



**North Slope Borough School District Board of Education
Archie K. Brower Conference Room, Central Office
Utqiagvik, AK**

**Unapproved Minutes
Special Meeting
December 12, 2025
9:00 a.m.**

CALL TO ORDER AND MOMENT OF SILENCE: Esther Evikana, President, called the Board of Education Special Meeting to order at 9:05 a.m. in the Archie K. Brower Conference Room in Central Office in Utqiagvik, Alaska and over ZOOM Video Communications.

FLAG SALUTE: The Pledge of Allegiance was led by the Board of Education.

ROLL CALL:

Nora Jane Burns – Present via Zoom	Frieda Nageak – Present via Zoom
Frieda Moore – Present via Zoom	Rossman Ferguson. – Absent
Nancy Rock – Present via teleconference	Esther Evikana – Present via Zoom
Qaiyaan Harcharek – Present via Zoom	Student Representative – Vacant

APPROVAL OF AGENDA: Frieda Nageak MOVED to APPROVE the agenda. Frieda Moore SECONDED the motion. Question called, no objections. 4 yes, 0 no.

Nora Jane Burns – Not Present	Frieda Nageak – Yes
Frieda Moore – Yes	Rossman Ferguson– Absent
Nancy Rock – Yes	Esther Evikana – Yes
Qaiyaan Harcharek – Not Present	

RECOGNITION OF VISITORS: District staff were recognized as present.

CERTIFIED AND CLASSIFIED RETENTION & RENEWAL INCENTIVE is presented by Jullie Griffith, Director of Human Resources. The administration presented a proposal for a one-time, non-recurring retention and renewal incentive for full-time contracted and classified employees of the North Slope Borough School District for FY27. The incentive is intended to recognize employees who renew their commitment to the Board’s mission and Strategic Plan, address ongoing national volatility in the education sector, and support recruitment and retention efforts in the region’s remote communities. Payments would be scaled based on uninterrupted years of service and tied to timely contract signing for contracted staff and return to full-time duties for classified staff. The stipend would be taxable, non-TRS-able, and distributed in two installments (August and January) during the 2026–2027 school year to qualifying employees employed at the time of payment. The District received approval from NSBEA and NSEAA, as required under collective bargaining agreements. The estimated cost of \$558,000 will be funded through the FY27 HR budget.

Frieda Nageak MOVED that the NSBSD Board of Education approve the one-time retention & renewal incentive for FY27 as described in memo SB26-067. Frieda Moore SECONDED the motion. Question called, no objections. The motion carried in a roll call vote of six yes, zero no.

Nora Jane Burns – Not Present
Frieda Moore – Yes
Nancy Rock – Yes
Qaiyaan Harcharek – Not Present

Frieda Nageak – Yes
Rossman Ferguson – Absent
Esther Evikana – Yes

CITY OF ATQASUK DONATION RETURN (INFORMATIONAL) is presented by Megan Williams Director of Finance & Barry Broome Director of M&O. The North Slope Borough School District received a \$140,000 donation from the City of Atqasuk to support the construction of a new playground at Meade River School. Updated projections show that the total cost of the playground project is approximately \$622,000, far exceeding the donated amount. To ensure fiscal responsibility and transparency, District administration plans on returning the full donation to the City of Atqasuk rather than holding funds without a viable plan to complete the project.

CONTRACT OVER \$50K – HUDDLE UP, INC. is presented by Dr. Bobby Bolen, Assistant Superintendent. The administration recommended awarding a five-month contract (January 1, 2026 – May 31, 2026) to Huddle Up, Inc. to provide telehealth clinical counseling services districtwide in order to expand access to licensed mental and behavioral health professionals and address ongoing geographic and staffing challenges. The contract includes 743 clinical hours at \$95 per hour, plus a 3% maintenance fee, for a base cost of \$72,702.55, with up to 150 excess hours available at a total not-to-exceed amount of \$89,543.05. The contract will be funded through the General Fund (100.200.200.000.410). Following issuance of an RFP in compliance with BP 3311, nine proposals were received and evaluated by a review committee that included the Director of Student Services, the SEL Coordinator, and an independent LCSW from North Slope Borough Integrated Behavioral Health. Huddle Up, Inc. was selected based on its Alaska-based experience and references, availability of Alaska-licensed clinicians, multidisciplinary capacity, compliance with NASW guidelines, competitive cost, and strong responsiveness to district needs.

Frieda Moore MOVED that the NSBSD Board of Education APPROVE the contract award to Huddle Up, Inc. for the provision of Telehealth Clinical Counseling Services, as described in this memo and related attachments enabling the District to immediately move forward with implementation and address the critical need for mental and behavioral health support for its students. Frieda Nageak SECONDED the motion. Question called, no objections. The motion carried in a roll call vote of six yes, zero no.

Nora Jane Burns – Yes
Frieda Moore – Yes
Nancy Rock – Yes
Qaiyaan Harcharek – Yes

Frieda Nageak – Yes
Rossman Ferguson – Absent
Esther Evikana – Yes

UTQIAGVIK CSAC ELECTION is presented by Chelsie Overby Executive Assistant. The Board reviewed Resolution 26-02 regarding certification of the Utqiagvik Community School Advisory Council (CSAC) election results and the District’s recommendation that the election was conducted in accordance with all required procedures, that all ballots, including absentee ballots, were properly verified and counted, and that no irregularities were identified, rendering the results valid and final. The election for Seats 4, 5, and 7 was ultimately held on December 10, 2025, from 8:00 a.m. to 8:00 p.m. in Utqiagvik, with voters signing the registered voters’ list prior to receiving a ballot. The Board was informed that earlier scheduling challenges, including a shortage of election workers, resulted in the Barrow and Browerville precincts initially voting on separate dates; although legal review confirmed

this was permissible, the election was rescheduled to ensure both precincts voted on the same day, and voting was successfully conducted in a valid and orderly manner.

Frieda Moore MOVED that the NSBSD Board of Education adopt Resolution 26-02, Certification of the Utqiagvik Community School Advisory Council Election Results, held on December 10, 2025. Frieda Nageak SECONDED the motion. Question called, no objections. The motion carried in a roll call vote of 6 yes, 0 no.

Nora Jane Burns – Yes
Frieda Moore – Yes
Nancy Rock – Yes
Qaiyaan Harcharek – Yes

Frieda Nageak – Yes
Rossman Ferguson – Absent
Esther Evikana – Yes

BOARD POLICY UPDATE includes BP 0110, Mission Statement and BP 4111/~~4311~~, Recruitment and Selection (Certificated Personnel). Section 8000, School Advisory Council has been tabled. BP 0110, Mission Statement, is an update from the old Mission Statement to Current, that was adopted in August 2024. BP 4111, Recruitment and Selection, updates the following: requiring licensure of subject matter teaching; removes the requirement of board approval for type M certifications aligning with Alaska Statutes; removes Type B Certification procedure; and, additional professional development for culturally responsive instruction. The policy changes are as follows:

CLASS SIZE

BP 6151

The Superintendent or designee shall establish and make available to the public a target average class size for each grade level. The target average class size may not exceed the following:

- **Pre-Kindergarten through Grade 6:** 23 students
- **Grade 7 through Grade 12:** 30 students

The class size targets may exclude mixed grade classes and courses in art, library, music, computer science, vocational-technical, and physical education.

The Superintendent or designee shall also establish a procedure to reduce class sizes when possible and appropriate.

Legal Reference:

ALASKA STATUTES

14.03.065 Maximum classroom size

Adopted __/202X

SECTION 1000, CHARTER SCHOOLS (NEW)

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CONCEPTS AND ROLES

BP 10000

Charter schools are schools established under AS 14.03.250 that operate within the public school district. Charter schools are established upon the approval by the School Board and the State Board of Education of an application for a charter school. Charter schools shall operate under a written contract between the charter school and the School Board.

The School Board Shall:

1. Prescribe an application procedure, including the formation of an Academic Policy Committee.
2. Make decisions on charter school applications in writing and issued within 60 days, including relevant findings of fact and conclusions of law.
3. Provide an annual program budget based on student enrollment.
4. Require that Academic Policy Committees support the mission and strategic plan goals of the District by communicating feedback to the School Board, including recommended responses and actions.

Role of the Superintendent

1. Once the School Board has a decision in regards to a contract with the Charter School, they will work with DEED to communicate the decision of the Board in regards to the Charter School.

2. Work with the Principal and APC to ensure reports are timely to the School Board.
3. Ensure that the Charter is following their contract with the School District

To guide these efforts, the School Board adopts the following definitions:

"Employees" of charter schools are considered employees of the district with all rights guaranteed by their respective collective bargaining agreements unless specifically waived by mutual agreement between the appropriate bargaining unit and School Board.

"Principal" means a person selected by the Academic Policy Committee to select, appoint, or otherwise supervise employees of the charter school. This person is required to possess an Alaska Type B Administrative Certificate. The school district assumes no responsibility for employing this person after the termination of the charter school contract unless the person has tenure.

"Head Teacher" means a person selected by the Academic Policy Committee to select, appoint, or otherwise supervise employees of the charter school. This person is not required

to possess an Alaska Type B Administrative Certificate. If a type B is not possessed, the individual may not conduct certificated employee evaluations. The school district assumes no

CONCEPTS AND ROLES

BP 10000(b)

responsibility for employing this person after the termination of the charter school contract unless the person has tenure.

"Annual program budget" means the funding generated by students enrolled in the charter school as set forth in AS 14.03.260.

Note: Charter schools operating correspondence programs must comply with the requirements for state approval and operation as set forth in 4 AAC 33.405 – 4 AAC 33.490. Charter schools operating residential programs must comply with the requirements set forth in AS 14.16.100 and 4 AAC 33.090.

Legal Reference:

Alaska Statutes

14.03.250-14.03.280 Charter Schools

AS 14.16.100 Application for residential school

Alaska Administrative Code

4 AAC 33.110-119 Charter Schools

4 AAC 33.405 - .490 Correspondence Study Programs

4 AAC 33.090 District-operated statewide and district-wide residential schools

Created 06/2025 – AASB

Adopted __/25

ESTABLISHMENT OF CHARTER SCHOOLS

BP 10010

The School Board shall give appropriate consideration to any charter school application, in light of its overall effect on the district's children and the proposed school's ability to function effectively and meet its goals. The School Board desires to support innovations which improve student learning and views charter schools as an opportunity to implement school-level reform. In accordance with

law, the proposed charter must include descriptions of the vision, mission and goals of the charter school, the governance structure which will be used, the educational outcomes to be attained by students, and the method by which progress in meeting these outcomes will be measured. The mission of the proposed charter school must be compatible with the School Board’s priorities and the existing mission statement and strategic plan of the district.

Charter school applications must be in accordance with AS 14.03.250. Charter school applications and renewals may be submitted at any time; however, they must be received by the school district no later than October 1 preceding the school year for which applicants propose commencement of charter school operations. All applications will be subject to administrative review and comment prior to the School Board's review. A charter school shall begin operation as agreed with the School Board, but no later than the first day of the count period of the year approved for opening.

Legal Reference:

Alaska Statutes

14.03.250 Application for Charter School

Created 06/2025 – AASB

Adopted __/25

ORGANIZATION OF A NON-PROFIT FOR A CHARTER SCHOOL AR 10010

A district charter school may organize as a nonprofit corporation pursuant to the Alaska Non-profit Corporations Act (AS 10.20.005) Organization as a nonprofit corporation shall not affect the charter school’s status as a public school in the District. A charter school organized as a nonprofit corporation, but not a distinct non-profit corporation organized to support the school, must include in its articles of incorporation a provision specifying that upon dissolution, voluntary or otherwise, assets of the corporation not required for discharge of existing liabilities and obligations of the charter school, shall be returned/transferred to the District.

Created 06/2025

Adopted __/25

CHARTER SCHOOL APPLICATION BP 10020

The following steps shall be followed in making an application for the establishment of a charter school, in accordance with AS 14.03.250 and 4 AAC 33.110. Applicants are cautioned that the Alaska Department of Education and Early Development has its own policies and deadlines, and to the extent the applicant’s proposed charter school may be affected by those deadlines, the applicant should take those deadlines into account. The charter school application and proposed contract with the School Board shall comply with all application procedures and requirements as defined by AS 14.03.255, AS 14.03.250 and 4 AAC 33.110 and address all elements specified within the district policies and administrative regulations.

1. After receiving a Notice of Intent, the superintendent shall establish an administrative committee to meet with the charter school representatives to review the application procedures and requirements.

2. Following the initial meeting with the administrative committee, the charter school representatives shall prepare the application with all the required information and a proposed contract between the school and the Board, as well as the development of bylaws.
3. The contract between the charter school and the School Board shall reflect all agreements regarding the operation of the charter school. Any revisions of the terms of the contract may be made only with the approval of the School Board and charter school Academic Policy Committee. The contract will take effect upon the State Board of Education's approval of the application.
4. Following the timely receipt of the complete application form and the proposed written contract between the charter school and the School Board, the Board shall hold a public work session with the charter school representatives. During this work session, the charter school representatives shall present their proposal for a charter school and the contract with the School Board. The School Board and the charter school representatives may negotiate provisions of the contract during this meeting.
5. Following the work session the School Board shall place the charter school proposal on the agenda for a School Board meeting. A public hearing may be held prior to the approval or denial of the charter school application. The School Board will take action to approve or deny the request to establish the charter school.
6. Upon approval of a charter school application, the School Board will submit to the State Board of Education a copy of the charter school application and a report on the action taken by the School Board not later than 30 working days following the School Board's action, in accordance with 4 AAC 33.110(b).

(cf. E 10020 - Sample Bylaws)

Legal Reference:

Alaska Statutes

14.03.250-14.03.280 Charter Schools

Created 06/2025

Adopted __/25

DEED INITIAL CHARTER SCHOOL APPLICATION FORM

E 10020

DEED provides a model initial application form for all proposed charter schools in Alaska.

The DEED Initial Charter School Application Form is available at:
https://education.alaska.gov/alaskan_schools/charter

Created 06/2025 - AASB

Adopted __/25

CHARTER SCHOOL APPLICATION APPEALS

BP 10021

If the School Board denies an application for a charter school, the applicant may appeal the denial to the Commissioner of Education and Early Development within 60 days of the School Board's denial, in accordance with AS 14.03.250(d). A decision of the Commissioner upholding the denial may be appealed by the charter school applicant within 30 days to the State Board of Education. If the Commissioner approves the application, they shall forward it to the State Board of Education for review and approval.

Legal Reference:

Alaska Statutes

14.03.250(d) – Application for charter school

Created 06/2025 - AASB

Adopted __/25

GENERAL REQUIREMENTS

BP 10030

1. A charter school shall comply with all district policies, regulations, and procedures, except to the extent that the charter school is specifically exempted from compliance under its charter school contract. For example, a charter school shall comply in all respects with district discipline policies and the district's accounting, purchasing, audit, and other fiscal procedures.
2. A charter school shall operate in compliance with state and federal laws, and with school district policies and administrative regulations.
3. A charter school shall comply with the provisions of collective bargaining agreements applicable to teachers or employees of the school, unless the district and the affected bargaining unit agree to an exemption from the agreement's requirements.
4. A charter school shall operate under the annual program budget established in the charter school's contract with the School Board.
5. A charter school may not be affiliated with a religious organization or promote religion or any particular religious ideology or philosophy.
6. Facilities: All charter school lease and purchase agreements will adhere to local laws and regulations. No lease agreement or purchase agreement may be entered into without the approval of the charter school's Academic Policy Committee and the Superintendent. A lease agreement will not be approved unless the agreement includes: a provision for termination of the lease agreement, without further financial obligation of the charter school or the district, in the event of a lack of appropriation/funding for the charter school or in the event of termination of the charter school's authorization to operate as a charter school. A charter school shall conduct its program in a facility that satisfies all health and safety requirements applicable to other district schools. A charter school shall have insurance that complies with district policy.
7. The charter school shall comply with the requirements of the district facility safety and security standards.
8. The charter school shall be designed to advance basic skills areas (mathematics, science, language arts, and social studies) appropriate to the age of students included in the program. The charter school disciplinary program shall enforce Alaska statutes, state and federal regulations, and district policies with respect to drugs, alcohol, weapons, tobacco, harassment, and violence.

9. The charter school shall participate in all academic reporting processes as required by the district policies and regulation and by Alaska statute.
10. The charter school shall participate in all tests and assessments required by either the State Department of Education and Early Development or the district unless the contract specifies otherwise.
11. A charter school shall not charge tuition to students who reside within the district. Fees collected in adherence with district policies and regulations and the charter contract, such as for supplies, educational enhancement, or activities, must be deposited in a district account.
12. A charter school operating as a correspondence program or a residential program shall comply with all requirements of Alaska statute and regulation.

(cf. 3530 - Risk Management)

Created 06/2025 - AASB

Adopted __/25

ORGANIZATION OF A CHARTER SCHOOL

AR 10030.1

A charter school operates as a school in the school district except a charter school:

1. Is exempt from the school district's textbook, program, curriculum, and scheduling requirements.
2. Is exempt from AS 14.14.130(c) which states "If the district employs a chief school administrator, the administrator shall select, appoint, and otherwise control all school district employees who serve under the chief school administrator subject to the approval of the School Board." The principal of the charter school shall be selected by the Academic Policy Committee.
3. Operates under the charter school's annual program budget as set out in the contract between the School Board and the charter school.
4. Shall designate a contact person for all communications between the charter school and the district administration.

Created 06/2025 - AASB

Adopted __/25

OPERATION OF A CHARTER SCHOOL

AR 10030.2

A charter school shall:

1. Keep financial records of the charter school;
2. Oversee the operation of the charter school to ensure that the terms of the contract are being met;
3. Meet regularly with parents and with teachers of the charter school to review, evaluate, and improve operations of the charter school; and

4. Meet with the Academic Policy Committee at least once each year to monitor progress in achieving the committee's policies and goals.

Created 06/2025 - AASB

Adopted __/25

ACADEMIC POLICY COMMITTEE

BP 10040

Charter schools shall establish an Academic Policy Committee. Each application for a charter school shall include a description of the Academic Policy Committee and its procedures. The Academic Policy Committee shall consist of parents of students attending (or planning to attend) the charter school, teachers at the charter school (or teachers who agree to teach at the charter school), and employees of the charter school (or employees who agree to work at the charter school). The committee composition details are documented in the By-Laws of the Charter School.

The Academic Policy Committee shall supervise the academic operation of the charter school and ensure the fulfillment of the mission of the charter school. The Academic Policy Committee will meet regularly and not less than four times during the academic year with teachers and staff to monitor progress in achieving the policies and goals established for the school and to review, evaluate, and improve its operations.

The Academic Policy Committee shall select the principal/head teacher of the charter school. The principal/head teacher shall select, appoint, or otherwise supervise employees of the charter school in accordance with District HR policies. If the person selected as the principal/head teacher by the Academic Policy Committee does not possess an Alaska Type B administrative certificate, the Superintendent shall designate an administrator to evaluate the certified staff/teacher(s) in the charter school.

The Academic Policy Committee will function according to the terms of law. The Academic Policy Committee shall report directly to the Superintendent or designee.

Created 06/2025 - AASB

Adopted __/25

CODE OF ETHICS

AR 10040.1

Members of Academic Policy Committees (APCs) represent their charter school community. They are subject to the following code of ethics:

1. My school community has entrusted me with the educational development of the children and youth of this community;
2. The public expects my first and greatest concern to be in the best interest of each and every one of these young people without distinction as to who they are or what their background may be;
3. The future welfare of the school community, district, state, and of the nation depends upon the quality of education we provide in the public schools to fit the needs of every learner;
4. My fellow Academic Policy Committee members and I must take the initiative in helping all the people in this school community to have all the facts, all the time, about our school;
5. I must never neglect my personal obligation to the school community and my obligation to the district, state, nor surrender these responsibilities to any other person, group, or organization.

In view of the foregoing consideration, it shall be my constant endeavor:

1. To devote time, thought, and study to the duties and responsibilities of an Academic Policy Committee member, as outlined in our by-laws so that I may render effective and creditable service;
2. To work with my fellow Academic Policy Committee members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points at issue;
3. To base my personal decision upon all available facts in each situation; to vote my honest conviction in every case, unswayed by partisan bias of any kind; thereafter, abide by and uphold the final majority decision of the Academic Policy Committee and the School Board;
4. To remember at all times that as an individual I have no authority outside the meeting of the Academic Policy Committee, and to conduct my relationships with the school staff, local citizenry, media representatives and all other agencies or individuals on the basis of this fact.
5. To resist every temptation and outside pressure to use my position as an Academic Policy Committee member to benefit either myself or any other individual or agency apart from the total interest of the school;
6. To recognize it is as important for the Academic Policy Committee to understand and evaluate the educational program of the school as it is to plan for the business of school operation;
7. To bear in mind under all circumstances that the primary function of the Academic Policy Committee is to recommend procedures by which the school is to be administered, but that the administration of the educational program and the conduct of school business shall be left to the employed principal or designee of the school and staff;
8. To welcome and encourage active cooperation by citizens, organizations and the media of communication in the district with respect to making recommendations on current school operations and proposed future developments;
9. Finally, to strive step by step toward ideal conditions for the most effective Academic Policy Committee service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.

CODE OF ETHICS

AR 10040.1

Created 06/2025 - AASB

Adopted __/25

PRINCIPAL / HEAD TEACHER

BP 10050

Charter School Principal

A charter school principal must possess a current Alaska Administrative Certificate and be either an existing principal in the district or be eligible for hire as a district administrator. A retired district administrator may serve as a charter school principal if the administrator left the district in good standing, had satisfactory performance evaluations, and has a current administrative certificate. The school district assumes no responsibility for employing this person after the termination of the charter school contract except as required by state statute and/or an applicable negotiated agreement.

If the charter school Academic Policy Committee desires to contract by addendum with a principal who is currently employed as a district principal, the superintendent's approval is required prior to entering into the contract.

Charter School Head Teacher

A charter school head teacher is not required to possess an Alaska type B administrative certificate. A head teacher must possess an Alaska type A certificate and be either an existing teacher in the district or be eligible for hire as a district teacher. A retired district teacher may serve as a charter school head teacher if the teacher left the district in good standing, had satisfactory performance evaluations, and has a current teacher certificate. The school district assumes no responsibility for employing this person after the termination of the charter school contract except as required by state statute and/or an applicable negotiated agreement.

Created 06/2025 - AASB

Adopted __/25

CHARTER SCHOOL PRINCIPAL AND HEAD TEACHER EVALUATION AR 10050

Principal Evaluation

The district will designate a qualified evaluator to conduct an evaluation of the charter school principal. The individual conducting the evaluation will meet the requirements of AS 14.20.149 and will utilize the district's administrator evaluation procedures.

The evaluator shall ensure that during the evaluation process, the Academic Policy Committee will have the opportunity to provide written information on the performance of the administrator, including the administrator's performance in meeting obligations set forth in school board policy and the charter school contract.

The district's evaluation of the charter school principal does not preclude additional assessment by the Academic Policy Committee regarding the professional performance of the principal. Any additional assessment should be arranged between the Academic Policy Committee and the principal.

Any members of charter school staff (classified or certified) who serve on the Academic Policy Committee shall recuse themselves from any votes, discussions, or other Academic Policy Committee proceedings pertaining to the principal's salary, contract, evaluation, and termination.

A copy of any additional assessment conducted by the Academic Policy Committee will be provided by the Academic Policy Committee to the district upon request.

Head Teacher Evaluation

If the charter school administrator performs both administrative and teaching functions, the procedures for evaluation shall be those for a principal/administrator identified above. However, the district administration will determine an appropriate evaluation instrument that must be used for accurate evaluation of both teaching and administrative duties based on district performance standards.

Confidentiality of Evaluations

The Academic Policy Committee is neither responsible nor authorized to take personnel actions with respect to any employee other than the Charter School principal/head teacher. Before receiving any information that is confidential under law or contract, each member of the Academic Policy Committee must sign a confidentiality agreement acknowledging and agreeing to abide by that confidentiality.

Certificated teacher evaluations are confidential and may not be publicly disclosed, including disclosure to members of the Academic Policy Committee, absent a written waiver signed and dated by the employee.

The Charter School principal/head teacher's evaluation conducted by the district may not be publicly disclosed without the written permission of the principal/head teacher but may be shared with the Academic Policy Committee without a waiver.

Legal Reference:

Alaska Statutes

14.03.270(c) – Teacher or employee transfers, evaluations, and negotiated agreements.

Created 06/2025 - AASB

Adopted __/25

MEETINGS

BP 10060

All meetings of the Academic Policy Committee (APC) shall comply with Alaska's Open Meetings Act. The Academic Policy Committee shall provide public notice of its meetings and allow for public participation at its meetings.

The Principal/Head Teacher or designee shall establish regulations to ensure compliance with law.

Created 06/2025 - AASB

Adopted __/25

REVIEW OF THE CHARTER SCHOOL

BP 10070

Once approved by both the School Board and the State Board of Education, the charter school will be subject to an annual review of its operations and finances by the School Board. Annually, the charter school will submit a written report and make a presentation to the School Board and the public. This report will include information on the attainment of student performance expectations, meetings of the governing bodies of the charter school, descriptions of charter school activities, and other information of interest to the School Board.

If academic performance targets for student achievement are not reached by the identified timelines specified in the contract, the Academic Policy Committee must submit a Plan for Improvement, outlining activities for remediation, a process for monitoring the progress of the Plan, and a process for reporting progress of the Plan to the School Board.

If any allegations of noncompliance with the charter school contract are presented either during the annual review or at any other time, then the School Board, through the Superintendent or designee, shall investigate these allegations. Prior to terminating the charter school contract, the School Board and the charter school Academic Policy Committee shall attempt to remedy any violations of the contract. The School Board shall provide written notice to the charter school Academic Policy Committee of its intent to terminate the contract and the reasons therefore.

The Department of Education and Early Development may audit the charter school's program and may take any action necessary to ensure compliance with federal and state law, including the withholding of funding.

Created 06/2025 - AASB

Adopted __/25

CHARTER SCHOOL ANNUAL REVIEW

AR 10070

Written

Report:

Annually, the charter school will submit a written report to the district and the School Board no later than May 1 of each school year. The report will include:

1. A cover letter, including:
 - name of the charter school,
 - school year/annual report title, and
 - name(s) of person(s) responsible for report,
 - Vision and Mission statements and strategic plan goal areas.

2. Student achievement assessment results, including:
 - recommendations for remediation of poor student performance, and
 - school goal attainment;

3. Student enrollment and mobility data;
4. Descriptions of charter school activities;
5. Data on the meetings of the governing bodies of the charter school, including:
 - a list of the Academic Policy Committee meetings, including officers, and staff members by position,
 - minutes of the meetings,
 - current bylaws of the Academic Policy Committee,
 - a list of employees and job titles, and
 - a list of officers in any PTA/PTO or other parent organization;

6. Any major changes planned for the following school year including:
 - changes to the contract between the charter school and the district, and
 - modifications to the school's charter; and

7. Other information of interest to the school board and/or the school district administration.

Presentation to School Board:

Annually the charter school may make a presentation to the school board and the public. If presentations are requested by the board, they will be scheduled on a board meeting agenda in the spring of each year. Written reports will be received by the district prior to the charter school's presentation to the school board. Presentations will include student achievement results, highlights of the year, and changes being requested to the contract or charter.

CHARTER SCHOOL ANNUAL REVIEW

AR 10070

The school board will act on the charter school's contract renewal (including changes to the contract language and estimated budget) as required following the school's written report and presentation (if applicable).

Created 06/2025 - AASB

Adopted __/25

AMENDMENT OF CHARTER AND TERMINATION OF CONTRACT **BP 10080**

A charter school may apply to the School Board for an amendment to its charter during the term of its contract. If the School Board approves the amendment, an amended contract must be executed to conform to the amended charter. The School Board must forward an amended charter and amended contract to the Department of Education and Early Development. A charter school may make minor changes to its program without review by the Department, if they are approved by the district. A change of program that involves the addition of an elementary or secondary program must be approved by the School Board and the State Board of Education and Early Development.

When the charter school updates their vision and mission statements or the strategic plan the Academic Policy Committee shall send this information to the School Board.

The School Board may terminate a contract with a charter school pursuant to the causes set forth in AS 14.03.256.

Legal Reference:

Alaska Statutes

14.03.256 Charter school termination

Alaska Administrative Code

4 AAC 33.113 Amendment of Charter

Created 06/2025 - AASB

Adopted __/25

COMMUNICATION **BP 10090**

Charter schools are an integral part of the District. Open communication between the charter school and the district is essential to the effective functioning of each.

The District shall:

1. respond in a timely manner to requests for information from the charter school.
2. develop materials such as calendars, time lines, or forms to assist charter schools in meeting district deadlines and reports.
3. invite charter school employees to participate in district sponsored professional development workshops and programs.
4. Designate a contact person as the primary contact person between the charter school and the district administration.

The Charter School shall:

1. respond in a timely manner to requests for information from the district.
2. designate a contact person as the primary contact between the charter school and the district administration.

Created 06/2025 - AASB

Adopted __/25

BP 6181, CHARTER SCHOOL (REMOVAL)

~~BP 6181 CHARTER SCHOOL~~

~~Charter schools are schools established under [AS 14.03.250](#) that operate within the public school district. Charter schools are established upon the approval by the Board and the State Board of Education of an application for a charter school. Charter schools shall operate under a written contract between the charter school and the Board. This policy and all its subsections may be repealed as of July 1, 2005.~~

~~ESTABLISHMENT OF CHARTER SCHOOLS~~

~~The Board shall give appropriate consideration to any charter school petition, in light of its overall effect on the district's children and the proposed school's ability to function effectively and meet its goals. In accordance with law, the proposed charter must include descriptions of the vision, mission and goals of the charter school, the governance structure that will be used, the educational outcomes to be attained by students, and the method by which progress in meeting these outcomes will be measured.~~

~~Applications for a charter school to operate during the next school year shall be submitted to the Board no later than February 1 of the current school year. Applications received after the February 1 deadline shall not be considered until the next school year. A charter school shall begin operation as agreed with the Board but no later than October 1.~~

~~STATE NOTIFICATION OF A CHARTER SCHOOL APPLICATION~~

~~Upon approval or rejection of a charter school application, the School Board will submit to the State Board of Education a copy of the charter school application and a report on the action taken by the School Board no later than twenty (20) working days following the School Board action.~~

~~ANNUAL REVIEW OF THE CHARTER SCHOOL~~

~~Once approved by both the School Board and the State Board of Education, the charter school will be subject to an annual review of its operations and finances by the School Board. Annually, the charter school will submit a written report and make a presentation to the School Board and the public. This report will include information on the attainment of student performance expectations, meetings of the governing bodies of the charter school, descriptions of charter school activities, and other information of interest to the School Board.~~

~~If there is evidence of a breach of contract, then the School Board shall have a right to investigate this breach of contract and meet with the charter school to discuss possible remedies, including termination of the charter school contract.~~

~~Organization and Operation of a Charter School~~

~~A charter school operates as a school in the school district except that a charter school:~~

- ~~• Is exempt from the school district's textbook, program, curriculum, and scheduling requirements;~~
- ~~• Is exempt from [AS 14.14.130](#) which states "If the district employs a chief school administrator, the administrator shall select, appoint, and otherwise control all school district employees who serve under the chief school administrator subject to the approval of the school board";~~
- ~~• Operates under the charter school's annual program budget as set out in the contract between the Board and the charter school;~~
- ~~• Shall designate a contact person for all communications between the charter school and the district administration.~~

Operation of a Charter School

The charter school site administrator shall:

- ~~• Keep financial records of the charter school;~~
- ~~• Oversee the operation of the charter school to ensure that the terms of the contract are being met;~~
- ~~• Meet regularly with parents and with teachers of the charter school to review, evaluate, and improve operations of the charter school;~~
- ~~• Meet with the charter school's Academic Policy Committee at least once each year to monitor progress in achieving the committee's policies and goals.~~

~~Note: The Alaska Department of Education has advised that a school board may require a charter school site administrator to possess a Type B certificate.~~

Definitions

~~"Site administrator" means a person selected by the Academic Policy Committee to select, appoint, or otherwise supervise employees of the charter school. This person is required to possess an Alaska Type B Administrative Certificate. The school district assumes no responsibility for employing this person after the termination of the charter school contract unless the person is also employed as a teacher.~~

~~"Per pupil allocation" means the funding generated, calculated on a per student basis, using the formula for basic need defined in [AS 14.17.021](#).~~

Legal References:

ALASKA STATUTES

[14.03.250-14.03.280](#) Charter Schools

~~ALASKA ADMINISTRATIVE CODE~~

~~[4 AAC 33.110](#)~~ Charter Schools

Adopted 6/01

Added 9/97—AASB

Revised 9/98—AASB

AR 6181, CHARTER SCHOOL (REMOVAL)

~~**AR 6181 APPLICATION PROCEDURE FOR ESTABLISHING A CHARTER SCHOOL**~~

~~The following steps shall be followed in making application for the establishment of a charter school in the school district.~~

~~**ADMINISTRATIVE MEETING**~~

~~Any person(s) wishing to establish a charter school shall notify the Superintendent of their intention. The Superintendent shall establish an administrative committee to meet with the charter school representatives to review the application procedures, discuss the requirements of the application form and the contract between the charter school and the Board, and to answer any questions the charter school representatives may have.~~

~~Following the initial meeting with the administrative committee, the charter school representatives shall prepare the information required on the application form and shall prepare a proposed contract between the charter school and the Board. The required provisions of the contract are the same as the elements required in the application form set forth in this policy. These documents shall be submitted to the Board no later than February 1 of the school year prior to the school year in which the charter school begins operation. Applications received after the February 1 deadline shall not be considered until the next school year.~~

~~**SCHOOL BOARD WORK SESSION**~~

~~Following the timely receipt of the complete application form and the proposed written contract between the charter school and the Board, the Board shall hold a public work session with the charter school representatives. During this work session, the charter school representatives shall present their proposal for a charter school and the contract with the Board. The Board and the charter school representatives may negotiate provisions of the contract during this meeting.~~

~~**Public Hearing on the Charter School Application**~~

~~Following the work session, the Board may hold a public hearing on the proposed charter school application.~~

School Board Action

Following the work session and the public hearing (if held), the Board shall place the charter school proposal on the agenda for a regular Board hearing. The Board will take action to approve or deny the request to establish the charter school.

Application Form

The application form must state:

1. The name of the charter school;
2. The name, address, and telephone number of a designated person authorized to act on behalf of the charter school;
3. The names of the members of the Academic Policy Committee.

In addition, the application form shall include the following detailed information:

1. Description of the education program—This includes a statement of the mission of the charter school, the curriculum in each subject matter area of the charter school (including educational/academic goals, instructional methods and materials, and evaluation procedures), and scheduling requirements (length of school day with start and end times, and a calendar for the school year). A charter school shall be nonsectarian.
2. Specific levels of achievement for the educational program—This includes the expected level of attainment of the educational/academic goals using the evaluation procedures specified in the educational program described in item (1) of the application. Failure to meet these levels of achievement will be considered a breach of contract.
3. Admission policies and procedures—This includes the specific criteria for eligibility of students to enroll in the charter school. Admission criteria cannot be discriminatory toward any protected classes of individuals. A charter school and/or Board may not require a student to attend a charter school. A charter school shall enroll all eligible students who submit a timely application unless the number of applications exceeds the capacity of the charter school. In the event of an excess, the charter school and the Board shall attempt to accommodate the students by considering additional classroom space and/or additional teachers. If it is not possible to accommodate all eligible students, students shall be selected by a random drawing.

The application to establish a charter school shall specify the application procedure for students, including a copy of the student application form, and shall specify the timelines for application, approvals, and notification. In the case of a multi-year charter school, the contract must also contain provisions for handling the admissions procedures for continuing students from one school year to the next.

4. Administrative policies—The application form must include administrative policies to be followed by the charter school. A charter school is subject to Board policies and administrative regulations unless waivers are granted by mutual agreement between the charter school and the

~~Board. Any exemptions must be specified in the contract. A complete listing of Board policies and regulations is available at the school district administrative office.~~

~~To the extent permitted by Alaska laws and regulations, charter schools may waive state regulations except that a charter school must comply with all state and federal requirements for receipt and use of public money. Any waivers to state regulations must be included in the contract. Approval for waivers of state regulations will occur at the time the State Board of Education acts on the locally approved application. By law, waivers of state statutes are not permitted. Copies of the state statutes and regulations are available from the Alaska Department of Education and Early Development.~~

~~5. A statement of the charter school's funding allocation from the Board and costs assignable to the charter school program budget – During the administrative meeting held in accordance with these procedures, the administrative committee shall provide to the charter school representatives an estimated per pupil allocation available from the district for the operation of the charter school. The estimated per pupil allocation shall be computed in a manner consistent with the method in which the district receives revenues from the state.~~

~~The application subsequently submitted by the charter school shall include an annual program budget proposed by the charter school.~~

~~During the Board work session, the Board and the charter school representative may negotiate the per pupil allocation and other aspects of the annual program budget. In all events, the Board shall provide an approved charter school with an annual program budget that is not less than the amount determined in accordance with [AS 14.03.260](#).~~

~~A charter school may not charge tuition to students who reside within the school district. Fees charged to students by the charter school, including but not limited to application and activity fees, shall be retained by the charter school and included in the charter school program budget.~~

~~Actual revenues received by the charter school shall be derived from actual student enrollments in the charter school during the year in which the charter school is operating. The funding allocation set forth in the first paragraph of this section is for purposes of creating a program budget for the charter school for the next school year. Actual student enrollments in the charter school and revenues generated from those enrollments shall be ascertained in the same manner that the State of Alaska uses to determine student enrollments and state revenues generated in the school district. This includes foundation revenues generated for special populations of students. Grants and special revenue funds will be available to the charter school as determined by the contract between the Board and the charter school. Operating revenues will be provided to the charter school as specified in the contract.~~

~~Funds in excess of the per pupil allocation, if any, paid to the charter school by the school district shall be in accordance with the approved annual program budget. If student enrollment in the charter school during the 20-day count period fluctuates more than 10% above or below the estimated enrollment, the charter school and the Board shall meet to review and renegotiate the charter school budget.~~

~~All costs for operating a public school in the school district shall be assigned to the charter school subject to restrictions in the charter school law and the terms of the contract between the Board and the charter school. All equipment and supplies purchased by the charter school become the property of the school district upon the completion or termination of the charter school contract.~~

~~The established charter school shall annually submit a balanced program budget by February 1 of each year that shows the expected revenues and expenditures for the charter school for the next school year. This annual budget shall be approved by the Board. Adjustments to the charter school budget may be necessary if the estimated revenues are significantly revised due to legislative, Board or assembly action.~~

~~6. Method by which the charter school shall account for receipts and expenditures – This shall include a description of how the charter school will be in compliance with AS 14.17.190, Restrictions Governing Receipt and Expenditure of Money from Public School Foundation Account. The charter school shall specify on the application form how it will provide the financial and accounting information requested by the Board or the Alaska Department of Education and Early Development. The charter school shall allow district personnel or the district's auditor access to financial information to perform the annual audit.~~

~~7. Location and description of the facility – The application form shall contain a description of the location and facility used to house the charter school. A charter school may be operated in an existing school district facility or in a facility within the school district that is not currently being used as a public school. Any facility that is used for a charter school must meet and maintain the federal and state building, fire, health, and safety requirements applicable to other public schools in the district. The Superintendent shall make this determination based on inspections made by the code enforcement authorities.~~

~~The charter school shall be responsible for obtaining these inspections and shall be responsible for correcting any deficiencies in non-district facilities. The charter school shall maintain code compliance during the duration of the contract.~~

~~Charter schools proposing to use district facilities that are already in use as public schools may do so only on the approval by the Board. The use of district facilities for the charter school shall be negotiated during the Board's work session with the charter school proposers. The charter school may pay for district custodial and utility services based on the number of square feet used in the school. In addition, the charter school may pay a proportional share of any building maintenance.~~

~~A charter school that proposes to utilize space in an existing district school shall meet with the site administrator of that school and come to a mutual agreement regarding the charter school's observance of school rules and policies. These mutually agreed upon rules and policies shall be included in the charter school application.~~

~~For charter schools requesting the use of space in an existing district facility, the administration will annually determine if the amount of space requested by the charter school will be available based on enrollment projections and school capacity.~~

~~8. Name(s) of the teacher(s) who will teach in the charter school – The application form shall contain the names of the teacher or teachers who will teach in the charter school. All teachers in~~

~~the charter school shall be hired by the school district or selected from the current district staff. A teacher may not be assigned to a charter school unless the teacher consents to the assignment. All provisions of the existing negotiated agreement with the teachers association apply to teachers in the charter schools, unless the Board and the association agree to an exemption for the charter school. A request for an exemption to the negotiated agreement shall be initiated by the charter school. The charter school shall meet with the association to discuss the exemption and, if agreeable, the charter school shall obtain a letter from the association indicating their intent to allow the exemption. A description of the exemption and the letter from the association shall be included in the application.~~

~~Charter school teachers shall be evaluated in an equivalent manner to all other teachers in the district. If the proposed teacher evaluation procedure is not identical to the district's procedure, then the charter school shall include a detailed description of the teacher evaluation procedure proposed to be used in the charter school.~~

~~The evaluation form shall also describe the positions of any other employees in the charter school.~~

~~9. Teacher to student ratio — The application form for establishing a charter school shall specify the teacher to student ratio. This shall be determined by dividing the number of full-time equivalent teachers in the charter school by the number of full-time equivalent students in the charter school. For the purpose of the application, the teacher to student ratio shall use the estimated number of full-time equivalent students in the denominator of this equation. The application shall include a description of how this estimate was determined.~~

~~10. Number of students served — The application form will include an estimated number of students served (specify the full-time equivalent number of students) by the charter school for the next school year. The charter school shall annually provide to the school district the names of the students who have pre-registered for the charter school four weeks before the starting date of the charter school.~~

~~11. The term of the contract — The application form will include a specification of the term of the contract. No charter school may exceed a five (5) year contract. A charter school may reapply after the term of the contract has expired.~~

~~12. A termination clause — The application form will include a termination clause providing that the contract may be terminated by the Board for the failure of the charter school to meet educational achievement goals, for fiscal management standards, or for other good cause.~~

~~13. A certification of compliance for receipt and use of public money — This provision requires a certification that the charter school will comply with all state and federal requirements for the receipt and use of public money.~~

~~14. Other requirements or exemptions — If there are additional provisions that either the charter school or the Board wish to include in the contract, then they should be included in this section of the application form. Additional provisions may include other requirements imposed by either the charter school or the Board, or may include other exemptions not covered under Board policies and regulations. These additional provisions of the contract must also be agreed upon by both the charter school and the Board.~~

~~15. Risk management — The charter school shall adequately protect against liability and risk through an active risk management program. The program shall include purchase of insurance coverage equal to that held by the school district and shall be established in the contract between the charter school and the Board. The charter school shall operate in such a manner as to minimize the risk of injury or harm to students, employees, and others. School operations and activities shall be reviewed by the Superintendent for compliance with appropriate industry safety practices.~~

~~16. Breach of contract — Failure to comply with the provisions of the contract between the charter school and the Board is considered a breach of contract and may result in the termination of the charter school. During the charter school's annual review with the Board, compliance with the provisions of the contract will be monitored. If any allegations of noncompliance with the charter school contract (either by the charter school or by the school district) are presented either during the annual review or at any other time, then the Board shall investigate these allegations. Prior to canceling the charter school contract, the Board and the charter school shall attempt to remedy any violations of the contract.~~

~~17. The Academic Policy Committee — Each application for a charter school shall include a description of the procedures used to establish an Academic Policy Committee. The Academic Policy Committee shall consist of parent/guardians of students attending (or planning to attend) the charter school, teachers at the charter school (or teachers who agree to teach at the charter school), and employees of the charter school (or employees who agree to work at the charter school).~~

~~The Academic Policy Committee of the charter school shall supervise the academic operation of the charter school and ensure the fulfillment of the mission of the charter school.~~

~~The Academic Policy Committee shall select the site administrator of the charter school. The site administrator shall select, appoint, or otherwise supervise employees of the charter school. If the person selected as the site administrator by the Academic Policy Committee does not possess an Alaska Type B Administrative Certificate, then the Board shall designate (with the approval of the Academic Policy Committee) a school district administrator to evaluate the teacher(s) in the charter school.~~

~~18. Charter school contract with the Board — Each application for a charter school must include a proposed contract with the Board. The charter school shall operate under the provisions of this contract. The contract must include by reference all the provisions listed in the application form and the district's procedures for application. During the work session with the Board, provisions of the application may be revised by mutual consent. The contract will reference the final revised form of the application.~~

~~Upon approval of the charter school by the Board and the State Board of Education, the contract will be signed by the president of the Board and the legally designated representative of the charter school.~~

~~The contract between the charter school and the Board shall reflect all agreements regarding the operation of the charter school. Any revisions of the terms of the contract may be made only with~~

~~the approval of the Board and the governing body of the charter school. The contract will take effect upon approval of the application by the State Board of Education.~~

~~Adopted 6/01~~

~~Added 9/97 AASB~~

Frieda Nageak MOVED that the NSBSD Board of Education approve the first reading of BP 6151, Class Size; and Section 10000, Charter Schools, including the removal of BP 6181, Charter School as described in this memo SB26-069 and attachments. Question called, no objections. The motion carried in a roll call vote of four yes, zero no.

Nora Jane Burns – Not Present
Frieda Moore – Yes
Nancy Rock – Yes
Qaiyaan Harcharek – Not Present

Frieda Nageak – Yes
Rossman Ferguson – Absent
Esther Evikana – Yes

INFORMATIONAL

AR 4112.5/4215.5/4312.5, SECURITY CHECK

SECURITY CHECK (All Personnel)

AR 4112.5/4212.5/4312.5 (a)

1. No certified or classified individual will be hired by the district until a criminal background check has been completed and it has been verified that the applicant has no recorded offenses that would bar the applicant's employment with the District. Under emergency circumstances, the Superintendent may waive this requirement to allow someone to work until the results are returned.
2. No individual will be allowed to volunteer until a criminal background check has been completed and it has been verified that the volunteer has no offenses that would bar them from assisting the District in its programs. The District may decline the services of any volunteer for any legal reason. All information collected on volunteers will be considered confidential to the extent allowed by law and will only be used to protect the students or minimize disruption to the educational environment.

Although volunteers will provide support services, they are not substitutes for the professional building staff. Volunteers will work under the direction and supervision of district staff.

(cf. 1250 - Volunteer Assistance)

(cf. 6020 – Parent Involvement)

3. No person who has been convicted of, or plead guilty or no contest to, any crime involving child abuse, child neglect, sexual abuse, or sexual assault, ~~domestic violence or any felony involving violence against a person,~~ will be hired by the district.
4. Any person who has been convicted, or plead guilty or no contest (including forfeiture of bail) to a crime (other than a misdemeanor not including violence) or felony (not specified in paragraph 3 and not including domestic violence or any felony involving violence against a person), or a violation involving a controlled substance within the 5 years preceding the

application, will not be hired by the district. If more than 5 years has elapsed since the crime or violation, a person may be considered for employment pursuant to following paragraph.

5. Any person who has been convicted, or plead guilty or no contest (including forfeiture of bail) to a crime or felony involving domestic violence or any felony involving violence against a person, within the 10 years preceding the application, will not be hired by the district. If more than 10 years has elapsed since the crime or violation, a person may be considered for employment pursuant to following paragraph.
6. Applications from persons who have been convicted, or plead guilty or no contest (including forfeiture or bail) to any crime or violation covered in (4) or (5) and ~~more than 5 years~~ the prescribed period of time has elapsed since the conviction, may be considered for hiring by the district on a case-by-case basis subject to the following process:
 - i. HR notifies ~~Principal~~ the Site Administrator or Director that the candidate has a criminal history.
 - ii. Where ~~Principal~~ the Site Administrator or Director wish to continue the process, they must next request permission from the candidate to review the charges on the background check. Otherwise, HR will inform the candidate that the District will not proceed with this hire.
 - iii. If the candidate does not agree to the reviewing of their background check, the District will not hire the candidate.

SECURITY CHECK (All Personnel)

AR 4112.5/4212.5/4312.5 (b)

- iv. If the candidate agrees to the reviewing of their background check, the ~~Principal-Site Administrator~~ or Director must evaluate the specific charges, outcomes, and dates of charges and ~~provide~~ context for the conviction and how any potential employment of the person might affect the community. The ~~Principal~~ Site Administrator or Director should also consider any relevant community references supplied by the candidate and whether the position requires or involves student contact. After reviewing, the Site Administrator or Director will either:
 - a. ~~If a Principal Site Administrator or Director wishes to Proceed with a proposal to the Superintendent or designee, an application for a school based position, with the permission of the candidate, a copy of the background check, rationale for employment, and support letters (if any) the Principal Site Administrator or director will present a proposal to the SAC in executive session for approval of recommended hire, OR~~
 - b. ~~If the SAC approves they will provide a letter of support for the candidate to the Principal. Notify the Superintendent or designee that the candidate is not recommended for hire and provide reasons for that decision.~~
- v. ~~Principal or Director then submits a copy of background check, rationale for employment, support letters and (where applicable) SAC approval to Superintendent with a request for Board Approval, in Executive Session, at the next regularly scheduled Board Meeting.~~
- vi. ~~Principal or Director invites potential candidate.~~
- vii. ~~Principal or Director and potential employee (if desired) presents to School Board in Executive Session.~~

~~viii. If no objection to hiring, School Board make motion in regular meeting to approve recommendation discussed in Executive Session.~~

7. If charges are pending, no action will be taken on the individual's application until disposition of the charges.

Adopted 6/01
Revised 09/14
Revised 09/24
Revised 10/24
Revised 12/25

AR 4213, ACTING IN CAPACITY

ACTING IN CAPACITY

AR 4213

Acting in Capacity Policy: To provide compensation for classified or hourly employees who accept additional responsibilities and authority for a minimum of 5 consecutive work days, in addition to their current job duties, for a vacant position or filling in for a permanent employee on extended medical leave, compensated at a higher range that is vacant.

DEFINITION:

Acting in Capacity: A classified or hourly employee is acting in Capacity when an employee accepts a temporary appointment to take on duties from a vacant permanent position or is filling in for a permanent employee who is on extended medical leave (FMLA/AFLA) while continuing to perform the job duties of their current position.

ADMINISTRATIVE REGULATION:

Acting in Capacity: A Principal or Department Director may nominate a classified or hourly employee only from the affected school or department to fill a vacant permanent position or a filled position with the assigned employee on extended medical leave. An Employee who accepts an Acting in Capacity assignment will be expected to perform the duties of their current position in addition to the additional duties requested.

Additional compensation for performing the Acting in Capacity duties shall be set at one range and one step above current pay, (i.e. an employee whose regular rate of pay is range 18, step 2 shall be paid at range 19, step 3 while delegated). Acting in Capacity assignment is activated upon Superintendent approval being communicated to the NSBSD Department of Human Resources.

The duration of an Acting in Capacity assignment shall not exceed 10 work days without further approval from the Superintendent or designee. Acting in Capacity assignments must be reviewed and renewed by the Principal or Department Director every 10 days. Any Acting in Capacity assignment may be suspended indefinitely by the Superintendent at any time.

PROCEDURE:

1. Acting in Capacity: When an employee is recommended for an Acting in Capacity position, the department will initiate a Personnel Action Form (PAF) reflecting the compensation adjustment for the assignment. The PAF and a copy of the Acting in Capacity assignment and signed job description shall be forwarded to the

Superintendent's Office for final approval. The PAF and job description will then be forwarded to the Human Resources department for action.

2. When the vacant position is filled or, following the initial 10 days, if there is no time extension authorized, the Acting in Capacity assignment shall cease.
3. When an Acting in Capacity assignment exceeds the number of approved days, the Principal or Department Director is required to submit a time extension request to the Superintendent's office. The time extension request must explain the reason for the extension and when the site expects to fill the vacant position.

Adopted 07/17

Revised 9/25

Revised 12/25

AR 8120, ELECTIONS

ELECTIONS

AR 8120 (a)

Election Procedures

1. Notice of election shall be posted four (4) weeks prior to the election and will note the vacancies for each School Advisory Council.
2. A signed declaration of candidacy will be required to be on file in the district's office of the Superintendent one week prior to the election. Declaration forms shall be available when election notices are posted. If a declaration form is received after the deadline, the candidate's name will not be considered. However, an individual may seek election on a write-in basis.

Ballots

1. Sample Ballots: Sample ballots will be made available three (3) working days after the close of the date for receipt of declarations. They shall be printed on colored paper and clearly marked: SAMPLE BALLOT.
2. Official Ballots: Official or regular ballots shall be prepared and be available to each precinct, except second class cities in the district, prior to election day.
3. Absentee Ballots: Absentee ballots will be available three (3) days after the closing date for the receipt of declarations. ~~These may be requested at the individual school.~~ For the Utqiagvik CSAC, absentee ballots may be obtained and signed for at the Superintendent's Office. For village CSAC elections, absentee ballots may be obtained and signed for at the local school. Voters must sign the official voter signature register when receiving an absentee ballot. The last day to obtain absentee ballots will be the day before the election.

Polling Time and Places

1. Time and Place - all School Advisory Council elections will be held the first Tuesday in October. The polls will be open from 8:00 a.m. to 8:00 p.m. and will coincide with or be in close proximity to the polling place for general elections.
2. Ballot Boxes - each community will be provided a ballot box for the election.
3. Booth - a private voting booth will be available at each polling place.

Certification of the Election

The School Board at its next meeting shall certify the election for each community.

Write-in Candidates

A write-in candidate may be elected provided that the individual is a qualified School Advisory Council voter.

If a write-in candidate receives the largest number of votes, the individual shall be immediately contacted by the Superintendent or designee concerning acceptance of the position. If the individual declines, the second highest vote getter shall be contacted.

Tie Vote

In the event a tie occurs with the two highest vote getters receiving an equal number of votes, a recount of the ballots, according to the procedure below, shall be made. The expense of the recount shall be borne by the district. If a vote is still tied after a recount, the winner shall be determined by drawing straws.

ELECTIONS

AR 8120 (b)

Recount Procedure

If necessary, a recount committee of three citizens who are acceptable to all the candidates and who have not been candidates themselves in the election shall be appointed by the Superintendent.

A recount shall take place in the district central office following a 24-hour posting of such a recount and notification to all affected candidates, with representation present from all candidates if they desire.

The results of any recount shall be certified at the next regularly scheduled School Board meeting.

Recount by Candidate's Request

Following certification by the School Board, requests for a recount must be made within fifteen (15) days by candidate's request. Such a request shall be accompanied by a check or money order for \$100 to pay for the expenses of said recount. This request for a recount shall be made to the Superintendent. The procedure shall be as outlined above.

Majority of Non-District Employees

In the event that seating the highest vote getters of an election would result in a minority of non-district employees on any SAC, those candidates who are non-district employees receiving the next highest number of votes shall be seated on the SAC.

Revised 9/97- AASB

Adopted 6/01

Revised 1/03

Revised 12/25

ANNUAL REPORT is presented by Chelsie Overby, Executive Assistant. An update was given to the board that the Annual Report is in progress and is similar to last year.

PUBLIC COMMENTS: Public comment regarded school safety.

SCHOOL BOARD COMMENTS: Board discussion regarded staff appreciation.

SCHEDULING OF NEXT MEETING: January 6, 2025 Utqiagvik Townhall, January 9, 2026 Special Meeting, January 26-28, 2026 Retreat, January 29, 2026 Regular Meeting, January 30, 2026 Joint Meeting with North Slope Borough and over Zoom Communications in Utqiagvik, Alaska

ADJOURNED AT 10:38a.m. Nora Jane Burns MOVED to ADJOURN. Frieda Moore SECONDED the motion. The meeting stands adjourned.

Respectfully submitted for the March 17, 2026 Meeting:

Marie Stackhouse, Board Secretary