

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT  
BOARD OF EDUCATION  
Regular meeting of January 15, 2020**

**CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL**

The Ketchikan Gateway Borough Board of Education met in regular session on the 15th day of January, 2020, in the Ketchikan Borough Assembly Chambers. Board Vice President Bridget Mattson called the meeting to order at 6:00 p.m.

The following members were present to establish a quorum and due notice had been published: Board Vice President Bridget Mattson; Clerk-Treasurer Diane Gubatayao; Board Members Sonya Skan, Rachel Breithaupt; Leslie Becker; and Jordan Tabb. Student Brendan Roof was also present.

Administrative staff consisted of Beth Lougee, Superintendent; Curriculum Director Alonso Escalante; Business Manager Katie Parrott; Special Services Director Terri Crofcheck; and Clerk to the Board Kerry Watson.

Other district staff included: Revilla Principal Kurt Lindemann; Ketchikan High School Principal Jason House; Technology Coordinator Bill Whicker; and Technology Supervisor Jurgen Johannsen.

**PUBLIC RECOGNITION**

*Certified Nursing Assistant Graduates* – Superintendent Beth Lougee reported that in the two years it has been offered, twenty-three students have gone through the Certified Nursing Assistant program. The program is possible through a partnership with University of Alaska-Southeast-Ketchikan, and with financial assistance from PeaceHealth and Ketchikan Indian Community.

*Dual credits for CTE (Career Technical Education) courses* – Superintendent Lougee also recognized that Kayhi teacher David Lindquist has become a dual certified teacher through University of Alaska-Southeast. Starting this semester, a student can earn dual credits (high school and college) in construction building and woodworking 1. She also mentioned some other new CTE opportunities.

Board Member Diane Gubatayao shared that although she had not been able to see it, she had heard rave reviews about the Kayhi musical "The Addams Family."

**CITIZEN REMARKS**

Kayhi student Caity Pearson expressed concern about possible changes to the social studies part of the graduation requirements and advocated for requiring U.S. History. She also commented on the high school's advisory program, indicating its focus wasn't as purposeful now as two years ago when it was more focused on college preparation.

Kayhi social studies department chair Susan Stone expressed concern with proposals to change the social studies graduation requirements. She noted that she was speaking as an individual, not representing the department. Mrs. Stone particularly spoke to the advantage provided by the current split in which Government is taken one semester, with Street Law occurring the second. She said that in the second semester with Street Law, the students are able to see the practical application of what they learned in the first semester.

**INFORMATION & REPORTS FROM BOARD MEMBERS**

*Policy Committee* - Ms. Gubatayao noted the committee would be meeting the following day. The immunization policy which was on the Board's agenda for discussion that evening had been reviewed by the committee previously.

*Curriculum Committee*– Board Member Bridget Mattson briefly reported on attending a curriculum committee meeting regarding the science curriculum.

**CLAIMS FOR INFORMATION** – There was an explanation regarding Medicaid billing in response to a Board member question.

## **EXECUTIVE SESSION**

For the audience's benefit, Presiding Officer Mattson explained the purpose and procedure for executive sessions as one was scheduled next on the agenda.

### **Motion to enter into Executive Session for the purpose of discussions with legal counsel.**

Moved by: BECKER; Second by: BREITHAAPT

## **ROLL CALL**

**SKAN, GUBATAYAO, BREITHAAPT, BECKER, MATTSON, TABB - ALL AYES**

## **MOTION PASSED**

Ms. Mattson noted that in addition to the Board, Superintendent Lougee and Borough Attorney Glenn Brown would attend the executive session.

The Board entered the Executive Session at about 6:23 p.m. The session ended at 6:35 p.m. and the Board re-entered its regular session. Ms. Mattson announced that the Board had consulted with legal counsel and that no action was taken.

## **REPORTS AND/OR PRESENTATIONS – SUPERINTENDENT/STAFF:**

District staff gave a series of reports and presentations on various topics.

### **Student and Staff Security Software**

Bill Whicker, District Technology Coordinator, and Jurgen Johannsen, District Technology Supervisor, spoke about plans to enhance the district's technology protection measures. Mr. Whicker explained that complying with the Child Internet Protection Act requires that the district take measures to block or filter harmful content or access; but it also requires monitoring online activities of students for unsafe behavior. Mr. Johannsen described how an artificial intelligence component of the already existing software can analyze online behavior to determine benign from dangerous or unsafe occurrences. There would be no additional cost to the district as the AI component is already part of the program, it just needs to be activated, he said.

Mr. Whicker and Mr. Johannsen answered some questions from the Board. Superintendent Lougee said this presentation was the beginning of the process to notify the Board and community of this software.

### **High School Graduation Requirements**

Kayhi Principal Jason House, Revilla Principal Kurt Lindemann, and Curriculum Director Alonso Escalante came to the podium to update the Board on potentially changing graduation requirements. Mr. House outlined how the process began, and what areas of the graduation requirements were being reviewed and proposed for change. In addition to a December public meeting to gather ideas, Kayhi and Revilla staff and students were asked to participate in a survey on the subject. The survey results were shared with the Board. Principal House emphasized that any changes to graduation requirements would not become effective until the graduating class of 2021.

There were some questions and comments on the topic from the Board.

## **Break**

A short break of about 2 minutes was taken to allow attending high school students to obtain required signatures and depart the meeting.

### **District Behavioral Specialist program**

Director of Special Services Terri Crofcheck introduced the next topic by speaking briefly to why the district created the new position of behavioral specialist this year; and commending Stephanie Johnson for her work in that position. Ms. Johnson shared her background, which includes having a master's in special education, and about 12 years of working with individuals with disabilities. She is working to become a board certified behavior analyst as well. Ms. Johnson said the overall goal of the position is to increase the capacity of paraprofessionals and staff in working with children who exhibit challenging behaviors. Ms. Johnson described some specifics of what this means in her daily work.

### Curriculum Department Update

Alonso Escalante, Curriculum Director, began by reporting that in February seven staff members from the district will view Collaborative Classrooms in practice at three Seattle elementary schools. The district is piloting this English/Language Arts program this year at its elementary schools. He also noted that the science curriculum committee has been hearing presentations from various vendors. Curriculum samples are in Room 132 for review. Mr. Escalante then outlined what has occurred in the district with the ALICE school safety training program. Administrative teams were trained in August, and in November, staff began to be trained with teacher modules that were purchased. The student curriculum, which was on that evening's Board agenda, came with the teacher package. Mr. Escalante said that a module is online for parents and community members to view. Schools will also be making presentations to their families on the curriculum.

There was some discussion on how the student component was included in the broader ALICE staff training that the Board had approved previously. Ms. Gubatayao asked about postponing consideration of the student curriculum. Superintendent Lougee said she had anticipated that the curriculum might need more review than one meeting.

### Business Manager Update

Business Manager Katie Parrott announced that after much preparation the Business Department's new software program had gone live. During the last two days, administrators, managers, directors, and administrative assistants have been trained on the aspects they will use. All employees will be introduced to their own portals. She also reported that due to repeat and new findings regarding the district's National School Lunch program, a comprehensive outside review to look at the whole system has been solicited. Ms. Parrott briefly explained as well a per pupil expenditure report which was included in the Board packet. This new federal requirement shows the district has been allocating its funds fairly, she stated. Lastly, she shared the budget development timeline. The first public budget meeting occurs on February 5.

### Superintendent Lougee

Superintendent Lougee then gave her own report, starting with speaking about state initiatives called "Positive Trajectories," including one that was highlighted that day by Governor Dunleavy. This initiative is to have all students reading by the end of third grade, and legislation regarding that aim has been filed. Ms. Lougee participated in a planning meeting with other superintendents on this initiative and how they would provide feedback. Superintendent Lougee suggested that as the Board sets goals it align them with the state's Positive Trajectories.

She also reported that teacher work days had to be adjusted slightly on the 2019-2020 school calendar, from 183.5 days to 183. This was due to the business office's new software program for payroll not being able to recognize half-days. Ketchikan Education Association agreed to the changes. Superintendent Lougee emphasized that the number of student days has not been affected and remains at 176.

Student Board Member: Student Board Member Brendan Roof reported that the debate team had a showcase event recently to highlight and publicize the group. Adults including Board Vice President Mattson, Russell Thomas, Kayhi teacher Peter Stanton, and Superintendent Lougee participated. He also announced the need for judges for the upcoming Debate and Forensics tournament.

### **CONSENT CALENDAR of January 15, 2020**

- a. Motion to approve the special meeting minutes of October 3, 2018.
- b. Motion to approve the regular meeting minutes of December 11, 2019.
- c. Motion to approve the special meeting minutes of December 27, 2019
- d. Motion to approve Resolution #20-03 and Plan Amendment to the District's 457(b) Retirement Plan.

Ms. Gubatayao asked to remove the Resolution and Plan Amendment, item "d," from the Consent Calendar to provide for more explanation.

### **Motion to approve the Consent Calendar of January 15, 2020 with the exclusion of item D.**

Moved by: SKAN; Second by: GUBATAYAO

### **ROLL CALL**

**Student Member Brendan Roof (preferential vote) - AYE**

**TABB, BREITHAUPT, SKAN, BECKER, GUBATAYAO, MATTSON - ALL AYES**

**MOTION PASSED**

### **UNFINISHED BUSINESS**

**Motion to approve Resolution #20-03 adopting 457(b) Retirement Plan amendments as presented.**

Moved by: TABB; Second by: BREITHAUPT

#### **Discussion**

Business Manager Parrott explained that a regulatory change had been made which required the provider of the plan to comply by amending the plan. In order to amend the plan, School Board approval is required.

*(Resolution attached as reference to the minutes).*

### **ROLL CALL**

**Student Member Brendan Roof (preferential vote) - AYE**

**BECKER, SKAN, TABB, GUBATAYAO, MATTSON, BREITHAUPT - ALL AYES**

**MOTION PASSED**

### **NEW BUSINESS**

**Motion to postpone approval of the ALICE Curriculum for K-12 classrooms until the January 22 (2020) meeting.**

Moved by: GUBATAYAO; Second by: TABB

#### **Discussion**

Ms. Gubatayao said she wanted time to review the materials before voting to approve the curriculum. Superintendent Lougee agreed that the Board should have time to review this curriculum.

### **ROLL CALL**

**Student Member Brendan Roof (preferential vote) - AYE**

**GUBATAYAO, BREITHAUPT, SKAN, BECKER, TABB, MATTSON - ALL AYES**

**MOTION PASSED**

**Motion to approve a teaching contract for Rebekah Beckett for the 2019-20 school year at KGBSD, in the amount of \$25,413.77.**

Moved by: BECKER; Second by: GUBATAYAO

#### **Discussion**

There was no discussion.

### **ROLL CALL**

**Student Member Brendan Roof (preferential vote) – AYE**

**BECKER, GUBATAYAO, SKAN, TABB, BREITHAUPT, MATTSON – ALL AYES**

**MOTION PASSED**

**Motion to approve a teaching contract with Larissa Sivertsen for the remainder of the 2019-20 school year at KGBSD, in the amount of \$31,387.35."**

Moved by: BECKER; Second by: GUBATAYAO

#### **Discussion**

There was no discussion.

### **ROLL CALL**

**Student Member Brendan Roof (preferential vote) – AYE**

**BECKER, GUBATAYAO, SKAN, TABB, BREITHAUPT, MATTSON – ALL AYES**

**MOTION PASSED**

## **DISCUSSION**

Graduation requirements – Board members shared their thoughts on the graduation requirements, and made some requests, including: holding another public meeting; and differentiating student survey responses from those of staff.

MOAs between the district and other agencies or businesses: Superintendent Lougee had included several agreements in the Board packet as examples of partnerships the district has with other agencies. This was done for transparency and informational purposes.

Update of BP 5141 – Immunizations. The district's school nurse updated the immunization policy to meet current state statute. The policy language also makes the process clearer. There were requests for additional information regarding exemptions.

## **CITIZEN REMARKS**

There were none.

## **BOARD MEMBER COMMENTS**

Ms. Gubatayao suggested a session to set up Superintendent goals. She stated that last year was an anomaly with changing superintendents mid-year, and with the hiring of Ms. Lougee. The normal evaluation process and goal-setting was skipped over, she said. Board Member Gubatayao referred to the roles and responsibilities of the Board set out in policy which include Superintendent goals and evaluation.

Board Member Breithaupt said she avoids reading Facebook comments, but had recently seen some which prompted her to make a statement. She said the Association of Alaska School Boards has recommended that the Board work with and develop its superintendent. Ms. Breithaupt said she sees that happening with upcoming Board training, with the Board doing a self-evaluation; and also in working on goals for the Board, district, and Superintendent Lougee. The January 29 worksession would be an appropriate time to set goals together, she said.

## **EXECUTIVE SESSION**

**Motion to enter executive session to discuss a matter the immediate knowledge of which would clearly have an adverse effect upon the finances of the school district.**

Moved by: BREITHAUPT; Second by: BECKER

Ms. Mattson noted that Superintendent Lougee and Business Manager Parrott would be attending the session in addition to the Board.

## **ROLL CALL**

**SKAN, GUBATAYAO, BREITHAUPT, BECKER, MATTSON, TABB - ALL AYES**

**MOTION PASSED**

The Executive Session began at 8:50 p.m. The Board ended its Executive Session at 9:10 p.m. and re-entered its regular session.

## **ADJOURNMENT**

Some future Board dates were noted before a motion was made and seconded for adjournment. Without objection, the meeting was adjourned at 9:13 p.m.

*Approved as distributed at the January 22, 2020 regular meeting of the Board of Education.*

*Resolution #20-03 attached as reference.*

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BOARD PRESIDENT

Bridget Mattson



**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT  
RESOLUTION #20-03**

**REGARDING HARDSHIP AMENDMENTS to the  
Ketchikan Gateway Borough School District  
457(b) RETIREMENT PLAN**

**WHEREAS**, the Ketchikan Gateway Borough School Dist. ("Plan Sponsor") maintains the Ketchikan Gateway Borough School Dist. 457(b) Retirement Plan ("Plan"); and

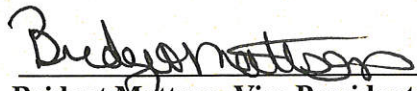
**WHEREAS**, pursuant to Rev. Procs. 2013-22 and 2019-39, the Plan Sponsor wishes to amend the written terms of the Plan in a good faith effort to meet the requirements of law, regulations or other issuances regarding unforeseeable emergency distributions; and

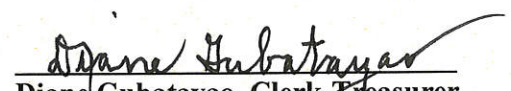
**WHEREAS**, this amendment is intended as a good faith effort to comply with the unforeseeable emergency distribution final regulations and is to be construed in accordance with the same. Both the Amendment and the unforeseeable emergency distribution final regulations will supersede any inconsistent Plan provisions;

**NOW, THEREFORE, BE IT RESOLVED** that section 12.3 "Cessation of deferrals" in the OMNI Group, Inc. Model 457(b) Deferred Compensation Plan – Basic Plan Document is hereby deleted and removed effective 1/1/2020.

**BE IT FURTHER RESOLVED** that the Plan, as restated and amended is hereby approved and adopted.

**IN WITNESS WHEREOF**, the Plan Sponsor has caused this Resolution and Amendment to be adopted this 15th day of January 2020.

  
Bridget Mattson, Vice President  
Board of Education

  
Diane Gubatayao, Clerk-Treasurer  
Board of Education