 - b. E 5141.42 School Employee Training and Administrative Response Checklist

-The committee discussed this newly proposed policy, administrative regulation, and exhibit and found favorable reasons to propose recommendation to the board for adoption. Pertinent elements of the policy related to boundaries with students discussed included maintaining professional boundaries; reporting violations of professional boundaries; preexisting, outside relationships with students; and use of technology.

2. Set next meeting date

-Tentative date: February 20, 2020

d. Pending Items for Consideration

-Continued discussion of Chapter 5000 policy series to include BP 5131.6 through BP 5147. The beginning of Chapter 6000 may be considered, if time permits.

e. Committee Member Comments

-General comments included thanks for participating and contributing during the meeting.

f. Adjournment

-Meeting adjourned at 5:55 pm.

CORDOVA SCHOOL DISTRICT –SAFETY-FACILITY COMMITTEE MEETING

MINUTES

December 23, 2019

12:00 PM

DISTRICT OFFICE CONFERENCE ROOM

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.

a. Call to Order/Attendance

-Meeting called to order at 12:10 pm by Alex Russin, Superintendent

-Members Present: Malvin Fajardo, Neva Nolan, Josh Pearson, Pete Hoepfner, Alex Russin

b. Welcome/Acknowledgement of Members and Guests

-No guests

c. Items for Discussion

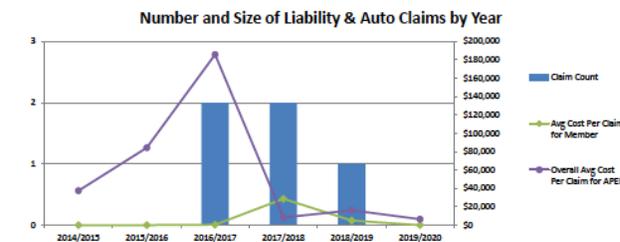
1. District Quarterly/Historical Insurance Claims

(Alex)

- a. Workers' Compensation Claim Summary
 - i. Injury type
 - ii. Injury frequency
 - iii. Average claim size
- b. Auto Claim Summary
- c. Liability Claim Summary

-Alex shared with the committee quarterly and historical insurance claim information attached below. General questions were asked by committee members and comments were made about trend data over time.

Summary of Liability and Auto Experience Cordova City School District 7/1/2014 - 9/30/2019

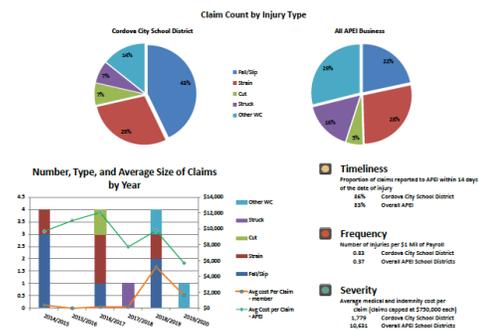


| | 2014/2015 | 2015/2016 | 2016/2017 | 2017/2018 | 2018/2019 | 2019/2020 |
|-------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| Claim Count | 0 | 0 | 2 | 2 | 1 | 0 |
| Avg Cost Per Claim for Member | 0 | 0 | 439 | 28,674 | 3,000 | 0 |
| Overall Avg Cost Per Claim for APEI | 37,439 | 84,237 | 185,717 | 6,360 | 16,237 | 6,456 |

Cordova City School District represents 1.1% of the 2018/19 Liability & Auto Payroll written by APEI

Data is as of 9/30/2019

Summary of Workers' Compensation Experience Cordova City School District 7/1/2014 - 9/30/2019



| | 2014/2015 | 2015/2016 | 2016/2017 | 2017/2018 | 2018/2019 | 2019/2020 |
|-------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| Pay/Type | 2 | 0 | 1 | 0 | 2 | 0 |
| Strain | 1 | 0 | 2 | 0 | 1 | 0 |
| Cut | 0 | 0 | 1 | 0 | 0 | 0 |
| Stroke | 0 | 0 | 0 | 1 | 0 | 0 |
| Other WC | 0 | 0 | 0 | 0 | 1 | 1 |
| Total WC Claims | 3 | 0 | 4 | 1 | 4 | 1 |
| Average Cost Per Claim for Member | 396 | 0 | 579 | 176 | 5,308 | 1,830 |
| Overall Avg Cost Per Claim for APEI | 9,486 | 11,041 | 12,072 | 7,754 | 6,776 | 5,689 |

Cordova City School District represents 1.0% of the 2018/19 Workers' Compensation Payroll written by APEI

Pay/Type includes claims due to reaching, falling, lifting, pushing, pulling, or from using a tool or machinery

Cut includes cuts from broken glass, tools, objects being handled, or other sources

2. CHS HVAC Proposal

(Josh)

-Josh provided information from Quality Controls, Inc. informal quote on the CHS HVAC System. Details included demolition of obsolete controllers, wiring and devices (damper and heating valve actuators; temperature and pressure sensors and relays; alarm systems; zone valves; control system as-built drawings; and control system remote access. The estimated proposal was \$115,000 for a complete replacement.

Committee members discussed the need to evaluate the entire school facility, from foundations and roofing to all equipment and systems in between. Malvin and Josh discussed reaching out to their network of resources to find a contractor that may be able to provide that level of facility assessment. Members also added that the Department of Education & early Development's Facility Management staff may be a resource to touch basis with, as well.

Further discussion included considerations, plans, and processes for long-term needs at CHS, including possible major renovation or new school construction.

3. General Maintenance Projects

(Josh)

- a. CHS
- b. Mt. Eccles

-Josh provided a brief overview on several current and upcoming projects, including holiday break custodial work at each score (floors, painting, boiler maintenance, and preparation for the State's on-site facility visit in January). He added that the company CSD purchased security cameras and software from has offered to come to Cordova to help with installation of the devices at no cost to the District.

d. Pending Items for Consideration

-Develop workflow and process (with City) for addressing City Code 3.36.080 School Maintenance [\$5,000 threshold for facility repairs].

e. Committee Member Comments

-None from committee members

f. Adjournment

-Meeting adjourned at 1:20 pm

Cordova School District Board of Education

m. New/Unfinished Business

1. AR 5113 ABSENCES AND EXCUSES (First Read)

Motion: I move to approve the AR 5113 ABSENCES AND EXCUSES (First Read) as presented in the Board Packet.

Motion: _____

Second: _____

Discussion:

____Jewell ____Altermott ____Glasen ____Hoepfner ____Bradford

Motion: PASS Motion: FAILED

Comments: -

AR 5113 ABSENCES AND EXCUSES (*First Read*)

Sections of this Administrative Regulation (AR) have been omitted as no context to the recommendation is added.

Truancy

Unless a child subject to compulsory attendance laws is exempted, excluded or expelled from school attendance, each five days of unlawful absence constitutes a separate violation of state law. (A.S. 14.30.020)

The parents/guardians shall be notified of any unexcused absence of their child and informed of state compulsory attendance laws.

The Designee(s) shall establish procedures for notifying parents/guardians and students when a student's absenteeism violates the district's attendance policies.

Students experiencing difficulty with attendance shall be counseled in an attempt to alleviate the problem. The district, the parents/guardians, and the student shall work together to develop an appropriate plan for improving school attendance.

~~Continued truancy will ultimately result in suspension. A student suspended under this provision is entitled to due process protections and appeal procedures as set forth in Board policy and administrative regulation.~~

Administration Notes from Policy Committee:

The committee discussed this policy and found no reasonable rationale to exclude (suspend) a student from school because of truancy. Rather, the committee felt it important to continue working with students and families to address reasons for truancy in order for the student to be successful in school.

Cordova School District Board of Education

m. New/Unfinished Business

2. AR 5119 Children of Military Families (First Read)

Motion: I move to approve the AR 5119 Children of Military Families (First Read) as presented in the Board Packet.

Motion: _____

Second: _____

Discussion:

____Jewell ____Altermott ____Glaser ____Hoepfner ____Bradford

Motion: PASS Motion: FAILED

Comments: -

AR 5119 CHILDREN OF MILITARY FAMILIES *(First Read)*

Sections of this Administrative Regulation (AR) have been omitted as no context to the recommendation is added.

Graduation

The Superintendent/Chief School Administrator, or designee, shall facilitate the on-time graduation of children of military families by providing supplemental instruction to incoming students as necessary to enable them to meet the district's graduation requirements. The Superintendent/~~Chief School Administrator~~, or designee, may also waive specific district course requirements for graduation if similar coursework has been satisfactorily completed by the student in his/her previous school.

If, after considering all alternatives, the Superintendent/~~Chief School Administrator~~, or designee, believes that a student who has transferred into the District in grade 12 will not be able to satisfy the District's graduation requirements in time to graduate with his/her class, the Superintendent/~~Chief School Administrator~~, or designee, shall work with the sending district to have the sending district issue the student a diploma, provided the student satisfies the sending district's graduation requirements.

Upon request of a school district to which a former student has transferred, the Superintendent/~~Chief School Administrator~~, or designee, shall issue the district's diploma of graduation to the former student ~~provided the student has satisfactorily completed the district's graduation requirements, including passage of the High School Graduation Qualifying Exam.~~

Administration Notes/Rationale from Policy Committee:

The HSGQE has been repealed as is no longer relevant in policy.

Cordova School District Board of Education

m. New/Unfinished Business

3. BP 5121 Grades/Evaluation of Student Achievement (First Read)

Motion: I move to approve the BP 5121 Grades/Evaluation of Student Achievement (First Read) as presented in the Board Packet.

Motion: _____

Second: _____

Discussion:

____Jewell ____Altermott ____Glasen ____Hoepfner ____Bradford

Motion: PASS Motion: FAILED

Comments: -

BP 5121 GRADES/EVALUATION OF STUDENT ACHIEVEMENT *(First Read)*

Sections of this Board Policy (BP) have been omitted as no context to the recommendation is added.

Unexcused Absences

The Board desires to emphasize the importance of school attendance. Therefore, students with excessive unexcused absences (10 absences per semester {under traditional schedule} or 6 absences per semester {modified block schedule}) ~~shall~~ may receive a failing grade and ~~shall~~ may not receive credit for the class(es).

If a student misses class without an excuse and does not subsequently turn in homework, take a test or fulfill another class requirement which he/she missed, the teacher may lower the student's grade for nonperformance. Teachers shall inform students about the class grading system at the beginning of the semester.

Administration Notes/Rationale from Policy Committee:

The committee discussed the definitiveness of the language "shall" and how it does not allow for extenuating circumstances related to unexcused absences be taken into consideration by Administration. Further comments included the importance for the policy to reflect opportunities for students to overcome situations/challenges in order to earn grades and credits.

Cordova School District Board of Education

m. New/Unfinished Business

4. AR 5121 Grades/ Evaluation of Student Achievement (First Read)

Motion: I move to approve the AR 5121 Grades/ Evaluation of Student Achievement (First Read) as presented in the Board Packet.

Motion: _____

Second: _____

Discussion:

_____Jewell _____Altermott _____Glasen _____Hoepfner _____Bradford

Motion: PASS Motion: FAILED

Comments: -

AR 5121 GRADES/EVALUATION OF STUDENT ACHIEVEMENT (First Read)

Sections of this Administrative Regulation (AR) have been omitted as no context to the recommendation is added.

Grades for Achievement

REPORT CARDS AND GRADING SYSTEM

Report cards will be issued every nine weeks. These cards should be shown to and discussed with ~~you~~ the student's parents. It is not necessary to return these cards to the school because ~~you~~ the student will receive a new card at the end of each nine-week period. Grades point averages for all subjects, with exception of Advanced Placement courses will be ~~counted~~ calculated as follows:

| | | |
|----------|-------------------------|----------|
| A = 4.0 | A- = 3.7 | |
| B+ = 3.3 | B = 3.0 | B- = 2.7 |
| C+ = 2.3 | C = 2.0 | C- = 1.7 |
| D+ = 1.3 | D = 1.0 | D- = .7 |
| | F = 0.0 | |
| | I = Incomplete | |
| | WF = Withdrawal Failing | |

In kindergarten through ~~third~~ second grade, teachers shall use narrative descriptions to indicate the student's level of achievement and may also furnish examples of student work.

Administration Notes/Rationale from Policy Committee:

The main recommendation from the committee comes in the last paragraph (from third to second grade) to align with other board policies and practice. Other recommendations come to provide clarity.

Cordova School District Board of Education

m. New/Unfinished Business

5. BP 5124 Communication with Parents/Guardians (First Read)

Motion: I move to approve the BP 5124 Communication with Parents/Guardians (First Read) as presented in the Board Packet.

Motion: _____

Second: _____

Discussion:

____Jewell ____Altermott ____Glasen ____Hoepfner ____Bradford

Motion: PASS Motion: FAILED

Comments: -

BP 5124 COMMUNICATION WITH PARENTS/GUARDIANS *(First Read)*

~~Because parental involvement contributes greatly to student achievement and conduct, the School Board encourages frequent communication between parents/guardians and teachers by means of parent teacher conferences, class newsletters, mail, telephone, and school visits by parents/guardians.~~

Because parental involvement contributes greatly to student achievement and conduct, and school-family partnerships result in improved outcomes for students, the School Board encourages two-way communication channels between school and home that are frequent, effective, and reliable. Communication methods may be tailored to family and school staff needs and may include classroom visits, parent-teacher conferences, class newsletters, mail, telephone, home visits, and school visits by parents/guardians. School staff are encouraged to learn about supportive family structures, and, if appropriate, to seek parent/guardian approval for additional family members or caregivers to be included in communications throughout the year.

School staff are encouraged to participate in community and cultural activities in order to better understand and relate to the community in which they teach.

Schools are encouraged to offer training on effective and positive family/school communication.

School staff should regularly assess the effectiveness of communication and adjust communication strategies to best meet the needs of students and their families.

(cf. 1250 - Visits to the Schools)

(cf. 6020 - Parent Involvement)

~~As part of this communication, teachers shall send progress reports and other data relating to standardized testing results to parents/guardians at regular intervals and shall encourage parents/guardians to communicate any concerns to the teacher.~~

School staff are encouraged to communicate with families to celebrate and note the progress of each student. As part of this communication, teachers shall send progress reports and other data relating student welfare, academic and social success, and results of standardized testing. Communication should occur at regular intervals to establish a cohesive support structure for students, families, and school staff.

The School Board and staff shall encourage parents/guardians to communicate any concerns to school staff and their teacher.

(cf. 5113 - Absences and Excuses)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 5145.6 - Notifications Required by Law)

(cf. 6146.1 - High School Graduation Requirements/Standards of Proficiency)

(cf. 6146.5 - Elementary School Promotion/Standards of Proficiency)

(cf. 6162.5 - Research/Standardized Testing)

Administration Notes/Rationale from Policy Committee:

Committee members discussed policy revisions from AASB's model policy, included here, and recommend the revisions noted, as more guidance and support are offered for effective communication between families and schools than the current Administrative Regulation.

Cordova School District Board of Education

m. New/Unfinished Business

6. BP 5127 Graduation Ceremonies and Activities (First Read)

Motion: I move to approve the BP 5127 Graduation Ceremonies and Activities (First Read) as presented in the Board Packet.

Motion: _____

Second: _____

Discussion:

____Jewell ____Altermott ____Glasen ____Hoepfner ____Bradford

Motion: PASS Motion: FAILED

Comments: -

BP 5127 GRADUATION CEREMONIES AND ACTIVITIES *(First Read)*

Sections of this Board Policy (BP) have been omitted as no context to the recommendation is added.

Note: The following policy suggests various options which may be modified to reflect district practice except that the U.S. Supreme Court has ruled that graduation ceremonies may not include school-sponsored prayers.

~~Note: No secondary student may be issued a diploma unless he or she has taken a college and career readiness assessment. AS 14.03.075.~~

High school graduation ceremonies shall be held to recognize those students who have successfully completed the district graduation requirements and earned the right to receive a diploma. ~~Students who have met the district graduation requirements but have not taken a college and career readiness assessment may participate in graduation exercises without receiving a diploma.~~

(cf. 6146.1 - High School Graduation Requirements)

Administration Notes/Rationale from Policy Committee:

The HSGQE and career-readiness assessment requirement has been repealed as is no longer relevant in policy.

Cordova School District Board of Education

m. New/Unfinished Business

7. AR 5128 Alaska Performance Scholarship Program (First Read

Motion: I move to approve the AR 5128 Alaska Performance Scholarship Program (First Read) as presented in the Board Packet.

Motion: _____

Second: _____

Discussion:

_____Jewell _____Altermott _____Glasen _____Hoepfner _____Bradford

Motion: PASS Motion: FAILED

Comments: -

AR 5128 ALASKA PERFORMANCE SCHOLARSHIP PROGRAM (First Read)

Sections of this Administrative Regulation (AR) have been omitted as no context to the recommendation is added.

The Alaska Performance Scholarship Program provides scholarships for high school graduates who are Alaska residents to attend a qualified postsecondary institution in the State of Alaska. The district is required to determine student eligibility for the three levels of scholarships available. The district must then notify the Alaska Department of Education and Early Development of each qualifying student's eligibility.

Eligibility Determinations

The principal or designee of each high school shall determine scholarship eligibility for each graduating student by application of the following criteria.

A. Course Work Requirements

Note: The following curriculum requirements are in place for students graduating in 2012, 2013 and 2014.

Beginning with 2012 graduates, the Alaska Performance Scholarship may be awarded based on a student's completion of either a math and science curriculum track, or a social studies and language curriculum.

- 1) ~~2012~~ Class of 2018 & Beyond Curriculum Requirements

~~A.~~ Achievement or Performance Opportunity Scholarships

To qualify for these scholarships, a student must meet the curriculum requirements in either math and science, or social studies and language:

1. Math and Science ~~Courses~~ Curriculum:

- 1) Math ~~and science~~ courses -- 4 units of ~~and 3 of science OR~~ credit
- 2) Science courses ~~3 units of math credit and~~ 4 units of science credit
- ~~2~~3) Language Arts courses – 4 units of credit
- ~~3~~4) Social Studies – 4 units of credit, one of which may be a foreign or Alaska Native language, fine arts, or cultural heritage

2. Social Studies and Language Curriculum:

- 1) Math courses – 3 units of credit
- 2) Science courses – 3 units of credit
- 3) Language Arts courses – 4 units of credit
- 4) Social Studies courses – 4 units of credit
- 5) ~~Foreign, Alaska Native or American Sign~~ World Language courses – ~~1~~ 2 units of credit (same language for both credits; language may include Alaska Native language, fine arts, or cultural heritage)

~~B.~~ Honors Scholarship

To qualify for the Honors Scholarship, the ~~2012 graduate must meet the 2013 curriculum requirements (below).~~

- 2) ~~2013 and 2014 Curriculum Requirements (and 2012 Honors Scholarship)~~

2013 and 2014 graduates must meet the following curriculum requirements to qualify for all scholarship levels (Achievement, Performance, and Honors):

Math and Science Curriculum:

- 1) Math— 4 units of credit
- 2) Science— 4 units of credit
- 3) Language arts— 4 units of credit
- 4) Social studies— 4 units of credit, one of which may be a foreign or Alaska Native language, fine arts, or cultural heritage

Social Studies and Language Curriculum:

- 1) Math— 3 units of credit
- 2) Science— 3 units of credit
- 3) Language arts— 4 units of credit
- 4) Social studies— 4 units of credit
- 5) Foreign, Alaska Native or American Sign Language— 2 units of credit

2) Class of 2018 & Beyond Grade Point Average (GPA) Requirements

GPA Scholarship Level Awards

1. Level 1 (up to \$4,755 per year): GPA 3.5 or greater
2. Level 2 (up to \$3,566 per year): GPA 3.0 or greater
3. Level 3 (up to \$2,378 per year): GPA 2.5 or greater

3) Class of 2018 & Beyond Testing Requirements

Testing Scholarship Level Awards

1. Level 1: Minimum Score: ACT 25 or SAT 1210* or WorkKeys 13**
2. Level 2: Minimum Score: ACT 23 or SAT 1130* or WorkKeys 13**
3. Level 3: Minimum Score: ACT 21 or SAT 1060* or WorkKeys 13**

* for SAT taken March 2016 or later

** a combination score of 13 or higher with no score below 4 is required in Applied Math, Graphic Literacy, and Workplace Documents

Administration Notes/Rationale from Policy Committee:

Committee members discussed revision recommendations to reflect changes in Alaska Performance Scholarship (APS) criteria since its initial implementation in 2012.

Cordova School District Board of Education

m. New/Unfinished Business

8. E 5128 Alaska Performance Scholarship Program (First Read-New Exhibit)

Motion: I move to approve the E 5128 Alaska Performance Scholarship Program (First Read-New Exhibit)
as presented in the Board Packet.

Motion: _____

Second: _____

Discussion:

_____Jewell _____Altermott _____Glasen _____Hoepfner _____Bradford

Motion: PASS Motion: FAILED

Comments: -

E 5128 (a) ALASKA PERFORMANCE SCHOLARSHIP PROGRAM (First Read—NEW EXHIBIT)

Committee members recommend adding the form on the following pages as a policy exhibit to assist students/families with tracking progress toward APS eligibility.

class of 2018 & beyond

ALASKA PERFORMANCE SCHOLARSHIP



To apply for the APS and other financial aid opportunities, students must complete a FAFSA (Free Application for Federal Student Aid) by June 30th of each year. Visit fafsa.ed.gov

| | | | | |
|---|---------------------------------------|-------|--|--|
| Required Curriculum (for all levels) Students can choose either curriculum option. <i>Contact your counselor for information about APS courses. Approved courses may also be available through resources such as the University of Alaska or others. Eligibility is determined based upon courses with a letter grade contained in your high school's permanent student record.</i> | Math & Science Curriculum: | | Social Studies & Language Curriculum: | |
| | Science (4 credits) | | Science (3 credits) | |
| | Math (4 credits) | | Math (3 credits) | |
| | Social Studies (4 credits) | | Social Studies (4 credits) | |
| | Language Arts (4 credits) | | Language Arts (4 credits) | |
| | | | World Language (2 credits) | <i>same language for both credits</i> |

| | Level 1 | Level 2 | Level 3 |
|--|---|--|--|
| | UP TO \$4,755 <i>per year</i> | UP TO \$3,566 <i>per year</i> | UP TO \$2,378 <i>per year</i> |
| Required GPA | 3.5 or greater | 3.0 or greater | 2.5 or greater |
| Required Testing <i>"Certificate" means a career & technical education certificate and does not include associate's degrees.</i> | ACT/SAT: Use APS for degree or certificate | | |
| | ACT 25 SAT 1210* <small>*for SAT taken March 2016 or later</small> | ACT 23 SAT 1130* <small>*for SAT taken March 2016 or later</small> | ACT 21 SAT 1060* <small>*for SAT taken March 2016 or later</small> |
| | WorkKeys: Use APS for certificate only <i>A combination score of 13 or higher with no score below 4, is required in Applied Math, Graphic Literacy, and Workplace Documents</i> | | |
| | WorkKeys 13 | WorkKeys 13 | WorkKeys 13 |



On track to qualify? Get ready to put your APS award to work!
 Download Initial Award and Continuing Eligibility Checklists at APS.alaska.gov



Questions? Visit APS.alaska.gov

Cordova School District Board of Education

m. New/Unfinished Business

9. BP 5131 Conduct (First Read)

Motion: I move to approve the BP 5131 Conduct (First Read) as presented in the Board Packet.

Motion: _____

Second: _____

Discussion:

_____Jewell _____Altermott _____Glasen _____Hoepfner _____Bradford

Motion: PASS Motion: FAILED

Comments: -

BP 5131(a) CONDUCT (First Read)

Note: Under the federal Every Student Succeeds Act, districts must take steps to ensure student discipline and safety. School districts must identify the creation and maintenance of safe and disciplined classrooms as a high priority for district and school staff. district- and school-level safety and discipline policies and regulations should be revised, and district resources distributed as necessary, to reflect the high level of importance the district attaches to this objective. School districts are to develop clear standards for student conduct that are designed to ensure that the environment within each district school and classroom supports student learning. Consequences for violating these standards must be identified, as well as the procedures that school staff, families, and students must follow in order to resolve problems as they develop.

Note: 4 AAC 07.010 - 4 AAC 07.900 mandates the School Board adopt policies on student rights and responsibilities; distribute and instruct students regarding these policies, and review these policies every three years. At a minimum, the policies must address routine discipline case procedure and chronic or serious discipline case procedure.

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.

Accordingly, the Board desires to reduce the time students spend away from the classroom and school learning environment due to misconduct. In order to facilitate this goal and increase outcomes for students:

1. The District will incorporate culturally responsive models, as appropriate, school wide management, and classroom practices that build student skills, strengthen relationships, and keep students in the classroom.
2. The District will pro-actively provide structures to cooperatively and independently manage behavior, and to build skills for self-management throughout the school day.
3. The District will work to build students' self-regulation skills, incorporating preventative and restorative practices to minimize the need for discipline and maximize instructional time for every student.
4. The District will incorporate restorative or corrective practices that focus on relationship building with students and families. These can include conferences with students and their parents/guardians; use of student study teams or other intervention-related teams; enrollment in a program teaching social/emotional behavior; intensive and intentional relationship building with students and family; participation in a restorative or corrective practices program; and positive behavior support approaches.
5. The District will consider trauma-informed and supportive approaches to student behavior that create clear expectations with staff, students and families.
6. The District will monitor, address, and ensure that students do not disproportionately experience suspension, expulsion or other disciplinary actions due to race, ethnicity, disability, religious or cultural preference, gender identity, sexual orientation or socioeconomic background.

Clear standards for student conduct, classroom expectations, and resolving conflict will be established to ensure that the environment within each District school and classroom supports student learning. The Superintendent or designee shall establish student conduct expectations and identify consequences for violations. In addition, the Superintendent or designee shall develop procedures that school staff, families, and students are expected to follow and engage in order to resolve problems as they develop.

In-school and out-of-school suspension should not be imposed unless other means of correction have failed to bring about proper conduct, or in circumstances where the student's presence poses a danger to persons or property or substantial disruption to the educational environment.

BP 5131(b) CONDUCT --continued (First Read)

The Superintendent or designee shall provide professional development or supports, as necessary, to assist staff in offering consistent classroom management skills, to model skills for students, to establish collaborative relationships with parents/guardians, and to implement effective relationship building and disciplinary techniques, all while eliminating unconscious bias.

The District shall make available and instruct students regarding these policies, and review these policies every three years. At a minimum, the policies must address routine discipline case procedure and chronic or serious discipline case procedure.

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.

The School Board and administrators will review research on effective practices to pro-actively create trauma informed environments and determine how to incorporate into district policies and practice.

Superintendent

The Superintendent/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 all children; They shall also be expected and to cooperate with school authorities regarding the behavior of their own children.

Parents/guardians may be held liable for misconduct of the children to the extent provided by law.

BP 5131(c) CONDUCT --continued (*First Read*)

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 [*restorative or corrective practices*](#), 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

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)

Administration Notes/Rationale from Policy Committee:

Committee members discussed policy revisions from AASB's model policy, included here, and recommend the revisions noted, in order to be more reflective of the Board's vision and goals related to student conduct/discipline and inclusive restorative practices.

Cordova School District Board of Education

m. New/Unfinished Business

10. BP 5141.42 Professional Boundaries of Staff with Students (First Read-New Policy)

Motion: I move to approve the BP 5141.42 Professional Boundaries of Staff with Students (First Read-New Policy) as presented in the Board Packet.

Motion: _____

Second: _____

Discussion:

_____Jewell _____Altermott _____Glasen _____Hoepfner _____Bradford

Motion: PASS Motion: FAILED

Comments: -

BP 5141.42 PROFESSIONAL BOUNDARIES OF STAFF WITH STUDENTS *(First Read—NEW POLICY)*

This policy is recommended by the Association of Alaska School Boards (AASB).

Purpose

The School Board is committed to protecting children from inappropriate conduct by adults, including school and District staff, coaches, and volunteers. The purpose of this policy is to provide all staff, coaches, volunteers, students, and community members with information about their role in protecting children. This policy applies to all District staff and any adult interacting with students. For purposes of this policy and its administrative regulation, the terms “district staff,” “staff member(s),” and “staff” also includes coaches and volunteers.

General Standards

Maintain professional boundaries: The Board expects all staff to maintain the highest professional standards when interacting with students. District staff are required to maintain an atmosphere conducive to learning by consistently maintaining professional boundaries with students.

The interactions and relationships between District staff and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the District’s educational mission.

District staff will not intrude on a student’s physical and/or emotional boundaries unless the intrusion is necessary to serve a bona fide health, safety, or educational purpose. An educational purpose is one that relates to the staff member’s duties as an educator. Additionally, staff members are expected to avoid any appearance of impropriety in their conduct when interacting with students.

Report violations of professional boundaries: Whenever a staff member observes another staff member engaging in inappropriate boundary invasions with a student, their observations must be reported to the school administration. ***When in doubt, report it out.***

Preexisting, outside relationships with students: The Board recognizes that staff may have familial and pre-existing social relationships with parents/guardians/caretakers of students and students. This could create dual relationships with students. Staff members should use sound professional judgment when these dual relationships with students exist to avoid violating this policy. In all such relationships, staff should avoid any appearance of impropriety with any student and any appearance of favoritism toward any student.

Staff members shall pro-actively discuss dual relationship circumstances with their building administrator or supervisor. Regardless of any preexisting relationship with students outside of the school setting, when on the job as an educator, staff shall abide by this policy and its accompanying administrative regulations.

Use of technology: The Board supports the use of technology to communicate for educational purposes. However, unless the student is the staff member’s own child, staff are prohibited from communicating privately with students online or from engaging in any conduct on social networking websites that violates the law, District policies or procedures, or other generally recognized professional standards.

Staff whose conduct violates this policy may face discipline and/or termination consistent with the District’s policies and procedures, acceptable use agreement, and collective bargaining agreements, as applicable.

Training: The Superintendent or designee will develop staff training relating to this policy, including protocols for reporting and investigating allegations and develop procedures and training to accompany this policy.

(cf. 4131 – Staff development)

(cf. 5131.43 – Harassment, intimidation and bullying)

(cf. 5137 – Positive school climate)

(cf. 5141.4 – Child abuse and neglect)

(cf. 6161.4 – Internet)
(cf. 6161.5 – Web sites)

ALASKA STATUTES

11.61.120 Harassment in the second degree

14.08.111 Duties

14.14.090 Duties of School Boards

14.30.355 Sexual abuse and sexual assault awareness and prevention

14.30.360 Curriculum (health and safety education)

14.33.200 Harassment, intimidation and bullying

14.33.210 Reporting of incidents of harassment, intimidation and bullying

14.33.220 Reporting no reprisals

14.33.240 Immunity from suit

14.33.250 Definitions

47.14.300 Multidisciplinary Child protection teams

47.17.010 Child protection

47.17.020 Persons required to report

47.17.022 Training

Administration Notes/Rationale from Policy Committee:

Committee members discussed AASB's model policy and recommend its adoption.

Cordova School District Board of Education

m. New/Unfinished Business

11. AR 5141.42 Professional Boundaries of Staff with Students (First Read-New Policy)

Motion: I move to approve the AR 5141.42 Professional Boundaries of Staff with Students (First Read-New Policy) as presented in the Board Packet.

Motion: _____

Second: _____

Discussion:

_____Jewell _____Altermott _____Glasen _____Hoepfner _____Bradford

Motion: PASS Motion: FAILED

Comments: -

AR 5141.42 PROFESSIONAL BOUNDARIES OF STAFF WITH STUDENTS (*First Read—NEW ADMINISTRATIVE REGULATION*)

This administrative regulation is recommended by the Association of Alaska School Boards (AASB).

Boundary Invasions

School employees, coaches, and volunteers are professionally and ethically obligated to maintain professional boundaries with students when working in an educator’s professional role. Staff is defined as school employees, coaches, and volunteers. In any staff-student relationship, staff is expected to maintain professional boundaries with students and avoid any boundary invasion which does not have a legitimate health, safety, or educational reason.

Schools must pay attention to boundary invasions and unprofessionalism, as inappropriate boundary invasions by staff can lead to sexual grooming of students. If there is no legitimate health, safety, or educational reason for such boundary invasions, such boundary invasions are unwise and prohibited. Curtailing inappropriate boundary invasions by staff reduces the opportunity for sexual grooming.

Inappropriate Boundary Invasion Examples

Inappropriate boundary invasions by staff members include, but are not limited to, the following:

Taking an undue interest in a particular student:

1. Having a “special friend” or a “special relationship” with a particular student.
2. Favoring certain students by giving them special privileges.
3. Favoring certain students, inviting them to come to the classroom or gym at non-class or practice times.
4. Getting a particular student out of class to visit the teacher during the teacher’s prep period.
5. Engaging in peer-like behavior with students, including rough-housing, “hanging out,” and/or other peer-like social situations.

Using poor judgment in relation to a particular student:

6. Allowing a particular student to get away with inappropriate behavior.
7. Being alone with a particular student behind closed doors at school.
8. Giving gifts or money to a particular student.
9. Being overly “touchy” with certain students.
10. Touching students for no educational, health, or safety purpose.
11. Giving students rides in the adult’s personal vehicle, especially alone.
12. Frequent electronic communication or phone contacts with a particular student.

Becoming involved in the student’s private life:

13. Talking to the student about the adult’s personal problems.
14. Talking to the student about the student’s personal problems to the extent that the adult becomes a confidant of the student when it is not the adult’s job role to do so.
15. Initiating or extending contact with students beyond the school day in a private or non-group setting.
16. Taking a particular student on personal outings, away from otherwise protective adults.
17. Using email, text-messaging, instant messaging, or social networking to discuss personal topics or interests with students.

Not respecting normal boundaries:

18. Invading the student’s physical privacy (*i.e.*, walking in on the student in the bathroom).
19. Inviting students to the adult’s home.
20. Visiting the student’s home alone and/or without parental knowledge or supervision.
21. Asking the student to keep certain things secret from his/her parents.

Sexually related conduct:

22. Engaging in sex talk with students (sexual innuendo, sexual banter, or sexual jokes).
23. Talking with a student about sexual topics that are not related to a specific curriculum.
24. Showing pornography to the student.
25. Hugging, kissing, or other affectionate physical contact with a student.

Reporting Violations and Administrative Follow Up

Reporting: Staff members must promptly report to the principal or administrative supervisor of any employee, coach, or volunteer suspected of engaging in inappropriate boundary invasions that become known or suspected. Do not inform the adult suspected of engaging in appropriate boundary invasions that a report has been or is being made.

Students and their parents/guardians are strongly encouraged to notify the principal (or other administrator) if it is believed a staff member, coach, or volunteer may be engaging in conduct that violates this policy or procedure.

Administrative Follow Up: The administrator to whom a boundary invasion concern is initially reported must document the concern and promptly provide a copy of that documentation to the Superintendent or Superintendent's designee. The Superintendent or Superintendent's designee shall follow any and all Board Policies related to allegations concerning employees, including (a) investigation of the allegation(s); (b) protection of any student(s) allegedly involved; (c) notification of parents/guardians; (d) as appropriate, notification of local law enforcement and/or Office of Children's Services (OCS); and (e) where appropriate and upon due process, remedial action and/or discipline of employee.

Reporting Sexual Abuse

A.S. 47.17.020 and Board Policy require that persons who are mandatory reporters who, in the performance of their occupational duties have reasonable cause to suspect that a child has suffered harm as a result of child abuse or neglect, shall immediately report the harm to OCS or to law enforcement if OCS cannot be reached and immediate action is necessary for the well-being of the child. If there is reasonable cause to suspect sexual abuse, a report must be promptly made to OCS. Any situation where a school employee, coach, or volunteer is believed to have engaged in sexual abuse of a student should also be reported to law enforcement.

Disciplinary Action

Staff violation of this policy may result in disciplinary action up to and including dismissal.

Training

Staff (including coaches and volunteers) will receive training on professional boundaries, inappropriate boundary invasions, and the relationship of inappropriate boundary invasions to sexual grooming. Such training shall take place at least every three years. All new employees and volunteers will receive such training within three months of employment or service. Such training will cover the information included in the training handout, E 5141.42-1, "School Guidelines for Preventing Sexual Abuse Against Students."

Dissemination of Policy and Reporting Protocols

This policy and procedure will be included on the district website and in all employee, coach, volunteer, and student handbooks, as applicable.

Administration Notes/Rationale from Policy Committee:

Committee members discussed AASB's model administrative regulation and recommend its adoption.

Cordova School District Board of Education

m. New/Unfinished Business

12. E 5141.42 Professional Boundaries of Staff with Students (First Read-New Policy)

Motion: I move to approve the E 5141.42 Professional Boundaries of Staff with Students (First Read-New Policy)as presented in the Board Packet.

Motion: _____

Second: _____

Discussion:

____Jewell ____Altermott ____Glasen ____Hoepfner ____Bradford

Motion: PASS Motion: FAILED

Comments: -

E 5141.42-1 (a) PROFESSIONAL BOUNDARIES OF STAFF WITH STUDENTS TRAINING HANDOUT

School Guidelines for Preventing Sexual Abuse against Students

I. Introduction

These guidelines are aimed at assisting school employees in protecting students from sexual misconduct by other school employees. For the purpose of this exhibit, school employee includes coaches, volunteers, and/or any adult regularly interacting with students in the school setting. The key to prevention is for each employee to report behaviors which put students at risk for sexual misconduct. The principles identified in this handout are based on what sex offender treatment providers identify as the most effective way of protecting students from sexual abuse in the schools:

- (1) being able to identify “risk behaviors”;
- (2) reporting such “risk behaviors” to administration; and
- (3) follow-up by administration.

Sexual abuse of students by a small number of school employees causes disproportionate harm to children, families, schools, and the public’s perceptions of and confidence in public education. It is every employee’s responsibility to understand how offenders typically engage in sexual misconduct in schools and to know what to report and to whom reports should be made regarding conduct that constitutes “risk behaviors.”

The purposes of these Guidelines are:

- (1) To inform school employees about how sexual offenders prey on children so that with timely reporting, such misconduct may be prevented in our schools;
- (2) To provide a checklist of “risk behaviors” which may be considered sexual grooming and need to be reported; and
- (3) To provide additional Guidelines for practices that will protect students from sexual abuse by providing educators and other adults the tools to stop potential grooming behaviors.

II. Basic Principles

Professionalism is the Best Protection

While educators need to establish good relationships with students in order to teach them, educators and adults interacting with students must not rely upon students to meet their own social needs. If an adult relies on a student to meet the her/his own social needs, the relationship is not a professional relationship. Nor is it a true friendship since adult-student relationship is by its very nature, not an even or an equal or relationship.

The relationship between adult and student is a relationship of trust where the adult has power over the student, making it inappropriate and unprofessional for the adult to try and meet his/her social needs through that relationship. While good relationships with students are very important for the education process, that does not mean that the adult may become personal friends with his/her students. Failure to follow this basic principle of professionalism can result in an adult fitting the profile of someone attempting to engage in sexual misconduct with students, even if that is not the adult’s intent.

At the same time, a sound and trusting relationship with students is often necessary to advance educational goals. To strike an appropriate balance, an adult must consider whether s/he is attempting to have personal needs met through the relationship, or to have a peer-to-peer or “special relationship” with a student. The adult is responsible for establishing professional boundaries.

Even in small communities where everyone knows everyone and school employees may be related to some of their students, these principles of professional relationships with students apply whenever adults are on the job.

E 5141.42-1 (b) PROFESSIONAL BOUNDARIES OF STAFF WITH STUDENTS TRAINING HANDOUT

“Grabbers” and “Groomers”

Sexual predator experts have identified two types of sexual predators of children based on their basic approach — “grabbers” and “groomers.” (Carla van Dam, Ph.D., *Identifying Child Molesters* (2001)). In schools, “grabbers” usually victimize young children. Although “groomers” may also be involved with young children, nearly all offenders in schools who victimize teen youth are groomers.

What social scientists tell us about sexual grooming reveals that **other educators (adults) are the key to stopping sexual misconduct against students.**

Unless a child reports misconduct, it is easier to notice risk behaviors which might be sexual grooming than it is to see signs that a student is being molested by a “grabber.” These guidelines address preventing sexual grooming by preventing inappropriate boundary invasion risk behaviors.

Dealing with Groomers

How sexual grooming works: Grooming is the process by which much of the serious sexual misconduct against children occurs in schools. An adult befriends a child, creating a connection with the child, a special relationship, lowering the child’s natural inhibitions in order to eventually take advantage of the child sexually.

In the education context, sexual abusers often target students who are passive or needy and then engage in personal boundary invasion behaviors that are increasingly invasive of the child’s boundaries. The child gets used to the boundary invasions and their increasing intrusiveness, and starts to accept them as normal. Eventually, when the student’s inhibitions are down, sexual misconduct may occur. Commonly the child may even blame him/herself for what happened.

Student victim profile: Students who become victims are often in special need of adult attention, and at first may find the special relationship with the adult to be grounding and centering. They end up trusting the adult, feel that they are personal friends with the adult, allow the boundary invasions because they are friends, and then if something inappropriate happens, may end up blaming themselves. The victim can also be a relative of the abuser or a friend of the abuser’s children.

Principles Which Are the Key to How Adults

Can Stop Sexual Grooming and Thereby Most Sexual Molestations

1. Sexual molesters may victimize children either by “grabbing” or “grooming” children. (Carla van Dam, Ph.D., *Identifying Child Molesters* (2001)).
2. The majority of educators (adults) who sexually molest students accomplish their molestations through the sexual grooming process.
3. Sexual grooming of students begins with and is accomplished by a process of increasingly invasive *inappropriate boundary invasions*.

Therefore:

4. If we *stop inappropriate boundary invasions*, we can prevent most molestations by educators (adults).

Venn Diagram Showing Relationship of Grooming to Boundary Invasions

/

Definitions

Inappropriate: “Inappropriate” in conjunction with “inappropriate boundary invasions” means conduct which under the totality of the circumstances does not have valid and bona fide educational, health, or safety reasons.

Boundary invasions: Boundary invasions are situations where the adult does not respect the student’s personal physical and psychological boundaries. In predatory situations, the boundary invasions become increasingly invasive, with the student becoming used to the invasions and allowing increasing invasions to occur. Not all boundary invasions are inappropriate, and not all inappropriate boundary invasions result in sexual misconduct with students. However, inappropriate boundary invasions are something which other adults may become aware of. Since inappropriate boundary invasions may be the only clue by which other adults could detect that an educator-student relationship may be headed in the wrong direction, it is important for educators (adults) to avoid inappropriate boundary invasions and for administration to address them promptly when they occur.

Whether boundary invasion behaviors have “questionable educational benefit” can be determined by examining the relationship established by the adult with the student to see whether that relationship moved from being professional to becoming personal.

Possible “inappropriate boundary invasion” (*i.e.*, “risk behaviors,” are behaviors which show that a risky relationship is being established and may include:

E 5141.42-1 (d) PROFESSIONAL BOUNDARIES OF STAFF WITH STUDENTS TRAINING HANDOUT

Taking an undue interest in a particular student:

1. Having a “special friend” or a “special relationship” with a particular student.
2. Favoring certain students by giving them special privileges.
3. Favoring certain students, inviting them to come to the classroom or gym at non-class or practice times.
4. Getting a particular student out of class to visit the teacher during the teacher’s prep period.
5. Engaging in peer-like behavior with students, including rough-housing, “hanging out,” and/or other peer-like social situations.

Using poor judgment in relation to a particular student:

6. Allowing a particular student to get away with inappropriate behavior.
7. Being alone with a particular student behind closed doors at school.
8. Giving gifts or money to a particular student.
9. Being overly “touchy” with certain students.
10. Touching students for no educational, health, or safety purpose.
11. Giving students rides in the adult’s personal vehicle, especially alone.
12. Frequent electronic communication or phone contacts with a particular student.

Becoming involved in the student’s private life:

13. Talking to the student about the adult’s personal problems.
14. Talking to the student about the student’s personal problems to the extent that the adult becomes a confidant of the student when it is not the adult’s job role to do so.
15. Initiating or extending contact with students beyond the school day in a private or non-group setting.
16. Taking a particular student on personal outings, away from otherwise protective adults.
17. Using email, text-messaging, instant messaging, or social networking to discuss personal topics or interests with students.

Not respecting normal boundaries:

18. Invading the student’s physical privacy (*i.e.*, walking in on the student in the bathroom).
19. Inviting students to the adult’s home.
20. Visiting the student’s home alone and/or without parental knowledge or supervision.
21. Asking the student to keep certain things secret from his/her parents.

Sexually related conduct:

22. Engaging in sex talk with students (sexual innuendo, sexual banter, or sexual jokes).
23. Talking with a student about sexual topics that are not related to a specific curriculum.
24. Showing pornography to the student.
25. Hugging, kissing, or other affectionate physical contact with a student.

E 5141.42-1 (e) PROFESSIONAL BOUNDARIES OF STAFF WITH STUDENTS TRAINING HANDOUT

Small Communities

In small communities, it is more likely that people working in the schools will already know students before they become students. Children in the community may be friends of the family or part of the educator/adult's extended family. The child may be the educator's babysitter, someone who is hired to do chores, and someone often seen at community events. The adult may belong to the same community organizations as the child, be an elder in the community, the child's uncle, aunt, cousin, or best friend's parent.

These Guidelines recognize the realities of small communities where everyone knows everyone and people who grew up in the community have close ties and blood relationships with a large segment of the community.

The additional guidance for small communities is:

- 1) Even if the student is a relative, professional boundaries are to be observed at school or when the educator/adult is on the job (in his/her role as an educator, coach, and/or volunteer).
- 2) If students come to the adult's home, it should be to visit the adult's children, not the adult, unless the visit is arranged by the parent (*e.g.*, the child might be staying with the educator/adult and his/her family while the parent is in the hospital).
- 3) The parent of the child visiting the adult's home should be aware that the child is there. If there is any ambiguity about whether the parent of the visiting child knows where that child is, it is up to the educator/adult to so inform the parent.
- 4) If children visit the educator/adult's home on more than an occasional basis, the educator/adult should inform the school principal and explain the circumstances.
- 5) Regardless of contacts outside of school, it is still inappropriate for the educator/adult to engage in peer-to-peer behaviors with a student unless the educator/adult is the child's parent.

III. Additional Guidelines

In addition to avoiding inappropriate boundary invasions with students at school:

1. Classroom doors should have windows.
2. Windows should not be covered except in school lockdown situations.
3. Educators/adults should not be meeting in private with students to "mentor" or "counsel" the student unless that is the educator/adult's official role in the school.
4. If a student needs counseling, non-counselor educators should send the student to the counselor or person whose role it would be to help the child. If there is no such person, then administration should consult with the District Office.
5. When an educator meets alone with a student, the door should be open unless it is a counselor or administrator meeting with a student. The counselor's or administrator's door should have a window on it which is not covered.
6. When dealing with a child's toileting accident, two adults should assist the child.
7. Do not initiate hugs with students.

E 5141.42-1 (e) PROFESSIONAL BOUNDARIES OF STAFF WITH STUDENTS TRAINING HANDOUT

8. *The following forms of behavior are not appropriate and should be reported immediately to administration:*
- a. Private text-messaging, social media contacts, other private electronic communication, or phone calls, unless the child is an immediate family member;
 - b. full frontal hugs, lengthy hugs;
 - c. kisses;
 - d. holding children over three years old on the lap;
 - e. touching any child anywhere below the waist [except for toileting or diapering with younger children, helping younger children with their footwear, or in organized games like softball where one might tag the other person out].
 - f. showing inappropriate affection;
 - g. occupying a bed with a child or youth;
 - h. being in the same hotel room with a student other than an immediate family member;
 - i. touching knees or legs of children or youth;
 - j. wrestling with children or youth, unless coaching wrestling;
 - k. tickling children or youth;
 - l. piggyback rides;
 - m. massages, shoulder rubs, neck rubs, etc.;
 - n. comments or compliments relating to a youth's body;
 - o. snapping bras, giving wedgies, or similar touch on underwear;
 - p. giving gifts or money to individual children or youth;
 - q. Visits to the child's home to visit the child or visits by the child to the educator's home to visit the educator.
9. Coaching:

When coaching sports, it is occasionally necessary for a coach to touch a player to demonstrate various positions or moves. Coaches should discuss this necessity with players and their parents at the beginning of the year/season, and explain that anyone uncomfortable with that should let the coach know privately, or inform another adult who can inform the coach. Students' privacy should be protected.

Opposite gender wrestling coaches should not be demonstrating holds on:

- a. opposite gender wrestlers unless to demonstrate wrestling moves, and only when there has been a meeting at the beginning of the year with parents where the wrestler and parents agree whom the child would feel comfortable doing the demonstrating. Parents should be allowed to attend wrestling practices if they wish.
- b. In track, if there is a need to have a runner lift his or her hips in the starting blocks, this can be accomplished without touching by using a cell phone (preferably the student's) to show the deficiency in the position. A side view would be used.
- c. In basketball, an opposite gender coach should discuss with opposite gender players that s/he may need to touch them in demonstrating various moves in the game and that anyone uncomfortable with that should let the coach know privately, or inform another adult who can inform the coach. The student's privacy should be protected.
- d. If there is touching involved in coaching other sports, similar principles should be applied.
- e. If possible, having two coaches at practices is desirable.

E 5141.42-1 (f) PROFESSIONAL BOUNDARIES OF STAFF WITH STUDENTS TRAINING HANDOUT

IV. What Should Happen

When an employee is aware of inappropriate boundary invasions by another employee, Board Policy 5141.42 and professional ethics require the knowing staff member to report the matter to administration. What administration does next will depend on the situation, though the first step is to contact the District Office for guidance.

If the boundary invasions are inappropriate, reminding the employee of appropriate professional boundaries and/or verbal or written reprimands may occur.

In situations where an employee continues to engage in inappropriate boundary invasions, progressive discipline up to and including termination may be warranted.

In situations where sexual abuse may have occurred, law enforcement and Office of Children's Services (OCS) will be contacted and a full investigation be conducted; depending on the results of the investigation, the employee could be terminated.

In situations involving sexual abuse of a student, loss of credentialing, and possible criminal conviction could also result.

In any case involving suspected abuse, mandatory child abuse reporting obligations must be met.

Staff Member Duties

The staff member's role in preventing sexual abuse of students is two-fold: first, to avoid engaging in risk behaviors which could be mistaken for boundary invasion or grooming behaviors; and second, to report situations where such behaviors by other employees take place.

1. Do not engage in inappropriate boundary invasion behaviors described above or behaviors like them. Keep your interactions with students at school and at school related events on a professional level.
2. Refer students who need emotional or other support to appropriately trained staff such as counselors or school psychologists. In small or remote communities, where appropriately trained staff may not be available, consult with District Office leadership for workable alternatives. Staff can be caring while maintaining an appropriate level of professional decorum.
3. *Report the Boundary Invasion:* If a staff member observes any adult engaging in the behaviors described above with students, or other behaviors which raise concerns, the staff member must:
 - a. **WHEN IN DOUBT, REPORT IT OUT!** Inform your principal or the appropriate person at the District Office at your earliest opportunity. Do not wait or mull things over or attempt to determine for yourself whether the behavior you have observed has a plausible, innocent explanation. You may not be aware of or understand the entire situation, and allowing the conduct to continue could be harmful for both the staff member and students.
 - b. DO NOT confront or discuss the matter with the adult.
 - c. Do not inform the person of your concern, unless it is a situation where immediate intervention is necessary to protect a child.
 - d. **Maintain confidentiality.** Failure to do so may impede official investigations, foster untrue rumors, or violate privacy. You owe a legal duty of confidentiality to students on matters which a reasonable person would want to remain confidential.

E 5141.42-1 (g) PROFESSIONAL BOUNDARIES OF STAFF WITH STUDENTS TRAINING HANDOUT

- e. Follow rules for mandatory reporting of child abuse and/or sexual abuse to law enforcement and/or Office of Children's Services.
- f. Document who you notified, where and when and what you reported for your own records.

What if the Person Is a Friend?

If the person engaging in the boundary invasion or misconduct is your friend, it is still necessary to report the conduct to administration in order to protect students, yourself, and your friend. Sometimes an employee ends up getting too close to a student without originally intending anything sexual. Eventually an opportunity may present itself for something unprofessional to occur, and the employee may make a career-ending mistake which harms the student, the student's family, the employee's family, and the employee. Reporting boundary invasions to administration early on helps to prevent such problems from developing.

E 5141.42-2 (a) PROFESSIONAL BOUNDARIES OF STAFF WITH STUDENTS ADMINISTRATIVE RESPONSE CHECKLIST

This checklist identifies proactive, best practices and subjects to consider in addressing situations in which a school employee has been accused of inappropriate boundaries or sexual misconduct involving a student.

Overall duties: A school district has three duties in relation to allegations of such misconduct.

First, **protect any students** involved.

Second, **investigate** the allegations.

Third, **take action** after the investigation where appropriate.

There may be many moving parts to the school district's response to the allegations. It is best that district administration is guided through the process by an attorney with an understanding of how school districts should respond to such situations.

The size of the problem: There are big problems and little problems with employees ignoring professional boundaries. Be cautious. What looks like a little problem may be the tip of the iceberg of an even bigger problem. There may be a pattern of other boundary invasions that school employees are not aware of.

When there are allegations of something that appears minor, it may be appropriate to have site administration do an investigation. It may also be appropriate to forego placing the employee in question on administrative leave. Outside help may be called in at any point. If it becomes apparent that the problem is bigger than anticipated, District Office should be consulted.

The checklist below may assist in determining the extent of the problem. Consultation with an attorney, superintendent, insurance person, and/or site administrator may be appropriate at any stage of a situation.

First Day Checklist

1. **First notice:** When a site or District Office administrator hears of an allegation that an employee has engaged in inappropriate boundary invasions or sexual misconduct with a student, that administrator should promptly do the following:
 - a. Do not immediately investigate. Others will do that. **Obtain specific information about what is alleged from the person making the initial report** at the time of the initial report. (Write down the information.)
 - b. Do not immediately inform the employee whose conduct is in question. Others will do that.
 - c. Without delay, **report the allegations to the Superintendent or designee.**
 - d. Other than meeting mandatory reporting duties, the administrator reporting the situation should **hold off doing** anything after this, unless instructed, other than **seeing to it that the student is protected**. There may be other steps site administration is asked to take, like taking part in placing an employee on administrative leave.
2. **Mandatory reporting and discussion with law enforcement** has either occurred or occurs. (A.S. 47.17.020 and Board Policy 5141.4) When appropriate, make a report to Office of Children's Services (OCS) and/or law enforcement. If sexual misconduct involving touching is alleged, law enforcement should be called. Document these conversations.
 - Inform law enforcement that the employee will be placed on administrative leave by the end of the day, if that is to occur. They may want to speak with the employee first.
 - Also let law enforcement know you need to report to the parent. They may ask you to hold off to allow them to make the contact.

E 5141.42-2 (b) PROFESSIONAL BOUNDARIES OF STAFF WITH STUDENTS ADMINISTRATIVE RESPONSE CHECKLIST

3. **Contact insurance.** Many insurers will want to take part in any investigation and in some circumstances will pay for the investigation.
4. **Contact legal counsel.** This may be a person insurance puts you in contact with.
5. **Teleconference call to plan response:** This call would include the attorney who will be guiding the school district through the process, the Superintendent, possibly the insurance person, and the administrator who received the initial notice of the allegations. The purpose is to plan the school district's response to the allegations and assure that each person knows their role. Depending on the situation, the following items might be discussed:
 - a. Discuss *investigation*:
 - 1) Identify who will investigate. With big problems and potential big problems, an outside investigator is preferred where feasible.
 - 2) Preliminarily, identify people who should be interviewed.
 - 3) Gather records for the investigator to review including board policies and procedures, professional boundaries training records for the employee, site administrator's notes of the initial report, and the personnel file of the employee in question, including any prior discipline.
 - b. Review the collective bargaining agreement governing employment of each employee whose conduct is at issue to determine whether there are any applicable requirements.
 - c. Determine whether the employee will be placed on *administrative leave*. If it seems that you are dealing with sexual misconduct or a pattern of inappropriate boundary invasions, administrative leave may be warranted. If it seems you are dealing with a minor, isolated incident, it may be a little problem that you are dealing with.
 - 1) When placing an employee on administrative leave, *secure the employee's work-space and district technology* simultaneously with placing the employee on leave. Lock the employee out of the district's email system. Isolate and preserve any school computers the employee uses.
 - d. **Mandatory reporting:** Verify that OCS and/law enforcement have been notified where such notification is appropriate.
 - e. **Inform the parent:** Determine who will *contact the parent or parents* and when that will happen.
 - 1) If the parent is unaware of the situation, it should be done immediately. If the parent is aware of the situation, someone should be reporting back to the parent to inform them of the process that is being followed so the parent knows what to expect.
 - 2) In addition to informing the parent of the allegations, inform the parent of what measures are being taken to protect the child.
 - 3) In situations where sexual misconduct may have occurred, the superintendent and site principal should meet with the parent to go through what is known, what is being done, and to answer any questions the parent may have. As part of this discussion, let the parent know that the District would pay for *psychological counseling* for the child up to a certain dollar amount if counseling is something the parent wishes to pursue. Also inform the parents that the results of the investigation will be provided to them. (Document this in a confirming letter to the parent.)
 - f. Prepare to respond to any media inquiries.
 - g. Discuss response to staff or community questions which may arise.

6. **Contact the parent.**

143

7. **Administrative leave notice.**

Cordova School District Board of Education

n. Contracts/Memorandums of Agreements- None

p. Personnel- None

Cordova School District Board of Education

p. Miscellaneous

1. Next Regular Meeting Date: Wednesday, February 12, 2020

2. Important Dates

1. January 16-18, 2020—38th Annual Tip-Off Tournament
2. January 17, 2020- In- Service—No School

Cordova School District Board of Education

q. Pending Agenda

1. Candidates for School Board Election
2. Budget Development Process
3. Superintendent Evaluation and Review Goals
4. Curriculum Review Report/ Update to the Board
5. Facility Needs
6. Drafts of Student Handbooks
7. Climate Change Resolution
8. Student Cellphone use at school

Cordova School District Board of Education

s. Audience Comments

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

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

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

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

Cordova School District Board of Education

t. Audience Comments

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

Cordova School District Board of Education

t. Executive Session: None

Cordova School District Board of Education

u. Adjournment

Motion: I move to adjourn the meeting.

Motion: _____

Second: _____

Discussion:

_____Jewell _____Altermott _____Glasen _____Hoepfner _____Bradford

Motion: PASS

Motion: FAILED

MEETING ADJOURNED AT _____

School Board (Accountability) Calendar

| | |
|------------------|---|
| July | |
| August | Superintendent Feedback (Quarterly Check-In) Welcome Staff and Students |
| September | Fall Boardsmanship Academy School Board Self-Evaluation and Goal Setting Process |
| October | Strategic Plan Student Assessment Data Senior Luncheon |
| November | AASB Annual Conference and YLI District Budget to City (Min./Max. Contribution) Superintendent Feedback (Quarterly Check-In) Financial Audit |
| December | Winter Boardmanship Academy Curriculum Review Cycle Current Year Budget Revisions |
| January | AASB Legislative Fly-In and Leadership Training (Juneau) Superintendent Evaluation Tool to Board |
| February | 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 |
| March | 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 |
| April | Policies as Recommended by AASB School Calendar Budget Development Process Strategic Plan Senior Luncheon |
| May | New Curriculum (as needed) Proposed Budget for New Fiscal Year Student Handbooks Approval |
| June | 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 |

| |
|---|
| Cordova School District |
| School Calendar 2019-2020 |
| Mt. Eccles Elementary/Cordova Jr/Sr High School |

| | Quarter Ending Dates | Days |
|--------------------|-----------------------|------|
| 1st | Quarter Ends 10/18/19 | 41 |
| 2nd | Quarter Ends 12/20/19 | 42 |
| 3rd | Quarter Ends 3/13/20 | 47 |
| 4th | Quarter Ends 5/22/20 | 43 |
| Total Student Days | | 173 |

| July | | | | | | |
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| 21 | 22 | 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 2020
 PEAKS State Assessments - Mar-Apr 2020

| Holidays |
|--|
| September 2, 2019 - Labor Day |
| October 14, 2019 - Indigenous People's Day |
| November 28-29, 2019 - Thanksgiving |
| December 25, 2019 - Christmas |
| January 1, 2020 - New Year's Day |
| May 25, 2020 - Memorial Day |

| Key Event Dates |
|--|
| Cordova Fast Ferry Volleyball Tournament - September 27-28, 2019 |
| Cordova Host: Wrestling Regionals - December 12-14, 2019 |
| Cordova Tip-Off Tournament - January 16-18, 2020 |
| Cordova Host: Aurora Music Festival - April 16-18, 2020 |