

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT  
BOARD OF EDUCATION  
AGENDA STATEMENT

No 8 a

MEETING of: May 12, 2021

Item Title

**CONSENT CALENDAR**

Approval of the regular meeting minutes of April 28, 2021

SUBMITTED BY: Kerry Watson, Clerk to the Board

**CONSENT CALENDAR**

a. Motion to approve the regular meeting minutes of April 28, 2021.

**\* 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 will then be acted upon under Unfinished Business. Appropriate motions to correct or amend the minutes are then in order.**

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT  
BOARD OF EDUCATION**

**REGULAR meeting of  
Wednesday, April 28, 2021  
Ketchikan Gateway Borough Assembly Chambers**

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

The Ketchikan Gateway Borough Board of Education met in regular session on the 28th day of April 2021, in the Ketchikan Gateway Borough Assembly Chambers. Board President Kim Hodne 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 Kim Hodne; Clerk-Treasurer Bridget Mattson; and Board Members Jordan Tabb; Paul Robbins Jr.; and Nicole Anderson. Board Member Diane Gubatayao participated via teleconference. Vice President Sonya Skan was absent and excused. Student member Henry Clark was also absent and excused.

Administrative staff present included: Superintendent Beth Lougee; Business Manager Katie Parrott; and Board Clerk Kerry Watson.

The traditional lands acknowledgement was read by Board President Kim Hodne.

**APPROVAL OF AGENDA**

**Motion to approve the agenda of the April 28, 2021 regular meeting.**

Moved by: TABB; Second by: ROBBINS

**Motion to move the Executive Session (listed on the agenda) to a Discussion item.**

Moved by: MATTSON; Second by: ROBBINS JR.

**Discussion**

Board Clerk-Treasurer Bridget Mattson explained the reason for her motion. She stated that she understood the executive session was to hear from a subcommittee of Board members regarding potential interim superintendents. The subcommittee was formed by the Board President, without receiving the concurrence of the full School Board at a Board meeting, she further explained. Ms. Mattson said this bordered on a violation of the Open Meetings Act. With a discussion in open session, the Board as a whole could give direction regarding an interim superintendent process, she stated.

Board President Kim Hodne responded he'd assigned the committee as he felt time was of the essence. The subcommittee was composed of three members, and did not violate the Open Meetings Act, he added. The three were tasked with coming up with a list of qualified district employees, which he wanted the full Board to discuss in executive session. President Hodne said he would agree to a discussion, but still wanted to have an executive session afterward for a closed discussion on potential candidates.

Board Member Jordan Tabb suggested the open discussion focus on the process, with the executive session reserved for specific personnel-related issues about the potential candidates.

Board Member Paul Robbins Jr. suggested the subcommittee members explain their role and process during the discussion.

Board Member Diane Gubatayao asked that the contracting with the Association of Alaska School Boards for a superintendent search also be discussed.

**ROLL CALL on amendment**

**ANDERSON, TABB, GUBATAYAO, ROBBINS JR., MATTSON, HODNE – ALL AYES**

***MOTION PASSED***

**ROLL CALL ON MAIN AMENDED MOTION** *(approval of the agenda)*

**MATTSON, GUBATAYAO, ROBBINS JR., ANDERSON, TABB, HODNE – ALL AYES**

**PUBLIC RECOGNITION**

There was none given.

**CITIZEN REMARKS**

Gara Williams, Ketchikan Education Association President, expressed concern about the Board's process for selecting an interim superintendent. She said that KEA had not been contacted about what its employees were looking for in district leadership. She stated there were rumors circulating in the district about who would fill leadership positions, but also teaching positions next year. Ms. Williams indicated if the process wasn't more transparent, the selected person might be viewed negatively regardless of their subsequent job performance. Ms. Williams urged the Board to solicit feedback from stakeholders, including on the process to be used to fill the vacancy.

**SUPERINTENDENT'S REPORT**

Superintendent Beth Lougee read the following statement to mark her last meeting as superintendent of the Ketchikan Gateway Borough School District. "Thank you KGBSD for four great years. We have accomplished so much, and that is what I take with me and remember. I view every opportunity as a way to grow and learn, and I also take what I've not accomplished these past four years to grow as I move forward. I wish everyone the best; and thank you again."

**PUBLIC HEARING - BUDGET** - *Procedure (1) Citizens may give public comment regarding the subject of the hearing; (2) the public hearing is closed; (3) opportunity for Board discussion and decision.*

**Motion to approve the FY'22 Operating Fund Budget in the amount of \$41,555,067 in second reading.** \*

Moved by: TABB; Second by: MATTSON

Public Hearing

Written comments submitted by the Title VI Ketchikan Native Education Parent Committee were read aloud. The KNEPC requested that an administrative assistant position to the district cultural coordinator be funded in the 2021-2022 budget. The comments included an explanation of the Title VI grant, which provides funding for the cultural coordinator as well as for two district preschools.

Dr. Valerie Brooks, reading specialist at Houghtaling, and vice president of KEA, urged the Board to request Ketchikan Gateway Borough funding at a level to provide for a quality school district. If the district instead asked for an amount it thought was likely to be granted, the funds might not provide for the schools that students deserve, stated Ms. Brooks.

Board Discussion

In about a twenty-minute discussion, the Board discussed various aspects of the FY '22 budget. The discussion included that:

- Several staff positions, including a world language positions, discussed in an April 22 budget worksession were funded in the presented budget, as was the administrative assistant position mentioned in the public hearing;
- Some COVID-relief funds are being used to fund temporary positions to meet COVID-related needs, as well as partially funding some regular staff positions for allowable uses. The new positions address issues such as learning recovery or expansion of services that students need due to the COVID-affected year;
- The presented budget addresses learning loss and continuing to provide smaller class sizes, which were important objectives expressed by Board members in the April 22 worksession;
- Input from Dr. Brooks, representing KEA, regarding the concern that the additional classroom teachers providing for smaller class sizes will be gone after emergency funding is gone;
- A summary of how funds provided through federal emergency relief fund acts would be used by the district. From the current year's budget, a small portion remaining from the CARES Act would be

carried over to the next fiscal year. About \$1.9 million in ESSER II (Elementary and Secondary School Emergency Relief) funds were received this year and what isn't used will also be carried over into next year. The ESSER III funds which are expected soon will be applied in subsequent years, probably until about FY '24, reported Business Manager Parrott.

- Comments by several Board members that smaller class sizes and other efforts made possible through the COVID-relief funds will prove that this is the level of education that the district needs in going forward.

**ROLL CALL**

**MATTSON, ROBBINS JR., GUBATAYAO, ANDERSON, TABB, HODNE - ALL AYES**

***MOTION PASSED***

*\* FY '22 operating fund budget documents attached to minutes for reference.*

**CONSENT CALENDAR**

**Motion to approve the Consent Calendar of April 28, 2021, consisting of the following:**

- a. Motion to approve the regular meeting minutes of April 14, 2021.*
- b. Motion to approve a teaching contract with Catharine Rocke for the 2021-2022 school year.*
- c. Motion to approve a teaching contract with Erin Knight for the 2021-2022 school year.*
- d. Motion to approve a contract with Sheri Adams for speech and language pathology services.*

Moved by: TABB; Second by: ROBBINS JR.

**ROLL CALL**

**MATTSON, ROBBINS JR., GUBATAYAO, ANDERSON, TABB, HODNE – AYES**

***MOTION PASSED***

**NEW BUSINESS**

**Motion to accept the resignation of Beth Lougee.**

Moved by: ROBBINS JR.; Second by: MATTSON

Discussion

There was none.

**ROLL CALL**

**ANDERSON, GUBATAYAO, ROBBINS JR., MATTSON, TABB, HODNE - AYES**

***MOTION PASSED***

**Motion to approve the separation agreement with Beth Lougee.**

Moved by: ROBBINS JR.; Second by: TABB

Discussion

There was none.

**ROLL CALL**

**ROBBINS JR., GUBATAYAO, ANDERSON, MATTSON, TABB, HODNE - ALL AYES**

***MOTION PASSED***

**Motion to approve the operating fund budget revision as presented.**

Moved by: ROBBINS JR.; Second by: MATTSON

Discussion

There was none.

**ROLL CALL**

**ANDERSON, TABB, ROBBINS JR., GUBATAYAO, MATTSON, HODNE – AYES**

**MOTION PASSED**

**DISCUSSION**

*Process for interim superintendent search:* An involved discussion of about 25 minutes covered such issues as: an explanation of the subcommittee’s purpose and a concern that the process was not transparent; the possible length of time that an acting superintendent, and then interim superintendent might serve while a search was occurring for a full-time superintendent; including stakeholders in the process of hiring an interim superintendent; and a suggestion for a special meeting the following week to further deal with the issues of finding an interim and full–time superintendent.

**BOARD COMMENTS**

Ms. Mattson stated her appreciation to Superintendent Lougee, saying she had steered the district well through several challenges and crises.

Board Member Gubatayao wished Ms. Lougee well and thanked her for serving the district. She said she will miss having Ms. Skan on the Board.

Mr. Hodne thanked Ms. Lougee for her time and wished her well going forward.

**EXECUTIVE SESSION**

**Motion to enter an Executive Session for the purpose of considering the process to appoint the interim superintendent, a subject that tends to prejudice the reputation and character of any person, and that we may also be discussing the finances of the district.**

Moved by: TABB; Second by: MATTSON

**ROLL CALL**

**ROBBINS JR., GUBATAYAO, TABB, ANDERSON, MATTSON, HODNE - ALL AYES**

**MOTION PASSED**

The executive session started at 7:27 p.m. Business Manager Parrott was included for part of the closed session. The Board ended its executive session at about 8:34 p.m.

**Statement**

Board Clerk-Treasurer Mattson stated that it was directing staff to open up an interim superintendent position the next day, for seven days. In addition, the Board planned to hold a special meeting on May 4 regarding the process for hiring an interim superintendent, with stakeholder input being solicited, she reported. At that meeting, the Board also planned to consider contracting with the Association of Alaska School Boards for a superintendent search; and to accept the resignation of Board Vice President Sonya Skan from the school board. The Board directed Superintendent Lougee to appoint Katie Parrott as acting superintendent, effective May 1, 2021, stated Ms. Mattson.

**ADJOURNMENT**

A motion was made and seconded for adjournment. The meeting was adjourned at 8:38 p.m.

<b>OPERATING REVENUE COMPARISON</b>		2074.64 ADM	2169 ADM	94.36
<b>Type</b>		<b>FY21 Budgeted</b>	<b>FY22 Projected*</b>	<b>Difference</b>
<b>STATE REVENUE*</b>		26,212,669	25,934,683	(277,986)
	<i>TRS On-Behalf</i>	2,751,922	3,238,075	486,153
	<i>PERS On-Behalf</i>	543,072	618,915	75,843
	One-time supplemental aid + PFD Raffle	9,675	9,834	159
	<b>TOTAL</b>	<b>29,517,338</b>	<b>29,801,507</b>	<b>284,169</b>
<b>Borough Revenue</b>				
	Local Required Contribution	<b>4,915,414</b>	<b>5,168,904</b>	-
	Discretionary Contribution	5,746,014	5,492,524	(253,490)
	In-kind Contribution	243,019	273,090	30,071
	<b>TOTAL</b>	<b>10,904,447</b>	<b>10,934,518</b>	<b>(223,419)</b>
<b>Federal Revenue</b>				
	Medicaid	100,000	100,000	-
	<b>TOTAL</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>
<b>Other Revenues</b>				
	Court checks, BMO rebate	30,000	40,000	10,000
	E-rate Program	115,000	150,000	35,000
		<b>145,000</b>	<b>190,000</b>	<b>45,000</b>
<b>CARRYOVER FUNDS - FUND BALANCE</b>				
		-	313,445	313,445
	CHARTER SCHOOLS	443,428	215,597	(227,831)
	<b>TOTAL</b>	<b>443,428</b>	<b>529,042</b>	<b>85,614</b>
	<b>Grand Total</b>	<b>41,110,213</b>	<b>41,555,067</b>	<b>444,854</b>
<i>*Change accounts for certified INT increase after projected count submitted.</i>				

PROPOSED - REVISED PER BOARD WORK SESSION

**FY22 KGBSD Operating Fund Budget**

FY22 KGBSD Operating Fund Budget		ACTUALS	ACTUALS	APPROVED	PROPOSED	FY21-FY22
Object*	Title	FY19	FY20	FY21	FY22	Difference
<b>Personnel Expenses</b>						
311	Certificated Superintendent	189,756	138,558	145,000	145,000	-
313	Certificated Principal/Assistant Principal	1,282,290	1,418,964	1,330,494	1,361,007	30,513
314	Certificated Director/Coordinator/Manager	196,365	224,749	246,452	223,407	(23,045)
315	Certificated Teacher	13,471,848	13,502,480	13,257,906	13,689,523	431,617
316	Certificated Extra Duty Pay	150,745	76,152	122,400	108,000	(14,400)
317	Certificated Substitutes/Temps	-	1,088	5,000	5,000	-
318	Certificated Specialists	-	-	330,318	346,709	16,391
319	Teachers Part Year (Long-term Subs)	136,550	72,751	100,000	80,000	(20,000)
321	Classified Director/Coordinator/Manager	504,052	408,870	388,000	391,224	3,224
322	Classified Specialists (Technical Staff)	269,987	79,560	352,860	322,609	(30,251)
323	Classified Aides/Paraprofessionals	3,125,710	3,455,930	3,199,740	3,581,004	381,264
324	Classified Support Staff	1,228,239	1,522,060	1,345,052	1,316,731	(28,321)
325	Maintenance/Custodial Staff	1,197,976	1,156,051	1,170,656	1,187,821	17,165
329	Classified Substitutes/Temps	376,422	233,875	329,000	166,800	(162,200)
337	Classified Extra Duty	36,273	77,259	49,500	34,000	(15,500)
338	Classified Stipend	16,350	16,775	18,000	18,000	-
361	Insurance-Life & Health	5,716,118	4,571,036	5,321,361	5,351,543	30,182
362	Unemployment Insurance	7,388	53,023	25,000	29,000	4,000
363	Workers' Compensation	200,955	201,575	207,000	225,000	18,000
364	FICA Contribution	731,743	741,609	763,522	728,026	(35,496)
365	Retirement Contribution-TRS	4,299,974	1,884,539	1,951,906	1,929,500	(22,406)
366	Retirement Contribution-PERS	1,601,300	1,449,328	1,397,653	1,425,228	27,575
367	TRS On-Behalf	-	2,935,350	2,751,922	3,238,075	486,153
368	PERS On-Behalf	-	513,116	543,072	618,915	75,843
369	Other Employee Benefits	24,729	34,980	32,000	43,350	11,350
378	Educational Assistance	24,359	27,279	25,600	24,000	(1,600)
379	Physicals	2,392	4,470	7,500	4,000	(3,500)
390	Transportation Allowance	-	-	12,500	7,500	(5,000)
<b>Object Group</b>		<b>34,791,521</b>	<b>34,801,427</b>	<b>35,429,414</b>	<b>36,600,972</b>	<b>1,171,558</b>
<b>Supplies and Services</b>						
410	Professional & Technical Services	375,543	453,898	300,000	386,000	86,000
411	Staff Development Services	-	-	-	-	-
412	Auditing	35,331	36,286	36,000	40,000	4,000
413	Labor Relations Services	10,000	-	10,000	-	(10,000)
414	Legal Services	55,878	51,899	45,000	40,000	(5,000)
416	Engineering & Architectural Services	7,472	-	-	-	-
418	Other Professional Services	-	-	-	-	-
420	Staff Travel 420	83,850	65,206	30,000	25,000	(5,000)
421	Mileage Reimbursement 420	4,693	4,401	7,600	4,500	(3,100)
425	Student Travel	4,801	202,727	25,000	-	(25,000)
430	Utilities & Telecommunications	209,559	197,371	210,000	280,000	70,000
431	Water & Sewage	223,713	239,521	264,715	244,250	(20,465)
432	Garbage	120,425	100,815	120,450	107,400	(13,050)
433	Postage	12,735	8,048	14,400	9,300	(5,100)
436	Electricity	543,596	552,750	557,677	459,200	(98,477)
438	Heating Fuel	469,608	442,638	529,673	425,000	(104,673)
440	Other Purchased Services	338,576	339,104	276,700	262,800	(13,900)
441	Rentals and Leases	71,468	61,018	80,000	175,000	95,000
442	Building Repairs & Maintenance	201,803	51,985	128,000	75,000	(53,000)
443	Equipment Repair & Maintenance	-	-	-	-	-
445	Insurance & Bond Premiums	296,560	453,573	365,500	513,090	147,590
450	Supplies, Materials & Media	886,053	1,258,239	1,131,604	1,045,332	(86,272)
451	Teacher Supplies	55,164	52,663	69,200	68,400	(800)
457	Small Tools & Equipment	221,983	226,518	117,500	50,000	(67,500)
480	Tuition & Stipends (Students)	61,800	47,385	60,000	70,000	10,000
485	Stipends (Kanayama)	18,500	15,000	-	15,000	15,000
490	Other Expenses	65,703	62,176	60,000	60,000	-
491	Dues and Fees	24,491	27,997	23,000	23,000	-
493	Interest	-	-	-	-	-
495	Indirect Expense	-	(54,105)	(15,000)	(75,000)	(60,000)
<b>Object Group</b>		<b>4,399,305</b>	<b>4,897,113</b>	<b>4,447,019</b>	<b>4,303,272</b>	<b>(143,747)</b>
<b>Other</b>						
510	Equipment 510	7,628	123,996	107,400	45,000	(62,400)
544	Transfer to Activities. 550	611,162	195,324	536,162	536,162	-
552	Transfer to Other Funds	-	174,903	-	-	-
562	Transfer to Other Governmental Units	208,712	-	-	-	-
599	Unallocated	-	-	590,218	69,661	(520,557)
<b>Object Group</b>		<b>827,502</b>	<b>494,223</b>	<b>1,233,780</b>	<b>650,823</b>	<b>(582,957)</b>
<b>Grand Total</b>		<b>40,018,328</b>	<b>40,192,763</b>	<b>41,110,213</b>	<b>41,555,067</b>	<b>444,854</b>
Approved budget		40,283,793	41,210,084		41,241,622	Projected Revenue (no f
Remaining based on Actuals		265,465	1,017,321		(313,445)	Amount needed

**Ketchikan Gateway Borough School District  
FY22 Expenditure Authority**

	FY21 Approved Amount	Adjustment	FY22 Projected Amount
STATE OF ALASKA	\$26,212,669	(\$277,986)	\$25,934,683
SUPPLEMENTAL STATE FUNDS	\$9,675	\$159	\$9,834
BOROUGH APPROPRIATION*	\$10,661,428	\$0	\$10,661,428
BOROUGH IN-KIND*	\$243,019	\$30,071	\$273,090
OTHER REVENUES	\$145,000	\$45,000	\$190,000
CARRYOVER FUNDS	\$443,428	\$85,614	\$529,042
MEDICAID	\$100,000	\$0	\$100,000
TRS ON-BEHALF	\$2,751,922	\$486,153	\$3,238,075
PRS ON-BEHALF	\$543,072	\$75,843	\$618,915
TOTAL OPERATING BUDGET	<u>\$41,110,213</u>	<u>\$444,854</u>	<u>\$41,555,067</u>
COVID Relief Funds - ESSER I	\$476,261	(\$476,261)	\$0
COVID Relief Funds - GEER I	\$23,659	(\$23,659)	\$0
COVID Relief Funds - ESSER II*	\$0	\$500,000	\$500,000
COVID Relief Funds - ESSER III*	\$0	\$1,147,000	\$1,147,000
Food Service	\$937,913	\$226,996	\$1,164,909
Pupil Transportation	\$1,749,737	(\$121,993)	\$1,627,744
Facilities Use	\$30,000	\$0	\$30,000
Title IV-A	\$117,723	\$0	\$117,723
Title II-A Teacher Principal Development	\$210,107	\$0	\$210,107
Staff Development	\$20,852	\$0	\$20,852
Title I	\$643,514	\$0	\$643,514
Indian Education	\$229,105	\$895	\$230,000
Alternative Schools Grant	\$25,750	\$0	\$25,750
Title VI - B	\$810,191	\$0	\$810,191
Preschool Disabled	\$23,813	\$0	\$23,813
Carl Perkins Basic	\$57,228	(\$5,053)	\$52,175
Rural & Low Income Schools Grant	\$46,712	\$0	\$46,712
Ketchikan Construction Academy	\$30,000	\$0	\$30,000
Fresh Fruits and Vegetables Program	\$65,821	\$0	\$65,821
School Improvement Grant	\$54,352	(\$29,352)	\$25,000
SHI Thru the Cultural Lens	\$10,000	\$0	\$10,000
Other Grants (\$5,000 & under)	\$15,000	\$0	\$15,000
Sub Total	<u>\$5,577,739</u>	<u>\$1,218,573</u>	<u>\$6,796,312</u>
Total	\$46,687,952	\$1,663,427	\$48,351,379