

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION  
AGENDA STATEMENT

No. 9 c

MEETING OF March 25, 2020

ITEM TITLE:

**CONSENT CALENDAR**

Approval of the emergency special meeting minutes of March 18, 2020

SUBMITTED BY: Kerry Watson, Clerk to the Board

CONTACT PERSON/TELEPHONE:

APPROVED FOR SUBMITTAL:

Kerry Watson 247-2142  
Phone

\_\_\_\_\_  
Superintendent

**CONSENT CALENDAR**

a. Motion to approve the emergency special meeting minutes of March 18, 2020.

**\* 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 of March 25, 2020 is appropriate.**

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT  
BOARD OF EDUCATION  
EMERGENCY Special meeting of  
Wednesday, March 18, 2020  
11:00 a.m.  
Revilla Alternative School \***

**CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL**

The Ketchikan Gateway Borough Board of Education met in an emergency special session on the 18th day of March, 2020, at Revilla Alternative School. (*\*Both the Borough Assembly Chambers/White Cliff Facility and the district administrative offices at Ketchikan High School were closed due to the COVID 19 situation.*) Board President Bridget Mattson called the meeting to order at 11:01 a.m.

The following members were present to establish a quorum and due notice had been published: Board President Bridget Mattson; Vice President Sonya Skan; Clerk-Treasurer Diane Gubatayao; Board Members Leslie Becker; Thomas Heutte; and Board Member Paul Robbins Jr. Board Member Jordan Tabb participated telephonically.

**Purpose of emergency special meeting**

Determining how to deal with the rapidly evolving COVID 19 situation was the purpose for calling the emergency special meeting. First, School Board President Bridget Mattson addressed how the School Board would function moving forward. She noted that Ketchikan Gateway Borough and City of Ketchikan are working to limit public presence at their governing body meetings. The Borough Assembly also passed an ordinance the previous evening to allow for relaxing its physical quorum requirement. Ms. Mattson spoke with attorney John Sedor regarding these types of considerations for the School Board. Similar measures regarding a quorum do not need to be taken for the Board, as its Board Bylaw regarding meetings does not require physical presence to establish a quorum, allowing for Board members to participate by teleconference. President Mattson pointed out that physical presence at this time is not necessarily practical for Board meetings. For the Board, a quorum is defined as a majority of the number of filled positions, but does not require physical presence.

Ms. Mattson also shared Mr. Sedor's advice regarding the requirement that meetings be open to the public and provide an opportunity for participation. The public needs to have some type of access into a meeting, even if video conferenced or teleconferenced. If the Board needs to go into executive session, a separate, non-public access would need to be used.

President Mattson remarked that this is a unique and unprecedented time. Going forward, the Board will follow the lead of the Borough, city, state, and nation in ensuring good practice, such as: gathering in a group of less than 10 people; and providing for teleconferencing in of at least some members, especially those with risk factors.

Superintendent Lougee then updated the Board on the quickly developing COVID-19 situation as it affects the school district. Due to the notification the previous evening of a confirmed case of COVID-19 in Ketchikan, the district's administrative offices have been shut down for the remainder of the week as well as the entire Ketchikan High School, she announced. The building is being sanitized to eliminate potential exposure.

Superintendent Lougee asked the Board for its support in closing down schools for an extended week with students not returning until April 6. Appropriate steps need to be taken with the situation evolving quickly, especially with spring break ending, she said. Staff returning to town are being asked to report on where they had traveled. Based on the responses so far, Superintendent Lougee said that at least 50% of the staff respondents will have to be self-quarantined up to 14 days. Extending the break to April 6 provides the necessary 14 days.

Staff who are in Ketchikan and can be in a building will be working on lesson planning and food delivery, while making sure to limit 10 at a time in an area, she said. Planning is occurring for other staff to work from home. Teams are working on how to deliver instruction, whether online or by packet, with the first roll out based on a two-week homework situation, but preparing for longer term. That roll out will tentatively occur on March 26 to allow for time to develop clear, concise direction. Superintendent Lougee added that the planning is including the possibility of a longer closure, with even the possibility of preparing to open school back up next year.

Ms. Lougee also reported the providing of school meals at school sites starting March 23 will now be in a drive through fashion to limit contact. School buses may be used to deliver to those families who do not have access to transportation.

Ms. Lougee provided more clarification on the quarantining, in response to Board questions:

- Extending spring break an additional week allows for the recommended 14-day quarantine as symptoms may not show for 2 to 14 days;
- Quarantining of those traveling back from out of state and out of country follows the recommendation of the Emergency Operations Center through the CDC, and is not being directed at this time at those who only traveled within the state.

Board member Paul Robbins Jr. asked if the district's home school program was involved in the team planning for instruction, as this is their regular operating procedure. Principal Kurt Lindemann noted that he is the principal of the home school program and he is on the planning team.

The Superintendent also briefly described how teams are planning for medically fragile students and students on IEPs and 504 plans.

#### **Motion**

**Motion to extend "spring break" for an extra week until April 6, unless the Governor or state mandates a longer closure.**

Moved by: SKAN; Second by: HEUTTE

#### **Discussion**

Ms. Mattson stated that instruction will be occurring during that time; it is not a three-week vacation for students.

#### **ROLL CALL**

**MATTSON, SKAN, GUBATAYAO, BECKER, TABB, HEUTTE, ROBBINS JR. – ALL AYES**

#### **MOTION PASSED**

#### **Adjournment**

A motion to adjourn was made and second, and without objection the meeting adjourned at 11:36 a.m.