

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT  
BOARD OF EDUCATION  
AGENDA STATEMENT

No 8 a.

MEETING of: April 26, 2023

Item Title

**CONSENT CALENDAR**

Approval of the regular meeting minutes of April 12, 2023

SUBMITTED BY: Crystal Vail, School Board Clerk

**CONSENT CALENDAR**

a. Motion to approve the regular meeting minutes of April 12, 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 April 12, 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 12<sup>th</sup> Day of April 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: Present members included Board President Stephen Bradford, Vice President Keenan Sanderson, Clerk-Treasurer Nicole Anderson, Members Diane Gubatayao, Tom Heutte, Melissa O'Bryan and Student Member Jack Zink. Member Paul Robbins, Jr. was out with an excused absence.

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

**APPROVAL OF AGENDA**

Approved

**PUBLIC RECOGNITION**

President Bradford read a proclamation for the Month of the Military Child and Member Heutte read a proclamation for School Library Month.

**CITIZEN REMARKS**

Caitlin Jacobson KHS Librarian, reported Winter events at district libraries, including the addition of books to each school library, specifically featuring titles written or illustrated by Native Americans and/or the subject area is representative of Native American culture. She also thanked the Board for showing support during School Library Month.

Sarah Campbell, KEA President, spoke about the negotiated agreement before the board at the meeting, reminding the board of the various positions included in the Certified Staff List.

Brooke Ratzat, district parent, spoke of her support of the high school's National Ocean Science Bowl team and suggested the program be considered for budgeted activity funding. She explained the benefits the program gives students and her as a local business owner. She advocated for the program's ability to promote skills and careers which are specific to our local economy. She asked the Board how to initiate the process of getting activity funding versus the current donation funding.

Charlene Meeks, district parent, expressed her concern for the reduced hours for preschool in the upcoming school year.

**INFORMATION AND REPORTS FROM BOARD MEMBERS:**

Member Anderson reported the action taken by the Assembly- School Board liaison committee at the meeting of April 6, 2023.

Member Gubatayao reported on the Finance committee discussion about conducting a Budget Town Hall meeting for the public. The results of an attendance survey were reported and it was decided to go forward with the tentative plan to hold a Town Hall meeting on April 19, 2023 at 6:00 in the Kayhi Library.

Member Gubatayao also reminded the board there was an opportunity to testify to Senate finance about SB 52. Member Anderson reported the Policy Committee meeting included discussion of a new policy on Narcan and revising the policy regarding background checks. The committee discussed a new land acknowledgement policy and the desire to have it created as part of a government-to-government meeting with KIC and Saxman. A policy on how to handle complaints against Board Members is also being constructed by the committee.

President Bradford thanked Borough Attorney Glen Brown and Borough Clerk Kacie Paxton for offering a recent training on Robert's Rules of Order and the Open Meetings Act.

**REPORTS FOR INFORMATION:**

Claims of March 31, 2023- claims approved as presented.  
Monthly Results of District Operations- no questions raised.

**STUDENT MEMBER REPORT:**

Student Member Jack Zink gave a report that included Southeast Music Festival in Ketchikan, KHS Track and Field's travel to Washington and Juneau, KHS Softball's trip to Sitka, Close- Up's travel to Washington, D.C. and Prom on April 14, 2023.

**SUPERINTENDENT REPORT:**

Superintendent Robbins reported his intention to testify in support of Senate Bill 52. He announced that the first day for teachers in the 23-24 school year will include Trauma Informed workshops and training. He thanked Matt Beimler from district IT for helping with technical issues during board meetings. He reported other community meetings and thanked Member Gubatayao for helping set up a meeting with Rotary and the Polish Delegation.

**ACTION ITEMS**

**PUBLIC HEARING - POLICY**

- a. Motion to approve new Board Policy 5141.25 Narcan, in first reading.

M/S: ANDERSON/GUBATAYAO

PUBLIC COMMENT: NONE

BOARD DISCUSSION:

School Board members commented that the suggestion for this policy came from the District Nurse, that the policy closely follows the AK State standing orders concerning Narcan and that it is an important policy to include to support staff and students.

ROLL CALL:

6 YES- ZINK (preferential,) SANDERSON, ANDERSON, GUBATAYAO, HEUTTE, O'BRYAN, BRADFORD  
MOTION APPROVED

- b. Motion to approve revisions to policy BP 4112.5 Security Check, in first reading.

M/S: HEUTTE/ANDERSON

PUBLIC COMMENT: NONE

BOARD DISCUSSION: Superintendent Robbins explained the reasoning behind the revisions, stating that each case would be considered individually.

ROLL CALL:

6 YES- ZINK (preferential,) GUBATAYAO, ANDERSON, HEUTTE, SANDERSON, O'BRYAN, BRADFORD  
MOTION APPROVED

**PUBLIC HEARING- BUDGET**

- a. Motion to approve the FY'24 Draft Operating Budget, in first reading.

M/S: ANDERSON/SANDERSON

PUBLIC COMMENT: NONE

STAFF/BOARD DISCUSSION: Superintendent Robbins noted any shifts in funding may cause slight changes.

Member Anderson raised a question regarding a line item of Medicaid Reimbursements.

Member Sanderson raised a question to staff regarding fulfilling the district's counseling needs. President Bradford asked Superintendent Robbins to confirm that the FY24 budget included the appropriate level of health insurance funding. Superintendent Robbins answered questions from board members and explained his budgeting process which included the funding the health insurance fund as suggested by USI Insurance Services.

Member Gubatayao voiced her reasons for voting no to approving the proposed budget.

Member O'Bryan asked the Superintendent about reducing special education paraprofessionals.

ROLL CALL:

5 YES- ZINK (preferential,) O'BRYAN, SANDERSON, HEUTTE, ANDERSON, BRADFORD  
1 NO- GUBATAYAO  
MOTION APPROVED

## **CONSENT CALENDAR**

- a. Motion to approve the regular meeting minutes of March 22, 2023
- b. Motion to approve the offering of a certificated administrator contract for Principal of TSAS for the 2023-24 school year.
- c. Motion to approve the offering of a certified teacher contract to Sarah Huerta for the remainder of the 22-23 school year.
- d. Motion to approve non-tenured certified teacher contracts for the 2023-24 school year.
- e. Motion to approve the contract with Alaskan Industries, Inc. for the Schoenbar Gym Floor Replacement Project in the amount of \$288, 600.
- f. Motion to approve the contract with Ketchikan Mechanical, Inc. for the Houghtaling Waterline Replacement Project in the amount of \$114, 357.29

M/S: SANDERSON/HEUTTE  
NO OBJECTIONS TO THE CONSENT CALENDAR

CONSENT CALENDAR APPROVED

## **NEW BUSINESS**

- a. Motion to ratify the negotiated agreement between KEA and KGBSD for 2023-2026.

M/S: GUBATAYAO/HEUTTE

DISCUSSION: NONE

ROLL CALL: 6 YES- ZINK (preferential,) SANDERSON, GUBATAYAO, O'BRYAN, HEUTTE, ANDERSON, BRADFORD

MOTION APPROVED

## **EXECUTIVE SESSION**

Motion to enter an executive session to discuss a personnel matter; matters which by law, municipal charter or ordinance are required to be confidential.

M/S: ANDERSON/SANDERSON

ROLL CALL: 6 YES- ZINK (preferential,) ANDERSON, HEUTTE, GUBATAYAO, O'BRYAN, SANDERSON, BRADFORD

MOTION APPROVED

The Board was in executive session from 7:10 p.m. to 7:24 p.m.

The Board took a recess from 7:24 p.m. to 7:30 p.m.

## **DISCUSSION**

- a. Arjava Consulting Report- Independent audit findings regarding District Health Insurance

Traci Schnat, from Arjava Consulting, LLC., reported the findings from an audit performed on District Health Insurance expenditures from 2017-2018 through 2021-2022.

- b. Borough/District Lease for office spaces in the White Cliff Building

Superintendent Robbins reported information concerning the District office lease in the White Cliff Building. The Borough notified the district that the rent would be raised for FY '24. The Central Office will move from 2<sup>nd</sup> floor to 3<sup>rd</sup> floor White Cliff during the summer of '23.

- c. Issuance of a letter of censure to a board member

President Bradford recapped the past reasons why this came up as a discussion item and explained the process of moving forward issuing a letter of censure to a board member. He explained he would need four hands direction from the board to pursue contacting counsel and drafting a resolution regarding the issuance of a letter of censure. President Bradford explained his reasons for not moving forward with this issue. Vice

President Sanderson voiced his opinions in favor of issuing the letter of censure. Member Gubatayao reminded the Board of the Code of Ethics and how some of the things that founded the potential action of the issuance of the letter of censure fell into the Board's Code of Ethics. Member O'Bryan stated she was not in favor of the letter and was ready to move on. Member Anderson spoke about the Board creating a policy about how to address this issue. The Board did not show four hands direction to issue a letter a censure to a board member.

d. Consultation with Attorney for District on procedural matters

There was a Board member request to seek information from the district's attorney for rules on the Open Meetings Act and Robert's Rules of Order. President Bradford explained that the majority of the Board was able to attend the recent trainings offered by the Borough on Open Meetings Act and Robert's Rules of Order, so he did not see a reason to seek information from counsel. Board members shared some past experiences with possible breaches of the Open Meetings Act and confidentiality.

### **BOARD COMMENTS**

Member O'Bryan recognized KIC for their herring egg distribution for Tribal members and wished a safe time for students during Prom 2023.

Member Gubatayao thanked her family and community members who have shown her support.

Member Anderson commented on the upcoming Da Vinci night at TSAS and the Children's Health Fair. She also commended the high school staff for offering so many class options for students for electives and core curriculum. She encouraged support for the BSA and for people to contact legislature to express the district's need for BSA support.

Member Sanderson expressed his support for a BSA increase.

President Bradford announced that the Board should submit their Superintendent Evaluations to the clerk and the compiled results would be included in an executive session either the meeting of April 26, 2023 or May 10, 2023.

### **ADVANCE PLANNING**

- a. School Board regular meeting and/or work session, Wednesday April 26<sup>th</sup>, 2023 at 6:00 p.m. in the Borough Assembly Chambers
- b. School Board listening session Saturday April 15<sup>th</sup> at the Pilothouse with President Bradford, Member Heutte and Superintendent Robbins from 9:00-11:00 a.m.
- c. Saxman Tribal Council and School Board joint meeting, Monday May 1, 2023, at 6:00 p.m. at Saxman City Hall.

Member Gubatayao asked for suggestions to bring to the AASB Board of Directors meeting. The Board and staff agreed that shared Insurance, tribal compacting, and retirement plan would be helpful to bring up.

With no objections, ADJOURNMENT at 8:14 p.m.

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BOARD PRESIDENT  
Stephen Bradford