

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION
Regular meeting of
Wednesday, April 8, 2020
Remotely held via videoconferencing platform***

A Work session on the FY '21 operating fund budget was held prior to the regular meeting.

CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL

The Ketchikan Gateway Borough Board of Education met in regular session on the 8th day of April, 2020, with Board Members participating remotely via videoconferencing. (* Due to COVID-19 pandemic facility closures and social distancing mandates.) Board President Bridget Mattson called the meeting to order at 6:00 p.m.

The following members were present on the videoconference to establish a quorum and due notice had been published: Board President Bridget Mattson; Clerk-Treasurer Diane Gubatayao; Board Members Leslie Becker; Jordan Tabb, Thomas Heutte; and Paul Robbins Jr. Vice President Sonya Skan was absent and excused. Student Board Member Brendan Roof was present for the worksession preceding the regular meeting.

Administrative staff present via videoconference were: Beth Lougee, Superintendent; Business Manager Katie Parrott; Curriculum Director Alonso Escalante; Ketchikan High School Principal Jason House; and Clerk to the Board Kerry Watson.

Board President Bridget Mattson read the district vision and mission statements.

APPROVAL OF THE AGENDA

Superintendent Beth Lougee asked for postponement of consideration of the science curriculum (*New Business Item 10a*) until the next Board meeting. With a friendly amendment, the motion to approve the agenda was modified as follows:

Motion to approve the agenda with postponement of item 10 a. (*science curriculum approval*)

Moved by: GUBATAYAO; Second by: HEUTTE

ROLL CALL

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

MOTION PASSED

PUBLIC RECOGNITION

Board member Diane Gubatayao stated appreciation for teachers, staff, and the technology team who made possible the Zoom meetings for all of the district's classes, in addition to staff meetings. She added that it was pretty amazing how IT had pulled that together in such a short time.

CITIZEN REMARKS

One citizen, Christine Weber, had submitted written comments for the meeting which were read aloud by the Board Clerk. Ms. Weber, a parent of children from preschool to high school ages, advocated for not returning to school this year. Further, she asked that a decision be announced, as not doing so confused younger children when teachers told students they'd "see them soon," she wrote.

CLAIMS FOR INFORMATION – April 3, 2020

Superintendent Lougee told the Board that payment to Alaska Pest Management for a series of invoices was for daily sanitizing of the schools from which meals were being served, as well as initial sanitizing of buildings after the first positive confirmation of COVID-19 in the community. There will be some secondary sanitizing of classrooms as well if staff have to enter areas to retrieve items for themselves or students.

SUPERINTENDENT REPORT

Superintendent Beth Lougee updated the Board on her approach to dealing with the district's "new normal" with slow, steady steps from food service to technology to student instruction. Several of the department directors were asked to report on their specific area. The update included some of the following:

- The food service program served 6000 meals in the previous week. One issue with the popularity has been running short on sacks to contain the meals.
- Technology – After being updated and sanitized, almost 200 devices had been rolled out in three days to fulfill about 500 total requests. Schoenbar Middle School had its own roll-out the previous week with about another 100 devices provided. A possible spot for connectivity outside a school is being researched for those families who do not have internet at home.
- Regular contact is taking place with the state education department on fiscal concerns that will affect budgeting for next year, such as the CARE Act, and waivers regarding carry over for grants.
- Special education staff are reviewing IEPs and ESERs to ensure they are followed to the extent they can be during this crisis model of education, while ensuring the health and safety of the students; and looking for further guidance from the federal and state levels.
- Ketchikan High School Principal Jason House reported on the work of the "education team" which was formed to determine how to provide education during this crisis time. During the initial week of school closure due to the pandemic, teachers made contact with students through advisory and home rooms. This past week, that contact was expanded. For example, at the secondary level, teachers were meeting with students in each of their classes, and assisting with wrapping up the third quarter that was interrupted. Teachers were surveyed during this week regarding needs for education and also professional development which will guide the next steps.

There were some questions from Board members. Superintendent Lougee said she thinks it is highly likely that the Governor will close schools statewide through the rest of the school year. If that occurs, students and teachers will continue as they have been doing, she said.

Curriculum Director Alonso Escalante provided information about the Collaborative Classrooms adoption which was on the agenda for the Board's approval that evening. The English Language Arts curriculum was piloted for grades K-6th last fall, with 12 teachers from Houghtaling, Fawn Mountain and Point Higgins elementary schools participating. In addition, five of those teachers and Mr. Escalante traveled to Seattle to view the program in action at several schools. After doing so, the teachers were even more enthusiastic in their support of the adoption, said Mr. Escalante. He responded to a few questions on the curriculum from Board members.

Business Manager Katie Parrott reported on how the business office had dealt with situations as a result of the COVID-19 pandemic and closures. These ranged from: developing a new budget code and a new leave code to track COVID-related expenditures and provide for employee leave time, to ensuring that testing for COVID-19 is free to employees through the health insurance program. Ms. Parrott also described rolling out an entirely new and unique food service program with the closure of the school buildings. The staff who are working in that program are some of the few in the district working outside their homes, Ms. Parrott pointed out; and strict protocol is being followed to keep the public and employees safe during the food pick-up and delivery. The district is serving about 100 more meals than in a typical month, she said.

There were some follow up questions and discussion on the food service program. It was noted that a local family was encouraging donations to the food program as a way to honor their child who had died.

Business Manager Parrott added some comments for the public's benefit regarding the draft FY 21 budget, additional to what had been discussed in a work session prior to the regular meeting. The budget reflects minimal changes and is about \$100,000 less than the current year's budget, she said.

*****PUBLIC HEARING - BUDGET*****

Motion to approve the draft FY21 Operating Fund Budget in the amount of \$41,100,832 in first reading.
(Draft budget attached as reference to these minutes).

Moved by: GUBATAYAO; Second by: HEUTTE

Public Hearing

There were no public comments.

Board Discussion

Board Member Paul Robbins Jr. stated, for the benefit of any listening public, that the Board had a discussion on the budget in a worksession prior to this regular meeting. (*The worksession was also streamed live*).

In response to Board Member Gubatayao, Business Manager Parrott said she had conversations with the Borough Finance Director as the budget was being drafted regarding expectations for the local contribution and discretionary contribution from the Borough.

ROLL CALL

HEUTTE, GUBATAYAO, BECKER, ROBBINS JR., TABB, MATTSON - ALL AYES

MOTION PASSED

CONSENT CALENDAR

Motion to approve the Consent Calendar of April 8, 2020

Moved by: HEUTTE; Second by: BECKER

- *Motion to approve the regular meeting minutes of March 25, 2020.*
- *Motion to approve a teaching contract for Robin Hartman for the 2020-2021 school year.*
- *Motion to approve an administrative contract for Marian Gonzales for the 2020-2021 school year.*

ROLL CALL

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

MOTION PASSED

NEW BUSINESS

Motion to approve the purchase of K-6 ELA curriculum, Collaborative Classrooms, for the 6-year cycle at \$108,211.

Moved by: ROBBINS JR.; Second by: BECKER

Discussion

There was no discussion.

ROLL CALL

GUBATAYAO, TABB, ROBBINS JR., BECKER, GUBATAYAO, MATTSON – ALL AYES

MOTION PASSED

Motion to adopt the recommendations of the executive committee concerning Board Committees.

Moved by: GUBATAYAO; Second by: ROBBINS JR.

Discussion

In a response to a question from Mr. Robbins Jr., Board President Mattson explained the Board officers had received some advice regarding committees from Timi Tullis of the Association of Alaska School Boards. In part, she advised on the difference between district administrative committees and Board committees. Some of the recommendations before the Board resulted from that conversation.

ROLL CALL

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

DISCUSSION

2020-2021 School Year Calendar – Adjustments were made to this calendar, as had been done to the 2019-2020 calendar, to match to the collective bargaining agreement with Ketchikan Education Association, and to change a half-day issue which was incompatible with the new business office software. Student contact days remain at 176. Teacher work days will be 183, a reduction of a half-day from the earlier calendar draft.

BOARD COMMENTS

Ms. Gubatayao commented positively on how everyone in the district is dealing with an extraordinary situation in education. Everyone is working hard to stay connected to the students, and to each other, she said.

Board Member Leslie Becker also stated appreciation and thanked Ms. Parrott and Ms. Lougee for being their work on the budget and for planning ahead as much as they could.

Board President Bridget Mattson commented on the work of the science committee this year, and said she is excited to see the recommendations. She too echoed thanks to the teachers and staff and to the community of Ketchikan and commented on how people are finding ways to give back and help each other.

Ms. Gubatayao noted that the Wellness Coalition has developed a list of resources which is on its website.

ADVANCE PLANNING

Future Board events were briefly discussed.

ADJOURNMENT

A motion was made and seconded for adjournment, and with no objection, the meeting was adjourned at 7:21 pm.

*Minutes approved as distributed at the April 22, 2020 regular meeting of the Board of Education.
(Draft budget attached as reference to these minutes).*

BOARD PRESIDENT
Bridget Mattson

FY21 DRAFT Budget

FY21 DRAFT Budget		ACTUALS	APPROVED	INITIAL DRAFT	Difference	*Revised based on AK COA conversion NOTES
Object*	Title	FY19	FY20	FY21		
Personnel Expenses						
311	Certificated Superintendent	189,756	133,000	145,000	12,000	1 FTE
313	Certificated Principal/Assistant Principal	1,282,290	1,365,774	1,330,494	(35,280)	12 FTE
314	Certificated Director/Coordinator/Manager	196,365	217,889	246,452	28,563	2 FTE
315	Certificated Teacher	13,471,848	13,470,757	13,481,083	10,326	135 FTE Tenured, 38 FTE Non-tenured
316	Certificated Extra Duty Pay	150,745	139,400	122,400	(17,000)	
317	Certificated Substitutes/Temps	-	2,700	5,000	2,300	
318	Certificated Specialists	-	-	330,318	330,318	4 FTE SSPK
319	Teachers Part Year (Long-term Subs)	136,550	120,000	100,000	(20,000)	
321	Classified Director/Coordinator/Manager	504,052	478,331	388,000	(90,331)	4 FTE (Maint., Tech., Business Office)
322	Classified Specialists (Technical Staff)	269,987	275,352	352,860	77,508	5 FTE (Tech. & Info.), 1 FTE Nurse
323	Classified Aides/Paraprofessionals	3,125,710	3,405,687	3,324,740	(80,947)	140 FTE - reduced from current 150FTE
324	Classified Support Staff	1,228,239	1,265,134	1,122,486	(142,648)	11 FTE district; 11 FTE school-level
325	Maintenance/Custodial Staff	1,197,976	1,258,316	1,137,174	(121,142)	10 FTE Maintenance, 17 FTE Custodian
329	Classified Substitutes/Temps	376,422	329,000	329,000	-	
337	Classified Extra Duty	36,273	49,500	49,500	-	
338	Classified Stipend	16,350	18,000	18,000	-	School Board
361	Insurance-Life & Health	5,716,118	5,245,491	5,245,491	-	
362	Unemployment Insurance	7,388	44,576	25,000	(19,576)	Adjusted closer to actuals
363	Workers' Compensation	200,955	307,063	207,000	(100,063)	Adjusted closer to actuals
364	FICA Contribution	731,743	736,917	761,000	24,083	1.45% for Certified; 7.65% for Classified
365	Retirement Contribution-TRS	4,299,974	4,627,400	4,771,830	144,430	12.56% of wages; 17.91% on-behalf
366	Retirement Contribution-PERS	1,601,300	1,910,725	1,918,616	7,891	22% of wages; 6.62% on-behalf
367	Educational Assistance	24,359	29,300	25,600	(3,700)	\$1600 x 16
368	Physicals	2,392	14,250	7,500	(6,750)	\$250 x 30
369	Other Employee Benefits	24,729	32,500	20,000	(12,500)	Mileage & vehicle allowances
390	Transportation Allowance	-	-	12,500	12,500	Add for Relocation Reimbursement
	Object Group	34,791,521	35,477,062	35,477,044	(18)	
Supplies and Services						
410	Professional & Technical Services	375,543	288,500	325,000	36,500	
411	Staff Development Services	-	-	-	-	
412	Auditing	35,331	36,000	36,000	-	
413	Labor Relations Services	10,000	15,000	10,000	(5,000)	
414	Legal Services	55,878	75,000	45,000	(30,000)	
416	Engineering & Architectural Services	7,472	-	-	-	
418	Other Professional Services	-	-	-	-	
420	Staff Travel 420	83,850	50,000	30,000	(20,000)	
421	Mileage Reimbursement 420	4,693	7,600	7,600	-	
425	Student Travel	4,801	-	25,000	25,000	Swim charters, field trips, etc.
430	Utilities & Telecommunications	209,559	241,789	210,000	(31,789)	Restricted
431	Water & Sewage	223,713	252,537	264,715	12,178	Restricted
432	Garbage	120,425	118,416	120,450	2,034	Restricted
433	Postage	12,735	14,400	14,400	-	Restricted
436	Electricity	543,596	487,596	557,677	70,081	Restricted
438	Heating Fuel	469,608	529,673	529,673	-	Restricted
440	Other Purchased Services	338,576	261,700	261,700	-	
441	Rentals and Leases	71,468	80,000	80,000	-	
442	Building Repairs & Maintenance	201,803	155,000	128,000	(27,000)	
443	Equipment Repair & Maintenance	-	-	-	-	
445	Insurance & Bond Premiums	296,560	365,500	365,500	-	Restricted
450	Supplies, Materials & Media	886,053	1,039,750	1,039,750	-	
451	Teacher Supplies	55,164	71,800	69,200	(2,600)	Restricted
457	Small Tools & Equipment	221,983	235,000	117,500	(117,500)	Suspends 1-to-1 program purchases
480	Tuition & Stipends (Students)	61,800	50,000	60,000	10,000	Restricted
485	Stipends (Kanayama)	18,500	15,000	15,000	-	
490	Other Expenses	65,703	60,000	60,000	-	
491	Dues and Fees	24,491	23,000	23,000	-	
493	Interest	-	-	-	-	
495	Indirect Expense	-	-	(15,000)	(15,000)	
	Object Group	4,399,305	4,473,261	4,380,165	(93,096)	
	Object	ACTUALS	Approved	INITIAL DRAFT		
	Title	FY19	FY20	FY21	Difference	
Other						
510	Equipment 510	7,628	166,138	150,000	(16,138)	
544	Transfer to Activities .550	611,162	536,162	536,162	-	
562	Transfer to Other Governmental Units	208,712	-	-	-	
599	Unallocated Budget 599	-	557,461	557,461	-	
	Object Group	827,502	1,259,761	1,243,623	(16,138)	
Grand Total		40,018,328	41,210,084	41,100,832	(109,252)	