

REGULAR SCHOOL BOARD MEETING
School Board Room

MINUTES

Monday, September 13, 2010 7:00 P.M.

A. PRELIMINARIES

1. Call to Order

President Hull-Engles called the regular meeting of Monday, September 13, 2010, to order at 7:00 p.m.

2. Pledge of Allegiance:

President Hull-Engles led the pledge of allegiance.

3. Roll Call

Board members in attendance:

Laurie Hull-Engles, President
Dolores Gard, Treasurer
Kathleen Todd, Board Clerk
Duane Edelman, Board Member
Dan Walker, Board Member
Dave Lawerence, Board Member

Administration in attendance:

Jacob Jensen, Superintendent
Amber Cockerham, Business Manager
Ben Olds, Facilities Director
Doug Johnson, Technology Director

Vice President Grace Huhndorf was absent and excused.

Student Board Representative Teanna Hutchison was present.

Other people in attendance: 6

B. AGENDA

1. Adoption of the Agenda

MOTION WAS MADE BY KATHLEEN TODD AND SECONDED TO APPROVE THE AGENDA FOR MONDAY, SEPTEMBER 13, 2010 WITH THE FOLLOWING CHANGES:

- **THE BOARD WILL ALLOW THE STUDENT REPRESENTATIVE, TEANNA HUTCHISON TO PRESENT BEFORE THE SPECIAL PRESENTATION AND LEAVE FOR AN OUTSIDE ACTIVITY.**
- **THE PUBLIC COMMENT SECTION OF THE AGENDA WILL REMAIN AS IT HAD BEEN PRIOR TO THIS MEETING**

School Board Regular Meeting Minutes
Monday, September 13, 2010

VOTE: 6 YEAS, MOTION PASSED.

C. SPECIAL PRESENTATION

1. Valdez City School District 2010-2011 Budget Overview – VCSD Business Manager Amber Cockerham

Business Manager Cockerham presented a Power Point overview of the 2010-2011 VCSD Budget explaining the following: Budget Process; Enrollment; City Funding Formula; City Funding in Per Student Dollars; State Funding Formula; City Funding; State Funding; Other Projected Revenues; Budgeted Revenues; Operating Budget and Staffing; Special Revenue Funds; and a final FY' 11 Snapshot noting FY' 10 Undesignated Reserves of \$1,025,000; Budget Revenues of \$14,752,690; Budgeted Expenditures of \$14,947,205; Expected Undesignated Reserves as of 6-30-11 \$830,485.

Business Manager Cockerham informed the Board that the Kindergarten Position they recently approved was not included in the FY' 11 VCSD Budget and the funds will be taken out of the Undesignated Reserves account.

The Board thanked Business Manager Cockerham for the presentation and asked her to email the Power Point presentation to them. Administration will include a copy of the Power Point presentation in the Board Binder with the September 13, 2010 backup.

D. PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS

There were no comments from the public.

E. REPORTS

1. Student Board Representative

- Teanna Hutchison reported to the Board:
Spirit Week: Next week is Spirit Week and the theme is “Salad Dressing” each day students will dress according to the dressing of the day. It was a great idea and should be fun.
Pep Rally: There will be a Pep Rally next week.
Volleyball Regionals: Valdez will be hosting the Valdez Invitational Volleyball Tournament on September 17th and 18th, 2010.
Cross Country: Cross Country will compete at Mat-Su Valley September 18, 2010

2. Board – Members of the Board

- President Hull-Engles reported that the Steering Committee met and discussed next steps. The next meeting was scheduled for September 28, 2010 – the time and place to be decided. Tentatively a Joint City Council and School Board Meeting at City Council Chambers is scheduled for October 19, 2010 the time will be determined.

School Board Regular Meeting Minutes
Monday, September 13, 2010

There will be a presentation to the public regarding the Middle School on October 28, 2010 – meeting location and time to be announced. Vice President Huhndorf will step in and serve on this committee in the place of President Hull-Engles.

- President Hull-Engles informed the Board that she had accepted a position in Fairbanks, Alaska as Manager of the Office of Pipeline Monitoring for the Bureau of Land Management. She will turn in her letter of resignation at the September 27, 2010 Regular School Board Meeting. That way it would overlap with the School Board elections giving a person who ran and was not elected an opportunity to submit a letter of interest to the School Board to finish out the elected term of Ms. Hull-Engles – one year.
- President Hull-Engles informed the Board she had researched the VCSD Policies regarding “Conduct of the Board”. She stated the President of the Board cannot issue a warning to members of the Board regarding their conduct. Ms. Hull-Engles said each member of the Board must self monitor their conduct. She asked the members of the Board to not admonish anyone in meetings or call district employees.

Superintendent Jensen informed the Board that he would ask district employees to leave a school board meeting if they are not treated with respect. Further, he would take measures to protect all employees of the Valdez City School District.

- President Hull Engles reminded the Board about the Healthy Expo put on by SWAN on Tuesday, September 14, 2010 from 4:00 p.m. to 8:00 p.m. at the Valdez High School Campus. She encouraged everyone to go and be tested to “Know Your Numbers” blood test – there is no cost for the testing.
- President Hull-Engles spoke about the “window of opportunity” having to do with the Bonding Issue. Board member Todd and Edelman will follow up on that issue and report back to the Board.

3. District – Superintendent Jacob Jensen Ed.S.

- Superintendent Jensen reported to the Board:
Outlook Exchange Email Server: Superintendent Jensen reported the Technology Committee voted to go forward with the change of the VCSD email from First Class to Microsoft Outlook Exchange. The change will be positive and cost efficient for the district.
United Way Ducky Derby: United Way will have the Ducky Derby on Saturday, September 18, 2010. The United Way Kick Off will be September 21, 2010. He noted that many of the programs for VCSD students receive funds from United Way.
District Office Changes: Superintendent Jensen reported that he had a meeting with the Classified and Administration employees of the district office to discuss the changes and gather ideas regarding raising the efficiency of the district office.
SWAN Health Expo: Superintendent Jensen informed the Board that they should fast from 6 to 8 hours before the “Know Your Numbers” blood test.
Kindergarten Teacher Funding: Superintendent Jensen informed the Board that the funding of the Board approved Kindergarten Teacher will come out of FY’11 Undesignated Reserves.

School Board Regular Meeting Minutes
Monday, September 13, 2010

Chugachmuit Grant: Superintendent Jensen has met with representatives of Chugachmuit regarding services they would like to extend to VCSD for Alaska Native students only. Parents of Alaska Native students do not want their children singled out for services. Chugachmuit has been informed that due to past negative experiences with staff within VCSD they are to stay out of VCSD until they are organized and ready to offer services in a positive manner.

National School Board Association: Superintendent Jensen informed the Board he had joined NSBA. The district received a very good deal due to application timing and he being a first time member.

- Board member Gard encouraged Superintendent Jensen to offer the opportunity to VCSD employees to donate to United Way noting that many of the Valdez programs for students are supported by United Way.

Superintendent Jensen who serves as a member of the United Way Board said he intends to extend the United Way Drive to Valdez City School District Employees.

F. ACTION ITEMS

1. Approve Receptionist Position for Valdez City School District

MOTION TO APPROVE THE RECEPTIONIST POSITION FOR VALDEZ CITY SCHOOL DISTRICT WAS MADE BY DOLORES GARD AND SECONDED.

Superintendent Jensen recommended approval of the Receptionist Position noting the Board had previously approved funds for a Board Secretary. It would be more efficient to provide a Receptionist Position for the district office and keep the present Board Secretary in place. There would be no additional cost to the district.

VOTE: 6 YEAS, MOTION PASSED.

2. Approve Curriculum and Instruction Teacher on Special Assignment (PreK-12)

MOTION TO APPROVE A CURRICULUM AND INSTRUCTION TEACHER ON SPECIAL ASSIGNMENT (PreK-12) POSITION FOR VALDEZ CITY SCHOOL DISTRICT WAS MADE BY KATHLEEN TODD AND SECONDED.

Superintendent Jensen reviewed the job description for the Curriculum and Instruction Teacher on Special Assignment (PreK-12) and recommended approval of this position to the Board. To create and implement the curriculum goals of the Board Superintendent Jensen met with Melissa Reese VCSD Curriculum Coordinator and Business Vocational Teacher and Ruthie Knight VCSD former Curriculum Coordinator and Gifted and Talented Teacher. He proposed the following plan to the Board: Ruthie Knight will be put on Special Assignment for two years to facilitate the completion of curriculum and instruction PreK-12. Presently Melissa Reese is working on VCSD curriculum and instruction for 1 hour per day. Ms. Knight will start out on half-time Special Assignment

School Board Regular Meeting Minutes
Monday, September 13, 2010

Curriculum and Instruction and half-time Gifted and Talented Teacher. Superintendent Jensen assured the Board that there would be no impact to the Gifted and Talented program. Because the salary of the Teacher on Special Assignment would not change, there would be no additional cost to the district utilizing current staff.

Board member Walker said Melissa Reese spoke to him and said she would be able to backfill the needs of the VCSD Gifted and Talented (GT) Program. Ms. Reese was not able to attend the meeting this evening. The Board suggested to Superintendent Jensen that there may be a need for a half-time teacher for the Credit Lab of the GT Program. The Board agreed with the plan for the Curriculum and Instruction Teacher on Special Assignment (Pre-K-12) and asked that Professional Staff Development be factored into the changing VCSD curriculum and instruction.

VOTE: 6 YES, MOTION PASSED.

3. Approve Maintenance and Operations Administrative Secretary

MOTION TO APPROVE MAINTENANCE AND OPERATIONS ADMINISTRATIVE SECRETARY POSITION FOR VALDEZ CITY SCHOOL DISTRICT WAS MADE BY KATHLEEN TODD AND SECONDED.

Superintendent Jensen explained that a person had been hired as a custodian some time ago however the majority of that person's time has been spent in the position of an Administrative Secretary for Maintenance and Operations (M&O). Administration recommends the approval of the Maintenance and Operations Administrative Secretary and notes the M&O Department is not asking for another custodian position. The pay will remain the same so there is not a monetary impact. This is more of a housekeeping item. The Board agreed and voted.

VOTE: 6 YEAS, MOTION PASSED.

4. Approve First Reading of Bylaws of the Board BB 9323(b) Meeting Conduct

MOTION TO APPROVE THE FIRST READING OF BYLAWS OF THE BOARD BB 9323(B) MEETING CONDUCT WAS MADE BY DAN WALKER AND SECONDED.

Superintendent Jensen informed the Board he had completed research and talked with the School District's Attorney regarding the issue of formalizing the school board meeting process to make the meetings more efficient. He noted that a school board meeting is not the same as a town hall meeting. By setting time limits of 3 minutes per person and 20 minutes per topic it gives everyone a fair and equitable opportunity to share opinions. The use of a form by the audience further organizes and provides structure for the meeting process.

School Board Regular Meeting Minutes
Monday, September 13, 2010

President Hull-Engles agreed that formalizing the meeting is a way to promote good meeting time management. Mr. Jensen stated that the Attorney advised the Board not to engage in public comments. The Superintendent should give an answer, if needed, at a later time by telephone, by mail or by placing the topic on a School Board Agenda for discussion.

There was discussion from the Board and public encouraging the elimination of a form to be filled out by the public. A free flow of conversation was desired regarding agenda items for approval – but a 3 minute/20 minute total per topic was acceptable. Regarding the non-agenda items – the Board and public agreed with non-engagement of comments from the Board and the Superintendent providing an answer, if required. One time saving suggestion by a member of the public was for the Board to consider broadcasting the school board meeting on the radio from the school board room.

Some of the members of the Board suggested Administration include the verbiage “Public Comment on Non-Agenda Items” and the explanation found on the September 13, 2010 regular school board agenda, minus the requirement of the use of a form, on BB 9323 (b) for the second reading approval. Administration agreed.

VOTE: 6 YEAS, MOTION PASSED.

The Board decided to “bundle” the approval for agenda items 5 through 7.

- 5 through 7. Approve the First Reading of the following Board Policies:
- a. BP 3110 Transfer of Funds
 - b. BP 3300 Expenditures/Expending Authority
 - c. BP 3311 Bids

MOTION TO APPROVE THE FIRST READING OF THE FOLLOWING VALDEZ CITY SCHOOL DISTRICT BOARD POLICIES: BP 3110 TRANSFER OF FUNDS; BP 3300 EXPENDITURES/EXPENDING AUTHORITY; BP 3311 BIDS WAS MADE BY KATHLEEN TODD AND SECONDED.

Superintendent Jensen gave background regarding the request to raise the Superintendent discretionary spending/transfer/bids amount regarding all of the three policies from \$5,000 to \$15,000. Many school districts in Alaska were contacted and the Superintendent discretionary spending limit went from \$5,000 to \$30,000. He chose a medium amount of \$15,000. The Board agreed and asked Administration to make the verbiage in all three policies the same stating prior Board approval would be needed for amounts over \$15,000 and include the cross references of all of the three policies.

VOTE: 6 YEAS, MOTION PASSED.

G. CONSENT AGENDA: INFORMATION AND REPORTS

Items 1 and 3 were approved by the consent agenda.

School Board Regular Meeting Minutes
Monday, September 13, 2010

There was one resignation Olga Roseberry and the Board thanked her for her service. There was a list of Junior High School Extra Curricular Contracts attached as part of the Personnel Action Report which was approved by consent agenda.

H. DISCUSSION ITEMS

1. Board Conference Attendance

Superintendent Jensen provided school board trip options with cost estimates for proposed Board conference travel. He asked the Board to make decisions about the number of people so that hotel reservations could be made. He suggested the Board consider raising their Travel Budget amount. There was review of the Association of Alaska School Boards (AASB) 2011 Calendar of Events which included the conferences of AASB and National School Board Association (NSBA). The Board decided they would send the following numbers to the conferences:

- Nov. 11 – 14, 2010 AASB Annual Conference – 3 Board Reps - 4 students – (2 boys and 2 girls) and the Superintendent – Anchorage Hilton, Anchorage, AK
- Jan. 28 – Feb 1, 2011 AASB Leadership/Legislative Fly In – 2 Board Reps – 2 students and the Superintendent - Baranof Hotel, Juneau, AK
- Apr. 9-11, 2011 NSBA National Conference in San Francisco – 2 Board Reps and the Superintendent

Additionally, Board member Edelman suggested consideration be given to the possibility of including 2 teachers at the AASB Anchorage, Alaska conferences noting the keynote speakers are usually very good.

The Board agreed to offer the opportunity to attend the November 11-14, 2010 AASB Annual Conference in Anchorage, AK at the Anchorage, Hilton to any new members of the school board.

2. School Board Laptops

Superintendent Jensen advised the Board to get away from the use of paper and consider laptop computers or possibly the use of iPads. The cost of an Apple iPad is approximately \$499. The Board will receive a demonstration of the Apple iPad and an opportunity to “play” with them on September 27, 2010. Further discussion will occur at that time. Additionally, the Board was informed that the School Board Room will receive a Promethean Board and Projector in the future.

I. BOARD AND SUPERINTENDENT QUESTIONS/COMENTS/FUTURE AGENDA

- Board member Dan Walker informed the members of the Board that he recently drove students to a school activity in a rented Van from Valdez U Drive. The Van was in very bad condition. He advised the District not to rent from them because the safety of the students is jeopardized due to the lack of care for their vehicles.

School Board Regular Meeting Minutes
Monday, September 13, 2010

Superintendent Jensen informed the Board the Facilities Director Ben Olds has been looking into purchasing 11 person passenger vans or possibly SUV's for transportation of students. When information is available it will come to the Board.

- President Hull-Engles reminded the Board that they previously had discussion about a computer use policy for students. She asked for the status of that policy.

Superintendent Jensen said he would follow up on the status of that policy.

- President Hull-Engles asked Superintendent Jensen to also check the status of the Impact Software Policy.

Superintendent Jensen said there was a meeting set us for Thursday, September 23, 2010.

- Board member Duane Edelman requested there be students included on the Graduation Requirements Committee.

Superintendent Jensen said there were students included on that committee.

- Board member Gard asked for a presentation of the new format of the monthly finance report the Board receives.
- Board member Gard ask for an Executive Session to discuss the conduct issues of the Board and made the following motion.

MOTION TO GO INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING BOARD CONDUCT/PERSONNEL WAS MADE BY DOLORES GARD.

There was a brief discussion – President Hull-Engles noted that the members of the Board are Public Servants not personnel. Superintendent Jensen said if members of the Board wanted to know the comments he had received about the Board's behavior and actions he would let them know.

There was no second. **MOTION FAILED.**

Board member Walker asked the Board to consider radio broadcasting the School Board meetings from the School Board Room. The Board directed Administration to put that topic on as a discussion item at the September 27, 2010 regular board meeting.

J. ADJOURNMENT

MOTION TO ADJOURN THE REGULAR MEETING AT 9:14 P.M. WAS MADE BY DAN WALKER AND SECONDED. VOTE: 6 YEAS, MOTION PASSED.

School Board Regular Meeting Minutes
Monday, September 13, 2010

Board Approval Date: September 27, 2010

Submitted by,

Flynn Stuparich
Administrative Assistant to the Board
and Superintendent

Laurie Hull-Engles, President

Kathleen Todd, Board Clerk