

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR MEETING AND WORK SESSION  
Meeting of  
October 18, 2023  
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 18<sup>th</sup> day of October 2023, 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 (telephonically,) Clerk-Treasurer Nicole Anderson, Members Diane Gubatayao, Tom Heutte, Melissa O'Bryan and Student Member Lily Gosnell. Member Paul Robbins, Jr. had an excused absence. Newly elected Board Members Judy Leask Guthrie and Katherine Tatsuda were present to take the Oath of Office and take their seats at the dais.

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

**OATH OF OFFICE**

New Board Members Judy Leask Guthrie and Katherine Tatsuda took the Oath of Office with Superintendent Robbins. He presented them each with their Certificate of Election and invited them to take their seats at the dais. Member Gubatayao stepped down from her seat and joined the audience.

**ORGANIZATION OF BOARD OFFICERS**

Superintendent Robbins took lead of the meeting to elect Board Officers. He called for nominations for Board President, Vice President and Clerk Treasurer.

President Nominee: Stephen Bradford

M/S: Anderson/Heutte

There were no other nominees for Board President. Superintendent Robbins called for all in favor of Stephen Bradford as president and all members verbally voted aye.

Vice President Nominee: Keenan Sanderson

M/S: Bradford/O'Bryan

There were no other nominees for Board Vice President. President Bradford called for all in favor of Keenan Sanderson as vice president and all members verbally voted aye.

Clerk-Treasurer Nominee: Nicole Anderson

M/S: Heutte/O'Bryan

There were no other nominees for Board Clerk Treasurer. President Bradford called for all in favor of Nicole Anderson as clerk treasurer and all members verbally voted aye.

**APPROVAL OF AGENDA**

The agenda was approved.

**PUBLIC RECOGNITION**

President Bradford read proclamations to honor Custodian's Day, 2023 Red Ribbon Week, Principals Month, Alaska Native Heritage Month and the AASB Master Boardmanship Award.

President Bradford thanked the outgoing board members Gubatayao and Robbins, Jr. for their work on the School Board.

**CITIZEN REMARKS**

None

## **INFORMATION AND REPORTS FROM BOARD MEMBERS**

Member Heutte reported that the Strategic Plan Committee had met and is moving forward with the development of the new Strategic Plan. He reported that the 4 sub committees will begin meeting in small groups the first week of November.

**REPORTS FOR INFORMATION:** Claims of September 29, 2023; October 13, 2023; September 2023 Monthly Operating Fund Report  
CLAIMS/REPORT APPROVED

## **STUDENT REPORT**

Student Member Gosnell provided a report of current events and activities at Ketchikan High School.

## **SUPERINTENDENT REPORT**

Superintendent Robbins provided a report to the board which included meetings and conferences he recently attended in and out of Ketchikan. He invited Board Members to join a virtual meeting with trainer, Ricky Robertson, who was scheduled to provide professional training district wide.

## **ACTION ITEMS**

### **CONSENT CALENDAR**

- a. Motion to approve the meeting minutes of September 27, 2023
- b. Motion to extend a long-term substitute contract for Judith Doyon at TSAS.
- c. Motion to approve a multiyear subscription with OETC (Organization for Educational Technology and Curriculum) for Google Workspace for Education Plus.
- d. Motion to approve the purchase of SIPPS (Systematic Instruction in Phonological awareness, Phonics and Sight words) reading materials from Collaborative Classroom.
- e. Motion to approve an additional authorization for the four-year lease agreement with American Capital Finance in the amount not to exceed \$85, 000 for FY24 and not exceed \$320,000 over the four-year term of agreement.

M/S: ANDERSON/HEUTTE

ROLL CALL:

7 YES

GOSNELL (PREFERENTIAL,) O'BRYAN, TATSUDA, ANDERSON, GUTHRIE, SANDERSON, HEUTTE, BRADFORD

CONSENT CALENDAR APPROVED

### **UNFINISHED BUSINESS**

NONE

### **WORKSESSION**

- a. Board Member Orientation

President Bradford presented information about the 2023-24 Budget Process thus far, for the new board member's information. He also introduced the Board Policies and Board Bylaws which govern the rules, expectations and ethical responsibilities of members of the School Board. Board members asked questions and clarified the intent of the policies and bylaws. They explored potential scenarios and solutions to situations in which board members may find themselves during their term.

The Board was in work session from 6:36 p.m. until 7:22 p.m.

## **BOARD COMMENTS**

Vice President Sanderson thanked the board for voting him as the Vice President and invited board members to come to him with questions.

Clerk Treasurer Anderson thanked former members Gubatayao and Robbins, Jr. for their work on the board.

Member Heutte recognized the students in the meeting audience and applauded their attendance. He expressed his excitement to work with the new board.

Member O'Bryan recognized the new board members and stated she was looking forward to working together as a new board. She also expressed her condolences to Metlakatla for their recent loss of a student life.

Member Guthrie stated she was looking forward to helping make decisions that affect students and getting to know the board members.

Member Tatsuda expressed she was looking forward to working with the other board members for the benefit of the students, schools and community. She offered her sympathy to the Metlakatla community.

President Bradford welcomed Members Guthrie and Tatsuda, saying he was looking forward to their contributions to the Board.

## **ADVANCE PLANNING**

- a. Parliamentary Procedure Basics using Robert's Rules of Order 10/19/23 at 12:00 pm in the Borough Assembly Chambers
- b. Borough Official Training on OMA, Ethics and Records Wednesday 10/25/23 at 5:30pm in the Borough Assembly Chambers.
- c. AASB Annual Conference November 9-12, 2023 The Hilton, Anchorage, AK
- d. School Board Listening Session scheduled for the Senior Carnival, Saturday October 21, 2023 from 4:00-8:00 p.m.
- e. Senior Carnival October 21, 2023 4:00- 8:00 p.m.
- f. School Board Regular meeting and/or Work session, Wednesday November 15, 2023 at 6:00 p.m. in the Borough Assembly Chambers

ADJOURNMENT at 7:32 p.m.

  
\_\_\_\_\_  
BOARD PRESIDENT  
Stephen Bradford