

# NWABSD Regular Board Meeting

Tuesday, April 27, 2021 4:00 PM  
Teleconference

1.	<b>AGENDA</b>	
2.	<b>CALL TO ORDER</b>	<b>Presenter:</b> Margaret Hansen, President
3.	<b>ROLL CALL</b>	<b>Presenter:</b> Margaret Hansen, President
4.	<b>APPROVAL OF AGENDA</b>	
5.	<b>MOMENT OF SILENCE</b>	<b>Presenter:</b> Margaret Hansen, President
6.	<b>PLEDGE OF ALLEGIANCE</b>	<b>Presenter:</b> Margaret Hansen, President
7.	<b>INTRODUCTION OF GUESTS/STAFF</b>	<b>Presenter:</b> Margaret Hansen, President
8.	<b>PUBLIC COMMENTS</b>	<b>Presenter:</b> Margaret Hansen, President
9.	<b>RECOGNITION AND AWARDS</b>	<b>Presenter:</b> Terri Walker, Superintendent
10.	<b>SUPERINTENDENT'S REPORT</b>	<b>Presenter:</b> Terri Walker, Superintendent
11.	<b>ADOPTION OF CONSENT AGENDA</b>	
12.	<b>EXECUTIVE SESSION</b>	
13.	<b>COMMUNICATIONS AND ITEMS INTRODUCED BY BOARD MEMBERS</b>	
14.	<b>DATE, TIME, AND LOCATION OF NEXT MEEETING: JUNE 8, 2021</b>	
15.	<b>ADJOURNMENT</b>	

**Mission:** "To provide a learning environment that inspires and challenges students and employees to excel."

**NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT  
BOARD OF EDUCATION REGULAR MEETING  
CONDUCTED VIA TELECONFERENCE  
CALL-IN: 1-833-682-3239; CODE: 455-212-2519#  
TENTATIVE AGENDA**

---



**Tuesday, April 27, 2021  
4:00 p.m.**

- I. CALL TO ORDER  
*Margaret Hansen, President*
  - II. ROLL CALL  
*Margaret Hansen, President*
  - III. APPROVAL OF AGENDA  
*Margaret Hansen, President*
  - IV. MOMENT OF SILENCE  
*Margaret Hansen, President*
  - V. PLEDGE OF ALLEGIANCE  
*Margaret Hansen, President*
  - VI. INTRODUCTION OF GUESTS/STAFF  
*Margaret Hansen, President*
  - VII. PUBLIC COMMENTS  
*Margaret Hansen, President*
  - VIII. RECOGNITION AND AWARDS  
*Terri Walker, Superintendent*
  - IX. SUPERINTENDENT'S REPORT  
*Terri Walker, Superintendent*
  - X. ADOPTION OF CONSENT AGENDA
    - a. Adoption of February 23, 2021 Regular Meeting Minutes
    - b. Adoption of April 9, 2021 Special Meeting Minutes
- |                          |   |
|--------------------------|---|
| NWABSD Memorandum 21-071 | APPROVAL FY22 Proposed Operating Fund Budget  |
| NWABSD Memorandum 21-072 | Approval of FY21 Operating Fund Budget Revision #2  |
| NWABSD Memorandum 21-073 | Approval of Human Resources Report  |
| NWABSD Memorandum 21-074 | Adoption of Proposed Revisions to BB 9250   |
|                          | REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS   |
| NWABSD Memorandum 21-075 | Approval of Proposed Revisions to BP 4136/4236/4336<br>All Personnel – Nonschool Employment |
| NWABSD Memorandum 21-076 | JNES Window Replacement   |

**Vision:** "To graduate all students with the knowledge, skills, and attitudes necessary for a successful future."

**Mission:** “To provide a learning environment that inspires and challenges students and employees to excel.”

NWABSD Memorandum 21-077	Delegation of Contracting Authority for Installation of JNES Replacement Windows
NWABSD Memorandum 21-078	Approval of Purchase Middle School Career Ready Labs
NWABSD Memorandum 21-079	Approval of Contract for Kivalina School FF&E Procurement Services
NWABSD Memorandum 21-080	Approval of Contract with Bryant Consulting Services, LLC
NWABSD Memorandum 21-081	Approval of 2021-2022 June Nelson Scholarship Recipients

- XI. EXECUTIVE SESSION
- XII. COMMUNICATIONS AND ITEMS INTRODUCED BY BOARD MEMBERS
- XIII. DATE, TIME, AND LOCATION OF NEXT MEETING
- XIV. ADJOURNMENT

#### GENERAL INFORMATION

The Northwest Arctic Borough School District Board of Education regular meetings are held on the last Tuesday of every month unless otherwise determined by the Board. The meeting is open to the public.

#### **Modifications to public participation at Board Meetings**

Due to the ongoing COVID-19 outbreak, School Board President Margaret Hansen is requiring that members of the public who wish to offer testimony on agenda items at Regular School Board Meetings do so through e-mail, telephone, or written correspondence. To protect staff, community members, and School Board Members, the NWABSD District Office and Boardroom will be closed to members of the public until further notice. To review a schedule of upcoming School Board Meetings, and information on public participation, please visit the website: [www.nwarctic.org](http://www.nwarctic.org). It has become clear from developing events in State, that in-person testimony presents too great a public health risk. The School Board and District staff are taking necessary steps to allow remote testimony, while continuing to record meetings in accordance with the Open Meetings Act.

You may call 1-800-315-6338 and enter the code 34720 if you wish to, give public testimony, give public comments, and/or listen to the Board meeting.

#### **How to Provide Public Testimony**

The School Board encourages anyone wishing to provide Public Testimony on action items to email written comments to [eferguson@nwarctic.org](mailto:eferguson@nwarctic.org) by 1:00 p.m. the day of the meeting. These comments will become part of the meeting record. In the subject line of the email, please indicate which agenda item you are providing testimony for (Example:

**Vision:** “To graduate all students with the knowledge, skills, and attitudes necessary for a successful future.”

**Mission:** *“To provide a learning environment that inspires and challenges students and employees to excel.”*

NWABSD Memorandum 20-088, Adoption of the FY-21 Proposed Operating Fund Budget).

When the School Board reaches your agenda item, or time for non-agenda/non- action testimony, the Board President will identify you to take your testimony. Upon recognition from the President, please give name and organization, if any, represented. You will have three minutes to provide testimony.

The NWABSD Board of Education will not hear complaints against pupils or personnel unless the Superintendent, through proper channels, has heard such complaints. Such complaints should be heard only in an Executive Session.

### **How to Listen to School Board Meetings**

All Regular School Board meetings are available telephonically. When you call in to listen, please state your name and location for the record.

Agendas, supporting documents, and archived meetings, can be accessed through BoardBooks. BoardBooks is located on our website: [www.nwarctic.org](http://www.nwarctic.org) under QUICK LINKS > SCHOOL BOARD MEETING INFORMATION > PUBLIC ACCESS TO SCHOOL BOARD MEETING AGENDA AND MEETING MATERIALS.

### **Executive Session**

The NWABSD Board of Education may go into Executive Session to discuss matters, the immediate knowledge of which would have an adverse effect upon the finance of the District; or to discuss subjects that tend to prejudice the reputation and character of any person; or to discuss matters which by law, municipal charter, or ordinance are required to be confidential.

All Board meetings are recorded for public record.

Any questions, contact: Elizabeth Ferguson,  
Secretary to the NWABSD Board of Education/Superintendent Email:  
[eferguson@nwarctic.org](mailto:eferguson@nwarctic.org)

**Vision:** *“To graduate all students with the knowledge, skills, and attitudes necessary for a successful future.”*

## MEMORANDUM

---

**TO:** NWABSD Board of Education  
Members

**DATE:** April 27, 2021

**NUMBER:**

**FR:** Office of the Superintendent

**SUBJECT:** Superintendent's Report

---

**ATTENDANCE:** The following data is through April 15, 2021

According to Power school, attendance data the district-wide attendance is at 94.12% for PreK-12<sup>th</sup> grade students. Noorvik school has the lowest attendance at 89.55%, followed by Shungnak with 90.45%. Our Home School is highest at 100%, followed by Kobuk with 98.67%

**ENROLLMENT:** Current enrollment as of April 12, 2021

K-12 current enrollment is 1865

PK-12 current enrollment is 1982

**Current Remote learning student count:** 133 district wide remote learning students.

**Legislative Update:** Meeting scheduled with Representative Don Young and Senator Lisa Murkowski to address current funding status, Infrastructure needs, and Internet concerns. We have 15 minutes with each legislature.

Submitted letter to Murkowski for district needs.

Submitted support letters to state legislators on SB 8, now CS111, to support PreK funding.

Submitted letter to the state budget committees and testified to the Senate committee on the state budget to support an increase in the foundation formula, PreK funding, and capital projects.

- The American Relief Act, 2021 (ARA) is anticipated to provide an additional allocation of twice the amount received in the ESSER II funds to NWABSD. Districts have not been notified yet of the exact amount or what the funds can be spent on. This information will come out sometime in May.

**Borough Local Contribution:** Margaret, Megan, and I attended the Borough Budget retreat to present to the Borough our financial status and asked for an additional two million above the minimum local contribution. Due to budget constraints of their own, the minimum required local contribution was approved by the Assembly. The district acknowledges the continuous support to education by the Borough Mayor, Lucy Nelson, and the Assembly for additional contributions of \$500,000 out of their Cares Act Funding, Village Improvement Funds for student meals, activities, and the Inupiaq Language program, and the Kivalina School and Bus Barn.

**Weekly meetings:**

- DEED and Superintendents – Topics continue to focus on legislative bills and COVID-related topics. The state health officials are encouraging districts to test staff and students on a more consistent basis. DHSS offers both the BiNax and the IDNow testing through Abbot to school districts and has strongly encouraged schools to test. We are not interested in the BiNax since it is an antigen test, but we are interested in the IDNow testing. Sandy has been working closely with the state health officials to move forward in getting this setup.

- Director meetings – We continue to meet weekly on department updates between departments. Many conversations now are around school closure, summer opportunities for students, and FY22 programs and activities.

The administration Team (Directors and principals) focuses on the strategic plan goals of student safety, student learning, and parent/community engagement.

### **Monthly meetings:**

- Local Leadership Team meeting – Moved to once a month due to spring activities. Discussions center around student activities, and a budget hearing was presented at the last meeting. We had four communities in attendance. A PowerPoint presentation was shared with the district's preliminary recommended budget. The participants just listened and asked clarifying questions. Then thanked the staff for working to be transparent.

- Parent Forums will now be held once monthly at the district level. At the last Parent Forum held Monday, April 12, 2021, eight people in attendance included one parent and seven staff. The conversation focused on PreK, and information on the Bill to support PreK funding was given to the parent so she can advocate at the state level.

### **Other:**

- Borough-wide task force meeting –The Mayor has stated these meetings will now be held only as needed and no longer occur weekly. The last one was held on March 18, 2021. Each regional organization gave updates. No significant changes other than the region is slowly opening up as more and more people get vaccinated.

### **Request:**

I received an invitation to become Nationally Board Certified as a Superintendent with all expenses paid. Four state Superintendents have been selected to participate. It is through our statewide ASDN network for professional development.

Please read the invitation below, and with your permission, I would like to take this opportunity. The application is due by June 30, 2021. Please let me know if you approve.

Dear Superintendents Walker,

I am pleased to send this invitation to for you apply for the upcoming West Cohort of the [AASA National Superintendent Certification Program](#). The IPRARS grant supports the cost for you to be part of this program.

The West Cohort begins in July 2021, and has 4 total sessions:

#### **West Cohort Class of 2023**

- Session 1: July 29 – 31, 2021, Virtual
- Session 2: February 14-16, 2022, Nashville, TN, prior to NCE
- Session 3: July 28 – 30, 2022, Burien, WA
- Session 4/Graduation: February 13-15, 2023, San Antonio, TX, prior to NCE

Further program details can be viewed at <https://www.aasa.org/content.aspx?id=36849>

**The application, due by June 30, 2021, can be found here: <https://www.aasa.org/application-west-cohort.aspx>**

ASDN has worked with the AASA to have your cohort fees billed directly to us for convenience. We are also working with AASA to provide an AK-based Supt mentor for your participation in the program.

Thank you Board for this consideration.

Terri Walker,  
Superintendent

**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."

---

President, Margaret Hansen, called the 405<sup>TH</sup> regular meeting, via teleconference, of the Northwest Arctic Borough School District Board of Education to order at 4:08 p.m. on Tuesday, February 23, 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

ROLL CALL

Member excused: Paula Mills, Student Representative Floyd Ticket III

A quorum was present.

Moment of silence was observed.

MOMENT OF SILENCE

Those present participated in the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Motion was made by Carol Schaeffer to amend the agenda to add Executive Session after Approval of Agenda. Motion was second by Marie Greene. Motion passed unanimously.

APPROVAL OF AGENDA

Motion was made by Carol Schaeffer to enter Executive Session to discuss matters that may be detrimental to disclose or subject to confidentiality laws. Motion was second by Tillie Ticket.

EXECUTIVE SESSION

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.

The Board of Education entered Executive Session at 4:15pm. Executive Session ended at 5:12pm. No action was taken.

EXECUTIVE SESSION

Staff present telephonically: 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; Karl Kowalski, Assistant Director of HR; Joy Cogburn-Director of State/Federal Programs; Cheryl Edenshaw, ATC Director; Clay Moose, Assistant Director of Student Services; Lois Ballard, Staff Development Administrator; Faith Jurs, JNES Principal; Tony Jones, JNES Assistant Principal; Roger Franklin, Shungnak Principal, James Stewart, Kiana Principal; Emma Melkerson, McQueen School Teacher; Ed Boyd, McQueen School Teacher; Nick Settle, McQueen School Teacher;

INTRODUCTION OF  
STAFF/GUESTS

Aiden Kobeck, McQueen School Teacher; Courtney Priestley, McQueen School Teacher; Bodie Smith, JNES; Vickie Morris, Kiana School Teacher; Brandon Woods, Shungnak School

None

Clay Moose went through the difference and services that a school counselor vs a therapist is for our schools in NWABSD. Clay went into detail on Workshop Wednesdays.

Superintendent Terri Walker recognized the February 2021 Employee of the month awardees: Victoria Morris, Kiana Teacher; Marilyn 'Bodie' Smith, JNES Instructional Aide and Brandon Woods, Shungnak Maintenance. Superintendent Walker also recognized that February 2021 is School Board Appreciation Month and honored each board member for their hard work and dedication.

**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

INTRODUCTION OF STAFF/  
GUESTS, CONTINUED

PUBLIC COMMENTS

GUIDANCE PROGRAMMING

RECOGNITION AND AWARDS

SUPERINTENDENT'S REPORT

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.

SUPERINTENDENT REPORT,  
CONTINUED

- 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 (Mondays for remote Learners and Professional Development)

Minutes of January 26, 2021 were presented.

ADOPTION OF MINUTES

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

ADOPTION OF PROPOSED  
REVISIONS TO BP 4161/4261  
CLASSIFIED PERSONNEL -  
LEAVES AND BENEFITS

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 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

ADOPTION OF PROPOSED  
REVISIONS TO BP 4361  
MANAGEMENT AND  
SUPERVISORY PERSONNEL –  
LEAVES

Principals' negotiated agreement, 2) A move from BP4161 of the reference to director's 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. The administration recommends the Board adopt, at second reading, the proposed revisions to BP 4361, Classified Personnel Leaves and Benefits as presented.

ADOPTION OF PROPOSED REVISIONS TO BP 4361 MANAGEMENT AND SUPERVISORY PERSONNEL – LEAVES, CONTINUED

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

ADOPTION OF PROPOSED REVISIONS TO BB 9140 BOARD REPRESENTATIVES

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 1/2 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. 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.

APPROVAL OF PROPOSED REVISIONS TO BP 9250 REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS.

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. The administration recommends the Board approve the first reading of the

APPROVAL OF PROPOSED REVISIONS TO BP 4136/4236/4336 ALL PERSONNEL – NONSCHOOL EMPLOYMENT

proposed revisions to BP 4136/4236/4336 ALL PERSONNEL – NONSCHOOL EMPLOYMENT, as presented and open a period for public comments.

APPROVAL OF PROPOSED REVISIONS TO BP 4136/4236/4336 ALL PERSONNEL – NONSCHOOL EMPLOYMENT, CONTINUED APPROVAL OF HUMAN RESOURCES

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. The administration recommends the Board approve the Human Resources actions as presented. 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). The administration recommends the board approve the addendum to the Superintendent’s contract as presented.

APPROVAL OF ADDENDUM TO SUPERINTENDENT’S CONTRACT

The 2016-2021 Strategic Plan is expiring. The Board gave direction to develop a new 18-month strategic plan. 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. The administration recommends Board approval of the proposed NWABSD Strategic Plan JAN2021-JUN2022 as presented.

ADOPTION OF NWABSD STRATEGIC PLAN JAN2021- JUN2022

Carol Schaeffer motioned to postpone the Approval of Proposed Revisions to BP 4136/4236/4336 ALL PERSONNEL – NONSCHOOL EMPLOYMENT until the next meeting. Motion was seconded by Marie Greene.

ACTION ITEM

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.

Marie Greene moved to approve the consent agenda, tabling Approval of Proposed Revisions to BP 4136/4236/4336 ALL PERSONNEL – NONSCHOOL EMPLOYMENT until the next meeting. Motion was seconded by Brad Reich.

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, April 27, 2021 at 4:00 p.m. in the District Office Boardroom at Kotzebue, Alaska.

Alice Melton-Barr moved to adjourn, seconded by Brad Reich.

Motion passed unanimously by voice vote.

Meeting adjourned at 6:18 p.m.

---

Tillie Ticket, Secretary

---

Paula Octuck-Viveiros, Recording Secretary

EXECUTIVE SESSION

COMMUNICATIONS AND  
ITEMS INTRODUCED BY  
BOARD MEMBERS

NEXT MEETING DATE

ADJOURNMENT

**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."

---

President, Margaret Hansen, called the special meeting, via teleconference, of the Northwest Arctic Borough School District Board of Education to order at 3:05 p.m. on Friday, April 9, 2021.

CALL TO ORDER

Members present telephonically were:

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

ROLL CALL

Member excused: Paula Mills, Carol Schaeffer,

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: Terri Walker, Superintendent; Sandy Kowalski, Assistant Superintendent; Megan Williams, Director of Administrative Services; Amy Eakin, Director of Technology; Dana Orton, Director of Curriculum/Instruction; Craig McConnell, Director of Property Services; Karl Kowalski, Assistant Director of HR; Joy Cogburn-Director of State/Federal Programs; Cheryl Edenshaw, ATC Director

INTRODUCTION OF  
STAFF/GUESTS

Board approval is required to expend \$50,000.00 and higher. The new Kivalina school will be situated 7 miles from the village necessitating us to transport students via two school busses. The two school busses will require warm storage in order to operate reliably each school day. Kivalina's new school will also require a loader to clear snow so the school busses can navigate the campus. The loader will require warm storage also in order to operate reliably. In order to secure warm storage for the two school busses and loader, the administration is requesting school board approval to purchase a 56' x 80' steel bus barn from R&M Steel in Caldwell, Idaho for an amount not to exceed \$66,612.00. The freight cost from Seattle to Kivalina is estimated to cost an additional \$30,000.00 for a total not to exceed, \$96,612.00. This purchase will be paid for by a grant awarded from the Northwest Arctic Borough to purchase and construct of a bus barn for the new Kivalina school. The administration recommends board approval of the administration's request to purchase a steel bus barn from R&M Steel for an amount not to exceed \$96,612.00, which includes freight.

KIVALINA BUS BARN

Motion was made by Marie Greene to approve as the Kivalina Bus Barn. Motion was seconded by Millie Hawley.

ACTION

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
Margaret Hansen.	Yes		

The motion carried unanimously.

Motion was made by Marie Greene to approve the 12 Passenger Van purchase from Anchorage Chevrolet. Motion was seconded by Joanne Harris.

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
Margaret Hansen.	Yes		

The motion carried unanimously.

12 PASSENGER VAN

ACTION

Motion was made by Alice Melton-Barr to approve the Educational Technology Refresh purchase. Motion was seconded by Millie Hawley.

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
Margaret Hansen.	Yes		

The motion carried unanimously.

EDUCATIONAL TECHNOLOGY REFRESH PURCHASES

ACTION

Motion was made by Marie Greene to approve the Food Service Management with NANA Management Services, LLC. Motion was seconded by Cindy Fields.

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	No
Margaret Hansen.	Yes		

The motion carried with 8 Yes, 1 No.

FOOD SERVICE MANAGEMENT

ACTION

Motion was made by Alice Melton-Barr to approve the Custodial Service Management with NANA Management Services, LLC. Motion was seconded by Tillie Ticket.

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
Margaret Hansen.	Yes		

The motion carried unanimously.

CUSTODIAL SERVICES MANAGEMENT

ACTION

Brad Reich moved to adjourn, seconded by Alice Melton-Barr

ADJOURNMENT

Motion passed unanimously by voice vote.

ACTION

Meeting adjourned at 3:19 p.m.

\_\_\_\_\_  
Tillie Ticket, Secretary

\_\_\_\_\_  
Paula Octuck-Viveiros, Recording Secretary

## MEMORANDUM

---

**TO:** NWABSD Board of Education Members

**DATE:** April 27, 2021

**NUMBER:** 21-071

**FR:** Office of the Superintendent

**SUBJECT:** Adoption of FY22 Proposed Operating Fund Budget

### **ABSTRACT:**

The School Board shall establish and maintain a balanced budget.

### **ISSUE:**

At issue is the adoption of the Fiscal Year 2021-2022 Proposed Operating Fund Budget.

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

The FY22 Proposed Operating Fund Budget is being presented for adoption. The preliminary FY22 Operating Fund Budget was reviewed with the Budget Committee in January & March. The FY22 Recommended Budget presented and discussed in detail at the budget work session on Thursday April 8<sup>th</sup> & Friday April 9<sup>th</sup>, 2021. The Superintendent and Board President presented the FY22 Recommended Budget to parents and the community twice on April 12<sup>th</sup> and are planning on attending site ASC meetings to have open conversations about the recommended budget reductions.

Presented to you for adoption is the FY22 Proposed Operating Fund Budget, which includes:

- Revenue Plan of \$60,310,041
- Expenditure Plan of \$60,433,340
- Transfer to Other Funds in the amount of \$495,500
- Use of Fund balance in the amount of \$618,299

The FY22 Proposed Operating Budget includes reductions to the overall budget;

- 12 positions reduced based on Student to Teacher Ratio to provide equity to schools across the District.
- 21% reduction to Board budget
- District Administration supplies, services, & travel reduced
- 3 General Fund District-Wide generalist positions eliminated
- Counselor Positions moved to ESSER II grant fund

Further reductions included in the FY22 Proposed Operating Budget;

- Food Service - \$1,000,000
- Pre-K - \$429,619
- Student Activities - \$450,000
- Alaska Technical Center Transfer - \$647,000

The District Administration will continue to look for revenue sources to pay for these important programs.

**ALTERNATIVES:**

1. Adopt the FY22 Proposed Operating Fund Budget as presented;
2. Disapprove the FY22 Proposed Operating Fund Budget as presented;
3. Take no action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board adopt the FY22 Proposed Operating Fund Budget as presented.

## MEMORANDUM

---

**TO:** NWABSD Board of Education Members

**DATE:** April 26, 2021

**NUMBER:** 21-072

**FR:** Office of the Superintendent

**SUBJECT:** Approval of FY21 District Operating Fund Budget Revision #2

**ABSTRACT:**

The School Board shall establish and maintain a balanced budget.

**ISSUE:**

At issue is the approval of the FY21 District Operating Fund Budget Revision #1

**BACKGROUND AND/OR PERTINENT INFORMATION:**

The FY21 District Operating Fund Budget was approved and adopted at the April 26<sup>st</sup>, 2019 Regular School Board meeting with expenditures in the amount of \$62,564,409.

Revision #1 decreased revenues and expenditures and included the budgeted use of fund balance in the amount of \$4,046,886.

Presented to you is Budget Revision #2 for the FY21 Operating Fund Budget.

Revision #2 is based on a thorough review of revenues and expenditures in order to reduce spending. In summary it includes:

Revenues: \$59,414,157

Expenditures: \$59,722,848

Transfer in from Other Funds: \$0

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

Use of Fund Balance: \$2,261,023

The revision includes a decrease in revenue and well as reduces the cost for personnel and non-personnel. These changes are important to note as we proceed with the next budget cycle.

**ALTERNATIVES:**

1. Approve Revision #2 of the FY21 District Operating Fund Budget as presented;
2. Disapprove Revision #2 of the FY21 District Operating Fund Budget as presented;
3. Take no action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board approve Revision #1 of the FY21 District Operating Fund Budget as presented.

## MEMORANDUM

---

**TO:** NWABSD Board of Education

**DATE:** April 27, 2021

**NUMBER:** 21-073

**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  
April 2021**

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

- a) Certified new hires FY22
- b) Certified Rehires FY 22
- c) Classified new hires

a) The administration recommends approval of the following FY22 Certified New Hires

LOCATION & DATE	NAME	POSITION
-----------------	------	----------

**JNES**

08/02/2021	Emily Marcus	Teacher
08/02/2021	Marjorie Baker	Teacher

**NOORVIK**

08/02/2021	William Johnson	Teacher
------------	-----------------	---------

**SELAWIK**

08/02/2021	Wanda Wright	Teacher
------------	--------------	---------

**SHUNGNAK**

08/02/2021	Tonya Pruett	Teacher
------------	--------------	---------

**KMHS**

08/02/2021	Carolyn Kelly	Teacher
------------	---------------	---------

**DO**

08/02/2021	Sarah Hutchison	Teacher
------------	-----------------	---------

b) The administration recommends approval of the following FY21 Certified new hires

LOCATION & DATE	NAME	POSITION
-----------------	------	----------

**NOATAK**

02/23/2021	Brianna Kirk	Teacher
------------	--------------	---------

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

LOCATION & DATE	NAME	POSITION
-----------------	------	----------

**BUCKLAND**

08/02/2021	Larry Rojas	Teacher
08/02/2021	Stephen Carroll	Teacher
08/02/2021	Stephen Johnston	Teacher
08/02/2021	Mindi Burford	Teacher
08/02/2021	Duane Powers	Teacher
08/02/2021	Roger Resiman	Teacher

**DEERING**

08/02/2021	Joseph Bullock	Teacher
08/02/2021	Darci Shane	Teacher

**KIANA**

08/02/2021	Janeil Stewart	Teacher
08/02/2021	Jeremy Millard	Teacher
08/02/2021	Trygve Sandvik	Teacher

**NOATAK**

08/02/2021	Donna Westdahl	Teacher
08/02/2021	Jessica Glassey	Teacher
08/02/2021	Emily Burgher	Teacher

**NOORVIK**

08/02/2021	Caitlin Zibell	Teacher
08/02/2021	Wilfried Zibell	Teacher
08/02/2021	Karla Widing	Teacher
08/02/2021	Autumn Baugh	Teacher

**SHUNGNAK**

08/02/2021	Nikki Dillard	Teacher
08/02/2021	Dawn Davis	Teacher

**SELAWIK**

08/02/2021	Karen Wells	Teacher
------------	-------------	---------

**JNES**

08/02/2021	Tracey Bell	Teacher
08/02/2021	Aletha Duchene	Teacher
08/02/2021	Cassia Teuscher	Teacher
08/02/2021	Terri Schuetz	Teacher

**KMHS**

08/02/2021	Joseph Porec	Teacher
08/02/2021	Karen Keck	Teacher
08/02/2021	Andrew Bell	Teacher
08/02/2021	Clay Beck	Teacher
08/02/2021	Paul Davis	Teacher
08/02/2021	Lisa Carter	Teacher
08/02/2021	Matthew Brown	Teacher
08/02/2021	Christy Rogers	Teacher

**DO**

08/02/2021	Helen Victorian	Teacher
08/02/2021	Emily Davis	Teacher
08/02/2021	Brett Slautthaug	Teacher
07/01/2021	Conor McCoy	Tech Coordinator

II The administration reports the following non-action items:

- a. Certified Resignations
- b. Classified Resignations

a) The administration reports on the following certified resignations:

LOCATION & DATE	NAME	POSITION
-----------------	------	----------

**DEERING**

06/30/2021	Deidre Jenson	Principal
05/11/2021	Joel Jenson	Teacher

**KIANA**

05/11/2021	Angelia Kelly	Teacher
------------	---------------	---------

**KIVALINA**

05/11/2021	Nancy Curzon	Teacher
------------	--------------	---------

**NOATAK**

05/11/2021	Helen Weston	Teacher
05/11/2021	Jeffrey Bell	Teacher
05/11/2021	Tawnya Weaver	Teacher
05/11/2021	Chris Hanson	Principal

**SHUNGNAK**

05/11/2021	John Hale	Teacher
05/11/2021	Anne Perkins	Teacher

**SELAWIK**

05/11/2021	Signa Balluff	Teacher
05/11/2021	Cynthia Michelle Stephens	Teacher

**JNES**

05/11/2021	Cathleen McConnell	Teacher
05/11/2021	Joann Jackinsky	Teacher
05/11/2021	Mary Sue West	Teacher

**KMHS**

05/11/2021	Monica Miller	Teacher
05/11/2021	William Medina	Teacher
05/11/2021	Mark Weinrub	Teacher
05/11/2021	Susan Atkins	Teacher
05/11/2021	Paul Atkins	Teacher

**DO**

05/11/2021	Lois Ballard	Administration
06/30/2021	Karl Kowalski	Asst. Director HR

b) The administration reports on the following classified resignations:

LOCATION & DATE	NAME	POSITION
-----------------	------	----------

**KIVALINA**

5/11/2021	Dennis Orsborn	Aide
4/14/2021	Michael Sheldon	Aide

Human Resources is currently recruiting for 32 certified positions and 11 classified positions. Our goal is reach zero openings, but as stated in previous meetings, zero openings is a tough number to attain but we continue to strive for it.

Human Resources is actively interviewing candidates from Alaska Teacher Placement and Virtual Job Fairs.

Per Board request below are samples of separation packet responses:

1. *Provide teachers with better housing, furniture that is not the cheapest possible purchase, microwaves, dishwashers, television and internet service. Pay year round rent costing thousands of dollars for minimal heat, water and shelter.*

2. *Training opportunities that have some level of options, every single thing is mandatory, had it before, sit through it again, don't need it for your position, sit through it anyway.*

3. *Very little in the way of district level connections. Message received loud and clear, do your job, we don't want to hear from you.*

*I have been married to this region for 30 years and still can't believe how the district treats its teachers.*

## MEMORANDUM

---

**TO:** NWABSD Board of Education  
Members

**DATE:** April 26, 2021

**NUMBER:** 21-074

**FR:** Office of the Superintendent

**SUBJECT:** Adoption 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 the adoption at second reading of the proposed revisions to BP 9250 REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS.

### **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 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.

At the February 22, 2021 Board Meeting, the Board approved the first reading and opened it up for public comments. To date, there are no comments received on this proposed policy revision. The Board Policy Committee recommends adoption at the second reading.

### **ALTERNATIVES:**

1. Adopt, at second reading, the proposed revisions to BP REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS as presented and open for public comments;
2. Do not adopt, at second reading, 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 adopt, at second reading, the proposed revisions to BP REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS, as presented and open a period for public comments.

## MEMORANDUM

---

**TO:** NWABSD Board of Education  
Members

**DATE:** April 27, 2021

**NUMBER:** 21-075

**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 s 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.

## MEMORANDUM

---

**TO:** NWABSD Board of Education  
Members

**DATE:** April 12, 2021

**NUMBER:** 21-076

**FR:** Office of the Superintendent

**SUBJECT:** JNES Window Replacement

**ABSTRACT:**

Board approval is required to expend \$50,000.00 and higher.

**ISSUE:**

At issue is board approval of the administration's request to expend \$57,993.72 to purchase replacement windows for JNES.

**BACKGROUND AND/OR PERTINENT INFORMATION:**

The administration is requesting school board approval to expend \$57,993.72 to purchase 40 Northerm windows from Capitol Glass in Anchorage, Alaska. The Northerm windows will replace 40 Alaska Windows currently installed at June Nelson Elementary School. The Alaska Windows are 25+ years old and the hardware on them is no longer functional. The Alaska Window company went out of business in the early 2000's so parts for their windows are no longer available to make repairs. The purchase of the 40 Northerm windows from Capitol Glass will be paid for by a federal grant.

**ALTERNATIVES:**

1. Approve the administration's request to purchase 40 Northerm windows from Capitol Glass for \$57,993.72
2. Disapprove the administration's request to purchase 40 Northerm windows from Capitol Glass for \$57,993.72.
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends board approval to purchase 40 Northerm windows from Capitol Glass for \$57,993.72.

## MEMORANDUM

---

**TO:** NWABSD Board of Education  
Members

**DATE:** April 27, 2021

**NUMBER:** 21-077

**FR:** Office of the Superintendent  
Authority for Installation of JNES Replacement Windows

**SUBJECT:** Delegation of Contracting

### **ABSTRACT:**

Board approval is required for expenditures that exceed \$50,000.00.

### **ISSUE:**

At issue is board approval to authorize the superintendent to award a construction contract for the installation of replacement windows for the June Nelson Elementary School.

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

The District received federal grant funding under the CARES Act to replace the windows of the June Nelson Elementary School. The work needs to be completed this summer which requires that the procurement process for the project be expediated. Under a separate memorandum the administration is requesting Board approval to purchase Northern windows from Capitol Glass for \$57,993.72. Given the summer workload of the maintenance department, the installation of the windows needs to be accomplished by contract. As the cost of the contract is estimated to be less than \$100,000 the District has issued a request for quotes for the work. Quotes are to be received May 18. As this date falls between Board meetings, it is requested that the Board delegate authority to the Superintendent to award a contract to the lowest responsive responsibly bidder so that a notice to proceed with the work can be issued in May.

### **ALTERNATIVES:**

1. Approve the delegation of authority to the Superintendent to issue a contract for the installation of replacement windows for JNES, as presented.
2. Disapprove the delegation of authority to the Superintendent to issue a contract for the installation of replacement windows for JNES, as presented.
3. Take no final action.

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

The administration recommends approval of the delegation of authority to the Superintendent to issue a contract for the installation of replacement windows for JNES, as presented.

## MEMORANDUM

---

**TO:** NWABSD Board of Education  
Members

**DATE:** April 26, 2021

**NUMBER:** 21-078

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Purchase  
Middle School Career  
Ready Labs

**STRATEGIC PLAN/BOARD GOAL:**

Goal 1: Student Learning

**ABSTRACT:**

Board approval is required for contracts that exceed \$50,000.

**ISSUE:**

At issue is the Board's approval of the purchase of Paxton/Patterson Middle School Career Ready Labs for a total of \$53,899.36

**BACKGROUND AND/OR PERTINENT INFORMATION:**

For the purchase of eight modules in the introductory career-ready topics of culinary arts, health science careers, personal finance, employability skills, home maintenance, emergency & fire management, design & marketing, and engineering. Original purchase was for \$43,432.99 amended to \$53,899.36 due to actual shipping costs.

Funds: Our Youth Our Future (OYOF) Grant

**ALTERNATIVES:**

1. Approve the of purchase of Paxton/Patterson Middle School Career Ready Labs for a total of \$53,899.36 as presented.
2. Disapprove the of purchase of Paxton/Patterson Middle School Career Ready Labs for a total of \$53,899.36 as presented.
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends board approval the of purchase of the Paxton/Patterson Middle School Career Ready Labs for an amount not to exceed \$53,899.36

## MEMORANDUM

---

**TO:** NWABSD Board of Education  
Members

**DATE:** April 27, 2021

**NUMBER:** 21-079

**FROM:** Office of the Superintendent

**SUBJECT:** Approval of Contract for  
Kivalina School FF&E  
Procurement Services

### STRATEGIC PLAN/BOARD GOAL:

Support Student-Centered Learning Environments

### ABSTRACT

Contracts over \$50,000 require the approval of the Northwest Arctic Borough School Board.

### ISSUE

At issue is the approval of a contract to select and procure of furniture, fixtures and equipment for the Kivalina K-12 Replacement School project.

### BACKGROUND AND/OR PERTINENT INFORMATION

The project budget for the Kivalina K-12 Replacement School totals \$63.1 million. Included in the project budget is \$560,000 for new furnishings and equipment. For major capital projects the District has found it valuable to contract for FF&E procurement services to identify the furnishing and equipment needs for each space in the building and prepare the procurement documents. This work is too extensive to add to the workload of the District's purchasing staff.

The scope of services will include verification of existing equipment suitable for reuse and identification and specification of new equipment. It is anticipated that most of the FF&E will be purchased utilizing competitively established contract pricing for government agencies. Purchases over \$50,000 will be presented to the Board approval. The FF&E contractor will prepare purchase orders using the District's system, arranging for shipment of items and verification of receipt.

A request for proposals for Fixtures, Furniture and Equipment (FF&E) procurement services was advertised March 24. Two firms submitted proposals by the deadline of April 13. MCG Explore Design proposed a cost of \$56,205, plus expenses, to provide the scope of work identified in the RFP. The ECI proposal for direct costs totaled \$67,180. In evaluation of experience and qualifications MCG has more extensive experience providing FF&E services for K-12 schools and was highly recommended by the Anchorage School District for services provided on recent projects.

It is recommended that MCG Explore Design be awarded a contract not to exceed \$65,000 for direct and reimbursable costs. Services will begin in May with a site visit prior to the release of school. FF&E will be ordered by early 2022 for delivery in Kivalina on the July 2022 barge.

### ALTERNATIVES

1. Approve the selection of MCG Explore Design to provide FF&E procurement services for Kivalina Replacement School, as presented.
2. Do not approve the selection of MCG Explore Design to provide FF&E procurement services for Kivalina Replacement School, as presented.
3. Take no action.

### ADMINISTRATION'S RECOMMENDATION

The administration recommends approval of the selection of MCG Explore Design to provide FF&E procurement services for Kivalina Replacement School, as presented.

## MEMORANDUM

---

**TO:** NWABSD Board of Education  
Members

**DATE:** April 27, 2021

**NUMBER:** 21-080

**FROM:** Office of the Superintendent

**SUBJECT:** Approval of contract Bryant  
Consulting Services, LLC.

### STRATEGIC PLAN/BOARD GOAL:

Support Student-Centered Learning Environments

### ABSTRACT

Contracts over \$50,000 require the approval of the Northwest Arctic Borough School Board.

### ISSUE

At issue is the approval of a contract for construction inspection services for the Kivalina K-12 Replacement School project.

### BACKGROUND AND/OR PERTINENT INFORMATION

The Kivalina K-12 Replacement School is a \$63.1 million project with a construction budget of \$53 million. The project budget also includes \$585,000 for construction management. A project of this magnitude requires periodic inspection to assure that the project is being constructed in accordance with the plans and specification. This will be accomplished by several layers of inspection. The Burkhart Croft Architects will perform 24 inspections work which is included in their contract. In addition, to these inspections the administration recommends contracting with an experienced construction inspector to provide regular project inspections throughout the project.

Jerry Bryant, of Bryant Consulting Services, is highly qualified to perform construction inspection services for the District. He is a former construction project manager who was responsible for large design-build projects for Davis Constructors. He was the project manager with UICC for the Renovation and Addition of the Kotzebue K-12 complex. He has provided technical support to the Anchorage School District Capital Planning and Construction Department and has their highest recommendation.

Bryant Consulting Service served as the District's construction consultant for the value engineering process for the Kivalina project in January 2020. This two day evaluation of the 65% Kivalina plans was required by the Department of Education when the professional cost estimate exceeded the construction budget by \$2 million. BSC's construction experience was invaluable in recommending plan modifications that reduced construction costs without compromising the end product. During this process BCS was able to convince DEED that the only way to meet a

spring 2021 construction schedule, saving a year of cost escalation and several million dollars, was to use alternative procurement. DEED previously had denied the District's request for alternative procurement in fall 2019. Jerry Bryant has a through knowledge of the project plans and specifications.

The administration considered two other inspectors for the position. One was not interested and the other was not as qualified and required higher compensation.

The cost of BCS services is \$7,500 a month, plus travel expenses. The cost for FY 22 services is not to exceed \$90,000 direct costs and \$12,000 for travel for a total of \$102,000. FY 23 services are not expected to exceed a total of \$85,000. BCI services will include not only inspection but technical support services in review of cost proposals and design clarification. ASRC/SKW is required by contract to provide room and board and office space for the inspector in Kivalina.

The administration recommends the approval of contract to Bryant Consulting Services for construction inspection services for the Kivalina Replacement School project.

### ALTERNATIVES

1. Approve contracting with Bryant Consulting Services, LLC in an amount not to exceed \$187,000 over two years, as presented.
2. Do not approve contracting with Bryant Consulting Services, LLC in an amount not to exceed \$187,000, as presented
3. Take no action.

### ADMINISTRATION'S RECOMMENDATION

The administration recommends approval of contracting with Bryant Consulting Services, LLC in an amount not to exceed \$187,000 over two years, as presented.

## MEMORANDUM

---

**TO:** NWABSD Board of Education  
Members

**DATE:** April 27,2021

**NUMBER:** 21-081

**FR:** Office of the Superintendent

**SUBJECT:** Approval of  
June Nelson Scholarship  
recipients

### **ABSTRACT:**

Board approval is required for NWABSD June Nelson Scholarship recipients.

### **ISSUE:**

Discussion to review applicants and determine recipients of the 2021-22 NWABSD June Nelson Scholarship. Selection of recipients of the June Nelson Scholarship 2021-2022, application materials will be presented during executive session due to FERPA.

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

This year we had three students apply for the NWABSD June Nelson Scholarship. Two of the applicants qualify for the scholarship and the third did not qualify as they are not pursuing a career in education.

### **ALTERNATIVES:**

1. Approve the Memorandum
2. Disapprove the Memorandum
3. Take no final action.

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

The administration recommends board approval of the qualified applicants per discussion/selection in executive session.