

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION
AGENDA STATEMENT

No. 9 a

MEETING OF September 11, 2019

REVIEWED BY:

ITEM TITLE:

CONSENT CALENDAR
Approval of the August 14, 2019 regular meeting minutes

Superintendent
 Personnel
 Finance
 Special Services

SUBMITTED BY: Kerry Watson

CONTACT PERSON/TELEPHONE:

APPROVED FOR SUBMITTAL:

Kerry Watson 247-2142

Name

Phone

Superintendent

CONSENT CALENDAR

Matters listed under the "Consent Calendar" are considered to be routine and will be enacted by one motion and one vote. The appropriate motion is to: "I move to approve the Consent Calendar." There will be no separate discussion of the items under the Consent Calendar. If a Board member requests discussion, that item will be removed from the Consent Calendar and will be considered under "Unfinished Business."

* A. Motion to approve the regular meeting minutes of August 14, 2019.

*** NOTE:**

If amendments or corrections are desired to the minutes, request removal of the minutes. The minutes will then be acted upon under Unfinished Business. Appropriate motions to correct or amend the minutes are in order.

Otherwise, the motion to accept the Consent Calendar is appropriate.

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION
Regular meeting of August 14, 2019**

CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL

The Ketchikan Gateway Borough Board of Education met in regular session on the 14th day of August 2019, in the Ketchikan Borough Assembly Chambers. Board President Matt Eisenhower 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: Board President Matt Eisenhower; Board Vice-President Sonya Skan; Board Clerk-Treasurer Diane Gubatayao; Board Members Rachel Breithaupt; Thomas Heutte; Leslie Becker and Bridget Mattson.

Administrative staff consisted of Beth Lougee, Superintendent; Katie Parrott, Business Manager; and Clerk to the Board Kerry Watson.

RE-ORDERING OF AGENDA

Board President Matt Eisenhower stated that several agenda items needed to be adjusted. The item "7.f." under policy hearings would be moved to "Discussion" as the proposed revisions were to administrative regulations, and not to policy. The Board does not act on AR, he noted. In addition, Mr. Eisenhower announced that an executive session listed as 14.b. would not need to occur as the issue had been resolved.

PUBLIC RECOGNITION

There was no public recognition stated.

CITIZEN REMARKS

Citizen Alexandria Romanoff stated that she would allow the Board to discuss its agenda, then she would comment again.

INFORMATION & REPORTS FROM BOARD MEMBERS^[1]

Health Insurance Task Force - The Health Insurance Task Force's assignment is getting close to wrapping up, reported Board Member Tom Heutte. He summarized the group's findings, and said recommendations will be brought to the Board in the future. His report included that:

- The Task Force compared costs of three different service providers and found the district's current provider, Meritain, had the best cost and benefits;
- Compared the current self-insured model to switching to Alaska Public Educators Health Trust. It is a larger pool; however, out of pocket costs would be largely higher and benefits less and Borough employees wouldn't be allowed in this insurance plan;
- Comparing various plans is difficult as benefits and costs are presented differently and cannot be directly compared. Any change might benefit some people and hurt others, so the Task Force had to look at generalities.
- The Task Force will be wrapping up, per its charge, by September 30.

Katie Parrott, Business Manager, added that the Task Force's in-depth review was instructive and productive.

Mr. Eisenhower thanked Mr. Heutte for his work on this committee.

Policy Committee - Board Member Diane Gubatayao asked for feedback on dates and times for the Policy Committee to meet before the next Board meeting.

Ambassadors - President Eisenhower encouraged Board members to check with the school for which they are an ambassador for beginning of school events to participate in.

CLAIMS FOR INFORMATION: - July 26, 2019 and August 9, 2019

There were brief comments on two claims: a check to Presidio Networked Solutions related to E-rate; and a large purchase of hand washing solution, potentially to help in sanitizing children's hands.

REPORTS AND/OR PRESENTATIONS – SUPERINTENDENT/STAFF

Superintendent Beth Lougee outlined the number of events and activities in gearing up for the new school year. August 26, 2019 marks the welcome back day for all district staff and the roll-out of the new five-year Strategic Plan. T-shirts for all staff members based on school colors have been purchased and will be worn on that day. The shirts display the vision and mission statements and the district logo. On August 27, all district staff will take part in FISH training.

Superintendent Lougee introduced Richard McAlpin, the new maintenance director; and noted that new Houghtaling Elementary Principal, Michael Cron, and Assistant Principal, Nick Higson, who also in attendance.

Business Manager:

Business Manager Katie Parrott provided a Power Point with fiscal information on fiscal year 2019. She cautioned that the information is preliminary until the audit is conducted. The onsite audit would occur the following week. Some of her points were:

- The year finished strong with a modest surplus;
- Cost controls put into effect in January and February were effective in getting the district through the year on a lean budget;
- Some revenues exceeded the budgeted amount, such as the e-rate funds, which resulted in having to use less fund balance.

Ms. Parrott answered some questions about her presentation and about the outlook for state education funding. She also reported the district is experiencing increased enrollment for this year, so she is optimistic about heading into FY 20. However, she cautioned that there will probably be substantial cuts from the state for FY '21.

PUBLIC HEARING - POLICY

Motion to approve the proposed revisions to Board Policy 1312 - Public Complaints Concerning the Schools in second reading.

Moved by: GUBATAYAO; Second by: BREITHAUPT

Public Hearing

No citizens came forward to speak.

Board Discussion

Board President Eisenhower noted an “and” had possibly been incorrectly deleted in the policy sentence reading: “The School Board encourages complainants to resolve problems early *and* as directly as possible with the person against whom there is a complaint...” (*Emphasis added.*)

Re-inserting the "and" was agreed to as a friendly amendment.

Superintendent Lougee stated that procedures for how a student can file a complaint are being developed to accompany the student complaint form. (Forms to use for filing complaints had been provided with these complaint policies).

ROLL CALL

HEUTTE, MATTSON, BECKER, GUBATAYAO, SKAN, BREITHAUPT, EISENHOWER – ALL AYES

MOTION PASSED

PUBLIC HEARING - POLICY

Motion to approve the proposed revisions to Board Policy 1312.1 - Public Complaints Concerning School Personnel in second reading.

Moved by: GUBATAYAO; Second by: BREITHAUPT

Public Hearing

There was no public comment on the policy.

Board Discussion

Mr. Eisenhower highlighted the policy section regarding when complaints about an employee should be heard in executive session. In the past, there have been occasions when comments were made about staff members that should not have been allowed in open session, he said.

President Eisenhower then stated that although he would not stand in the way of these policies being approved, he felt they should be vetted through the Borough Attorney. He acknowledged that the policies had gone through legal review by the Association of Alaska School Boards, but said there might be considerations particular to our community and that is why the Borough Attorney should review them.

Superintendent Lougee asked for clarification. Would the policies first be discussed by the Board, then sent to the Borough Attorney, then to first reading, for example, she asked? The superintendent also pointed out that if the policies originated with AASB, they'd already been through a legal review.

Mr. Eisenhower stated some policy revisions are made by the local Board, and that it doesn't hurt to have an additional legal review.

An involved discussion ensued regarding Mr. Eisenhower's suggestion and how the policy review process should be structured and also whether all policies needed to be reviewed by the Policy Committee.

President Eisenhower stated that Board Policy is the most important part of the Board's job. He added that he thinks the policy committee's review should be comprehensive. Ms. Gubatayao indicated the policy committee would be capable of reviewing all policies systematically once it begins meeting regularly.

Both Board members Leslie Becker and Bridget Mattson referred to outdated policy regarding the Insurance Committee. Ms. Becker suggested other subcommittees could suggest revisions to policy if it pertained to that group. For example, the Health Insurance Task Force could make recommendations regarding the Insurance Committee policy.

There was also some discussion about how to handle administrative regulations. Superintendent Lougee stated that Board policy is appropriate for the Policy Committee to review, she said; however, reviewing of ARs may hold up the process. She suggested some ground rules for how that committee should proceed be set at its next meeting.

Mr. Eisenhower followed up on the subject of committees and their charges. He intends to bring up the issue of committees and their charters after a new Board is seated.

President Eisenhower said if the Board voted this policy down, he would take that as guidance to bring it back again. Also, if the Borough Attorney finds any issues with the policy, it can be brought back to the Board for another reading, he said.

ROLL CALL

BECKER, HEUTTE, GUBATAYAO, MATTSON, BREITHAUPT, EISENHOWER - AYES

SKAN - NAY

MOTION PASSED

PUBLIC HEARING - POLICY

Motion to approve the proposed revisions to Board Policy 1312.2 - Public Complaints Concerning Instructional Materials in second reading

Moved by: GUBATAYAO; Second by: BREITHAUPT

Public Hearing

No public members commented.

Board Discussion

Vice President Sonya Skan stated why she had voted "no" on the last policy and would do so again. It is not because she disagrees with the policy; it is because of the process, she said.

ROLL CALL

**BREITHAUPT, MATTSON, BECKER, GUBATAYAO, HEUTTE, EISENHOWER – AYES
SKAN - NAY**

MOTION PASSED

Motion to approve the proposed revisions to Board Policy 1312.3 - Public Complaints Concerning Discrimination in second reading.

Moved by: GUBATAYAO; Second by: BREITHAUPT

Public Hearing

No public members commented.

Board Discussion

Mr. Heutte noted that Board suggestions at the previous meeting for the student grievance form had been incorporated.

Superintendent Lougee stated that one of the revisions to this policy was to specifically name the compliance officer.

Ms. Skan commented that it is better to note the position only, as the person in a position may change.

ROLL CALL

**GUBATAYAO, HEUTTE, BREITHAUPT, MATTSON, BECKER, EISENHOWER – AYES
SKAN - NAY**

MOTION PASSED

PUBLIC HEARING - POLICY 4133

Motion to approve the proposed revisions to Board Policy 4133 - Travel Expenses in first reading.

Moved by: BREITHAUPT; Second by: HEUTTE

Public Hearing

No members of the public commented.

Board Discussion

Board member Becker asked about better defining the designated employees who could be reimbursed for use of their vehicles for district business. Business Manager Parrott said this is addressed in the administrative regulations and also in negotiated agreements, if applicable. 5`

ROLL CALL

**GUBATAYAO, HEUTTE, BREITHAUPT, BECKER, MATTSON, EISENHOWER – AYES
SKAN – NAY**

MOTION PASSED

PUBLIC HEARING - POLICY 5138

Motion to approve the proposed revisions to Board Policy 5138 - Student Personal Electronic Device and Cell Phone Use in first reading.

Moved by: BECKER; Second by: MATTSON

Public Hearing

Noting she is a district employee, Valerie Brooks stated she was speaking as a public citizen regarding this policy. She expressed concern with the section stating that students should have no expectation of privacy with their personal device, and could be required to unlock their device for school authorities. Ms. Brooks referred to a California U.S. District Court case which indicated this type of action might not be legal and may require a warrant. She supported and encouraged legal review of this section before the second reading.

Ms. Brooks added that she appreciates the policy review work by the Policy Committee and the rest of the Board.

Board Discussion

Ms. Gubatayao stated she'd spoken about this policy section with School Resource Officer Nichols, and his opinion was the student devices couldn't be opened without a legal search warrant.

She asked for **postponement** of this policy.

Motion to postpone the first reading of this Board Policy until it has either been reviewed by the policy committee or as a discussion item by the Board.

Moved by: GUBATAYAO; Second by: BECKER

Discussion on postponement

Ms. Becker stated that, if postponed, the policy should be sent immediately to Glenn Brown, the Borough Attorney.

After finding out the proposed revisions were from administration and not directly from AASB, Mr. Eisenhower stated he'd vote for the postponement in order to get that legal review.

Board Member Rachel Breithaupt commented on the difficulty of keeping kids "safe" when cell phones capable of taking video are ubiquitous.

Board Member Gubatayao said she was appreciative of the administration's work on this policy, which had been ongoing since last year. She said she recognized that administration wanted to get the policy in place as close as possible to the start of school.

Mr. Eisenhower said if the policy wasn't postponed, the Board could strike the language in question for now.

Superintendent Lougee stated that the current Board policy would stand until any revisions are made. She explained that the language regarding searches and those procedures at Kayhi were already in the school's student handbook. That language is not new, she emphasized. The Kayhi administration felt that putting the student handbook language in policy would strengthen it, she said. She briefly explained the other proposed changes which originated with building principals to meet their school's particular circumstances.

Ms. Breithaupt asked if the current Kayhi handbook included the portion warning of no expectation of confidentiality in regards to personal devices. Ms. Lougee confirmed that, and stated that the policy would now need to be reviewed by the Borough Attorney.

Ms. Gubatayao said she opposes trying to write policy at the table, and she would vote to postpone.

ROLL CALL on Postponement

SKAN, BECKER, GUBATAYAO - AYES

BREITHAUPT, MATTSON, HEUTTE, EISENHOWER - NAYS

3 - 5

MOTION FAILED

It was clarified that the proposed policy revisions would be sent to Borough Attorney Brown, and then come back to the Board.

ROLL CALL on Original Motion

BREITHAUPT, MATTSON, HEUTTE, EISENHOWER, BECKER - AYES

SKAN, GUBATAYAO - NAY

5-2

MOTION PASSED

CONSENT CALENDAR of August 14, 2019

- Motion to approve the meeting minutes of July 17, 2019.
- Motion to approve a teaching contract for Angelina Murray for the 2019-2020 school year.
- Motion to approve a teaching contract for Alessandra Alsip for the 2019-2020 school year.
- Motion to approve a teaching contract for Felicia Hill for the 2019-2020 school year.
- Motion to approve a teaching contract for Gilbert Varela for the 2019-2020 school year.
- Motion to approve a teaching contract for Adam Gullen for the 2019-2020 school year.
- Motion to approve a teaching contract for Carena Wood for the 2019-2020 school year.
- Motion to approve an administrative contract with Nick Higson for the 2019-2020 school year.
- Motion to approve the hire of Richard McAlpin as the Director of Maintenance for the 2019-2020 school year.

Motion to approve the Consent Calendar of August 14, 2019

Moved by: BREITHAUPT; Second by: MATTSON

ROLL CALL

GUBATAYAO, BREITHAUPT, HEUTTE, SKAN, BECKER, MATTSON, EISENHOWER – ALL AYES

MOTION PASSED

NEW BUSINESS

Motion to approve the FY '20 Six-Year Capital Improvement Plan for the Ketchikan Gateway Borough School District to be submitted to the Alaska Department of Education and Early Development.

Moved by: HEUTTE; Second by: MATTSON

Discussion

Mr. Heutte was curious about the history of the biomass boiler being on the CIP list, although noting it was low priority. He asked if there had been research into the fuel costs and potential life cycle of a boiler.

Mr. Eisenhower recalled discussions about a boiler's feasibility about four years previous when he was new on the Board. Referring to the CIP list, he noted that each project has a priority ranking and a target year. The boiler is listed for 2023 and ranked the lowest of the four on the list. Mr. Eisenhower said there is a low probability of it being approved by the Department of Education and Early Development.

Ms. Gubatayao asked how the project priorities are determined.

Director of Maintenance McAlpin came forward to respond. The Capital Improvement Projects list is developed by a team walking through the district buildings and scoring potential projects on a point system determined by the state, he said. The four projects on the CIP list are the highest scoring projects currently. He added that the Borough is a major part of this process.

Ms. Parrott answered some additional questions about the state funding process and other potential avenues related to capital projects.

ROLL CALL

BECKER, SKAN, HEUTTE, GUBATAYAO, MATTSON, BREITHAUPT, EISENHOWER – ALL AYES

MOTION PASSED

Motion to approve a one-year extension of the current milk contract with Tatsuda's Supermarket Inc.

Moved by: MATTSON; Second by: GUBATAYAO

Discussion

Business Manager Parrott said that Tatsuda's has been serving the district well in providing the current milk contract. The company is seeking a modest increase in the contract to cover increased freight costs.

Ms. Parrott also said the milk contract is one of several bids that will be advertised again next year.

Mr. Eisenhower noted that this particular company has been the sole responder on this milk bid for the past few years and he appreciated it doing so.

ROLL CALL

MATTSON, SKAN, HEUTTE, GUBATAYAO, BECKER, BREITHAUPT, EISENHOWER - ALL AYES

MOTION PASSED

DISCUSSION

Revisions to BP 5141.4 - Child Abuse and Neglect, regarding mandatory reporting due to a new state law.

The district was notified by AASB and also the Ketchikan Police Department that the state statute regarding mandatory reporting had been amended. A reporter suspecting the harm is the result of a sexual offense must report immediately to the local law enforcement. The change has been added as a note to Board Policy 5141.4 and its administrative regulations. Superintendent Lougee noted that the police department and the Office of Children's Services will be doing mandatory training at each school at the beginning of the year.

Added note to BP 3515.5 - Restrictions on Sex Offenders on Campus: AASB notified the district it had added a note to this Board Policy, which is as follows: "Prior to restricting any person accused of a sex offense from campus, the district shall verify that the person is actually listed on the Alaska Department of Public Safety Sex Offender/Child Kidnapper Registry."

Administrative Regulation 5131.61 (removed from policy action)

Activities Director Melissa Johnson explained the changes being proposed to the administrative regulations for "District Sponsored Student Activities Alcohol, Tobacco and Other Drug Testing":

- Testing only students involved in physical/athletic activities (as recommended by Alaska School Activities Association.)
- Including some criteria on testing for opioids;
- Testing every other week, instead of every week;
- Lessening the severity of consequences for violating students. (Example - a fourth violation would now result in suspending a violating student from activities for one year, instead of for the rest of the student's high school career.)

Superintendent Search options

Board President Eisenhower opened the discussion by stating that the Board had been fortunate that Ms. Lougee stepped up to fill the role of interim superintendent through this next school year. He said the Association of Alaska School Boards had recommended starting the process in the fall for hiring a Superintendent and not waiting until winter. Mr. Eisenhower asked for direction from the Board regarding AASB's options for conducting a Superintendent Search. (A list of options provided by AASB was included in the packet).

Board members commented on whether a superintendent search was necessary and whether or not to engage AASB and to what extent. Mr. Eisenhower said he would put an action item on the next meeting's agenda regarding contracting with AASB for a superintendent search.

CITIZEN REMARKS

Alexandria Romanoff spoke at some length on a variety of topics, remotely referencing subjects on the meeting agenda.

Nick Higson thanked the Board for providing the opportunity to come to Ketchikan and be part of the community. He and his wife have come here from Prince of Wales Island, he said. (Mr. Higson had been newly hired as the assistant principal at Houghtaling Elementary School.)

BOARD MEMBER COMMENTS

Ms. Gubatayao displayed a new resource guide that the Wellness Coalition developed and that will be shared with the School District.

Ms. Skan commented she hadn't been at the Board meetings in a while, and it was good to be here.

Mr. Heutte commented that the Forest Service is removing a pellet boiler from the Discovery Center. He recommended the district take a hard look at the pellet boiler option before committing.

EXECUTIVE SESSION

Executive Session regarding a non-retained employee appeal hearing - a subject that tends to prejudice the reputation and character of any person, provided the person may request a public discussion.

Moved by: MATTSON; Second by: GUBATAYAO

The Board President stated that he'd been advised the person who was the subject of the appeal hearing was not present. Mr. Eisenhower then read the following statement:

"The employee by not being present has waived their right to a Board appeal hearing, and failed to exhaust their administrative remedies due to not attending the hearing."

ROLL CALL

BECKER, SKAN, HEUTTE, GUBATAYAO, MATTSON, BREITHAUPT, EISENHOWER - ALL NAYS

MOTION FAILED

Motion to enter executive session to discuss negotiations with the Special Service Professionals, a matter the immediate knowledge of which would clearly have an adverse effect upon the finances of the School District.

Moved by: MATTSON; Second by: BREITHAUPT

ROLL CALL

HEUTTE, MATTSON, BECKER, GUBATAYAO, SKAN, BREITHAUPT, EISENHOWER - ALL AYES

MOTION PASSED

Board President Eisenhower stated that Business Manager Parrott and Superintendent Lougee would attend the Executive Session, which was expected to last about 10 minutes.

Executive Session

The Board entered the Executive Session at 8:21. At 8:42, the Executive Session ended and the Board came back into regular session.

It was noted that the Board would be having a work session training that Friday with AASB on the topics of communication and relationships with the Superintendent.

ADJOURNMENT

A motion was made and seconded for adjournment. Without objection, the meeting was adjourned at 8:44 p.m.