



AMENDED

Cooper Landing School Parent Advisory Committee

19030 Bean Creek Road • Cooper Landing, Alaska 99572-9704 • (907) 595-1244

PAC Meeting Minutes May 9, 2024, 5:00 PM via Zoom & In Person

In Attendance: Cindy McKibben, Kristine Route, Martha Story, Shayla Swain, Lauren Cogbill

Cindy stated that since we do not have a functioning PAC, we do not need to review and approve the agenda or minutes of the last meeting.

Principal's Report:

- Schoolwide Data – Cindy reviewed last year's AK STAR data that was just released. For Cooper Landing School we had 11 students who tested in ELA. 36% need support, 55% are proficient, and 9% were advanced. In Math, 36% need support, 18% were approaching proficient, and 45% were proficient.

MAP growth data (12 students tested in both the fall and spring) showed that 10 students met their growth projections in math, 8 students met their growth projections in reading, and 8 students met their growth projections in language usage.

Cindy said she hasn't had time to pull together the grades K-3 M-Class data (literacy screener that is new this year and tied to the Alaska Reads Act), but we have no students in the well-below category, which is fantastic. We had 2 at the beginning of the year and we have none at the end of the year.

- Title 1 Status – We will be a Title 1 school next year, meaning that we will receive about \$10,000 in federal funds. If we are able to have two teachers next year, \$9,000 will go towards the second teacher. If we are not able to have two teachers, we will have \$10,000 to be able to spend towards our school plan and goals. We won't know this information for about a month, but right now we are operating as if we will have two until we hear different.

Shayla asked if the decision to have one or two teachers is based solely on funding or if it is also enrollment-based. Cindy said that it is a school board/district formula called PTR (pupil-to-teacher ratio). Small schools are allocated one teacher; then, if there are at least eight students in grades 7 and up, the school is allocated a second teacher. Last year, we did not have the enrollment numbers for two teachers, but because we had five kindergarteners and four high schoolers, we advocated strongly for a second teacher. Because we are a Title 1 school, there were funds to help pay for it. There is also a very small fund set aside at the district level for funding small schools in situations such as this. If we do not

receive any money from the legislation, that extra money is on the chopping block and would take away our ability to have two teachers.

With the extra Title money we received this year, there was about \$1,000 left after using \$9,000 for the extra teacher. We used the money to purchase two new iPads for the lower grades. It is much easier for the little ones to use iPads instead of laptops. Lauren offered to provide an iPad for her kindergartener so that would free up one for another student. Cindy said that the iPads we get from the district are pre-loaded with certain academic programs so she is not sure, but she said she would keep it in mind and thanked Lauren.

Cindy informed the group that since we are designated a Title 1 school next year, we are subject to the same requirements as we were this year including the Title 1 meetings, family activity planning meetings, and family engagement nights.

- Continue Zoom, Hybrid, or In-Person Meetings – Cindy asked the group what they preferred. Lauren said she prefers Zoom but can make anything work. Martha likes the hybrid choice, and Shayla likes in-person, but said she thought hybrid is the best choice. All agreed to keep the hybrid model.

Teacher's Report:

- Graduation – Monday is graduation. Written & Illustrated will be first at 5:00 followed by graduation at 6:00. The ceremony will include student awards for all grades, presentation of the 8th grade class, and of course, a celebration of our senior, Cooper Gossard! Cake and coffee will be served afterward.
- Field Day at Moose Pass School – We will leave around 10:00 and return around 3:00. We have been asked to provide side dishes. Please sign up [here](#).
- Last Day Activities and Extra Day of School – Fun and games! Brayden's dad, David Gaines, has offered to provide barbecued burgers with all the fixins on Thursday. Parents are invited to join in at noon. We will have a soccer game and the traditional water games afterward. Please bring a side dish or dessert to share.
- Fundraising – Krissy has a couple of ideas in the works. One is softball concessions. The softball tournament runs May 29-June 8. We are signed up for one day of concessions and are looking for volunteers to help run it. Cindy said she and her husband Jeremy can help with whatever is needed. Shayla said she could help as well, and Jack and Walker could help with the cash register. Lauren said she could help too. We will put out a jar for donations for Battle of the Books and skiing.

Cindy spoke for a minute about skiing. She has reached out to Alyeska to find out if they have determined next year's pricing, but it has not yet been decided. Krissy will be taking over as coordinator for skiing from here on out.

Krissy has reached out to Cooper Landing Brewery and they mentioned they do "moving artists" and offered to save a spot for the school. Students create artwork and it is put on display at the brewery. Visitors to the brewery are able to view and purchase the artwork. This will most likely take place in the fall.

The two main things we are trying to raise money for are skiing and Battle of the Books. Typically Battle money comes from our swag fundraiser, but we are exploring additional options.

Her last idea is that the current youth group (the two 8th graders and a 6th grader) will be volunteering at the museum again this summer and selling candy.

Cindy said next year, she would like to see us set up a way to sell Cooper Landing School merchandise such as t-shirts, hoodies, canvas bags, etc. A short discussion ensued. She also informed the group that we need a statement posted whenever we are holding a fundraiser stating what the funds are being used for.

Krissy said if anyone has any other ideas to let her know.

Treasurer's Report: Our balance is \$3,304.82. We started the year with \$6,449.82. We paid for skiing at \$3,145, which leaves a balance of \$3,304.82.

New Business: We currently do not have any officers for the PAC. The PAC is required to have a board which is made up of at least the principal, one certified staff member, two parent representatives, and a non-parent community member (recommended, but optional). All parents have an opportunity to be part of the voting board. There is no maximum number of parents who can be on the board. However, if a board member misses two consecutive meetings, their board membership will terminate unless otherwise agreed upon by the PAC members. The principal is part of the board but is not allowed to vote.

In order for the school to use any funds that are raised by the PAC, the board has to vote to approve the use of the funds at a meeting or a special vote can take place by email. The minutes of the meeting then reflect that vote which enables the school secretary to transfer the funds. Without having any officers, this protocol cannot happen.

The other issue of not having a PAC board is the community's use of the school for such things as volleyball, tot time, and walking/workout. In order to have those activities, there has to be an insurance policy in place to protect the school from any liability in case a community member was to be injured while participating in any of these activities. Currently the entity of Cooper Landing Community Schools pays for this policy, but they are dissolving in the next couple of months, so someone else needs to pay for this policy. It is not expensive (around \$200 per year for \$1,000,000 of coverage). If we had a functioning PAC, the PAC could take over paying for the policy and we can continue to offer the use of the building to the community.

We have tried our best to recruit volunteers to be PAC members, but no one has volunteered. So, Krissy has offered to take over as president, which is the person who would run all the meetings. Shayla then spoke up and said she could take over as president as Krissy has enough on her plate. The secretary makes the agenda for each meeting and sends it to Donna to send out. That person also takes the minutes of the meetings and sends to Donna. The treasurer works with Donna to keep accurate records of revenue and expenditures.

Cindy stated that these roles are elected and are for one year only. There are four meetings per year. She asked Martha or Lauren if either of them would be willing to be secretary. Martha said she could do it but wasn't sure how she would be able to create an agenda since she is not involved in the school on a daily basis. Cindy stated that we

would tell her what the agenda items are. Martha agreed to be secretary and asked for a copy of the agenda and minutes for templates.

Cindy stated she would get the information needed for the insurance policy and would make sure we get that in place. **Shayla made the motion to use PAC funds to pay for the policy. Martha seconded the motion and the motion passed.**

Martha feels that we could solicit the volleyball folks to help pay for the insurance policy. She asked the proper way to do this.

Cindy clarified the difference between PAC money and funds that the school has raised. PAC money cannot be spent without a vote. Funds that the school has raised can be used however the school sees fit. However, they can both be used for the same thing. There is a link on the website to donate to the school. In order to donate to the PAC, people can donate cash or check and make sure to note that it is for the PAC. Cindy suggested that donations from the volleyball folks should be for the PAC, since the PAC will be paying for the insurance policy.

Lauren said that she would be more than happy to donate as well.

According to the bylaws, officers are voted in at the first meeting of the year, which will be August 29th. However, Cindy did state that she feels we can move forward as if we have a functioning PAC.

Cindy will send copies of the bylaws to the officers.

Martha asked if she would be doing the minutes of this meeting. Cindy said no, Donna will be doing them.

Cindy explained that another function that these meetings serve is that of a Site Council. Schools are required to have a Site Council which is a group of parents, staff and community members that meet to go over school data, needs of the school, and how the school functions. We are required to have four meetings per year for the Site Council, but in schools with less than 100 students, these meetings can be combined with the PAC meetings. Title 1 meetings can also be combined. We try to minimize the number of meetings that parents need to attend.

Unfinished Business: Cindy asked if there was anything else that needed to be discussed, but there was not. Martha thanked Cindy for letting the community use the school and Cindy thanked Lauren for participating and being so willing to help.

Next Meeting Dates:

- PAC & Title 1 Annual Meeting – August 29, 2024

Adjournment: The meeting was adjourned at 5:56 pm.