



Ketchikan Gateway Borough School District

333 Schoenbar Rd. • Ketchikan, Alaska 99901

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

Melissa Johnson, Interim Superintendent • Katie Jo Parrott, Business Manager

Linnaea Troina, COVID Communications and Public Relations Director • Alonso Escalante, Curriculum Director

Tiffany Batura, Human Resources Manager • Derek Meister, Special Services Director

Memo

To: KGBSD School Board Members

From: Melissa Johnson, Interim Superintendent

CC: Kerry Watson, Board Clerk

Date: December 10, 2021

RE: Superintendent Report for December 15th meeting

“Test-to-Stay” Program

In an effort to help unvaccinated staff and students not have to quarantine as close contacts, the Ketchikan Gateway Borough School District (KGBSD) is implementing an Opt-In “Test-to-Stay” program for staff and students who are not fully vaccinated against COVID-19. Using rapid antigen tests, staff and students who are not fully vaccinated, and who are identified as “close contacts” due to exposure to someone with COVID-19, will be given the option to continue working at/attending school during their quarantine period. TTS started December 8, 2021 in all schools.

Human Resources Manager

We have hired a HR manager! Tiffany Batura started working for the district at the beginning of December, spending half of her time in Ketchikan and half of her time from her home in Washington. Tiffany will be moving to Ketchikan over the holidays, and will be full-time on-site at the beginning of January. We have already benefited from her HR experience and knowledge.

Library Funds (from Caitlin)

We were notified on Monday that all seven of our ARPA grants through the Alaska State Library were accepted! Each school library will receive \$3,500 in restricted funds, to be spent according to their ARPA application. In addition, each library will receive \$2,500 to be spent on library books. Our staff have big plans for these funds, and we look forward to sharing the results with our School Board as we move forward!

"This project was made possible in part by the Institute of Museum and Library Services"

Inclement Weather

The Inclement Weather team:

Melissa Johnson, Interim Superintendent - Michael Johnson, First Student bus company Manager - Al Jacobson, Maintenance Director - Linnaea Troina, COVID communications and Public Relations Director - Bob Hewitt, Safety Coordinator - Katie Jo Parrott, Superintendent Designee.

- When Inclement weather is predicted or could be on the horizon, the team will send a text message to get the team ready the night before.
- Between 4:00 am- 5:00 Am, Al Jacobson and Michael Johnson and their staff will drive various roads to see the condition.



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- The team will call or text each other at 5:00-5:30 am to make recommendations.
- The superintendent or designee will make the decision to 1) highway bus stops for pick up 2) Delay start (2 hour) or 3) cancel school.
- The goal is to message the KGBSD parents, staff by 6:30 am via PowerSchool messenger and KGBSD Facebook. Linnaea Troina will be responsible for this.
- Zero hour at Kayhi starts at 7:00 am, the goal is to inform the students and staff before they start to head to school.

Here is the list of the upcoming School reports for the 2022 school year:

School Reports

Looking forward to School Reports, the following dates have been set.

January 12, 2022 - Ketchikan Charter School

January 26, 2022 - Tongass School of Arts and Sciences

February 9, 2022 - Point Higgins Elementary

February 23, 2022 - Fawn Mountain Elementary

March 9, 2022 - Houghtaling Elementary

April 13, 2022 - Ketchikan High School

April 27, 2022 - Revilla High School

May 11, 2022 - Schoenbar Middle School

COVID Communications Director/Public Relations

- “Test-to-Stay” Program - this huge undertaking with help from outside agencies allows staff and students who have been identified as close contacts the opportunity to take a COVID antigen test daily during their quarantine periods instead of quarantining at home and missing work/school.
- Testing Program Expansion - the “Test-to-Stay” program will help us assess our current capacity for daily screening/testing; we plan on moving forward, either on our own as a district, or with the help of local healthcare agencies, to expand our testing program/offers. Our goal is to keep staff and students in school, and offering multiple forms of testing to fit many COVID scenarios is one way we can help meet that goal.
- Start Strong Committee - a subcommittee has worked on surveys to be sent to stakeholders (staff, students, and families). The committee will hold its final meeting on Tuesday, December 14th, to finalize the surveys. The plan is for the surveys to be sent out before winter break begins, and to remain open through the first week of January. The committee’s work will be done at that point; Interim Superintendent Johnson has ended the committee, thanking them for the time they put in on creating and reviewing the Start Strong Mitigation Plan.



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Curriculum/PD/Assessment:

- Dr. Todd White spent last week working with teachers and administrators on the Eval Pilot. He reported positive feedback on the draft tool being used. When he returns in December the committee will likely begin working on the process.

Business Manager

- Initial Review of FY22 revised revenue
 - The student count concluded on October 22nd and was submitted to DEED on November 5th. Enrollments were 63.25 FTEs under FY22 Average Daily Membership (ADM) projections, and intensive needs FTEs were 6 above FY22 projections. Because the hold harmless provision in AS 14.17.410(b)(1)(e) will be applied to the District's school adjusted ADM at 50%, the net result of the submitted student count will be approximately \$115,000 more in foundation funding to the District. This additional revenue will be factored into the budget revision put forward to the Board in December.
- FY21 Audit Review
 - The audit has been completed, and the District received an unmodified opinion meaning that their opinion is that the financial statements are presented fairly, in all material respects. An initial review shows the District in a stable financial position with major fund balances intact. The large health insurance liability was a topic of discussion with our auditors who emphasized the need for the Board to be aware of this liability, and for the District to implement a plan to address it in the near future to prevent continuing large deficits in this fund.