

REGULAR VALDEZ CITY SCHOOLS BOARD MEETING
School Board Room

MINUTES

Monday, July 27, 2009 6:30 P.M.

A. PRELIMINARIES

1. Call to Order

President Hull-Engles called the regular meeting of Monday, July 27, 2009, to order at 6:40 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
Brad Schell, Vice President

Administration in attendance:

Lance L. Bowie EdD, Superintendent
Amber Cockerham, Business Manager
Ben Olds, Facilities Director
Geary Cantrell, Principal of Valdez High School
Douglas Johnson, Technology Director

Dolores Gard, Treasurer attended by phone.

Grace Huhndorf, Board Member attended by phone.

Kathleen Todd, Board Clerk was absent and excused.

Duane Edelman, Board Member was absent and excused.

Dan Walker, Board member was absent and excused

No other people were in attendance.

B. AGENDA

1. Adoption of the Agenda

MOTION WAS MADE BY BRAD SCHELL AND SECONDED TO APPROVE THE AGENDA FOR MONDAY, JULY 27, 2009 WITH THE FOLLOWING CHANGES:

- **REMOVE THE PERSONNEL ACTION REPORT FROM THE CONSENT AGENDA;**

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- **REMOVE THE MAINTENANCE AND OPERATION END OF THE YEAR REPORT FROM THE CONSENT AGENDA;**

VOTE: 4 YEAS/0 NAYS. MOTION PASSED.

C. SPECIAL PRESENTATION

1. Status of Capital Improvement Project (CIP) Application to the State – Ben Olds

Facilities Director Ben Olds presented the 2011 CIP Application, with 4 projects and to date, which is to be submitted by September 1, 2009. The School Dude Computer Program provides reports in the State required format. The Board asked Administration to put the Approval of 2011 State CIP Application on the board agenda of August 24, 2009. Additionally, reimbursement will be applied for from the State for the Hermon Hutchens Elementary School Lighting Project upon completion. The District has three years from the completion of the project to apply for reimbursement.

D. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no public comment.

E. REPORTS

1. District – Superintendent Lance S. Bowie EdD

Superintendent Bowie met with Eric Imig recently to purchase speakers and a mixer with a recording system that would interface with the one in the City Council Chambers. The system delivery has been delayed. Hopefully it will be available for the first meeting of the Board in August.

Superintendent Bowie will be attending the Superintendent Conference in Juneau from August 2nd to the 4th and will be out of the office those dates as well as additional dates for travel.

Superintendent Bowie shared an article about the Most Lucrative College Degrees.

Superintendent Bowie congratulated Business Manager Amber Cockerham for another excellent audit this year (2009). The auditors were impressed that VCSD closed the books on June 30th. Not all districts are able to accomplish that task. There was one material finding regarding a check that was considered inconsequential. The Auditors were concerned after reading the minutes and suggested the Board keep their involvement with the Budget Amendments at the function level and not get involved deeper than that. If the Board continues, the Auditors would have to perform a deeper audit which would take more time at a significantly higher cost.

2. Board – Members of the Board

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President Hull-Engles reported to the Board that Prince William Community College (PWSCC) did not receive the Vocational Grant they applied for which would have enhanced the VCSD Vocational Program.

F. UNFINISHED BUSINESS

There was no unfinished business this meeting.

G. NEW BUSINESS

1. Approve VCSD Capital Improvement Project (CIP) Six Year Plan

MOTION TO APPROVE THE VALDEZ CITY SCHOOL DISTRICT FY – 2011 CAPITAL BUDGET SIX-YEAR CAPITAL IMPROVEMENT PLAN DATED JULY 1, 2009 WAS MADE BY BRAD SCHELL AND SECONDED.

Facilities Director Ben Olds reviewed the CIP Six Year Plan and noted that the costs are based on the Alaska State Department of Education formula/model. The plan is very much like last year's.

VOTE: 4 YEAS/0 NAYS. MOTION PASSED.

2. Approve Valdez City School District Technology Plan

MOTION TO APPROVE THE VALDEZ CITY SCHOOL DISTRICT TECHNOLOGY PLAN THROUGH JUNE 30, 2012 WAS MADE BY GRACE HUHDORF AND SECONDED.

Technology Director Doug Johnson reviewed the high points of the Technology Plan and noted the State of Alaska Department of Education had approved the Plan. Mr. Johnson said the Bandwidth for the District will be raised to 10 megabytes. The Board asked if more funds were needed for the Technology Budget. Business Manager Cockerham said the Technology Budget had been raised significantly to cover upgrade expenses. President Hull-Engles said she would like a structured Technology Report every six months. The Board asked for a presentation of future technology programs.

VOTE: 4 YEAS/0 NAYS, MOTION PASSED.

3. Approve Vending Contract Recommendation

MOTION TO AWARD THE VALDEZ CITY SCHOOL DISTRICT VENDING CONTRACT TO ODOM CORPORATION FROM JULY 27, 2009 THROUGH JUNE 30, 2014 WAS MADE BY BRAD SCHELL AND SECONDED.

Business Manager Cockerham reviewed the memorandum and noted that Odom Corporation was the only bidder.

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VOTE: 4 YEAS/0 NAYS, MOTION PASSED.

4. Approve Budget Amendment for Life Safety Items at Gilson Junior High School

Superintendent Bowie recommended the approval of this Budget Amendment. Business Manager Cockerham informed the Board that she had created a new form for Budget Amendment Requests with a number assigned to the amendment. After approval of an amendment the Financial Report will be updated. Further about \$9,000 has been expended to date. Board member Gard asked if the application/plans had been formally approved making the Fire Marshall recommendations on this project solid. Director Olds said the plans have not been formally approved and it may be a week or two before they are. The Fire Marshall recommendations are separate from the original application. President Hull-Engles pointed out that the Board had already approved money for the GJH Commons Project and the Life Safety Items could be funded through the Maintenance Budget. The project could move forward and the Life Safety Items could continue to be upgraded. Board member Gard said she would vote no because the application/plans have not been approved by the City of Valdez.

VOTE: 3 YEAS/1 NAY (DOLORES GARD). MOTION FAILED.

5. Approve Funding for Completion of the Junior High Commons Project

President Hull-Engles asked for the suspension of rules for discussion purposes. The Board agreed by consensus.

No action was taken on this item.

6. Approve First Reading of the AASB Policy Updates/VCSD Board Policy

- a. School District Report Card Board Policy BP 0150
- b. School District Report Card Administrative Regulation AR 0150 a-c (for review only)
- c. School Accountability/School Improvement Board Policy BP 0520 a-c
- d. Advertising and Promotion Board Policy BP 1325 a-b
- e. Use of School Facilities Board Policy BP 1330
- f. Access to District Records Board Policy BP 1340
- g. Access to District Records Administrative Regulation AR 1340 a-b (for review only)
- h. Transfer of Funds Board Policy BP 3110
- i. Electronic Fund Transactions Board Policy BP 3305
- j. Management of District Assets/Accounts Board Policy BP 3400
- k. Equipment Board Policy BP 3512
- l. District Records Board Policy BP 3580 a-b
- m. Drug and Alcohol Testing for School Bus Drivers Board Policy BP 4021 a-c

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- n. Drug and Alcohol Testing for School Bus Drivers Administrative Regulation AR 4021 a-g (for review only)
- o. Health Insurance Portability and Accountability Act of 1996 (HIPAA PRIVACY POLICY) Board Policy BP 4040 a-d
- p. Legal Status Requirement Board Policy BP 4111.2/4211.2/4311.2
- q. Personnel Records Board Policy BP 4112.6/4212.6/4312.6
- r. Sexual Harassment Board Policy BP 4119.11/4219.11/4319.11 a-b
- s. Leaves Board Policy BP 4161/4261
- t. Sick Leave Board Policy BP 4161.1
- u. Keys Board Policy BP/AR/E 4171/4271/4371 (Board Policy Number Change)
- v. District Issued Portable Technology BP 4170/4270/4370
- w. Absences and Excuses Board Policy BP 5113 b
- x. Student Records Board Policy BP 5125 a-b
- y. Student Records Administrative Regulation AR 5125 a-m (for review only)
- z. Model Notification of Rights Under FERPA for Elementary and Secondary Schools Exhibit E 5125 a-b (for review only)

MOTION TO APPROVE THE FIRST READING OF THE FOLLOWING VALDEZ CITY SCHOOL DISTRICT BOARD POLICY UPDATED LETTERS – FOUND LISTED ABOVE: A;C;D;E;F;H;I;J;K;L;M;O;P;Q;R;S;T;U;V;W AND X WAS MADE BY BRAD SCHELL AND SECONDED.

VOTE: 4 YEAS/0 NAYS, MOTION PASSED

Board member Gard asked Administration to review the Administrative Regulations (AR's) to make sure they are a correct interpretation of the policies being approved. Superintendent Bowie said he would review the AR's.

H. CONSENT AGENDA: INFORMATION AND REPORTS

Items 1 through 3: minutes of June 8, 2009; June 22, 2009; and July 8, 2009 were approved by consent agenda.

Item 4 Personnel Action Report was removed from the consent agenda. The following motion was made:

MOTION: MOTION TO APPROVE THE PERSONNEL ACTION REPORT DATED JULY 27, 2009 WAS MADE BY DOLORES GARD AND SECONDED. VOTE: 4 YEAS/0 NAYS, MOTION PASSED.

Item 5 Maintenance and Operations – End of the Year Report
Additionally, Director Olds informed the Board that the Asset Management Project was completed; a Surplus Sale was held last Saturday and another Surplus Sale will be held on August 29, 2009.

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Superintendent Bowie complimented the efforts of Ben Old's staff and specifically noted the great condition of the Football Field.

MOTION: MOTION TO APPROVE THE MAINTENANCE AND OPERATIONS END OF THE YEAR REPORT DATED JULY 1, 2009 WAS MADE BY DOLORES GARD AND SECONDED. VOTE: 4 YEAS/0 NAYS, MOTION PASSED.

I. DISCUSSION ITEMS

1. Positive Options for Kids

Superintendent Bowie addressed the Board. He said he will work with Quinn Verfaillie, 2009-2010 Student Representative for the Board, and the student organizations including Student Council as well as the Booster Club Parents to formulate ideas for Positive Options for Kids.

2. Pre-K Grant – Comments from State

Superintendent Bowie addressed the Board. He referred the Board to the letter from Paul Sugar from the State of Alaska. The Pre-K Grant's guidelines were vague and the timeline was very short for submittal. The Grant Writer did a good job with the information provided to the District. This letter will be kept to use as a template for future competitive grants that may be offered by the State.

3. Town Hall Meeting/Table Talks

President Hull-Engles led the discussion. During the Table Talk section of the Town Hall Meeting the room will be reconfigured to have ten active tables with ten seats each and five topics of discussion. Two tables will be labeled with the same topic – so twenty people will be discussing the same topic at a time. The Board asked Superintendent Bowie to provide experts on the topics to facilitate discussions at each of the tables. Ms. Karen Kirk will facilitate a three hour working luncheon for the Board and Administration on August 21, 2009 from 11:00 a.m. to 2:00 p.m. to provide training in receiving feed-back and the art of listening in preparation for a successful event that evening. Ms. Hull-Engles said it is important for the Board to figure out how to report back to the public regarding the use of ideas offered to the Board from members of the community. Superintendent Bowie suggested an email group be created to provide information to the Town Hall Meeting participants in the community. It was proposed to advertise the event in the local paper on August 12th and 19th. Information must be to the paper by the 6th of August. The Board asked Administration to put Town Hall Meeting/Table Talks on the board agenda for the August 10, 2009 meeting to discuss their approach.

4. Status of Report to the Community

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President Hull-Engles said she met with Superintendent Bowie to discuss the creation of a Report Card to the Community with statistical data and additional information (less dry/more fun) about the schools and students. Ms. Hull-Engles asked the members of the Board to bring ideas to the next board meeting on August 10, 2009. She asked Administration to put this item on the August 10th agenda.

5. School Board Survey Action

President Hull-Engles referred the Board to the School Board Evaluation Form created by a member of the community and spoke about the attributes. She suggested the form might become an Exhibit in the VCSD Board Policies. She asked Administration to put “School Board Evaluation Form” under discussion items on the next board meeting agenda August 10, 2009 and include a copy of that evaluation form. Additionally, Ms. Hull-Engles referred to board member Dan Walker’s suggestion to focus on one item of improvement for the Board – after the review of the School Board by the community. She suggested a Vision Statement, a topic Vice President Brad Schell had suggested in the past, noting that the Board needs a Vision for clear direction. Superintendent Bowie agreed and offered that the Board needs to focus on clear action plans to achieve a Vision or any other item. President Hull-Engles asked the members of the Board to bring ideas to the next meeting of the Board.

J. BOARD AND SUPERINTENDENT QUESTIONS/CONCERNS

Superintendent Bowie said he had no further comment.

There was question about the maintenance on the buses and specifically the one bus experiencing continuing mechanical problems. Superintendent Bowie said the buses are in the shop now having maintenance. He said a meeting with the vendor for the buses will be set up to discuss options regarding the bus with continuing problems.

President Hull-Engles asked for an update on the Culinary Arts Curriculum as to when it will come before the Board for approval. Superintendent Bowie said all Administration and Teaching Staff are presently off contract. When Administration is back the Culinary Arts Curriculum will be made ready for the approval of the Board.

President Hull-Engles distributed an article “Building and Sustaining a Culture that Supports Innovation” to the Board. She said it is good reading and will be in the mail slots of the members not present.

K. ADJOURNMENT

MOTION TO ADJOURN THE REGULAR MEETING AT 9:15 P.M. WAS MADE BY BRAD SCHELL AND SECONDED. VOTE: 4 YEAS/0 NAYS. MOTION PASSED.

Submitted by,

Board Approval Date: August 10, 2009

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Flynn Stuparich
Administrative Assistant to the Board
and Superintendent

Laurie Hull-Engles, President

Kathleen Todd, Board Clerk