

## **Agenda**

1. CALL TO ORDER  
**Presenter:** Margaret Hansen, President
2. ROLL CALL  
**Presenter:** Margaret Hansen, President
3. MOMENT OF SILENCE  
**Presenter:** Margaret Hansen, President
4. PLEDGE OF ALLEGIANCE  
**Presenter:** Margaret Hansen, President
5. APPROVAL OF AGENDA
6. INTRODUCTION OF GUESTS/STAFF  
**Presenter:** Margaret Hansen, President
7. PUBLIC COMMENTS  
**Presenter:** Margaret Hansen, President
8. GUIDANCE PROGRAMMING
9. RECOGNITION AND AWARDS  
**Presenter:** Terri Walker, Superintendent
10. SUPERINTENDENT'S REPORT  
**Presenter:** Terri Walker, Superintendent
11. STRATEGIC PLAN
12. BOARD REPORT  
**Presenter:** Board Members
13. ADOPTION OF CONSENT AGENDA
14. EXECUTIVE SESSION
15. COMMUNICATIONS AND ITEMS INTRODUCED BY BOARD MEMBERS
16. DATE, TIME, AND LOCATION OF NEXT MEEETING
17. ADJOURNMENT

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** February 23, 2021

**NUMBER:**

**FR:** Office of the Superintendent

**SUBJECT:** Superintendent's Report

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**ATTENDANCE:** The following data is through February 12, 2021

According to Power school, attendance data the district-wide attendance is at 95.63% for Prek-12<sup>th</sup> grade students. Noorvik school has the lowest attendance at 91.10%, followed by Deering 91.77% and Shungnak with 92.71%. Our Home School is highest at 100%, followed by Kobuk with 98.97%

All schools are either in Yellow and/or Green in-person learning status with plans to have all schools move to green in-person learning status by 4<sup>th</sup> quarter. Sites moving from Red status may move to yellow for a few weeks before moving students to green.

Red status – All students are remote learning due to COVID cases in community.

Yellow status – Students are in-person learning ½ days.

Green status – Students are in-person learning from 9:00am – 2:30pm.

In-person learning are on Mondays, Tuesdays, Thursdays, and Fridays from 9am-2:30.

Remote teaching and learning are Mon/Tues/Thurs/Fri from 2:30-3:30 and Wednesday afternoons.

### **ENROLLMENT:**

K-12 current enrollment is 1892

PK-12 current enrollment is 1998

**Survey for Learning Options:** 680 results to date. Nearly 87% of parents want traditional learning and only 8% would like remote learning.

**Legislative Update:** Our Board Lobbying Committee (Margaret, Millie, Marie, Tillie, Brad and Alice), myself and our three lobbyists (Reggie, Christine and John) met with many Senators and Representative last Monday, Tuesday and Wednesday to go over the district's priorities. We have been working on responses and support letters forwarded to the board.

### **Weekly meetings**

- DEED and Superintendents – Topics focus around legislative organizations. Senate is organized with committees formed. The House has chosen their Speaker although it still have not organized their committees yet. Weekly sessions also continue to focus on COVID related issues across all districts in the state, mainly vaccines for staff rollout and mitigation plans according to DHSS. Although the Governor did not extend the emergency order, the recommendation is still to stay vigilant and don't lighten up.

- The Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSA) provides an additional allocation of \$4,317,698 to NWABSD. We are currently reviewing expenditures from FY 21 that went over the amount received from the Cares Act and creating a budget for anticipated expenditures for FY 22.

- Director meetings – department update between departments.

- Administration Team (Directors and principals) – focus on safety, student learning, and staff and students' social well-being as well as district wide programs and activities.
- Local Leadership Team meeting – Moved to twice a month. Focus has been on moving schools to green level status and the mitigation plans put in place for sports activities and travel.
- Borough-wide task force meeting – review of materials/minutes from local leadership meetings. The Mayor has stated these meetings will now be held only as needed and no longer occur weekly.
- Parent Forums will now be held once monthly at the district level. Sites are planning their own parent forums according the strategic plan.

**Spring Break** – Staff have been notified the district will not move to remote learning after spring break. All staff must be report to work the Monday after spring break or take leave if they have traveled and their community has travel quarantine requirements.

**Change to Operational Status –**

**Low Risk Operational Zone**

**In Person Full Day Daily**

**9 am to 2:30 pm**

Four Days/Week

Mon/Tues/Thurs/Fri through March 5 (Wednesdays for Remote Learners and Professional Development  
Tues/Wed/Thurs/Fri March 8 through May (Monday's for remote Learners and Professional Development

Attached is the graduation dates for all sites and our mitigation plans outlined for your review.

Terri Walker,  
Superintendent



# NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

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 PO Box 51 · Kotzebue, Alaska 99752 · Phone (907) 442-1800

## 2021 GRADUATION INFORMATION

Site:	Early Graduates	May Graduates	Total Graduates	Date:	Time:
Ambler	1	3	4	May 5, 2021	6:00 p.m.
Buckland	1	8	9	May 1, 2021	1:00 p.m.
Deering	1	1	2	May 1, 2021	4:00 p.m.
Kiana	2	6	8	May 1, 2021	1:00 p.m.
Kivalina	2	4	6	May 6, 2021	7:00 p.m.
Kobuk	2	2	4	May 4, 2021	6:00 p.m.
Kotzebue	0	39	39	May 1, 2021	1:00 p.m.
Noatak	2	4	6	May 7, 2021	7:00 p.m.
Noorvik	1	4	5	May 3, 2021	6:00 p.m.
Selawik	2	9	11	May 5, 2021	1:00 p.m.
Shungnak	0	1	1	May 1, 2021	6:00 p.m.
ATC		35	35	May 5, 2021	7:00 p.m.

**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.



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February 17, 2021

## May 2021 Graduation Ceremony Parameters

Safety and mitigation protocols will guide all events, including mask-wearing, safe distancing, and mandates set forth locally, regionally, and statewide.

This year's graduation ceremonies intend to recognize this Spring's graduates and allow sites to recognize May 2020 and Dec 2020 graduates.

Two Options for School Graduation:

1. Virtual Graduation (pre-recorded speeches, etc.)
  - a. pre-recorded speeches
  - b. coordinated to air at a specific time for viewing
2. Household Celebrations in the gym or outdoors with a total limited number of people
  - a. Families submit a list of household members who will attend with graduate (for photos) (Cannot include non-household members)
  - b. Household photos taken
  - c. Seniors walk across the stage, receive a diploma, school gifts, etc. with a mask on
  - d. Seniors can be pre-recorded (speeches, turning tassel, etc)

Graduation Dinners will not occur due to the risk of gathering size and masks not being worn during dinner.

Food, such as a cake, can be photographed for the ceremony and cut up and sent to households.

# STRATEGIC PLAN

## JANUARY 2021 – JUNE 2022



Adopted by the Board 00/00/2021

Ambler · Buckland · Deering · Kiana · Kivalina · Kobuk · Kotzebue · Noatak · Noorvik · Selawik · Shungnak



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## DISTRICT LEADERSHIP

### Superintendent

Terri Walker

### School Board

Margaret Hansen, President  
Millie Hawley, Vice President  
Marie Greene, Treasurer  
Tillie M. Ticket, Secretary  
Carol Schaeffer, Parliamentarian

Paula Mills, Member  
Lawrence Jones, Sr., Member  
Alice Melton-Barr, Member  
Brad Reich, Member  
Joanne Harris, Member  
Cynthia Fields, Member

## FOUNDATION STATEMENTS

**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.

## WE VALUE

Respect  
Hard Work  
Cooperation  
Perseverance  
Ability to Adapt  
Belief in Yourself  
Learning  
Resilience  
Accountability

## CONTENTS

- 2 Goal 1: Student Learning
  - Objective 1 NWABSD will all know and value our students during both remote and in-person learning. (Danielson 1b)
  - Objective 2 NWABSD will build responsive learning environments during both remote and in-person learning (Danielson 2a, 2c, 3d)
- 3 Objective 3 NWABSD will engage all students in learning during both remote and in-person learning. (Danielson 1e, 3b, 3c)
- 4 Goal 2: Student Safety
  - Objective 1 Students and staff will create a safe physical environment.
  - Objective 2 Students and staff learn and work in a safe emotional environment.
  - Objective 3 Students, staff and communities stay current and responsive to COVID considerations.
- 6 Goal 3: Family Support and Engagement
  - Objective 1 NWABSD staff will have consistent, professional, and family friendly communication with all stakeholders and families.
  - Objective 2 NWABSD will provide opportunities that support and engage families



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<b>Goal 1: Student Learning</b>			
<b>Objective 1</b>			
<b>NWABSD will all know and value our students during both remote and in-person learning. (Danielson 1b)</b>			
Strategies and Actions	Key Indicators/Metric	Completion Date/Timeline	Responsibility (Reports To)
1.1.1 Teachers design culturally relevant learning experiences and resources that integrate students' current knowledge and skills with the current adopted curriculums.	Lesson plans and professional development integrate Standards for Culturally Responsive Schools and Educators  Collaborative meetings  Resource Repository (ie Cyberduck Curriculum Drive)	Planning to begin May 2021 for FY22 school year  Ongoing	Principals (Director of Curriculum)
1.1.2 Student Data Teams identify and act on student social/emotional, behavioral, and academic needs.	Implementation of Embrace (MTSS 504 and IEP data system) Embrace Development Timeline and Professional Development: Principals and teachers Fall 2021  Collaborative Meetings - 2 hours per week added to schedule  Student Data Team agendas reflect focused interventions	Development of platform Spring 2021  Pilot platform Spring 2021  MTSS training for principals Fall 2021  Initial implementation Fall 2021  Collaborative schedule starting August 2021	Director of Curriculum Director of Student Services
1.1.3 Develop a culturally responsive Physical Science and Biology curriculum	Timeline  Course outline  Curriculum resources  Course on Canvas  Professional Dev of course and materials	Physical Science Planning Begins Spring 2021  Physical Science Implementation Fall 2022  Biology planning begins Fall 2022	Director of Curriculum (Assistant Superintendent)
<b>Objective 2</b>			
<b>NWABSD will build responsive learning environments during both remote and in-person learning (Danielson 2a, 2c, 3d)</b>			
Strategies and Actions	Key Indicators/Metric	Completion Date/Timeline	Responsibility (Reports To)
1.2.1 Provide equitable access to learning resources and supports.	Provide professional development on strategies to provide equitable access to learning resources.  Plan for interventions and supports for credit-deficit high school students  Assess equitable access to learning resources for remote off-line learners	Assessment phase Spring 2021  Planning and acquisition phase Summer 2021  Implement plan Fall 2021	Director of Curriculum



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	during red, remote learning operational status  Plan to provide equitable access to learning resources for remote and off-line learners created and implemented during red, remote learning operational status.		
1.2.2 Provide two weeks of downloaded instructional videos for use if/when a school goes to remote learning status (Red High-Risk Operational Status).	Provide professional development  Collaboration time focused on creating videos  Two-week emergency lesson plans that include downloadable instructional videos and learning materials	Beginning 3 <sup>rd</sup> quarter 2021 and ongoing until COVID no longer impacts learning.	Principals (Director of Curriculum)
<b>Objective 3</b> <b>NWABSD will engage all students in learning during both remote and in-person learning. (Danielson 1e, 3b, 3c)</b>			
Strategies and Actions	Key Indicators/Metric	Completion Date	Responsibility (Reports To)
1.3.1 Empower student learning through teacher clarity.	District-wide scope & sequence for all curriculums (analyze standards) "Powers Standards"  Master Schedule 2-year rotation  Provide professional development on teacher clarity and feedback.  Inclusion of Learning intentions (What am I learning?), relevance (Why am I learning this?), and success criteria (How do I know when I have learning it?) in the lesson plans template.	Scope & Sequence – begin in collaboration meetings F2021 and ongoing.  Revision of Lesson Plan template Spring/Summer 2021  Lesson Planning and PD - Fall 2021	Principals (Director of Curriculum)
1.3.2 Students reflect, reason, and explain their thinking by asking and answering questions and engaging in dialogue with others.	Provide professional development on classroom discussion and questioning techniques.  Lesson plans integrate classroom discussion activities that provide opportunity for higher-level thinking.	Lesson Planning and PD - Fall 2021	Principals (Director of Curriculum)



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<b>Goal 2: Student Safety</b>			
<b>Objective 1</b>			
<b>Students and staff will create a safe physical environment.</b>			
Strategies and Actions	Key Indicators/Metric	Completion Date/Timeline	Responsibility (Reports To)
2.1.1 Partnership with Navigate 360 to improve overall school safety for staff and students. <ul style="list-style-type: none"> <li>Professional development for all staff focused on updated crisis planning (ALICE framework) through Navigate 360 platform.</li> <li>Implement emergency management suite.</li> <li>Schools complete on-site risk assessment (Navigate 360)</li> </ul>	Professional development planning calendar and staff survey results  Emergency management suite training and site implementation  Schools completed on-site risk assessment (Navigate 360)	Suite District Admin Training Spring 2021 Principal Training Fall 2021  Risk Assessment completed Summer 2021	Director of State and Federal Programs (Sandra Kowalski)
2.1.2 Medical professional at major tournaments (such as Orthopedic Physician Association, OPA)	Meet with medical professional group(s) to determine feasibility, timeline and availability  Develop MOU with medical professional group	After COVID travel suspension ends	Assistant Superintendent
<b>Objective 2</b>			
<b>Students and staff learn and work in a safe emotional environment.</b>			
Strategies and Actions	Key Indicators/metric	Completion Date/Timeline	Responsibility (Reports To)
2.2.1 Continued implementation of Safe & Civil protocols with increased emphasis in building student/teacher relationships through STOIC <ul style="list-style-type: none"> <li>Take SCSC STOIC (Interactions) and focus PD to support relationships piece of SCSC</li> <li>Train teachers on the types of interactions that support building relationships with our students and parents with ongoing PD in STOIC while increasing teacher's cultural competencies</li> <li>Continue implementation of SEL (Social Emotional Learning) curriculum</li> </ul>	Professional development planning calendar and staff survey results  School Climate and Connectedness Survey  Parent input Form	Planning to begin May 2021 for FY22 school year	Principals (Assistant Superintendent)
2.2.2 Expand the availability for online counseling to all students	Increased number of students receiving counseling	Planning to begin May 2021 for FY22 school year	Director of Student Services
2.2.3 Staff training on identifying and responding to virtual incidences of potential harm to self	Collaborative meeting planning calendar and staff survey results	Spring 2021 Collaborative Meeting Date	Director of Student Services
<b>Objective 3</b>			
<b>Students, staff, and communities stay current and responsive to COVID considerations.</b>			
Strategies and Actions	Key Indicator/Metric	Completion Date/Timeline	Responsibility (Reports To)
2.3.1	Updated requirements for employees and students that support COVID safe learning environment	Ongoing through COVID crisis	Assistant Superintendent



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Monitor local, regional, and state mandates along with DHSS and CDC guidelines throughout COVID crisis			
2.3.2 Monitor updates from State Health Team along with DHSS and CDC guidelines throughout COVID crisis	Updated mitigation plans based on new and pertinent information.	Ongoing through COVID crisis	Assistant Superintendent

DRAFT



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<b>Goal 3: Family Support and Engagement</b>			
<b>Objective 1</b>			
<b>NWABSD staff will have consistent, professional, and family friendly communication with all stakeholders and families.</b>			
Strategies and Actions	Key Indicators/Metric	Completion Date/Timeline	Responsibility (Reports To)
3.1.1 Gather family input at each site (in conjunction with open houses, parent teacher conferences or other established school event) on how families prefer to be engaged and communicated with.	Surveys  Minutes/notes	September of 2021 & February of 2022	Principals (Director of State and Federal Programs)
3.1.2 Establish structures and processes that keep families informed about the instructional program and seek feedback.	Establish a standardized site-based newsletter with information about instructional programs  Informational Packets (paper, District website, Facebook pages, family dashboard on school websites, etc.)  ASC Meeting Minutes  Solicitation of comments from interested parties.	Quarterly, beginning 4 <sup>th</sup> quarter	Assistant Superintendent
3.1.3 Schools provide updates in a variety of ways (i.e., paper, radio, VHF, phone calls, internet, Power Announce, ASC meetings, meal calendars) regarding weekly schedules, class meeting information, assignments and other pertinent information that helps families support their children.	District template/form provided as a calendar event for principals to report communications.	Beginning 4 <sup>th</sup> quarter 2021 and ongoing, weekly	Principals (Superintendent)
<b>Objective 2</b>			
<b>NWABSD will provide opportunities that support and engage families</b>			
Strategies and Actions	Key Indicators/Metrics	Completion Date/Timeline	Responsibility (Reports To)
3.2.1 Train parents on navigating learning, participation, and communication platforms. <ul style="list-style-type: none"> <li>• Create training opportunities for parents/students to reach out to for assistance. (pending available funding)</li> <li>• Implement ongoing survey to create a system to document and track home or family parameters that might impact student participation and learning.</li> <li>• Host a site-based parent hour to provide information on platforms</li> <li>• Create a digital resource section on learning, participation, and communication platforms in the student parent handbook.</li> </ul>	Attendance and/or phone record for the tutoring opportunities and/or hotline  Ongoing survey results to create a system to document and track home or family parameters that might impact student participation and learning.  Parent forum attendance to provide information on platforms.  Student parent handbook with a digital resource section on learning, participation, and communication platforms.	Establishment of tutoring hotline Spring 2021 Attendance will be monitored each quarter through Canvas assignment  Surveys to be sent to families once a quarter beginning 3 <sup>rd</sup> quarter 2021  Parent forums to take place once a quarter beginning 3 <sup>rd</sup> quarter 2021  Student handbook to be updated for the 2021-2022 school year  Parent attendance, training completion certificates	Principals (Assistant Superintendent)



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	How-to videos on the website		
3.2.2 Connect students' out-of-school learning and lives to their efforts in school and take the lead in forming partnerships and relationships to strengthen those connections.	Increased attendance rate reflects connectedness  School Climate and Connectedness survey data will be monitored to determine effective work in this area	Ongoing  SCCS completed January 18-February 19  Results available summer	Director of Student Services Principals (Assistant Superintendent)
3.2.3 Interact with families and the community in ways that respect their values and cultural backgrounds (Focus on meeting families where they are)	Establish a student fair for cultural skills and activities  Establish planning team  Identify Local and Regional Partners  Inupiaq Days Planned on a Regular Basis	Establishment of Planning Team Fall 2021  Identification Local and Regional Partners Fall 2021  Student Fairs to begin Spring of 2022	Assistant Superintendent
3.2.4 Provide incentives that recognize parents for engagement in parent activities, surveys, student performances and family forums, etc. (pending available funding)	Guidelines and a budget for incentives created by the district  An incentive calendar is created based on the guidelines and budget	Planning in Spring/Summer of 2021 for implementation during the 2021/2022 school year	Principals (Assistant Superintendent)

DRAFT

**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."

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President, Margaret Hansen, called the 404<sup>TH</sup> regular meeting, via teleconference, of the Northwest Arctic Borough School District Board of Education to order at 4:30 p.m. on Tuesday, January 26, 2021.

CALL TO ORDER

Members present telephonically were:

Joanne Harris  
Brad Reich  
Alice Melton-Barr  
Carol Schaeffer  
Lawrence Jones Sr.  
Cindy Fields  
Tillie Ticket  
Marie Greene  
Margaret Hansen  
Millie Hawley  
Student Representative Floyd Ticket III

ROLL CALL

Member excused: Paula Mills

A quorum was present.

Moment of silence was observed.

MOMENT OF SILENCE

Those present participated in the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Staff present telephonically were:

Terri Walker-Superintendent, Sandy Kowalski-Assistant Superintendent, Perrian Windhausen-Director of Student Services, Megan Williams- Director of Administrative Services, Amy Eakin-Director of Technology, Dana Orton-Director of Curriculum/Instruction, Craig McConnell-Director of Property Services, Janice Hadley-Director of HR, Joy Cogburn-Director of State/Federal Programs, Lois Ballard - Staff Development Administrator, Scott Lefebre – Ambler Principal, Joe Self - Assistant ATC Director, Karl Kowalski - Assistant HR Director, Roger Franklin – Ambler Principal, Brian Sun - Ambler, Chris Hansen – Noatak Principal, Tawna Weaver – Noatak Teacher and Youth Advisor, Tristan Ashby – Noatak Senior, Deidre Jensen – Deering Principal, Joel Jensen – Deering Teacher, Rob O’Neil – Kobuk Principal, Dakota Redman - Deering Teacher, Shelby Garrett – Deering Teacher and Paula Octuck-Viveiros-Executive Assistant

INTRODUCTION OF  
STAFF/GUEST

None.

PUBLIC COMMENTS

Tristan Ashby gave a report of the activities they were involved with, making new welcome signs for new and returning teachers and participating walks with slogans. They helped deliver food on Thanksgiving Day and gift bags on Christmas. Meetings were held on Microsoft Teams. Floyd Ticket III of Buckland talked about the challenges they faced this last semester. No meetings, trainings were received this semester. Due to connectivity and WiFi issues, participation has been low. Due to COVID, they were not able to build relationships with other youth leaders. Bryant Sun of Shungnak discussed more challenges for the program. He was appreciative of the activities they were still able to do.

YOUTH LEADERS REPORT

Superintendent, Terri Walker, recognized Joel Jenson, Shelbi Garrett and Emma Monroe as the January 2021 Employee of the Month. Amy Eakin was recognized for being awarded the Alaska Society for Technology in Education, 2021 Administrator award for Outstanding Leadership. Marie Greene was recognized for being appointed to the 2021 National School Board Association Policies & Resolutions Committee.

**ATTENDANCE:**

According to Power school, attendance data sent to the state, the district-wide attendance is at 93.36% for K-12 students. Ambler school has the lowest attendance at 92.51%, followed by Shungnak and Selawik with 93%. Our Home School is highest at 100%, followed by Kotzebue schools at 99%.

Remote learning attendance

Site	# A-REM S1 Students	# of Full-Time Remote Students	# PK-12 Enrolled	% of Students A-REM one or more times in S1
ABL	48	0	72	66.67%
BKC	113	23	179	63.13%
DRG	25	1	52	48.08%
IAN	55	12	122	45.08%
JNES	85	121	333	25.53%
KHS	118	38	170	69.41%
KMS	101	51	138	73.19%
KVL	22	16	156	14.10%
OBU	11	5	46	23.91%
ORV	135	30	202	66.83%
SHG	5	8	72	6.94%
WLK	173	36	274	63.14%
WTK	79	19	156	50.64%
Grand Total	970	360	1972	49.19%

**ENROLLMENT:**

K-12 current enrollment is 1943  
PK-12 current enrollment is 2042

**Weekly meetings**

- DEED and Superintendents – Focus continues to be on advocacy. First round of pre-files education bills are out.
- Weekly sessions also focus on COVID related issues around the districts across the state. At this time the state will not change their requirements for travel and quarantine. The recommendation is to stay vigilant and don't lighten up. There is a one-stop shop for vaccine information at [covidax.alaska.gov](http://covidax.alaska.gov)
- The Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSA) provides an additional 54.3 billion for Elementary and Secondary School emergency Relief Fund (ESSER II) The NWABSD allocation will be \$4,317,698.
- Director meetings – department update between departments
- Administration Team (Directors and principals) – focus on safety, student learning, and staff and students' social well-being.
- Local Leadership Team meeting – agendas, materials, and minutes sent weekly
- Borough-wide task force meeting – review of materials/minutes from local leadership meetings

**Webinar Attended**

**K-12 Stimulus Funding Overview January 14, 2021** newly available \$54 billion in K-12 funding to address learning loss, safe reopening, effective remote instruction, and more. I will have more information out to you as it comes to me.

**RECOGNITION AND AWARDS**

**Smart Start Update:**

The Smart Start plan will be updated to include protocols for how schools will begin to move to green low-risk status as more people receive the vaccination. Currently communicating with Kotzebue leadership to move Kotzebue towards keeping schools open based on community transmissions rather than per hundred thousand capita that is geared more towards urban areas.

**Staff/Student Case Count Summary to date:**

# of positive student cases 21

# of positive staff cases 1

In school transmission: no

Outbreak in school: no

**VIC Funding**

The commission recommended to the Borough Assembly to fund 50% of the K-4 iPads. Borough Assembly voted down the funding for the iPads.

**Winter Break** – Approximately 100 staff district-wide traveled over the holiday break. Upon return, all staff followed our district protocols for staff returning into the region and will be able to return in to the school buildings after two weeks. We are hopeful that with the increased numbers of people taking the COVID vaccine, it will reduce the number of positive cases in the region for our schools to operate in yellow status.

**PEAKS Assessment**

The statewide PEAKS assessment will be administered this spring. The state will separate out Assessment and accountability.

Board President Margaret Hansen reported on the 12/3/2020 NWALT meeting and Alaska Technical Center meeting, COVID-19 Region Wide Task Force and the Resource Committee that she represented the school district on. Marie Greene gave the AASB Board Report to the NSBA 2021 Beliefs and Resolutions Committee held on January 25, 2021 and the AASB Board meeting that was held in December 2021.

BOARD REPORTS

Minutes of December 1, 2020 were presented.

ADOPTION OF MINUTES

Board approval is required for contracts that exceed \$50,000. Elisabeth Nyang, MA CCC-SLP is a Speech/Language Pathologist who provides oversight, direct, and indirect services, mostly in the form of evaluations, for children 021 primarily located in villages. She is an experienced therapist who has a history of working effectively with staff and students in the special services program. She will provide direct service, consultations, and oversee and conduct speech/language evaluations. This contract, partially supported by grants, will provide her the opportunity to assist the District in providing service, evaluation, and consultation services as required by law to special education students in the district. Her MOA, including travel, is for \$58,600. The administration recommends board approval of the MOA with Elisabeth Nyang, SLP in the amount not to exceed \$ 58,600 as presented.

APPROVAL OF FY22  
MEMORANDUM OF  
AGREEMENT; NYANG,  
SLP

Board approval is required for contracts that exceed \$50,000. Autism Partnerships provides oversight, direct, and indirect services for children across the district with extreme behaviors, including autism. The consultants have a history of working effectively with staff and students in the special services program. Autism Partnerships will provide services to students, their teachers, and parents, in the regular and special education programs with challenging behaviors.

APPROVAL OF FY22  
MEMORANDUM OF  
AGREEMENT; AUTISM  
PARTNERSHIPS-  
SANFORD SLATER

This contract will provide the opportunity to assist the District in providing services as to improve educational advantages for students in the district. Autism Partnerships also consults with all staff, parents, and community members and agencies. The MOA, which includes travel, is for \$65,000. The administration recommends board approval of the MOA with Autism Partnerships, in the amount not to exceed \$65,000 as presented.

APPROVAL OF FY22  
MEMORANDUM OF  
AGREEMENT; AUTISM  
PARTNERSHIPS-  
SANFORD SLATER,  
CONTINUED

Board approval is required for contracts that exceed \$50,000. Terese Kashi, Ph.D., NCSP is a Nationally Certified School Psychologist who will provide special direct service, consultation, supervision, and assessment services for children across the district. She is an experienced practitioner from Soldotna, Alaska, who has experience working effectively with staff and students in special services programs within Alaska. She will provide direct service to students, consultations with teachers and parents in the regular and special education programs. She will conduct psychological and special education evaluations. This contract will provide her the opportunity to assist the District in providing service, evaluation, and consultation services as required by law to special education students in the district. She will also consult with all staff, parents, and community members and agencies. This contract which includes travel, is for an amount not to exceed \$91,500. The administration recommends the Board approve the FY22 contract with Terese Kashi, Ph.D., for an amount not to exceed \$91,500 as presented.

APPROVAL OF FY22  
CONTRACT, SCHOOL  
PSYCHOLOGIST, TERESE  
KASHI Ph.D.

Board approval is required for contracts that exceed \$50,000. PCR Alaska provides oversight, direct, and indirect services for children across the district with extreme behaviors, including autism. The consultants have a history of working effectively with staff and students in the special services program. PCR Alaska will provide services to students, their teachers, and parents, in the regular and special education programs with challenging behaviors. This contract will provide the opportunity to assist the District in providing services as to improve educational advantages for students in the district. PCR Alaska also consults with all staff, parents, and community members and agencies. The MOA, which includes travel, is for \$85,000. The administration recommends board approval of the MOA with PCR Alaska, in the amount not to exceed \$85,000 as presented.

APPROVAL OF FY22  
MEMORANDUM OF  
AGREEMENT; PCR  
ALASKA

At issue is the Board's approval of the Memorandum of Agreement (MOA) with Janelle Coop SLP for \$58,600. Janelle Coop, MA CCC-SLP is a Speech/Language Pathologist who provides oversight, direct, and indirect services, mostly in the form of evaluations, for children 0-21 primarily located in villages. She is an experienced therapist who has a history of working effectively with staff and students in the special services program at NWABSD. She will provide direct service, consultations, and oversee and conduct speech/language evaluations. This contract, partially supported by grants, will provide her the opportunity to assist the District in providing service, evaluation, and consultation services as required by law to special education students in the district. Her MOA, including travel, is for \$58,600. The administration recommends board approval of the MOA with Janelle Coop, SLP in the amount not to exceed \$ 58,600 as presented.

APPROVAL OF FY22  
MEMORANDUM OF  
AGREEMENT; JANELLE  
COOP, SLP

Board approval is required for contracts that exceed \$50,000. Wilder Interpreting Services provides distance delivery interpreting services for school aged children with significant hearing impairments, and their teachers and aides, according to state and federal guidelines. These monies are partially funded reimbursed by the state through special funding.

APPROVAL OF FY22  
MEMORANDUM OF  
AGREEMENT; WILDER  
INTERPRETING  
SERVICES

This contract amendment will provide the opportunity to assist the District in providing access to education for students with significant hearing impairments in the district throughout the school year, and staff. The MOA, is for \$ 90,000. The administration recommends board approval of the MOA with Wilder Interpreting Services for \$90,000.

APPROVAL OF FY22  
MEMORANDUM OF  
AGREEMENT; WILDER  
INTERPRETING  
SERVICES  
CONTINUED

Board approval is required for contracts that exceed \$50,000. Alison Barnett, PT provides oversight, direct, and indirect physical therapy services for children across the district ages 0-22. Alison Barnett, PT Therapy, is an experienced therapist who has a history of working effectively with staff, parents, and students in special services programs. She will oversee and conduct consultation, evaluation, and direct physical therapy services. This contract, partially supported by grants, will provide her the opportunity to assist the District in providing services as required by law to infants and special education students in the district. Barnett, Physical Therapist also consults with all staff. Her MOA, which includes travel, is for \$50,000. The administration recommends board approval of the MOA with Alison Barnett, Physical Therapist in the amount not to exceed \$50,000 as presented.

APPROVAL OF FY22  
MEMORANDUM OF  
AGREEMENT; ALISON  
BARNETT PHYSICAL  
THERAPY

Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when changes in law occur or when specific need occurs. Policy revisions shall normally be given two readings prior to adoption by the Board. BB 9140 BOARD REPRESENTATIVES states that the Board may appoint members to serve as representatives to other boards, committees, etc. for other agencies. Clarification in the By Laws has been requested to in order to articulate the process for member appointments. The proposed language clarifies the process for appointment by allowing the president to make initial appointment with ratification by the Board at a subsequent meeting. The Board Policy Committee reviewed the proposed changes. The administration recommends the Board approve the first reading of the proposed revisions to BB 9140 BOARD REPRESENTATIVES.

APPROVAL OF  
PROPOSED REVISIONS  
TO BB9140: BOARD  
REPRESENTATIVES –  
*FIRST READING*

Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when changes in law occur or when specific need occurs. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 4161 Classified Personnel Leaves and Benefits. Proposed changes are: Remove the reference to Directors' accumulation of leave from this section which pertains to classified employees. This reference will be moved to BP 4361 Management and Supervisory Personnel-Leaves. The Board Policy Committee reviewed the proposed changes, recommends approval and open for public comments. The administration recommends the Board approve the first reading of the proposed revisions to BP 4161 Classified Personnel Leaves and Benefits as presented and open for public comments.

APPROVAL OF  
PROPOSED REVISIONS  
TO BP4161/4261  
CLASSIFIED PERSONNEL  
– LEAVES AND BENEFITS  
*FIRST READING*

A Resolution of the Northwest Arctic Borough School District Board of Education requesting recognition and action by other regional and local organizations to ensure the viability of the Inupiaq language.

RESOLUTION 21-002:  
CALL TO ACTION

The board approves Audited Financial Statements. The FY21 District Operating Fund Budget was approved and adopted at the April 26st, 2019 Regular School Board meeting with expenditures in the amount of \$62,564,409. Presented to you is Budget Revision #1 for the FY21 Operating Fund Budget. Revision #1 is based on a thorough review of revenues and expenditures in order to reduce spending.

APPROVAL OF FY21  
DISTRICT OPERATING  
FUND BUDGET REVISION  
#1

In summary Revision #1 includes:

Revenues: \$59,649,505

Expenditures: \$61,744,060

Transfer in from Other Funds: \$0

Transfers out to Other Funds: \$1,952,332

The revision includes a decrease in revenue, reduces the cost for personnel, increases the cost for non-personnel, and increases the amount of transfers from other funds originally budgeted. These changes are important to note as we proceed with the next budget cycle. The administration recommends the Board approve Revision #1 of the FY21 District Operating Fund Budget as presented.

APPROVAL OF FY21  
DISTRICT OPERATING  
FUND BUDGET REVISION  
#1, CONTINUED

Each month various Human Resources actions occur which require Board action or cognizance. On a monthly basis the administration recommends Board approval of new certified/classified hires, position reclassifications, and new or revised job descriptions. In addition, the administration informs the Board of resignations, transfers and terminations throughout the district. The Human Resources action items for Board approval are new hires in Kiana, Noatak, Selawik and two for Kotzebue Middle/High School; one FY21 certified rehire in Noorvik; 69 FY22 certified rehires for: Alaska Technical Center (2), Ambler (2), Buckland (7), Kobuk (2), Kiana (2), Kivalina (1), Noatak (7), Noorvik (4), Selawik (6), Shungnak (3), June Nelson Elementary School (14), Kotzebue Middle/High School (8), STAR (1) and District Office (10); 10 classified new hires for: District Office (2), June Nelson Elementary School (1) and Selawik (1); four certified resignations: Alaska Technical Center (1), Kiana (1), Kivalina (1) and District Office (1) The administration recommended the Board approve the Human Resources actions as presented.

APPROVAL OF HUMAN  
RESOURCES REPORT

Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when changes in law occur or when specific need occurs. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 4361, MANAGEMENT AND SUPERVISORY PERSONNEL - LEAVES. Proposed changes are: 1) Remove the distinction between certificated and classified management as all directors currently receive additional benefits as outlined in the Principals' negotiated agreement, 2) A move from BP4161 of the reference to directors accumulation of leave from the classified personnel policy to management policy section here. 3) Clarify the number of days of annual leave payout. The number of days of annual leave for which a director may request payout is currently limited to ten (10) days. The proposed policy change increases that number of days to twenty (20). This change brings Board Policy in line with action taken by the Board in May 2020 to increase the number of leave payout days for directors, and 4) Clarifies the maximum number of leave days accrued and subsequent forfeiture. The Board Policy Committee reviewed the proposed changes, recommends approval and open for public comments. The administration recommends the Board approve the first reading of the proposed revisions to BP BP 4161, Classified Personnel Leaves and Benefits as presented and open for public comments.

APPROVAL OF  
PROPOSED REVISIONS  
TO BP 4361  
MANAGEMENT AND  
SUPERVISORY  
PERSONNEL - LEAVES  
FIRST READING

Marie Greene moved to approve the consent agenda, seconded by Tillie Ticket.

APPROVAL OF CONSENT  
AGENDA

Roll Call Votes:

Millie Hawley	Yes	Lawrence Jones	Yes
Joanne Harris	Yes	Alice Melton-Barr	Yes
Marie Greene	Yes	Cindy Fields	Yes
Tillie Ticket	Yes	Brad Reich	Yes
Carol Schaeffer	Yes	Margaret Hansen	Yes

The motion carried unanimously.

None.

None

The next regular Board Meeting of the NWABSD Board of Education will be held on Tuesday, February 23, 2021 at 4:00 p.m. in the District Office Boardroom at Kotzebue, Alaska.

Joanne Harris moved to adjourn, seconded by Alice Melton-Barr

Motion passed unanimously by voice vote.

Meeting adjourned at 6:12 p.m.

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Tillie Ticket, Secretary

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Elizabeth Ferguson, Recording Secretary

EXECUTIVE SESSION

COMMUNICATIONS AND  
ITEMS INTRODUCED BY  
BOARD MEMBERS

NEXT MEETING DATE

ADJOURNMENT

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** February 23, 2021

**NUMBER:** 21- 058

**FR:** Office of the Superintendent

**SUBJECT:** Adoption of Proposed  
Revisions to BP 4161/4261  
CLASSIFIED  
PERSONNEL - LEAVES  
AND BENEFITS

### **STRATEGIC PLAN/BOARD GOAL:**

Improve Stakeholder Communication.

### **ABSTRACT:**

Board policy revisions require Board approval.

### **ISSUE:**

At issue is the adoption, at second reading, of the proposed revisions BP 4161/4261 CLASSIFIED PERSONNEL - LEAVES AND BENEFITS and open for public comments.

### **BACKGROUND AND/OR PERTINENT INFORMATION:**

The Superintendent/designee presents drafts or suggestions for board policy revisions when changes in law occur or when specific need occurs. Policy revisions shall normally be given two readings prior to adoption by the Board.

This is the second reading of the proposed revisions to BP 4161/4261 CLASSIFIED PERSONNEL – LEAVES AND BENEFITS. *Proposed changes are:* Remove the reference to Directors' accumulation of leave from this section which pertains to classified employees. This reference will be moved to BP 4361 MANAGEMENT AND SUPERVISORY PERSONNEL – LEAVES.

At the January 26, 2021 Board Meeting, the Board approved the first reading and opened it up for public comments. To date, there have been no public comments. The Board Policy Committee recommends adoption at the second reading.

### **ALTERNATIVES:**

1. Adopt, at second reading, the proposed revisions to BP 4161/4261 CLASSIFIED PERSONNEL – LEAVES AND BENEFITS as presented and open for public comments;
2. Do not adopt, at second reading, the proposed revisions to BP 4161/4261 as presented;
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board adopt, at second reading, the proposed revisions to to BP 4161/4261 CLASSIFIED PERSONNEL - LEAVES AND BENEFITS as presented.

## **BP 4161/4261 CLASSIFIED PERSONNEL - LEAVES AND BENEFITS**

The School Board shall provide for employee absences authorized by law, Board policy, and negotiated agreement.

Permanent full-time employees receive full benefits. Permanent part-time employees receive benefits on a prorated basis. Employees working less than fifteen (15) hours per week and temporary employees do not receive fringe benefits.

Benefits include:

Employees will accrue **sick leave** at the rate of 1 1/3 days for each full monthly pay period with unlimited accrual from year to year. Sick leave may be used when the employee is sick or injured, an illness within the employee's immediate family which requires the employee's presence, and upon the death of a member of the immediate family. The district reserves the right to require a doctor's and/or health aide's certificate of medical disability for sick leave usage. An employee is encouraged to notify his/her supervisor one half (1/2) hour in advance of the scheduled workday that the employee is going to utilize sick leave. If the supervisor is not notified the leave shall be charged to unapproved leave without pay. An employee utilizing sick leave shall be paid for such time lost, to the extent that he/she has sick leave accrued, at his/her current salary, less the amount of any time lost payments made to him/her under the Alaska Workers' Compensation Act. There shall be no accrual of sick leave when an employee is on leave without pay status. Employees are not entitled to monetary reimbursement for accumulated sick leave.

**Maternity/paternity leave** may be granted to a permanent employee upon recommendation of his/her physician and immediate supervisor. The employee is entitled to take a total of nine (9) weeks of leave immediately preceding and following child birth. This leave shall be charged first to sick leave, and if that is not sufficient, then to annual leave, then leave without pay.

**Court leave** will be granted to an employee who is called to serve as a juror or subpoenaed as a witness. Court leave does not apply to an employee who must attend Court as a party to a litigation. The employee shall retain the monies received for such service and notify the payroll department of the amount received. This amount will be deducted from the employee's paycheck.

*(cf. 4161.4 - Family and Medical Leave)*

Annual leave for non-certificated staff who work twelve (12) months will accrue at the rate of:

One (1) day for each full month for non-certificated employees with less than one (1) year of service;

1 1/4 days for each full month for non-certificated employees with more than one (1) year of service, but less than five (5) years of service;

1 1/2 days for each full month for non-certificated employees with five (5) or more years of service.

Professional and non-certificated staff, who work less than twelve (12) months will accrue annual leave at the rate of:

One (1) day for each fifty (50) days on pay status. Less than 200 days equals three (3) days leave; 200 days or more equals 4 days leave.

Accrued leaves shall be pre-credited, however, no employees are exempted by grandfather clause rights. Unused leave will be automatically paid off at the end of the school year.

Professional/certificated staff working 260 day contracts, who do not report to the Superintendent, will accrue leave at the rate of:

One (1) day for each full monthly pay period for employees with less than one (1) year of service;  
1 1/4 days for each full monthly pay period for employees with more than one (1) but less than five (5) years of service; 1 1/2 days for each full monthly pay period for employees with more than five (5) years of service.

~~Directors and any employee who reports directly to the Superintendent shall accrue annual leave at the rate of two and one half (2½) days for each full monthly pay period.~~

An employee of the District may request up to ten (10) days of accrued leave be paid off during each school year, or the entire amount will be paid off at the employee's current daily rate upon termination.

Accrued annual leave shall not exceed thirty (30) days accumulation as of June 30 of each year. If a request for annual leave must be denied and would result in loss of leave, the Superintendent may postpone requested leave without loss to a mutually determined time in the future. Annual leave not taken by an employee in accordance with the provisions is lost.

There shall be no accrual of annual leave when an employee is on leave without pay status.

The following are observed as legal holidays by all non-certificated personnel in the District:

the first of January, known as New Year's day; the third Thursday and third Friday in March, for Spring Break; the last Monday in May, known as Memorial Day; the 4th of July, known as Independence Day; the first Monday in September, known as Labor Day; the fourth Thursday and Friday in November, known as Thanksgiving day and the day after; the 24th and 25th of December, known as Christmas Eve and Christmas day; and the 31st of December, known as New Year's Eve.

Permanent and probationary employees who either work or are on paid leave on the days immediately preceding and following designated holidays shall be paid for the number of hours normally scheduled for the position at the normal rate of pay.

Holidays falling on Saturday are celebrated on the preceding Friday. Those that fall on Sunday are celebrated on the following Monday.

Temporary employees are not entitled to receive pay for unworked holidays.

Employees who are members of a reserve component of the U.S. Armed Forces or of the National Guard shall be granted temporary military leave on all days during which the employee is ordered to training duty, as distinguished from active duty, with troops, or a field exercises, or for instruction or when under direct military control in the performance of a search and rescue mission. Temporary military leave should be limited to sixteen and one-half (16 1/2) working days in any one (1) calendar year. Temporary military leave shall be granted only upon the written request of the appropriate military authority stating the reasons why the service cannot be fulfilled outside of normal work days. A copy of the request and the military orders shall be filed with the Superintendent prior to the commencement of leave. An employee shall promptly remit to the District any salary received from the military for the

leave period, or as an option to payment of any salary or stipend received from the U.S. Armed Forces or Alaska National Guard to the District, the employee may elect to use any accumulated annual leave or if this is exhausted, take leave without pay. Either of the options must be selected at the time of the request for military leave.

The employee shall be entitled to use up to seven (7) days, plus necessary travel time of sick leave per year for:

1. Death within the employee's family. The family shall be limited to the employee's spouse, child, legal ward, brother, sister, parent, grandchild, grandparent, child-in-law and parent-in-law; and for:
2. Serious illness or injury of a member of the employee's family, as defined in (1) above (a statement by the attending physician regarding the illness or injury may be required by the District).

Leave without pay for less than ten (10) work days per year may be granted by the site administrator or supervisor. Leave without pay for ten (10) or more work days may be granted by the Superintendent or his/her designee upon recommendation of the principal or supervisor. Each request for such leave will be considered in light of the circumstances involved and in regard to the needs of the District. Leave without pay shall not be requested or granted until such time as all accrued leave has been exhausted.

District employees who hold public office or serve on boards of other organizations may be granted up to 10 days of leave without pay per school year to attend meetings. Any commitment requiring an employee to use more than 10 days of leave without pay is excessive and in conflict with the employees work responsibilities. Any request for leave without pay for more than 10 days per school year for these activities will require the approval of the Superintendent or his/her designee.

*(cf. 8321 - ASC Executive Sessions)*

Employees shall not be paid for holidays occurring while they are on leave without pay.

Excessive tardiness and/or absenteeism shall be considered sufficient cause for termination of service.

Unauthorized absences from duty of any employee may result in a disciplinary leave without pay for the period of absence at the discretion of the administrator.

Group health insurance is carried for permanent employees and their dependents, if the employee works a minimum of fifteen (15) hours per week. The employee is covered for \$20,000 life insurance. Employees who work less than twelve (12) months a year will also be covered when not in duty status, limited to 3 months per year when school is in session. If the District's insurance carrier is not willing to provide that coverage to any employee because of that employee's age or otherwise, the District shall only be required to provide an amount of term life or medical insurance coverage as the District's carrier is willing to provide for the premium that the District would have paid for that employee under the District's group insurance policy.

*Legal Reference:*

ALASKA STATUTES

[14.14.105](#) *Sick leave bank*

[14.14.107](#) *Sick leave and sick leave transfer*

[14.20.147](#) *Transfer or absorption of attendance area or federal agency school*

[23.10.500 - 23.10.550](#) *Alaska Family Leave Act*

ALASKA ADMINISTRATIVE CODE

[4 AAC 09.020](#) *Teachers entitled to pay*

[4 AAC 15.040](#) Sick leave

[4 AAC 15.900](#) Definitions

UNITED STATES CODE

Family and Medical Leave Act, [29 U.S.C. 2601](#) et. seq.; [29 CFR Part 825](#), amend. 2008

National Defense Authorization Act for fiscal year 2008, [Public Law 110-181](#), [§ 585\(a\)](#)

Revised: March 01, 2016

Adopted: June 09, 2004

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** February 23, 2021

**NUMBER:** 21- 059

**FR:** Office of the Superintendent

**SUBJECT:** Adoption of Proposed  
Revisions to BP 4361  
MANAGEMENT AND  
SUPERVISORY  
PERSONNEL - LEAVES

### **STRATEGIC PLAN/BOARD GOAL:**

Improve Stakeholder Communication.

### **ABSTRACT:**

Board policy revisions require Board approval.

### **ISSUE:**

At issue is the adoption, at second reading, of the proposed revisions to BP 4361, MANAGEMENT AND SUPERVISORY PERSONNEL - LEAVES and open for public comments.

### **BACKGROUND AND/OR PERTINENT INFORMATION:**

The Superintendent/designee presents drafts or suggestions for board policy revisions when changes in law occur or when specific need occurs. Policy revisions shall normally be given two readings prior to adoption by the Board.

This is the second reading of the proposed revisions to BP 4361, MANAGEMENT AND SUPERVISORY PERSONNEL - LEAVES. *Proposed changes are:* 1) Remove the distinction between certificated and classified management as all directors currently receive additional benefits as outlined in the Principals' negotiated agreement, 2) A move from BP4161 of the reference to directors accumulation of leave from the classified personnel policy to management policy section here. 3) Clarify the number of days of annual leave payout. The number of days of annual leave for which a director may request payout is currently limited to ten (10) days. The proposed policy change increases that number of days to twenty (20). This change brings Board Policy in line with action taken by the Board in May 2020 to increase the number of leave payout days for directors, and 4) Clarifies the maximum number of leave days accrued and subsequent forfeiture.

At the January 26, 2021 Board Meeting, the Board approved the first reading and opened it up for public comments. To date, there has been no public comment. The Board Policy Committee recommends adoption at the second reading.

### **ALTERNATIVES:**

1. Adopt, at second reading, the proposed revisions to BP 4361, Classified Personnel Leaves and Benefits as presented and open for public comments;
2. Do not adopt, at second reading, the proposed revisions to BP 4361 as presented;

3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board adopt, at second reading, the proposed revisions to BP 4161, Classified Personnel Leaves and Benefits as presented.

## **BP 4361 MANAGEMENT AND SUPERVISORY PERSONNEL - LEAVES**

The School Board recognizes the need to provide for leaves which management, supervisors and confidential personnel may take for justifiable reasons as set forth in state law and regulation. Such leaves shall be authorized pursuant to Board policies and/or administrative regulations, and Board action or individual contract.

~~Certificated management and supervisory employees shall be entitled to those leave provisions provided in the certificated agreement unless otherwise specified in Board policy, administrative regulations or individual contract.~~

~~Classified management and supervisory employees shall be entitled to those leave provisions provided in the classified negotiated agreement unless otherwise specified in Board policy, administrative regulations or individual contract.~~

Management and supervisory employees shall be entitled to those leave provisions provided in the Principal's Agreement unless otherwise specified in Board policy, administrative regulations or individual contract.

Directors and any employee who reports directly to the Superintendent shall accrue annual leave at the rate of two and one half (2½) days for each full monthly pay period.

Directors may request up to twenty (20) days of accrued annual leave be paid out at the employee's current daily rate during each school year. Pay out requests must be made in writing by June 1st of the school year. Any remaining annual leave amount shall be paid out at the employee's current daily rate upon termination.

Accrued annual leave shall not exceed thirty (30) days accumulation as of June 30 of each year. If a request for annual leave must be denied and would result in loss of leave, the Superintendent may postpone requested leave without loss to a mutually determined time in the future. Annual leave not taken by an employee in accordance with the provisions is lost.

### *Legal Reference:*

#### ALASKA STATUTES

[14.14.107](#) *Sick leave and sick leave transfer*

[14.20.147](#) *Transfer or absorption of attendance area or federal agency school*

[23.10.500 - 23.10.550](#) *Alaska Family Leave Act*

#### ALASKA ADMINISTRATIVE CODE

[4 AAC 09.020](#) *Teachers entitled to pay*

*Adopted: June 09, 2004*

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** February 23, 2021

**NUMBER:** 21- 060

**FR:** Office of the Superintendent

**SUBJECT:** Adoption of Proposed  
Revisions to BB 9140  
BOARD  
REPRESENTATIVES

### **STRATEGIC PLAN/BOARD GOAL:**

Improve Stakeholder Communication.

### **ABSTRACT:**

Board policy revisions require Board approval.

### **ISSUE:**

At issue is the adoption, at second reading, of the proposed revisions to BB 9140 BOARD REPRESENTATIVES.

### **BACKGROUND AND/OR PERTINENT INFORMATION:**

The Superintendent/designee presents drafts or suggestions for board policy revisions when changes in law occur or when specific need occurs. Policy revisions shall normally be given two readings prior to adoption by the Board.

BB 9140 BOARD REPRESENTATIVES states that the Board may appoint members to serve as representatives to other boards, committees, etc. for other agencies. Clarification in the By Laws has been requested in order to articulate the process for member appointments. The proposed language clarifies the process for appointment by allowing the president to make initial appointment with ratification by the Board at a subsequent meeting.

At the January 26, 2021 Board Meeting, the Board approved the first reading and opened it up for public comments. To date, the only suggested change is to insert a cross reference to BB 9250 RENUMBERATION, REIMBURSEMENT, AND OTHER BENEFITS, and that suggested change is in the proposed revision before the Board today. The Board Policy Committee recommends adoption at the second reading.

### **ALTERNATIVES:**

1. Adopt, at second reading, the proposed revisions to BB 9140 BOARD REPRESENTATIVES as presented and open for public comments;
2. Do not adopt, at second reading, the proposed revisions to BB 9140 BOARD REPRESENTATIVES as presented;

3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board adopt, at second reading, the proposed revisions to BB 9140 BOARD REPRESENTATIVES as presented.

## **BB 9140 BOARD REPRESENTATIVES**

The President, subject to Board ratification, The Board may appoint any of its members to serve on advisory committees or as its representative to other public agencies or organizations when the Board deems such appointments desirable, contingent on acceptance of the appointment by the member.

*(cf. 1020 - Youth Services)*

*(cf. 9110 - Board Membership)*

*(cf. 9250 – Renumeration, Reimbursement, and Other Benefits)*

**Revised: Month Day, Year**

*Adoption Date: May 23, 1995*

**Northwest Arctic Borough School District**

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** February 23, 2021

**NUMBER:** 21- 061

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to BP 9250  
REMUNERATION,  
REIMBURSEMENT, AND  
OTHER BENEFITS

### **STRATEGIC PLAN/BOARD GOAL:**

Improve Stakeholder Communication.

### **ABSTRACT:**

Board policy revisions require Board approval.

### **ISSUE:**

At issue is to approve the first reading of the proposed revisions to BP 9250 REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS and open for public comments.

### **BACKGROUND AND/OR PERTINENT INFORMATION:**

The Superintendent/designee presents drafts or suggestions for board policy revisions when changes in law occur or when specific need occurs. Policy revisions shall normally be given two readings prior to adoption by the Board.

BB 9250 REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS – Proposed changes include addition of language reflecting examples of assignments such as the AASB Board and as well as addition of language that ties the appointments to the allocation in the Board's budget. Current practice is that local board members do not receive per diem. Removal of language regarding compensation at ½ the per diem rate for local board members as is included in the proposed version. The committee will be asked for its recommendation to the Board for approval at first reading and an opening a period of public comment.

The Board Policy Committee reviewed the proposed changes, recommends approval and open for public comments.

### **ALTERNATIVES:**

1. Approve the first reading of the proposed revisions to BP REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS as presented and open for public comments;
2. Do not approve the first reading of the proposed revisions to BP REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS as presented;
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board approve the first reading of the proposed revisions to BP REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS, as presented and open a period for public comments.

## **BB 9250 REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS**

### **Compensation**

Board members are entitled to an honorarium of \$250.00 per day the Board is conducting board approved District business. District business is defined as: regular meetings, special meetings, work sessions, budget hearings, committee assignment, official assignments such as regular meetings of the Association of Alaska School Boards and National Association of School Boards appointments; and attendance at a convention, conference, workshop or similar gathering as allocation in the Board's budget allows.

Board members who are required to travel from their normal place of residence for District business shall be entitled to actual transportation, hotel expenses and per diem. Per diem shall be at the rate of sixty dollars for all travel within the boundaries of the School District and eighty dollars for all travel outside the boundaries of the School District. ~~Board members meeting locally are entitled to one-half daily per diem rate.~~

### **Health and Welfare Benefits**

Board members may participate in the health and welfare benefits program as provided for district employees.

The district shall pay the cost of all premiums required for Board members electing to participate in the district health and welfare benefits program.

*Legal Reference:*

ALASKA STATUTES

14.14.140 *Restriction on employment*

*Revised: July 26, 2011*

*Adoption Date: May 23, 1995*

*Revised: Month Day, Year*

**Northwest Arctic Borough School District**

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** February 23, 2021

**NUMBER:** 21- 062

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to BP  
4136/4236/4336 ALL  
PERSONNEL –  
NONSCHOOL  
EMPLOYMENT

### **STRATEGIC PLAN/BOARD GOAL:**

Improve Stakeholder Communication.

### **ABSTRACT:**

Board policy revisions require Board approval.

### **ISSUE:**

At issue is to approve the first reading of the proposed revisions to BP 4136/4236/4336 ALL PERSONNEL – NONSCHOOL EMPLOYMENT and open a period for public comments.

### **BACKGROUND AND/OR PERTINENT INFORMATION:**

The Superintendent/designee presents drafts or suggestions for board policy revisions when changes in law occur or when specific need occurs. Policy revisions shall normally be given two readings prior to adoption by the Board.

BP 4136/4236/4336 ALL PERSONNEL – NONSCHOOL EMPLOYMENT – This policy provides Administration clarity when determining if outside employment activities may be inconsistent, incompatible, in conflict with, or inimical to the employee's duties or to the duties, functions or responsibilities of the district. Proposed revisions adds language to covers non-compensated appointments and clarifies in the title to include non-compensated appointments. The committee will be asked for its recommendation to the Board for approval at first reading and an opening a period of public comment.

The Board Policy Committee reviewed the proposed changes, recommends approval and open for public comments.

### **ALTERNATIVES:**

1. Approve the first reading of the proposed revisions to BP 4136/4236/4336 a ALL PERSONNEL – NONSCHOOL EMPLOYMENT as presented and open a period for public comments;
2. Do not approve the first reading of the proposed revisions to BP 4136/4236/4336 ALL PERSONNEL – NONSCHOOL EMPLOYMENT as presented;

3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board approve the first reading of the proposed revisions to BP 4136/4236/4336 ALL PERSONNEL – NONSCHOOL EMPLOYMENT, as presented and open a period for public comments.

## **BP 4136/4236/4336 ALL PERSONNEL - NONSCHOOL EMPLOYMENT AND POSITIONS**

The School Board recognizes that district employees may receive compensation for outside activities or take non-compensated positions with non-District entities as long as these activities are not inconsistent, incompatible, in conflict with, or inimical to the employee's duties or to the duties, functions or responsibilities of the district.

Outside paid activities are incompatible with district employment if they require time periods that interfere with the proper, efficient discharge of the employee's duties, if they entail compensation from an outside source for activities which are part of the employee's regular duties, or if they involve using for private gain the district's name, prestige, time, facilities, equipment or supplies.

*(cf. 1321 - Solicitation of Funds from and by Students)*

*(cf. 4119.21/4219.21/4319.21 - Codes of Ethics)*

*(cf. 4132/4232/4332 - Publication or Creation of Materials)*

*(cf. 4135 - Soliciting and Selling)*

*Adopted: June 09, 2004*

**Northwest Arctic Borough School District**

## MEMORANDUM

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**TO:** NWABSD Board of Education

**DATE:** February 23, 2021

**NUMBER:** 21-063

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Human Resources

### **STRATEGIC PLAN/BOARD GOAL:**

Employee Development: Become the employer of choice in the region.

### **ABSTRACT:**

Each month various Human Resources actions occur which require Board action or cognizance.

### **ISSUE:**

At issue is the approval of Human Resources actions.

### **BACKGROUND AND/OR PERTINENT INFORMATION:**

On a monthly basis the administration recommends Board approval of new certified/classified hires, position reclassifications, and new or revised job descriptions. In addition, the administration informs the Board of resignations, transfers and terminations throughout the district.

The Human Resources action items for Board approval are new hires FY21 in Buckland, Deering, Kivalina, Selawik, Shungnak, JNES and KMHS; certified new hire FY22 in Kivalina, Selawik, KMHS and District Office; certified rehires FY22 ATC/Star, Ambler, Buckland, Deering, Kiana, Kivalina, Kobuk, Noatak, Noorvik, Selawik, Shungnak, JNES, KMHS, and DO.

### **ALTERNATIVES:**

1. Approve the Human Resources actions as presented;
2. Disapprove the Human Resources actions as presented;
3. Take no final action.

### **ADMINISTRATION RECOMMENDATION:**

The administration recommends the Board approve the Human Resources actions as presented.

**Human Resources  
February 2021**

I. The administration recommends approval of the following action items:

- a) Certified new hires FY21
- b) Certified new hires FY22
- c) Certified Rehires FY22

a) The administration recommends approval of the following FY21 Certified New Hires

LOCATION & DATE	NAME	POSITION
<b><u>BUCKLAND</u></b> 8/03/20	Mindi Burford	Teacher
<b><u>DEERING</u></b> 8/03/20	Steve Byers	Teacher
<b><u>KIVAILINA</u></b> 8/03/20	Edward Boyd	Teacher
<b><u>SELAWIK</u></b> 7/20/20	Karla Head	Principal
<b><u>SHUNGNAK</u></b> 8/03/20	Ivy Shelton	Teacher
<b><u>JNES</u></b> 8/03/20	Natalie Porec	Teacher
<b><u>KMHS</u></b> 8/03/20 2/8/21	Joseph Porec Christy Rogers	Teacher Teacher

b) The administration recommends approval of the following FY22 Certified new hires

LOCATION & DATE	NAME	POSITION
<b><u>KIVALINA</u></b> 8/2/21	Mary Monroe	Teacher
<b><u>SELAWIK</u></b> 8/2/21	Karlee Fillmore	Teacher
<b><u>KMHS</u></b> 8/2/21	Bryson Maxwell	Teacher
<b><u>DISTRICT OFFICE</u></b> 8/2/21	Tracey Schaeffer	Teacher—Occ. Ther.

c) The administration recommends approval of the following FY22 Certified rehires

LOCATION & DATE	NAME	POSITION
<b><u>AMBLER</u></b> 8/2/21	Conor Mccoy	Teacher
8/2/21	Madeline Hewston	Teacher
8/2/21	Brandi Tompkins	Teacher
8/2/21	Kathaleen O'Dell	Teacher
8/2/21	Diane Olmstead	Teacher

**BUCKLAND**

8/02/21	Merle Green	Teacher
8/02/21	Joseph Spink	Teacher
8/02/21	Kimberly Addington	Teacher

**DEERING**

8/02/21	Kelli Tallman	Teacher
8/2/21	Brent Noe	Teacher

**KIANA**

8/02/21	Victoria F. Morris	Teacher
8/02/21	Patrica Gillett	Teacher
8/02/21	Randall Gillett	Teacher
8/02/21	Edward Martin	Teacher

**KIVALINA**

8/02/21	Emma Melkerson	Teacher
8/02/21	Justin Fredericksen	Teacher
8/02/21	Aiden Kobeck	Teacher
8/02/21	Nicholas Settle	Teacher
8/02/21	Matthew Miller	Teacher
8/02/21	Bryn Fadum	Teacher
8/02/21	Edward Boyd	Teacher
8/02/21	Courtney Priestly	Teacher

**KOBUK**

8/02/21	Lorrie Wilson	Teacher
8/02/21	Machiavellia Etsitty	Teacher
8/02/21	Dakota Redmond	Teacher
8/02/21	Shelbi Garrett	Teacher

**NOATAK**

8/02/21	Brett Pietila	Teacher
8/02/21	Zachary Martin	Teacher
8/02/21	Corilyn Adams	Teacher

**NOORVIK**

8/02/21	Eleanor MCcrary	Teacher
8/02/21	Jeffrey Robinson	Teacher
8/2/21	Timothy Wingert	Teacher

**SELAWIK**

8/02/21	James Taylor	Teacher
8/02/21	Andrew Bouchard	Teacher
8/02/21	Geronimo Ruiz-Muro	Teacher
8/02/21	Sarah Black	Teacher

**SHUNGNAK**

8/02/21	Ivy Shelton	Teacher
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**JNES**

8/02/21	Monica Shields	Teacher
8/02/21	Samantha Dutton	Teacher
8/02/21	Gwendolyn Hill	Teacher
8/02/21	Paige McConnell	Teacher
8/02/21	Sofia Flores	Teacher
8/2/21	Rochelle Skelly	Teacher

**KMHS**

8/2/2021 Clayton Miller Teacher

**ATC/STAR**

7/01/21 Joseph Self Asst. Director  
8/02/21 Sonny Shields Dean of Students  
8/02/21 Bradley Schott Teacher

**D.O.**

7/01/21 Megan Williams Director  
7/01/21 Scott Martin Staff. Dev. Specialist  
7/01/21 Pedro Garcia Asst. Director Sped  
7/1/21 Craig McConnell Director Prop. Serv.

II The administration reports the following non-action items:

a. Certified Resignations

a) The administration reports on the following certified resignations:

LOCATION & DATE	NAME	POSITION
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**KIANA**

5/11/21	Janice Westlake-Reich	Teacher
5/11/21	Melanie Foxglove	Teacher

**KIVALINA**

5/11/2021	Jonathan Rodriguez	Teacher
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Human Resources has begun to receive FY22 contracts for tenured and non-tenured.

Tenured teacher contracts are due February 12, 2021 and non-tenured contracts are due March 8, 2021.

Recruiting will continue via Virtual Job Fairs and Alaska Teacher Placement. Virtual Job Fairs begin February 12, 2021.

Requested Extra Duty Contract information attached.

There were no statements in the termination packets to report on at this time.

**POSITION VACANCIES PER SITE:**

ABL—MS/HS Math Science—covered by an aide

BKC—PreK Teacher (aide who taught prek before is long term subbing)

DRG--Full staff

IAN---Full staff (MS/HS SS/PE teacher joined us after winter break)

KLV—2<sup>nd</sup> grade teacher (classes were combined and coverage by teachers on site)

OBU—Full staff

WTK---MS generalist position being covered by Long Term Sub

ORV---MS/HS Science position is being covered by Long Term Sub

WLK---1 SPED; MS/HS Math covered by Long Term Sub; 1 Kinder covered by Long Term Sub

SHG—Full

JNES—Full

KMHS—HS Math covered by Student Teacher

STAR---Full

ATC---Process Technology Instructor

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** February 23, 2021

**NUMBER:** 21-064

**FR:** Office of the Superintendent

**SUBJECT:** Approval of  
Addendum to  
Superintendent's  
Contract

### **STRATEGIC PLAN/BOARD GOAL:**

Support staff and develop a quality workforce/become an employer of choice in the region.

### **ABSTRACT:**

In January the Board discussed the issue of an addendum to the Superintendent's contract modifying the language to allow the Superintendent to request the cash out of up to twenty (20) days of unused annual leave per year. This was an increase of ten (10) days over the existing contract terms. This change brings the Superintendent's contract in alignment with other administrative positions that are also permitted to cash out up to twenty (20).

### **ISSUE:**

At issue is the approval of an addendum to the Superintendent's contract.

### **BACKGROUND AND/OR PERTINENT INFORMATION:**

### **ALTERNATIVES:**

1. Approve the addendum as presented;
2. Disapprove the addendum as presented;
3. Take no final action.

### **ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the board approve the addendum to the Superintendent's contract as presented.

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** February 23, 2021

**NUMBER:** 21-065

**FR:** Office of the Superintendent

**SUBJECT:** Adoption of NWABSD  
Strategic Plan JAN2021-  
JUN2022

### **STRATEGIC PLAN/BOARD GOAL:**

Goal 1: Student Learning

Strategy 1: Provide a positive learning environment for all students

Strategy 2: Strengthen the Inupiaq Language and Culture Programs

Goal 3: Employee Development

Strategy 1: Become the employer of choice in the region

Goal 5: Fiscal Responsibility

Strategy 1: Ensure Budget integrity and transparency

### **ABSTRACT:**

The 2016-2021 Strategic Plan is expiring. The Board gave direction to develop a new 18-month strategic plan.

### **ISSUE:**

At issue is the adoption of the proposed strategic plan for January 2021 through June 2022.

### **BACKGROUND AND/OR PERTINENT INFORMATION:**

The Strategic Planning Committee comprised of participants representing the board and administration who met to develop the proposed strategic plan for 18 months that bridge the gap between the previous plan and the next 5-year plan. The proposed plan spans the time that may require additional mitigation due to the ongoing COVID-19 pandemic. The administration sought and integrated feedback from all NWABSD staff.

### **ALTERNATIVES:**

1. Approve the proposed NWABSD Strategic Plan JAN2021-JUN2022 as presented;
2. Do not approve the proposed NWABSD Strategic Plan JAN2021-JUN2022 as presented;
3. Take no final action.

### **ADMINISTRATION'S RECOMMENDATION:**

The administration recommends Board approval of the proposed NWABSD Strategic Plan JAN2021-JUN2022 as presented.