

Cordova School Board

SPECIAL MEETING FOR SUPERINTENDENT'S ANNUAL EVALUATION

February 21, 2018

5:00 PM

Cordova School District Office

School Board Members

Barb Jewell (President)

Tammy Altermott (Vice-President)

Sheryl Glasen (Clerk)

Peter Hoepfner (Member)

Bret Bradford (Member)

bjewell@cordovasd.org

taltermott@cordovasd.org

saglasen@cordovasd.org

phoepfner@cordovasd.org

bbradford@cordovasd.org

Cordova School District Website: www.cordovasd.org

Mailing Address:

Cordova School District

PO Box 1330

Cordova, Alaska 99574

Telephone Numbers:

Cordova Jr/Sr High 424-3266

Mt. Eccles Elementary 424-3236

District Office 424-3265

School Board Meeting Procedures

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

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

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

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

ADDRESSING THE BOARD

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

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

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

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: Cordova School District Website
On the top of the screen there are drop down menus. Select "Policies"
Click on: Cordova School District Policy Manual
Instructions are provided. You may access a "Search" to locate necessary information

CORDOVA SCHOOL DISTRICT – BOARD OF EDUCATION

MEETING AGENDA

February 21, 2018 Special Meeting for Superintendent's Annual Evaluation
Cordova School District Office Conference Room 5:00 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/Establish of a Quorum	4
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d. *Executive Session	7
1. Superintendent's Annual Evaluation - Discussion	
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g. Adjournment	10

* 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.

Board Goals

- 1) Develop Strategic Plan Process
- 2) Develop Comprehensive SEL Framework for the District

Board Self Improvement Plan

- 1) Expand Boards Committee Work:
 - a. Restructure Committees and define responsibilities, expectations and guidelines
- 2) Ensure Communication is respectful, direct and timely.
 - a. In written communication clearly identify to whom the communication is addressed and expectations regarding any response
- 3) Create a clear and effective Superintendent Evaluation Process.
 - a. Create a clear, streamlined and ongoing process for providing relevant and timely feedback to the Superintendent

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 _____

William Deaton _____ (Student Council Representative)

_____ (Alternate Student Council Representative)

Establishment of a Quorum

Quorum YES _____

Quorum NO _____

Cordova School District Board of Education

e. Approve Meeting Agenda

Information: February 21, 2018 Special Meeting Agenda

Motion: I move to approve the February 21, 2018 special meeting agenda as presented.

Motion: _____

Second: _____

Discussion:

_____ Jewell _____ Altermott _____ Glasen _____ Hoepfner _____ Bradford

Motion: PASS

Motion: FAILED

Comments:

Cordova School District Board of Education

c. Audience Comments regarding Agenda Items:

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d. Executive Session

PLEASE STATE WHAT THE EXECUTIVE SESSION IS IN REGARDS TO AND THEN SELECT THE MOTION THAT APPLIES

The School Board would now like to go into Executive Session in Regards

to: _____

Motion: I move that the Board go into Executive Session to discuss a person and/or a subject that may tend to prejudice the reputation of character of a person, provided the person may request a public discussion.

Motion: _____

Second: _____

Motion: PASS

Motion: FAILED

____ Jewell

____ Altermott

____ Glasen

____ Hoepfner

____ Bradford

Comments:

Adjourned for Executive Session at: _____

Reconvened at: _____

Cordova School District Board of Education

r. Audience Comments

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

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

Cordova School District Board of Education

s. Board Comments

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

Cordova School District Board of Education

u. Adjournment

Motion: I move to adjourn the meeting.

Motion: _____

Second: _____

Discussion:

_____Jewell _____Altermott _____Glasen _____Hoepfner _____Bradford

Motion: PASS

Motion: FAILED

MEETING ADJOURNED AT _____

School Board (Accountability) Calendar

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)