

NWABSD Board Worksession
Monday, August 23, 2021 3:30 PM

Teleconference

Agenda

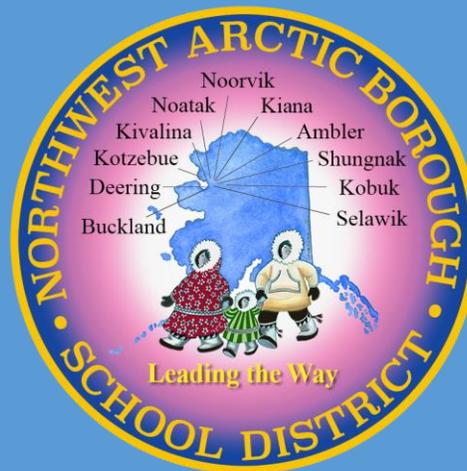
1. **CONDUCTED VIA TELECONFERENCE**

Call: 1-833-682-3239, enter code: 500443069#

I. Strategic Plan Update and Discussion re: Strategic Plan Facilitator

Presenter: Terri Walker, Superintendent

NWABSD STRATEGIC PLAN JANUARY 2021 – JUNE 2022



Adopted by the Board 02/23/2021

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



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

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DISTRICT LEADERSHIP

Superintendent

Terri Walker

School Board

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FOUNDATION STATEMENTS

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

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

WE VALUE

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

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Goal 1: Student Learning				
Objective 1				
NWABSD will all know and value our students during both remote and in-person learning. (Danielson 1b)				
Strategies and Actions	Key Indicators/Metric	Completion Date/Timeline	Responsibility (Reports To)	Budget
1.1.1 Teachers and staff design culturally relevant learning experiences and resources that integrate students' current knowledge and skills with the current adopted curriculums.	Lesson plans and professional development integrate Standards for Culturally Responsive Schools and Educators Collaborative meetings Resource Repository (ie Cyberduck Curriculum Drive)	Planning to begin May 2021 for FY22 school year Ongoing	Principals (Director of Curriculum)	20 hours of Professional Development time – all staff 1hr Collaborative Time Every Other Week – All staff \$3500 consultant fees (professional learning support) – grant funds available
1.1.2 Student Data Teams identify and act on student social/emotional, behavioral, and academic needs.	Implementation of Embrace (MTSS 504 and IEP data system) Embrace Development Timeline and Professional Development: Principals and teachers Fall 2021 Collaborative Meetings Student Data Team agendas reflect focused interventions	Development of platform Spring 2021 Pilot platform Spring 2021 MTSS training for principals Fall 2021 Initial implementation Fall 2021 Collaborative schedule starting August 2021	Director of Curriculum Director of Student Services	7 hours of Professional Development time – all principals 2 days of Professional Development time – all SPED Teachers 1hr Collaborative Time Every Other Week – All staff \$10,000 – budgeted in Grants and Student Services
1.1.3 Develop a culturally responsive Physical Science and Biology curriculum	Timeline Course outline Curriculum resources Course on Canvas Professional Dev of course and materials	Physical Science Planning Begins Spring 2021 Physical Science Implementation Fall 2022 Biology planning begins Fall 2022	Director of Curriculum (Assistant Superintendent)	1 Full-time 261 days/year Employee 1 Full-time 200 days/year Employee 14 Days – Committee Work - 13 People with Extra Duty Contracts 3 days of Professional Development time (1 day/year for three years) – all staff 6 days of additional Professional Development time (2 days/year for 3 years) – Science staff \$995,000 for three years – not currently funded - The District is seeking grant funding – grant award unknown until October 2021 Estimated ongoing annual budget items after development: - Professional Development for staff - 2 Full Time Employees - Resource materials refreshed



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JUNE 2021 PROGRESS UPDATE				
1.1.1	Director of Curriculum - Professional development time has been scheduled for Fall Inservice 2021. Collaboration times have been tentatively scheduled for Fall and Spring of the 2021-2022 school year.			
1.1.2	<p>Director of Curriculum - Data Teams held at each site bi-weekly from September to April to identify students who may need intervention and support. Students have been identified for intervention and have received interventions within the Response to Intervention/ Multi-Tiered System of Support (RTI/MTSS) process. Identified students will continue the MTSS process in the fall as needed.</p> <p>Director of Curriculum - DIBELS (Dynamic Indicators of Basic Early Literacy Skills) progress monitor and data analysis began in Fall of 2020 and will continue throughout the 2021-2022 school year. Benchmarking will be done three times in the 2021-2022 school year.</p> <p>Director of Student services 5/20/21 Platform development at for IEP/ESER 80% completed and professional development scheduled for fall 2021.</p>			
1.1.3	Director of Curriculum - Inupiaq Materials and Professional Development Planner and Director of Curriculum identified resources and planning needs. A database of resources has been developed to be utilized when funding becomes available. Grant funding has been sought and community charters were obtained. Currently awaiting grant funding/approval.			
AUGUST 2021 PROGRESS UPDATE				
1.1.1	Director of Curriculum - Training covering place-based and culturally relevant lesson/experience planning was provided during Fall Inservice for all instructional staff. PLCs (Professional Learning Communities) will begin working on developing place-based, culturally relevant lesson experiences on October 11 th and will have devoted time throughout the year to continue working on the lessons which will be shared in a repository.			
1.1.2	<p>Director of Curriculum - Data Teams will begin meeting on September 13th according to the Collaborative Meeting and Targeted Professional development schedule. a. Data from last years identified students will be manually entered into the EMBRACE System to track interventions within the Multi-Tiered System of Support (MTSS) process.</p> <p>Director of Curriculum - DIBELS (Dynamic Indicators of Basic Early Literacy Skills) Benchmarking will be done three times a year for students in grades K-8. Progress monitor and data analysis will continue throughout the year.</p> <p>Director of Student Services: EMBRACE ESER/IEP system implementation started and single sign on working for most teachers and specialist. Sped teachers have access to the system and caseloads assignment 90% complete. Train the trainers to take place 8/9/21.</p>			
1.1.3	<p>Director of Curriculum - Currently awaiting grant funding/approval.</p> <p>Superintendent – In partnership with the University of Alaska Fairbanks, (the same department that developed the lessons on Snow and Northern Lights) a grant will be written to support further lessons in the area of local sciences. Meetings have already begun.</p>			
Objective 2 NWABSD will build responsive learning environments during both remote and in-person learning (Danielson 2a, 2c, 3d)				
Strategies and Actions	Key Indicators/Metric	Completion Date/Timeline	Responsibility (Reports To)	Budget
1.2.1 Provide equitable access to learning resources and supports.	Provide professional development on strategies to provide equitable access to learning resources.	Assessment phase Spring 2021	Director of Curriculum	2 hours of Professional Development time – all staff



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1.2.2 Provide two weeks of downloaded instructional videos for use if/when a school goes to remote learning status (Red High-Risk Operational Status).	Provide professional development Collaboration time focused on creating videos Two-week emergency lesson plans that include downloadable instructional videos and learning materials	Beginning 3 rd quarter 2021 and ongoing until COVID no longer impacts learning.	Principals (Director of Curriculum)	10 hours of Professional Development time – all staff
1.2.3 Provide interventions and supports for credit-deficit high school students and K-8 projected learning loss	High school graduate rate MAP Scores	Planning and acquisition phase Summer 2021 Implement plan Fall 2021		\$125,000 – ESSER II Grant funds available - 6 week \$45,000 materials K-8, ESSER II Funds \$50,000 Extra Duty Contact for K-8 2-week summer program, ESSER II Funds

JUNE 2021 PROGRESS UPDATE

1.2.1	Director of Curriculum - Professional development time has been scheduled for Fall Inservice 2021. Master schedule, a two-year rotation of graduation requirements to provide equity and alignment throughout the district is in place for this fall. Following the master schedule will also ensure eligibility for the Alaska Performance Scholarship.
1.2.2	Director of Curriculum - Professional development time has been scheduled for Fall Inservice 2021. Collaboration times have been tentatively scheduled for Fall of the 2021-2022 school year.
1.2.3	Director of Curriculum - NWABSD High School Credit Recovery is available in May for all High School students at their respective school sites. NWABSD Summer of Reading 2021 program is for infants to adults who read independently, are read to, or read to another. Book packs were sent to school sites the last week of school for distribution to current and future NWABSD students. Prizes will be rewarded at the conclusion of the summer program.

AUGUST 2021 PROGRESS UPDATE

1.2.1	Director of Curriculum - Professional development time has been completed.
1.2.2	Director of Curriculum - Training covering Red High-Risk Operational Status Remote Lesson Plans with Instructional Videos was provided during Fall Inservice for all instructional staff. PLCs (Professional Learning Communities) will begin working on developing Red High-Risk Operational Status Remote Lesson Plans with Instructional Videos on September 13th and will have devoted time to develop the lessons.
1.2.3	Director of Curriculum - 397 people signed up to participate. 313 book packs were sent to school sites the last week of school for distribution to current and future NWABSD students. 150 participants have logged reading as of August 6 th . Logs due to schools by August 18, 2021.

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

Strategies and Actions	Key Indicators/Metric	Completion Date	Responsibility (Reports To)	Budget
1.3.1 Empower student learning through teacher clarity.	District-wide scope & sequence for all curriculums (analyze standards) “Powers Standards” Master Schedule 2-year rotation Provide professional development on teacher clarity and feedback. Inclusion of Learning intentions (What am I learning?), relevance (Why am I learning this?), and success criteria (How do I know	Scope & Sequence – begin in collaboration meetings F2021 and ongoing. Revision of Lesson Plan template Spring/Summer 2021 Lesson Planning and PD - Fall 2021	Principals (Director of Curriculum)	40 hours of Professional Development time – IPRARS Grant 24 hours of Professional Development for Instructional Leaders – ASLI – IPRARS 1hr Collaborative Time Every Other Week – All staff \$10,000 Resources



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	when I have learning it?) in the lesson plans template.			
1.3.2 Students reflect, reason, and explain their thinking by asking and answering questions and engaging in dialogue with others.	Provide professional development on classroom discussion and questioning techniques. Lesson plans integrate classroom discussion activities that provide opportunity for higher-level thinking.	Lesson Planning and PD - Fall 2021	Principals (Director of Curriculum)	20 hours of Professional Development time – all staff
JUNE 2021 PROGRESS UPDATE				
1.3.1	Director of Curriculum - Professional development time has been scheduled for five days in the 2021-2022 school year through the Increasing Performance and Retention in Alaska's Rural Schools (IPRARS) grant. Collaboration times have been tentatively scheduled for Fall and Spring of the 2021-2022 school year to identify "Power Standards" and then develop a scope and begin sequencing of each grade level and subject area curriculum. A master schedule, a two-year rotation of graduation requirements to provide equity and alignment throughout the district, has been shared with principals and counselors for scheduling.			
1.3.2	Director of Curriculum - Professional development time has been scheduled for five days in the 2021-2022 school year through the Increasing Performance and Retention in Alaska's Rural Schools (IPRARS) grant.			



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AUGUST 2021 PROGRESS UPDATE				
1.3.1	Director of Curriculum - Training that covered teacher clarity and feedback was provided through partnerships with the Increasing Performance and Retention in Alaska' Rural Schools (IPRARS) grant. Training for all staff will take place through IPRARS grant sources on August 4, August 30, October 18, October 19, and February 14. Collaboration time will be set aside to identify "Power Standards" and then develop a scope and sequencing of each grade level and subject area curriculum. The Master schedule, a two-year rotation of graduation requirements to provide equity and alignment throughout the district is in place for this fall. Following the master schedule will also ensure eligibility for the Alaska Performance Scholarship.			
1.3.2	Director of Curriculum - Training that covered teacher classroom discussion and feedback was provided through partnerships with the Increasing Performance and Retention in Alaska' Rural Schools (IPRARS) grant. Training for all staff will take place through IPRARS grant sources on August 4, August 30, October 18, October 19, and February 14.			
Goal 2: Student Safety				
Objective 1				
Students and staff will create a safe physical environment.				
Strategies and Actions	Key Indicators/Metric	Completion Date/Timeline	Responsibility (Reports To)	Budget
2.1.1 Partnership with Navigate 360 to improve overall school safety for staff and students. <ul style="list-style-type: none"> Professional development for all staff focused on updated crisis planning (ALICE framework) through Navigate 360 platform. Implement emergency management suite. Schools complete on-site risk assessment (Navigate 360) 	Professional development planning calendar and staff survey results Emergency management suite training and site implementation Schools completed on-site risk assessment (Navigate 360)	Suite District Admin Training Spring 2021 Principal Training Fall 2021 Risk Assessment completed Summer 2021	Director of State and Federal Programs (Assistant Superintendent)	\$87,000 FY21—Title IV Grant Ongoing \$3700 yearly for platform \$3000 for Training Will continue to be grant funded 3 hours of Professional Development - new staff 2 hours of Online Professional Development – returning staff
2.1.2 Medical professional at major tournaments (such as Orthopedic Physician Association, OPA)	Meet with medical professional group(s) to determine feasibility, timeline and availability Develop MOU with medical professional group	After COVID travel suspension ends	Assistant Superintendent	
JUNE 2021 PROGRESS UPDATE				
2.1.1	Director of Curriculum - Professional development time has been scheduled for the ALICE framework during Fall Inservice 2021, State & Federal—Crisis response risk assessment of sites is completed, and final report is pending.			
2.1.2	Assistant Superintendent – OPA has expressed a willingness to travel up pro bono for large tournaments next year when travel restrictions are lifted.			
AUGUST 2021 PROGRESS UPDATE				
2.1.1	State & Federal-- Virtual Training completed during August Inservice, elearning platform will be rostered for all staff in September. Final Report for the Crisis response risk assessment was received and is being reviewed by Superintendent and Property Services			
2.1.2	Assistant Superintendent – OPA has been contacted and we are waiting for confirmation of previous expressed willingness.			
Objective 2				
Students and staff learn and work in a safe emotional environment.				
Strategies and Actions	Key Indicators/metric	Completion Date/Timeline	Responsibility (Reports To)	Budget
2.2.1 Continued implementation of Safe & Civil protocols with increased emphasis in building student/teacher relationships through STOIC	Professional development planning calendar and staff survey results	Planning to begin May 2021 for FY22 school year	Principals (Assistant Superintendent)	\$5,400 – consultant from Safe & Civil



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<ul style="list-style-type: none"> Take SCSC STOIC (Interactions) and focus PD to support relationships piece of SCSC Train teachers on the types of interactions that support building relationships with our students and parents with ongoing PD in STOIC while increasing teacher's cultural competencies Continue implementation of SEL (Social Emotional Learning) curriculum 	School Climate and Connectedness Survey			10 hours of Professional Development – all staff
	Parent input Form			3 hours of Professional Development - principals
2.2.2 Expand the availability for online counseling to all students	Increased number of students receiving counseling	Planning to begin May 2021 for FY22 school year	Director of Student Services	0 hours of Professional Development time \$18,000 – 3/4 th grant funded and budgeted with regular operating funds
2.2.3 Staff training on identifying and responding to virtual incidences of potential harm to self	Collaborative meeting planning calendar and staff survey results	Spring 2021 Collaborative Meeting Date	Director of Student Services	1 hour of Professional Development time – all staff; additional as needed

JUNE 2021 PROGRESS UPDATE

2.2.1	Director of Curriculum - Professional development time has been scheduled on the SCSC STOIC framework for Fall Inservice 2021.
2.2.2	Director of Student Services – Presence Learning MOA for the fy 21 completed. MOA for fy 22 agreement has been negotiated and MOA out for signatures.
2.2.3	Director of Curriculum - Professional development time has been scheduled on harm to self for Fall Inservice 2021.

AUGUST 2021 PROGRESS UPDATE

2.2.1	Assistant Superintendent – Professional Development with Safe and Civil Schools focusing on STOIC took place with Principals 7/28, New Teachers 7/30, and returning teachers, instructional Aides, and SPED Aides on 8/2
2.2.2	Director of Student Services – Presence Learning MOA fy 22 finalized and planning meeting with School Psych set for mid-August 2021
2.2.3	Director of Student Services- Harm to Self-Protocol reviewed with counselors and principals

Objective 3

Students, staff, and communities stay current and responsive to COVID considerations.

Strategies and Actions	Key Indicator/Metric	Completion Date/Timeline	Responsibility (Reports To)	Budget
2.3.1 Monitor local, regional, and state mandates along with DHSS and CDC guidelines throughout COVID crisis	Updated requirements for employees and students that support COVID safe learning environment	Ongoing through COVID crisis	Assistant Superintendent	
2.3.2 Monitor updates from State Health Team along with DHSS and CDC guidelines throughout COVID crisis	Updated mitigation plans based on new and pertinent information.	Ongoing through COVID crisis	Assistant Superintendent	

JUNE 2021 PROGRESS UPDATE

2.3.1	Assistant Superintendent – Screening that includes COVID testing: supplies have been ordered, staff receiving training to support a pilot for testing over the summer in preparation for testing in the fall. (May 2021)
2.3.2	Assistant Superintendent – Updated mitigation plans for safe opening in the fall will be presented at the June 7-8 Board meeting.



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AUGUST 2021 PROGRESS UPDATE				
2.3.1	Assistant Superintendent - Antigen testing capabilities are expected to be underway as soon as testing materials are received and sent out to villages and the data base for test results is set up for each site.			
2.3.2	Assistant Superintendent – The Fall mitigation plan has been updated as of 8/9/2021 and posted to the district homepage.			
Goal 3: Family Support and Engagement				
Objective 1 NWABSD staff will have consistent, professional, and family friendly communication with all stakeholders and families.				
Strategies and Actions	Key Indicators/Metric	Completion Date/Timeline	Responsibility (Reports To)	Budget
3.1.1 Gather family input at each site (in conjunction with open houses, parent teacher conferences or other established school event) on how families prefer to be engaged and communicated with.	Surveys Minutes/notes	September of 2021 & February of 2022	Principals (Director of State and Federal Programs)	
3.1.2 Establish structures and processes that keep families informed about the instructional program and seek feedback.	Establish a standardized site-based newsletter with information about instructional programs Informational Packets (paper, District website, Facebook pages, family dashboard on school websites, etc.) ASC Meeting Minutes Solicitation of comments from interested parties.	Quarterly, beginning 4 th quarter	Assistant Superintendent	
3.1.3 Schools provide updates in a variety of ways (i.e., paper, radio, VHF, phone calls, internet, Power Announce, ASC meetings, meal calendars) regarding weekly schedules, class meeting information, assignments and other pertinent information that helps families support their children.	District template/form provided as a calendar event for principals to report communications.	Beginning 4 th quarter 2021 and ongoing, weekly	Principals (Superintendent)	
JUNE 2021 PROGRESS UPDATE				
3.1.1	State & Federal--No update at this time			
3.1.2	Principals/Assistant Superintendent - Newsletter template (structure) has been created by principal committee in Spring 21. Feedback on template and implementation in the Fall.			
3.1.3	Principals/Assistant Superintendent - Communication template has been created by principal committee in Spring 21. Implementation in the Fall.			
AUGUST 2021 PROGRESS UPDATE				
3.1.1	State & Federal--Planning meeting scheduled for August for completion of first round of surveys in September 2021			
3.1.2	Assistant Superintendent – District wide template draft has been created. Principals will meet to give feedback and make changes for specific site use.			
3.1.3	Assistant Superintendent – The district wide community update template created for 3.1.2 and upcoming district events will be shared in a variety of ways and then submitted on Canvas as an assignment for Principals to report and track their communications.			
Objective 2 NWABSD will provide opportunities that support and engage families				



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Strategies and Actions	Key Indicators/Metrics	Completion Date/Timeline	Responsibility (Reports To)	Budget
<p>3.2.1 Train parents on navigating learning, participation, and communication platforms.</p> <ul style="list-style-type: none"> • Create training opportunities for parents/students to reach out to for assistance. (pending available funding) • Implement ongoing survey to create a system to document and track home or family parameters that might impact student participation and learning. • Host a site-based parent hour to provide information on platforms • Create a digital resource section on learning, participation, and communication platforms in the student parent handbook. 	<p>Attendance and/or phone record for the tutoring opportunities and/or hotline</p> <p>Ongoing survey results to create a system to document and track home or family parameters that might impact student participation and learning.</p> <p>Parent forum attendance to provide information on platforms.</p> <p>Student parent handbook with a digital resource section on learning, participation, and communication platforms.</p> <p>How-to videos on the website</p>	<p>Establishment of tutoring hotline Spring 2021 Attendance will be monitored each quarter through Canvas assignment</p> <p>Surveys to be sent to families once a quarter beginning 3rd quarter 2021</p> <p>Parent forums to take place once a quarter beginning 3rd quarter 2021</p> <p>Student handbook to be updated for the 2021-2022 school year Parent attendance, training completion certificates</p>	Principals (Assistant Superintendent)	
<p>3.2.2 Connect students' out-of-school learning and lives to their efforts in school and take the lead in forming partnerships and relationships to strengthen those connections.</p>	<p>Increased attendance rate reflects connectedness</p> <p>School Climate and Connectedness survey data will be monitored to determine effective work in this area</p>	<p>Ongoing</p> <p>SCCS completed January 18-February 19</p> <p>Results available summer</p>	Director of Student Services Principals (Assistant Superintendent)	<p>\$7,700 to AASB for the School Climate and Connectedness Survey (SCCS) from Board Budget</p> <p>\$500 for presentation of results</p>
<p>3.2.3 Interact with families and the community in ways that respect their values and cultural backgrounds (Focus on meeting families where they are)</p>	<p>Establish a student fair for cultural skills and activities</p> <p>Establish planning team</p> <p>Identify Local and Regional Partners</p> <p>Inupiaq Days Planned on a Regular Basis</p>	<p>Establishment of Planning Team Fall 2021</p> <p>Identification Local and Regional Partners Fall 2021</p> <p>Student Fairs to begin Spring of 2022</p>	Assistant Superintendent	\$50,000 JOM Grant Funding
<p>3.2.4 Provide incentives that recognize parents for engagement in parent activities, surveys, student performances and family forums, etc. (pending available funding)</p>	<p>Guidelines and a budget for incentives created by the district</p> <p>An incentive calendar is created based on the guidelines and budget</p>	<p>Planning in Spring/Summer of 2021 for implementation during the 2021/2022 school year</p>	Principals (Assistant Superintendent)	<p>Parent Engagement Funds—JOM, \$10,000</p> <p>Parent Engagement Funds—Title I Grant, \$45,000 for all sites total</p>
JUNE 2021 PROGRESS UPDATE				



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3.2.1	Principals/Assistant Superintendent – Tutoring hotline funds provided to sites. Handbook reviewed and updated. Through Technology Department, Learning Options Survey administered to gain feedback from parents.
3.2.2	Director of Student Services – SCCS survey organized, links sent to sites, reminders sent to principals regarding survey completion, timeline extended due to COVID and survey completed at all sites as of mid-April 2021. Results available online at https://secure.panoramaed.com/aasb/understand?auth_token=northwestarcticborough
3.2.3	Assistant Superintendent - No update at this time.
3.2.4	Assistant Superintendent - No update at this time.
AUGUST 2021 PROGRESS UPDATE	
3.2.1	Principals/Assistant Superintendent – Student handbook revisions were made and have been shipped directly to sites by Chinook Printing.
3.2.2	Director of Students Services: SCCS links for Spring 2021 results sent to site Principals.
3.2.3	Assistant Superintendent - No update at this time.
3.2.4	Assistant Superintendent - No update at this time.

MEMORANDUM

TO: Regional School
Board Members

DATE: August 23, 2021

NUMBER: I. Worksession

FR: Office of the Superintendent

SUBJECT: Discussion re:
Strategic Plan Facilitator

Attached are proposals from AASB and J. Jarvis re: Strategic Plan Facilitator.



association of
ALASKA
school boards

MEMORANDUM OF AGREEMENT
BETWEEN
Northwest Arctic School District
AND THE
ASSOCIATION OF ALASKA SCHOOL BOARDS

Northwest Arctic School District here by enters into this agreement with the Association of Alaska School Boards for a Strategic Planning Session in the fall/winter 2021. (Dates TBD).

Professional Fee for services provided by Timi C. Tullis, Associate Executive Director, will be \$5000 for the 2-day planning workshop and follow up documents. All additional services with this plan will be based on the daily rate of \$850.00 per day, this may include:

- pre-planning on line survey to be sent to community and compiled
- a community night forum and/or
- post meeting action planning

Travel time will be charged at \$81.00 per hour, not to exceed \$435.00 per day. Travel expenses will be billed on actual expenses incurred and will include per diem where meals are not provided.

After the workshop a digital brochure will be provided to the district which will be able to be published on the website or printed.

AGREED TO BY:

Lon Garrison
Executive Director
Association of Alaska School Boards

Terri Walker
Superintendent
Northwest Arctic School District

Date: June 25, 2021

Date: _____

If terms are acceptable, please sign and keep one copy for your files and return one copy to the office of the Association of Alaska School Boards.

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Margaret Hansen

Board President

Terri Walker

Superintendent

Northwest Arctic Borough

School District

776 Third Avenue

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July 23, 2021

Dear Madam President and Superintendent Walker,

Please consider the following proposal letter for consideration of providing Strategic Planning Services. If you accept the terms of this letter, it will be followed up with a formal contract with all the necessary legal language to support both of our organizations.

My understanding of your potential needs to support your forward progress from our July 2nd meeting are the following:

- A clear actionable plan with accountability system to support progress
- Plan that easily communicates needs and progress to the Board, staff, and communities
- Continued collaboration with communities that was initialized by COVID response
- Input from various District stakeholders to support process

With the following measurable outcomes:

- Completed Discovery Process
- Board developed/reviewed Mission, Vision, Values of the District
- An established 3-5-year vision/strategy with corresponding metrics
- A 1-year action plan to support forward progress on the vision/strategy
- Understanding of best practices to support accountability in strategic planning

Through the accomplishment of these goals, we will drive alignment, establish accountabilities, foster teamwork, and ensure efforts are coordinated throughout the process. We will utilize the previous plan to inform and support our process to continue to gain returns on that work.

The total cost is \$22,500 less travel (all billed at cost and per diem of \$75). The phases of the specifically designed process can be found on the following page with the cost breakdown. I have taken factored in the opportunity for some savings throughout the process with the District taking on some of the production work from the event phases.

Please let me know if you have any questions or need any clarification on the outlined phases. I am happy to support understanding regarding any of the proposed methodology. Though this is a multiphase approach we should be able to have the process completed no later than late fall, not considering any scheduling difficulties.

I am happy to supply references from my work both in and out of the Region upon request. It was great meeting with you, and as a former high school math and science teacher, I look forward to supporting you.

Best,



Jen Jarvis, Owner

Phase 1 Discovery, Design, and Prep \$6,000 – Multiple week process which includes interviews with School Board Members, and a short survey to current staff to support planning process.

Phase 2 Board Visioning and Strategy Work \$3,600

- 1 Day
- Full Board and Key Leaders
- Mission, Vision, Values Work
- Strategic Planning Process Orientation
- Environmental Scan
- Discovery Report out
- District Priorities Defined

Phase 3 Leadership Session \$6,800

- 2 Days
- Internal Assessment
- Environmental Scan
- Vision Reconciliation with Board Vision
- Understanding product-based strategy
- Proposed 3–5-year strategy to support Board Vision
- Development of Metrics to support 3–5-year Vision (leading and lagging indicators)

Phase 4 Board Presentation and Approval – Leadership Team presents to Board proposed strategy and timelines to achieve Vision.

Phase 5 Leadership Project and Accountability Planning \$3,600

- 1 Day
- Initiative definition
- Development of 1-year project plan
- Plan metrics
- Accountability session development
- Plan launch design

(Plan, Tools, and Event Summary Production) \$1,500

Phase 6 Plan Launch – Leadership team launches plan and accountability sessions

Phase 7 Follow up and Accountability Support \$1,000 – Support upon need. Quarterly check ins to support accountability and plan troubleshooting.