

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION  
AGENDA STATEMENT

No. 10 a.

MEETING OF April 24, 2024

Item Title:  
NEW BUSINESS

Reviewed By:

Motion to approve a contract extension and modification for the  
Superintendent of Schools, as presented

Board of Education  
 Legal Counsel

SUBMITTED BY Stephen Bradford, The Board of Education President, 907 247 2109

SUMMARY STATEMENT:

The Board is being asked to approve a contract extension and modification for the Superintendent.

ISSUE:

Board Policy 2123 requires the Board to complete an annual evaluation of the Superintendent. At the conclusion of Michael Robbins' 2024 evaluation, the Board suggested possible modifications to the Superintendent's Employment Contract to be presented for further discussion and action by the board.

BACKGROUND:

The Board began the Superintendent Evaluation process by surveying stakeholders and staff. The Superintendent completed a self-evaluation and board members individually completed evaluations, following the Oregon School Boards Association ESD Superintendent Evaluation Workbook. The Board held an executive session to discuss the results and share them with the Superintendent. The recommendation from the Board was to extend the Superintendent's contract for two years beyond the current contract with certain modifications.

FISCAL NOTE:

See attached modifications

EXHIBITS ATTACHED

- Summary results of board member evaluations and stakeholder responses
- Modification to and Extension #2 of Superintendent's Employment Contract

RECOMMENDED ACTION:

"I move that the Board of Education **approve an extension and modification to the Employment Contract with Mr. Michael Robbins as Superintendent of Ketchikan Gateway Borough School District, through the 2026-2027 Fiscal Year, as presented.**"

**MODIFICATION TO AND EXTENSION #2 OF  
SUPERINTENDENT’S EMPLOYMENT CONTRACT**

This Modification to and Extension #2 of Superintendent’s Contract is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2024 by and between the Ketchikan Gateway Borough School District, acting by and through its Board of Education (the “District”), and Michael Robbins as Superintendent.

The parties have previously entered into that Superintendent’s Employment Contract and Modification To and Extension #1 Of Superintendent’s Employment Contract, pursuant to which Superintendent is employed as the chief school administrator of the District for a term of two (2) years expiring on June 30, 2025 (the “Contract”).

The parties now desire to modify certain provisions of the Contract and extend the term. NOW THEREFORE, the District and Superintendent agree as follows:

1. The Term as stated in Paragraph 1 of the Contract is extended by two (2) years expiring on June 30, 2027.
2. Compensation, as stated in Paragraph 5 of the Contract is modified as follows: beginning with the period July 1, 2024 through June 30, 2025, the annual salary per school year is increased as of July 1 of each fiscal year by \$3,000.00 to mirror the contracts with other Administrators, plus an additional increase of three percent (3%) as a cost-of-living adjustment. All other terms and conditions of Paragraph 5 of the Contract remain unchanged.
3. Effective July 1, 2024 Paragraph 7.b. of the Contract is hereby modified to provide that Superintendent may be paid for up to twenty (20) days of unused annual leave each fiscal year. All other terms and conditions of Paragraph 7.b. of the Contract remain unchanged.
4. In order to align the Contract with other Administrator contracts, effective July 1, 2024 Paragraph 8. of the Contract is hereby modified to provide that Superintendent shall be paid \$150.00 per calendar month as reimbursement of cell phone expenses incurred by the Superintendent. All other terms and conditions of Paragraph 8. of the Contract remain unchanged.
5. There are no further modifications to the Contract and all of the terms and conditions in the Contract that are not modified as stated herein are hereby ratified and affirmed.

IN WITNESS WHEREOF, the District, by and through two duly authorized members of its Board, and the Superintendent have executed this agreement, the day and year next below written.

Ketchikan Gateway Borough  
School District

Date: \_\_\_\_\_, 2024

By \_\_\_\_\_  
Stephen Bradford, Board President

State of Alaska

1<sup>st</sup> Judicial District

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2024, by Stephen Bradford, President of the Ketchikan Gateway Borough School District Board of Education, on behalf of the Ketchikan Gateway Borough School District.

\_\_\_\_\_  
Notary Public for Alaska  
Commission Expires: \_\_\_\_\_

Date: \_\_\_\_\_, 2024

By \_\_\_\_\_  
Nicole Anderson, Board Treasurer

State of Alaska

1<sup>st</sup> Judicial District

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2024, by Nicole Anderson, Treasurer of the Ketchikan Gateway Borough School District Board of Education, on behalf of the Ketchikan Gateway Borough School District.

\_\_\_\_\_  
Notary Public for Alaska  
Commission Expires: \_\_\_\_\_

Date: \_\_\_\_\_, 2024

\_\_\_\_\_  
Michael Robbins

State of Alaska

1<sup>st</sup> Judicial District

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2024, by Michael Robbins.

\_\_\_\_\_  
Notary Public for Alaska  
Commission Expires: \_\_\_\_\_

2024 KGBSD Superintendent Evaluation and 360° Survey Results

Oregon School Boards Association ESD Superintendent Evaluation Handbook-  
KGBSD School Board Evaluation Results:

SCORES BETWEEN:	GRADE
3.5 - 4.0	Accomplished
2.5 - 3.4	Effective
1.5 - 2.4	Developing
0.0 - 1.4	Ineffective

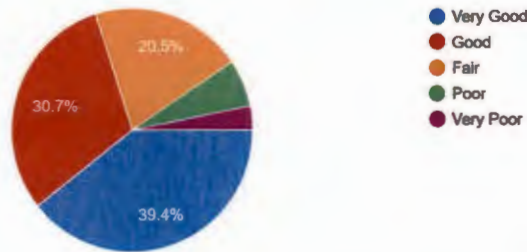
Part 1 Standards:	AVG.	SCORE
Visionary Leadership	3.1	Effective
Policy and Governance	3	Effective
Communications and Community Relations	2.9	Effective
Effective Management	3.3	Effective
Resource Management	2.9	Effective
Labor Relations	3.4	Effective
Ethical Leadership	3.3	Effective

Part 2 Goals:		
<p>Goal 1 INSTRUCTION</p> <ul style="list-style-type: none"> <li>-Review assessment data annually for grades K-12 by demographics to address trends of rising or falling scores.</li> <li>-Implement PreK-12 MTSS with fidelity district wide.</li> <li>-Focus on reading at grade level by 3rd grade and increase the graduation rate with measurable improvements in both areas.</li> <li>-Develop framework with KIC for establishing M Certificate recommendation for Alaska Native Language or Culture.</li> </ul>	3.3	Effective
<p>Goal 2 TRUST</p> <ul style="list-style-type: none"> <li>-Maintain and improve public trust through a robust communications plan.</li> <li>-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 the opportunity to participate as appropriate.</li> <li>-Develop and adhere to specified fair hiring practices across district positions.</li> <li>-School Board Members will assess 1 or 2 Board goals at each regular School Board meeting.</li> </ul>	2.7	Effective
<p>Goal 3 SAFETY</p> <ul style="list-style-type: none"> <li>-Support the implementation of Transforming Schools Trauma Engaged Framework and review the implementation quarterly.</li> <li>-Support the district in improving school climate outcomes by reviewing the School Climate and Connectedness Survey quarterly with the Superintendent.</li> </ul>	3.3	Effective

### 360° Survey Results:

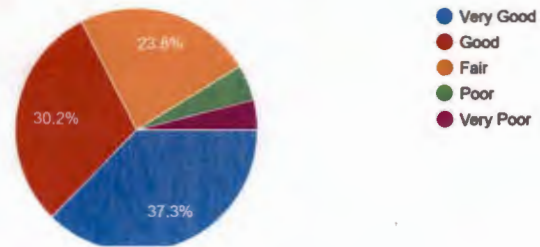
The Superintendent created a team to monitor off-track students and formulate plans; hired social workers for students to talk to; and instituted after-school remedial strategies to increase the graduation rate?

127 responses



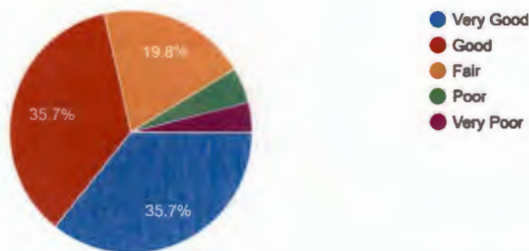
The Superintendent created an MTSS task force with representation from all schools; reviewed and analyzed all MTSS procedures; and is analyzing MA... (MTSS) and individualized targeted interventions?

126 responses



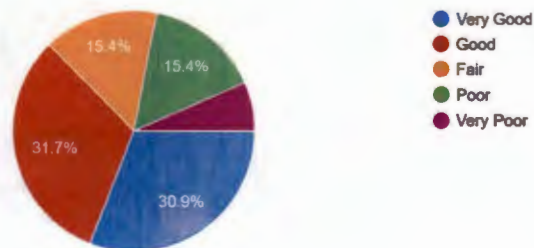
The Superintendent is tasked with finalizing a Strategic Plan. In your opinion, how has the Superintendent done in thinking and acting strategically on behalf of the District?

126 responses



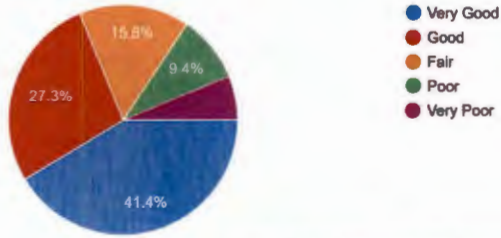
The Superintendent created an HR task force; implemented new HR procedures and timelines; and has presented a new HR Handbook to the school board and structures that are transparent and equitable?

123 responses



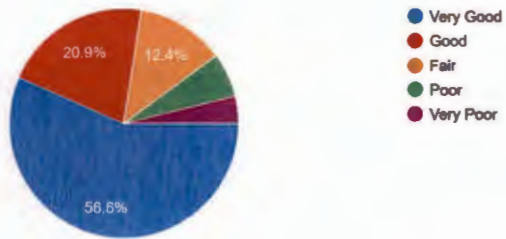
How would you rate the Superintendent in his ability to manage the dynamic challenges of the District?

128 responses



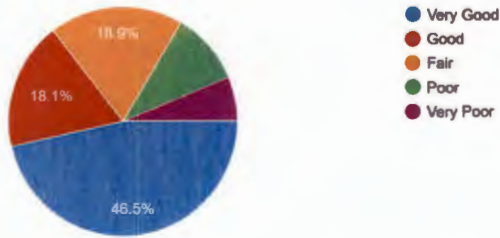
How would you rate the Superintendent on his commitment to being present in all our schools and engaging with administrators?

129 responses



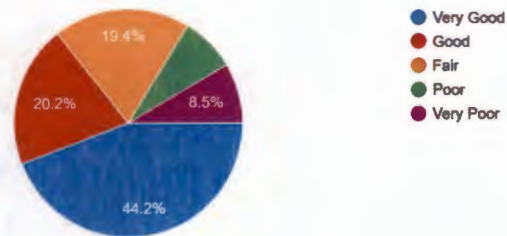
How would you rate the Superintendent on his commitment to open communication with District staff?

127 responses



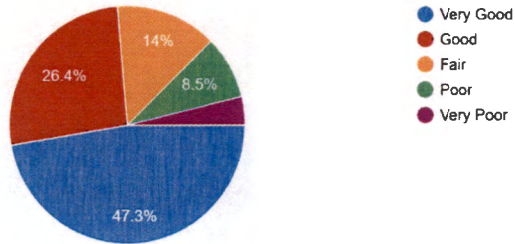
How would you rate the Superintendent on his commitment to open communication and transparency with parents and the community?

129 responses



How would you rate the Superintendent on meaningful engagement of community stakeholders, partners and tribes?

129 responses



How would you rate the Superintendent's overall performance so far?

131 responses

