

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT  
BOARD OF EDUCATION  
Regular meeting of  
Wednesday, May 13, 2020  
Remotely held via videoconferencing platform**

*The Board met in worksession for a presentation on the School Climate and Connectedness Survey results 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 13<sup>th</sup> day of May, 2020, with Board Members participating remotely via videoconferencing.<sup>1</sup> 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; Vice President Sonya Skan; Clerk-Treasurer Diane Gubatayao; Board Members Leslie Becker; Jordan Tabb, Paul Robbins Jr. and Thomas Heutte.

Administrative staff present via videoconference were: Beth Lougee, Superintendent; Business Manager Katie Parrott; and Clerk to the Board Kerry Watson. Other staff on the videoconference were: Maintenance Director Al Jacobson; Ketchikan High School Principal Jason House; and Revilla Jr./Sr. High Principal Kurt Lindemann.

Vision and Mission Statement

The vision and mission statements were read by School Board Member Leslie Becker.

**APPROVAL OF THE AGENDA**

**Motion to approve the agenda of May 13, 2020**

Moved by: GUBATAYAO; Second by: HEUTTE

**ROLL CALL**

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

***MOTION PASSED***

**PUBLIC RECOGNITION**

Board President Bridget Mattson read a proclamation she'd written for May as Asian Pacific Heritage Month, encouraging residents to celebrate the contributions of those with Asian or Pacific Heritage.

President Mattson noted that Mental Health Awareness Month is also recognized in May.

President Mattson asked Superintendent Beth Lougee to comment on the local significance of National School Lunch Super Heroes day, which was May 1. Superintendent Lougee reported that food is being provided to close to 6000 students per week by a dedicated staff, who make the lunches, hand them out or deliver them. In that process, these front line individuals have seen the needs of the families and are truly Super Heroes, she said. Ms. Lougee also specifically thanked Business Manager Katie Parrott for spearheading this special food service program.

Recognition was also stated for principals as School Principals Day was also May 1; and for teachers as Teacher Appreciation Week had been the previous week.

---

<sup>1</sup> Meeting "location" was remote via ZOOM videoconferencing, due to the COVID-19 pandemic mandates on social distancing and public gatherings, and the closure of the Assembly Chambers.

## **CITIZEN REMARKS**

A letter provided by parent Jennifer Tucker for Citizen Remarks was read.<sup>2</sup> Ms. Tucker complimented the school district on its response to the COVID-19 pandemic. She noted that in the past she has had issues with school district administration; however, she is impressed with the current administration's approach to the crisis. Ms. Tucker expressed her appreciation in her letter to all administrators, teachers, paraprofessionals, and technical support staff, for their work in "easing the pain of this new reality."

## **CLAIMS FOR INFORMATION – May 1, 2020.**

Clerk Treasurer Gubatayao inquired about a check to the state public health department. Business Manager Parrott said this was not a check related to the COVID-19 pandemic, but rather was a payment for the district's participation in the Medicaid program.

## **SUPERINTENDENT REPORT**

Presentations and reports provided under the Superintendent's Report included Revilla's annual school report, updates by the Business Manager and the Maintenance Director, and a report on the Continuity of Learning and Smart Start 2020 plans.

### **Revilla Annual Report**

In the annual school report for Revilla Jr./Sr. High, Principal Kurt Lindemann provided some demographic information for the school, before following up on the topic of the School Climate and Connectedness Survey (SCCS), which was the subject of a worksession before the Board meeting. Revilla, established in 1974, has 100 students in 7-12 grades with 8 certified teachers, 1 counselor, 2 paraprofessionals, 1 administrative assistant, and the principal. Fifty-seven percent of the students qualify for free and reduced lunch and 54% are of Alaska Native or American Indian ethnicity. Mr. Lindemann provided statistics on attendance (86.23 %); graduation rates (70.27%) and 5th year graduation (56.25%) Regarding the fifth year, he said Revilla picks up a number of students who are credit deficient. Mr. Lindemann also commented that enrollment fluctuates at Revilla quite a bit throughout a school year. Some of that is due to kids connected to outside agencies that come in and out of the community, he said.

Among the SCCS results that Principal Lindemann shared were that Revilla students reported that their school had high expectations for them at the same percentage as the overall district response, both at 71%. He stated it was pretty impressive to get that response at an alternative school. He also showed some results of the parent and staff School Climate and Connectedness surveys.

Principal Lindemann also reported on PEAKS assessment data. He noted that math scores has been and continues to be an issue. The science scores for the school were much higher, however, he noted.

He also showed photos of some of the special events or programs at Revilla, such as the Halloween Trick or Treat event which attracted about 600 children this past year. Mr. Lindemann also said the school has a good relationship with Kayhi, and Revilla students participate in Kayhi's Senior Carnival and on sports teams, to cite a few examples.

### **Business Manager's Report**

Business Manager Katie Parrott first remarked that the initial presentation of the district's operating fund budget to the Borough Assembly on May 4 had gone well. She provided some additional information on the CARES Act funding, noting that approval for those funds was before the Board that evening. The application for the funds had just been made available to districts the previous day. The district will be allowed to carry

---

<sup>2</sup> Citizens wishing to provide public comment did so via email, with the understanding that those comments would be read aloud by the Board Clerk at the video conferenced meeting.

those funds forward into FY 21 and also into FY 22; although Ms. Parrot said she didn't anticipate a necessity to carry over to FY 22. Ms. Parrott also noted that the Legislature authorized the Governor's

request for allocation of the CARES act funds that go to municipalities, however a lawsuit was filed shortly after regarding that legislative approval. Business Manager Parrott also commented on the possibility that some of those municipality-received funds could be used for school district costs that benefit the community in general, such as the food service program.

The issue of temporarily suspending the 5% carryover limit on the district's budget will go to the Assembly for review at its next meeting, Ms. Parrott also reported.

Board Member Sonya Skan asked about using CARES Act funds to ensure equitable access to internet and computers if distance delivery continued into next school year. Superintendent Lougee replied that equity had been part of every aspect of planning for the continuity of education in the district, and briefly described some of that effort.

#### Maintenance Director

Maintenance Director Al Jacobson and Superintendent Lougee reported on issues with two boilers at Ketchikan High School, referred to as Boiler 1 and Boiler 2. Mr. Jacobson described Boiler 2 as "blowing apart" earlier in the school year, with Boiler 1 being operational up until about 2 months ago. The district had begun pre-design work for a replacement boiler with PDC Engineering out of Juneau, said the maintenance director. A MOA with the Borough for that design contract was also on the Board's meeting agenda.

Superintendent Lougee said that Mr. Jacobson had been working with the Borough on transferring capital project funds from FY 21 to the current year to address the Boiler #2 issue as soon as possible. Now, with boiler #1's issues needing to be addressed as well, the boilers have been moved up on the Capital Improvement Plan list. Other items on the CIP list (such as security systems, and fire panels will go back into discussion.

Superintendent Lougee noted that an MOA with the Borough regarding funding for boiler replacement and a design contract were on that evening's agenda.

Board Member Skan asked for an explanation of why the contract for the boiler design work was to be sole source. Maintenance Director Jacobson explained that PDC, the firm being recommended, had already done pre-design work on the boilers. Putting the design contract out for bid at this point would add months to the process.

#### Summer School

Superintendent Lougee then reported on plans for a 2020 summer school, with sessions for elementary age students, and for those entering seventh through twelfth grade in the fall. Summer school will start June 15, and run 6 weeks, 4 days a week, with about 4 hours of instruction. The elementary age summer school will possibly be taught in small groups at a school facility, depending on state mandates. Ms. Lougee said the district is anticipating a high number of students, with potentially 400 students just at the elementary age group. For seventh-graders and higher, the Digital Academy will be utilized as well as some other blended learning and will focus on credit recovery, enrichment, advancement. An extended school year for students on IEPs and those who are medically fragile will also occur as usual, starting July 13.

#### Graduation

The Superintendent announced that Ketchikan High School will have an all-virtual graduation on May 31. She stated that Mr. House, the students, and Senior Class advisors have all worked extremely hard on the planning. She also commented she's been hearing about celebrations that parents have been planning on their own for their graduates. Revilla will hold its graduation on May 26 with a drive by ceremony for their students.

### Smart Start 2020 - Continuity of Learning

Lastly, Superintendent Lougee and Kayhi Principal Jason House reported on planning for the rest of the school year, and for the start-up of next school year. Superintendent Lougee explained that the state education department is requesting that districts use common terms in reference to its education planning at this time. For that reason, the district's education team will now be working on a "Continuity of Learning" plan. She said this is a component of Smart Start 2020, which is the educational framework for moving into next school year. Districts are to build plans for "Conditions for Learning, Continuity of Learning, and Capacities for Learning" in low risk, medium risk, and high risk environments for next school year.

A Smart Start Team for the school district is being formed to take on this work, separately from the continuity of learning team. The team will be planning for every aspect of school district operations, from connectivity issues to strategies for mitigating budget shortfalls and student activities and travel, with the three varying levels of risk being considered, said Superintendent Lougee.

Mr. House then reported on the plans by the Continuity of Learning Team, formerly the Education Team. The other team members are: Kurt Lindemann, Chasina Worman, Meredith Lundamo, Sarah Campbell, Kerri Deal, and Derek Meister. The team has been working since the first day of spring break on planning for education delivery due to COVID-19, he said. Mr. House stressed that trying to meet the components of the district's mission statement - academic excellence, meaningful connections and nurturing environment - were at the heart of the planning team's focus.

He announced that the team is proposing that because May 22 had already been set as the last day to submit work to increase a third-quarter grade, the following week would be for close out for students. That week, May 26-29, would allow for students to return materials, and have some closure with their teachers, following safety protocols, he said. This schedule also provides professional development time for teachers to start planning for the beginning of next school year, he explained. Using Canvas, the goal is for teachers to develop the first three weeks of instruction for August, with that instruction prepared to meet any scenario that the district might be faced with at that time. Canvas professional development would also be available as an ongoing resource to teachers throughout the summer.

Paul Robbins Jr. asked how the school close out information and summer school opportunities would be communicated. Superintendent Lougee said the district would use all its usual avenues for contacting parents in the next few days. She also added that school district devices that had been used for distance learning were not going to need to be checked back into the district at this point.

Board Member Robbins Jr. also asked if parents will need to learn how to use Canvas. Superintendent Lougee stated that parent orientation and open houses would be built in to the Smart Start plan to provide any training that might be needed.

Principal House pointed out that Canvas is not a new tool to the district, with about one-third of the staff familiar with the learning management system, as well as their students.

### **\*\*PUBLIC HEARING – POLICY\*\***

**Motion to adopt the revisions to Board Bylaw 9130 in second reading, updating the Board's standing committees to be: Finance Committee, Curriculum Committee, Policy Committee, and Native Education Committee.**

Moved by: HEUTTE; Second by: GUBATAYAO

### Public Hearing/Board Discussion

No public comment had been submitted for the policy hearing. Neither did any Board members comment on the policy revision at this second reading.

### **ROLL CALL**

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

**MOTION PASSED**  
**CONSENT CALENDAR**

**Motion to approve the Consent Calendar of May 13, 2020**

- a. *Motion to approve the regular meeting minutes of April 22, 2020.*
- b. *Motion to approve a teaching contract with Greg Chambers for the 2020-2021 school year (SMS-Math).*
- c. *Motion to approve a teaching contract with Alexandra Hurley for the 2020-2021 school year (SMS-SPED).*
- d. *Motion to approve a teaching contract with Miranda Gee for the 2020-2021 school year (HT-Pre-K).*
- e. *Motion to approve a teaching contract with Melanie Cornwall for the 2020-2021 school year (TSAS-Music)*
- f. *Motion to approve a teaching contract with Daniela Saez for the 2020-2021 school year (KHS-Spanish)*
- g. *Motion to approve a teaching contract with Mary Maley for the 2020-2021 school year (SMS-Science).*
- h. *Motion to approve a leave of absence for Brittany "Arizona" Jacobs until the end of the 2019-20 school year.*
- i. *Motion to approve a leave of absence for Maggie Willette until the end of the 2019-20 school year.*

Moved by: GUBATAYAO; Second by: BECKER

**ROLL CALL**

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

**MOTION PASSED**

**NEW BUSINESS**

**Motion to approve the application and receipt of CARES Act funds in the amount of \$588,598.**

Moved by: GUBATAYAO; Second by: BECKER

Discussion

There was no discussion.

**ROLL CALL**

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

**MOTION PASSED**

**Motion that the Board of Education approve the sole source contract agreement renewal with PDC Engineers for engineering and design services for the Kayhi Boiler repair and replacement project, in the amount of \$24,757 and allowing for a 5% contingency.**

Moved by: BECKER; Second by: GUBATAYAO

Discussion

Board Member Tom Heutte said that sole source contracts should be the exception and not the rule. He added, however, that the Maintenance Director's explanation for the sole source recommendation for this project was compelling.

**ROLL CALL**

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

**MOTION PASSED**

**Motion that the Board of Education approve the MOA with Ketchikan Gateway Borough regarding the funding and management of the Kayhi Boiler #2 Replacement Project as presented.**

Moved by: ROBBINS JR.; Second by: BECKER

Discussion

There was no discussion.

**ROLL CALL**

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

**MOTION PASSED**

**Motion that the Board of Education authorize the Superintendent to approve adjustments to the last student contact day of the 2019-2020 school year based on the recommendation of the District Education Team.**

Moved by: GUBATAYAO; Second by: SKAN

Discussion

Board Member Tom Heutte asked for clarification on this motion.

President Mattson said that the proposal was for the last student day of school to be moved up, as referred to in Mr. House's presentation. Moving the last student day up will provide more time for teachers' professional development in preparing for all eventualities of instruction for next school year, she stated.

Ms. Gubatayao asked if the state's education department had adjusted the minimum required contact days with students for districts. Superintendent Lougee responded that Education Commissioner Johnson had issued a waiver for all schools based on their needs in light of COVID-19.

Ms. Mattson stated her appreciation for those planning on how to educate students in the best way possible while maintaining expectations, and also working to provide teacher training. She added that she appreciated the state's waiving some of the restrictions that Ketchikan would normally be working under.

**ROLL CALL**

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

**MOTION PASSED**

**DISCUSSION**

Board goals – The School Board will be focusing on its Board goals. Ms. Gubatayao suggested first focusing on the Board's Safety goal regarding the School Climate and Connectedness Survey. That was agreed upon. Special Education Task Force - Superintendent Lougee described the purpose and membership of a task force for special education she is setting up along with Special Education Director Terri Crofcheck. It will include representation by parents, administration, teachers, the school psychologist and the physical therapist, and a School Board Member. Ms. Lougee asked Jordan Tabb to sit on the task force as a School Board member, and he agreed.

**BOARD MEMBER COMMENTS**

Ms. Gubatayao said she had sat in on a policy session put on by Association of Alaska School Boards. Now that the standing committees have been approved, she said she'd like to convene the policy committee to get back into the rhythm of reviewing policies.

Mr. Heutte commented that he was heartened by the citizen comments provided that evening. He said he was heartened by that type of feedback. He added his thanks to the Superintendent, administrators and staff for their work during this trying period.

**EXECUTIVE SESSION – regarding the First Student contract**

**Motion to move into executive session to discuss the First Student contract – a matter the immediate knowledge of which would clearly have an adverse effect upon the finances of the school district.**

Moved by: BECKER; Second by: ROBBINS JR.

**ROLL CALL**

**ROBBINS JR., BECKER, HEUTTE, SKAN, TABAB, GUBATAYAO, MATTSON - ALL AYES**

**MOTION PASSED**

The Board entered the executive session at 7:57 p.m. At approximately 8:38 p.m., the Board came briefly out of executive session to make an announcement that more time was needed for the closed session. Another unanimous roll call vote approved re-entering the executive session. The executive session ended at 9:02 p.m.

**ADJOURNMENT**

A motion was made and seconded for adjournment. Without objection, the meeting was adjourned at 9:03 p.m.

*Minutes approved as distributed at the May 27, 2020 regular meeting of the Board of Education.*

---

PRESIDENT OF THE BOARD  
Bridget Mattson