

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT  
BOARD OF EDUCATION  
Regular meeting of October 9, 2019**

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

The Ketchikan Gateway Borough Board of Education met in regular session on the 9th day of October 2019, in the Ketchikan Borough Assembly Chambers. Board President Matt Eisenhower 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 President Matt Eisenhower; Clerk-Treasurer Diane Gubatayao; Board Members Bridget Mattson, Rachel Breithaupt, Leslie Becker, and Thomas Heutte. Board Vice-President Sonya Skan participated via teleconference.

Administrative staff consisted of Beth Lougee, Superintendent; Katie Parrott, Business Manager; and Clerk to the Board Kerry Watson.

**OATH OF OFFICE**

Newly elected Board Members Bridget Mattson, Jordan Tabb and Leslie Becker took and signed the Oath of Office and then seated themselves at the Board table.

Thomas Heutte, whose term had just ended, left the Board table and took a seat in the audience.

**ORGANIZATION OF THE BOARD**

**Board President**

Superintendent Beth Lougee invited nominations for the office of Board President.

**Motion to nominate Matt Eisenhower**

Moved by: GUBATAYAO; Second by: BREITHAUPT

**Motion to nominate Bridget Mattson**

Moved by: BECKER, Second by: MATTSON

Board members voted by written ballot, with Sonya Skan voting via email sent to the Board Clerk Kerry Watson. The votes were tallied by Ms. Watson and Superintendent Lougee. Mr. Eisenhower received more votes and was elected president.

**Vice President**

Newly elected President Eisenhower opened nominations for the office of vice president.

**Motion to nominate Bridget Mattson for Vice President**

Moved by: BREITHAUPT; Second by: BECKER

With no other nominations, Ms. Mattson was declared vice-president.

**Clerk-Treasurer**

President Eisenhower opened nominations for the office of vice president.

**Motion to nominate Leslie Becker**

Moved by: MATTSON; Second by: BREITHAUPT

**Motion to nominate Diane Gubatayao**

Moved by: EISENHOWER; Second by: BREITHAUPT

Board members voted by written ballot, with Ms. Skan voting via email sent to the Board Clerk. The votes were tallied by the Board Clerk and Superintendent Lougee. Ms. Gubatayao received more votes and was elected as clerk-treasurer.

#### Board President comments

Board President Eisenhower spoke regarding accomplishments of the School Board in the past year, and changes which had occurred in the district. He distributed a list of Board committees to Board members and read the Board Policy and administrative regulations regarding committees. Committee appointments will be made at the next meeting, he said.

#### PUBLIC RECOGNITION

Board Member Diane Gubatayao recognized the Ketchikan High School senior class for its Senior Carnival, and commented on the community involvement in the event.

Board President Matt Eisenhower complimented Brendan for being the student representative on the School Board for the second year.

#### CITIZEN REMARKS

Tom Heutte, whose appointment to the School Board had just ended, congratulated Leslie Becker, Bridget Mattson and Jordan Tabb on their election to the School Board. He said the Health Insurance Task Force had good conversations and had done its due diligence. He suggested the district's Insurance Committee be reconstituted. Lastly, he urged the Board to expedite a performance review of Superintendent Beth Lougee, and, if positive, to hire her permanently. He said he'd received numerous emails from district employees stating confidence in Ms. Lougee's performance. Mr. Heutte added that the district is still fragile and it is not a good time for a change in leadership.

#### INFORMATION & REPORTS FROM BOARD MEMBERS

Policy Committee – Board Member Bridget Mattson reported that the committee reviewed a new policy from the Association of Alaska School Boards. She said the committee feels the AASB policy is already covered by current district policies.

Native Education committee – Board Member Diane Gubatayao said the committee reviewed a MOU from Ketchikan Indian Community and had recommendations for revisions. President Eisenhower suggested that the School Board review the MOU and the recommendations.

**CLAIMS FOR INFORMATION - October 4, 2019-** Clerk Treasurer Gubatayao had a question about tuition fees being paid to University of Alaska-Southeast. (The tuition was paid from a grant and was for students in a certified nursing assistant course.)

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

Superintendent Beth Lougee stated that the district office had been working on data, such as that required by the state OASIS report on district students. The enrollment count as of October 7 is 2,228, which is 41 students less than at the same time last year, she said.

Superintendent Lougee also reported that:

- February 3-14, 2020 will be the dates of the School Climate and Connectedness Survey. Third through fifth grade students will be added to those surveyed, as well as including a parent-teacher component and community component.
- District principals were being trained on teacher evaluations that week by consultant Todd White. He will return several more times this year.
- All district schools received a "Universal Support" ranking, which is the highest score on the System for School Success school report cards. Fast Track received a "Comprehensive" based on its graduation rate. The graduation rate has gone up, she said, but it hasn't reached the level to be designated "Universal." Ms. Lougee commended Lori Ortiz, Fast Track administrator, for her work in helping Fast Track students earn their diploma.
- Principals are looking at PEAKS data and writing goals for their STEPP plans.

There were some questions and discussion on Superintendent Lougee's report.

#### First Student school bus company

Michael Johnson, First Student Ketchikan Location Manager, gave a presentation on the school bus company and its services in Ketchikan. His information ranged from the GPS equipment installed on each bus to the company's staffing. The GPS equipment provides metrics on the "health" of each bus and well as recording any issues with a driver's bus handling, such as braking too hard. Regarding staffing, Mr. Johnson said that from a low of 13 drivers this summer, the company is back up to 17 bus drivers. He noted that nationwide there are staffing shortages for school bus drivers. He commented on the sacrifice and dedication it takes to drive school buses and stay focused; and how important a driver's attitude is for the children being transported. Mr. Johnson also reported on some of the procedures which have been strengthened with updating of the bus transportation handbook. There were some questions and comments from Board members.

Business Manager's Report: Superintendent Lougee said that Business Manager Katie Parrott was attending a PERS (Public Employee Retirement System) training. Ms. Lougee reported briefly that: the business department continues to set up for a new business office software system with a projected January launch; the FY 19 audit will be submitted to the state by November 15 and will come to the Board after that; and reviewers for the National School Lunch program will be on site November 14 and 15. This is a follow up to last year's school lunch audit.

#### Student Board Member:

Student Member Brendan Roof said that September and October are busy and stressful months for seniors, with much going on at the same time. He thanked the 2020 senior class advisors Mrs. Rebecca Bowlen, Mrs. Susan Stone, and Mrs. Terri Whyte for their support. Working together on the Senior Carnival brought unity to the senior class, he said. Brendan also reported on Student Body Association elections, reflecting that the younger officers will be future school leaders. He also commented positively on that week's Explore Night and College Fair.

#### **PUBLIC HEARING - POLICY**

##### **Motion to approve the proposed revisions to Board Policy 3452 - Student Activity Funds in second reading.**

Moved by: BECKER; Second by: MATTSON

#### Public Hearing

No citizens spoke for the public hearing.

#### Board Discussion

Board President Eisenhower noted the policy had been reviewed by the Superintendent, Business Manager, legal and the policy committee.

#### **ROLL CALL**

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

**TABB, MATTSON, BECKER, GUBATAYAO, SKAN, BREITHAUP, EISENHOWER - ALL AYES**

#### **MOTION PASSED**

#### **PUBLIC HEARING - POLICY**

##### **Motion to approve the proposed revisions to Board Policy 3310 - Purchasing Procedures in second reading.**

Moved by: GUBATAYAO; Second by: BECKER

#### Public Hearing

No citizens commented.

#### Board Discussion

Ms. Gubatayao said the revised language clarifies and tightens processes.

### **ROLL CALL**

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

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

***MOTION PASSED***

### **PUBLIC HEARING - POLICY**

**Motion to approve the proposed revisions to Board Policy 3311 - Procurement (Quotes & Bids) in second reading.**

Moved by: MATTSON; Second by: BECKER

Public Hearing/Board Discussion

No citizens commented and there was no Board discussion.

### **ROLL CALL**

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

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

***MOTION PASSED***

### **CONSENT CALENDAR**

- *Motion to approve the regular meeting minutes of September 25, 2019.*

**Motion to approve the Consent Calendar of October 9, 2019.**

Moved by: GUBATAYAO; Second by: BECKER

### **ROLL CALL**

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

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

***MOTION PASSED***

### **NEW BUSINESS**

**Motion to approve the EF 2020 tours to Spain, France, Germany and Italy.**

Moved by: BECKER; Second by: GUBATAYAO

#### Discussion

Superintendent Lougee provided background on why this issue was brought forward to the School Board. She and Kayhi Principal Jason House had discussed the safety and conduct of students traveling out of the borough, state and country; including those trips which occurred outside of the school year. In the case of students traveling internationally, part of that discussion was the expectation that they abide by school district policies regarding drugs and alcohol, regardless of the rules in the country they were visiting. Superintendent Lougee and Principal House then met with those staff members who were taking students on these types of "learning extension program" trips to talk about expectations and guidelines.

It was also noted that an error was printed on information in the Board packet in regards to the Spain trip. It will take place in the summer of 2020.

The Board discussed what level of responsibility and accountability the school district could assume and ask for if these trips were not school-sponsored and chaperoning school staff were doing so outside of their contracted school year. Superintendent Lougee said the discussions she and Mr. House had covered all these aspects. A consideration was that the trips had been promoted through the schools, so administration felt some responsibility that these opportunities be safe and beneficial for the students, said Ms. Lougee.

There was more discussion on the motion before the Board.

**Motion to postpone this action until the next School Board meeting.**

Motion by: GUBATAYAO; second by: BECKER

**Discussion**

Board Member Leslie Becker questioned liability for these trips. Superintendent Lougee said that the EF Tours covers the liability. Superintendent Lougee again spoke of the need for the district to make sure that chaperones and students are appropriate in their behavior. Anything otherwise reflects on the district, she indicated.

There was some discussion on making the motion clearer to enable the Board to vote that night.

**Roll call on Motion to Postpone**

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

**SKAN - AYE**

**BECKER, GUBATAYAO, TABB, MATTSON, BREITHAUP, EISENHOWER - NAYS**

**MOTION FAILED**

**Amendment**

**Motion to approve the promotion of the EF 2020 tours to Spain, France, Germany, and Italy contingent on the administrative guidelines as outlined in the Learning Extension Program.**

Moved by: EISENHOWER, Second by: MATTSON

**Discussion**

Ms. Skan stated the motion still indicates the district is getting involved in what staff do on their off time. Mr. Eisenhower asked about expectations for conduct. Superintendent said there are no expectations except that the teachers would follow the PTPC guidelines (Professional Teaching Practices Commission).

Mr. Eisenhower stated that if approved, this amendment would carry the original motion.

**ROLL CALL**

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

**BECKER, GUBATAYAO, TABB, MATTSON, BREITHAUP, EISENHOWER - AYES**

**SKAN - NAY**

**MOTION PASSED**

**Motion to approve three Board members to attend the AASB annual conference in November.**

Moved by: BECKER; Second by: GUBATAYAO

**Discussion**

A few Board members expressed interested in attending, but needed to check their schedules.

**ROLL CALL**

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

**SKAN, GUBATAYAO, TABB, MATTSON, BREITHAUP, BECKER, EISENHOWER - ALL AYES**

**MOTION PASSED**

**DISCUSSION**

*Recommendations of Health Insurance Task Force – Board Member Becker reported that after reviewing options to replace the current health insurance plan, none were found to be a greater value for the cost, so no change had been recommended. The Task Force looked at some initiating some programs with the health insurance plan that may help the district manage costs. She commented on the importance of keeping an eye on insurance costs.*

2020-2021 School Calendar— *The proposed 2020-2021 calendar will be put up on the website for input from parents, and staff; and come back to the Board for action at a later meeting. This proposed calendar corrects a conflict with contractual obligations that existed in an earlier calendar version.*

Superintendent evaluation information - *Evaluation tools and information on the evaluation process from the Association of Alaska School Boards were included for Board review and a timeline was briefly discussed. Board President Eisenhower recommended aiming for an executive session for the superintendent's evaluation in November.*

Strategic Plan/Board Goals work session - *Lon Garrison of AASB in a Board work session training earlier this year recommended the School Board set goals under the district's Strategic Plan. After a brief discussion of schedules, the Board agreed on a work session for the evening of October 16 to discuss Board goals and planning for a superintendent evaluation. Location will be the Kayhi library, if available.*

#### **CITIZEN REMARKS**

There were none.

#### **BOARD MEMBER COMMENTS**

Ms. Gubatayao commented on the Senior Carnival, expressing a wish that it could be accessible for every child, as for some it is too costly.

Mr. Eisenhower welcomed Mr. Jordan Tabb to the School Board.

#### **ADJOURNMENT**

A motion was made and seconded for adjournment. Without objection, the meeting was adjourned at 8:24 p.m.

*Minutes approved as distributed at the October 23, 2019 regular meeting of the Board of Education.*

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BOARD PRESIDENT  
Matt Eisenhower