



Board of Education Meeting
January 15, 2020
Superintendent Report

Superintendent and Director Reports

- Beth Lougee-Superintendent
 - DEED Positive Trajectories
 - Calendar Update
- Katie Parrott- Business Manager
 - Business Software Update
 - Nutrition Program
- Alonso Escalante- Director of Curriculum, Instruction and Assessment
 - Science Curriculum Update
 - ELA Curriculum Update
 - ALICE Student Curriculum Update
- Richard McAlpin-Director of Maintenance
 - KGBSD Major Maintenance and Capital Projects Updates
- Teri Crofcheck- Director of Special Education
 - Programming Update
- Bill Whicker- Director of Technology and Jorgen Johansen
 - Student and Staff Security Software

Student Report:

Brendon Roof

SBA President

Ketchikan Gateway Borough School District

333 Schoenbar Rd. • Ketchikan, Alaska 99901

Ph. (907) 247-2109 Fax: (907) 247-3820

Elizabeth Lougee, Interim Superintendent • Katie Jo Parrott, Business Manager

Catherine Alilin, Human Resources • Terri Crofcheck, Special Services • Alonso Escalante, Curriculum



Memo

To: Beth Lougee, Superintendent
From: Katie Jo Parrott, Business Manager
CC: Kerry Watson, Board Clerk
Date: January 10, 2020
RE: Business Report

Finance/HR & Payroll Software System Migration – Live in 2020

Our new Infinite Visions system is now live! We are working throughout the month of January to fully transition all business processes through the new system. Training will be conducted with workflow users (school and district administrative staff) in mid-January, and individual employee portal access will be provided to all other staff by the end of the month.

I would like to thank the Business Office staff for all of their hard work to make this project come to fruition, and to the Superintendent and School Board for their approval and support of this project. This change is bringing the district into the 21st century with all business processes, and will facilitate increased data-driven decision-making for district administration and ease of access to important information for employees.

National School Lunch Program Review

In November, an on-site review was conducted of the district's food service program for compliance with the National School Lunch Program standards. Some new and repeat findings were identified in the review and, as a result, a corrective action plan was issued in December. Program staff are currently working to complete the compliance activities outlined in the plan by January. Prior to this, district administration solicited a comprehensive review of the district's food service program to identify areas for improvement throughout the system, with the goal of providing a better product, increasing reimbursements under the federal program, ensuring compliance, and improving utilization of district facilities. Recommendations will be forthcoming as a result of both reviews.

FY19 Per-Pupil Expenditure Reporting

The district recently submitted the first per-pupil expenditure report to the state in accordance with the new financial transparency requirement under ESSA. We were pleased with the results and insights of this report related to the allocation of resources throughout the district. These numbers reflect an equitable distribution of both state/local and federal funds by the district, as well as a low ratio of district administration expenditures. In the coming weeks district leadership will be closely analyzing this information in order to make any changes in resource allocation ahead of the FY21 budget. (See attached PPE reports and FY21 Budget Timeline.)

FY2019 Per Pupil Expenditure Report

District	School ID	ADM	School Name	Part I: SCHOOL State + Local + Impact Aid	Part I: SCHOOL Federal	Part II: DISTRICT State + Local + Impact Aid	Part II: DISTRICT Federal	Site-level State Local	Site-level Federal	Site-level Total	District State Local	District Federal	District- Level Total	Total PPE
Ketchikan		2247.00				5,988,648.98	-							
Ketchikan	258010	66.55	Fast Track	496,301	34,830			7,458	523	7,981	2,665	-	2,665	10,646
Ketchikan	250050	261.25	Fawn Mountain Elementary	4,157,670	416,097			15,915	1,593	17,507	2,665	-	2,665	20,172
Ketchikan	250010	365.90	Houghtaling Elementary	6,146,695	645,289			16,799	1,764	18,562	2,665	-	2,665	21,228
Ketchikan	259010	194.80	Ketchikan Charter School	3,037,351	248,638			15,592	1,276	16,869	2,665	-	2,665	19,534
Ketchikan	250020	570.00	Ketchikan High School	9,482,606	361,272			16,636	634	17,270	2,665	-	2,665	19,935
Ketchikan	250100	277.90	Point Higgins School	4,307,970	220,794			15,502	795	16,296	2,665	-	2,665	18,962
Ketchikan	257010	103.43	Revilla Jr/Sr High School	1,921,260	126,612			18,576	1,224	19,801	2,665	-	2,665	22,466
Ketchikan	250040	240.28	Schoenbar Middle School	4,372,145	194,870			18,196	811	19,007	2,665	-	2,665	21,673
Ketchikan	259020	166.90	Tongass School of Arts and	2,750,505	299,207			16,480	1,793	18,273	2,665	-	2,665	20,938

Total PPE Expenditures	45,208,760
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Ketchikan Gateway Borough School District Per Pupil Expenditures FY19

										Tongass School of Arts and Sciences Charter
	Fast Track	Fawn Mountain Elementary	Houghtaling Elementary	Ketchikan Charter School	Ketchikan High School	Point Higgins School	Revilla Jr/Sr High School	Schoenbar Middle School		School
Enrollment	66.55	261.25	365.90	194.80	570.00	277.90	103.43	240.28		166.90
<u>Site-Level Expenditures</u>										
State/Local	7,458	15,915	16,799	15,592	16,636	15,502	18,576	18,196		16,480
Federal	523	1,593	1,764	1,276	634	795	1,224	811		1,793
Site-Level Total	\$ 7,981	\$ 17,507	\$ 18,562	\$ 16,869	\$ 17,270	\$ 16,296	\$ 19,801	\$ 19,007	\$	18,273
<u>Site Share of District Expenditures</u>										
State/Local	2,665	2,665	2,665	2,665	2,665	2,665	2,665	2,665		2,665
Federal	-	-	-	-	-	-	-	-		-
Site Share of District Total	\$ 2,665	\$ 2,665	\$ 2,665	\$ 2,665	\$ 2,665	\$ 2,665	\$ 2,665	\$ 2,665	\$	2,665
Total School Expenditures	\$ 10,646	\$ 20,172	\$ 21,228	\$ 19,534	\$ 19,935	\$ 18,962	\$ 22,466	\$ 21,673	\$	20,938
Ranking Lowest to Highest	1	5	7	3	4	2	9	8		6

Data Check										
School Enrollment * School PPE row 3 * row 12	708,497.86	5,270,044.26	7,767,171.11	3,805,164.88	11,363,028.28	5,269,416.07	2,323,518.19	5,207,389.73		3,494,529.87
Total PPE Expenditures sum of row 16	45,208,760.24									
Ties to Total Expenditures on tab 3?	TRUE									

1/3/2020	Overall	Lowest PPE Point Higgins	Highest PPE Revilla	Difference: \$3,504		Disparity: 18.5%				
	Elementary	Lowest Point Higgins	Ketchikan Charter	Mid Fawn Mountain	Tongass School	Highest Houghtaling	Difference: \$2,266			
		278	195	261	167	366				
	Secondary	Lowest Kayhi	Mid Schoenbar	Highest Revilla	Difference: \$2,932		Reason? Economies of scale			
		570	240	103						
ALL	Lowest	Point Higgins	Ketchikan Charter	Kayhi	Mid Fawn Mountain	Tongass School	Houghtaling	Schoenbar	Highest Revilla	

NOTES:

Correspondence students are receiving approximately half of what school enrolled students are costing.

Ketchikan School District
Budget Timeline for FY 2021 Budget

August 15, 2019

Memo To: Elizabeth Lougee, Superintendent
From: Katie Jo Parrott, Business Manager
Subject: FY 2021 Budget Development Timeline

Date	Steps	Who
January 08	Superintendent & Administrators review fiscal assumptions	Superintendent
January 15	Superintendent & School Board review fiscal assumptions	Superintendent & Business Manager
February 05	Public Meeting KHS Library @ 6:00 pm	Superintendent & Business Manager
February 18	Business Manager presents detailed fiscal assumptions to Administrators	Superintendent & Business Manager
February 28	Last day to spend from teacher stipends.	Teachers
March 06	Budget adjustment requests due to Business Manager	Administrators
March 07	Public Meeting KHS – Library @ 2:00 pm	Superintendent & Business Manager
March 31	Completion of FY21 Draft Budget for Review	Superintendent & Business Manager
April 03	Deadline for out of state purchases	All district employees
April 08	FY21 Budget Public Hearing #1	School Board
April 15	Charter Schools projected enrollment due	Charter Schools
April 22	FY21 Budget Public Hearing #2	School Board
April 22	School Board adopts Budget	School Board
April 30	Transmit Budget to Borough Assembly	Superintendent & Borough Manager
April 30	Request Expenditure Authority	Superintendent & Borough Manager
May 01	Deadline for all purchases	All KGBSD Employees
May 04	Present Budget to Borough Assembly	Superintendent & Borough Manager
May 18	Initial Borough ordinance for total budget	Borough Assembly & Borough Manager
June 01	Charter Schools provide APC Approved Budgets	Charter Schools
June 15	Business Manager provides modifications to Charters	Business Manager
July 15	Transmit Approved Final Budget to State of Alaska	Business Manager

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Memo

To: Beth Lougee, Superintendent
From: Katie Jo Parrott, Business Manager
Date: January 10, 2020
RE: Sale of Technology

Per Board Policy 3270 and AR 3270, the following items were sold and are required to be reported to the Superintendent and School Board. The proceeds from these sales were credited to the accounts from which the items were originally purchased. Please contact the business office if you have any questions regarding the sale of these items.

FY19 Fixed Assets Sold							
Acquired Date	Years in Service	Description	Sold To	Amount of Sale	Paid Via	Account Credited	Tag Number
08/15/2019*	5	Mac Airbook	Heidi Bauer	\$25.00	Cash	74.191.100.457.174	31611

*Inadvertently left off of the August 2019 Sale of Technology report

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Memo

To: Beth Lougee, Superintendent
From: Katie Jo Parrott, Business Manager
Date: January 10, 2020
RE: Maintenance Surplus Sale

Per Board Policy 3270 and AR 3270, the following items were sold and are required to be reported to the Superintendent and School Board. The proceeds from these sales were credited to the accounts from which the items were originally purchased. Please contact the business office if you have any questions regarding the sale of these items.

Board approval was given on September 18, 2019 for the Maintenance Department to conduct a surplus sale of equipment, the results of which are as follows:

2019 KGBSD Surplus Sale				
Name	Item	Minum Bid	Price Sold	
Gary Lake	Lincoln Welder ideal arc tig welder	\$ 500.00	\$ 600.00	
	Miller Welder CP200 Wire Feed w/miller WC115 Aluminum Spool Gun	\$ 500.00	\$ 1,127.00	
	Kogler PowerPro gas generator	\$ 150.00	\$ 177.00	
	1987 Ford L8000 5-yard dump truck 3208 engine	\$ 1,500.00	\$ 3,777.00	
	1994 small Dodge Van	\$ 300.00	\$ 317.00	
	Dayton 20kw single phase stand-by generator	\$ 1,000.00	\$ 1,777.00	
Randy Dobrydnia	Gravelly tractor w/attachments	\$ 500.00	\$ 750.00	
Paul Hamilton	Promark Brush Chipper	\$ 500.00	\$ 1,050.00	
Fritz Peters	1985 GMC 3500 Bucket Truck** (No bids submitted - sold vs. scrapped)	\$ 800.00	\$ 250.00	**
Pool Engineering	4000 Gallon Ace Fuel tank on skid	\$ 1,500.00	\$ 4,444.00	

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Science Curriculum Review Dates

1. 12/16/19 – HM will present on their curriculum
2. 1/13/20 – Edgenuity will present
3. 1/14/20 – Discovery Ed will present
4. 1/21/20 – Group discussion on science curriculum options. After this meeting we should determine appropriate next steps: If there is a science curriculum recommendation from the committee: Public comment meeting date? Present to the school board date?

UPDATE ON CURRENT KGBSD MAJOR MAINTENANCE AND CAPITAL PROJECTS

To date, the Borough and School District have accomplished 22 of the 23 approved scopes of work paid for by the 2013 \$5.5M School Bond; closed out three of the four projects (DR13-102: Fawn Mountain Upgrades, DR13-103: District Site Upgrades and DR13-104: Mike Smithers Pool Demolition); and have one project left to complete.

Until the completion of the Ketchikan High School Clock/Intercom System Upgrades, DR13-100: Districtwide Major Maintenance remains open. Borough staff is working with the Department of Education on redirecting the remaining funds from each of the close projects to the remaining open project; DR13-100: Districtwide Major Maintenance.

Security Upgrades: The District is in the process of hiring a security consultant to assess its current system and make recommendations for a new or upgraded system. A consultant is expected to be hired this spring. Once those upgrades are determined, the District anticipates releasing a Request for Proposals for the work. The District will keep the Assembly informed as this project moves forward.

Tongass School of Arts & Science Office Expansion: Tongass School of Arts & Science has raised \$75,000 to contribute towards the project. They, along with District staff have been working with an engineering firm to put together bid documents for the project. An Invitation for Bids was released the first week of January and is scheduled to close on March 5. Construction of the office expansion will not begin until school is let out for the summer. Funding is identified in the FY 2021 Capital Improvement Plan and baring objection from the Assembly, will be included in the School Bond CIP fund in the FY 2021 budget.

FUNDING

District and Borough staff have worked together to leverage existing funds and to plan how projects will be funded if the Alaska Department of Education and Early Development (DEED) bond debt reimbursement program is not reinstated. If the DEED program is not reinstated, a much heavier demand will be placed on the School Bond CIP fund. The local match (\$1,008,508) for the Houghtaling Roof Replacement project is being paid from the School Bond CIP fund in FY 2020. Additionally, in the next few years at least three more significant projects are anticipated: repair and upgrade of the Point Higgins mechanical system at an estimated project cost of \$1,950,566; replacement of the Point Higgins pitched roof at an estimated project cost \$4,086,729; and security upgrades at an estimated amount yet to be identified. The source of funding for the three large projects is unidentified at this time; however, due to the large scale of the projects, bonding may be the best funding mechanism.

FUTURE CAPITAL IMPROVEMENT AND MAJOR MAINTENANCE PROJECTS

Attached is the five-year capital improvement and major maintenance project list.

FY 2021 - FY 2025 SCHOOL DISTRICT CAPITAL IMPROVEMENT PROJECTS AND MAJOR MAINTENANCE REPAIRS					
District Priority No.	Project Name / Description	Estimated Project Cost	Fiscal Year to be Completed	Project Identified in Legislative CIP Request?	Funding Source
1.	Tongass School of Arts & Science Office Expansion The expansion is to provide additional office space and will improve security to the building. *TSAS has raised \$75,000.00 of their own money to contribute towards the project. Total project cost estimated at \$215,000.	\$ 140,000.00	FY 2021	No	School Bond CIP
2.	Fire Panel Upgrades 1. Valley Park Complex 2. Houghtaling Elementary School 3. Fawn Mountain Elementary School The existing panels are well past their useful life. Replacing the fire panels at the three schools will improve the safety of students and faculty. The upgrades to the three schools will be spread out over the next three years.	\$ 360,000.00 \$ 120,000.00 \$ 120,000.00 \$ 120,000.00	Various FY 2021 FY 2022 FY 2023	No	School Bond CIP
3.	Kayhi Security Cameras and Other Upgrades This project was originally slated to replace 30 outdated security cameras in the High School; however, as more research was done on school building security, it is the Districts priority to conduct a safety analysis on the existing buildings and then move forward with the upgrades. It is unknown at this time what those upgrades will look like. The District will utilize the funds that were appropriated in FY 2020 to conduct the analysis. The District will keep the Assembly inform as the project advances.	\$ 100,000.00	FY 2021	Yes	School Bond CIP
4.	Pt Higgins Pitched Roof Replacement 1. Architecture and Engineering 2. Construction The existing roof is 33-years old and quickly approaching its useful life. Staff has had to begin patching portions of the roof due to its age. A full replacement will need to occur within the next couple of years.	\$ 4,086,729.00 \$ 200,000.00 \$ 3,886,729.00	Various FY 2021 FY 2022	Yes	Various School Bond CIP Not Yet Identified
5.	Schoenbar Middle School Gym Floor Repairs Staff has made several repairs to the gym floor due to air pockets developing in areas believed to be caused from water intrusion; however, the exact causes is unknown. Exploration work will need to be done to located the cause and then move forward with a solution to fix it.	\$ 50,000.00	FY 2022		School Bond CIP
6.	High School Rear Entry Sidewalk and Asphalt Repairs Repair approximately 200 lf of Spaulding concrete sidewalk and replace failing asphalt at the rear entry to the building.	\$ 300,000.00	FY 2022	No	School Bond CIP
7.	Pt Higgins Mechanical and Electrical Upgrade 1. Architecture and Engineering 2. Construction This work would replace all of the major mechanical systems in the school, including the domestic gray and black water systems, HVAC systems and new boilers. The project will also include updating all of the outdated electrical system as well. Both to are original to the 1986 construction.	\$ 1,950,566.00 \$ 200,000.00 \$ 1,750,566.00	Various FY 2022 FY 2023	Yes	Not Yet Identified
8.	Biomass Boiler Upgrades Installation of a pre-package stand alone wood pellet boiler to the northwest of the current high school mechanical room. This site will require approximately 94 feet of underground ground pipe work to be plumbed into the existing mechanical room.	\$ 2,083,615.00	FY 2025	Yes	Not Yet Identified
Total 5-Year Estimated Cost:		\$ 9,070,910.00			
Estimated total for projects paid for by School Bond CIP Fund		\$ 1,150,000.00			
Estimated total for projects without funding source identified		\$ 7,920,910.00			