

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. RECOGNITION AND AWARDS
Presenter: Terri Walker, Superintendent
9. SUPERINTENDENT'S REPORT
Presenter: Terri Walker, Superintendent
10. BOARD REPORT
Presenter: Board Members
11. ADOPTION OF CONSENT AGENDA
12. EXECUTIVE SESSION
13. COMMUNICATIONS AND ITEMS INTRODUCED BY BOARD MEMBERS
14. DATE, TIME, AND LOCATION OF NEXT MEEETING
15. ADJOURNMENT

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR MEETING
CONDUCTED VIA TELECONFERENCE
CALL-IN: 1-833-682-3239; CODE: 597-146-970# TENTATIVE
AGENDA



Tuesday, June 8, 2021
4:00 p.m

I. CALL TO ORDER

Margaret Hansen, President

II. ROLL CALL

Margaret Hansen, President

III. MOMENT OF SILENCE *Margaret Hansen, President*

IV. PLEDGE OF ALLEGIANCE *Margaret Hansen, President*

V. APPROVAL OF AGENDA

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

X. *Terri Walker, Superintendent*

XI. BOARD REPORT

Board Members

XII. ADOPTION OF CONSENT AGENDA

- | | |
|--------------------------|---|
| NWABSD Memorandum 21-083 | Adoption of April 27, 2021 Regular Meeting Minutes |
| NWABSD Memorandum 21-084 | FY22-FY24 MOA: Property & Liability Insurance Brokerage Services- Combs Insurance |
| NWABSD Memorandum 21-085 | FY22 MOA: Food Service for All K-12 Sites- NANA Management Services |

NWABSD Memorandum 21-086	FY22 MOA: Custodial Services- NANA Management Services
NWABSD Memorandum 21-087	FY22 MOA: External Audit Services MOA- Altman, Rogers & Co.
NWABSD Memorandum 21-088	FY22 MOA: Capital Projects Management- Project Resources
NWABSD Memorandum 21-089	FY22 Heating Fuel
NWABSD Memorandum 21-090	Draft FY-23 Six-Year Capital Improvement Plan
NWABSD Memorandum 21-091	Approval of Human Resources Personnel Action Items as of 5/24/21
NWABSD Memorandum 21-092	Approval of K-12 School Social Worker Job Description
NWABSD Memorandum 21-093	Approval of Funding Deering Renewal Planning
NWABSD Memorandum 21-094	Memorandum of Agreement; E-Rate Central Consulting Services
NWABSD Memorandum 21-095	Adoption of Proposed Revisions to BP 4136/4236/4336 ALL PERSONEL – NONSCHOOL EMPLOYMENT
NWABSD Memorandum 21-096	Approval of Proposed Revisions to BP 1340 ACCESS TO DISTRICT RECORDS
NWABSD Memorandum 21-097	Approval of Proposed Revisions to BP 6146.3 COLLEGE AND CAREER READINESS ASSESSMENTS
NWABSD Memorandum 21-098	Memorandum of Agreement: NIT
NWABSD Memorandum 21-099	Scheduling Collaborative Meetings & Targeted Professional Development
NWABSD Memorandum 21-100	Grading System
NWABSD Memorandum 21-101	Approval of J1 Visa Recruitment
NWABSD Memorandum 21-102	Approval of Resolution 21-003
NWABSD Memorandum 21-103	Approval of Human Resources Personnel Action Items as of 6/7/21

I. EXECUTIVE SESSION

II. COMMUNICATIONS AND ITEMS INTRODUCED BY BOARD MEMBERS

III. DATE, TIME, AND LOCATION OF NEXT MEETING

IV. ADJOURNMENT

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

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. 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 1-833-682-3239 and enter the code 852-675-768 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 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: 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 under QUICK

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

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: Paula Octuck-Viveiros, Executive Assistant to the NWABSD Board of Education/Superintendent Email: poctuck-viveiros@nwarctic.org.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: June 8, 2021

NUMBER:

FR: Office of the Superintendent

SUBJECT: Superintendent's Report

ATTENDANCE: The following data is through May 10, 2021

According to Power school, attendance data the district-wide attendance is at 93.49% for Prek-12th grade students. Noorvik school has the lowest attendance at 88.94%, followed by Selawik with 88.99%. Our Home School is highest at 100%, followed by Kobuk with 98.70%

ENROLLMENT: Current enrollment as of May 3, 2021

K-12 current enrollment is 1845

PK-12 current enrollment is 1964

Legislative Update:

Last Wednesday was the final day of the regular Legislative Session. Our legislature is now in a special 30-day session to address the operating and mental health budgets, the Permanent Fund Dividend, and to consider a Constitutional Amendment protecting the Permanent Fund, Permanent Fund Dividend, and Power Cost Equalization. Education bills that did pass this session are as follows: TVEP was extended to 2024. (Good news for ATC!) and SESA (special education services) extended to 2029. Several bills, including the Reads Act will have to wait until next session.

Weekly meetings:

- DEED and Superintendents – Topics continue to focus on legislative bills and COVID-related topics. A new Smart Start plan will be submitted to the state by June 23 for feedback to be provided to the district.

- Director meetings – We continue to meet weekly on department updates between departments. Conversations revolve around Smart Start Plan for FY22, Fall principal and staff in-service, and American Relief Plan.

The administration Team (Directors and principals) focused on school close out requirements and summer school. All principals have check out and are on summer vacation. Much of directors will be out periodically through the month of June. All Directors will be back in office for the new fiscal year (July 6 in office since July 5th is a Holiday). Staff will be required to be on site for work unless taking leave.

Human resources and myself have been involved in many interviews for the principal positions and positions at ATC of which many have been filled. We offered the Ambler principal position to two worthy candidates over the last month after they interviewed with the two ASC members and the Board Rep. Both candidates turned the position down after it was offered so we will continue to interview for that position. All other principal positions have been filled. At ATC, we fill the Asst. Director position and the recruiter. We continue to advertise for the teaching positions (carpentry and process technology) and the Student Advisor position.

Monthly meetings:

- Local Leadership Team meeting – Next meeting to be held June 15, 2021 at 10am.

- Parent Forums – Next meeting to be held June 15, 2021 at 7pm.

Other:

Budget Hearings – Margaret and I traveled to Shungnak, Selawik, Noorvik and Kivalina to hold a budget hearing with the local ASC’s. We also met via Teams with Kotzebue and Deering ASCs. I am scheduled to go to Kiana and Buckland the week of May 24 with plans to complete all site visits by the end of the first week of June, if IRAs/ASC are available to meet. Feedback from the villages we went to was sent in a previous email.

- Borough-wide task force meeting –The Mayor called a meeting Thursday May 13 at 1pm. Updates were given by the Borough, Maniilaq, School District, Nana, Teck, and the City of Kotzebue. The Mayor felt the need to connect since CDC uplifted their COVID guidelines. All Borough and City mandates will remain the same for now through the end of their current emergency orders and be revisited at a later date. The message was we need to still be careful and not let our guard down. Maniilaq gave their updated report of current vaccinations. As of May 11, the current regional vaccination rate is at 47%. Maniilaq continues to schedule village and Kotzebue clinics for 12 yrs and up people to receive the vaccination.

ASC Meetings in FY21:

	Aug-2020	Sep-2020	Oct-2020	Nov-2020	Dec-2020	Jan-2021	Feb-2021	Mar-2021	Apr-2021	May-2021
Ambler										
Buckland										
Deering		X			X		X		5/5/21	
Kiana										
Kivalina					2/12/21					
Kobuk						2/11/21				
Kotzebue		5/4/21	5/4/21	5/4/21	5/4/21		5/4/21	5/4/21		
Noorvik			X						5/5/21	
Noatak		X				4/15/21	4/15/21			
Shungnak		X		X	X		X	5/14/21		
Selawik		4/6/21								

Principals stated reasons not held was it was hard to get a quorum during COVID. Unreliable or no internet service in the villages made it more difficult.

Facility Use Agreement – Attached is a draft of the Summer Facility Use Agreement. Let me know if you have any questions or suggestions. We are also running this by the Borough for comments.

Terri Walker,
Superintendent



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

Ambler · Buckland · Deering · Kiana · Kivalina · Kobuk · Kotzebue · Noatak · Noorvik · Selawik · Shungnak
PO Box 51 · Kotzebue, Alaska 99752 · Phone (907) 442-1800

To: Administrators, Community Groups

From: Terri Walker, Superintendent

Date: June 9, 2021

Re: School Facility Use and Open Gym Use for Outside Groups

Beginning Monday, June 14, 2021, groups may apply for facility use under the following:

- The District is prioritizing building use for activities that support students. The decision by the District to approve or disapprove a facility use request will be final.
- The facility use event falls within Borough and local mandates including group size restrictions, distancing, mask use, vaccination status
- A locally approved mitigation plan is provided with the facility use application
- The activity does not involve person-to-person contact such as a sport activity, unless this is a school-sponsored student activity

Groups may sponsor Open Gym sessions that allow activity and person-to-person contact under the following conditions:

- 70% of eligible community members fully vaccinated as reported by Maniilaq
- The facility use event falls within Borough and local mandates including group size restrictions, distancing, mask use, vaccination status
- A locally approved mitigation plan is provided with the open gym facility use application
- The open gym use falls within Borough and local mandates including group size restrictions, distancing, mask use, vaccination status

Board Policy 1330 applies to school facility use.

The School District reserves the authority to suspend facility use at any time. The School District will continue to keep our students and community's safety a top priority.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: June 8, 2021

NUMBER: 21-083

FR: Office of the Superintendent

SUBJECT: Adoption of Board Meeting
Minutes

STRATEGIC PLAN/BOARD GOAL:

Improve Stakeholder Communication.

ABSTRACT:

Board meeting minutes require Board adoption.

ISSUE:

At issue is adoption of Board meeting minutes.

BACKGROUND AND/OR PERTINENT INFORMATION:

The Northwest Arctic Borough School District Board of Education held a regular meeting on August 27, 2021; and minutes require adoption by the Board.

ALTERNATIVES:

1. Adopt the April 27, 2021 Board meeting minutes as presented;
2. Revise and adopt the Board meeting minutes as amended;

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board adopt the April 27, 2021 Board meeting minutes as presented.

**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 406 TH regular meeting, via teleconference, of the Northwest Arctic Borough School District Board of Education to order at 4:08 p.m. on Tuesday, April 27, 2021.	CALL TO ORDER
Members present telephonically were: Margaret Hansen Millie Hawley Carol Schaeffer Tillie Ticket Marie Greene Brad Reich Alice Melton-Barr Lawrence Jones, Sr. Joanne Harris Cindy Fields	ROLL CALL
Member excused: Paula Mills, Student Representative Floyd Ticket III	
A quorum was present.	
Marie Greene made a motion to approve the agenda as presented. Alice Melton-Barr seconded the motion. The motion passed unanimously.	APPROVAL OF AGENDA
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; Perrian Windhausen, Director of Student Services; Megan Williams, Director of Administrative Services; Amy Eakin, Director of Technology; Dana Orton, Director of Curriculum/Instruction; Janice Hadley, HR Director; Karl Kowalski, Assistant Director of HR; Joy Cogburn-Director of State/Federal Programs; Cheryl Edenshaw, ATC Director; Lois Ballard; Brett Slaauthaug, Activities Coordinator; Faith Jurs, JNES; Tony Jones, JNES; Lynn Bates, JNES; Darla Jones, JNES; Tracy Bell, JNES; Cathy, Denny & Paige McConnell; Sue West, JNES; Cassia Teucher, JNES; Hazel Wood, JNES; Tanya Horne, KMHS; Paul Davis, KMHS; Suzie & Paul Atkins, KMHS; Rod Eakin, KMHS; Mercedes Herrera, Noatak School; Kathryn Self, Noorvik; Tammy Wells, Noorvik; Roger Franklin, Shungnak; Keon Barr, Shungnak	INTRODUCTION OF STAFF/GUESTS
None	PUBLIC COMMENTS
Superintendent Terri Walker recognized the March 2021 Employee of the month awardees: Tanya Horne, KMHS Secretary; Tammy Wells, Aqqaluk Noorvik School Aide, and Emma Melkerson, Kivalina Teacher/Athletic Director. The April 2021 Employees of the Month awardees: Cassia Tuescher, JNES Teacher; Lawrence Garfield, Intensive Special Ed Aide – Kobuk; Paul Davis, KMHS Science Teacher. Superintendent Walker also recognized Tracy Bell for being a finalist for the 2021 Teacher of the Year.	RECOGNITION AND AWARDS

The following employees were recognized for their years of service to the district. All of the individuals are either resigning or retiring:

RECOGNITION AND AWARDS, CONTINUED

Departing Employees

Certified Employees

Nancy Curzon	5	Kivalina
Mercedes Herrera	5	Noatak
Joseph Self	5	ATC/Star
Melanie Foxglove	6	Kiana
Christina Orsborn	7	Kivalina
Helen Beth Weston	7	Noatak
Tawnya Weaver	7	Noatak
Angelia Kelly	8	Kiana
Lois Ballard	9	District Office
Jay Denton	11	District Office
Michael Harrison	12	ATC
Mary Sue West	17	JNES
Sandra Kowalski	20	District Office
Karl Kowalski	21	District Office
Susan Atkins	22	KMHS
Cathleen McConnell	28	JNES
Janice Westlake-Reich	31	Kiana

Classified employees

Rosaline Hadley	33	Buckland
Dennis Orsborn	7	Kivalina

ATTENDANCE: The following data is through April 15, 2021
According to PowerSchool attendance data, the district-wide attendance is 94.12% for PreK-12th 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%

SUPERINTENDENT'S REPORT

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-](https://www.aasa.org/application-west-cohort.aspx)

[cohort.aspx](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.

Regular Meeting Minutes of February 23, 2021, was presented.

ADOPTION OF
FEBRUARY 23, 2021
REGULAR MEETING
MINUTES

Special Meeting Minutes of April 9, 2021, was presented.

ADOPTION OF APRIL 9,
2021 SPECIAL
MEETING MINUTES

The School Board shall establish and maintain a balanced budget. The FY22 Proposed Operating Fund Budget is 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 & Friday April 9, 2021. The Superintendent and Board President presented the FY22 Recommended Budget to parents and the community twice on April 12 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 and 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 and 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 and 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. The administration recommends the Board adopt the FY22 Proposed Operating Fund Budget as presented.

APPROVAL OF FY22
PROPOSED
OPERATING FUND
BUDGET

The School Board shall establish and maintain a balanced budget. The FY21 District Operating Fund Budget was approved and adopted at the April 26, 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. 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 #2

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 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.

APPROVAL OF HUMAN
RESOURCES

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 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 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. 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.

ADOPTION OF
PROPOSED REVISIONS
TO BP 9250
REMUNERATION,
REIMBURSEMENT, AND
OTHER 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. 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 add 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 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

Board approval is required to expend \$50,000.00 and higher. The administration is requesting school board approval to expend \$57,993.72 to purchase 40 Northern windows

JNES WINDOW
REPLACEMENT

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

JNES WINDOW
REPLACEMENT,
CONTINUED

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

DELEGATION OF
CONTRACTING
AUTHORITY FOR
INSTALLATION OF
JNES REPLACEMENT
WINDOWS

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

APPROVAL OF
PURCHASE MIDDLE
SCHOOL CAREER
READY LABS

Contracts over \$50,000 require the approval of the Northwest Arctic Borough School Board. 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. The administration recommends approval of the selection of MCG Explore Design to provide FF&E procurement services for Kivalina Replacement School, as presented.

APPROVAL OF
CONTRACT FOR
KIVALINA SCHOOL
FF&E PROCUREMENT
SERVICES

Contracts over \$50,000 require the approval of the Northwest Arctic Borough School Board. 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 thorough 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. The administration recommends approval of contracting with Bryant Consulting Services, LLC in an amount not to exceed \$187,000 over two years, as presented.

APPROVAL OF
CONTRACT BRYANT
CONSULTING
SERVICES, LLC

Board approval is required for NWABSD June Nelson Scholarship recipients. 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. The administration recommends board approval of the qualified applicants per discussion/selection in executive session.

APPROVAL OF JUNE
NELSON
SCHOLARSHIP
RECIPIENTS

Carol Schaeffer moved to approve the consent agenda as presented. Alice Melton-Barr seconded the motion.

APPROVAL OF
CONSENT AGENDA

Roll Call Votes:

ACTION

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 were held

EXECUTIVE SESSION

None

COMMUNICATIONS
AND ITEMS
INTRODUCED BY
BOARD MEMBERS

The next regular Board meeting of the NWABSD Board of Education will be held on Tuesday, June 8, 2021, at 4:00 pm in the District Office Boardroom at Kotzebue, Alaska.

NEXT MEETING DATE

Brad Reich made the motion to adjourn the meeting at 5:03 pm. Tillie Ticket seconded the motion. The motion passed by voice vote.

ADJOURNMENT

Tillie Ticket, Secretary

Paula Octuck-Viveiros, Recording Secretary

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: June 8, 2021

NUMBER: 20-086

FR: Office of the Superintendent

SUBJECT: Approval of FY22- FY24
Contract; Property &
Liability Insurance Broker

STRATEGIC PLAN/BOARD GOAL:

Ensure budget integrity and transparency.

ABSTRACT:

Board approval is required for all contracts and agreements of \$ 50,000 or more.

ISSUE:

At issue is the approval of a Memorandum of Agreement (MOA) between NWABSD and Combs Insurance Agency for Fiscal Year 2022- 2024, not to exceed \$59,000 per year for Property & Liability Insurance Brokerage Services.

BACKGROUND AND/OR PERTINENT INFORMATION:

The District has utilized a property & liability insurance broker since 2009 to assist us with our yearly Property & Liability insurance renewals, settlements & claims, and to review our policies and process to make loss control suggestions.

Our Property & Liability insurance provider, Alaska Public Entity Insurance (AKPEI) requires the use of a broker, either funded through our provider (AKPEI) paid a commission amount of 10% of our insurance premiums or paid directly by the District. Combs Insurance Agency charges us 50% of the 3-year commission average that they would be receiving through APEI because we didn't pay them directly, which has saved us \$204,348 over the past 3 years.

ALTERNATIVES:

1. Approve the MOA for Combs Insurance Agency for the FY22-FY24 Property & Liability Insurance Brokerage Services, not to exceed \$59,000 per year;
2. Disapprove the MOA for Combs Insurance Agency for the FY22-FY24 Property & Liability Insurance Brokerage Services;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATIONS:

The Administration recommends that the Board approve the MOA for Combs Insurance Agency for the FY22-FY24 Property & Liability Insurance Brokerage Services, not to exceed \$59,000 per year.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: June 8, 2021

NUMBER: 21-085

FR: Office of the Superintendent

SUBJECT: Approval of FY22
Contract; NANA
Management Services,
Food Service for All K-12
Sites

ABSTRACT:

Board approval is required for all service contracts over \$50,000.

ISSUE:

At issue is the approval of the Food Service Contract between NWABSD and NANA Management LLC (NMS) for Fiscal Year 2021-2022, not to exceed \$3,500,000.00

BACKGROUND AND/OR PERTINENT INFORMATION:

The School District went out to Request for Proposals for Food Service Management for FY22 with the option to renew the contract for up to four (4) years through FY26. Nana Management Services, LLC was the single proposer that the district had, and is offering competitive prices for their services (see below).

Meal	Current Pricing	Pricing for FY22	Increase
Breakfast	\$4.40	\$4.53	3%
Lunch	\$8.13	\$8.37	3%
Seconds	\$3.00	\$3.00	0%

The breakfast and lunch meals are partially reimbursed through the National School Lunch Program, Summer Food Service Program, or Single Summer Option. The District is not reimbursed for seconds; therefore, those costs are supported by the Operating Fund.

ALTERNATIVES:

1. Approve the All K-12 Sites Food Service Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2021-2022, as presented.
2. Disapprove the All K-12 Sites Food Service Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2021-2022, as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The Administration recommends the Board approve the All-Sites Food Service Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2021-2022, not to exceed \$3,500,000, as presented.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: June 8, 2021

NUMBER: 20-086

FR: Office of the Superintendent

SUBJECT: Approval of Custodial
Services Contract for
Fiscal Year 2021-2022;
NANA Management
Services LLC

ABSTRACT:

Board approval is required for all purchases over \$50,000.

ISSUE:

At issue is the approval of a one-year renewal to the Districtwide Custodial Services contract between NWABSD and NANA Management LLC (NMS) for the Fiscal Year 2021-2022, not to exceed \$2,088,078.

BACKGROUND AND/OR PERTINENT INFORMATION:

The School District went out to Request for Proposals for Custodial Service Management for FY22 with the option to renew the contract for up to four (4) years through FY26. Nana Management Services, LLC was the single proposer that the district had, and is offering competitive prices for their services despite the increase noted below.

FY21 amount \$2,027,264

FY22 amount \$2,088,078

This is a 3% increase on their FY21 contract amount.

ALTERNATIVES:

1. Approve the Custodial Services Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2021-2022, not to exceed \$2,088,078, as presented;
2. Disapprove the Custodial Services Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2021-2022, as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The Administration recommends the Board approve the Custodial Services Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2021-2022, not to exceed \$2,088,078, as presented.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: June 8, 2021

NUMBER: 21-087

FR: Office of the Superintendent

SUBJECT: Approval of FY21
Memorandum of
Agreement; External
Audit Services

ABSTRACT:

Board approval is required for all contracts and agreements of \$ 50,000 or more.

ISSUE:

At issue is the approval of a Memorandum of Agreement (MOA) between NWABSD and Altman, Rogers & Co. for Fiscal Year 2020-2021, not to exceed \$76,000 for auditing and financial statement services.

BACKGROUND AND/OR PERTINENT INFORMATION:

NWABSD is required to go through an annual audit and Altman, Rogers & Co. was selected to provide the auditing services for NWABSD starting in FY20.

Auditing services will include: Work associated with the FY21 audit, out-of-pocket expenses associated with annual audit, preparation of the FY21 financial statements, and presentation of the audit to the Board in FY22.

The rate for auditing services has not been increased from the prior year.

ALTERNATIVES:

1. Approve the MOA for Altman, Rogers & Co. for the FY21 audit and financial statements, not to exceed \$76,000;
2. Disapprove the MOA for Altman, Rogers & Co. for FY21 audit and financial statements;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATIONS:

The Administration recommends that the Board approve the MOA for Altman, Rogers & Co. for the FY21 annual audit and completion of the FY21 financial statements, not to exceed \$76,000.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: June 8, 2021

NUMBER: 21-088

FM: Office of the Superintendent

SUBJECT: Approval FY22 Contract;
Project Resources

STRATEGIC PLAN/BOARD GOAL:

Support Student-Centered Learning Environments

ABSTRACT

Contracts over \$50,000 require the approval of the Board.

ISSUE:

At issue is approval of a term contract with Project Resources to provide capital project management services. The amount for FY22 is not to exceed \$95,000.

BACKGROUND AND/OR PERTINENT INFORMATION:

The current capital project management services contract with Project Resources-Kathy Christy expires the end of June. The Department Education and Early Development (DEED) requires a competitive selection process for capital project management services exceeding \$100,000. The agreement with the selected contactor can be renewed for a period of up to five years.

The District advertised for the position in accordance with State and District requirements. Project Resources was selected as the most qualified applicant. Kathy Christy has successfully managed the NWABSD's capital improvement program since 1999. She has successfully obtained numerous capital improvement grants and overseen more than \$180 million in the planning, design and construction of the renovation of ten schools during that time.

She is currently managing the Kivalina K-12 Replacement School Project which will continue through 2022, and the development of upgrade projects and DEED grant applications for Deering and Selawik schools. She is also administrating two teacher housing grants with Alaska Housing Finance Corporation and one with Alaska Energy Authority.

The contract arrangement with Project Resources has been a very successful for the District, with services provided on an as required basis. Project Resources has been very responsive to the best interests of the District and anticipates the needs of the District. The cost of contracted services is less than the cost of a Project Manager as an employee. In addition, the District no longer pays benefits for the position. The District has the services of an experienced and knowledgeable capital project specialist while saving money.

Funding for this MOA will be from the capital projects themselves. The overhead on the District's capital projects has averaged between 2 to 4 percent of the project cost. This is an allowable DEED expense. These funds can only be used for capital costs and cannot be applied to the operating budget. The FY22 Project Resources contract is not to exceed \$95,000. The amount includes the cost of both direct costs and reimbursable costs, such as travel and printing of grant applications. Direct costs will be billed at an hourly rate.

ALTERNATIVES:

1. Approve the selection of Project Resources (Kathy Christy) to provide capital project management services and an FY22 contract not to exceed \$95,000, as presented.
2. Do not approve the selection of Project Resources (Kathy Christy) to provide capital project management services and an FY22 contract not to exceed \$95,000 as presented.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the selection of Project Resources (Kathy Christy) to provide capital project management services and an FY22 contract not to exceed \$95,000, as presented.

MEMORANDUM

TO: NWABSD Board of Education

DATE: May 24, 2021

NUMBER:

FR: Office of the Superintendent

SUBJECT: FY22 Heating Fuel

ABSTRACT:

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

ISSUE:

At issue is board approval to award the Northwest Arctic Borough School District's FY22 heating fuel order to the lowest bidder by site.

BACKGROUND AND/OR PERTINENT INFORMATION:

On April 13, 2021 the Property Services department issued an RFP to fuel vendors for the purchase and delivery of approximately 483,500 gallons of #1 heating fuel to ten (10) NWABSD school sites in summer 2021. The RFP was sent to the only two vendors that deliver fuel within the Northwest Arctic Borough, Crowley Petroleum Distribution and Vitus Fuel Services. The deadline for submitting bids was Monday, May 3 at 4:00 p.m. The lowest bidder by site will be awarded the fuel bid(s). Crowley Petroleum Distribution was the lowest bidder for all ten (10) sites, price per site is attached. The administration is recommending board approval to award Crowley Petroleum Distribution our fuel bid for all ten (10) sites.

ALTERNATIVES:

1. Approve the administration's request to award the NWABSD FY22 heating fuel bid for all ten (10) sites to Crowley Petroleum Distribution.
2. Disapprove the administration's request to award the NWABSD FY22 heating fuel bid for all ten (10) sites to Crowley Petroleum Distribution.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The Administration recommends Board approval to award the NWABSD FY22 heating fuel bid for all ten (10) sites to Crowley Petroleum Distribution.

MEMORANDUM

TO: Crowley Petroleum Distribution
Vitus Terminals

FR: Craig McConnell: Director, NWABSD Property Services

DATE: April 13, 2021

RE: Summer 2021 Fuel Bid

The Northwest Arctic Borough School District is soliciting bids for the purchase and delivery of approximately 483,500 gallons of #1 heating fuel during the 2021 summer barge season. The fuel should be delivered to the attached eleven (11) sites in the corresponding estimated quantities. Bidders should bid on the eleven (11) fuel orders/sites separately. Bids will be awarded to the lowest bidder by site. Interested bidders should email or fax bids to Craig McConnell at the NWABSD Property Services department by 4:00 p.m., Monday, May 3, 2021.

Craig McConnell
Northwest Arctic Borough School District
Property Services Department
P.O. Box 51
Kotzebue, Alaska 99752
Phone: (907) 442-1848
Fax: (907) 442-2391
Email: cmcconnell@nwarctic.org

SUMMER 2021 HEATING FUEL BID RESULTS

	<u>Winning Bidder</u>	<u>Price Per Gallon</u>
Ambler	Crowley	\$4.06
Buckland	Crowley	\$2.89
Deering	Crowley	\$2.68
Kiana	Crowley	\$2.68
Kivalina	Crowley	\$2.68
Kobuk	Crowley	\$4.06
Kotzebue	Crowley	\$2.43
Noatak	No Bid	
Noorvik	Crowley	\$2.68
Selawik	Crowley	\$2.68
Shungnak	Crowley	\$4.06

SUMMER 2021 ESTIMATED HEATING FUEL ORDER

	<u>NWABSD Order</u>	<u>ANTHC Order</u>
Ambler	30,000	1,500
Buckland	55,000	3,000
Deering	15,000	9,000
Kiana	25,000	8,000
Kivalina	20,000	6,000
Kobuk	25,000	3,000
Kotzebue	100,000	0
Noorvik	55,000	15,000
Selawik	50,000	25,000
Shungnak	15,000	3,000
ATC	20,000	0
Total	410,000	73,500

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: June 8, 2021

NUMBER: 21-093

FROM: Office of the Superintendent

SUBJECT: Approval of Funding
Deering Renewal
Planning

STRATEGIC PLAN/BOARD GOAL:

Support Student-Centered Learning Environments.

ABSTRACT:

Allocation of funding to establish new major capital project requires approval of the Board.

ISSUE:

Deering Renewal was discussed and supported by the Board, in conjunction with a funding request for Selawik Renewal planning last year, however, Board minutes do not reflect that action was taken to specifically approve funding of Deering Renewal.

BACKGROUND AND/OR PERTINENT INFORMATION:

A large portion of the Deering School has not received significant upgrade since its construction 42 years ago and school population has increased significantly since the last addition in 2006. The school requires both additional space and renewal and renovation to better support instruction. The 2006 grant through the Alaska Department of Education and Early Development added space to the gym for seating. The secondary classrooms were updated but no improvements were made to the elementary wing. Selected mechanical electrical and plumbing upgrades were made. The school is now at 116 percent of capacity and projected to be at 182 percent by FY 29. The portions of the building that were not upgraded in 2006 are now in very poor condition. It is time to plan an upgrade of the Deering School.

The Department of Education and Early Development (DEED) grant program is the best opportunity for funding for improvements to the Deering school. This program is extremely competitive and only the highest rank projects receive funding. A significant amount of points is associated with thorough planning documentation. Supporting documentation is required for a September 2021 grant application for Deering.

The first step was taken in late April. Burkhart Croft Architects, a team of engineers and the District Capital Projects Manager inspected the school and met with staff and community. The information gathered will be summarized in a facility condition survey report. From this document items needing improvement will be identified and prioritized. Alternatives for corrective action will be identified for consideration and a scope of work developed. The estimated cost to complete Deering renewal planning to the schematic design phase is \$125,000.

The proposed funding source is District capital project reserves. These expenditures can be applied to the local share of costs when the project is eventually funded. Board approval for this allocation is requested.

The Joint Construction and Maintenance Committee concurrence with this allocation will be requested at their June meeting.

ALTERNATIVES:

1. Approve the allocation of \$125,000 of capital fund balance to the planning of renewal of the Deering School, as presented.
2. Do not approve the allocation of \$125,000 of capital fund balance to planning of renewal of the Deering School, as presented.
3. Take no action

STRATEGIC PLAN/BOARD GOAL:

The administration recommends the Board approve the allocation of \$125,000 to the planning of renewal of the Deering School, as presented.

**Preliminary FY - 2023
Six-Year Capital Improvement Plan**

Northwest Arctic Borough School District

July 28, 2010

District DEED Priority	Project Location and Description	Type	Year for which funding is being requested					
			FY 2023 *	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
1	June Nelson Elementary New Gym Roof	C	\$1,000,000					
2	Selawik Renewal	C	\$6,000,000					
3	Buckland Heating System Improvements	E	\$1,037,348					
4	Deering Addition and Renovation	B		\$15,000,000				
5	Buckland Exterior Envelop Renewal	C		\$1,510,000				
6	Noorvik Roof Replacement	C			\$1,846,000			
7	Noorvik HVAC Controls	C				\$500,000		
8	June Nelson Elementary Renewal	C					\$3,500,000	
9	Kiana K-12 Renewal	C						\$3,500,000
Total Requests			\$7,037,348	\$16,510,000	\$1,846,000	\$500,000	\$3,500,000	\$3,500,000

Note: * Cost estimates for project 1-3 are placeholders only and will be updated upon finalization of application

Type

School Construction

- Health and life-safety A
- Unhoused Students B
- Improve Instructional Program F

Major Maintenance

- Protection of Structure C
- Building Code Deficiencies D
- Operational Cost Savings E

MEMORANDUM

TO: NWABSD Board of Education

DATE: June 7-8, 2021

NUMBER: 21-091

FR: Office of the Superintendent

SUBJECT: Approval of Human
Resources Personnel
Action Items as of 5/24/21

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 classified new hires FY21 at ATC; certified new hires FY22 in Deering, Noatak, Noorvik, Selawik, Kotzebue KMHS/JNES; certified rehires FY22 Selawik and District Office; FY22 classified rehires Ambler, ATC, Buckland, Deering, District Office, JNES and KMHS, Kiana, Kivalina, Kobuk, Maintenance, Noatak, Noorvik, Selawik, and Shungnak.

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
June 2021**

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

- a) Certified new hires FY22
- b) Certified Rehires FY 22
- c) Classified rehires FY21
- d) Classified rehires FY22

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

LOCATION & DATE	NAME	POSITION
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DEERING

7/29/21	Brenda Noe	Principal/Teacher
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NOATAK

7/19/21	Patrick Macy	Principal
7/29/21	Louisa Hostetter	Teacher
7/29/21	Benjamin Heebner	Teacher

NOORVIK

08/02/2021	Kelly Halkyard	Teacher/Counselor
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SELAWIK

7/29/21	David O'Conner	Teacher
7/29/21	Karlee Fillmore	Teacher
7/29/21	Nanine Johnson	Teacher
7/29/21	Edwin Rehor	Teacher

JNES

7/29/21	Darleia Cowdell	Teacher
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KMHS

7/29/21	Mary Westland	Teacher
7/29/21	Hannah Hewett	Teacher

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

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

SELAWIK

7/29/21	Kirk Bergen	Teacher
7/19/21	Andrea Zink	Asst. Principal

DO

7/1/21	Scott Lefebvre	Asst. Superintendent
7/1/21	Pedro Garcia	Asst. Director Stu.Serv.

c) The administration recommends the approval of the following FY21 Classified rehires.

LOCATION&DATE	NAME	POSITION
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ATC

5/18/21	Erica Nelson	Recruiter
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d) The administration recommends the approval of the following FY22 Classified rehires.

<u>LOCATION&DATE</u>	<u>NAME</u>	<u>POSITION</u>
<u>AMBLER</u>		
8/2/21	Clara Cleveland	Sped Aide
7/1/21	Bryan Jones	Maintenance
7/26/21	Autumn Rue	Secretary
8/2/21	Marvin Sheldon	Migrant Ed Aide
8/2/21	Nellie Cleveland	Inupiaq Instructor
<u>ATC</u>		
8/2/21	Don Henry	Dorm Attendant
8/2/21	John Stevens	Dorm Attendant
7/26/21	Karen Uhl-Sours	Secretary
8/2/21	Alejandro Vargus	Culinary Arts Instructor
8/2/21	Forest Rose Walker	AAB/GED instructor
<u>BUCKLAND</u>		
8/2/21	Edward Gavin	Sped Aide
8/2/21	Natalie Hadley	Migrant Ed Aide
7/26/21	Helen Thomas	Secretary
8/2/21	Viola Thomas	Migrant/Indian Ed
7/1/21	Floyd Herman Ticket	Maintenance
<u>DEERING</u>		
8/2/21	Andrea Iyatunguk	Intensive sped aide
7/26/21	Delores Iyatunguk	Secretary
7/1/21	Warren Thomas	Maintenance
8/2/21	Rebecca Zepeda	Inupiaq Instructor
<u>DISTRICT OFFICE</u>		
7/1/21	Lois Booth	Accounts pay/clerk
7/1/21	Roberta Carter	Secretary
7/1/21	Amber Colvin	Accounting Tech
7/1/21	Amanda Kenworthy	Accounting Tech
7/1/21	Maureen Nolan	Infant Learn Pro Asst
7/1/21	David Smith	Admin Asst.
7/26/21	Raymond Woods	Inupiaq Coordinator
7/1/21	Paul Octuck-Viveiros	Executive Asst.
7/1/21	Loretta Kittrell	Admin Asst Grants
7/1/21	Brad Eisel	Purchasing Agent
7/1/21	Herman Barger	Accountant
7/1/21	Rosie Garoutte	Payroll Officer
7/1/21	Kim Rotman	Accountant
7/1/21	Lori Jorgensen	Asst. Payroll Officer
7/1/21	Amie Gardner	HR Officer
7/1/21	Wanda Baltazar	ECE/Elf Coordinator
7/1/21	Kwang Hong	PC Support Tech V
7/1/21	Kayla Martinez	PC Support Tech asst
7/1/21	Erick Leckman	PC Support Tech
7/1/21	Eugene Wilkerson	Admin Assistant

JNES

8/2/21	Priscilla Burnor	Food Service Clerk
8/2/21	Laurel Ellsworth	Intensive Sped Aide
8/2/21	Kimberlee Eranbrack	Mig/Indian Ed Aide
7/19/21	Veronica Ferguson	Secretary
8/2/21	Jennifer Goodrich	Instructional aide
8/2/21	Briahna Griffith	Intensive sped aide
8/2/21	Katie Hansen	Instructional aide
8/2/21	Chisana Hildreth	Intensive Sped Aide
8/2/21	Phillip Jones	Intensive Sped Aide
8/2/21	Rungnapha Leedy	Intensive Sped Aide
8/2/21	Divine Mugabekazi	Intensive Sped Aide
8/2/21	Mary Norton	Intensive Sped Aide
8/2/21	Jennifer Roetman	Instructional Aide
7/19/21	Janelle Schaeffer	Secretary
8/2/21	Donna Smith	Intensive Sped Aide
8/2/21	Bret Templin	Bus Driver
8/2/21	Emily Ungry	Intensive Sped Aide
8/2/21	Lisa Ungry	Intensive Sped Aide
8/2/21	Naomi Ungry	Sped Aide
8/2/21	Rebecca Wesley	Instructional aide
8/2/21	Karli Blackham	Instructional aide
8/2/21	Dena Ferguson	Intensive Sped Aide
8/2/21	Jennifer Greene	Inupiaq Instructor
8/2/21	Helen Allen	Inupiaq Instructor

KIANA

8/2/21	Jeannette Barr	Instructional Aide
8/2/21	Elizabeth Farmer	Instructional Aide
8/2/21	Amy Morris	Sped Aide
7/26/21	Arlene Richards	Secretary
8/2/21	Denita Sommers	Instructional Aide
8/2/21	Eva Wells	Sped Aide
7/1/21	Tommy Wells	Maintenance
8/2/21	Helena Barr	Inupiaq Instructor

KIVALINA

8/2/21	Jasmine Adams	Instructional Aide
7/26/21	Eric Settle	Secretary
7/1/21	Gary Swan	Maintenance
8/2/21	Mae Adams.	Inupiaq Instructor

KMHS

8/2/21	Aleasha Atoruk	Sped Aide
8/2/21	Paula Cowdell	Intensive Sped Aide
8/2/21	Tim Cowdell	Intensive Sped Aide
7/19/21	Tanya Horne	Secretary
8/2/21	Marcus Lewis	Intensive Sped Aide
8/2/21	Ida Peacock	Intensive Sped Aide
8/2/21	Sonya Satterwhite	Intensive Sped Aide
8/2/21	Solomon Schindler	Intensive Sped Aide
8/2/21	John Shuster	Sped Aide
8/2/21	Katrina Carter	Inupiaq Instructor

KOBUK

8/2/21	Luke Jackson	Inupiaq Instructor
7/26/21	Jaelyn Cleveland	Secretary
8/2/21	Lawrence Garfield	Intensive Sped Aide
8/2/21	Chelsie Morrison-Health	Migrant Ed Aide
7/1/21	Kevin Moyer	Maintenance

MAINTENANCE

7/1/21	Brandon Blackham	Journeyman Elect.
7/1/21	George Cowart	Facilities Mgt. Spec
7/1/21	Avery Farmer	Mechanic
7/1/21	Troy Humphreys	Journeyman Plumber
7/1/21	Ramon Morales-Ramos	Heating Cont. Tech
7/1/21	Donovan Watkins	Journeyman Carpt.
7/1/21	Kiki Davis	Office Manager

NOATAK

8/2/21	Grace Adams	Sped Aide
7/1/21	William Adams	Maintenance
8/2/21	Dolly Monroe	Instructional Aide
7/26/21	Emma Monroe	Secretary
8/2/21	Christina Norton	Instructional Aide
8/2/21	Jesse Sherman	Migrant Ed Aide
8/2/21	Jonathan Wolfe	Sped Aide
8/2/21	Amelia Johnsen	Inupiaq Instructor

NOORVIK

8/2/21	Grace Commack	Inupiaq Instructor
8/2/21	Lloyd Morris	Inupiaq Instructor
8/2/21	Eva Foster	Sped Aide
8/2/21	Ila Ballot	Intensive Sped Aide
7/26/21	Pauline Cleveland	Secretary
8/2/21	Helen Coffin	Title 1/Mig Ed Aide
8/2/21	Marilyn Evans	Intensive Sped Aide
8/2/21	Erica Melton	Sped Aide
7/1/21	Gordon Newlin	Maintenance
8/2/21	Linda Sampson	Title 1/Indian Ed Aide
8/2/21	Lulu Sampson	Migrant Ed Aide
8/2/21	Tammy Wells	Indian/Mig Ed Aide
7/26/21	Beverly Zibell	Secretary
7/1/21	William Zibell	Maintenance

SELAWIK

8/2/21	Kathleen Ballot	Instructional Aide
8/2/21	Priscilla Ballot	Instructional Aide
8/2/21	Nancy Booth	Intensive Sped Aide
8/2/21	Shannon Davis	Intensive Sped Aide
8/2/21	Nicole Johnson	Instructional Aide
8/2/21	Nellie Jones	Intensive Sped Aide
8/2/21	Michelle Larkin	Intensive Sped Aide
8/2/21	Lorenda Mitchell	Sped Aide
8/2/21	Dolly Mitchell	Sped Aide
8/2/21	Mabel Mitchel	Intensive Sped Aide
7/19/21	Maggie Mitchell	Secretary
7/26/21	Alice Norell	Secretary
8/2/21	Ralph Stalker SR	Intensive Sped Aide
8/2/21	Chester Ticket Jr	Migrant/Ind. Ed Aide

7/1/21	Chester Ticket Sr	Maintenance
8/2/21	Carrie Skin	Inupiaq Instructor

SHUNGNAK

8/2/21	Dolly Custer	Inupiaq Instructor
7/26/21	Lizzie Commack	Secretary
8/2/21	Beverly Woods	Sped Aide
7/1/21	Brandon Woods	Maintenance
8/2/21	Maynard Woods	Sped Aide

II The administration reports the following non-action items:

- a. Certified Resignations
- b. Classified Resignations
- c. Certified Transfers

a) The administration reports on the following certified resignations:

LOCATION & DATE	NAME	POSITION
<u>ATC</u>		
6/30/21	Joe Self	Asst. Director
<u>BUCKLAND</u>		
5/11/21	Roger Reisman	Teacher
<u>DEERING</u>		
05/11/2021	Steven Byers	Teacher
<u>KIVALINA</u>		
05/11/2021	Christina Orsborn	Teacher
<u>NOATAK</u>		
05/11/2021	Mercedes Hererra	Teacher
05/11/2021	Brianna Kirk	Teacher
05/11/2021	Donna Westdahl	Teacher
<u>NOORVIK</u>		
5/11/21	Betty Jane Bryant	Teacher
5/11/21	Kathlyn Philpot	Teacher
<u>SHUNGNAK</u>		
05/11/2021	Tammy Highley	Teacher
<u>SELAWIK</u>		
05/21/2021	Zachary Medlock	Asst. Principal
05/11/2021	Theresa Cowden	Teacher
<u>JNES</u>		
05/11/2021	Sharon Hulley	Teacher
05/11/2021	Natalie Porec	Teacher
05/11/2021	Melody Harty	Teacher
<u>KMHS</u>		
05/11/2021	Kevin Matthews	Teacher
05/11/2021	Lisa Carter	Teacher
05/11/2021	Michael Younger	Teacher
05/11/2021	Amelia Martinez	Teacher

DO

6/30/21	Sandra Kowalski	Asst. Super
6/30/21	Jay Denton	Director Fed Grants

b) The administration reports on the following classified resignations:

LOCATION & DATE	NAME	POSITION
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ATC

6/30/21	Georgianna Phillips	Registrar
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BUCKLAND

5/11/21	Rosaline Hadley	Inupiaq Instructor
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KMHS

5/11/21	Christopher Jones	Intensive Sped Aide
5/11/21	Isaac Peacock	Intensive Sped Aide
5/21/21	Madison Troyer	Secretary

NOATAK

5/11/21	Christina Ashby	Instructional Aide
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KIVALINA

5/1/21	Jasmine Adams	Instructional Aide
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c) The administration reports on the following FY22 certified transfers.

NAME	FROM	TO
Larry Rojas	Buckland/Teacher	Noatak/Kivalina Dean of Students
Terri Schuetz	JNES/SPED/Teacher	Kiana SPED Teacher
Kimberly Darst	JNES 3 rd Teacher	JNES 4 th Teacher
Mindi Burford	Buckland 5 th /6 th	Buckland Sped Teacher
Kim Addington	Buckland Sped	Staff Dev't Spec District Office
Corilyn Adams	Noatak PreK	Noatak 3 rd Teacher
LaRel Woods	Selawik PreK	Selawik 1 st Teacher

Human Resources is currently recruiting for 30 certified positions and 22 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 attached is a summary of the survey results and an Extra Duty Contract report.

POSITION VACANCIES PER SITE:

ABL—MS/HS Math/Science; MS/HS Lang Arts; ABL/SHG/OBU Counselor; Principal

BKC—4th grade Teacher; 5th/6th grade Teacher and 2 classified positions

DRG—Kindergarten Teacher and 1 classified position

IAN--Full staff

KLV—Kindergarten Teacher; MS/HS Math; 4th grade and 3 classified positions

OBU—Full staff

WTK---Full certified; 2 classified positions

ORV---SPED Teacher; Counselor (ORV/IAN); MS/HS Science Teacher

WLK---MS/HS Language Arts Teacher; 3rd grade; MS Teacher and 1 classified position

SHG—MS/HS Math/Science; MS/HS Language Arts and 1 classified position

JNES—SPED Teacher; 5th grade Teacher; 3rd Grade Teacher

KMHS—SPED; HS Math; MS Math; MS/HS Social Studies; MS/HS PE Teacher and 4

classified positions

ATC/STAR—Student Advisor; Dorm Parent; Process Technology Instructor; Construction
Trades; Registrar

DO—HR Technician; Asst Director HR/Admin Serv



Northwest Arctic Borough School District
HUMAN RESOURCES DEPARTMENT

P.O. BOX 51 • KOTZEBUE, AK 99752 • (907) 442-1800 • FAX (907) 442-2172

POSITION VACANCY ANNOUNCEMENT

TITLE: K-12 School Social Worker

QUALIFICATIONS:

1. Bachelor's degree and valid Alaska Type 'C' certificate with endorsement in K-12 Social Worker
2. Experience working with Native American students preferred.
3. Experience in crisis counseling and behavior management.
4. Willingness to travel extensively to remote locations.
5. Ability to carry out successfully the duties described below.

REPORTS TO: Principal
SUPERVISES:

JOB GOAL: To provide personal, crisis counseling services to students and assist with transition to further services as needed.

PERFORMANCE RESPONSIBILITIES:

Responsibilities include, but are not limited to the following: communicate effectively with students, parents and all staff members; provide individual and small group counseling and classroom presentations in a school setting, as well as crisis intervention as needed, with documentation is a weekly log; implement programs, training and services on topics such as substance abuse, suicide prevention/ intervention, pregnancy and abuse as evidenced in appropriate documentation; in cooperation with site administrator.

Duties include: Serves as a member of a multidisciplinary team consisting of administrators, school personnel, students, and families, and engages in the following activities: Aids in the identification of students needs in the school settings. Supports students with program transitions and ensures continuity of services. Provides school social services for individual students to help alleviate social, emotional and behavioral problems that impede school progress. Develops and provides in service programs for school staff, refer students and parents to appropriate agencies for assistance; assist staff in development/implementation of students transition and management plans; promote and support School District Goals as develop by the Board of Education; develop an awareness of local culture and provide instruction that is bicultural or multicultural by responding to diverse community interests and needs; abide by the code of ethics and the professional teaching standards adopted by the Professional Teaching Practice Commission of the State; adhere to all District policies and regulations; perform such other tasks and assume responsibilities as the supervisor may assign.

LENGTH OF POSITION: 190 days

SALARY: Depending on experience / negotiated salary schedule

APPLICATION PROCEDURES:

MEMORANDUM

TO: NWABSD Board of Education

DATE: June 7-8, 2021

NUMBER: 21-092

FR: Office of the Superintendent

SUBJECT: Approval K-12 School
Social Worker Job
Description

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 item for Board approval of the Social Worker position.

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.

DISTRICT EMPLOYEES must submit to the Human Resources department: a completed request for transfer form; an updated resume; and a letter of recommendation from current supervisor.

APPLICANT ALREADY ON FILE MUST SUBMIT A LETTER EXPRESSING INTEREST IN THE POSITION

ALL OF THE ABOVE MUST BE POSTMARKED OR RECEIVED ON OR BEFORE THE CLOSING DATE TO BE CONSIDERED FOR THIS POSITION

DATE ANNOUNCED
DATE CLOSING Until Filled

**AN AFFIRMATIVE ACTION-EQUAL OPPORTUNITY EMPLOYER
APPLICATIONS FROM MINORITIES ARE ENCOURAGED**

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: June 8, 2021

NUMBER: 21-093

FROM: Office of the Superintendent

SUBJECT: Approval of Funding
Deering Renewal
Planning

STRATEGIC PLAN/BOARD GOAL:

Support Student-Centered Learning Environments.

ABSTRACT:

Allocation of funding to establish new major capital project requires approval of the Board.

ISSUE:

Deering Renewal was discussed and supported by the Board, in conjunction with a funding request for Selawik Renewal planning last year, however, Board minutes do not reflect that action was taken to specifically approve funding of Deering Renewal.

BACKGROUND AND/OR PERTINENT INFORMATION:

A large portion of the Deering School has not received significant upgrade since its construction 42 years ago and school population has increased significantly since the last addition in 2006. The school requires both additional space and renewal and renovation to better support instruction. The 2006 grant through the Alaska Department of Education and Early Development added space to the gym for seating. The secondary classrooms were updated but no improvements were made to the elementary wing. Selected mechanical electrical and plumbing upgrades were made. The school is now at 116 percent of capacity and projected to be at 182 percent by FY 29. The portions of the building that were not upgraded in 2006 are now in very poor condition. It is time to plan an upgrade of the Deering School.

The Department of Education and Early Development (DEED) grant program is the best opportunity for funding for improvements to the Deering school. This program is extremely competitive and only the highest rank projects receive funding. A significant amount of points is associated with thorough planning documentation. Supporting documentation is required for a September 2021 grant application for Deering.

The first step was taken in late April. Burkhart Croft Architects, a team of engineers and the District Capital Projects Manager inspected the school and met with staff and community. The information gathered will be summarized in a facility condition survey report. From this document items needing improvement will be identified and prioritized. Alternatives for corrective action will be identified for consideration and a scope of work developed. The estimated cost to complete Deering renewal planning to the schematic design phase is \$125,000.

The proposed funding source is District capital project reserves. These expenditures can be applied to the local share of costs when the project is eventually funded. Board approval for this allocation is requested.

The Joint Construction and Maintenance Committee concurrence with this allocation will be requested at their June meeting.

ALTERNATIVES:

1. Approve the allocation of \$125,000 of capital fund balance to the planning of renewal of the Deering School, as presented.
2. Do not approve the allocation of \$125,000 of capital fund balance to planning of renewal of the Deering School, as presented.
3. Take no action

STRATEGIC PLAN/BOARD GOAL:

The administration recommends the Board approve the allocation of \$125,000 to the planning of renewal of the Deering School, as presented.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: June 8, 2021

NUMBER: 21-094

FR: Office of the Superintendent

SUBJECT: Memorandum of
Agreement; E-Rate
Central Consulting
Services

STRATEGIC PLAN/BOARD GOAL:

Goal 1: Student Learning

Objective 2: NWABSD will build a responsive learning environment during both remote and in-person learning.

ABSTRACT:

Contracts over \$50,000 require the approval of the Board.

ISSUE:

Approve E-Rate Central Consulting Services contract for \$59,000 to be funded by unexpected USAC funds.

BACKGROUND AND/OR PERTINENT INFORMATION:

E-Rate Central provides consulting services to ensure the E-Rate program is followed and all proper documentation is filed in a timely manner when procuring E-Rate qualified services.

The discounted E-Rate qualified services provided to the district are utilized daily by staff and students. These services provide Internet connectivity to schools in the district. E-Rate Central is critical for timely and accurately filing of required E-Rate paperwork and greatly reduces district expenses. Total annual cost for E-Rate Central consulting services is \$59,000 to be taken from the FY21 Technology regular operating budget.

ALTERNATIVES:

1. Approve the contract with E-Rate Central Consulting Services for \$59,000 as presented;
2. Do not approve the contract with E-Rate Central Consulting Services for \$59,000 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends Board approval of the E-Rate Central Consulting Services contract for \$59,000 as presented.

Instructions for Completing MOA Form

- 1.** You should have all of the information needed before completing the MOA. Please review the two pages and if you have any questions, contact Brad Eisel (442-1822 or beisel@nwarctic.org)
- 2.** Prior to submitting this form for signatures, if you are not the budget authority (BA) for this MOA, please get the BA's approval as shown by their signature on page 1.
- 3.** In the "Contractor Agrees To" section, please be as detailed as possible in describing the services and/or product to be provided, number of training days, type of service, etc.
- 4.** In the "District Agrees To" section, list what the District is to provide, i.e., reimburse air travel, lodging, per diem, cost of service(s), daily rate, reimbursement for miscellaneous costs (copies, phone calls, faxes) etc. – Payment terms DO NOT belong here.
- 5.** In the "Payment Terms" section, here is where the instructions for payment are to be listed, i.e., to be paid in 4 installments as work is performed and invoice is provided, or one payment at the end of services being completed when invoice is presented.
- 6.** The MOA Control # is filled in on page 1 and on page 2, B-2 after all is approved.
- 7.** Remember to give yourself plenty of time to complete the MOA form and to get the necessary signatures prior to having the services performed by the Contractor.
- 8.** This contract may be terminated by either party with a 30-day written notice.

Northwest Arctic Borough School District

P. O. Box 51 Kotzebue, AK 99752

MEMORANDUM OF AGREEMENT (MOA)

(MOA's for more than \$50,000 must be approved by the School Board prior to start of Contract)

(In a fiscal year MOA's to the same Contractor totaling more than \$50,000 must be approved by the School Board prior to start of Contract)

TAB BETWEEN FIELDS

Contractor: E-Rate Central MOA Control #: Contact Carol Furman for #

Address: 400 Post Avenue, Suite 410 Westbury NY 11590-2291

(516) 801-7803 (516)801-7873 eflock@e-ratecentral.com

Federal ID #: 11-2907608 Or Soc. Sec. #: Alaska Business License #:

07/01/2021 06/30/2022 W-9 Attached W-9 Submitted Previously

Contractor Agrees To: E-Rate consulting services with support and forms preparation

If additional space is needed, indicate here See attachment

District Contact Person: Amy Eakin Phone #: (907) 442-1830 Ext Email Address: aeakin@nwarctic.org Fax #:

District Agrees To:

If additional space is needed, indicate here See attachment

Payment Terms:

If additional space is needed, indicate here See attachment

Table with 2 columns: Enter Account Code as, Amount. Row 1: xxx.xxx.xxx.xxx, \$ 59,000.00. Row 2: Account #: 100.099.360.000.410, \$. Row 3: Account #: , \$. Row 4: Total: \$

MOA Not to Exceed: \$ 59,000.00 Budget Authority Approval:

Additional Conditions/Provisions

A - GENERAL INFORMATION

1. All associated costs, not limited to fees and reimbursables, must be included in the MOA. All MOA's for more than \$50,000 require prior School Board approval before Contractor provides any service. (BP 3312)
2. The account to be charged must be determined and approved by the individual with budget authority prior to submission of the MOA to Brad Eisel, Purchasing Agent, call for MOA# and verify funds are available.
3. Prior to the starting date of the contracted services and/or activities, the Contractor and the NWABSD must sign the MOA. The Contractor is not to be given a notice to proceed unless all the appropriate parties have signed the MOA.
4. The Contact Person will be responsible for obtaining the contractor's signature and submitting the original MOA to the Purchasing Agent– Brad Eisel, along with a W9 for tax purposes.
5. The Contact Person must approve for payment all contractor invoices and receipt documentation prior to submission for payment to the Accounting Department.
6. The contractor must pay all expenses, and submit receipts for reimbursement, (airline receipt, hotel receipt, other travel related expenses).
7. MOA's cannot be used for NWABSD employees.
8. Any NWABSD employee who authorizes services prior to the required approvals may be subject to disciplinary action up to and including termination. (BP 4118, 4218)

B - CONTRACTOR RESPONSIBILITIES

1. Check the MOA for contents and completeness. If the terms are agreeable, sign the agreement and return to the individual named as the Contact Person.
2. In accordance with the payment terms set forth on page 1, the Contractor shall submit an invoice with the appropriate documentation (copies of airline tickets, hotel bills, etc.) to the Contact Person for approval of payment. This MOA Control #: must be on the invoice.
3. As a condition of performance, the Contractor must pay all federal, state, and local taxes incurred by the Contractor.
4. A W-9 must be on file with the NWABSD or submitted with this MOA.
5. The Contractor must provide proof of any liability insurance coverage required on page 1 of this MOA.
6. To the extent allowed by law, the Contractor shall indemnify, defend, and hold the NWABSD harmless from any liability resulting from or arising out of the acts of the Contractor in the performance of this MOA.
7. This contract may be terminated by either party with a 30-day written notice.

I HEREBY ACCEPT THIS MOA AND THE CONDITIONS/PROVISIONS CONTAINED HEREIN.

Any changes in the terms of this MOA must be on an ADDENDUM FORM prior to any services being performed. The ADDENDUM FORM must be approved by all parties.

Megan Williams

Director of Administrative Services – Fiscal Approval

Director's Signature

Date (mmddyy)

Terri Walker

Superintendent – Authorized Signer NWABSD

Superintendent's Signature

Date (mmddyy)

Eric Flock

Contractor

Contractor's Signature

Date (mm/dd/yy)

Routing: Contact Person Contractor Admin Serv Dept Dir Admin Serv Superintendent

Administrative Services Will Distribute Copies

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: June 7, 2021

NUMBER: 21- 095

FR: Office of the Superintendent

SUBJECT: Adoption of Proposed
Revisions to BP
4136/4236/4336 ALL
PERSONEL –
NONSCHOOL
EMPLOYMENT

STRATEGIC PLAN/BOARD GOAL:

Improve Stakeholder Communication.

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is the adoption at second reading the proposed revisions to BP 4136/4236/4336 ALL PERSONEL – NONSCHOOL EMPLOYMENT.

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 PERSONEL – 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.

At the April 27, 2021 Board Meeting, the Board approved the first reading and opened it up for public comments. There have been no public comments to date. The Board Policy Committee recommends adoption at the second reading.

ALTERNATIVES:

1. Adopt proposed revisions to BP 4136/4236/4336 a ALL PERSONEL – NONSCHOOL EMPLOYMENT s presented and open a period for public comments;

2. Do not adopt the proposed revisions to BP 4136/4236/4336 ALL PERSONEL – NONSCHOOL EMPLOYMENT as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board adopt the proposed revisions to BP 4136/4236/4336 ALL PERSONEL – 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

Revised: June 9, 2021

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: June 8, 2021

NUMBER: 21-096

FR: Office of the Superintendent

SUBJECT: Approval of Proposed
Revisions to BP 1340
ACCESS TO DISTRICT
RECORDS

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 1340 ACCESS TO DISTRICT RECORDS 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. The BP 1340 ACCESS TO DISTRICT RECORDS proposed update revises the model records retention policy to clarify that records shall be maintained in accordance with the State of Alaska Model Records Retention Schedule for Alaska School Districts. It standardizes retention rules for all AASB districts. 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 1340 ACCESS TO DISTRICT RECORDS as presented and open a period for public comments;
2. Do not approve the first reading of the proposed revisions to BP 1340 ACCESS TO DISTRICT RECORDS 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 1340 ACCESS TO DISTRICT RECORDS, as presented and open a period for public comments.

ACCESS TO DISTRICT RECORDS

BP 1340

Note: AS 40.25.120 sets forth the right of the public to access public records. There is strong public policy favoring inspection of public records and any exceptions to disclosure based on need should be construed narrowly.

The School Board recognizes that state policy provides broad public access to district records. Public access shall not be given to records exempt from public disclosure by state or federal law or by the Board based on the need of the district to maintain confidential information.

(cf. 3580 – District Records)

(cf. 4112.6/4212.6/4312.6 – Personnel Records)

(cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential Information)

(cf. 5125 – Student Records; Confidentiality)

(cf. 9011 – Disclosure of Confidential Information)

(cf. 9321 – Closed Sessions)

Note: 14.14.090, in addition to other duties, provides that the Board shall keep records and files open to public inspection at the district office during reasonable business hours.

Any person shall have reasonable access, during regular business hours, to the public records of the schools and district. The Superintendent or designee shall establish regulations to authorize and facilitate public access to district records in accordance with law, to protect the security of district records, and to prevent interference with regular district operations. Records shall be maintained in accordance with the State of Alaska Model Records Retention Schedule for Alaska School Districts.

The district may charge for copies of public records or other materials requested by individuals or groups. The charge, based on actual costs of duplication, shall be determined by the Superintendent or designee.

Legal Reference:

ALASKA STATUTES

40.25.120 - .220 Public Records Act

14.03.115 Access to school records by parent, foster parent, or guardian

14.14.090 Additional duties

14.20.149 Employee evaluation

14.43.930 Scholarship program information

23.40.235 Public involvement in school district negotiations

City of Kenai v. Kenai Peninsula Newspapers, 642 P2d 1316 (Alaska 1982)

Anchorage School District v. Anchorage Daily News, 779 P2d 1191 (Alaska 1989)

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

Revised 3/2021

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 27, 2021

NUMBER: 21- 097

FR: Office of the Superintendent

SUBJECT: Approval of Proposed
Revisions to BP 6146.3
COLLEGE AND CAREER
READINESS
ASSESSMENTS

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 6146.3 COLLEGE AND CAREER READINESS ASSESSMENTS 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 6146.3 COLLEGE AND CAREER READINESS ASSESSMENTS proposed policy update removes a reference to a rescinded regulation regarding college and career readiness assessments. It is updated to clarify that a district's assessment policies must be in accordance with current assessment regulations, allowing the policy to be untied to changing assessment rules. 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 6146.3 COLLEGE AND CAREER READINESS ASSESSMENTS as presented and open a period for public comments;
2. Do not approve the first reading of the proposed revisions to BP 6146.3 COLLEGE AND CAREER READINESS ASSESSMENTS 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 6146.3 COLLEGE AND CAREER READINESS ASSESSMENTS, as presented and open a period for public comments.

Note: Effective June 30, 2016, the requirement that no secondary student be issued a diploma unless he or she has taken a college and career readiness assessment is repealed.

The School Board shall provide for students to take college and career readiness assessments, as required by law and regulation. The exams shall be administered in accordance with state law and regulations. The taking of an assessment is not a requirement for a diploma.

(cf. 5127 - Graduation Ceremonies and Activities)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.4 - Reciprocity on Graduation Requirements)
(cf. 6146.5 - Differential Requirements for Individuals With Exceptional Needs)
(cf. 6162.5 - Standardized Testing)

The IEP team for a student with a significant cognitive disability may determine whether the student will take the assessment. The IEP team's determination should consider whether the assessment supports the transition plan set forth in the student's IEP.

Legal Reference:

ALASKA STATUTES

14.03.075 College and career readiness assessment

ALASKA ADMINISTRATIVE CODE

4 AAC 06.710 Statewide student assessment system

4 AAC 06.718 College and career readiness assessment after student receives a certificate of achievement

4 AAC 06.765 Test Security; Consequences of Breach

4 AAC 06.790 Definitions

Revised 3/2021

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: May 2021

NUMBER: 21-098

FR: Office of the Superintendent

SUBJECT: Approval of
Memorandum of
Agreement; NIT

STRATEGIC PLAN/BOARD GOAL:

Goal 1: Student Learning

ABSTRACT:

ISSUE:

At issue is to approve the Memorandum of Agreement (MOA) for Northern Industrial Training (NIT) which exceeds \$50,000 and requires Board approval.

BACKGROUND AND/OR PERTINENT INFORMATION:

ATC was awarded a State Training and Employment Program (STEP) grant provide Commercial Drivers Licensing (CDL) training. This MOA will also utilize TVEP (Technical Vocational Training Program) grant funds. ATC will partner with Northern Industrial Training of Palmer, Alaska to provide the Commercial Driver's License instructional services in Kotzebue and Palmer. The CDL training and licensing would occur at both the ATC campus in Kotzebue and the NIT facility in Palmer. The partnership with NIT will provide the most economic model for this type of training and certification. For participants, training will be provided in a rural setting close to home. It will also be most inexpensive to ATC and NIT to provide the bulk of the training where transportation, room, and board costs are minimal compared to sending all students to an urban setting for the training duration. The ATC/NIT partnership is also the best utilization of our combined core competencies.

ALTERNATIVES:

1. Approve the MOA with Northern Industrial Training in the amount not to exceed \$103,460. as presented;
2. Disapprove the MOA with Northern Industrial Training as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the Memorandum of Agreement with Northern Industrial Training in the amount not to exceed \$103,460.00 as presented.

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

**ADDENDUM TO
MEMORANDUM OF AGREEMENT**

.MOA # 211351

Between

Contractor Name: Northern Industrial Training LLC

Address: 1740 N Terrilou Ct
Palmer, Alaska. 99645-1740

and

Northwest Arctic Borough School District

The above referenced Memorandum of Agreement is hereby amended as follows:
MOA Addendum:

	<u>Amount</u>
Account #: <u>230.019.100.221.410</u>	<u>\$ 49,800.</u>
Account #: <u>222.019.100.221.410</u>	<u>\$ 53,660.</u>
Account #: _____	<u>\$ _____</u>
Account #: _____	<u>\$ _____</u>
Account #: _____	<u>\$ _____</u>
NEW MOA Total:	<u>\$ 103,460.</u>

Budget Authority Approval: _____

Contractor Additionally Agrees: To instruct participants to prepare them to receive Commercial Driver’s Licenses (CDL) To provide participants room and board in Palmer
Provide two week driving practicum to prepare for CDL licensure
Transport participants to DMV office in Palmer after successful completion to get CDL
Transport participants to Anchorage to travel back to Kotzebue.

District Additionally Agrees: To pay costs to contractor to cover instructional expenses and room and board in Palmer for participants.

Date of Board Approval (if applicable): June 8, 2021
Agreed to by:

Contractor, (Sign and Return to Program Contact Person)

Date

Superintendent- Authorized Signature, NWABSD

Date

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

**ADDENDUM TO
MEMORANDUM OF AGREEMENT**

Director of Administrative Services, NWABSD

Date

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: June 8, 2021

NUMBER: 21-099

FR: Office of the Superintendent

SUBJECT: Scheduling Collaborative
Meetings & Targeted
Professional
Development

STRATEGIC PLAN/BOARD GOAL:

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 a responsive learning environment during both remote and in-person learning. (Danielson 2a, 2c, 3d)

Objective 3: NWABSD will engage all students in learning during both remote and in-person learning. (Danielson 1e, 3b, 3c)

ABSTRACT:

Administration is requesting approval to revise the Mondays' day in session schedule to include collaborative meetings and targeted professional development at all sites.

ISSUE:

At issue is approval to revise the schedule for Mondays' day in session at all sites to allow no more than one hour of student contact to be substituted for staff collaborative meetings and targeted professional development.

BACKGROUND AND/OR PERTINENT INFORMATION:

Working together in collaborative groups and providing targeted professional development enables teachers and schools to more effectively plan, improve, and implement intervention and classroom strategies. Collaborative meetings and targeted professional development district-wide provides support for the following areas:

- Reinforcing each school's Multi-Tiered Systems of Support (MTSS) strategies and implementation of interventions with the use of Student Data Professional Learning Communities (PLCs)
- Strengthening strategic plan goals of building a responsive learning environment and increasing student engagement through the use of targeted professional development and Grade Level/Content PLCs
- Continued equity throughout the region

Approving this proposal stays within the legal requirements for student time in the classroom and requires no change to the previously approved district calendar.

ALTERNATIVES:

1. Approve the proposal to revise the Mondays' day in session schedule to include collaborative meetings and targeted professional development at all sites as presented.
2. Disapprove the proposal to revise the Mondays' day in session schedule to include collaborative meetings and targeted professional development at all sites as presented.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the proposal to revise the Mondays' day in session schedule to include collaborative meetings and targeted professional development at all sites as presented.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: June 8, 2021

NUMBER: 21-100

FR: Office of the Superintendent

SUBJECT: Grading System

STRATEGIC PLAN/BOARD GOAL:

2016-2021 Strategic Plan

Goal 1: Student Learning

Strategy 1: Provide a positive learning environment for all students.

Objective 2: Strengthen Student Progress Monitoring

Action 2: Establish a district grading system task force.

ABSTRACT:

Administration is requesting approval to make improvements to current grading system.

ISSUE:

At issue is the response of the grading taskforce from the 2016-2021 Strategic Plan. The current NWABSD grading system is ambiguous in language and implementation. Proposed improvements to the current grading system include clarification of the language, Power Standards, and increased professional development.

BACKGROUND AND/OR PERTINENT INFORMATION:

The Grading System Committee/Taskforce was formed to research current grading practices and suggest possible changes to grading practices in our region that are also aligned to the current 2021-2022 Strategic Plan. The recommendations are to:

- Identifying Power Standards and locating them within the adopted curriculum, developing a scope and sequence, and develop assessments to support the curriculum within the Grade Level/Content PLCs
- Improve district grading practices and strategies through Monday collaborative meetings and targeted professional development district-wide
- Continued accountability and equity throughout the region around grading practices

ALTERNATIVES:

1. Approve the proposal to make improvements to current grading system.
2. Disapprove the proposal to make improvements to current grading system and create a plan to adopt and implement a new Standards-based grading system for 3rd- 12th grades.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the proposal to make improvements to current grading system.

MEMORANDUM

TO: NWABSD Board of Education

DATE: June 8, 2021

NUMBER: 21-101

FR: Office of the Superintendent

SUBJECT: Approval of J-1
Visa Recruitment

STRATEGIC PLAN/BOARD GOAL:

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

ABSTRACT:

The District seeks the approval of \$75,000 for recruitment and orientation of J-1 Visa teacher candidates for the FY22 School year.

ISSUE:

At issue is the approval of up to \$75,000 for Human Resources to recruit and orient J-1 Visa teacher candidates.

BACKGROUND AND/OR PERTINENT INFORMATION:

The District currently has 30 vacant positions that need filling. While we continue to receive candidates on a daily basis, we are having a difficult time filling positions with top quality candidates. Human resources has participated in virtual job fairs throughout the recruiting season, placed Google search ads across the country and still relies heavily on applications through Alaska Teacher Placement. NWABSD is competing with 40 other rural school districts for the same candidates. The District seeks the approval for funding to expand our options to recruit from abroad for J-1 qualified teachers.

The District will work with iTeach America to identify qualified candidates for our available positions. iTeach America screens candidates that meet NWABSD standards and qualifications, evaluates transcripts, verifies service record (minimum of 3 years, full-time teaching experience), verifies degrees, makes sure they pass a criminal background check in their home country, and makes sure they are eligible for a J-1 Visa.

NWABSD interviews those candidates and if they meet our qualifications, we can extend a contract offer. If they do not, we ask for other candidates. We have no obligation to extend a contract to anyone we do not feel is a good fit for NWABSD.

Human Resources met with Bering Straits School District which is using the J-1 Teachers. They have 27 J-1 Visa teachers starting this coming school year. iTeach America is currently working with Lower Yukon, Lower Kuskokwin, and Anchorage School District to fill teaching positions for fall.

The District pays nothing for iTeach America's Services. The costs in recruiting are associated with providing inservice/orientation to the U.S. and Alaska. The iTeach America program recommends one-week in Anchorage in which the District would cover hotel and per diem for the new candidates. iTeach America liaisons will assist the candidates in getting social security cards, establishing bank accounts,

acquiring phones and getting oriented to Alaska. Human resources staff will meet with the new teachers in Anchorage during this orientation.

Other districts provide various levels of additional support to the new teachers upon arrival. Options include:

1. Payment of airfare from Manilla to the Village (~\$2000)
2. Payment of airfare from Manilla to Anchorage (~\$700-\$1300)
3. Payment of airfare from Anchorage to village only (~\$500)
4. Payment of J-1 Visa fee (\$2500)
5. Issuance of \$1000 pay advance to reimbursed over course of paychecks.

Currently, the District is considering covering the hotel and per diem costs of inservice/orientation week in Anchorage and using the District's airline miles to cover the flight from Anchorage to Kotzebue. Then covering the cost of the flight to the village.

The District would also extend \$1000 pay advance to individuals in Anchorage so they could shop prior to their arrival to be paid back over the course of the year through payroll deduction.

A more detailed timeline of the process follows:

1	Candidates submit required documents for Pre-Screening : Resume, Foreign Credential Eval, Diploma, Transcript of Records, Current Passport, Criminal Background Check Report, Recommendation Letters, Copy of Teaching License to iTeach America.
2	Pre-Screening Interview with iTeach America representative to check English fluency
3	Onboarding Stage: Candidates Attend Program Orientation
4	Employment Search NWABSD provides iTeach America with a list of open positions and job descriptions.
5	PLACEMENT: NWABSD conducts job interviews, if qualified, extends Job Offer/ Contract (special Board meeting will need to be scheduled to approve and sign contracts)
6	iTeach America - Initiate Visa Application and Document Collection for visa processing (will take 1-2 days)
7	iTeach America - Schedule Candidate Interview with Visa Sponsor (will take 1 hour)
8	iTeach America & NWABSD Host School and Visa Sponsor meeting (via phone or digital platform) (will take 10 to 15 minutes only). Verification of school status and job offers.
9	iTeach America - Fill out visa application and related forms, Terms and Conditions of Visa Sponsor (will take 1-2 days)
10	Certificate of Eligibility for Exchange Visitor Status, Form DS-2019 visa form shipment (will take 4 to 7 days)
11	Student and Exchange Visitor Information System (SEVIS) DS 160 creation (will take 1 hour)
12	Candidate Embassy Interview (will take 1 hour or less) Passport Visa Release will take 7-10 days

13	Orientations provided by iTeach America and Visa Sponsor (will take 2-3 hours)
14	Obtain Travel Clearance (will take 1 hour)
15	US Arrival

Orientation in Anchorage:

16	Visa Sponsor will activate SEVIS and generate Form I-94, Arrival/Departure Record.
17	Apply for Social Security Number, Open bank account, and phone line
18	Apply for Teaching License and Background Check, and Fingerprinting
19	Submit new hire paperwork to HR, Official start of employment

ALTERNATIVES:

1. Approval of the Human Resources request of \$75,000 for recruitment and orientation of J-1 Visa teacher candidates for the FY22 School year.
2. Disapprove the Human Resources request of \$75,000 for recruitment and orientation of J-1 Visa teacher candidates for the FY22 School year.
3. Take no final action.

ADMINISTRATION RECOMMENDATION:

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

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: June 8, 2021

NUMBER: 21-003

FR: Office of the Superintendent

SUBJECT: Adoption of Resolution 20-003; Resolution affirming the Board's commitment to promote well-being and growth of every student in the District, especially of Iñupiat and Indigenous students

STRATEGIC PLAN/BOARD GOAL:

NWABSD will all know and value our students during both remote and in-person learning.

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

Resolutions require Board adoption.

BACKGROUND AND/OR PERTINENT INFORMATION:

Board Policy 6115 - HOLIDAYS AND OBSERVANCES states that District schools shall commemorate special days and events in accordance with law. The policy further states that schools are encouraged to recognize days and events of local significance.

On June 28, 2017, Governor Bill Walker signed into law legislation that recognizes the second Monday in October as Indigenous Peoples Day.

For consideration is a resolution affirming the Board's commitment to promote well-being and growth of every student in the district, especially of Iñupiat and Indigenous students, and designating the October 11, 2021 Indigenous Peoples Day. In accordance with BP 6115 HOLIDAYS and OBSERVANCES, staff and students will be encouraged to honor it through interactive research, classroom lesson plans, guest speakers, displays, lectures, practical activities, and cultural celebrations; and therefore be it further

ALTERNATIVES:

1. Adopt Resolution 20-003 in support of the NWABSD Board of Education affirming the Board's commitment to promote well-being and growth of every student in the District, especially of Inupiaq and Indigenous students as presented,
2. Do not adopt Resolution 20-003;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board adopt Resolution 20-00X in support of the NWABSD Board of Education affirming the Board's commitment to promote well-being and growth of every student in the District, especially of Iñupiaq and Indigenous students as presented.

RESOLUTION 21-003

A RESOLUTION OF THE NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION AFFIRMING THE BOARD'S COMMITMENT TO PROMOTE WELL-BEING AND GROWTH OF EVERY STUDENT IN THE DISTRICT, ESPECIALLY OF IÑUPIAT AND INDIGENOUS STUDENTS

WHEREAS: The Northwest Arctic Borough Region has been inhabited by the Iñupiat for thousands of years; and

WHEREAS: The United States has also been inhabited by Indigenous peoples for thousands of years; and

WHEREAS: Students of Iñupiat and Indigenous heritage are a significant population in the Northwest Arctic Borough School District's student body; and

WHEREAS: The School Board values the many contributions through Indigenous peoples' knowledge, labor, technology, science, philosophy, arts and the deep cultural contribution that has substantially shaped the character of the Northwest Arctic region and our country; and

WHEREAS: The School Board has a responsibility to oppose systematic racism towards our Iñupiat and Native American peoples, which perpetuates high rates of poverty and income inequality, exacerbating disproportionate health, education, and social crises; and

WHEREAS: The School Board seeks to combat prejudice and eliminate discrimination and institutionalized racism, and to promote awareness, understanding, and good relations among Indigenous peoples and all other segments of our District; and

WHEREAS: The School Board promotes closing the equity gap for Iñupiat and Indigenous peoples through policies and practices that reflect the experiences of Iñupiat and Indigenous Peoples, ensure greater access and opportunity, and honor our nation's Indigenous roots, history and contributions.

SO THEREFORE BE IT

RESOLVED, that the Northwest Arctic Borough School District School Board strongly encourages District staff to include the teaching of the history, culture, and governments of the Iñupiat and Indigenous peoples; and therefore be it further

RESOLVED, that the Northwest Arctic Borough School District School Board commits

that the Northwest Arctic Borough School District Board of Education hereby proclaims the second Monday in October, October 11, 2021 as Indigenous Peoples Day, and in accordance with BP 6115 HOLIDAYS and OBSERVANCES, encourages staff and students to honor it through interactive research, classroom lesson plans, guest speakers, displays, lectures, practical activities, and cultural celebrations.

ADOPTED, June 8, 2021 at a regular meeting of the Northwest Arctic Borough School District Board of Education at which a quorum was present and voting:

ATTEST:

Margaret Hansen, President
NWABSD Board of Education

Tillie Tickett, Secretary
NWABSD Board of Education

ADDENDUM MEMORANDUM

TO: NWABSD Board of Education

DATE: June 7-8, 2021

NUMBER: 21-103

FR: Office of the Superintendent

SUBJECT: Approval of Human
Resources Personnel
Action Items as of 6/7/21

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 certified new hires FY22 in Ambler, Buckland, Kivalina, Selawik, Shungnak, Kotzebue KMHS/JNES; certified rehires FY22 Buckland, Kiana, and Selawik.

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 Addendum
June 2021**

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

- a) Certified New Hires FY22
- b) Certified Rehires FY22

a) The administration recommends approval of the following certified new hires FY22

LOCATION & DATE	NAME	POSITION
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AMBLER

7/19/21	Sarah Hutchison	Principal
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BUCKLAND

7/29/21	Jessica Vaudrueil	Teacher
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JNES

7/29/21	Bethany Gray	Teacher
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KIVALINA

7/29/21	Steve Triglianios	Teacher
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SELAWIK

7/29/21	Cynthia Michelle Stephens	Teacher
7/29/21	Wanda Wright	Teacher

SHUNGNAK

7/29/21	Tonya Pruett	Teacher
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KMHS

7/29/21	Suzanne Woods	Teacher
7/29/21	Mary Anderson	Teacher
7/29/21	Dominic Diing	Teacher

b) The administration recommends approval of the following certified rehires FY22

LOCATION&DATE	NAME	POSITION
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BUCKLAND

7/19/21	Jeremy Millard	Principal
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KIANA

7/29/21	Trygve Sandvik	Teacher
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SELAWIK

7/26/21	Andrea Zink	Asst. Principal
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II. The administration reports the following non-action items:

- a) Classified Resignations
- b) Certified Resignations

c) Certified Transfers

a.) The administration reports the following Classified resignations:

LOCATION & DATE	NAME	POSITION
ATC 6/30/2021	Cheryl Edenshaw	Director

b.) The administration reports the following Certified resignations:

LOCATION&DATE	NAME	POSITION
SELAWIK 5/11/21	Theresa Cowden	Teacher

c.) The administration reports the following Certified Transfers:

NAME	SITE.	POSITION
Jessica Glassey	WTK/WTK	Elem to Sped Teacher
Duane Powers	ORV/BKC DRG	Counselor

POSITION VACANCIES PER SITE:

ABL—MS/HS Math/Science; MS/HS Lang Arts; ABL/SHG/OBU Counselor

BKC—5th/6th teacher; 2 classified positions

DRG—Kindergarten Teacher; 1 classified position

IAN—Full Staff

KVL—Kindergarten Teacher; 4th grade Teacher

OBU—Full Staff

WTK—MS Teacher; MS/HS Language Arts; 1 classified position

SHG—MS/HS Math/Science Teacher; MS/HS Language Arts and 1 classified position

JNES—SPED Teacher; 5th grade Teacher

KMHS—SPED Teacher; HS Math; MS Math and 4 classified positions

ATC/STAR—Student Advisor; Dorm Parent; Process Technology Instructor; Construction Trades Instructor; Registrar; Asst. Director; Director

DO—HR Technician; Asst Director HR/Admin Service; Itinerant SPED Teacher