

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION
Regular meeting of December 11, 2019**

CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL

The Ketchikan Gateway Borough Board of Education met in regular session on the 11th day of December, 2019, in the Ketchikan Borough Assembly Chambers. Board President Matt Eisenhower called the meeting to order at 6:04 p.m. (*The start was delayed a few minutes due to technical equipment issues.*)

The following members were present to establish a quorum and due notice had been published: Board President Matt Eisenhower; Board Vice-President Bridget Mattson; Clerk-Treasurer Diane Gubatayao; Board Members Sonya Skan, Rachel Breithaupt; Leslie Becker; and Jordan Tabb. Student Brendan Roof was also present.

Administrative staff consisted of Beth Lougee, Superintendent; and Clerk to the Board Kerry Watson.

Other district staff included: Ketchikan Charter School Principal Kayla Livingston; Curriculum Director Alonso Escalante; and Revilla Principal Kurt Lindemann.

PUBLIC RECOGNITION

School Board Clerk Treasurer Diane Gubatayao commended Sonya Skan and Ketchikan Indian Community for its recent language summit.

CITIZEN REMARKS

Rensheil Bickford read from a letter which she provided to the Board regarding her child's education. She stated that her daughter is traumatized by school and had been denied a "free and appropriate education." Ms. Bickford also noted the special education funding that special education students bring into the district, and questioned how it was used. She also expressed concern with the "safe" room at Houghtaling Elementary.

Audrey Crane cited circumstances with her child's education which led to pulling her out of school. She alleged her daughter who has autism had been mistreated by some past school staff, and kicked out of several different elementary schools due to her misunderstood behavior. Ms. Crane stated that her daughter is now excelling in a homeschool program.

Jessica Verney said her child has been a student of the special education department for 12 years, and she had similar stories to the mothers who had spoken before her. Ms. Verney spoke to the need for a school nurse, and how that position was eventually filled once the pay was made competitive. She also noted that students with intensive needs generate more education funding because their needs are so much higher. Ms. Verney asked for transparency of how the intensive needs funding is spent and suggested training for staff working with these children.

Sidney Hartley stated she is a special education paraprofessional with the school district. She tied the request from Ketchikan Indian Community to be more involved in the district's hiring to comments about the Tribal Scholars Program. She asserted that the drop-out rate of Native students had increased during the existence of Tribal Scholars. Ms. Hartley said the program needs to be re-structured with a competitive track, and asserted it had underqualified staff.

Speaking to those who had commented, President Matt Eisenhower stated that the School Board's silence does not mean they aren't listening. It is the Board's practice to not question or challenge citizens when they comment, he said. He noted there is an official district complaint process.

INFORMATION & REPORTS FROM BOARD MEMBERS

Policy Committee - Ms. Gubatayao reported that Kayhi Principal Jason House and Superintendent Beth Lougee met with the Policy Committee concerning graduation credits. A public meeting to gather feedback on graduation requirements was scheduled for December 16.

Native Education Committee – Board Member Sonya Skan reported that the Native Education Committee discussed what it wants its outcomes to be, one of which will be working to raise the graduation rate. The committee will be using several publications for its work, on the subject of culturally responsive schools and trauma informed schools, and also one titled "Indian Education - The Real Deal."

Ms. Skan also reported that Matt Eisenhower and Superintendent Lougee had come to the Ketchikan Indian Community's full council meeting and spoke about graduation rates of the Native students.

Board Member Jordan Tabb said that the district's last safety committee was cancelled. That group will meet again in January.

Board Member Leslie Becker noted she was able to attend a "Law Day" in Anchorage hosted by the Association of Alaska School Boards. She said it was a valuable experience.

Announcement of pending resignation by Board President Matt Eisenhower

Matt Eisenhower announced that he will be resigning from the Board due to unexpected changes in his life that will require significant travel. He asked that the resignation be effective January 14, allowing him to continue to serve through the end of the calendar year.

CLAIMS FOR INFORMATION

It was explained that a \$22,960 check for an elevator contract is an annual fee for servicing elevators at Kayhi.

REPORTS AND/OR PRESENTATIONS – SUPERINTENDENT/STAFF:

Ketchikan Charter School Annual Report

In preface to her report, Principal Kayla Livingston said she has been in the district since 2006, with all her time working at Ketchikan Charter School. She started as a paraprofessional, then worked as a reading specialist, fifth-grade teacher, middle school math and science teacher, Response to Intervention coordinator; and is now the principal. She read the school's mission statement: "Ketchikan Charter School, in cooperation with families, will foster opportunities for students to attain their highest academic and social potential." The school also incorporates the district's Strategic Plan focus on instruction, safety and trust into its goals. She noted KCS' use of its own Core Knowledge curriculum and shared data about the school's test scores. The PEAKS scores were very solid in grades 3-5 and 6-8, but have been up and down in the middle school grades of sixth through eighth, she reported. Principal Livingston highlighted the school's short-term goals, one of which is to continue supporting its ELL students, as the school was recognized for closing the achievement gap in its Title I efforts with that group. Regarding safety, Ms. Livingston described why a buzz-in system for the school entrance is strongly desired. This led to a short discussion on safety procedures overall at schools. Principal Livingston closed her report by also noting the school's long-term hope for more space. In addition to a larger band and music room, it needs space to offer preschool, improve a counselor's office, and provide a student sensory room, she said.

Business Manager Katie Parrott

Business Manager Katie Parrott gave a report via teleconference from Anchorage where she was attending the business officials' association gathering. She first commented on the Superior Court's recent ruling that forward funding of education by a previous Legislature was constitutional. She also briefly spoke about the Governor's proposed budget for FY 21, released just that afternoon. There are no cuts to K-12 education funding, she said. Ms. Parrott then walked the Board through the recently released audit of the district. The district received an "unmodified" opinion, otherwise known as a clean audit, she said.

Student Board Member: Student Board Member Brendan Roof commented on the business of students in activities in November and December. The following have been occurring: for SBA, the student life committee decorated all the hallway and areas in the school with Christmas decorations and the executive council held its first advisory representatives meeting to think of potential projects with their respective classes. Brendan also

highlighted the certified nursing assistant class, in which the students recently participated in 12-hour clinical shifts at the hospital.

Superintendent Lougee followed up with a comment regarding dual credits. The district had received notification that day that "Woods 1" has been approved for 3 college credits.

CONSENT CALENDAR of December 11, 2019

- Motion to approve the regular meeting minutes of November 13, 2019.
- Motion to approve out of state travel for two Kayhi students to attend a Northwest Honor Choir event in Spokane, Washington.

It was requested that the regular meeting minutes of November 13, 2019 be pulled.

Motion to approve the remaining Consent Calendar of December 11, 2019

Moved by: GUBATAYAO; Second by: MATTSON

ROLL CALL

Student Member Brendan Roof (preferential vote) - AYE

SKAN, BREITHAUPT, MATTSON, BECKER, GUBATAYAO, TABB, EISENHOWER - ALL AYES

MOTION PASSED

UNFINISHED BUSINESS

Motion to approve the regular meeting minutes of November 13, 2019, with the minor editing changes submitted by the Board Clerk.

Moved by: SKAN; Second by: BECKER

Unanimous consent

With no objection, the motion passed.

NEW BUSINESS

Motion to approve a budget revision totaling \$798,753 for the Fiscal Year 2020 Budget and request expenditure authority of \$46,196,104."

Moved by: BECKER; Second by: BREITHAUPT

Discussion

Ms. Parrott provided details on the budget revision and adjusted expenditures.
(Explanatory memo attached as reference to these minutes).

ROLL CALL

Student Member Brendan Roof (preferential vote) - AYE

TABB, GUBATAYAO, MATTSON, BREITHAUPT, SKAN, BECKER, EISENHOWER - ALL AYES

MOTION PASSED

Motion to ratify the 2020-2022 negotiated contract with the Special Services Professionals of Ketchikan.

Moved by: GUBATAYAO; Second by: MATTSON

Discussion

Ms. Gubatayao expressed thanks to Ms. Parrott and the individuals who negotiated this contract. She briefly spoke in support of the contract.

Mr. Eisenhower said this tentative negotiated contract is within the parameters set by the School Board. He added that he understands the uniqueness of this group of professionals and their needs.

ROLL CALL

Student Member Brendan Roof (preferential vote) - AYE

BECKER, BREITHAAPT, MATTSON, TABB, GUBATAYAO, SKAN, EISENHOWER - ALL AYES

MOTION PASSED

Motion to approve the attached Memorandum of Understanding with Ketchikan Indian Community.

Moved by: GUBATAYAO; Second by: BREITHAAPT

Discussion

Ms. Becker stated she had thought this was going to come back as a discussion item instead of action. Superintendent Lougee responded that she believed it was necessary to move forward with this as an action item.

President Eisenhower said it is his understanding that the KIC Council found the edits in this document acceptable. Ms. Gubatayao said she had seen some grammatical and other errors in the document, but conceded this shouldn't hold up action on the document.

Board Member Jordan Tabb said he'd been following community discussion on the MOU, and specifically regarding hiring committees. He commented on how additional perspectives on hiring committees could be beneficial in hiring staff that will be successful in reaching and working with the district's Native students.

Board Member Becker asked President Eisenhower to rule on whether Board member Skan should be recused from voting on this MOU. Mr. Eisenhower stated he'd ruled previously that she had no conflict of interest regarding this matter.

Board Member Gubatayao commented that under this MOU the Board and tribal council will work together as governing bodies for the benefit of all students, but to specifically raise support for the Native students.

Board Member Bridget Mattson expressed her concern with allowing another government or organization to provide a list of who can be on a district hiring committee. She said the current Superintendent already attempts to have Native representation on hiring committees.

Ms. Skan observed that KIC is a federally recognized tribe, and the MOU opens the door to real consultation. She also stated that people on the hiring committee don't make the decision on who is hired; they make recommendations.

Board Member Rachel Breithaupt also commented on the MOU showing recognition the KIC is a federally recognized government. She sees the effort as not just a gesture, but an action step, she said.

Mr. Eisenhower remarked that as a Memorandum of Understanding, the document is aspirational and not legally binding, although he hopes it would be followed if adopted by the Board. He agreed with Ms. Breithaupt that the MOU takes real steps with specific actions.

Ms. Gubatayao pointed out that KIC is committing, in the MOU, to providing programs for Native educators to in turn help Native students. She also agreed with Ms. Breithaupt that this demonstrates a concrete action of working together.

Ms. Mattson asked if the Board was willing to work with all Native groups, as the document is specific to KIC.

Ms. Skan responded that there are two tribes in the Ketchikan area, with Saxman being an entity onto itself. She also commented that KIC represents many tribes, so the MOU wouldn't apply exclusively to KIC.

Mr. Tabb also commented on the MOU as a concrete action toward culturally responsive teaching.

ROLL CALL

Student Member Brendan Roof (preferential vote) - AYE
TABB, GUBATAYAO, BREITHAAPT, SKAN, EISEHOWER - AYES
MATTSON, BECKER - NAYS
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MOTION PASSED

Motion to reschedule the January 8, 2020 meeting to January 15, 2020.

Moved by: TABB; Second by: GUBATAYAO

Discussion

The reason for this recommendation was briefly noted.

ROLL CALL

Student Member Brendan Roof (preferential vote) - AYE
SKAN, BREITHAAPT, MATTSON, BECKER, GUBATAYAO, TABB, EISENHOWER - ALL AYES

MOTION PASSED

DISCUSSION

Future Board Goal Setting Work session and future work session with the charter schools – Dates were discussed for each. January 8, 2020 was suggested for the work sessions and January 29, 2020 for the continuation of goal setting work.

Filling the permanent superintendent position. Discussion was held on possible next steps. At least 4 members agreed on a community survey by AASB to be completed prior to January 15. President Eisenhower stated if the survey wasn't possible on that timeline, a special meeting would be scheduled to determine another course of action.

CITIZEN REMARKS

There were none.

BOARD MEMBER COMMENTS

Ms. Mattson announced that Kayhi will put on its first musical in 25 years with "The Addams Family." A cast of 27 students is involved in the performance on January 10 and January 12.

Ms. Breithaupt referred to public comments made about special education services, and proposed the Board may want to follow up. She listed several issues she thought should be reviewed further, including: safe rooms; paraprofessional training and salary considerations; how students are suspended or "kicked out" of class; the process for following IEPs; and communicating about special education revenue and expenditures.

Ms. Gubatayao commented that some of the special education issues might have to be addressed in an executive session due to their confidential information.

Mr. Tabb also echoed some of the previous Board member comments about responding to SPED concerns which have been brought before the Board. He suggested the Board discuss having a special committee and listed some possible focuses for such a committee.

Superintendent Lougee asked if she could comment. She first stated that the district has a very good and strong special education department at all levels. She said that communication is two-way, with two sides to every story. The concerns, complaints, and emails the Board has been indicating it has received had not been brought to her, she said. She recommended allowing her to do the job of superintendent before a task force is implemented.

EXECUTIVE SESSION

Motion to enter executive session for the purpose of discussions with legal counsel on pending legal and administrative proceedings. The executive session discussions are appropriate as provided for by Board Policy 9321 and AS 44.62.310.

Moved by: BECKER; Second by: GUBATAYAO

ROLL CALL

SKAN, BREITHAUPT, MATTSON, BECKER, GUBATAYAO, TABB, EISENHOWER - ALL AYES

MOTION PASSED

President Eisenhower left the meeting prior to the Executive Session.

Executive Session

The Executive Session began at 9:10 p.m. with Superintendent Lougee and Special Education Director Terri Crofcheck present. The Board ended its Executive Session at approximately 10:18 p.m. and re-entered its regular session. Board Vice President Mattson stated that no action was taken but information was shared.

ADJOURNMENT

After a brief note of future Board committee meetings, a motion was made and seconded for adjournment. Without objection, the meeting was adjourned at 10:22 p.m.

Minutes approved as distributed at the January 15, 2020 regular meeting of the Board of Education.

(Memo regarding the FY20 Budget revision and the FY 20 Budget revision attached as reference to these minutes).

BOARD PRESIDENT

Bridget Mattson

Ketchikan Gateway Borough School District

333 Schoenbar Rd. • Ketchikan, Alaska 99901

Ph. (907) 247-2109 Fax: (907) 247-3820

Elizabeth Lougee, Interim Superintendent • Katie Jo Parrott, Business Manager

Catherine Alilin, Human Resources • Terri Crofcheck, Special Services • Alonso Escalante, Curriculum



Memo

To: Beth Lougee, Superintendent
From: Katie Jo Parrott, Business Manager
CC: Kerry Watson, Board Clerk
Date: December 6, 2019
RE: FY20 Budget Revision

The attached FY20 Budget Revision is submitted for your review. Below is an explanation of the major aspects of the adjustments to revenue and expenditures, along with a recommendation for corresponding additions to the approved budget and transfers to match funds with expenditures.

Adjusted Revenue

The State of Alaska's preliminary reconciled student count has resulted in an increase in funding of \$610,197. (It should be noted that the reconciled student count is preliminary, and is subject to change prior to the final reconciliation in March. Additionally, in order to retain funding for intensive students, claims for these students must be approved.) Additionally, E-rate revenues were adjusted to match actual funding levels for FY20, our portion of the new PFD raffle program was added, and other miscellaneous revenues were adjusted to reflect better estimates based on FY19 actuals. The total increase in revenue is \$798,753.

Additionally, KGBSD has been awarded increases in grant funds across several of our grants, totaling \$119,835 in new designated revenue. These funds are restricted and can only be expended on approved, allowable grant-related expenditures to achieve specified program goals. However, these funds factor into our request for an increase in expenditure authority in the total amount of \$46,196,104.

Adjusted Expenditures

The below items reflect requests in addition to what is currently in the approved budget, along with the reallocation of funds within our current approved budget:

| Budget Transfers/Additions | AMOUNT | FROM | TO | NOTES |
|-------------------------------------------|----------------------|---------------|---------------|-----------------------------------------------|
| PHE Counselor to Admin Salary | \$ 93,510.00 | 1-114-320-312 | 1-114-400-311 | 1 year - Counselor on LWOP |
| Houghtaling Kindergarten Teacher | \$ 80,000.00 | 1-190-100-312 | 1-111-100-312 | |
| Increase in General Liability Insurance | \$ 70,000.00 | N/A | 1-193-601-445 | |
| Addition: INT Tuition & Stipends | \$ 50,000.00 | N/A | 1-192-201-480 | |
| Addition: Hosting Servers Replace/Install | \$ 75,000.00 | N/A | 1-190-350-510 | Add hosting server & disaster recovery server |
| Addition: Replace/rotate teacher machines | \$ 27,500.00 | N/A | 1-190-350-457 | Refurbishment & purchase of new machines |
| Increase in Erate expenditures | \$ 91,138.00 | N/A | 1-190-350-510 | Commitment to Erate Funding Projects at 30% |
| Additional Health Insurance Contribution | \$ 485,115.00 | N/A | 1-190-100-375 | To be made at the end of the year |
| TOTAL | \$ 798,753.00 | | | |

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Total operating fund budget with revisions and in-budget transfers is \$41,210,084, an increase of \$798,753 over the existing FY20 budget. It should be noted that the majority of additions to FY20 budgeted items are one-time costs.

This budget requires no additional funding request to the Borough, just an increase in our expenditure authority to be able to utilize the additional funds we will receive.

A note regarding supplemental one-time funding:

We have been cautioned about relying on the district's portion of the one-time supplemental \$30 million funds from the legislature. For this reason, we are recommending holding off on the expenditure of some of these funds until the end of the year when the district knows whether or not these funds will materialize. With this approved budget, the district administration will still proceed with caution to ensure the district wisely protects existing fund balance and does not obligate to expenditures that these one-time funds would cover.

FY20 REVENUE COMPARISON

| FY20 REVENUE COMPARISON | | UPDATED OCTOBER | | | Difference |
|-----------------------------|--------------------------|-------------------|-------------------|-------------------|----------------|
| Type | | FY19 Actuals | FY20 Budget | FY20 Revised | |
| STATE REVENUE* | | 26,502,115 | 25,314,603 | 25,924,800 | 610,197 |
| | <i>TRS On-Behalf</i> | 2,521,905 | 2,723,729 | 2,723,729 | - |
| | <i>PERS On-Behalf</i> | 412,171 | 424,878 | 424,878 | - |
| One-time supplemental aid | | 401,779 | 674,024 | 674,024 | - |
| PFD Raffle | | - | - | 20,000 | 20,000 |
| | TOTAL | 29,837,970 | 29,137,234 | 29,767,431 | 630,197 |
| | | | | | |
| Borough Revenue | | | | | |
| Local Required Contribution | | 4,689,240 | 4,835,185 | 4,835,185 | - |
| Discretionary Contribution | | 4,758,157 | 5,746,014 | 5,746,014 | - |
| In-kind Contribution | | 116,736 | 120,000 | 120,000 | - |
| | TOTAL | 9,564,133 | 10,701,199 | 10,701,199 | - |
| | | | | | |
| Federal Revenue | | | | | |
| | Medicaid | 102,417 | 150,000 | 150,000 | - |
| | TOTAL | 102,417 | 150,000 | 150,000 | - |
| | | | | | |
| Other Revenues | | | | | |
| | Court checks, BMO rebate | 29,459 | 15,000 | 30,000 | 15,000 |
| | E-rate Program | 78,579 | 60,000 | 213,556 | 153,556 |
| | | 108,038 | 75,000 | 243,556 | 168,556 |
| | | | | | |
| CARRYOVER FUNDS | | | | | |
| | | - | 141,665 | 141,665 | - |
| | CHARTER SCHOOLS | 180,895 | 206,233 | 206,233 | - |
| | TOTAL | 180,895 | 347,898 | 347,898 | - |
| | | | | | |
| | Grand Total | 39,793,453 | 40,411,331 | 41,210,084 | 798,753 |
| | Budgeted | 39,772,089 | 40,411,331 | 40,411,331 | |

Includes Quality Schools

FY20 \$30 million

Estimate

Set by statute

Property Insurance

Estimate

Increase to actuals

Increase to actuals

Decrease carryover

**Ketchikan Gateway Borough School District
FY20 Expenditure Authority
Adjustment Request**

| | Approved Amount | Adjustment | Requested Amount |
|------------------------------------------|---------------------------|-------------------------|---------------------------|
| STATE OF ALASKA | \$25,314,603 | \$610,197 | \$25,924,800 |
| SUPPLEMENTAL STATE FUNDS | \$674,024 | \$20,000 | \$694,024 |
| BOROUGH APPROPRIATION | \$10,581,199 | \$0 | \$10,581,199 |
| BOROUGH IN-KIND | \$120,000 | \$0 | \$120,000 |
| OTHER REVENUES | \$75,000 | \$168,556 | \$243,556 |
| CARRYOVER FUNDS | \$347,898 | \$0 | \$347,898 |
| MEDICAID | \$150,000 | \$0 | \$150,000 |
| TRS ON-BEHALF | \$2,723,729 | \$0 | \$2,723,729 |
| PRS ON-BEHALF | \$424,878 | \$0 | \$424,878 |
| TOTAL OPERATING BUDGET | <u>\$40,411,331</u> | <u>\$798,753</u> | <u>\$41,210,084</u> |
| Food Service | \$869,545 | \$0 | \$869,545 |
| Pupil Transportation | \$1,782,660 | (\$12,848) | \$1,769,812 |
| Facilities Use | \$40,000 | \$0 | \$40,000 |
| Title IV-A | \$72,423 | \$25,996 | \$98,419 |
| Title II-A Teacher Principal Development | \$138,520 | \$10,804 | \$149,324 |
| Staff Development | \$14,703 | (\$1,703) | \$13,000 |
| Title I | \$599,460 | \$89,470 | \$688,930 |
| Indian Education | \$266,601 | (\$8,990) | \$257,611 |
| Alternative Schools Grant | \$21,000 | \$2,000 | \$23,000 |
| Title VI - B | \$804,185 | (\$8,539) | \$795,646 |
| Preschool Disabled | \$23,632 | (\$4,975) | \$18,657 |
| Carl Perkins Basic | \$57,876 | \$229 | \$58,105 |
| Rural & Low Income Schools Grant | \$45,864 | \$1,733 | \$47,597 |
| Alaska Statewide Mentorship Program | \$45,000 | \$0 | \$45,000 |
| Ketchikan Construction Academy | \$0 | \$30,000 | \$30,000 |
| Summer Library | \$3,811 | (\$3,811) | \$0 |
| Fresh Fruits and Vegetables Program | \$80,905 | (\$14,575) | \$66,330 |
| Other Grants (\$5,000 & under) | \$0 | \$15,044 | \$15,044 |
| Sub Total | <u><u>\$4,866,185</u></u> | <u><u>\$119,835</u></u> | <u><u>\$4,986,020</u></u> |
| Total | \$45,277,516 | \$918,588 | \$46,196,104 |