

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT  
BOARD OF EDUCATION  
AGENDA STATEMENT

No 8 a.

MEETING of: January 24, 2024

Item Title

**CONSENT CALENDAR**

Approval of the regular meeting minutes of January 10, 2024

SUBMITTED BY: Crystal Vail, School Board Clerk

**\* 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  
January 10, 2024  
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 10<sup>th</sup> day of January 2024, 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 President Stephen Bradford, Vice President Keenan Sanderson Clerk-Treasurer Nicole Anderson, Members Judy Leask Guthrie, Tom Heutte, Melissa O'Bryan and Katherine Tatsuda. Student Member Lily Gosnell had an excused absence.

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

**APPROVAL OF AGENDA**

The agenda was approved.

**PUBLIC RECOGNITION**

President Bradford read a proclamation for Martin Luther King, Jr. Day 2024

**CITIZEN REMARKS**

Paul Hook, citizen of Ketchikan, commented on the 2024-2025 District Calendar

Rob Holston, citizen of Ketchikan, commented on a health and wellness program available in Ketchikan.

**INFORMATION AND REPORTS FROM BOARD MEMBERS**

President Bradford reported on the Finance Committee Meeting which was held on December 20<sup>th</sup>, 2023.

Member Heutte reported on the Policy Committee Meeting which was held on December 19<sup>th</sup>, 2023.

**REPORTS FOR INFORMATION:** Claims of December 8, 2023; Claims of December 22, 2023

No Objections. CLAIMS APPROVED

**STUDENT REPORT**

None

**SUPERINTENDENT REPORT**

Superintendent Robbins reported the past month's events and current events in the school district. He spoke words of condolence regarding the teachers who had recently passed away.

**ACTION ITEMS**

**CONSENT CALENDAR**

- a. Motion to approve the meeting minutes of December 6, 2023
- b. Motion to approve the Heavy Equipment Simulator grant application in the amount of \$32, 380.
- c. Motion to approve the Black Box Theater grant application in the amount of \$40, 833.
- d. Motion to approve the Tiny Homes grant application in the amount of \$23, 458.70.
- e. ~~Motion to approve the CTE Manager KGBSD grant application in the amount of \$15, 634.87.~~
- f. Motion to approve offering FY 25 contracts to Certificated Administrators, Tenure Teachers, Tenure Counselors and Special Service Professionals.
- g. Motion to approve offering a long-term substitute contract to Darby Mainardi at PHE.
- h. Motion to award a contract to Ketchikan Lock & Key Co. for new key system at Ketchikan High School.
- i. Motion to award a contract to First City Electric, LLC for CCTV and Cable Installation at Ketchikan High School.

- j. Motion to award a contract to Channel Electric, Inc. for CCTV and Cable Installation at Schoenbar Middle School.
- k. Motion to approve change order No 1 with Alaskan Industries, Inc. to repair the subfloor at the Schoenbar Middle School Gymnasium.

M/S: SANDERSON/HEUTTE

Member Sanderson asked to remove item e. from the consent calendar to be placed in Unfinished Business for discussion.

ROLL CALL:

7 YES:

SANDERSON, TATSUDA, ANDERSON, GUTHRIE, HEUTTE, O'BRYAN, BRADFORD

**UNFINISHED BUSINESS**

- a. Motion to approve the CTE Manager KGBSD grant application in the amount of \$15, 634.87.

M/S: SANDERSON/ANDERSON

DISCUSSION:

Member Sanderson stated he was in favor of the grant application and wanted clarification on the role and duration of the position.

Superintendent Robbins explained the role and duration of this grant funded position.

ROLL CALL:

7 YES:

ANDERSON, HEUTTE, GUTHRIE, O'BRYAN, TATSUDA, SANDERSON, BRADFORD

**\*\*PUBLIC HEARING: POLICY\*\***

- a. Motion to revise BP 3310, Purchasing Procedures, in first reading.
- b. Motion to revise BP 3311, Procurement (Quotes and Bids,) in first reading.
- c. Motion to revise BP 3312, Contracts, in first reading.
- d. Motion to revise BP 3314, Payment for Goods and Services, in first reading.
- e. Motion to revise BP 3315, Relations with Vendors, in first reading.
- f. Motion to revise BP 3400, Management of District Assets/Accounts, in first reading.

President Bradford asked the Board if there was an objection to holding the public hearing for all the policies as a group. There were no objections.

No citizens came forward during the comment period.

- a. Motion to revise BP 3310, Purchasing Procedures, in first reading.

M/S: HEUTTE/GUTHRIE

DISCUSSION:

Board members discussed the changes and asked staff to add some additional language before the policy comes back for the second reading.

ROLL CALL:

7 YES:

GUTHRIE, TATSUDA, ANDERSON, HEUTTE, O'BRYAN, SANDERSON, BRADFORD

- b. Motion to revise BP 3311, Procurement (Quotes and Bids,) in first reading.

M/S: SANDERSON/GUTHRIE

DISCUSSION:

Board members discussed the changes and clarified the reasons for the recommendation.

ROLL CALL:

7 YES:

HEUTTE, SANDERSON, ANDERSON, O'BRYAN, GUTHRIE, TATSUDA, BRADFORD

c. Motion to revise BP 3312, Contracts, in first reading.

M/S: HEUTTE/SANDERSON

DISCUSSION:

Board members discussed the changes, including a scrivener's error to be corrected by the clerk.

ROLL CALL:

7 YES:

ANDERSON, HEUTTE, TATSUDA, O'BRYAN, SANDERSON, GUTHRIE, BRADFORD

d. Motion to revise BP 3314, Payment for Goods and Services, in first reading.

M/S: SANDERSON/O'BRYAN

DISCUSSION:

Board members reviewed the proposed changes.

ROLL CALL:

7 YES:

O'BRYAN, GUTHRIE, SANDERSON, HEUTTE, TATSUDA, ANDERSON, BRADFORD

e. Motion to revise BP 3315, Relations with Vendors, in first reading.

M/S: HEUTTE/SANDERSON

DISCUSSION:

Member Heutte reviewed the proposed changes for the board.

ROLL CALL:

7 YES:

TATSUDA, GUTHRIE, O'BRYAN, SANDERSON, ANDERSON, HEUTTE, BRADFORD

f. Motion to revise BP 3400, Management of District Assets/Accounts, in first reading.

M/S: GUTHRIE/SANDERSON

DISCUSSION:

President Bradford reviewed the changes for the board.

ROLL CALL:

7 YES:

SANDERSON, HEUTTE, TATSUDA, ANDERSON, O'BRYAN, GUTHRIE, BRADFORD

### **NEW BUSINESS**

a. Motion to approve Draft #2 as the 2024-2025 District School Year Calendar

M/S: HEUTTE/O'BRYAN

DISCUSSION:

President Bradford provided background information on the formation of the proposed calendars. Board members and Human Resource Director, Alonso Escalante, asked and answered questions about the details of Calendar draft #2 versus draft #3.1

Board member Anderson offered an amendment to the motion to change Draft 2 to Draft 3.1, seconded by Member Sanderson.

Motion to amend Draft 2 into Draft 3.1

M/S: ANDERSON/SANDERSON

ROLL CALL:

4 YES:

O'BRYAN, GUTHRIE, ANDERSON, SANDERSON

3 NO:

TATSUDA, HEUTTE, BRADFORD

Amended Motion:

a. Motion to approve Draft #3.1 as the 2024-2025 District School Year Calendar

ROLL CALL:

6 YES:

HEUTTE, O'BRYAN, TATSUDA, SANDERSON, GUTHRIE, ANDERSON

1 NO:

BRADFORD

President Bradford spoke to the board about the process for developing the district calendar next year, including a work session with the Board and calendar committee.

### **DISCUSSION**

#### **a. FY '25 Budget**

President Bradford briefed the board on the current conversations of the government surrounding state funding of education.

Superintendent Robbins gave a presentation on the FY 25 School District Budget.

President Bradford recommended a Board member attend the Legislative Fly In during February 2024.

### **BOARD COMMENTS**

Member O'Bryan asked board members to consider volunteering time to help Schoenbar Middle School. She also expressed condolences to the families of the teachers who recently passed away. She thanked the district counselors and staff who supported students and staff.

Member Tatsuda expressed her gratitude to staff for their commitment to our community.

Member Heutte drew attention to an article he read regarding lack of funding for summer food assistance for students.

Member Guthrie thanked the staff who organized the Clarke Cochrane Christmas Classic.

Member Anderson expressed her condolences to the families of the teachers who passed away and thanked the community for taking care of each other in the face of tragedy.

Member Sanderson thanked the calendar committee for their work developing the options and thanked Superintendent Robbins for the thorough presentation of the upcoming budget. He also thanked the board for sending a representative to the Fly In to advocate for state funding of education.

### **ADVANCE PLANNING**

- a. School Board regular meeting Wednesday January 24, 2024 at 6:00 p.m. in the Borough Assembly Chambers
- b. KGBSD School Board KIC Tribal Council Government to Government meeting  
Member Guthrie, Superintendent Robbins and President Bradford are working to schedule this meeting with KIC.
- c. Charter School APC Meetings  
Annual meetings with Charter School APCs are being reinstated and will be scheduled this year.

ADJOURNMENT at 7:41p.m.

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BOARD PRESIDENT  
Stephen Bradford