



***KETCHIKAN GATEWAY BOROUGH  
SCHOOL DISTRICT  
MICHAEL ROBBINS***



**Engagement**

**Relationships**

**Student Centered**

# Superintendent Report



Michael Robbins  
Superintendent  
January 2023

## Notes:

<b>Project Transform Grant - DEED</b>	<ul style="list-style-type: none"><li>● 5 school districts to participate in the trauma engaged schools supports and resources with AASB and the State of Alaska DEED.</li><li>● Lori Grassgreen is our DEED point person</li><li>● Professional Development will be available to the School District</li><li>● Coalition with the 4 other school districts to share ideas and planning</li><li>● Works with our continued efforts to create a trauma informed school district and community</li></ul>
<b>HR Task Force Update</b>	<ul style="list-style-type: none"><li>● Continuing to refine the process and our goal is to have a new procedural document in place by January 31, 2023</li><li>● HR Task Force met in December and had a productive meeting around the protocols for hiring of teachers</li></ul>
<b>MTSS Refresh/Task Force</b>	<ul style="list-style-type: none"><li>● MTSS Refresh team met with our MTSS coach this past month</li><li>● MTSS Refresh team will be traveling to Anchorage for the RTI/MTSS training and there we will meet as a team along with other school districts.</li><li>● MTSS team discussion on creating an MTSS form in PowerSchool so that it will follow the student no matter which school that student attends. Chad Jacks will be helping the team to develop this form and how to make it accessible on PowerSchool</li></ul>
<b>Clarke Cochrane Christmas Classic</b>	<ul style="list-style-type: none"><li>● Thank you to the community for their support of the tournament</li><li>● Thank you to the students and staff who made the event possible</li><li>● Thank you to the teams for their great sportsmanship and effort during the games</li><li>● Thank you to the officials</li><li>● Thank you to KPU and sponsors for the broadcast</li><li>● Thank you to Ketchikan Fire Department and Police Department</li></ul>
<b>Grant Award - DEED</b>	<ul style="list-style-type: none"><li>● Theater and Drama Grant for summer programming</li><li>● Business and Computer Science Grant</li></ul>

## Professional Development

Administrators	<ul style="list-style-type: none"> <li>● Principals Meeting - January 12</li> <li>● Vice Principals Meeting - January 19</li> <li>● RTI/MTSS - January 27-28 - Anchorage, AK</li> </ul>
Teachers	<ul style="list-style-type: none"> <li>● RTI/MTSS Refresh - January 27-28 - Anchorage, AK</li> <li>● RTI/MTSS Conference - January 27-28 - Anchorage, AK</li> </ul>
Superintendent / Deputy Superintendent	<ul style="list-style-type: none"> <li>● SERCC Board of Directors Meeting - January 8-9 - Juneau, AK</li> <li>● MTSS Refresh - January 27-28 - Anchorage AK</li> <li>● RTI/MTSS Conference/ New Superintendent Training - January 25-30- Anchorage, AK</li> <li>● Fly in - February 25-March 1 - Juneau, AK</li> </ul>

## ATHLETICS / ACTIVITIES

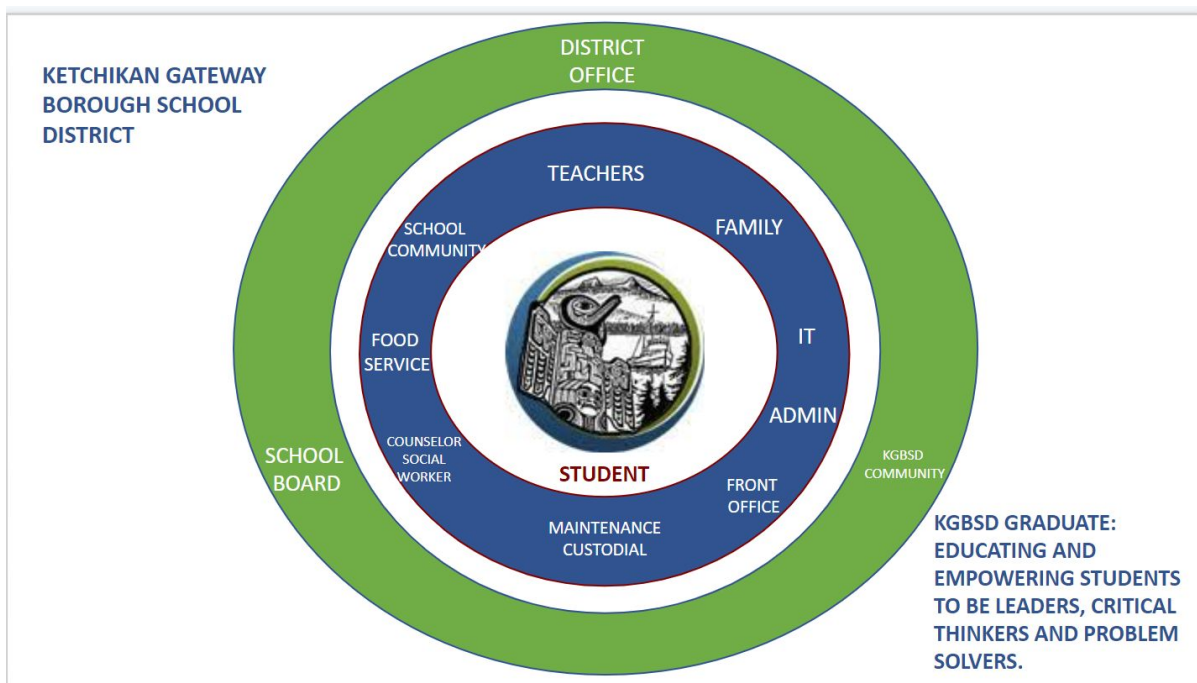
Basketball	<ul style="list-style-type: none"> <li>● January 4-7- @ Monroe Tournament - Boys</li> <li>● January 6-7 - @ Thunder Mountain - Girls</li> <li>● January 13-14 vs. Metlakatla - Boys</li> <li>● January 13-14 @ Palmer Tournament - Girls - Palmer, AK</li> <li>● January 20-21 @ Alaska Airlines Classic - Boys - Anchorage, AK</li> <li>● January 20-21 vs. Juneau - Douglas - Girls</li> <li>● January 27-28 vs. Thunder Mountain - Boys</li> </ul>
DDF	<ul style="list-style-type: none"> <li>● January 27-28 Regional DDF @ Thunder Mountain</li> </ul>

## Safety

- Police conducting mandatory reporting training
- Meeting with Fire Chief Hines
- Monthly Police Meeting
- Monthly State Police Meeting
- Camera servers installed over Winter Break

## Community Building

<p><b>Government Meetings</b></p>	<ul style="list-style-type: none"> <li>● Borough Manager - Assistant Manager</li> <li>● KIC Tribal Council</li> <li>● City Council Meeting</li> </ul>
<p><b>Community Meetings</b></p>	<ul style="list-style-type: none"> <li>● Ketchikan Police Department</li> <li>● W.I.S.H.</li> <li>● Ketchikan Wellness Coalition</li> <li>● Ketchikan Pride Alliance</li> <li>● Ketchikan Fire Department</li> <li>● Alaska State Troopers</li> <li>● Ketchikan Youth Court</li> <li>● KIC attorney</li> </ul>



# KGBSD School Board Goals 2022-2023

<p><b>INSTRUCTION</b></p> <p>Goal #1 – Review assessment data annually for grades K-12 by demographics to address trends of rising or falling scores.</p>	<p>Goal #1 Update</p> <ol style="list-style-type: none"> <li>1. Data to School Board in November during my 100-day review.</li> <li>2. Review of data and discussions with school district administrators and principals - (AK Starr, MAPS, graduation, attendance and off/on track to graduate data)</li> <li>3. Implementation of after school tutoring and credit recovery based on off/on track graduation data and report card data.</li> </ol>	<p>Goal #1 Moving Forward</p> <ol style="list-style-type: none"> <li>1. Review off/on track data with high school administration in January and develop a plan for each student.</li> <li>2. Review of MAPS data in the winter and use it to enhance MTSS task force planning and MTSS implementation in schools.</li> <li>3. Present data to the school board.</li> </ol>
<p>Goal #2 – Implement PreK-12 MTSS with fidelity district wide.</p>	<p>Goal #2 Update</p> <ol style="list-style-type: none"> <li>1. MTSS Refresh Grant awarded to KGBSD and MTSS Refresh Team developed and meeting</li> <li>2. MTSS Task Force created and meeting</li> <li>3. MTSS presentation to the School Board – December</li> <li>4. Continued development of the existing MTSS programs in schools.</li> </ol>	<p>Goal #2 Moving Forward</p> <ol style="list-style-type: none"> <li>1. MTSS Refresh Team will continue to meet with the MTSS coach.</li> <li>2. Attend the RTI/MTSS task in January 2023</li> <li>3. MTSS Task Force will continue to meet to develop a MTSS handbook – 2 year initiative.</li> <li>4. Share best practices in MTSS throughout the district.</li> </ol>
<p>Goal #3 – Focus on reading at grade level by 3<sup>rd</sup> Grade and increase the graduation rate with measurable improvements in both areas.</p>	<p>Goal #3 Update</p> <ol style="list-style-type: none"> <li>1. MTSS program in schools</li> <li>2. Review and analysis of student data from AIMS Web and MAPS to determine the path forward for students.</li> <li>3. Incorporated K-3 teachers in the MTSS program.</li> <li>4. Plans created for students who are off track to graduate.</li> <li>5. After school tutoring program in all subject areas implemented at KHS.</li> <li>6. Addition of a social worker at the high school to help improve student SEL (Social Emotional Learning.)</li> </ol>	<p>Goal #3 Moving Forward</p> <ol style="list-style-type: none"> <li>1. MTSS task force will discuss K-3 interventions and share best practices.</li> <li>2. Analyze K-3 scores for each school and individual students to help develop a plan for students who are Tier II &amp; III and class wide.</li> <li>3. MTSS Refresh Team will work with our coach to develop a district wide approach to MTSS.</li> <li>4. Continue developing plans for all students who are off track to graduate.</li> <li>5. Implement the SAMHSA grant; helping students connect to school using SEL.</li> </ol>
<p>Goal #4 Develop framework with KIC for establishing M certificate recommendation for Alaska Native Language or Culture.</p>	<p>Goal #4 Strategies</p> <ol style="list-style-type: none"> <li>1. Discussion with DEED and AASB on the requirements for teacher certification in this area.</li> </ol>	<p>Goal #4 Moving Forward</p> <ol style="list-style-type: none"> <li>1. Meet with KIC Tribal Educators</li> <li>2. Address the goal through the HR Task Force</li> <li>3. Continue working with state entities on M certificate requirements</li> </ol>

# KGBSD School Board Goals 2022-2023

<p style="text-align: center;"><b>TRUST</b></p> <p>Goal #1- Maintain and improve public trust through a robust communications plan.</p>	<p>Goal #1 Update</p> <ol style="list-style-type: none"> <li>1. Board listening sessions – after the first School Board Meeting of each month.</li> <li>2. Superintendent office hours held monthly for staff to discuss issues.</li> <li>3. Following procedures and policies</li> <li>4. Calendar Survey FY24</li> </ol>	<p>Goal #1 Moving Forward</p> <ol style="list-style-type: none"> <li>1. Continue Board listening sessions</li> <li>2. Budget meetings for FY24</li> <li>3. Continue Superintendent Office hours</li> </ol>
<p>Goal #2- Upon the Board or Superintendent establishing a task force or committee, the Board will ensure that the community is adequately represented and engaged in the process and that internal and external stakeholders are given opportunity to participate as appropriate.</p>	<p>Goal #2 Update</p> <ol style="list-style-type: none"> <li>1. Development of HR Task force to ensure there is a process for hiring and hiring committees</li> <li>2. Presentation to School Board on who makes up these committees and task forces to ensure that there is transparency in the process.</li> <li>3. Including a variety of different stakeholders from all parts of the organization to help form these committees and task forces</li> </ol>	<p>Goal #2 Moving Forward</p> <ol style="list-style-type: none"> <li>1. Continue an open selection process when forming committees and task forces.</li> <li>2. Continue to inform the Board of the selection process and the members of these groups.</li> </ol>
<p>Goal #3 Develop and adhere to specified fair hiring practices across district positions</p>	<p>Goal #3 Update</p> <ol style="list-style-type: none"> <li>1. HR Task Force developing HR practices for all hiring of positions.</li> <li>2. Ensure selection of committee members is representative of district employees.</li> </ol>	<p>Goal #3 Moving Forward</p> <ol style="list-style-type: none"> <li>1. Completed HR Hiring Practices Handbook to be followed by all district employees.</li> <li>2. Training of staff on the new procedures in the HR Hiring Handbook.</li> <li>3. Task Force on Code of Conduct</li> </ol>
<p>Goal #4 –School Board Members will assess 1 or 2 District goals at each regular School Board meeting.</p>	<p>Goal #3 Update</p> <ol style="list-style-type: none"> <li>1. December 2022 – Instruction #2: Implement PreK-12 MTSS</li> <li>2. November 2022 – ALICE and school safety</li> <li>3. October 2022 – Board Orientation</li> <li>4. October 2022 – HR Task Force Update</li> <li>5. September 2022 – Ketchikan Youth for Change</li> <li>6. August 2022 – AASB Board of Education – Superintendent Training</li> </ol>	<p>Goal #3 Moving Forward</p> <ol style="list-style-type: none"> <li>1. January 2023 Board Goals Update</li> </ol>



# KGBSD School Board Goals 2022-2023

<p><b>SAFETY</b>  <b>Goal #1-</b> Support the implementation of Transforming Schools Trauma Engaged Framework and review the implementation quarterly.</p>	<p><b>Goal #1 Update</b></p> <ol style="list-style-type: none"> <li>1. Board of Education training with Superintendent on Trauma Informed Practices conducted by AASB</li> <li>2. SAMHSA Grant award – Hired Director of Support Services</li> <li>3. AASB Trauma Informed Practices Grant</li> <li>4. Training of Principals and staff on Trauma Informed Practices.</li> <li>5. Data review of SEL of students in the district.</li> <li>6. Hiring of Social Worker to help with trauma informed practices at the high school .</li> </ol>	<p><b>Goal #1 Moving Forward</b></p> <ol style="list-style-type: none"> <li>1. Implement SAMHSA Grant</li> <li>2. Implement AASB Grant</li> <li>3. Continue training of staff on Trauma Informed Practices</li> <li>4. Incorporate Trauma Informed Practices into our MTSS handbook when completed.</li> <li>5. Task Force on Code of Conduct</li> </ol>
<p><b>Goal #2-</b> Support the district improving school climate outcomes by reviewing the School Climate and Connectedness Survey quarterly with the Superintendent.</p>	<p><b>Goal #2 Update</b></p> <ol style="list-style-type: none"> <li>1. Reviewed with all building principals</li> <li>2. Continue to develop a welcoming school environment</li> <li>3. Continue professional development with principals and staff on SEL best practices.</li> <li>4. Continue outreach to connect schools and community</li> </ol>	<p><b>Goal #2 Moving Forward</b></p> <ol style="list-style-type: none"> <li>1. Attempt to have as many students, staff and community complete the survey as possible. This will help ensure the data is comprehensive and valid.</li> <li>2. Plan in-service around the results in FY24.</li> </ol>

Memo To: Michael Robbins, Superintendent  
 From: David Means, Interim Business Manager  
 Subject: FY 2024 Budget Development Timeline

<b>Date</b>	<b>Day</b>	<b>Steps</b>	<b>Who</b>
January 06	Friday	Superintendent & Administration reviews fiscal assumptions	Superintendent
January 12	Thursday	Business Manager presents detailed fiscal assumptions to Administrators	Superintendent & Business Manager
January 25	Wednesday	Superintendent & School Board review fiscal assumptions	Superintendent & Business Manager
February 28	Tuesday	Last day to spend from teacher stipends.	Teachers
March 02	Thursday	Budget adjustment requests due to Business Manager	Administrators
March 07	Tuesday	Public Budget Forum – TBD	Superintendent & Business Manager
March 14	Tuesday	Finance Committee Meeting to set priorities for draft budget	Board, Superintendent, Business Manager
March 24	Friday	Charter Schools projected enrollment due	Charter Schools
March 31	Friday	Completion of FY24 Draft Budget for review	Superintendent & Business Manager
March 31	Friday	Deadline for out of state purchases	All district employees
April 12	Wednesday	FY24 Budget Public Hearing #1	School Board
April 14	Friday	Charter Schools provide APC Approved Budgets with APC approved budget	Charter Schools
April 19	Wednesday	Budget Work Session with School Board, if applicable	Superintendent & Business Manager
April 26	Wednesday	FY24 Budget Public Hearing #2	School Board
April 26	Wednesday	School Board adopts Preliminary Budget	School Board
April 28	Friday	Transmit Budget to Borough Assembly	Superintendent & Borough Manager
April 28	Friday	Request Expenditure Authority	Superintendent & Borough Manager
May 01	Monday	Deadline for all purchases (grant expenditures reviewed)	All KGBSD Employees
May 01	Monday	Present Budget to Borough Assembly	Superintendent & Borough Manager
May 15	Monday	Initial Borough ordinance for total budget	Borough Assembly & Borough Manager
June 14	Wednesday	School Board adopts Preliminary Budget	School Board
July 14	Friday	Transmit Approved Final Operating Fund Budget to State of Alaska - Department of Education & Early Development	Business Manager

Dates are subject to change.