

JUNEAU SCHOOL DISTRICT

**Board of Education  
Special Session Packet**

**Mark Choate**  
President, Board of Education

**Glenn Gelbrich**  
Superintendent of Schools

DECEMBER 15, 2009



*In Juneau we are all partners in providing each student with the skills, knowledge, and attitudes to be a contributing citizen in a changing world.*



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Andi Story, Vice President

Destiny Sargeant, Clerk

Phyllis Carlson

JoAnne Bell-Graves

Sally Saddler

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**BOARD OF EDUCATION  
SPECIAL MEETING/EXECUTIVE SESSION  
DECEMBER 15, 2009  
CENTRAL OFFICE BOARD ROOM  
1208 GLACIER AVENUE**

**EXECUTIVE SESSION - 5:00 P.M.  
TOPIC: SUPERINTENDENT SEARCH FOLLOW-UP**

**SPECIAL MEETING - 6:15 P.M.**

**AGENDA  
(UNADOPTED)**

- 1.0 Call to Order
- 2.0 Flag Salute
- 3.0 Roll Call
- 4.0 Approval of Agenda
- 5.0 Opportunity for Public Comment on Non-Agenda Items  
(Limited to a total of 10 minutes with no more than 2 minutes for any individual.)

**6.0 ACTION ITEMS**

- 6.1 Juneau Education Support Staff (JESS) Health Trust
- 6.2 External Literacy Review

**7.0 Special Reports - None**

**8.0 Committee Reports - None**

**9.0 Adjournment**

**OTHER MEETINGS**

Tuesday, January 12, 2010

°Board of Education Regular Meeting, 6:15 p.m., Central Office Board Room

Board Members:

Mark Choate, President; Andi Story, Vice President; Destiny Sargeant, Clerk  
JoAnne Bell-Graves; Phyllis Carlson; Ed Flanagan; Sally Saddler  
Email the Board at: [schoolboard@ci.juneau.ak.us](mailto:schoolboard@ci.juneau.ak.us)

CITY AND BOROUGH OF JUNEAU SCHOOL DISTRICT

BOARD AGENDA ITEM

DEPARTMENT  
OR

     INFORMATION

CLASSIFICATION: HUMAN RESOURCES 6.1

  X   ACTION

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TITLE: JESS HEALTH INSURANCE

JSD GOALS:

Goal 3: Assure system wide structures that support achievement, inclusion, and graduation for all students.

ISSUE SUMMARY:

The APEA-AFT Health Trust manages the health care program for the district's support staff. Recently they have experienced several unusually large claims that have had an extreme financial impact on the Trust. As a result, the Trust will need to take several measures to keep the Trust solvent.

RECOMMENDATION:

**It is recommended that the June payment to the APEA-AFT Health Trust be advanced to the Trust immediately. It is further recommended that the district expedite half of the increase in the contribution it makes for each employee that was scheduled to go into effect July 1, 2010. The half-step increase of \$62.50 per month, per employee would begin January 1, 2010 with the full implementation, as planned, on July 1, 2010.**

BACKGROUND:

The APEA-AFT Health Trust experienced several very large claims that had serious financial impact on the Trust. Also, their third party administrator (TPA) was bought out by another company which resulted in increased costs to the Trust, over which the Trust had no control. As a result, the Trust asked the district to provide a cash advance to the Trust by advancing our June payment to them. This would assist in their immediate cash flow concerns. In addition, the Trust had to find revenue producing and/or cost cutting measures to assure the Trust's solvency. The Health Trust Board of Directors has determined cost cutting measures, or adjustments to the plan, they will implement as of January 1, 2010 and have communicated those changes to their membership. In regard to revenue they have asked the district if it could provide some assistance. Maintaining a viable health plan is a significant factor in the Juneau School District's recruitment and retention of support staff. As such, the district has looked at possible revenue sources the district could provide while weighing other budget needs and considerations.

On July 1, 2010 the district has a contractual obligation to increase the district's contribution to the Trust by \$125/month/employee. It was determined that a measure of support to the Trust would be to provide one-half of that contribution on January 1, 2010. This would generate additional income to the Trust of approximately \$105,000. It is anticipated that with the Trust's plan to reduce costs, and the support from the district, the Trust would remain solvent at least through this fiscal year. The Trust Board of Directors will continue to work toward financial stability and explore additional options for the long term.

PROS/CONS:

To the degree the district can help the Trust through this immediate financial crisis is a positive step toward maintaining health benefits for our support staff. Also, maintaining a viable health plan helps the district be competitive in our recruitment efforts. Although the district support does involve a mid-year, unanticipated expenditure of district funds, it is anticipated that this immediate support will allow the Trust to gain back its financial stability and/or allow them time to explore other options.

MOTION:

*"I move to approve advancing the APEA-AFT Trust the June 2010 payment to January 2010 and, as of January 2010, pay the Trust an additional \$62.50 per month, per employee for the six months January-June 2010."*

CITY AND BOROUGH OF JUNEAU SCHOOL DISTRICT

BOARD AGENDA ITEM

DEPARTMENT

\_\_\_ INFORMATION

OR

CLASSIFICATION: INSTRUCTION 6.2

X ACTION

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TITLE: FUNDING FOR EXTERNAL AUDIT OF LITERACY PRACTICES AT THE JUNEAU SCHOOL DISTRICT (FINAL READING)

JSD GOAL:

Goal 1: Increase Student Achievement

ISSUE SUMMARY:

In June the Board approved \$25,000 to fund an external review of the effectiveness of elementary literacy practices. Based on a review of several proposals, it is clear that a district-wide and school-by-school evaluation cannot be conducted for less than \$80,000.

RECOMMENDATION:

**Approve additional funding of \$60,000 to conduct an external literacy review.**

BACKGROUND:

Currently, there is not a guaranteed, common, consistent set of literacy practices in the district. The Program Evaluation Committee of the Board began in March 2009, to review elementary literacy practices, specifically related to reading. In June, 2009, the Board approved a \$25,000 allocation for an external review. Proposals were elicited (see attachment) from five entities; four responded. Criteria were developed (see attachment) for evaluation of those proposals and a review committee representing all elementary schools was established. The review committee came to consensus on two qualified contractors; neither could complete a full audit for less than \$80,000. The Literacy Audit Proposal Review Committee proposed to the Program Evaluation Committee that the audit go forward and that adequate funding for the review be provided. The review committee also recommended that if an audit of the necessary magnitude cannot be funded, that no external audit be conducted. (see attachment).

PROS/CONS:

Pro: An external, objective, credible review will affirm best practices in use, as well as provide direction for adjustment of instruction. The intent is to gain guidance in assuring a cohesive elementary literacy program. This relates directly to student achievement, particularly because literacy competency in the early grades is predictive of future academic success.

Con: This was an unexpected additional expenditure.

BUDGET IMPLICATIONS:

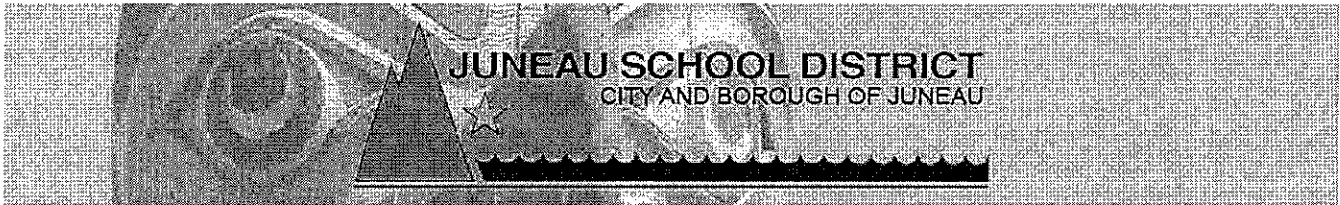
Sixty-thousand dollars can be provided by the unallocated fund balance.

STATUS:

Awaiting board approval.

MOTION:

*I move that the Juneau Board of Education approve \$60,000 to conduct an external review of elementary literacy.*



Office of the Assistant Superintendent • 10014 Crazy Horse Drive • Juneau, Alaska 99801 • (907) 523-1704

December 10, 2009

Program Evaluation Committee  
Andi Story, Chairperson  
Destiny Sargeant, Member  
Ed Flanagan, Member

The Literacy Audit Proposal Review Committee assessed four proposals to evaluate the effectiveness of elementary literacy practices and programs in the Juneau School District. The committee reached consensus that either of two contractors, Synergy or School Rise, would meet the district's expectations for such a review. Both are credible, respected, experienced groups with familiarity with indigenous populations. Both could provide specific recommendations and, potentially, ongoing technical assistance following the review. To conduct such a review on a school-by-school basis, as well as provide an overall district assessment will cost approximately \$80,000. We support this expenditure. Any such review or audit must be comprehensive as well as deliver individualized school-based reports. If we cannot fund the full amount, then we recommend that such an audit not occur.

The committee endorses completion of such an external review in anticipation of perceived benefits of an objective, credible report that will identify specific recommendations for strengthening the district's elementary literacy framework, as well as affirming current best practices. We also would expect such an evaluation to suggest how the Juneau School District can maximize current resources in that regard.

Our overarching hope and expectation is that the district will fund the review and then implement the recommendations with fidelity, adequate resources, and a commitment to sustaining such.

Thank you for this opportunity.

Sincerely,

Laury Scandling, Assistant Superintendent  
Phil Loseby, Coordinator, Achievement and Assessment  
Kathy Nielson, Literacy Specialist, Gastineau  
Margie Beedle, Literacy Specialist, Harborview  
Deb Erikson, classroom teacher (MA, Reading), Auke Bay  
Ted Wilson, principal, Glacier Valley  
Kelley Harvey, literacy specialist, MRCS  
Lori Hoover, principal, Auke Bay  
Karen Doxey, literacy specialist, Riverbend

**Evaluation Rubric for Selection of External Evaluator  
to Audit Literacy Program in the Juneau School District  
December 2009**

Rater(Name/School/Title) \_\_\_\_\_

Proposal Title \_\_\_\_\_ Total Pts \_\_\_\_\_

1 = not at all

5 = somewhat

10 = strongly so

**Qualifications of the Audit Organization**

Bidder is independent from vendor(s) of any particular commercial product or program

1      2      3      4      5      6      7      8      9      10

Comments:

Bidder's background demonstrates a breadth of experience in the field of literacy

1      2      3      4      5      6      7      8      9      10

Comments:

The audit organization has experience in performing the required work for Districts of our type and size

1      2      3      4      5      6      7      8      9      10

Comments:

**Understanding the Audit Requirements**

The proposal (both in the statement of the audit requirements and elsewhere) demonstrates that the proposer has an understanding of the audit's objective(s), our organization's needs, and the final products to be delivered

1      2      3      4      5      6      7      8      9      10

Comments:

**Soundness of Technical Approach**

The proposal contains a sound technical plan and a realistic estimate of time required to complete the audit--The proposal shows intention to start the audit when required and complete the audit in a timely fashion--Bidder has the capability of conduct on-site visits by February 2010 and potentially in the future

1 2 3 4 5 6 7 8 9 10

Comments:

The technical plan shows a practical approach to meeting benchmarks and specific deadlines Bidder has demonstrated a commitment to a rapid report preparation following on-site visits and data collection, with an ability to complete a report no later than mid-to-late March 2010

1 2 3 4 5 6 7 8 9 10

Comments:

Bidder has described evaluation tools that are valid and reliable

1 2 3 4 5 6 7 8 9 10

Comments:

Bidder has designed a logical, reasonable budget that falls within the allocation of \$25,000 or less

1 2 3 4 5 6 7 8 9 10

Comments:

Bidder can discern amongst existing practices and the impact on various demographics through use of observation and data interpretation

1 2 3 4 5 6 7 8 9 10

Comments:

Bidder has experience evaluating school literacy programs that include indigenous populations

1 2 3 4 5 6 7 8 9 10

Comments:

**Qualifications of the Audit Team**

The proposal clearly shows the collective experience of the team to be assigned to the audit and specifies, in concrete language, that key personnel have education and experience in the type of work that the audit entails; the continuing professional education of key personnel explained in detail; and specifies that JSD will be notified in writing of changes in key personnel

1 2 3 4 5 6 7 8 9 10

Comments:

Bidder would be perceived as credible in our school community

1 2 3 4 5 6 7 8 9 10

Comments

**Overall strength of proposal**

1 2 3 4 5 6 7 8 9 10

Comments

Request for Literacy Audit and Review of the Juneau School District as made via email to various vendors by Phil Loseby

**From:** Philip Loseby [<mailto:losebyp@jsd.k12.ak.us>]

**Sent:** Tuesday, October 20, 2009 10:12 AM

**To:**

**Cc:** Laury Scandling

**Subject:** Request for Literacy Review/Audit

Good morning, My name is Phil Loseby and, as the Director of Assessment and Student Achievement, I am working with Juneau School District's Assistant Superintendent, Laury Scandling, a sub-committee of the Board of Education, our elementary level principals, and our elementary literacy leaders to review our current elementary level literacy program and instructional practices. In support of this effort, we are seeking an external evaluator to conduct a "literacy audit or review" conducted by a recognized expert(s) in the field as a means of providing an additional lens to better understand both our district literacy program, the instructional practices found in Juneau classrooms, and the professional development and/or instructional resource needs to enhance our elementary-level literacy program. You have been recommended as one who would provide invaluable information in support of our efforts to improve and enhance our literacy program and practices. The district is seeking a bid from you to conduct the following work: Visit and observe literacy instruction at each designated site (7 elementary level sites) Observe and interview stakeholders Develop a complete report with targeted recommendations following all site visits Each site study is to include focus group discussions, classroom and special education observations, collection of data regarding both implementation practices and overall reading instruction knowledge (perhaps through surveys), and a review and analysis of state and district data regarding student performance and growth in reading. Following the site studies a summary report will be shared evaluating the literacy program and practices at each of the participating sites along with recommendations for changes. This evaluative report will take into account regular and special education literacy services but may include services provided to English language learners as well. The focus will be on the observed literacy approach and the overall literacy program in relation to research based research proven, "best practices" that will increase student ability. I am able to forward an Excel spreadsheet that contains our current count of elementary classrooms by individual school should you desire. Please note that the elementary schools under consideration for the audit are Auke Bay, Gastineau, Glacier Valley, Harborview, Mendenhall River Community, and Riverbend (each with student enrollments ranging from ~250 to 450 students). We are seeking to schedule this audit during the current school year--hopefully the findings and recommendations can come early enough in the school year to utilize the information to positively impact instructional programs and interventions this year. If you need any additional information, please do not hesitate to contact me. Thank you in advance for your consideration. Please note that I will be out-of-the-office for the remainder of this week but will have intermittent access to email during my travels. Respectfully, Phil Loseby Juneau School District Juneau, Alaska 99801 [losebyp@jsd.k12.ak.us](mailto:losebyp@jsd.k12.ak.us) 907-523-1721