

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION
AGENDA STATEMENT

No. 8 a

MEETING OF August 14, 2019

REVIEWED BY:

ITEM TITLE:

CONSENT CALENDAR
Approval of the July 17, 2019 regular meeting minutes

Superintendent
 Personnel
 Finance
 Special Services

SUBMITTED BY: Kerry Watson

CONTACT PERSON/TELEPHONE:

APPROVED FOR SUBMITTAL:

Kerry Watson 247-2142

Name Phone

Superintendent

CONSENT CALENDAR

Matters listed under the "Consent Calendar" are considered to be routine and will be enacted by one motion and one vote. The appropriate motion is to: "I move to approve the Consent Calendar." There will be no separate discussion of the items under the Consent Calendar. If a Board member requests discussion, that item will be removed from the Consent Calendar and will be considered under "Unfinished Business."

- A. Motion to approve the regular meeting minutes of July 17, 2019.

*** NOTE:**

If amendments or corrections are desired to the minutes, request removal of the minutes. The minutes will then be acted upon under Unfinished Business. Appropriate motions to correct or amend the minutes are in order.

Otherwise, the motion to accept the Consent Calendar is appropriate.

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION
Regular meeting of July 17, 2019**

CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL

The Ketchikan Gateway Borough Board of Education met in regular session on the 17th day of July 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; Board Clerk-Treasurer Diane Gubatayao; Board Members Rachel Breithaupt; Thomas Heutte; Leslie Becker and Bridget Mattson. Board Vice-President Sonya Skan was absent and excused.

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

PUBLIC RECOGNITION

There was none.

CITIZEN REMARKS

Ketchikan High School student Caity Pearson spoke to the plan for early release from school on Wednesdays for next year. Although she is supportive of teachers being trained, Ms. Pearson stated that cutting out an hour of the school day is not necessarily beneficial to students. Wednesdays are already shortened class periods at Kayhi due to the advisory program. She commented that the advisory program wasn't effective especially in preparing students for college, which was one of its objectives. Ms. Pearson cited a few other reasons why early release on Wednesdays might be difficult for Kayhi students. She concluded by asking that a day other than Wednesday be considered for Kayhi's early release day.

INFORMATION & REPORTS FROM BOARD MEMBERS

Summer enrichment program - Board Member Diane Gubatayao spoke about the summer enrichment program that had recently concluded. It was offered through a collaboration of the Ketchikan Wellness Coalition and the school district. She stated that a lot of kids who needed support were reached through the summer program, with 20 children completing the program out of the original 24 who enrolled.

CLAIMS FOR INFORMATION: - June 28, 2019 and July 12, 2019

Ms. Gubatayao asked about several checks on the claims reports, one of which was for liquidated damage credits from First Student bus company. Business Manager Katie Parrott said that a provision in the contract with First Student provides for liquidated damages under certain circumstances, such as a bus being substantially late or not running due to mechanical issues.

Another claim Ms. Gubatayao mentioned was the \$18,000 City building permit fee for the Houghtaling roof.

Lastly, Ms. Gubatayao asked about plans for a biomass boiler to be installed at Kayhi, in light of the high cost of utilities as shown on the claims. Ms. Parrott said the boiler is listed on the six-year CIP (Capital Improvement Plan) which will be brought to the Board at its next regular meeting. It is not the top priority on that list, however, she said.

REPORTS AND/OR PRESENTATIONS – SUPERINTENDENT/STAFF

Maintenance Department Report:

Maintenance Foreman Allen Serwat updated the Board on the Houghtaling Elementary School roof project, which at that point was more than 70 percent complete. Currently, workers are taking care of the roof drains which needed to be upgraded per building code. Coinciding with the drain work, maintenance staff performed tests for asbestos and found none, said Mr. Serwat. In addition, there was no rot found in the roof or in sidewalls. Material for the finish work on the roof - top trim, parapets and caps - will take place after August 8 when the necessary material is shipped, he said. The roofing company indicated it would meet the project completion deadline of August 15, said Mr. Serwat.

Mr. Serwat also provided information on the maintenance department's work at the other schools and building sites, including the following:

- Kayhi welding shop: Schmolck Mechanical is installing new ventilation in the welding area;
- Schoenbar Middle School: A past issue with the gym floor being uneven had resurfaced, apparently due to moisture, but the cause hadn't been found. The outside area appears to be dry; however, the back road behind the building is being graded to provide better drainage.
- Fawn Mountain Elementary: The parking lot is being re-stripped and angled to provide a third row of parking. This will result in a different traffic flow.
- Revilla Alternative School: Repairs and painting are being done to the outside of the building.
- Valley Park building (KCS/TSAS): TSAS is planning on modifying its front porch/entrance.
- IT: Maintenance is assisting the Information Technology department with running new wiring to upgrade Wifi capability.

Business Manager:

It appears that the 2019 fiscal year ended on a good note, due to district-wide cost controls and scaling back of spending, said Business Manager Katie Parrott. As for FY '20 funding, Ms. Parrott received notification that the Foundation payment to the district would be released by the state. Originally, the Foundation payments to school districts were to be delayed, but there was action on the litigation holding up the funds. In response to Board President Matt Eisenhower, Ms. Parrott briefly reviewed the legal issues surrounding funding for education in Alaska this year, affecting both supplemental appropriations and the monthly foundation funding payment to districts.

The Business Manager then continued updating the Board on activities of the Business Office which were also mentioned in her written report and included:

- Continued review of Business policies, procedures and practices;
- Monitoring trends in the health insurance claims and working on a plan to address that liability. A joint session with the Borough regarding health insurance will probably take place at the Borough's planning session in January (rather than July as originally suggested).
- Notification that property insurance and liability insurance costs have gone up substantially for FY 20. The former is taken care of by the Borough on behalf of the district. Ms. Parrott is looking at possible credits the district may be able to receive in regards to the liability insurance.

There was some follow up discussion regarding the health insurance program and its costs.

Superintendent's Report

Superintendent Beth Lougee announced that Kayhi teacher Sarah Campbell had been chosen as one of four people nationwide to participate in the United States Institute of Peace Teachers program. Ms. Lougee said this is a great honor and noted that Ms. Campbell was in the audience. In part, the training Ms. Campbell will receive will be used for Peace Week at Kayhi as well as integrating materials into her classroom instruction.

The superintendent briefly commented on the early release Wednesdays; and said she would talk to Mr. House (the incoming principal of Ketchikan High School) about Miss Pearson's remarks at the podium that evening. Board President Eisenhower remarked on the importance of staff training and topics scheduled for the Wednesday sessions. Ms. Lougee noted that Ketchikan Public Library Director Pat Tully was in the audience and said the two had conversed that day regarding the early release days.

Board Member Gubatayao stated the district needed to communicate to the community and parents as soon as possible about the early release days.

PUBLIC HEARING - POLICY

Motion to approve revised Board Policy 1312 - Public Complaints Concerning the Schools in first reading.

Moved by: HEUTTE; Second by: GUBATAYAO

Public Hearing

No public came forward to speak.

Board Discussion

Superintendent Lougee commented that the revision would strengthen the policy. The revision adds language stressing that complaints should be made early, and directly to the person the complaint is about, whenever possible. The complaint form will be linked directly from the policy as well.

ROLL CALL

BECKER, BREITHAAPT, GUBATAYAO, MATTSON, HEUTTE, EISENHOWER - ALL AYES

MOTION PASSED

PUBLIC HEARING - POLICY

Motion to approve revised Board Policy 1312.1 - Public Complaints Concerning School Personnel in first reading.

Moved by: GUBATAYAO; Second by: BREITHAAPT

Public Hearing

No public came forward to speak.

Board Discussion

Ms. Lougee said this policy has been revised to state that documents regarding the complaint and its resolution will be provided in writing.

Ms. Gubatayao said the policy committee had been concerned about clarity in the complaint process and procedures in proposing revisions to this policy. For example, a complainant shouldn't "jump over" the person who a complaint is about, such as a principal, and go to the Superintendent to make the complaint, she said.

ROLL CALL

HEUTTE, MATTSON, BECKER, GUBATAYAO, BREITHAAPT, EISENHOWER - ALL AYES

MOTION PASSED

PUBLIC HEARING - POLICY

Motion to approve revised Board Policy 1312.2 - Public Complaints Concerning Instructional Materials in first reading

Moved by: MATTSON; Second by: HEUTTE

Public Hearing

No one commented.

Board Discussion

Ms. Gubatayao commented that this policy is also being tightened up in terms of communicating a concern in writing. This should help counter any misinterpretation of a concern, she said.

ROLL CALL

GUBATAYAO, BECKER, BREITHAAPT, MATTSON, HEUTTE, EISENHOWER - ALL AYES

MOTION PASSED

Motion to approve revised Board Policy 1312.3 - Public Complaints Concerning Discrimination in first reading.

Moved by: BECKER; Second by: GUBATAYAO

Public Hearing

There was no public comment.

Board Discussion

It was noted that the main changes in this revision are statutory references, and the naming of Alonso Escalante as the compliance officer regarding discrimination issues.

Board Member Gubatayao commented on the need to make students aware of the forms specifically designed for them to register concerns or complaints. Students don't necessarily know to look in policy for a form, and they need to be educated on the procedure and forms, she said.

Superintendent Lougee said there has been some training with students and it will be ongoing. Administrators will be advised on getting the word out regarding the student complaint forms and process, she indicated.

Suggestions were made to clarify parts of the student form. The form will be presented again to the Board along with the complaint policies.

ROLL CALL

MATTSON, GUBATAYAO, HEUTTE, BREITHAUPT, BECKER, EISENHOWER - ALL AYES

MOTION PASSED

CONSENT CALENDAR of July 17, 2019

- *Motion to approve the regular meeting minutes of June 26, 2019.*
- *Motion to approve the regular meeting minutes of March 27, 2019.*
- *Motion to approve the regular meeting minutes of April 10, 2019.*
- *Motion to approve the special meeting minutes of April 17, 2019.*

Motion to approve the Consent Calendar of July 17, 2019.

Moved by: MATTSON; Second by: BREITHAUPT

ROLL CALL

BREITHAUPT, BECKER, HEUTTE, MATTSON, GUBATAYAO, EISENHOWER - ALL AYES

MOTION PASSED

NEW BUSINESS

Motion to approve budget transfers for the FY 19 Operating Fund Budget as presented.

Moved by: GUBATAYAO; Second by: MATTSON

Discussion

There were a few questions about specific line items in the budget transfer information provided with this action item. Business Manager Parrott offered to provide more detail if the Board desired.

Ms. Parrott also explained that transfers between line items require Board approval when the amount is greater than 10% of the line item. In the future, the budget transfers will probably come to the Board throughout the year, she added.

ROLL CALL

BECKER, MATTSON, HEUTTE, BREITHAUPT, GUBATAYAO, EISENHOWER - ALL AYES

MOTION PASSED

Motion to approve the 2019-2020 contract renewal for Edgenuity, Inc. in the amount of \$30,000.

Moved by: BECKER ; Second by: MATTSON

Discussion

Ms. Parrott stated that this Edgenuity contract is for the Digital Academy course offerings. It has been a multi-year contract and the district is receiving a \$5,000 credit for the renewal, she added.

ROLL CALL

MATTSON, BECKER, HEUTTE, GUBATAYAO, BREITHAUPT, EISENHOWER - ALL AYES

MOTION PASSED

Motion to approve school lunch program price increases as presented.*

Moved by: GUBATAYAO; Second by: BREITHAUPT

Discussion

The district is being required to raise its meal prices by at least 10 percent due to federal regulations, said Ms. Parrott. In order to appeal the requirement, the district would have to provide proof that its lunch program is strong financially, however analysis showed it is not, she said. Ms. Parrott said the school milk price will be kept at the same rate. The price increase proposal before the Board also includes raising the adult lunch price by \$1.00, which is not part of the federal requirement.

Ms. Gubatayao commented on the need for better publicizing of the free and reduced lunch program, in light of the price increases. Ms. Parrott agreed and shared her plan to provide more and easier opportunities for parents to fill out the free and reduced applications.

Ms. Gubatayao noted that Library Director Tully was still in the audience, and suggested that perhaps the library could be a site where parents could fill out the applications.

**(Recommended new prices: elementary and middle school - \$3.50; high school - \$3.75; adult meals - \$6.00; breakfast - \$1.15.)*

ROLL CALL

GUBATAYAO, HEUTTE, BREITHAUPT, MATTSON, BECKER, EISENHOWER - ALL AYES

MOTION PASSED

Motion to approve a one-year contract extension for the 2019-2020 year to Tongass Business Center for copier services, in the amount of \$53,300.

Moved by: BECKER; Second by: BREITHAUPT

Discussion

There was no discussion.

ROLL CALL

BECKER, MATTSON, BREITHAUPT, GUBATAYAO, HEUTTE, EISENHOWER - ALL AYES

MOTION PASSED

DISCUSSION

Board Policy 4133/4233/4333 - Travel Expenses: Superintendent Lougee said that Ms. Parrott and her staff have made recommendations for this policy and its administrative regulations to tighten up district travel policy and procedures.

CITIZEN REMARKS

Pat Tully, director of the Ketchikan Public Library, first responded to Ms. Gubatayao's suggestion for the library to be a site where parents could sign up for the free and reduced school lunch. She said she'd be happy to talk about scheduling and what would be required to use the library. Regarding the district's early release on Wednesdays, Ms. Tully said she'd also be happy to be involved in discussions on that subject. However, she stated that the public library doesn't have the resources, staff, or space to act as substitute caregivers, or babysitters. The library has a policy addressing the limitations on unaccompanied children at the library, she added.

BOARD MEMBER COMMENTS

Ms. Gubatayao congratulated Ms. Campbell on being selected for the Peace Teacher program and said she was excited about the peace program for Kayhi.

EXECUTIVE SESSION

Motion to enter executive session to discuss negotiations with the Special Service Professionals, a matter the immediate knowledge of which would clearly have an adverse effect upon the finances of the School District.

Moved by: MATTSON; Second by: HEUTTE

ROLL CALL

MATTSON, GUBATAYAO, BECKER, HEUTTE, BREITHAUPT, EISENHOWER - ALL AYES

MOTION PASSED

Board President Eisenhower estimated the executive session to last 15 minutes, until about 7:45 p.m. and stated that Ms. Parrott and Superintendent Lougee would be present for the session.

Executive Session

The Board entered executive session at 7:31 p.m. At 7:45 p.m., the Board came back into regular session just long enough for the Board President to make an announcement that more time was needed in the executive session. The executive session resumed, and continued until 8:01 p.m.

Resumption of Regular Session

When the regular session resumed at 8:01 p.m., President Eisenhower stated that no action had been taken, but direction had been given to staff.

Some advance meeting dates were announced.

ADJOURNMENT

A motion was made and seconded for adjournment. Without objection, the meeting was adjourned at 8:03 p.m.