

**UNADOPTED MINUTES  
OF THE NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT**

Mission: "To provide a learning environment that inspires and challenges students and employees to excel."  
Vision: "To graduate all students with the knowledge, skills, and attitudes necessary for a successful future."

Vice President Carol Schaeffer called the 446<sup>th</sup> special meeting of the Northwest Arctic Borough School District Board of Education to order at 8:30 a.m. on Friday, May 29, 2026, District Office Katima Room, 744 Third Avenue, Kotzebue, Alaska.

Board Members present were:

Tillie Ticket  
Carol Schaeffer  
Marie Greene  
Jeanne Gerhardt-Cyrus  
Alice Adams  
Lawrence Jones  
Erica Nelson  
Margaret Hansen  
Alice Melton-Barr  
Millie Hawley  
Shannon Melton

A quorum was present.

Observed.

Those present participated in the Pledge of Allegiance.

Staff and guests present: Terri Walker-Superintendent; Natalie Dickey, Director of Administrative Services; Amy Eakin, Director of Technology; Mark Moore, Director of Property Services; Perrian Windhausen, Director of Student Services; Deana Straight, Capital Projects Manager; Kristen Walker, Executive Assistant.

A motion was made by Marie Greene to approve the agenda. Seconded by Alice Adams. Unanimously approved.

An executive Session was not needed.

Marie Greene motioned to adopt the consent agenda. Alice. Melton-Barr seconded the motion and was unanimously approved.

Board approval is required for expenditures that exceed \$50,000. At issue is board approval to award the Northwest Arctic Borough School District's FY27 bulk heating fuel order to the lowest bidder by site. Because of the volatile conditions of the fuel oil market pricing needs to be approved no later than 11:00am for Vitus and 12:00pm for Crowley on May 29th, 2026 to hold the current pricing. Budget Source: Maintenance Fuel Budget. On May 15, 2026 the Property Services department issued an RFP to fuel vendors for the purchase and delivery of approximately 298,000 gallons of #1 heating fuel and 500 gallons of unleaded gasoline, to ten (10) NWABSD school sites in summer 2026. The RFP was sent to the two vendors that deliver fuel within the Northwest Arctic Borough, Crowley Petroleum Distribution and Vitus Fuel Services. The deadline for submitting bids is Wednesday, May 27, 2026 at 4:00 p.m. The lowest bidder by site will be awarded the fuel bid(s). The administration is recommending the approval of this proposal.

No comments at this time.

The next Board meeting of the NWABSD Board of Education will be held June 23, 2026, via Microsoft Teams with time at 4:00 a.m..

Marie Greene moved to adjourn the meeting, seconded by Jeanne Gerhardt-Cyrus. The meeting adjourned at 8:58 a.m.

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Tillie Ticket, Secretary

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Kristen Walker, Recording Secretary

CALL TO ORDER

ROLL CALL

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

INTRODUCTION OF STAFF/GUESTS

APPROVAL OF AGENDA

EXECUTIVE SESSION

ADOPTION OF CONSENT AGENDA

MEMO 26-158 FY 27 HEATING FUEL

COMMUNICATIONS & ITEMS  
INTRODUCED BY BOARD MEMBERS

DATE/TIME OF NEXT BOARD  
MEETINGS

ADJOURNMENT