

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT  
BOARD OF EDUCATION  
AGENDA STATEMENT

No 8 a.

MEETING of: March 8, 2023

Item Title

**CONSENT CALENDAR**

Approval of the regular meeting minutes of February 22, 2023

SUBMITTED BY: Crystal Vail, School Board Clerk

**CONSENT CALENDAR**

a. Motion to approve the regular meeting minutes of February 22, 2023

**\* NOTE:**

**If amendments or corrections to the minutes are desired, a Board member should request removal of the minutes from the Consent Calendar.**

**The minutes would then be acted upon under Unfinished Business. Appropriate motions to correct or amend the minutes would be in order.**

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR MEETING  
Meeting of  
Wednesday February 22, 2023  
Ketchikan Gateway Borough Assembly Chambers**

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

The Ketchikan Gateway Borough Board of Education met in a regular session on the 22<sup>th</sup> Day of February 2023, in the Ketchikan Gateway Borough Assembly Chambers. Board President Stephen Bradford 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 Stephen Bradford; Board Vice President Keenan Sanderson; Board Clerk-Treasurer Nicole Anderson; Board Members Diane Gubatayao, Paul Robbins, Jr. and Student Member Jack Zink. Members Tom Heutte and Melissa O'Bryan appeared telephonically.

Administrative staff present included Superintendent Michael Robbins, Deputy Superintendent Melissa Johnson, Business Manager Daniel Schuler, and School Board Clerk Crystal Vail.

**APPROVAL OF AGENDA**

There were no objections to the agenda as presented.

**PUBLIC RECOGNITION**

No public recognition.

**CITIZEN REMARKS**

Before opening citizen remarks, President Bradford commented on the two consent calendar items containing the offering of contracts to district employees. He stated that having the offering of contracts on the consent calendar is consistent with past practice. He explained that not all contracts were attached to the agenda items, also consistent with past practice and because they are public documents they are available by request.

President Bradford went on to explain the offering of tenured teacher contracts is an Alaska State statute by which the district must abide. He also referred to the "laid-on table" document to replace a document posted with a scrivener's error of omission, stating it reflected the correct offering of administrator contracts.

No citizens came forward for remarks.

**INFORMATION AND REPORTS FROM BOARD MEMBERS:**

No reports from Board members.

**CLAIMS FOR INFORMATION:**

Claims of February 17, 2023- claims approved as presented.

**STUDENT REPORT:**

Student member Jack Zink reported current sports and activities, giving a schedule of upcoming events, and congratulating the NOSB team for their high placements in recent meets. He commented on the uniqueness of Ketchikan High School having two state Senators visit in one school year.

**SUPERINTENDENT REPORT:**

Superintendent Robbins commented on the recent mixed basketball game with the Metlakatla Chiefs, how much bonding it created between the teams and the hope for it to become a tradition. He reported on the Trauma Informed conference he attended, commenting that Ketchikan schools are doing hard work helping KGBSD to become a Trauma Informed District. He brought up the MTSS Task Force and the work they are continuing to develop for use in schools.

Member Heutte asked Superintendent Robbins if there was a specific plan to cut health aides in elementary schools.

Superintendent Robbins responded that there have been no specific plans to cut any specific positions, with the exception of the current unfilled positions that are not eligible for hire. He commented on the difficulty in deciding cuts this early in the budgetary process.

President Bradford commented that the process the district is following is the same as previous years, it is merely being conducted earlier than usual to make the best decisions concerning FY24.

Members Gubatayao and Robbins, Jr. asked questions regarding the drop in student enrollment.

Superintendent Robbins answered the questions stating that 96% of the drop in student enrollment was due to relocation away from Ketchikan.

## **ACTION ITEMS**

### **CONSENT CALENDAR**

- a. Motion to approve the meeting minutes of February 8, 2023
- b. Motion to approve a revision to the approved FY23 Student Transportation budget.
- c. Motion to approve a revision to the approved FY23 Food Service budget.
- ~~d. Motion to approve FY24 Certificated Administrator contracts.~~
- e. Motion to approve FY24 Tenured Teacher contracts.
- f. Motion to approve Resolution 23-02, Annual Authorization of District Bank Accounts and Check Signers

M/S: SANDERSON/ROBBINS, JR.

Member Gubatayao requested for item 8 d. to be pulled from the Consent Calendar to be placed on the agenda as 9 b. in Unfinished Business.

ROLL CALL:

7 YES- ZINK, ANDERSON, GUBATAYAO, O'BRYAN, HEUTTE, ROBBINS, JR., BRADFORD

CONSENT CALENDAR APPROVED

### **UNFINISHED BUSINESS**

- a. Motion to approve the District Reduction In Force plan.

M/S: ROBBINS, JR./ANDERSON

DISCUSSION:

President Bradford reminded the Board this was the same RIF plan presented at the meeting of February 8<sup>th</sup>, 2023 and the intention of postponing the approval until this meeting was to give more opportunity for public comment. He added there were some more details provided in the agenda statement to reflect the current FY23 student enrollment numbers.

Member Gubatayao drew attention to a scrivener's error which did not require an amendment. She commented on the primary reason for the RIF, following state statute and aligning with KEA Contracts.

ROLL CALL:

7 YES: ZINK (preferential,) HEUTTE, O'BRYAN, ROBBINS, JR., SANDERSON, GUBATAYAO, ANDERSON, BRADFORD

MOTION APPROVED

- b. Motion to approve FY24 Certificated Administrator contracts.

M/S: GUBATAYAO/ROBBINS, JR.

DISCUSSION:

Member Gubatayao made a motion to divide the question, separating the Deputy Superintendent contract from the list for approval for discussion.

M/S: GUBATAYAO/O'BRYAN

ROLL CALL:

ABSTAIN- ZINK (preferential)

4 YES- O'BRYAN, ANDERSON, HEUTTE, GUBATAYAO

3 NO- ROBBINS, JR., SANDERSON, BRADFORD

MOTION APPROVED

President Bradford stated that the approval of the motion to divide places the offering of the contract of Deputy Superintendent as a separate item from the approval of the motion to approve the offering of Certificated Administrator contracts.

President Bradford made a motion to postpone consideration the offering of the Deputy Superintendent contract to the next meeting of March 8, 2023.

M/S: BRADFORD/GUBATAYAO

DISCUSSION:

President Bradford explained the reasons for postponing any discussion about the Deputy Superintendent contract until the next meeting. He stated that discussion of an individual in an individual contract needs to be held in an executive session. He went on to state that if the discussion is a question of the position itself it may be better handled during budget discussions on whether the position should be funded.

Member Robbins, Jr. clarified the position is not new but a title change.

ROLL CALL:

7 YES- ZINK (preferential,) ROBBINS, JR., O'BRYAN, ANDERSON, SANDERSON, GUBATAYAO, HEUTTE, BRADFORD

MOTION APPROVED

The original motion was modified and brought back to the Board- Motion to approve FY24 Certificated Administrator contracts listed as the laid-on table document with the exception of the Deputy Superintendent contract.

M/S: ANDERSON/GUBATAYAO

DISCUSSION:

There was discussion between Board members and the Superintendent about the level of administrator staffing and whether it reflects any cuts. Superintendent Robbins stated there were 2 administrative positions that are currently not filled and the plan is not to fill them in FY24.

President Bradford gave some statistics of Ketchikan School District's administrative personnel budget versus other districts in Alaska.

Member Gubatayao asked specifically if a Director of Special Education will be hired.

Superintendent Robbins explained that the Curriculum Director had been taking on those roles with the supervision of proper personnel.

ROLL CALL:

7 YES- ZINK (preferential,) SANDERSON, ANDERSON, O'BRYAN, HEUTTE, GUBATAYAO, ROBBINS, JR., BRADFORD

MOTION APPROVED

**DISCUSSION**

a. Finance Committee and budget timeline discussion

Member Gubatayao reported what the Finance Committee discussed during their earlier meeting including monthly budget reports, budget timeline and community meetings. Superintendent Robbins and President Bradford suggested having board work sessions and other budget forums where the public was invited to provide input and comments on the FY24 budget.

Members Robbins, Jr. and Gubatayao spoke of an idea to help community members, district staff and students draft letters to the Legislature to support an increase in the BSA.

Member Gubatayao also suggested having an informal meeting with Borough staff to brainstorm about funding for FY24.

b. Superintendent Evaluation

President Bradford explained the process of the Superintendent outlined in the Oregon School Boards Association ESD Superintendent Evaluation. Member Robbins, Jr. volunteered to work with Superintendent Robbins to identify stakeholders interested in participating in the evaluation process. President Bradford proposed a timeline for the evaluation process to follow.

c. Land Acknowledgement

Vice President Sanderson talked to the board about a discussion had by the Native Education Committee regarding using land acknowledgment as a consistent practice throughout the district. Through discussion, the board suggested that Vice President Sanderson attend a policy committee meeting to explore possibly creating new board policies around land acknowledgment to present to the board for discussion and approval. Vice President Sanderson referred to the Land Acknowledgment toolkit being an option for reference and use from KIC and Member Gubatayao offered to look into other district policies regarding land acknowledgment.

**BOARD COMMENTS**

Member Robbins, Jr. commented on the communication he had received regarding the RIF plan, assuring that neither the Board nor district have made any decisions about specific positions being cut from the FY24 budget.

Member Gubatayao reminded the board of the meeting discussions involving asking for community support. She encouraged the community to reach out to legislature and to be responsive if asked to participate in the Superintendent Evaluation.

Student Member Zink stated he was looking to support asking for an increase in the BSA and he would help by starting with the SBA and asking students to gather letters of support.

Clerk-Treasurer Anderson reminded the Board that educational funding is a statewide problem and encouraged the public to reach out to the State and Legislation to advocate for an increase in BSA.

Vice President Sanderson commented on the importance of having school counselors in schools and the support services they provide to students.

President Bradford thanked the students in the meeting audience for staying through the meeting and hoped the community could attend the weekend's basketball games against Juneau-Douglas High School.

**ADVANCE PLANNING**

- a. School Board regular meeting and/or work session will be held on March 8<sup>th</sup> and 22<sup>nd</sup> at 6:00 p.m. in the Borough Assembly Chambers.

With no objections, ADJOURNMENT at 7:20 p.m.

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BOARD PRESIDENT  
Stephen Bradford