

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT  
BOARD OF EDUCATION  
Regular meeting of  
Wednesday, April 22, 2020  
Remotely held via videoconferencing platform**

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

The Ketchikan Gateway Borough Board of Education met in regular session on the 22nd day of April, 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, Thomas Heutte; and Paul Robbins Jr.

Administrative staff present via videoconference were: Beth Lougee, Superintendent; Business Manager Katie Parrott; and Clerk to the Board Kerry Watson. Other staff present were: school psychologist Derek Meister; Fawn Mountain Elementary School Principal Linnaea Troina; and Curriculum Director Alonso Escalante.

Vision and Mission Statement – The district’s Vision and Mission statements were read by Board Member Paul Robbins Jr.

**CITIZEN REMARKS**

No citizens had provided comments for the meeting.

**APPROVAL OF THE AGENDA**

**Motion to approve the agenda of April 22, 2020.**

Moved by: GUBATAYAO; Second by: BECKER

**ROLL CALL**

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

***MOTION PASSED***

**PUBLIC RECOGNITION**

No public recognition was noted.

**CITIZEN REMARKS**

No citizen comments had been provided for the meeting.<sup>2</sup>

**CLAIMS FOR INFORMATION – April 17, 2020.**

Board Member Tom Heutte noted that the claims included payments for a school board association fly-in which had been cancelled, and questioned whether those costs had been reimbursed. Business Manager Katie Parrott confirmed the trip payments would be reimbursed, but noted there might be a lag before that was reflected on the claims.

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<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.)

<sup>2</sup> Due to the same restrictions noted above, citizens wishing to provide public comment were asked to do so via email. Any written comments would be read aloud by the clerk at the meeting.

Board Member Paul Robbins Jr., asked where he could access more information on First Student bus company so he could better understand relevant charges listed on the claims. Superintendent Beth Lougee said she could review the contract between the district and the bus company with him. The contract's renewal is coming up and more information will be provided at a future Board meeting, she added.

### **SUPERINTENDENT REPORT**

Superintendent Beth Lougee updated the Board on several district actions before other staff members presented reports. The Superintendent's update included that:

- Work continues on the district budget as well as re-writing of grants which occurs at this time of year;
- Although hiring of any new positions was frozen earlier in the year, the district has been hiring for vacated positions in which a replacement is needed;
- Ketchikan High School has finished its scheduling for next year, in line with hiring and placement plans.

Superintendent Lougee also said that planning is ongoing for how school will re-open in the fall. Options being reviewed range from virtual school to small groups of students rotating in and out of a school facility to full inclusion.

### **COVID-19 education team**

Derek Meister, district school psychologist, presented on how the COVID-19 education team planned how the district would deliver education in the pandemic situation. His presentation was titled: "Instruction, Equity and Identity" and focused on how those areas are being addressed with the distance learning model currently being used in the district. He said the team felt it was important to provide staff with clarity and focus for this model of delivery which was so different than their norm. In addition, a focus was how to make it equitable. The primary goals of the district are to make sure that staff, families and students are safe, during this time, he added. He noted that the distance delivery model and working from home are affecting people in very different ways. Some are rolling with the changes, while others are finding it devastating. Recognizing that a teacher's identity will be challenged and may be changed was another aspect dealt with by the education team in assisting staff. Mr. Meister has given this presentation to administrators, and he noted that the presentation was provided as a document to staff so they could refer to it as needed.

### **Fawn Mountain annual report**

Fawn Mountain Elementary School Principal Linnaea Troina gave the school's annual report, which included demographic information, student assessment details, and highlights on unique programs. The preschool to sixth-grade school has 279 students with two classrooms at each grade, and a staff of 50 (certified and classified). Half of the school's students qualify for free and reduced meals, reported Principal Troina. Another demographic she noted was that 74 students receive special education services, with about 30 percent of those needing intensive services. Ms. Troina showed graphs regarding suspensions, and commented that both out of school and in school suspensions have decreased. She credited school programs and the work of Fawn Mountain counselor Dave Garcia.

Regarding assessments, Ms. Troina reported that students scoring in the "far below proficient" category on the PEAKS assessment have decreased while those at the other end have increased in both English/Language Arts and mathematics. She particularly noted a large increase in those students testing in the advanced category for math. As a new principal to the school, she said she isn't sure of the cause, but speculates it could be the implementation of Envision Math. She also highlighted some programs that make Fawn Mountain unique. One of these was a new popular program in which one chosen book is read by all grade levels, at school and at home. "Wishtree" was the chosen book. Another recent highlighted event was a "reverse parade" taking place so students and teachers could see each other, at a safe distance. Fawn Mountain families were invited to drive up and down the street leading to the school, which was lined by teachers and staff, some dressed up, some carrying signs, waving at them from the side of the road. Ms. Troina noted that staff were able to see some students that they have not seen or heard from since school closed. Lastly, she cited some of the benefits she has observed from the frequent Zoom meetings being used since the closure.

### Curriculum

Curriculum Director Alonso Escalante spoke about the science curriculum review and proposed adoption, which was on the meeting agenda that evening. Last year, the state released new science standards, he noted. This school year a district committee has been meeting and reviewing science materials from various vendors. The determination to select McGraw Hill was a unanimous decision for the elementary level, he said. The middle school wanted a previous product from McGraw Hill, but it did not align with the new standards, he said. At the high school level, teachers have indicated they'd like to obtain updated versions of the texts they currently use, but those are still being priced.

There were some questions from Board members and more discussion, with Superintendent Lougee providing some information on the proposed science curriculum recommendations. She said that Next Generation Science Standards came out about 5 to 6 years ago. The textbooks purchased for the high school level were aligned with those standards already. The high school science teachers want to consider more of an online version of their textbook, she said. Superintendent Lougee also explained her recommendation against purchasing science kits which supplement the six-year science curriculum from McGraw Hill. The annual kit fee would be additional to the six-year subscription cost. The superintendent recommended only purchasing kits for the first year. The district could choose in the succeeding years to re-supply those kits itself, more economically, and also avoid the potential of purchasing unwanted and unused items, she explained.

Business Manager's report: Business Manager Katie Parrott stated that much time has been spent in the last few weeks to close out the current year budget, and prepare for the next fiscal year. There will be some fluidity between the budgets due to some carryover in some areas, and also in how the CARES Act (Coronavirus Aid, Relief, and Economic Security Act) funding might be applied to expenditures occurring now. A spending freeze implementation has put the district in a good position moving into next year, she stated. Ms. Parrott said more guidance had been received on the relief funds and its parameters and budget planning is moving forward.

Superintendent Lougee said that morning she'd received a draft memo from the state department of education indicating the district's portion from the CARES Act is estimated at about \$588,000. However, she and the business manager intend to check with the state as that amount is about \$100,000 less than what they had expected. She also noted that Ms. Parrott has started a draft of expenditures that would be applicable under the current understanding of the relief funds. The funds will have to be applied for in the form of a grant.

Ms. Gubatayao asked if there had been a Borough response to the district's request for budget carryover of 10 percent in line with the Governor's recent announcement to allow that percentage.

Ms. Parrott indicated she expected that request would be broached at a future Borough meeting, as part of the district's overall budget request. She noted that the Borough restricts the district to a 5% budget carry. She added that she is not sure the district will need the 10 percent that the state is now allowing, but it seemed prudent to make that request to the Borough.

Mr. Robbins Jr. asked how the \$588,000 estimated to be coming through the CARES Act compared to supplemental appropriation that had been vetoed. Ms. Lougee replied that she believes it is less than what had been anticipated.

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

**Motion to approve the revisions to Board Bylaw 9130, 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

No members of the public had submitted public comment for the hearing.

### Board discussion

There were no comments.

**ROLL CALL**

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

President Mattson noted that the policy would come back to the Board for a second reading at the next meeting.

**PUBLIC HEARING - BUDGET**

**Motion to approve the FY 21 Operating Fund Budget, in the amount of \$40,506,278, in second reading.\***

*\*Attached as reference to these minutes.*

Moved by: GUBATAYAO; Second by: ROBBINS JR.

**Public Hearing**

There were no public comments submitted.

**Board Discussion**

Board Member Jordan Tabb stated that he appreciated the work of the Superintendent and district team to develop a budget emphasizing staff over stuff. It takes care of the teachers, aides, the specialists, and other staff that make the district work, he added. He asked the Board to consider this budget moving forward.

Board Member Robbins Jr. also stated his appreciation for Superintendent Lougee and staff in working on this budget from a practical standpoint, instead of trying to factor in money that was not guaranteed. That approach was responsible, he said; adding he also supports approval of this budget.

Ms. Gubatayao said she concurred with those statements, and noted that the budget can be amended if necessary. She stated she was in support of starting with a conservative budget.

**ROLL CALL**

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

**CONSENT CALENDAR**

**Motion to approve the Consent Calendar of April 22, 2020**

- a. *Motion to approve the regular meeting minutes of April 8, 2020.*
- b. *Motion to approve the special meeting minutes of April 16, 2020.*
- c. *Motion to approve a teaching contract with Andrew Wessling for the 2020-2021 school year.*
- d. *Motion to approve a teaching contract with Joshua Ledford for the 2020-2021 school year.*
- e. *Motion to approve a teaching contract with Erik Sivertsen for the 2020-2021 school year.*
- f. *Motion to approve a teaching contract with Eric Kelly for the 2020-2021 school year.*

Moved by: ROBBINS JR.; Second by: HEUTTE

**ROLL CALL**

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

**NEW BUSINESS**

**Motion to approve the K-8 science curriculum by McGraw Hill for a six-year cycle at a cost of \$229,490.01**

Moved by: GUBATAYAO; Second by: SKAN

There was no discussion on the motion.

**ROLL CALL**

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

**Motion to approve the attached 2020-2021 school year calendar.\***

*\*(Attached to these minutes)*

Moved by: TABB; Second by: ROBBINS JR.

There was no discussion on the motion.

**ROLL CALL**

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

**MOTION PASSED**

**DISCUSSION**

Board meeting calendar (July, November, December) – The Board agreed on one meeting for those months, as is permitted under Board Bylaw 9320. Dates will be: July 15, 2020; November 11, 2020; and December 8, 2020.

**BOARD COMMENTS**

Mr. Robbins Jr. first stated his appreciation for the work of the Superintendent and district staff since the start of the school closure to make sure kids were fed and ensure the school connection between teachers and students. He said some parents had told him they are concerned their children are not getting the same education they would have if not for the pandemic, and were falling behind. That is hard for parents to watch, and is an added stressor, he said. In moving forward, Mr. Robbins Jr. cautioned the district not to “throw out good for perfect” in trying to achieve equity in educating its students. He urged moving forward with actual education as soon as possible.

Board Member Leslie Becker encouraged participation in the “Light the Night” for the graduating class of 2020, on the night of April 25.

Board Member Sonya Skan repeated some comments she’d made during Mr. Meister’s presentation. Children learn in different ways, she said, and some will learn more with the current method of instruction. Teachers, administration, and parents are making sure that the kids are getting as much as they can and maybe even more in some classes, she said. Some children who previously may have missed classes at school, are there for every Zoom class, said Ms. Skan.

Ms. Gubatayao noted that at past Board meetings she’d expressed appreciation to the teachers and staff, and wanted to extend that thanks to the parents and families. She noted that some are in stressful situations and might not have jobs. Most families are doing an amazing job in supporting their children, said Board Member Gubatayao. She also commented that WISH and the Wellness Coalition have collaborated with the Emergency Operations Center on a community survey to determine needs and gaps in services.

**EXECUTIVE SESSION**

**Motion to enter executive session to set Superintendent Goals – a subject that tends to prejudice the reputation and character of any person, provided the person may request a public discussion.**

Moved by: HEUTTE; Second by: Gubatayao

**ROLL CALL**

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

**MOTION PASSED**

The Board entered executive session at 7:47 p.m. The Board came out of executive session at about 8:32 p.m.

President Mattson said the Board and Superintendent had collaboratively come up with goals to keep moving the district forward.

**ADVANCE PLANNING**

The School Climate and connectedness survey will be presented to the Board at its next meeting on May 13, 2020. The community presentation on May 12 will instead be released in a public format.

**ADJOURNMENT**

A motion was made and seconded for adjournment, and with no objection, the meeting was adjourned at 8:35 p.m.

*Minutes approved as distributed at the May 13, 2020 regular meeting of the Board of Education.*

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*BOARD PRESIDENT  
Bridget Mattson*

*Documents attached to these minutes as reference: FY '21 Operating Fund Budget; 2020-2021 School Calendar*

**FY21 KGBSD Operating Fund Budget**

Object*	Title	ACTUALS	APPROVED	PROPOSED	Difference	*Revised based on AK COA conversion NOTES
		FY19	FY20	FY21		
<b>Personnel Expenses</b>						
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	13,257,906	(212,851)	<b>133 FTE Tenured, 34 FTE Non-tenured</b>
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	3,199,740	(205,947)	<b>135 FTE - reduced from current 150FTE</b>
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	4,703,828	76,428	12.56% of wages; 17.91% on-behalf
366	Retirement Contribution-PERS	1,601,300	1,910,725	1,882,841	(27,884)	22% of wages; 8.85% 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
	<b>Object Group</b>	<b>34,791,521</b>	<b>35,477,062</b>	<b>35,025,090</b>	<b>(451,972)</b>	
<b>Supplies and Services</b>						
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	939,750	(100,000)	Reduced
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)	
	<b>Object Group</b>	<b>4,399,305</b>	<b>4,473,261</b>	<b>4,280,165</b>	<b>(193,096)</b>	
		<b>ACTUALS</b>	<b>Approved</b>	<b>INITIAL DRAFT</b>		
<b>Object</b>	<b>Title</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>Difference</b>	
<b>Other</b>						
510	Equipment 510	7,628	166,138	107,400	(58,738)	Reduced
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	-	
	<b>Object Group</b>	<b>827,502</b>	<b>1,259,761</b>	<b>1,201,023</b>	<b>(58,738)</b>	
<b>Grand Total</b>		<b>40,018,328</b>	<b>41,210,084</b>	<b>40,506,278</b>	<b>(703,806)</b>	

# Ketchikan Gateway Borough School District -- 2020-2021 Calendar

AUGUST '20							Teacher First Day - August 25							JANUARY '21						
S	M	T	W	Th	F	S	Student First Day - August 31							S	M	T	W	Th	F	S
						1	All Student & Middle/High Staff Last Day - June 3												H 1	2
2	3	4	5	6	7	8	Elem. Staff Last Day - June 4							3	4	5	6	7	8	9
9	10	11	12	13	14	15	Staff Professional Development Day							10	11	12	13	14	Q 15	16
16	17	18	19	20	21	22	P = August 25-27 - All Staff							17	W 18	19	20	21	22	23
23	24	25P	26P	27P	28W	29	Early Release Wednesdays - 1 Hour							24	25	26	27	28	29	30
30	31		T 5	S 1			Equal to 4 PD Days							31	T 20/19				S 19	
SEPTEMBER '20							FEBRUARY '21													
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S							
		1	2	3	4	5		1	2	3	4	5	6							
6	H 7	8	9	10	11	12	7	8	9	10	11	12	13							
13	14	15	16	17	18	19	14	15	16	17	18	19	20							
20	21	22	23	24	25	26	Work Days							21	22	23	24	25	26	27
27	28	29	30				W = August 28 - All Staff							28						
			T 21	S 21			W = January 18 - H & M only										T 20	S 20		
OCTOBER '20							MARCH '21													
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S							
				1	2	3	Holidays - Breaks								1	2	3	4	T 5	6
4	5	6	7	8	9	10	H = Labor Day - September 7							7	8	9	10	11	12	13
11	12	13	14	15	16	17	H = Thanksgiving - November 25-27							14	SB 15	SB 16	SB 17	SB 18	SB 19	20
18	19	20	21	22	23	24	H = Christmas - December 21 - January 1							21	22	23	24	25	Q 26	27
25	26	27	28	29	Q 30	31	MLK - Jan. 18 (No School for Students)							28	29	30	31			
			T 22	S 21			SB = Spring Break - March 15-19										T 18	S 17		
NOVEMBER '20							APRIL '21													
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S							
1	2	3	4	5	6	7	H = May 31 - Memorial Day											1	2	3
8	9	10	11	12	T 13	14	Parent Teacher Conferences							4	5	6	7	8	9	10
15	16	17	18	19	20	21	Weeks of Oct. 12th and Mar. 8th							11	12	13	14	15	16	17
22	23	24	H 25	H 26	H 27	28	No School October 16 and March 12							18	19	20	21	22	23	24
29	30													25	26	27	28	29	30	
			T 18	S 18													T 22	S 22		
DECEMBER '20							MAY '21													
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S							
		1	2	3	4	5	End of Grading Periods													1
6	7	8	9	10	11	12	Q = High School/Middle School - October 30							2	3	4	5	6	7	8
13	14	15	16	17	18	19	January 15, March 26, June 3							9	10	11	12	13	14	15
20	H 21	H 22	H 23	H 24	H 25	26								16	17	18	19	20	21	22
27	H 28	H 29	H 30	H 31			T = Elementary Trimester - November 13,							23	24	25	26	27	28	29
			T 14	S 14			March 5, June 3							30	H 31		T 20	S 20		
JUNE '21							JUNE '21													
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S							
		1	2	SLD 3	ETLD 4	5														
Student Days 176							6	7	8	9	10	11	12							
Teacher Days 183							13	14	15	16	17	18	19							
							20	21	22	23	24	25	26							
							27	28	29	30	T 3/4	S 3								