

Agenda

1. II. Discussion: Strategic Plan Facilitator
Presenter: Terri Walker, Superintendent
2. III. Partnership Agreement with Teck
Presenter: Scott Lefebvre, Assistant Superintendent
3. IV. Teacher Housing Rental/ Pet Agreement
Presenter: Scott Lefebvre, Assistant Superintendent
4. V. AASB Core Resolutions and Nominations
Presenter: Board Members
5. XI. Board Discussion re: 2021-2022
 - Board Meeting Agenda Guideline
 - Board Meeting Dates
 - Board Retreat Date
 - Board Travel**Presenter:** Board Members
6. VII. Board Committee Meeting Reports
Presenter: Board Members
7. VIII. Advisory School Council Minutes
Presenter: Terri Walker, Superintendent
8. IX. 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.

Presenter: Terri Walker, Superintendent

MEMORANDUM

TO: Regional School
Board Members

DATE: September 28, 2021

NUMBER: Worksession #II.

FR: Office of the Superintendent

SUBJECT: Discussion re:
Strategic Plan Facilitator

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



August 24, 2021

Dear NWABSD Board of Education and Superintendent Walker,

We, at AASB, are happy to submit an official proposal to you explaining our Strategic Planning process. You will see over the next few pages both a written description of our process, as well as a visual snapshot of the process.

Over the years we have learned that most individuals cannot give up more than a few days when working on a strategic plan and we have built our facilitated session to match the availability of those that make up the Strategic Planning team.

Our process is interactive allowing all involved to have a voice at the table & input to the decisions. Reviewing and updating the Vision & Mission Statements helps set the stage and the process of the SWOT (Strengths, Weaknesses, Opportunities and Threats) allows participants to get a snapshot of needs to help the district move forward. Goals are developed by this group and then the objectives & strategies are developed by the superintendent's leadership team.

Lastly, though there is a cost to this process, because NWABSD is a member of AASB, the cost is significantly reduced as compared to the actual costs, as we keep prices reasonable for our member districts.

We understand you have options in the selection of a facilitator, and we hope that our proposal addresses all your questions and concerns.

Thanks in advance,

Timi C Tullis,
Associate Executive Director, AASB



STRATEGIC PLANNING PROCESS

OBJECTIVE

The objective of this planning activity is to update a 3-5 year strategic plan characterized by:

- A long-term vision
- Concentration of effort through a focused mission supporting the vision
- Measurable objectives used to attain the aspirations detailed in the strategic plan.
- District and community involvement, which drives consensus for the plan and all its elements
- Implementation accompanied with specific accountability
- Bi or tri Annual evaluation and renewal of the Plan
- Annual school board goals for the district aligned to the plan

Ultimately, the goal is to enable the district to practice true strategic management in order that students flourish.

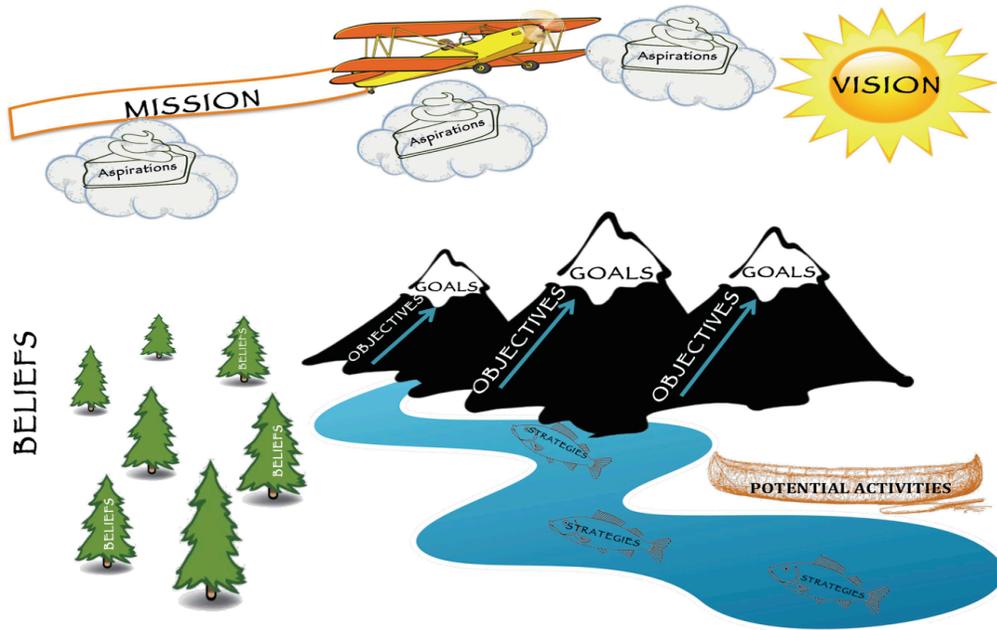
Update Sessions (bi or tri annually):

This session involves the Strategic Planning Team (made up of former and new members) that is constructed with the make-up of the district and community taken into consideration. Community and staff members should be able to “see themselves reflected back” in the planning team membership. The external facilitator leads this session. During the session, the Team **reviews and updates**:

- Internal factors (A thorough, unbiased examination of the organization strengths and weaknesses.)
- External factors (An examination of those forces which an organization has little or no control.)
- Critical issues (Threats and opportunities.)

In addition, the Team will **update** the following components of the Plan by consensus:

- Beliefs or Values -- A statement that is a formal expression of the district’s fundamental values: its ethical code, its overriding convictions, and its commitments.
- Mission -- A statement that is a clear and concise expression of the district’s purpose and function.
- Aspirations – Statements of what we really want, use to develop goals.
- Objectives -- The district’s commitment to achieve specific, measurable end results.
- Strategies -- Specific initiatives that the district will undertake to achieve the measurable objectives.



GOAL ALIGNMENT



**Mission/Vision/Beliefs
Strategic Plan**

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- **District Annual Priorities**
-Set by Board
- **Superintendent Goals**
- **Board Self-Improvement Plan**
- **Principal Goals**
- **Classroom/Teacher Goals**
- **Student Goals**



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school boards



Pre Planning Team GETTING STARTED

Create a structure that will make your efforts successful.

- Establish Ground
- Enlist Core Team Members
- Establish roles
- Build ownership
- Communications
- Expectations

Resources

- Steering Committee
- Timeline/Calendar
- Agreements and commitments
- Space
- Support services

Core Planning Team #1 SHARED VISION

Expand the circle of understanding and commitment.

- Engage Core Team
- District Report(s)
- Create Vision, Mission, Core Values
- Feedback Loops

Resources

- Communication tools
- Space

Core Planning Team #2 INFORMATION GATHERING

Gather key data and perspectives on the potential for needed change.

- Confirmations
- Analyze and interpret data strategically
- Critical Issues

Resources

- Internal and external customer involvement

Core Planning Team #3 PRIORITIES AND PLANNING

Analyze data; identify themes, priorities and goals

- Confirmations
- Prioritize Critical Issues
- Identify Strategic Priorities and Goals to address them
- Craft clarifying Goals Statements

Resources

- Steering Committee
- Core Team

Superintendent and Leadership Team MOVE TO ACTION

Expand the circle of involvement.

- Confirmations
- Brainstorm Objectives
- Rate Objectives
- Measures of success
- Discuss Action Planning
- Assignments

Resources

- Goal-focused teams
- Time and Space

Margaret Hansen

Board President

Terri Walker

Superintendent

Northwest Arctic Borough

School District

776 Third Avenue

PO Box 51

Kotzebue, AK 99752

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.

MEMORANDUM

TO: Regional School
Board Members

DATE: Septembert 28, 2021

NUMBER: Worksession III.

FR: Office of the Superintendent

SUBJECT: Memo #22-023

Board Action Item on the Board Meeting Agenda: NWABSD MEMO 22-023, Board acceptance of partnership with Teck Alaska for the NWABSD Youth Leaders Program requires Board approval.

Teck Alaska, Red Dog Operations (RDO) Community Investment (CI) awarded \$750,000 for the NWABSD Youth Leaders program. This 3-year award is to be distributed annually in the amount of \$250,000 per year commencing school year 2021-2024.

The administration recommends Board approval of the partnership between Teck Alaska, RDO CI 3-year award in the amount of \$750,000 as presented.

MEMORANDUM

TO: Regional School
Board Members

DATE: September 28, 2021

NUMBER: Worksession #IV.

FR: Office of the Superintendent

SUBJECT: Discussion re:
Teacher Housing
Rental/Pet Agreements

RENTAL RATE COMPARISON

	<u>Efficiency</u>	<u>1 Bedroom</u>	<u>2 Bedroom</u>	<u>3 Bedroom</u>
BSSD	\$900	\$900	\$1,100	\$1,100
KIC	\$1,298 to 1,322	\$1,463 to \$1,49	\$1,636 to \$1,831	\$1,758 to 2,250
Maniilaq	\$830	\$1,300	\$1,600	\$1,700 & \$1,800
NWABSD	\$400 (4/10)	\$590 (26/51)	\$745 (30/42)	\$900 (7/16)

NWABSD Rental Rates: 119 rental units with 20 different rental rates.

Efficiency:	1 Bedroom:	2 Bedrooms:	3 Bedrooms:
\$400 (4 units)	\$350 (1 unit)	\$550 (1 unit)	\$745 (3 units)
\$545 (1 unit)	\$400 (1 unit)	\$590 (1 unit)	\$850 (3 units)
\$645 (1 unit)	\$550 (6 units)	\$745 (30 units)	\$900 (7 units)
\$700 (4 units)	\$590 (26 units)	\$845 (7 units)	\$995 (3 units)
	\$645 (11 units)	\$1,600 (3 units)	
	\$745 (2 units)		
	\$800 (4 units)		

PET DEPOSIT COMPARISON

BSSD: charges \$20 per pet, per month. Tenants are limited to no more than three pets.

KIC: does not allow pets.

Maniilaq: has pet apartments and non-pet apartments. All tenants pay a \$1,000 security deposit and pet owners pay an additional \$500 pet deposit. Maniilaq requires pet owners to have pet insurance.

Northwest Arctic Borough School District: charges a \$500 pet deposit.

Attachments:

Housing Spreadsheet

2019-22 Certified Negotiated Agreement

Negotiated Agreement

between

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

and

NORTHWEST ARCTIC EDUCATION ASSOCIATION

July 1, 2019 – June 30, 2022

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ARTICLE I. DEFINITIONS

- A. District: shall mean the Northwest Arctic Borough School District.
- B. Board: shall mean the duly constituted governing Board of the District
- C. Superintendent: shall mean the Superintendent of the District or the Superintendent's designee.
- D. Association: shall mean the duly recognized bargaining agent for the District's teachers.
- E. Association President: shall mean the President of the Association or the President's designee.
- F. Teacher: shall mean any District employee who occupies a position for which a valid Alaska Teaching Certificate is required (i.e., classroom teachers, counselors, and librarians). Specifically excluded from the definition of teacher are the Superintendent and associate or assistant superintendent(s), district office staff, certificated substitute teachers who work less than twenty (20) consecutive working days and administrators who have elected to remove themselves from the teachers' bargaining unit pursuant to AS 14.20.550.
- G. Agreement: shall mean this Negotiated Agreement.
- H. Day: shall mean a calendar day except as may otherwise be specified in this Agreement.
- I. Delivery: shall mean hand delivery, email, or the postmark mailing date of registered or certified mail.
- J. Receipt: shall mean the date of receipt of hand delivered, email, or registered or certified mail.
- K. Grievance: See Article XV, Grievance Procedure.
- L. Grievant: See Article XV, Grievance Procedure.
- M. Seniority: Seniority shall be based on the following criteria in the following order:

1. The teacher's first contract day of continuous employment (including predecessor systems);
2. The number of years of Alaska teaching experience;
3. The number of years of out-of-State teaching experience;
4. If after using these criteria teachers have the same seniority, seniority shall be established by lot.

ARTICLE II. RECOGNITION

The Board recognizes the Northwest Arctic Education Association as the exclusive agent of the District's teachers for the purpose of bargaining in good faith on matters pertaining to employment and the fulfillment of professional duties. Maintenance of the Association's bargaining status shall be subject to applicable Alaska statutes.

ARTICLE III. MANAGEMENT RIGHTS

The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself all power, rights, authority, duties, and responsibilities conferred and vested in it by the State of Alaska to govern and manage the District except as may be expressly and specifically limited or abridged by this Agreement.

ARTICLE IV. TEACHER RIGHTS, PRIVILEGES, AND SAFEGUARDS

A. Nondiscrimination

The Board shall not illegally discriminate against the teacher in any manner prohibited by law or on the basis of affiliation with the Association.

B. Academic Freedom

It is the intent of both parties to assure that the teacher enjoys academic freedom. The teacher shall be entitled to freedom of discussion within the classroom on all matters which are relevant to the subject under study, which are presented in a scholarly and objective manner, with due consideration being given to the level taught. Such discussion may include the presenting and interpreting of facts and ideas concerning man, human society, and the physical and biological world.

It is recognized that academic freedom is subject to such parameters as established by law, regulations, the accepted standards of professional responsibility, the Code of Ethics of the Professional Teaching Practices Commission, and the legal right of the Board to determine the curriculum and to determine prospectively what shall and shall not be taught to the students of the District.

C. Release Time from Instructional Duties

The teacher may apply for a release from regular instructional duties for the purpose of developing curriculum or pursuing related professional activities. Such application shall require the endorsement of the immediate supervisor and may be supported by a recommendation from the Association.

D. Classroom Privacy

1. No District personnel shall use electronic devices to observe, listen to, or record classroom activity unless the teacher receives twenty-four (24) hours prior notice that states the purpose of the observation, listening or recording and when the observation, listening or recording shall occur. The teacher shall be provided a copy of any recording, photo, or videotape upon request. This does not preclude the use of electronic note taking.

2. Electronic devices shall not be used to observe, listen to, or record the formal observations, which are part of the required evaluations (1 for tenured teacher, 2 for non-tenured teachers), without the consent of the teacher. Follow-up observations and/or evaluations are covered by paragraph 1 above. This does not preclude the use of electronic note taking.

E. Vandalism and Assault

Any employment-related vandalism or assault upon the teacher shall promptly be reported to the Site Administrator and Superintendent by the teacher. The Site Administrator or Superintendent shall take such reasonable action as may be appropriate, and inform the teacher of the action taken. It shall be the responsibility of the teacher, if he/she chooses, to report the incident to law enforcement.

F. Health Insurance

The Board shall provide, at a premium cost to the teacher of \$1080 per year in FY 20, FY 21, and FY 22, payable through payroll deductions and subject to rebate as set forth below, health insurance coverage for the teacher and the teacher's spouse and eligible dependents which shall be the plan described, in part, in the attached document entitled Northwest Arctic Borough School District Health Care Plan, Group No.: 12431, Summary Plan Description, including the Health Care Review Service.

However, the individual deductible shall be set according to the chart below:

In Network:	Out of Network
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\$500,	\$1,000
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family deductible shall be set according to the chart below:

In Network	Out of Network
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\$750	\$1,750.
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Furthermore, the District shall negotiate a steerage preferred provider/network plan for hospitalization (inpatient and/or outpatient). The penalty co-payment shall be 20 percent. A teacher who chooses not to pay the yearly premium cost shall waive the Board provided health insurance coverage, including such coverage as a spouse or dependent. Said premiums shall be eligible for the District's Section 125 plan. Coverage shall begin on the first day of the month coinciding with, or following, the teacher's first day of work for the District. Coverage shall terminate on the last day of the month coinciding with, or following, the teacher's last day of work for the District; except the teacher who fulfills a contract of not less than one hundred (100) working days through the end of the standard work year shall be covered through August 31 of that year.

G. Life and Accidental Death and Dismemberment Insurance

The Board shall provide, at no premium cost to the teacher, life and accidental death and dismemberment insurance coverage for the teacher, each in the amount of \$50,000. The coverage effective period shall run concurrently with the health insurance coverage as provided in Section F above.

H. Evaluation

The teacher shall be evaluated in accordance with the procedures and instruments adopted by the Board in accordance with AS 14.20.149. Any amendments to the evaluation procedures and/or instruments shall occur in accordance with applicable regulations of the Alaska Department of Education. The District shall meet and confer with the Association prior to the implementation of any such amendments.

The teacher shall be evaluated at least once on or before the date(s) as indicated below and at other times as may be deemed appropriate by the District:

- Non-tenured teacher -- December 1 and April 1 (except that in the event that the teacher enters on duty within thirty (30) days prior to either date, the deadline for evaluation shall be extended to the first day of the following month).
- Tenured teacher -- March 1.

However, the formal observation for an evaluation shall not commence sooner than the 15th student contact day. This provision does not preclude formal observations of a teacher prior to the 15th student contact day with the written approval of the superintendent, or any personnel action pursuant to Article IV, Paragraph O, or Article VIII, Paragraph B.

Upon the request of the teacher new to the District made prior to October 1 or at the initiation of the supervisor, the teacher shall be afforded an informal evaluation utilizing the forms and procedures prescribed for formal evaluations. Data from the informal evaluation may not be used by the District or the teacher in any disciplinary action.

Unless mutually agreed otherwise by both the teacher and the Board or its designee, no portion of the teacher's evaluation may be made public, except as evidence in a proceeding relative to the teacher's certification or employment, or as otherwise allowed or required by a court of law.

I. Personnel Files

1. Open Files

All material placed in the teacher's official Personnel File shall be the property of the District, but the file, except for pre-employment materials, shall be available for the teacher's inspection upon request during regular office hours. Upon request, the teacher shall be provided one (1) copy of the teacher's file material, except as provided above. Additional copies shall be provided to the

teacher upon request for twenty-five (\$0.25) cents per sheet. No material in the teacher's file shall be removed without the written consent of the Superintendent and the teacher.

2. A teacher shall be sent a copy of all materials placed in his/her file at the time of its insertion in the file.

3. Confidentiality

No person shall be granted access to confidential materials in the teacher's file except for the teacher's supervisor(s), the Superintendent or the Superintendent's designee, and the Board. Upon the express prior written permission of the teacher, the teacher's designee shall be granted access to the teacher's official Personnel File in the same manner and to the same extent as provided in Section 1 above.

4. Derogatory Material

Any material placed in the teacher's file, which is derogatory to the teacher, shall be filed with proof that the teacher has had an opportunity to read and to receive a copy of the material. The teacher shall have the right to file a written rebuttal (at any time) with any derogatory material placed in the teacher's Personnel File.

5. Permanent File

No personnel file other than the permanent Personnel File may be maintained except as provided in paragraph 6 of this section.

6. Unofficial Site Files

The local school administrator may maintain an unofficial personnel file subject to the following provisions:

a. The site file may contain, but shall not necessarily be limited to, a copy of the teacher's transcripts and verification of service forms;

- b. The material in the site file shall be subject to the provisions of paragraphs 1 through 4 above;
- c. The site file shall be destroyed upon the termination of the teacher's assignment at the site or shall be included in the official Personnel File subject to the provisions of paragraphs 1 through 4 above; and
- d. The teacher shall not be subjected to non-retention or dismissal on the basis of materials in the site file unless said materials are to become part of the official Personnel File.

J. Long-Term Disability Insurance

The Board shall provide, at no premium cost to the teacher, long-term disability insurance coverage that shall provide benefits related to the teacher's disability upon the depletion of the teacher's accrued sick leave, accrued personal leave, and any Sick Leave Bank entitlement or after ninety (90) days from the inception of the disability, whichever is later. The maximum benefit under the insurance plan shall provide income to the teacher at a rate that is sixty-six percent (66%) of the teacher's salary pursuant to the Salary Schedule at the time of the inception of the disability, not to exceed an income benefit rate of \$3,000.00 per month. The benefits to be provided under the plan shall be payable until the teacher is no longer disabled or until the teacher reaches the age sixty-five (65), whichever is earlier. Coverage under the long-term disability insurance plan shall become effective on the first day of the month coinciding with or following the teacher's first day of work under this Agreement and shall remain in effect until the last day of the month coinciding with or following the teacher's last day of work under this Agreement, unless the teacher has already become disabled pursuant to the plan at the time coverage would otherwise have ceased. The specific terms and conditions of the plan, including the coordination of benefits with other

disability income plans, shall be subject to the terms and conditions of the insurance policy between the District and the insurance carrier.

K. Workers' Compensation

The Board shall provide Workers' Compensation insurance for the teacher as required by law.

L. Personal Freedom

The Board recognizes and affirms the teacher's rights of citizenship and personal life outside the classroom unless the teacher's conduct is grounds for suspension, non-retention, dismissal, or other personnel action under the laws of the State. The Board recognizes the right of the teacher to comment and criticize as provided in AS 14.20.095.

M. Classroom Visitation

The local administrator shall notify the teacher of the purpose of any classroom visit by persons other than the Board, the Superintendent, or administrative personnel. Such notification shall occur in advance of the classroom visit. Classroom visitations, that are clearly disruptive to the educational process, shall promptly be reported by the teacher to the local administrator for appropriate action. Upon prior approval, visitors may take photographs during the instructional day.

N. Non-Instructional Duties

The teacher shall not be required to operate a vehicle to transport students. The teacher shall not be required to perform custodial or maintenance duties beyond those traditionally assumed by teachers.

O. Administrative Procedure

The teacher shall not be formally disciplined without reasonable cause or in a manner that violates the teacher's constitutional due process rights, nor shall the teacher be disciplined in a manner that

results in a loss of pay without just cause. A supervisor shall not discipline, reprimand, or counsel the teacher in the presence of staff or students unless an immediate and compelling situation threatens the welfare or safety of students or staff.

The teacher shall be entitled, except in the case of evaluation conferences, to have a representative of the association present during any disciplinary interview, including the investigation of a parental complaint when the parent is present, which is likely to result in a written reprimand, loss of pay, non-retention, or dismissal. The teacher shall be given prior written notice, which may be through e-mail (return-read-receipt), of his/her right to have a representative of the association present pursuant to Article IV, paragraph O. of the Negotiated Agreement. The teacher shall, upon request, be entitled to a follow-up conference after the post-evaluation conference has been completed to review items discussed in the post-evaluation conference. The teacher shall be entitled to have a representative of the association present during the follow-up conference. In addition, the teacher shall be entitled to have a representative of the association present during any post-evaluation conference scheduled to discuss an evaluation document that contains a recommendation for non-retention or dismissal. It shall be the responsibility of the teacher to arrange for the presence of the representative of the association at such reasonable time and place for the interview, as the supervisor shall determine. Except in extraordinary situations, the teacher shall be afforded not less than four (4) hours prior notice of the interview. However, the teacher may agree to have the interview take place at an earlier time.

P. Travel Pay

While on travel status on approved District business, the teacher shall be reimbursed for reasonable and necessary out-of-pocket expenses, paid standard District travel and per diem, or reimbursed by such alternate means as may be mutually agreeable.

The district shall reimburse one round trip, seat fare, cash only (no mileage point tickets) ticket from home village to Kotzebue for each returning teacher in each year of the agreement. (FY 20 for those teachers employed as of the date of ratification.) Reimbursement request must be submitted no later than June 15 of that fiscal year.

Q. Emergency First Aid

The Board shall insure or indemnify the teacher as regards legal action against the teacher arising from the rendering of emergency first aid while on duty in accordance with AS 14.12.115.

R. Professional Development

Approved professional development opportunities shall be electronically posted in a timely manner. The posting shall include a content description, the District contact person, and the contact timeline.

ARTICLE V. ASSOCIATION PRIVILEGES

A. Use of Schools and Equipment

The Association shall be permitted to meet in District schools and to use certain school office equipment, including, but not necessarily limited to, typewriters, computers and duplicating machines, at reasonable times and when such schools and/or equipment are not otherwise needed for District purposes. The Association shall furnish its own paper for typing or duplicating. Association meetings held in District schools shall be subject to prior written notice to the local administrator. (Teachers shall not be permitted to attend Association meetings during their regular working hours. However, upon prior notice to the local administrators, teachers may attend one (1) Association meeting per month that may begin ten (10) minutes after the last student dismissal time of the school day so long as said meeting does not interfere with previously scheduled school activities.) The Association shall be permitted to post notices, limited to notices of meetings and elections, newsletters, and/or other non-inflammatory material in places designated by the District

for such purposes in school facilities. The Association may have the right to use the interschool mail system where applicable; however, the District shall not be liable for any loss, damage, or delay related to the interschool mail system. It shall be the responsibility of the Association to provide its heading on all communications, which it distributes. Further, it shall be the responsibility of the Association to send its communications to a designated individual in each unit.

B. Deduction of Association Membership Dues

1. The Board shall deduct annual Association dues in equal monthly installments from the pay of the teacher who has authorized such a deduction. A signed Association membership form which authorizes said deduction shall be utilized for this purpose.

2. Upon submission of a payroll deduction authorization form, payroll deductions shall commence with the October payroll, or, if the form is submitted after October 15, the next monthly payroll. These deductions, as may be revised annually pursuant to paragraph 3 below, shall continue from year to year without further authorization, except that the teacher may revoke the authorization at any time by giving written notice of revocation to the District Office. The District Office shall provide such notification to the Association President within 5 work days.

If employment is terminated for any reason, excepting death or leave of absence due to illness, any amounts still owing under the authorization shall be deducted from the teacher's final pay. By September 10 of each year, the Association shall provide continuing members with a written notice of their right to discontinue membership and to revoke their deduction authorization.

3. The Association President shall inform the District in writing, by September 30 of each year, of any changes in the annual Association dues rate. Once the rate has been established for

the year, the Association President will determine the monthly dues deduction amount and inform the District Office (payroll). The District will deduct the monthly amount, provided the member has authorized payroll deductions pursuant to Alaska Statute 23.40.200, from each monthly paycheck subsequent to the member joining the Association, but prior to the fifteenth of that month.

4. The District shall forward all dues collected, along with a list of members and the amounts of their respective deductions, to NEA-Alaska on a monthly basis.

C. Association Leave

Thirty-Five (35) days of non-accumulative compensated leave shall be available each school year for teachers to participate in Association activities. However, five (5) of those days may be accumulated each year to be used for negotiations sessions for teachers (in addition to the two teachers allowed) per Article VII.C.7. The use of such leave shall be subject to not less than two (2) working days prior notice from the Association President to the Superintendent. Association leave shall be subject to the same restrictions as apply to personal leave as provided in Article XI, B, 4, with respect to the number of teachers on Association leave per school.

In addition, the Association shall be granted up to twelve (12) days of compensated leave for the teacher who serves on the NEA-Alaska Board. The Association shall reimburse the District for the cost of a substitute. Said leave shall not be subject to the above restrictions except for the required notice to the Superintendent.

ARTICLE VI. TERMS OF AGREEMENT

A. Duration

Except as otherwise noted, this Agreement shall be retroactive to July 1,-2019 for those teachers employed as of the date of ratification, and shall remain in full force and effect through June 30, 2022.

B. Scope

The parties agree that the terms and conditions of this Agreement constitute the entire agreement between the Board and the teachers and Association. This Agreement may be amended only through written instruments mutually agreed upon by the Board and Association and duly executed by the authorized representatives of the parties.

C. Conformity to Law

If any provision of this Agreement is held to be contrary to law by a court of competent jurisdiction, or if compliance with or enforcement of such provision is restrained by such court, said provision shall be null and void, but all other provisions of this Agreement shall remain in full force and effect. Within ten (10) days of such finding of nonconformity, the Board and the Association shall meet to negotiate a replacement for the nonconforming provision, and only that provision. Said negotiations shall take place in accordance with the applicable provisions of Article VII, Negotiations Procedure.

D. Distribution

Upon ratification by both the Association and the Board, the Board shall have this Agreement printed. The Board shall provide the Association with a copy of this Agreement and shall provide each teacher with a copy along with the first individual contract offered the teacher that is covered by this Agreement. The current Negotiated Agreement shall be available electronically through a quick link located on the District's website home page.

ARTICLE VII. NEGOTIATIONS PROCEDURE

A. Inauguration of Negotiations

Either the Board or the Association may inaugurate negotiations for a successor Agreement by delivery of a written notice to the other on January 31st of the last calendar year of the Agreement as provided in Article VI, A, Duration. If January 31 falls on a weekend or holiday, the notice date will be the following Monday. Such notice shall be from the Superintendent to the Association President or from the Association President to the Superintendent.

On the eleventh working day following any such notice, there shall be a mutual exchange of complete negotiation packages. In addition to specific proposals for the salary schedule, health insurance, and housing rents, a package may not contain proposals on more than ten (10) additional topics. Topics are individual, standalone subjects or procedural issues. As examples, under the Leaves article, court, sick, personal, professional/administrative, and president's leaves are each a topic. Under the Housing article, assignment, lease, designation of principal housing are each a topic. Under the Assignment and Non-Retention/Dismissal article, posting, transfer rights, definition of vacancy, disputes, are each separate topics. Housekeeping/Editorial and duration are not included within the ten (10) topic limit. If neither party inaugurates negotiations on January 31, the Agreement shall remain in full force and effect for one (1) year from the date upon which it was otherwise scheduled to expire.

B. Initial Negotiations Session

1. Not later than twenty (20) workdays following the mutual exchange of negotiation packages, the initial negotiations session shall be held.
2. At the initial negotiations session, the negotiations teams shall mutually agree upon revisions, if any, in the Negotiations Ground Rules.

3. At the initial negotiations session, the negotiations teams shall sign tentative agreement on all items not in dispute, if any, and shall conduct such other business as shall be mutually agreed upon.

C. Negotiations Ground Rules

1. All negotiations shall occur in open session unless otherwise mutually agreed upon.

2. Each negotiations team shall be limited to not more than five (5) persons, including consultants, in attendance at negotiations sessions at any one time.

3. At negotiations sessions, no video recording shall be permitted. If either side opts to make an electronic recording or a verbatim transcription of the session, it shall make such transcription or recording available to the other side. Half the expense of producing the recording or transcription may be charged for providing a copy.

4. During the course of negotiations sessions, any items tentatively agreed upon shall be written and shall be signed and dated by the spokesperson for each negotiations team.

5. Alterations of the negotiations schedule, if any, shall be mutually agreed upon by the negotiations teams.

6. Each negotiations team, upon written request, shall promptly make available to the other specific items of public information in their possession pertinent to the negotiations process. The first one hundred (100) sheets of material shall be provided at no charge; thereafter the requesting party shall pay twenty-five (\$0.25) cents per sheet. Documents routinely reproduced in multiple copies, of which extra copies are available, shall be provided at no cost and shall not count towards the one hundred (100) free copies.

7. Negotiations sessions shall normally take place during but not limited to, normal working hours. The Board shall grant compensated negotiations leave to two (2) teachers for attendance at

negotiations sessions (plus necessary travel time) for the duration of negotiations. The Association shall be entitled to thirty (30) additional days of negotiations leave for reimbursement of substitute teachers' salaries. The Superintendent shall be notified not less than one (1) working day in advance as to which teacher(s) shall be on leave.

8. Either negotiations team may call for a caucus at any time during negotiations sessions.

D. Impasse Resolution

1. If after negotiating all proposed items in good faith to a point that further progress appears unlikely, either negotiations team shall have the option to declare an impasse.

2. Upon the declaration of impasse, the negotiations teams shall exchange their latest written proposals regarding all items upon which tentative agreement has not been reached. These items, and only these items, shall be the subject of the Impasse Resolution process.

3. Impasse resolution shall proceed according to applicable Alaskan statutes.

E. Ratification

1. Upon the reaching of final agreement by the negotiations teams regarding all items negotiated, the Agreement shall be written and signed and dated by the spokesperson of each negotiations team. Each negotiations team shall promptly submit the Agreement to the bodies that they represent respectively with the recommendation that the Agreement be ratified.

2. The Board shall place the ratification of the Agreement on the agenda of their next regular meeting after the Agreement shall have been ratified by the Association. The Agreement shall be fully ratified upon the affirmative vote of a majority of the Board and shall become effective upon the date as provided in the Duration clause. Upon full ratification, the Agreement shall be signed by both the Board President and the Association President.

ARTICLE VIII. ASSIGNMENT AND NON-RETENTION/DISMISSAL

A. Assignment

1. General

The Superintendent shall assign/reassign the teacher's duties and/or location (i.e., community) so that said assignment/reassignment is calculated to enhance the achievement of the goals and objectives of the District and/or to promote the welfare of the District's students.

2. Voluntary Reassignment

a. Posting

The District shall post notices of vacant (including new) teacher positions for the upcoming school year in each school while school is in session. Notices of vacancies that occur during the summer months shall be mailed to the teacher who has submitted a written request along with a summer mailing address. Notices shall include relevant information regarding grade level and/or subject areas contemplated for the position.

b. Transfer Rights

The Superintendent shall give due consideration to written teacher requests for reassignment to vacant positions, utilizing criteria including, but not limited to: teacher qualifications (including certificate endorsement, highly qualified status, experience, and education), relative impact on the sending and receiving schools, and seniority with the District (including predecessor systems). In the event of a denial of the teacher's request for reassignment to specific duties and/or location, the teacher shall be given written reasons for the denial.

c. Definition of Vacancy

If a position becomes open at a site due to resignation, non-retention, termination of employment, leave of absence, reassignment to another position in the District, or because of the creation of a

new position at the site, teachers assigned to the site shall be reassigned as allowed by this Article. Upon completion of those reassignments, the remaining open position shall be considered the vacancy for which other teachers may request voluntary transfers.

3. Involuntary Reassignment

Upon prior consultation with the teacher and written notice as to the reason(s) for the reassignment, the Superintendent may involuntarily reassign the teacher's duties and/or location. In the event that the teacher is reassigned to substantially different duties during the school year, the teacher, upon request, shall be granted up to five (5) days of administrative leave to prepare for the new assignment, and the supervisor shall take the reassignment into consideration when conducting the teacher's performance evaluations.

Whenever practicable, notice shall be delivered by the last day of the school year for a reassignment of location that is to become effective the beginning of the next school year or thirty (30) days in advance for a reassignment that is to become effective during the school year. No teaching couple shall be involuntarily assigned or reassigned to different locations. The criteria to be utilized in making involuntary reassignment of location decisions shall include, but not be limited to, program need, teacher qualifications (including certificate endorsement, highly qualified status, experience, and education), impact on the sending and receiving schools, and seniority with the District (including predecessor systems). In the event of reassignment as to location during the school year, the teacher, upon request, shall be granted up to ten (10) days of administrative leave in which to put personal affairs in order and to move. Moving expenses shall be paid in accordance with AS 14.20.148.

If the teacher does not wish to accept an involuntary reassignment of location, the teacher shall be granted, upon request, a non-compensated leave of absence to the end of the school year during

which the reassignment was to take effect. Upon return to the District, the teacher shall be subject to assignment to any location or duties for which qualified. Such assignment shall not be considered an involuntary reassignment.

4. Disputes

Upon the claim that an assignment or reassignment of duties and/or location or the denial of a reassignment request has been made contrary to the procedures as provided in this Article, or for arbitrary, capricious or disciplinary reasons, the teacher may prosecute a grievance under the Grievance Procedure as provided in this Agreement.

B. Non-Retention/Dismissal

Non-retention and dismissal shall be subject to the following provisions:

1. Non-retention

a. Notice of non-retention of the non-tenured teacher shall be in accordance with AS 14.20.140(b);

b. Notice of non-retention of the tenured teacher shall be in accordance with AS 14.20.140(a);

c. The certificated substitute teacher who works more than nineteen (19) consecutive days but not for the full school year shall have no right to notice of non-retention or to the non-retention procedures as provided in this section;

d. The non-retention procedure for the non-tenured teacher shall be in accordance with AS 14.20.175(a) and Board Policy 4540; and

e. The tenured teacher may be non-retained for the following school year for cause as defined in AS 14.20.175(b), however, the procedure for non-retaining a tenured teacher shall be in accordance with AS 14.20.180 and Board Policy 4540.

2. Dismissal

a. Dismissal of the teacher, including the teacher who has acquired tenure rights, may occur at any time for cause as defined in AS 14.20.170(a); and

b. The procedure for dismissal shall be in accordance with AS 14.20.180 and Board Policy.

Disputes related to this section shall not be eligible for adjudication under the Grievance Procedure.

ARTICLE IX. INDIVIDUAL TEACHER CONTRACTS AND CERTIFICATION

A. Individual Teacher Contracts

Individual teacher contracts shall be issued in accordance with AS 14.20.130 and 4 AAC 18.010. Individual teacher contracts for tenured teachers, with the exception of tenured teachers being considered for dismissal or nonretention, shall be mailed or delivered within a thirty (30) day time period.

Should the individual teacher contract be arbitrarily terminated by the teacher as provided in 4 AAC 18.010(d), the teacher shall be deemed to have breached the contract and to have resigned with prejudice. The teacher shall pay to the District an amount equal to ten (10) working days salary as provided under the breached contract. Such amount may be deducted by the Superintendent from any compensation otherwise owed to the teacher from the District for services performed prior to the effective date of the resignation. In addition, upon the arbitrary termination of the individual teacher contract by the teacher, the Board may recommend to the Alaska Department of Education and Early Development (hereafter referred to as the Department) that the teacher's certificate be revoked in accordance with 4 AAC 18.010(d).

In the event that the District fails to fulfill its obligations to provide the prospective or involuntarily transferred teacher with housing information and assistance as required under AS 14. 14.090 (8) or in the event that the District fails to provide reasonable assistance in the case of a threatened or actual assault against the teacher's person, family, or property; the teacher's decision to terminate the contract shall not be considered arbitrary.

The individual teacher contract shall include the following provision:

"In addition to the provisions set forth herein, the teacher and the District agree that the terms, conditions, and obligations contained in the Negotiated Agreement between the District and the Association are embodied in their entirety in this contract."

B. Medical Certificate

The teacher, prior to entrance on duty, shall file with the District a current valid medical certificate and thereafter as may be required by the District or by the Department. The District shall reimburse the teacher for the reasonable and necessary costs of obtaining a District-required medical certificate that exceeds the requirements of a routine physical examination and those established by the Department. Failure to provide the medical certificate as required above within thirty (30) working days of written notice of its expiration shall subject the teacher to immediate dismissal without liability to the District.

C. Teacher's Certificate

A person may not be employed as a teacher in the Northwest Arctic Borough School District unless that person possesses a valid Alaska teacher's certificate, except that a person who has made application to the Department for an Alaska teacher's certificate or renewal of an Alaska teacher's certificate which has not been acted upon by the Department may be employed as a teacher in the Northwest Arctic Borough School District until the Department has taken action on the application. However, in no case may employment of that person with the Northwest Arctic Borough School District without a certificate last longer than three (3) months unless the Department grants a written extension in accordance with AS 14.20.010. In the event the person does not obtain the certificate within the three-month period, or any extension granted by the Department, any contract between the Northwest Arctic Borough School District and that person shall be null and void.

However, in the event that the teacher's Alaska Teacher's Certificate lapses after the date of initial appointment, the teacher shall be paid at a daily rate equal to that of a teacher placed at BA 0 on the current salary schedule, or \$250 per day if the teacher was at BA 0 prior to the certification

lapse, for a period of time until their Alaska Teacher's Certificate is recognized as valid by

the Department of Education and Early Development (DEED). Should the Certificate be renewed within the nineteen (19) day period, the teacher shall be reinstated as of the date of renewal. In the event of reinstatement, the period during which the teacher was on BA 0 or \$250 per day status shall not be considered a break in service for the purpose of leave accrual, seniority, or tenure benefits as may be provided under this Agreement. Should the Certificate not be renewed within the nineteen (19) day period as provided above, or should the Department determine prior to the end of the nineteen (19) day period that the Certificate will not be renewed, the teacher shall be subject to immediate dismissal.

ARTICLE X. STANDARD WORK YEAR AND WORK DAY

A. Standard Work Year

The standard work year for the teacher shall be one hundred ninety (190) days composed of at least one hundred eighty (180) days in session, school holidays as provided by law, and non-student days, all of which shall be served in accordance with Board-approved school calendars. The Superintendent shall have the option of increasing the standard work year up to 193 days, at cost. Any deviation from the standard work year shall be noted on the teacher's individual contract, or on a contract addendum, and shall be mutually agreed upon in writing by the Superintendent and the teacher.

B. Standard Work Week

The standard workweek for the classroom teacher shall be thirty-five (35) hours exclusive of a daily thirty (30) minute to one (1) hour duty-free lunch. However, the classroom teacher may be required to participate in such activities as staff and committee meetings and student, parent, or administrative conferences that extend the standard workweek. Any such non-compensated extension of the workweek shall be a total of no more than one hour. Any further mandatory

extensions of the work week beyond that one hour shall be limited to 10 hours per semester, and each hour worked shall be compensated at the teacher's daily contract rate divided by 7. Whenever possible, the teacher shall be afforded three days prior notice. Any mutually agreed upon deviations in the standard workweek, except as provided above, shall require the express prior written approval of the Superintendent. In the event of a non-standard workweek, the additional day shall be no more than seven (7) hours exclusive of a thirty (30) minute to one (1) hour duty free lunch.

C. Preparation Period

The teacher directly involved in classroom instruction shall be provided not less than the equivalent of fifty (50) minutes per day in session of preparation time in uninterrupted segments of not less than twenty-five (25) minutes. The intent of this provision is that said preparation time shall be available for use at the teacher's discretion for preparation activities related to the regular job assignment. The teacher shall not normally be assigned to other duties; however, the District reserves the right to direct the activities of the teacher during preparation periods from time-to-time for compelling reasons affecting the immediate welfare of students or for emergencies affecting the operation of the school.

In addition, at the principal's discretion, the teacher may use time during which the class is receiving instruction from specialists for preparation; otherwise the teacher may be assigned to participation in the class or other duties that would be beneficial to the educational goals of the District.

D. Extended or Part-Year Contracts

Extended or part-year contracts shall provide for a compensation rate pursuant to the Salary Schedule. In the event that the teacher and the Superintendent agree upon the teacher's

participation in a workshop, conference, or other activity not covered under the standard work year as provided above, a formal contract extension shall be executed. Notwithstanding the provisions of this section, the teacher may volunteer to work additional days without compensation or for such compensation as the teacher and the Superintendent shall agree upon in writing. The District agrees not to pressure the teacher unduly to volunteer for additional days nor to penalize the teacher in any way for declining to volunteer.

ARTICLE XI. LEAVES

A. General

Except as may otherwise be provided in this Article, leave for teachers shall be in accordance with Board policy, state law, and the regulations of the Alaska Department of Education. Except as may otherwise be provided herein, leave shall be applied for in advance on forms supplied by the District. Immediately upon return to duty after a leave, the teacher shall complete and sign a leave report on the form supplied by the District. A false statement regarding leave or the fraudulent use of leave shall subject the teacher to liability for such disciplinary actions as may be allowed under law and this Agreement.

For the purpose of this Article, "day" shall mean a working day.

B. Compensated Leaves

1. Court

Leave shall be granted to the teacher who is obliged to be present in court, under an order of any court of competent jurisdiction, either as a witness or juror, but not as a plaintiff or defendant. The teacher shall promptly remit to the District any compensation received for court attendance while on court leave.

2. Sick

a. Except as otherwise may be provided in this Article, the teacher shall be entitled to accrue and use sick leave as provided in the regulations of the Alaska Department of Education, 4 AAC 15.040. At the beginning of the work year, the teacher shall be pre-credited with the sick leave days anticipated to be accrued during the year. The value of pre-credited days in excess of accrual shall be deducted from the teacher's final paycheck upon termination. The teacher shall be responsible for notifying the immediate supervisor as far in advance of the use of sick leave as possible. A statement by an attending physician or health aide may be required for sick leave, at the discretion of the immediate supervisor or Superintendent. A statement required for a one (1) day sick leave request may not be for arbitrary or capricious reasons. The teacher may grieve the requirement for such a statement, but must comply by providing it.

b. Sick leave may be used when the teacher is required to be absent from work due to illness, injury, or other temporary disability (including maternity-related disability) and for necessary medical, dental, audio, vision, and psychiatric examinations that cannot be scheduled outside of regular working hours. Necessary travel time to and from the nearest appropriate medical treatment relative to the above shall be chargeable to sick leave. Elective medical treatment that can be performed during vacations or when school is out for the summer without substantial detriment to the teacher shall not be eligible for sick leave.

c. Each school year, the teacher shall be granted up to seven (7) days, plus necessary travel time, of sick leave (and personal leave), for:

(l) Death within the teacher's family. The family shall be limited to the teacher's spouse, significant other residing with the teacher, child, legal ward, brother, sister, parent, grandchild, grandparent, aunt, uncle, child-in-law, brother/sister in-laws, and parent-in-law; and for

② Illness, injury, or other temporary disability (including maternity-related disability) and for necessary medical, dental, audio, vision, and psychiatric examinations of a member of the teacher's family, as defined in (1) above, a statement by the attending physician regarding the illness or injury may be required by the District.

3. Temporary Military

The teacher who is a member of a reserve component of the U.S. Armed Forces or of the National Guard shall be granted temporary military leave on all days during which the teacher is ordered to training duty, as distinguished from active duty, with troops, or at field exercises, or for instruction. Temporary military leave may not exceed sixteen and one-half (16-1/2) working days in any one calendar year. Temporary military leave shall be granted only upon the written request of the appropriate military authority stating the reasons why the service cannot be fulfilled outside of normal workdays. A copy of the request and the military orders shall be filed with the Superintendent prior to the commencement of leave. The teacher shall promptly remit to the District any salary received from the military for the leave period, or the teacher may elect to retain the salary received from the military and be on non-compensated leave status with the District.

4. Personal

Compensated personal leave shall accrue at the rate of one (1) day for each fifty (50) days of actual service during the school year, not to exceed three (3) days per year, and shall be accumulative from year to year not to exceed ten (10) days. Personal leave shall be available for the purpose of attending to personal business that cannot reasonably be conducted outside of regular working hours. Except by the express prior written approval of the Superintendent, personal leave shall not be available on the first or last working day of the school year or on the working day immediately before or after a holiday or vacation, during State or District required assessment testing, or during

staff in-service days. Except with the prior approval of the Superintendent, not more than two (2) teachers at a school with up to twenty-six (26) teachers, or three (3) teachers at a school with twenty-seven (27) or more teachers, shall be granted personal leave on any given day.

Personal leave shall be available to the teacher in anticipation of accrual; however, if by the end of the school year such leave exceeds the amount actually accrued, the teacher's final paycheck shall be reduced accordingly. Upon written request to the District, not less than thirty (30) days in advance of the final pay day of the school year, the teacher may cash in any unused personal leave at the teacher's current daily rate of pay. The teacher who has accumulated more than seven (7) days of personal leave at the conclusion of the work year shall have the excess days automatically cashed in at the daily rate on or before June 30.

Notwithstanding the provisions of this section, the teacher shall be entitled to utilize personal leave in the event that the teacher is unable to get to the job location due to adverse weather or other unforeseeable circumstances beyond the reasonable control of the teacher. In such event the teacher may, upon request and with the approval of the Superintendent, be assigned duties at the work site where the teacher is stranded in lieu of using personal leave. Such approval shall automatically be granted when there is a bona fide need for a substitute teacher and a substitute has not already been asked to report to work.

5. Professional/Administrative

Upon request, the teacher may be granted professional/ administrative leave for participation in workshops, conferences, or other activities, as may be approved in writing by the Superintendent.

6. Compensated Leave Rights

A compensated leave shall not constitute a break in service in any manner.

C. Non-Compensated Leaves

1. Personal Development and Sabbatical

Upon written request by the tenured teacher stating the time period and reason for the leave, a leave of absence without pay may be granted for the purpose of study, travel, or working in a professionally related field (or a Sabbatical leave with or without pay may be granted pursuant to AS 14.20.280-.340). A sabbatical, whether with or without pay, shall be treated as a year of service for salary purposes. The teacher shall be advised in writing as to the disposition of the leave request (including the reason for any disapproval) within sixty (60) days of receipt of the request by the Superintendent. The sixty (60) day period will not begin to run until November 1, in the event a leave request is submitted by a teacher prior to that date. A leave of absence without pay for one (1) year of study shall be treated as a year of service for salary purposes, provided that during the leave period at least twenty-two (22) semester hours (or equivalent) of college credit have been earned (the Superintendent may allow a fewer number of credits if the work completed constituted a "full load" according to the granting institution). Upon request, leave shall be granted to not more than three (3) teachers. At the teacher's request, personal development leave shall be recorded as Sabbatical leave for retirement purposes, if the teacher agrees to reimburse, on a monthly basis, the District's contribution to the Teacher's Retirement System.

2. Medical

The teacher shall be granted a leave of absence without pay beyond accumulated sick leave, personal leave, and any Sick Leave Bank entitlement for reasons of personal illness or injury up to one (1) full school year beyond the end of the school year during which the exhaustion of compensated leave occurs. The teacher may return from leave at any time, determined by the teacher, provided the duration of the leave is certain at the time of the leave application. If the duration of the leave is indefinite at the time of leave application, and the teacher wishes to return at a time other than the start of the school year, written approval of the Superintendent must be obtained.

3. Personal

a. Short Term

Upon written request to the Superintendent by the teacher stating the time period and reason for the leave, a leave of absence without pay of less than one (1) year may be granted for situations not described above.

b. Long Term

Upon written request to the Superintendent by the tenured teacher stating the time period and reason for the leave, a personal leave of absence without pay may be granted for one (1) or more years.

c. Maternity, Paternity and Adoptive

The teacher shall be granted, upon request, up to one (1) year of non-compensated leave for the purposes of child rearing upon the birth or adoption of a child.

d. NEA-Alaska President's Leave

A teacher who is elected president of NEA-Alaska shall be granted a leave of absence without pay for two (2) full school years. Notice of the leave must be given in writing to the Superintendent

within ten (10) days of the election, but in no event shall the notice be given later than May 1, proceeding the year of the leave. Otherwise, the right to the leave shall have been waived. The District's portion of the teacher's retirement system contributions will be reimbursed to the District by NEA-Alaska within thirty (30) days of the date of any payment. TRS eligibility must be approved by the TRS.

4. Non-Compensated Leave Rights

a. A non-compensated leave of more than thirty (30) days shall, upon return to duty at the expiration of the leave period:

(1) Not be considered a break in service as may be provided in law or for the purpose of retaining District seniority benefits or accrued sick or personal leave;

(2) Entitle the teacher to reassignment to the same location if a position for which the teacher is qualified is vacant, (except that the teacher shall still be subject to the involuntary reassignment provisions of Article VIII); and

(3) Entitle the teacher to retain coverage under the District's health and basic life/AD&D insurance for the payment in advance on a monthly basis of the basic Life/AD&D insurance premium and the COBRA rate for the health insurance.

b. A non-compensated leave of thirty (30) days or less shall not be considered a break in service in any manner except as it may affect the accrual of sick and personal leave pursuant to this Article.

ARTICLE XII. SICK LEAVE BANK

A. The Sick Leave Bank shall be open to certified employees of the District. Once enrolled, membership shall be continuous until the member submits written notice of withdrawal to the District.

B. The Sick Leave Bank will be established to enable a certificated employee (because of unusual circumstances) to receive up to, but not more than twice (2 times), the number of sick leave days he/she has credited to him/her prior to the first day of the school year, or twenty-four (24) days, whichever is greater. For the purpose of the Sick Leave Bank, Unusual Circumstances shall be defined as any serious physically or emotionally debilitating illness, which results in a prolonged absence. A copy of the approved leave shall be submitted to the District's Personnel Office.

C. The Sick Leave Bank shall be administrated by a Sick Leave Bank Committee. The Committee shall consist of two members selected by the Association and one member selected by the Administration. It is the Committee's responsibility to approve or deny requests for Sick Leave Bank usage. Applications for Sick Leave Bank usage shall be accompanied by a letter from the attending physician explaining the nature, seriousness, and expected duration of the medical problem. Decisions of the Sick Leave Bank Committee shall be final and shall not be subject to the grievance procedure. The District shall not be held responsible for decisions of the Sick Leave Bank Committee.

D. Members wishing to join the Sick Leave Bank shall notify the Personnel Director of their intention by September 30 of the current year, or within thirty (30) days of employment. Each new member of the bank will donate one day of his/her leave to the bank upon joining.

E. In the event that the bank is depleted below forty (40) days, each member of the bank will donate an additional day up to a maximum of two (2) days per year. Donated days will be nonrefundable.

F. The first seven (7) days of an illness or disability will not be covered by the bank, but must be covered by the member's own accumulated sick leave, personal leave, or absence without pay.

A person will not be able to withdraw days from the bank until his/her own sick leave days and personal leave days are depleted. Sick leave days can only be withdrawn from the bank for individual members' illness.

ARTICLE XIII. HOUSING

A. Information

The District shall provide the prospective teacher (and the involuntarily transferred teacher) with information and assistance related to housing in accordance with AS 14.14.090(8).

B. Assignment

The Superintendent or his/her designee shall make housing assignments as follows:

1. Teachers returning to the site shall receive the same unit they occupied the previous year unless they request a different unit.
2. Teachers new to a site or teachers who have requested a change in units shall be assigned to units based first on continuous site seniority, second continuous District seniority, and third new hires. In the event that two or more teachers desire the same unit, have the same site, District seniority, and essentially similar needs, assignment will be determined by lot.
3. Notwithstanding paragraphs B.1 through B.2 above, a housing unit may be assigned to a teacher if, in the opinion of the Superintendent or his/her designee, the teacher has an overriding need for that unit. However, the displaced teacher must be notified in writing about the change in housing.

C. Designation of Principal Housing

1. At each site where the District provides housing, the Superintendent will designate a housing unit for the principal. The unit will be designated from the current inventory of District provided houses. The designation can be changed at any time if additional housing units are added to the inventory. The designation can further be changed annually if a District provided unit becomes vacant and the Superintendent wishes to designate that unit for the principal.

2. The principal and teacher(s) at a site may agree to switch units so that the teacher(s) will be residing in the unit designated for the principal. In that event, the teacher(s) occupying the unit designated for the principal shall have no right to continue occupancy of that unit for the next school year. Rather, the teacher(s) shall be entitled to re-occupy the unit that was switched with the principal.

D. Consultation

The Association shall be consulted annually for suggestions concerning housing needs, priorities, and design.

E. Rents

The District and the Association shall form a committee for the purpose of recommending fair and equitable rental rates for District housing. The Housing Committee shall be comprised of the Director of Maintenance or designee, the Superintendent or designee, and the President of the Association or designee. Rental rates for the duration of this Agreement shall be the FY14 rental rates, unless changed through the reopening of negotiations during the term of this Agreement. Rents shall be paid on a monthly basis via payroll deduction. The lease shall include a \$500 pet deposit paid via payroll deduction.

Teachers who are returning to the same unit and paying rent for summer occupancy will not be required to turn in keys for that unit at the end of the school year. No person, other than the teacher shall be allowed to stay in that same unit during the summer months while the teacher is absent, without written prior approval of the Superintendent, as requested by the teacher.

F. Housing Allowance

Teachers employed by the District and not provided housing by the District shall receive a \$5000 per year housing allowance in FY 20, FY 21, and FY-22, payable in equal installments

via payroll check. This housing allowance shall not become part of the status quo in the event that a successor agreement is not ratified by June 30, 2022.

G. Lease

The teacher occupying District housing and the District shall enter into an annual lease agreement that shall be subject to the provisions of this Article and of the Alaska Landlord Tenant Act.

H. Smoke Free Housing

All teacher housing units shall be non-smoking.

I. Rental Waiver for Temporary Hires

The district may waive rent for temporary hires conditioned upon the approval/non-approval of the Association President within a 24-hour workday timeframe after a district request for a waiver. Any such waiver shall be a defined period of time- not to exceed five (5) months. Failure to deny approval within 24-hour time-frame shall constitute approval. Approval shall not be arbitrarily, unreasonably, or inconsistently withheld.

ARTICLE XIV. REDUCTION IN FORCE

Reductions in force shall be in accordance with Alaska Statute 14.20.177.

ARTICLE XV. LESSON PLANS

Lesson plan requirements shall not be imposed for arbitrary or capricious reasons. For grievances filed under this provision, the Superintendent's decision at Level Two will be final and appealable to Level Three.

ARTICLE XVI. SHOWER/LAUNDRY

Teachers, their spouses, and dependent children residing in the teacher's household, shall be permitted to use laundry and shower facilities in their school, except for laundry facilities located in the kitchen area, unless there are no other laundry facilities in their school, during non-work hours under the following circumstances:

1. If there are no facilities in the teacher's residence; or
2. If facilities in the teacher's non-District provided residence are inoperable and cannot be reasonably made operable; or
3. If facilities in a teacher's District provided residence are inoperable.

ARTICLE XVII. GRIEVANCE PROCEDURE

A. Definitions

1. Grievance: shall mean an alleged violation (including misinterpretation or misapplication) of any of the provisions of this Agreement.
2. Grievant: shall mean the teacher, teachers, or the Association making the claim.
3. Party in Interest: shall mean the person(s) making the claim and any person(s) who might be required to take action or against whom action might be taken in order to resolve the claim.
4. Immediate Supervisor. For purposes of this Article the immediate supervisor of a classroom teacher shall be their site principal or their lead teacher. For counselors it shall be the site principal or lead teacher where the grievance arose. For specialists at the district office, it shall be their department director.

B. Purpose

The purpose of the Grievance Procedure shall be to secure, at the lowest possible administrative level, a confidential and equitable solution to a grievance.

C. General Provisions

1. The time limits as specified in the Grievance Procedure may be modified only by the prior written mutual agreement of the parties.

2. Prior to initiating a formal grievance at Level One, or Level Two if appropriate, the grievant shall communicate with the party who has allegedly violated this Agreement in a good faith effort to resolve the issue.

3. Beginning with Level One of the Grievance Procedure, the grievant, the party who has allegedly violated this Agreement, and the District shall be entitled to be represented by counsel, to present evidence, and to call and cross-examine witnesses at grievance hearings.

4. Beginning with Level One of the Grievance Procedure, the grievant, witnesses, and not more than two (2) Association representatives shall be permitted to participate in a grievance hearing, if held during working hours, without loss of compensation. The grievant shall provide reasonable prior notice, whenever possible, of witnesses and/or representatives needed for the hearing to the administrator conducting the hearing or, if at arbitration, to the Superintendent. If notice is given less than twenty-four (24) hours prior to the hearing, the District may postpone the hearing for twenty-four (24) hours or may schedule such witnesses' testimony after the workday.

5. Beginning with Level One of the Grievance Procedure, hearing decisions shall be in writing setting forth the reasons for the decision, and shall be delivered to the grievant or Association within the time period as provided at each Level of the Grievance Procedure.

6. Upon written request, the District shall make available to the grievant, or to the grievant's designee, all pertinent non-confidential information in its possession or control.

7. A formal grievance shall be delivered not later than thirty (30) days from the date that the grievant knew, or should have known, about the alleged violation of this Agreement, or the grievance shall have been waived. If at subsequent levels the grievant fails to adhere to a time limit, the grievance shall have been waived. If the District fails to respond in a timely manner, the grievant may proceed to the next level.

8. The formal grievance shall be in writing, signed by the grievant, and shall set forth with reasonable specificity the factual basis for the grievance and the specific provision or provisions of this Agreement alleged to have been violated or misapplied. The appeal of a grievance decision shall state with reasonable factual specificity the reason(s) for the appeal and shall include a copy of the original grievance decision(s), and any prior grievance appeal(s). Forms for the purpose of filing and appealing grievances are attached to this Negotiated Agreement as Exhibits 1A, 1B, and 1C.

9. No reprisals shall be taken against any teacher because of the teacher's legitimate participation in the Grievance Procedure.

10. The District shall record all grievance hearings and shall provide a copy of the recording upon written request to the grievant and/or the Association for cost. The grievant or the Association may record the hearings independently of the District.

11. The records and documents related to the processing of a grievance shall be maintained in a file separate from the teacher's official Personnel File.

12. In the event that the grievant is not the Association or is not represented by the Association, the District shall promptly provide to the Association President a copy of all documents of record

pursuant to the processing of the grievance. The Association shall indemnify and hold the District harmless for any liability to which the District may be held as a result of this paragraph. Furthermore, at any hearing beyond Level One, an Association representative shall be permitted to be present and the Association President shall be notified of the hearing at the same time as the grievant.

13. The District shall allow the grievant, witnesses, and Association representatives to be transported to and/or from the grievance hearing location on District charters on a space-available, no charge basis. It shall be the responsibility of the grievant or the Association to determine the schedule and space availability of District charters. If a District charter is not available, the teacher may leave the site on the closest regularly scheduled flight, which will arrive at the location of the hearing.

The District shall, in the event that the District elects to schedule the location of the hearing at a site other than that of the individual grievant, arrange and pay for the travel of the teachers, from the site of the grievant, which are participating in the hearing. Hearings with grievants from multiple sites or where the Association is the grievant shall be held in Kotzebue.

D. Procedure

1. Level One

a. In the event that the informal communication with the party who has allegedly violated this Agreement fails to resolve the issue, the grievant may file the formal grievance with the immediate supervisor as provided in this Article above. If the immediate supervisor is the Superintendent, or if the Superintendent or the Board is the party who has allegedly violated this Agreement, the grievant shall file the grievance initially with the Superintendent at Level Two.

b. The party with whom the grievance is filed shall schedule a hearing to be held within five (5) working days of receipt of the grievance and shall notify the grievant not less than two (2) working days in advance as to the time and place of the hearing.

c. The hearing decision shall be delivered within five (5) working days of the date of the hearing.

2. Level Two

a. If the grievant is not satisfied with the Level One decision or if the decision is not delivered within five (5) working days of the date of the hearing, the grievant may appeal to Level Two.

b. Such appeal shall be delivered in writing to the Superintendent within fourteen (14) working days of receipt of the decision, or within twenty (20) working days of the date of the hearing if no decision has been received.

c. Upon receipt of the grievance or the Level Two appeal as provided in this Article above, the Superintendent shall schedule a hearing to be held within ten (10) working days and shall notify the grievant not less than three (3) working days in advance as to the time and place of the hearing.

d. The hearing decision shall be delivered within ten (10) working days of the date of the hearing.

3. Level Three

a. If the Association is not satisfied with the Level Two hearing decision or if the decision is not delivered within the time period as provided in this Article, the Association may appeal to Level Three. Such appeal shall be delivered in writing to the Superintendent within eighteen (18) working days of the receipt of the decision, or within twenty-eight (28) working days of the date of the hearing, if no decision has been reached.

b. Not later than five (5) working days after the receipt of a Level Three grievance appeal, the Superintendent and the Association President shall communicate to select an arbitrator. If the arbitrator is not selected within three (3) days, either party may request that the American Arbitration Association, pursuant to its rules and procedures, assist the parties in selecting an arbitrator.

c. Upon the selection of the arbitrator, the arbitrator shall schedule the arbitration proceeding to be held within thirty (30) working days and shall notify the Superintendent and the Association not less than fourteen (14) working days in advance as to the time and place of the proceeding.

d. In the case of a dispute regarding the arbitrability of an alleged violation, the arbitrator shall first determine whether the action is arbitrable under the terms of this Agreement. If the grievance is determined to be arbitrable, the arbitrator shall then hear the merits of the grievance. If the arbitrator determines that the grievance is not arbitrable, the hearing shall be closed and the grievance dismissed. Nothing contained in this paragraph shall require the arbitrator to issue a bench decision regarding arbitrability if, in the arbitrator's judgment, the dispute requires additional briefing, evidence, research, consideration, or clarification which may be required prior to the hearing on the merits, that may be forthcoming during the hearing or that may be provided after the hearing through briefing. In any event, the arbitrator shall have sole discretion in determining whether to conduct the hearing on the merits at the same time as hearing arguments or testimony on the arbitrability dispute.

e. No new testimony or new documentation may be placed before the arbitrator that was not introduced or referenced at Level Two or that was not provided to the Superintendent or to the Association at least ten (10) days prior to the arbitration hearing. This exclusionary rule shall not affect evidence requested under the provisions of Section C, 6 above but not provided by the

District. Furthermore, the exclusionary rule notwithstanding, the arbitrator, upon request, may allow testimony or documents to be entered into the record upon a showing by the requesting party that unusual or unpredictable circumstances prevented the party from meeting its obligations under this paragraph.

f. Except as may otherwise be provided in law or this Article, arbitration shall be conducted under the rules and procedures of the American Arbitration Association which shall adjudicate disputes concerning said rules and procedures and shall be subject to the provisions of the Alaska Uniform Arbitration Act.

g. The arbitrator shall have no power to add to, subtract from, disregard, alter, or modify any terms or provisions of this Agreement. Further, the arbitrator shall have no power to change any practice, policy, or rule of the District except as may directly pertain to the grievance; however, this proscription shall not limit the arbitrator in fashioning a remedy designed to remove the need for additional grievances related to the same practice, policy, or rule. In rendering the decision, the arbitrator shall give due regard to the rights, powers, and responsibilities of the District under law and this Agreement and to the rights and privileges of the teacher(s) and the Association under law and this Agreement.

h. The arbitrator shall deliver the written decision to the Association President and to the Superintendent within forty (40) days of the close of the hearing. The decision shall be binding upon the parties.

i. The fees and expenses of the arbitrator shall be borne equally by the Board and the Association, except that the arbitrator may determine such other allocation of said fees and expenses as the arbitrator deems to be appropriate based upon the particular facts and circumstances of the case.

ARTICLE XVIII. SALARY

A. **2019-2020 (for those employed at the date of ratification), 2020-2021, 2021-2022**
Salary Schedules:

FY-20 (1%)					
YEARS EXP	BA	BA+18	BA+36/MA	BA+54/MA+18	BA+72/MA+36
0	\$56,106	\$ 58,993	\$ 62,364	\$ 66,056	\$ 69,894
1	\$58,406	\$ 61,294	\$64,665	\$ 68,356	\$ 72,195
2	\$60,706	\$ 63,594	\$ 66,965	\$ 70,657	\$ 74,495

3	\$ 63,007	\$ 65,894	\$ 69,266	\$ 72,956	\$ 76,795
4	\$ 65,307	\$ 68,195	\$ 71,567	\$ 75,257.00	\$ 79,095
5	\$ 67,607	\$ 70,495	\$ 73,866	\$ 77,557.00	\$ 81,396
6	\$ 69,907	\$ 72,796	\$ 76,176	\$ 79,858.00	\$ 83,696
7	\$ 72,208	\$ 75,096	\$ 78,467	\$ 82,157.00	\$ 85,996
8		\$ 77,396	\$ 80,768	\$ 84,458.00	\$ 88,297
9		\$ 79,696	\$ 83,067	\$ 86,758.00	\$ 90,597
10		\$ 81,997	\$ 85,368	\$ 89,059.00	\$ 92,898
11		\$ 84,297	\$ 87,668	\$ 91,360.00	\$ 95,198
12			\$ 89,969	\$ 93,659.00	\$ 97,498
13			\$ 92,270	\$ 95,960.00	\$ 99,978

FY-21 (1.5%)

YEARS EXP	BA	BA+18	BA+36/MA	BA+54/MA+18	BA+72/MA+36
0	\$ 56,948	\$ 59,878	\$ 63,299	\$ 67,047	\$ 70,942
1	\$ 59,282	\$ 62,213	\$ 65,635	\$ 69,381	\$ 73,278
2	\$ 61,617	\$ 64,548	\$ 67,969	\$ 71,717	\$ 75,612
3	\$ 63,952	\$ 66,882	\$ 70,305	\$ 74,050	\$ 77,947
4	\$ 66,287	\$ 69,218	\$ 72,641	\$ 76,386	\$ 80,281
5	\$ 68,621	\$ 71,552	\$ 74,974	\$ 78,720	\$ 82,617
6	\$ 70,956	\$ 73,888	\$ 77,310	\$ 81,056	\$ 84,951
7	\$ 73,291	\$ 76,222	\$ 79,644	\$ 83,389	\$ 87,286
8		\$ 78,557	\$ 81,980	\$ 85,725	\$ 89,621
9		\$ 80,891	\$ 84,313	\$ 88,059	\$ 91,956
10		\$ 83,227	\$ 86,649	\$ 90,395	\$ 94,291
11		\$ 85,561	\$ 88,983	\$ 92,730	\$ 96,626
12			\$ 91,319	\$ 95,064	\$ 98,960
13			\$ 93,654	\$ 97,399	\$ 101,295

FY-22 (1.5%)

YEARS EXP	BA	BA+18	BA+36/MA	BA+54/MA+18	BA+72/MA+36
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0	\$ 57,802	\$ 60,776	\$ 64,248	\$ 68,053	\$ 72,006
1	\$ 60,171	\$ 63,146	\$ 66,620	\$ 70,422	\$ 74,377
2	\$ 62,541	\$ 65,516	\$ 68,989	\$ 72,793	\$ 76,746
3	\$ 64,911	\$ 67,885	\$ 71,360	\$ 75,161	\$ 79,116
4	\$ 67,281	\$ 70,256	\$ 73,731	\$ 77,532	\$ 81,485
5	\$ 69,650	\$ 72,625	\$ 76,099	\$ 79,901	\$ 83,856
6	\$ 72,020	\$ 74,996	\$ 78,470	\$ 82,272	\$ 86,225
7	\$ 74,390	\$ 77,365	\$ 80,839	\$ 84,640	\$ 88,595
8		\$ 79,735	\$ 83,210	\$ 87,011	\$ 90,965
9		\$ 82,104	\$ 85,578	\$ 89,380	\$ 93,335
10		\$ 84,475	\$ 87,949	\$ 91,751	\$ 95,705
11		\$ 86,844	\$ 90,318	\$ 94,121	\$ 98,075
12			\$ 92,689	\$ 96,490	\$ 100,444
13			\$ 95,059	\$ 98,860	\$ 102,814

B. Column Placement

1. B: shall mean a Baccalaureate Degree.
2. B+18: shall mean eighteen (18) hours of coursework earned subsequent to the conferring of the Baccalaureate Degree.
3. B+36/M: shall mean thirty-six (36) hours of coursework (not less than twelve (12) hours of which shall be graduate level coursework; except that six (6) of those twelve (12) hours may be professional development (500 level courses) earned subsequent to July 1, 2001, from the University of Alaska system, Alaska Pacific University, or Sheldon Jackson College, earned subsequent to the conferring of the Baccalaureate Degree or shall mean a Master's Degree.
4. B+54/M+18: shall mean fifty-four (54) hours of coursework (not less than thirty-six (36) hours of which shall be graduate level coursework; except that eighteen (18) of those thirty-six (36) hours may be professional development (500 level courses) earned subsequent to July 1, 2001, from the University of Alaska system, Alaska Pacific University or Sheldon Jackson College, earned subsequent to the conferring of the Baccalaureate Degree or shall mean eighteen (18) hours of graduate level coursework earned subsequent to the conferring of the Master's Degree.
5. B+72/M+36: shall mean seventy-two (72) hours of coursework (not less than fifty-four (54) hours of which shall be graduate level coursework; except that twenty-seven (27) of those fifty-four (54) hours may be professional development (500 level courses) earned subsequent to July 1, 2001, from the University of Alaska system, Alaska Pacific University or Sheldon Jackson College, earned subsequent to the conferring of the Baccalaureate Degree or shall mean thirty-six (36) hours of upper division or graduate level coursework (not less than eighteen (18) hours of which shall be graduate level) earned subsequent to the conferring of the Master's Degree.
6. Hour: shall mean a semester hour or the equivalent thereof.

7. Coursework: shall mean regular college coursework except that, upon the express written approval of the Superintendent, such work as correspondence courses, workshops, and technology training may be considered coursework. For the teacher employed by the District prior to August 29, 1977, graduate level coursework earned prior to the conferring of the Master's Degree, which did not apply towards the completion of the Master's Degree, shall be considered to have been earned subsequent to the conferring of the Master's Degree. All coursework completed after September 30, 1984, shall have been earned from an approved institution and shall carry a grade of not less than "C" (or a passing grade in pass/fail classes) in order to be applicable for salary advancement. For the purposes of this section, an approved institution shall be a college or university accredited by the Northwest Association of Schools and Colleges (or a comparable accrediting association in another region) or approved by the Superintendent.

C. Step Placement

1. Out-of-state school experience shall be credited year for year up to:
 - a. Six (6) years for the teacher holding a Baccalaureate Degree.
 - b. Eight (8) years for the teacher holding a Master's Degree.
2. In-state school experience shall be credited year for year up to:
 - a. Eight (8) years for the teacher holding a Baccalaureate Degree.
 - b. Ten (10) years for the teacher holding a Master's Degree.
3. Combined in-state and out-of-state school experience pursuant to paragraphs 1 and 2 above, shall not exceed the maximum of:
 - a. Eight (8) years for the teacher holding a Baccalaureate Degree.
 - b. Ten (10) years for the teacher holding a Master's Degree.

4. For the purposes of this section, "year" and "year of school experience" shall mean a year of creditable school experience as provided in AS 14.20.220(g) and related statutes and in 4 AAC 15.020. Furthermore, two (2) full years of full-time work experience in the District as an instructional aide or bilingual instructor shall be considered as one (1) year of school experience for placement on the Salary Schedule up to a maximum of six (6) years.

D. Documentation

1. The teacher shall be responsible for having official transcripts sent promptly to the District Office directly from the conferring institution(s).

2. The teacher shall be responsible for having documentation of prior years of school experience sent promptly to the District Office directly from the district(s) where the service was performed. Should the teacher be unable to secure said documentation in the manner usually prescribed by the District, the teacher may substitute verification of service records sent directly to the District Office from the Alaska Teachers' Retirement System.

3. The teacher being newly appointed to District employment shall be placed on the Salary Schedule on the basis of official transcripts and documentation of prior years of school experience that shall have been received in the District Office by October 10 of that school year, or within forty-five (45) days of the appointment, whichever is later.

4. In order to be upgraded on the Salary Schedule as the result of additional hours or degrees earned subsequent to initial placement on the Salary Schedule, the teacher shall be responsible for having official transcripts sent to the District Office directly from the conferring institution(s) to be received not later than October 10 of the school year during which the upgrade is to become effective.

5. Upon demonstration by the teacher of a good faith effort to provide the required documentation within the time period as provided in paragraphs 3 and 4 above, the teacher shall not be required to suffer loss as a result of the failure to provide documentation that is beyond the reasonable control of the teacher. However, in no case shall said documentation be applicable for the current school year if received after May 15.

E. Payment of Salary

1. The teacher's annual salary shall be paid in equal monthly installments on the last working day of each month commencing with the first month of the contract year that the teacher's first paid work day occurs on or before the 20th day of the month, and ending the following July. The teacher may elect to have the salary prorated in the manner provided above, but ending with the month that the last day is served under the contract, by providing written notice of such election to the District Office not less than fifteen (15) days prior to the teacher's first pay day of the school year. Such election shall remain in force from year to year unless revoked in writing by the teacher not less than fifteen (15) days prior to the teacher's first payday of any subsequent school year.

2. The District shall make payroll deductions as required by law. In addition, the District shall deduct rent (and utilities as applicable) for District housing, and, upon the prior written authorization of the teacher, make payroll deductions for tax-sheltered annuity contributions to one of the firms utilized by the District effective January 1, 1985. The monthly amount of the teacher's annuity contributions may not be changed more than once during the school year but may be revoked in writing for the remainder of the school year. (Additional tax-sheltered firms may be added upon the request of ten (10) or more teachers wishing to deal with a specific new firm.) Upon the prior written authorization of the teacher, the District shall also deduct Association dues as provided in Article V.

3. Upon prior written notice and submission of the necessary forms by the teacher, the District shall mail the teacher's paycheck to a financial institution of the teacher's choice or direct deposit in the funds in accordance with the procedures in effect on June 30, 1984. Said election shall remain in force until revoked in writing by the teacher. Once revoked, the teacher may not again elect the service until the following school year.

4. The newly hired teacher shall be entitled, upon written request, to a salary advance of up to \$750.00, unless a higher amount is approved by the Superintendent, after the second day of work. Said advance shall be deducted from the teacher's paychecks in equal amounts beginning with the first paycheck. However, any outstanding balance shall be deducted from the final paycheck.

F. Added Duty

The Board shall determine the scope of the student activity program (including types of activities, seasons, etc.) to be funded by the District.

Added duty compensation shall be determined as follows:

1. Compensable added duties shall involve assignments to student athletics or other student activities, as well as assignments as "acting principal," that involve a time commitment on the part of the teacher beyond the standard workday.

2. Prior to commencing a compensable added duty assignment, the responsible supervisor, in consultation with the teacher and subject to the approval of the Superintendent, shall determine the tentative start and end dates; and the tentative schedule of practices, meetings, and/or events. The teacher and the Superintendent shall execute a contract addendum setting forth the terms outlined above. Said contract addendum shall be valid only for the current contract year, and any future offer of assignment to that, or any other, compensable added duty activity shall be at the

sole discretion of the Superintendent. The contract addendum shall be amended in the event that the season or activity becomes extended, shortened, or canceled.

3. The amount paid for a compensable added duty may be divided between individuals who act as co-coaches or co-sponsors of the activity, subject to the approval of the Superintendent.

4. Nothing in this section prohibits the teacher from volunteering services without compensation; however, the teacher shall not be pressured to volunteer without compensation. Nothing in this section requires the District to offer added duty contracts to teachers.

5. Acceptance of added duties shall not be obligatory on the part of the teacher.

6. Payment shall be made within thirty (30) days of the conclusion of the assignment. However, if the assignment is for an activity that lasts the entire school year, payment may be made in up to four (4) equal installments, the last installment being within thirty (30) days of the conclusion of the assignment.

7. Activities will be compensated according to the following schedule and ranges:

Group One..... \$2,500-\$3,500

Kotzebue Wrestling (Varsity)

Varsity Basketball

Academic Decathlon

Future Homemakers of America

Year Book

Sysop

Group Two \$1,500-\$2,500

Student Council Advisor

Cheerleader/Pep Club
Cross-Country Running
Varsity Volleyball
Cross-Country Skiing
Varsity Wrestling
Jr. High School Basketball
Senior Class Advisor
Newspaper/Magazine Sponsor
Group Three \$1,000-\$1,500

Junior Class Advisor
Sophomore Class Advisor
Freshman Class Advisor
Junior High School Advisor
Battle of the Books/Spelling Bee
Native Youth Olympics
National Honor Society
Pep Band

Elementary Club and Activity Sponsors
High School Club Sponsors

Any activity not specifically listed above, but which is an added duty involving student athletics or other student activities shall be assigned to the group which most accurately reflects the services required to carry out said assignment. Student athletics/student activities do not include academic programs such as tutorials and extended day programs.

8. Within the ranges set forth above, the responsible supervisor, subject to the approval of the Superintendent, shall determine the compensation to be paid for each activity based upon factors including years of experience in the activity, training, added duty evaluations, duration of activity, frequency of practices/games/meetings/performances, etc. and budgetary limitations.

9. Compensation for the Acting Principal shall be at the rate of \$20.00 per hour, pro-rated at half hour intervals, for time actually expended performing the functions of a principal beyond the standard workday.

G. Readistar Program

Regarding the Readistar or similar programs, teachers shall not be required to chaperone students after school hours. Participation in the program shall be voluntary, except that the District reserves the right to assign teachers to the program if such assignment is determined by the Superintendent to be in the District's best interest. This decision shall not be arbitrary or capricious. Participating teachers shall receive a stipend of at least \$400.

ARTICLE XIX. ALCOHOL AND DRUG TESTING

A. Prohibited Substances

1. Illegal drugs and alcohol are defined in paragraph H of this article.

B. Testing Requirements

1. This article mandates drug and/or alcohol testing of teachers in the District upon an articulation of reasonable suspicion of drug or alcohol use. However, this article shall not operate to the derogation of a federal or state mandate for other types of drug or alcohol testing.

2. "Reasonable suspicion" is defined as drug and/or alcohol testing based upon a belief that a teacher is using or is under the influence of drugs and/or alcohol in the workplace, drawn from

specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience, and may be based upon, among other things:

- a. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug;
 - b. Abnormal conduct or erratic behavior while at work, absenteeism, tardiness, or deterioration in work performance;
 - c. A report of drug use provided by reliable and credible sources and which has been independently corroborated;
 - d. Evidence that a teacher has tampered with a drug test during his/her employment with the District;
 - e. Information that a teacher has caused, or contributed to an accident at work;
 - f. Evidence that a teacher is involved in the use, possession, sale, solicitation, or transfer of drugs while acting in the scope of his/her employment or upon District premises.
 - g. Possession of equipment or paraphernalia pertaining to alcohol or illegal drug use by a teacher on District premises.
3. The District shall ensure that at least one designated supervisor receives 60 minutes of training on alcohol misuse and at least an additional 60 minutes of training on the use of controlled substances. This training will be used to determine whether reasonable suspicion exists to require a teacher to undergo testing.
4. Where practicable, an articulation of reasonable suspicion shall be based upon the observation of an individual by a person acting in a supervisory capacity in relation to the teacher who have received drug and alcohol impairment recognition training. However, the observation of one trained supervisor is adequate to determine impairment.

5. Upon a determination of reasonable suspicion, the trained supervisor shall fill out a reasonable suspicion for drug/alcohol testing determination form. The supervisor shall then, as soon as safely possible, escort the teacher to the designated testing site.

6. The District shall pay all actual costs of drug testing, including reasonable transportation costs.

C. Testing Methods and Collection Procedures

1. The District or District designee shall designate a drug/alcohol testing/collection site.

2. Testing Procedures For Alcohol

a. Any individual chosen to test for alcohol impairment shall be trained in the operation of the evidential breath testing device (EBT) he or she is using by the EBT manufacturer or the manufacturer's representative and receive training certification from the manufacturer or the manufacturer's representative in writing and be familiar with this proposal. This person shall be designated as the breath alcohol technician (BAT). The EBT device for testing in this proposal may be any EBT approved for use by state or federal law enforcement agencies. The BAT conducting the test is responsible for documenting the results of the test and explaining the testing procedure to the teacher who is to be tested. Additionally, the BAT will be trained to recognize adulteration of the sample, if applicable, and sign a statement that clearly states that the BAT will hold all information related to any phase of an alcohol test confidential.

b. The BAT must provide the teacher with a sealed mouthpiece which the BAT shall open in the teacher's presence. The BAT shall also show the teacher the result displayed on the EBT and immediately inform the teacher if he or she is under the influence of alcohol.

c. If the screening test yields a positive result, the BAT shall perform a confirmation test. The BAT shall wait a minimum of fifteen minutes between tests. The BAT shall use a new mouthpiece

for the confirmation test and ensure that the EBT registers a 0.00 calibration on an air blank before conducting the test. If the EBT registers greater than 0.00, the BAT shall conduct more than one air blank. If the reading is still greater than 0.00, the BAT may not use that EBT and must use an alternative device. After the confirmation test, the BAT shall explain to the teacher the results of the confirmation test.

d After alcohol testing, the supervisor who accompanied the teacher to the test shall either drive the teacher back to work in the event of a negative test, or to the teacher's home in the event of a positive test.

3. Testing Procedures For Drugs

a. Any individual chosen to collect urine samples under this proposal shall be trained in proper collection methods to ensure privacy, accuracy and to allow the test to be conducted with the least intrusiveness to the person presenting the sample. The District shall designate a certain area as the collection site. This area shall have all necessary personnel, materials, equipment, facilities and supervision to provide for the collection, security, temporary storage, and shipping or transportation of urine specimens to a certified drug testing laboratory. The District may designate a community health clinic for this site. In areas with a hospital, the District will use the community hospital as the drug testing site and arrange for all drug testing to be conducted through the hospital after assurances that the hospital is capable of complying with the standards for testing set forth herein.

b. The teacher to be tested shall submit a driver's license or other photographic identification to the testing technician. In the absence of such identification, the teacher's accompanying supervisor may identify the teacher.

c. The teacher will be asked to remove any jackets and coats and to wash and dry his or her hands prior to collection of the specimen. Female teachers must leave their purses, but are allowed to remove and retain their wallets. This must be done in the presence of the technician to prevent the teacher from having access to material which might adulterate the specimen.

d. The technician shall use a designated Chain of Custody Form. This form must accompany the urine sample to the designated medical laboratory which shall test the sample.

e. A teacher shall be given a choice of at least two sealed drug testing kits. The teacher's selected kit shall be opened in full view of the teacher.

f. Upon the teacher being presented with the kit, the testing technician shall direct the teacher to the testing area. The testing area shall be a private area.

g. After testing, the teacher must present the sample to the collection technician prior to washing his/her hands or flushing the toilet. The specimen is to remain in the visual field of the donor.

h. Upon receipt of the specimen, the collection technician shall verify that the sample contains at least 60 ml of urine. If the container does not, the technician shall provide the teacher with water, and after a reasonable time, allow him/her to attempt to produce another sample. The original sample shall be discarded. If the teacher still cannot produce a sufficient amount of urine, the Program Administrator shall be contacted.

i. The technician shall immediately measure and record the temperature of the sample on the Chain of Custody form. The technician shall then seal the sample and place a security seal from the bottom of the Chain of Custody form on the sample and request that the teacher date and initial it. The technician shall then complete the form, including asking the teacher if he or she wishes to identify any prescription medication he or she may presently be taking which would affect the sample. The technician shall then place the sample in a tamper-resistant bag and ask the teacher to date and initial the seal on the bag. The technician shall write the bar code on the front of the testing envelope on the bag as well as "split sample". The sample will then be sent to the testing laboratory via Goldstreak or any other acceptable rapid-transport method.

j. Upon receipt of the test, the laboratory will divide the sample in half. If the first test yields a negative result, the second half of the sample will be discarded. If the test yields a positive result, the second half of the sample will be tested to verify the result. Unless both halves of the sample yield positive results, the test will be considered a negative test.

k. The testing laboratory shall perform an initial screening test which meets the requirements of the Food and Drug Administration. A positive test result will be confirmed by using gas chromatography/mass spectrometry (GC/MS) techniques. All confirmations shall be by quantitative analysis and must be reviewed by a medical doctor or doctor of osteopathy.

l. The physician or osteopath shall: (1) contact the teacher within 48 hours and offer an opportunity to discuss the confirming test result; (2) interpret and evaluate the positive drug test result; and (3) report test results caused by prescription medicine as negative.

m. The testing laboratory shall report the results of the test to the Program Administrator after the confirmation test has been performed and the teacher has been contacted.

n. After drug testing, the supervisor who accompanied the teacher to the test shall either drive the teacher back to work or to the teacher's home based upon a determination of impairment.

D. Teacher Rights

1. A teacher shall have the right, upon his or her request, to obtain the written test results if the teacher makes such a request within six months after the date of the test. Upon such a request, the District, or the designee of the District, shall provide the written test results within five days after the request is made.

2. A teacher shall have the right, upon his or her request, to explain in a confidential setting, a positive test result. This request must be in writing and be within ten days after the teacher has been notified of a positive test result. This request must be honored by the District within 72 hours or before the employer takes any adverse employment action.

3. For the purposes of this article, suspension with pay is not considered an adverse employment action.

4. All time spent by a teacher being tested for a drug and/or alcohol violation under this article shall be considered compensatory time. Additionally, a teacher who is sent home pending test results shall be considered temporarily suspended with pay.

E. Refusal To Be Tested

1. Should a teacher refuse to be tested under this proposal, the teacher will be considered to have received a positive result on a drug or alcohol test.

2. Refusal to submit to an alcohol or controlled substance test shall be considered as: (1) the failure to provide adequate breath for alcohol testing as required by this proposal without a valid and verified medical explanation after he or she has received notice of the requirement for breath testing under this proposal; (2) the failure to provide an adequate urine sample for controlled substances testing as required by this proposal without a genuine inability to provide a specimen (as determined by a medical evaluation by an evaluator of the District's choosing) after he or she has received notice of the requirement for urine testing under this proposal; (3) engages in any conduct which clearly obstructs the testing process in the District's determination. A refusal to submit shall be considered a positive test result.

F. Disciplinary Action

1. The District may take appropriate adverse employment action under these proposals based upon a positive drug or alcohol test.

G. Confidentiality

1. The District recognizes that the results of a drug and alcohol test will be considered medical records and held confidential to the extent permitted by law. The District will limit disclosure of information acquired in a drug and alcohol test, including the positive and negative results, to the following individuals unless the teacher consents in writing to other disclosures: (1) the teacher;

(2) the Program Administrator; (3) the teacher's supervisor and other management officials with a need to know; (4) collection site personnel; (5) the laboratory medical review officer; (6) the teacher assistance counselor or other rehabilitation personnel if the teacher seeks or is required to use such service for continued employment.

H. Definitions

1. Alcohol - Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.
2. Alcohol Concentration (or Content) - Alcohol concentration or content means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.
3. Alcohol Use - Alcohol use means the consumption of any beverage, mixture, or preparation, including any medication containing alcohol.
4. Collection Site Person - Collection site person is an individual authorized by the District to collect samples in accordance with this program.
5. Confirmation Test for Alcohol - A second test, following an initial test, with a result of .04 or greater, that provides quantitative data of alcohol concentration.
6. Confirmation Test for Drugs - A confirmation test for drugs means a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy. Gas chromatography/mass spectrometry (GC/MS) is the only authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine.

7. Controlled Substances - Marijuana, cocaine and cocaine derivatives, opiates, amphetamines and phencyclidine, among others proscribed by state law at AS 11.71 et seq., are presently considered controlled substances for the purposes of this proposal. However, should the state of Alaska proscribe the possession and consumption of other similar substances by statute or proposal, those substances would automatically be considered controlled substances for the purposes of this proposal.

8. Custody and Control Form - A custody and control form is a form that accompanies the urine specimen to account for the integrity of each specimen by tracking its handling and storage from point of specimen collection to its final disposition.

9. Failing an Alcohol Test - Failing an alcohol test shall be defined as a teacher having a higher alcohol concentration than .04 at the time of testing.

10. Failing a Drug Test - Failing a drug test shall mean that the test results show positive evidence of the presence of a prohibitive drug or drug metabolite in a teacher's system in amounts that exceed cutoff levels.

11. Screening Test for Alcohol - A screening test for alcohol shall be considered an analytical procedure to determine whether an individual may have a prohibited amount of alcohol in his or her system.

12. Screening Test for Drugs - A screening test for drugs shall be considered an immunoassay screen to eliminate "negative" urine specimens from further consideration.

**SUMMARY OF MATERIAL MODIFICATION
AND AMENDMENT TO THE
NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT
HEALTH CARE PLAN
GROUP NO. 12431**

This Summary of Material Modification and Amendment describes changes to the Northwest Arctic Borough School District Health Care Plan effective January 1, 2016. These changes are effective as of **May 1, 2020** and will remain in effect until amended in writing by the Plan Administrator.

This document should be read carefully and attached to the Plan Document and Summary Plan Description. Please contact the Plan Administrator identified in the Summary Plan Description if you have any questions regarding the changes described in this Summary of Material Modification.

Northwest Arctic Borough School District (the "Plan Sponsor") is amending the Northwest Arctic Borough School District Health Care Plan (the "Plan") as follows:

1. *In the **Certified Plan**, the **Calendar Year Deductible** and the **Calendar Year Out-of-Pocket Maximum** sections are hereby deleted and replaced as follows:*

MEDICAL SCHEDULE OF BENEFITS – CERTIFIED PLAN

BENEFIT DESCRIPTION	PARTICIPATING PROVIDERS	NON-PARTICIPATING PROVIDERS (Subject to Usual and customary Charges)
CALENDAR YEAR DEDUCTIBLE (combined with Prescription Drug Card benefits)		
Single	\$500	\$1,000
Family	\$750	\$1,750
CALENDAR YEAR OUT-OF-POCKET MAXIMUM (includes Deductible and Coinsurance - combined with Prescription Drug Card benefits)		
Single	\$1,500	\$4,000
Family	\$3,000	\$8,000

PRESCRIPTION DRUG SCHEDULE OF BENEFITS – CERTIFIED PLAN

BENEFIT DESCRIPTION	PARTICIPATING PHARMACY	NON-PARTICIPATING PHARMACY
CALENDAR YEAR DEDUCTIBLE (combined with major medical Deductible)		
Single	\$500	\$1,000
Family	\$750	\$1,750
CALENDAR YEAR OUT-OF-POCKET MAXIMUM (includes Deductible and Coinsurance - combined with major medical Out-of-Pocket)		
Single	\$1,500	\$4,000
Family	\$3,000	\$8,000

All other provisions of this Plan shall remain unchanged.

Immediate Supervisor's Remarks:

Decision of Immediate Supervisor:

Dated: _____

Immediate Supervisor's Signature: _____

Superintendent's Remarks:

Superintendent's Decision: _____

Dated: _____

Superintendent's Signature: _____

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT
TEACHER GRIEVANCE FORM
LEVEL THREE – REQUEST FOR ARBITRATION

(Copies of completed Level One and Two Forms must accompany this form)

Name of Grievant: _____ Date: _____

Grievant's Assignment: _____ Location: _____

Unresolved nature of grievance (Include dates the alleged violation(s) or incident(s) occurred and specific section(s) of Agreement allegedly violated:

Relief Sought: _____

ASSOCIATION HEREBY REQUESTS ARBITRATION PURSUANT TO LEVEL THREE OF THE NEGOTIATED AGREEMENT

Association Representative's Signature: _____

Dated: _____

Exhibit 1C

Site	Type	12 ck rate	Pets Pd?	Annual Rent
Ambler	2 BR	\$745		8940
Ambler	1 BR	\$590		7080
Ambler	1 BR	\$590		7080
Ambler	1 BR	\$590		7080
Ambler	2 BR	\$745		8940
Ambler	2 BR	\$745		8940
Ambler	2 BR	\$745		8940
Ambler	3BR Trailer	\$745		8940
Buckland	3 BR	\$497.5		5970
Buckland	3 BR	\$497.5		5970
Buckland	3 BR	\$995	n/a	11940
Buckland	2BR	\$845		10140
Buckland	2 BR	\$845	PD 8/1/2020	10140
Buckland	Efficiency	\$400	FY 22\$500 due/cat	#REF!
Buckland	3 BR	\$995	n/a	11940
Buckland	2 BR	\$845	n/a	10140
Buckland	1 BR	\$590	PAID-	7080
Buckland	1 BR	\$590	n/a	7080
Buckland	2 BR	\$845	n/a	10140
Buckland	1 BR	\$745	n/a	8940
Buckland	1 BR	\$745	PAID ALREADY	8940
Buckland	connex	\$0		0
Deering	2 BR	\$745		8940
Deering	2 BR	\$745	needs to pay	8940
Deering	2BR	\$745.00		8940
Deering	2 BR	745/372.50	has pet per ; deposit pd	8940
Deering	2BR			
Kiana	2 BR	\$745/\$372.50		8940
Kiana	2 BR	\$745		8940
Kiana	2 BR	\$745		8940
Kiana	3 BR	\$745		8940
Kiana	2 BR	\$745/\$372.50		4470
Kiana	Efficiency	\$545		6540
Kiana	1 BR	\$645		7740
Kiana	1 BR	\$645	FY22 \$500 due	7740
Kiana	1 BR	\$645		7740
Kiana	Efficiency	\$545		6540
Kiana	2br	\$745		8940
Kiana	3 BR	\$900	already paid	10800
Kiana	1BR	\$645		7740
Kiana	1BR	\$645		7740
Kivalina	1 BR	\$350		

Kivalina	2 BR	\$745		<u>8940</u>
Kivalina	1 BR	\$590		<u>7080</u>
Kivalina	1 BR	\$590		<u>7080</u>
Kivalina	1 BR	\$590		<u>7080</u>
Kivalina	2 BR	372.50 / shared		<u>4470</u>
Kivalina	2 BR	745/372.50		<u>4470</u>
Kivalina	1 BR	\$645		<u>7740</u>
Kivalina	1 BR	\$645		<u>7740</u>
Kivalina	2 BR	\$372.50/shared		<u>4470</u>
Kivalina	2 br	372.50/shared		<u>4470</u>

Kivalina	2BR	372.50 / shared	paid	<u>4470</u>
Kivalina	2BR	372.50 / shared	- paid; pet not in KVL	<u>4470</u>
Kivalina	2BR	\$745	#NAME?	8940
Kobuk	2BR	\$372.50-shared		<u>4470</u>
Kobuk		\$372.50-shared		<u>4470</u>
Kobuk	1BR	\$590		<u>7080</u>
Kobuk	1 BR	\$590		<u>7080</u>
Kobuk	2 BR	\$745		<u>8940</u>
Kobuk	2BR	\$745		<u>8940</u>
Noatak	2 BR	\$745		<u>8940</u>
Noatak	1 BR	\$590		<u>7080</u>
Noatak	1 BR	\$590		<u>7080</u>
Noatak	2 BR	\$745		<u>8940</u>
Noatak	1BR	\$590		<u>7080</u>
Noatak	1 BR	\$590		<u>7080</u>
Noatak	2 BR	\$745		<u>8940</u>
Noatak	2BR	\$745		<u>8940</u>
Noatak	1 BR	\$590		<u>7080</u>
Noatak	1 BR	\$590		<u>7080</u>
Noatak	Efficiency	\$400		<u>4800</u>
Noatak	2 BR	\$745		<u>8940</u>
Noatak	2 BR	\$745		<u>8940</u>
Noatak	3 BR	\$900		#REF!
Noatak	3 BR	\$900		#REF!
Noatak	2 BR	745/372.50		<u>4470</u>
Noatak	2 BR	\$745		<u>8940</u>
Noorvik	1BR	\$550	- pet pd in fy 21	<u>6600</u>
Noorvik	1 BR	\$550		<u>6600</u>
Noorvik	2 BR	\$550		<u>6600</u>
Noorvik	2 BR	\$295	- pd in fy21	<u>3540</u>
Noorvik	3 BR	\$850		#REF!
Noorvik	1 BR	\$550	- prev paid	<u>6600</u>
Noorvik	1 BR	\$6,600		<u>79200</u>
Noorvik	1 BR	\$550		<u>6600</u>
Noorvik	Eff	\$400		<u>4800</u>
Noorvik	3 BR	\$850		<u>10200</u>
Noorvik	3 BR	\$850		#REF!
Noorvik	2 BR	\$745		<u>8940</u>
Selawick	1 BR	\$590	\$500 due FY22	<u>7080</u>

Selawick	2 BR	372.50		<u>4470</u>
Selawick	2BR	372.50	\$500 due FY22	<u>4470</u>
Selawick	1 BR	\$590		\$7,080
Selawick	1 BR	\$590		<u>7080</u>
Selawick	2 BR	\$745	\$500 due FY22	<u>8940</u>
Selawick	1 BR	\$400		<u>4800</u>
Selawick	3 BR	300-shared		<u>3600</u>
Selawick	3 BR	\$300 - shared		<u>3600</u>
Selawick	3 BR	300-shared		<u>3600</u>
Selawick	1 BR	\$590		<u>7080</u>
Selawick	2 BR	\$372.50/shared		\$4,470
Selawick	2 BR	\$372.50/shared		\$4,470
Selawick	1 BR	\$645		\$7,740
Selawick	1 BR	\$645		<u>7740</u>
Selawick	1 BR	\$645		<u>7740</u>
Selawick	1 BR	\$645		<u>7740</u>
Selawick	3 BR	\$900		<u>10800</u>
Selawick	2BR	\$745		<u>8940</u>
Selawick	1BR	\$590		<u>7080</u>
Selawick	1 BR	\$590		<u>7080</u>
Shungnak	EFF	\$400		<u>4800</u>
Shungnak	1 BR	\$590		<u>7080</u>
Shungnak	1 BR	\$590		<u>7080</u>
Shungnak	1 BR	\$590		<u>7080</u>
Shungnak	2 BR	\$845	confirmed paid in 19-20	<u>10140</u>
Shungnak	3 BR	\$900		<u>10800</u>
Shungnak	2 BR	\$845		10140
Kotz	1 BR	n/a	\$500 due FY22	\$8,000
Kotz	2 BR	n/a	\$500 due FY22	\$16,000
Kotz	1 BR	n/a	\$500 due FY22	\$8,000
Kotz	Eff	n/a		\$7,000
Kotz	Eff	n/a		\$7,000
Kotz	1 BR	n/a		\$8,000
Kotz	2 BR	n/a	\$500 due FY22	\$16,000
Kotz	1 BR	n/a	\$500 due FY22	\$8,000
Kotz	Eff	n/a	\$500 due FY22	\$7,000
Kotz	Eff	n/a	\$500 due FY22	\$7,000
Kotz	3 BR	n/a		\$19,200
Kotz	3 BR	n/a		\$8,000
Kotz	3 bed	n/a		\$8,000
Kotz	3 bed	n/a		\$8,000
Kotz	1 bedroom	n/a		7080 (no change)
Kotz		n/a		\$8,000
Kotz	1 bedroom	n/a		\$8,000

Kotz		n/a		
Kotz	EFF	n/a		\$8,000

Type	Rate for 12 Payments	PETS	Annual Rent
12 paychecks			
2 BR	\$745		<u>8940</u>
3BR Trailer	\$745	PAID	<u>8940</u>
1 BR	\$590		<u>7080</u>
1 BR	\$590		<u>7080</u>
1 BR	\$590		<u>7080</u>
2 BR	\$745		<u>8940</u>
2 BR	\$745		<u>8940</u>
2 BR	745/372.50		<u>4470</u>
	\$372.50	PD 8/1/2020	<u>4470</u>

Type	Monthly Rate	PETS	
12 paychecks			
3 BR	995/366.31		<u>12</u>
3 BR	\$995/\$664		<u>7958</u>
2 BR	\$845		<u>10140</u>
2 BR	\$845	PD 8/1/2020	<u>10140</u>
Efficiency	\$400		<u>4800</u>
3 BR	\$995	PD 8/1/2020	<u>7968</u>
2 BR	\$845		<u>10140</u>
1 BR	\$590	PAID	<u>7080</u>
1 BR	\$590		<u>7080</u>

2 BR	\$845		<u>10140</u>
1 BR	\$745		<u>8940</u>
1 BR	\$745	PAID	<u>8940</u>
connex	\$0		<u>0</u>

Type	Monthly Rate 12 paychecks	PETS	
2 BR	\$745	PAID	<u>8940</u>
2 BR	745/\$372.50		<u>3129</u>
	\$372.50	PAID	<u>4470</u>
2BR	745/372.50		<u>8940</u>
2 BR	745/372.50	PAID	<u>4470</u>

Type	Monthly rate	PETS	
2 BR	\$745/\$372.50	0	<u>8940</u>
	\$745/\$372.50		
2 BR	\$745		<u>8940</u>
2 BR	\$745		<u>8940</u>
3 BR	\$745	Paid	8940
2 BR	\$745/\$372.50	Paid	4470
	\$745/\$372.50		4470
Efficiency	\$545		<u>6540</u>
1 BR	\$645		<u>7740</u>
1 BR	\$645		<u>7740</u>
1 BR	\$645	Paid	<u>7740</u>
Efficiency	\$545		<u>6540</u>
3 BR	\$900		<u>10800</u>

2 BR	\$745	Paid	<u>8940</u>
1BR	\$645		<u>7740</u>
1BR	\$645		<u>7740</u>

Type	Monthly Rate		
12 paycheck			

1 BR	\$350		
3 BR	\$900/ \$745		
2 BR	\$745	PD 8/1/2020	<u>8940</u>
1 BR	\$590		<u>7080</u>
1 BR	\$590		<u>7080</u>
1 BR	\$590		<u>7080</u>
2 BR	745/372.50		<u>4470</u>
2 BR	745/372.50		<u>4470</u>
1 BR	\$645		<u>7740</u>
1 BR	\$645		<u>7740</u>
2 BR	745/372.50		<u>4470</u>
			3352.5
2BR	745/372.50	PD 8/1/20	<u>4470</u>
2BR	\$745		8940
		PD previously	

Type	Monthly Rate	PETS	
12 paychecks			

1BR			
2BR	745/372.50		<u>4470</u>
	\$745/\$372.50	PAID	<u>4470</u>

1BR	\$590		<u>7080</u>
1 BR	\$590		<u>7080</u>
2 BR	\$745		<u>8940</u>
2BR	\$745/\$372.50		<u>4470</u>
	\$373		<u>4470</u>

Type	Monthly Rate 12 paychecks	PETS	
2 BR	\$745		<u>8940</u>
1 BR	\$590		<u>7080</u>
1 BR	\$590		<u>7080</u>
2 BR	\$745		<u>8940</u>
1BR	\$590		<u>7080</u>
1 BR	\$590		<u>7080</u>
1 BR	\$590		<u>7080</u>
1 BR	\$590		<u>7080</u>
Efficiency	\$400		<u>4800</u>
2 BR	\$745		<u>8940</u>
2 BR	\$745	PD 8/2020	<u>8940</u>
3 BR	\$900		<u>\$10,800</u>
3 BR	\$900		<u>10800</u>
2 BR	745/372.50		<u>4470</u>
2 BR	\$745		<u>8940</u>

Type	Monthly Rate 12	PETS	
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1BR	\$550	PD 8/2020	<u>6600</u>
1 BR	\$550		<u>6600</u>
2 BR	\$550	PD 8/2020	<u>6600</u>
2 BR	\$295		<u>3540</u>
	\$295		<u>3540</u>
3 BR	\$850	PAID	<u>10200</u>
1 BR	\$550		<u>6600</u>
1 BR	\$550		<u>6600</u>
1 BR	\$550		<u>6600</u>
Eff	\$400		<u>4800</u>
3 BR	\$850	PAID	<u>10200</u>
3 BR	\$850		<u>10200</u>
2 BR	\$745		<u>8940</u>

Type	Monthly Rate	PETS	
	12 paychecks		
1 BR	\$590		<u>7080</u>
2 BR	\$745		<u>8940</u>
			<u>\$5,960</u>
1 BR	\$590		<u>\$7,080</u>
1 BR	\$590		<u>7080</u>
2 BR	\$745/ \$372.5		<u>4470</u>
			<u>4470</u>
1 BR	\$400	PAID	<u>4800</u>

3 BR	\$900/ \$300		<u>3600</u>
	\$900/ \$300		<u>3600</u>
	\$900/ \$300		<u>3600</u>
1 BR	\$590	PD 8/2020	<u>7080</u>
2 BR	\$745/ \$372.50		<u>\$3,540</u>
	\$745/ \$372.50		
1 BR	\$645		<u>7740</u>
1 BR	\$645		<u>7740</u>
1 BR	\$645		<u>7740</u>
1 BR	\$645	PD 8/2020	<u>7740</u>
3 BR	\$900	PD 8/2020	<u>10800</u>
2BR	\$745	Paid	<u>8940</u>
1BR	\$590		<u>7080</u>
1 BR	\$590		<u>7080</u>
Type Monthly Rate PETS			
12 paychecks			
EFF	\$400		<u>4800</u>
1 BR	\$590		<u>7080</u>
1 BR	\$590	Paid	<u>7080</u>
1 BR	\$590		<u>7080</u>
2 BR	\$845		<u>10140</u>
3 BR	\$900		<u>10800</u>
2 BR	\$845/ \$745 (\$372.50)		<u>4470</u>
	\$845/ \$745 (\$372.50)		<u>4470</u>

Type	Monthly rate	PETS	AUG TO MAY
	10 paychecks		

1 BR	\$800		<u>\$8,000</u>
2 BR	\$1,600		<u>\$16,000</u>
1 BR	800/\$0		<u>\$8,000</u>
Eff	\$700		<u>\$7,000</u>
Eff	\$700		<u>\$7,000</u>
1 BR	\$800		<u>\$8,000</u>
2 BR	\$1,600		<u>\$16,000</u>
1 BR	\$800		<u>\$8,000</u>
Eff	\$700		<u>\$7,000</u>
Eff	700/\$0		<u>\$7,000</u>
3 BR	\$800		<u>\$8,000</u>
	\$800		<u>\$8,000</u>
	\$800		<u>\$8,000</u>
2BR	\$800		<u>\$8,000</u>
	\$800		<u>\$8,000</u>
3BR	\$800		<u>\$8,000</u>
	\$800		<u>\$8,000</u>
	\$800		<u>\$8,000</u>
EFF	\$800		\$8,000

NEW UNIT

NEW UNIT



paid first rent by check for July

Temporary placement

MEMORANDUM

TO: Regional School
Board Members

DATE: September 28, 2021

NUMBER: Worksession Item # V.

FR: Office of the Superintendent

SUBJECT: AASB Core Resolutions &
Nominations

NWABSD MEMO 22-019: AASB Core Resolutions requires formal Board action.

The Association of Alaska School Boards (AASB) is soliciting resolutions from local school boards for consideration at the annual AASB business meeting in Anchorage, November 4, 2021. The deadline to receive resolutions is October 5, 2021.

For the review of AASB's Core Resolutions, visit this link:

<https://aasb.org/call-for-resolutions-response-due-by-midnight-october-5-2021/>.

The administration recommends that the Board approve the AASB Core Resolutions as presented.

NWABSD MEMO 22-020: Nominations for the Association of Alaska School Boards (AASB) Board of Directors require formal Board action.

Each year, during the annual General Membership meeting of the AASB, an election is held to fill expired seats on the AASB Board of Directors.

The AASB is governed by Board of Directors comprising 15 members elected at large from throughout the state. To qualify for a seat on the Board as a director, a nominee shall be a member of a Board of Education which is in good standing with the Association. Nominations must be received by October 8, 2021.

The requirements were provided to the Board for review.

The administration recommends the Board nominate a Board member from Northwest Arctic Borough School District Board of Education to run for a term of office on the AASB Board of Directors.

NWABSD MEMO 22-021: Nominations for the Alaska School Boards (AASB) Carol Rose Governance Award require formal Board action.

Each year during the annual AASB General Membership meeting, the Carl Rose Governance Award is presented to one outstanding School Board member who exemplifies unselfish dedication to the cause of educational improvement. The award not only brings statewide recognition to a Board member whose service has been outstanding, but also is intended to inspire all School Board members to greater efforts on behalf of education. Nominations must be received by October 8, 2021.

The procedures for nominating a School Board Member were provided to the Board to review.

The administration recommends the Board nominate a Board member of the NWABSD Board of Education for the AASB Carl Rose Governance Award.

NWABSD MEMO 22-022 Nominations for the Association of Alaska School Boards (AASB), Outstanding School Board of the Year requires formal Board action.

Each year during the annual AASB General Membership meeting, an AASB Outstanding School Board of the Year Award is given. This award is designed to reflect the Board's involvement in Board Standards. In order to be eligible, a school board must be a member Board in good standing of AASB and have formally adopted Board Standards. The school board should self-nominate for this award. Nominations must be received by October 8, 2021.

The procedures for nominating a School Board were provided to the Board to review.

The administration recommends the Board nominate Northwest Arctic Borough School District Board of Education for the AASB School Board of the Year Award as presented.

MEMORANDUM

TO: Regional School
Board Members

DATE: September 28, 2021

NUMBER: Worksession Item # VI.

FR: Office of the Superintendent

SUBJECT: Board Meeting/Retreat
Dates

- Draft Board Meeting Agenda Guideline (Attachment #1)
- Proposed Board Meeting Dates for 2021-2022 (Attachment #2)
- Proposed Special Board Meeting date (*after elections*):
 - October 14, 2021 at 1:30 p.m.
- Proposed Board Retreat dates (*after elections*):
 - October 15 – 17, 2021

October 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

www.a-printable-calendar.com

- Board travel: AASB Calendar of Events (Attachment #3)



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

2021-2022 AGENDA GUIDELINE

DATE	ROUTINE AGENDA ITEMS
August	<ul style="list-style-type: none"> • Approval of Annual Agenda Guideline • Approval of Annual Board of Education Goals • Nominations for Board of Directors; AASB • Nominations for Board Member of the Year; AASB • Nominations for Board of the Year; AASB • Approval of Core Resolutions; AASB • Approval of Six-Year Capital Improvement Plan • Strategic Plan Review (<i>update every 3 months</i>) • Monthly: Human Resources and Contracts
September	<ul style="list-style-type: none"> • Board Retreat Planning • District-Wide Inservice Presentation
October, Special Meeting (after elections)	<ul style="list-style-type: none"> • Seating of New Board of Education Members • Organization of the Board of Education Officers
October (after Special Meeting)	<ul style="list-style-type: none"> • Board Retreat
November	<ul style="list-style-type: none"> • Approval of Annual Audit • Budget Revision Presentation • Report Card to the Public • Curriculum Review • Strategic Plan Review (<i>update every 3 months</i>) • Monthly: Human Resources and Contracts
January	<ul style="list-style-type: none"> • Review of Indian Policy and Procedures
February	<ul style="list-style-type: none"> • Approval of Superintendent's Contract • Annual Budget Hearing (<i>before regular meeting</i>) • Budget Presentation to the Board • Strategic Plan Review (<i>update every 3 months</i>) • Monthly: Human Resources and Contracts
April	<ul style="list-style-type: none"> • Approval of Budget Proposal (<i>due to the Borough May 1</i>) • Approval of Site Calendars (<i>every three years</i>) • Selection of June Nelson Scholarship Recipients • Selection of Student Board Representative and Alternate • Curriculum Committee Reports and Recommendations • Math Committee Report • Board Self-Evaluation • Superintendent's Evaluation • Teacher Recruitment/Retention Report • Strategic Plan Review (<i>update every 3 months</i>) • Monthly: Human Resources and Contracts

Approved date:

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.



NWABSD Board of Education Board Meeting Dates August 2021 – June 2022

- August 23, 2021:** Committee Meetings
August 24, 2021: 8:30 a.m. and 1:30 p.m. Board Worksession
4:00 p.m. Regular Board Meeting
- September 27, 2021:** Committee Meetings
September 28, 2021: 8:30 a.m. and 1:30 p.m. Board Worksession
4:00 p.m. Regular Board Meeting
- October 14, 2021:** Special Board Meeting at 1:30 p.m. (*after elections*)
- Swear in Board Members
 - Reorganization of the Board
- October 15-17:** Board Retreat in Kotzebue
- November 4-7, 2021:** AASB Annual Conference – Anchorage Hilton
Anchorage, AK
- November 29, 2021:** Committee Meetings
November 30, 2021: 8:30 a.m. and 1:30 p.m. Board Worksession
4:00 p.m. Regular Board Meeting
- January 24, 2022:** Committee Meetings
January 25, 2022: 8:30 a.m. and 1:30 p.m. Board Worksession
4:00 p.m. Regular Board Meeting
- February 10 & 11, 2022:** Lobbying in Juneau (*2 days prior to the Fly-In*)
February 12-15, 2022: AASB Legislative Fly-In
- February 21, 2022:** Committee Meetings
February 22, 2022: 8:30 a.m. and 1:30 p.m. Board Worksession
4:00 p.m. Regular Board Meeting
- March 28, 2022:** Committee Meetings
March 29, 2022: 8:30 a.m. and 1:30 p.m. Board Worksession
4:00 p.m. Regular Board Meeting
- April 25, 2022:** Committee Meetings
April 26, 2021: 8:30 a.m. and 1:30 p.m. Board Worksession
4:00 p.m. Regular Board Meeting
- June 06, 2022:** Committee Meetings
June 07, 2022: 8:30 a.m. and 1:30 p.m. Board Worksession
4:00 p.m. Regular Board Meeting

The Northwest Arctic Borough School District Board of Education meets on the last Tuesday of every month, unless otherwise determined by the Board. The meeting is open to the public. Meetings are generally held in the Boardroom of the District Office on Third Street in Kotzebue. If the date and/or location are changed, the public will be so advised. All Board meetings are recorded for public record.

Approved date:



AASB Calendar 2021-2022

- 2021 -

JANUARY

- 18 School Climate & Connectedness Survey (SCCS) Opens
- 26 Stronger Together: Linking Learning to Family, Community and Place (webinar)
- 28 First-Term Board Member Webinar Series begins

FEBRUARY

- 6-7 AASB Virtual Leadership & Legislative Academy and Youth Advocacy Institute
- 10 NSBA Equity Online Symposium (Virtual)

MARCH

- 19-20 AASB Board of Directors Spring Meeting (Virtual)
- 20-21 Spring Boardmanship & Legislative Academy (Virtual)
- 26 School Climate & Connectedness Survey (SCCS) Closes

APRIL

- 10-12 NSBA 2021 Annual Conference & Exposition (Virtual)

JUNE

- 8-10 NSBA Advocacy Institute Online

JULY

- 16-18 AASB Board of Directors Summer Meeting – Anchorage Dimond Center
- 13-14 NSBA Equity Symposium/Safety Summit

SEPTEMBER

- 18-19 Fall Boardmanship Academy – The Lakefront, Anchorage

OCTOBER

- TBA Maintenance Employee Conference – Anchorage
- 8-9 Charter School Academy – Anchorage

NOVEMBER

- 4-7 AASB Annual Conference – Anchorage Hilton
- 8 AASB Board of Directors Meeting – Anchorage Hilton



AASB Calendar 2021-2022

DECEMBER

- 9-10 AASB Executive Administrative Assistants Training – Captain Cook, Anchorage
10-11 AASB School Law & Equity Academy – Captain Cook, Anchorage

- 2022 -

JANUARY

- 17 School Climate & Connectedness Survey Opens
18 First-Term Board Member Webinar: Welcome to the Board & AASB Board Standards
22 NSBA Equity Symposium
25 First-Term Board Member Webinar: School Law Basics

FEBRUARY

- 1 First-Term Board Member Webinar: Conducting Effective Meetings & Roberts Rules of Order Basics
8 First-Term Board Member Webinar: The Superintendent – Building a Relationship
22 First-Term Board Member Webinar: School Finance with an Expert!
12-15 AASB Leadership Academy & Legislative Fly-In – Juneau

MARCH

- 1 First-Term Board Member Webinar: The Board & the Budget
8 First-Term Board Member Webinar: Board Policy – Development and Governance
15 First-Term Board Member Webinar: Working with Your Board
19-22 Spring Boardmanship & Legislative Fly-In – Juneau
26 School Climate & Connectedness Survey (SCCS) Closes
29 First-Term Board Member Webinar: Working with Your Community

APRIL

- 1 School Climate & Connectedness Survey Closes
5 First-Term Board Member Webinar: Holding Your Meetings Remotely
2-4 NSBA 2022 Annual Conference & Exposition – San Diego, Ca

JULY

- 15-18 AASB Board of Directors Summer Meeting

SEPTEMBER

- 17-18 Fall Boardmanship Academy – Fairbanks



OCTOBER

22-23 NSBA Equity Symposium West – Oklahoma City, Ok

NOVEMBER

3-6 AASB Annual Conference – Captain Cook, Anchorage

DECEMBER

8-9 Executive Administrative Assistants Training – Anchorage

9-10 School Law & Equity Academy – Anchorage

Kiana School
Advisory School Council
Meeting Minutes – 2/10/21
ASC Approved 2/11/21 Mtg.

1. Call to Order:
Meeting was called to order by Chairman Delores Barr at 12:05 p.m.
2. Roll Call:
Present: Delores Barr, Naomi Chappel, Ely Cyrus, Teresa Stalker
Absent: Viola Barr
3. Moment of Silence/Pledge of Allegiance:
Observed and Pledge of Allegiance said in Inupiat.
4. Introduction of Guests:
Tammy Youngblood
5. Approval of Agenda:
MOTION: Ely Cyrus made a motion to approve the agenda; seconded by Naomi Chappel.
6. Public Comments:
None.
7. Approval of 1/12/21 ASC Minutes.
MOTION: Naomi Chappel made a motion to approve 1/12/20 ASC minutes; seconded by Teresa Stalker. Question called. Minutes approved.
8. Correspondence:
1/29/21 NWABSD Superintendent News Release was included in the ASC meeting packets.
9. Report from Councils:
Delores Barr: COVID mandates have been updated. Will get the document signed and distributed to the community. It is ok to sell food for fundraising long as they show that they have been vaccinated twice and no one in the household has traveled in 14 days. Children are allowed in stores long as they are with their parent/guardian, unless they are of school age and can responsibly shop. Quarantine time: upon arrival can get your quarantine time shortened by 3-5 days if you get a covid test (sent to OTZ) and it is negative.
10. Principal's Report:
 - a. Latest Draft on Schools going to phase green: Mr. Stewart had the ASC members go to page 4. On the top it has (Mon – Fri March 8 through end of school year). This looks like students will attend 5 days a week, it is only 4 days a week. The remote day may change when we roll into the 4th quarter. WE are ready to move into green next Tuesday.

All students, with the exception of remote learners will attend all day, Monday, Tuesday Thursday and Friday. Due to the COVID situation, students need separate desks. We do not have enough but additional desks have been ordered by the District. We are also asked to use shields on every desk. The mask requirement has not changed. Lunches will be served in each classroom. Garbage cans are kept outside the classrooms. Breakfast will continue to be sent home every Wednesday for 5 days. Will continue to distance 6 feet apart in every classroom. Middle School and High school students have 3 classes per day, to cut down on moving from room to room. Naomi thanked everyone for their help to make sure the students attend all days. Times for pick up and drop off of students will change. Need to check on PK(4) year old student times. Everyone going into the school will be screened, their temperature taken. If the ASC and local leaders agree, than it is a go with the school going green next Tuesday, full day. Ok moving forward. If in the future there is one positive case, then we would work into going back to green as soon as we can.

b. Report Card to the Public: 2019-2020: Report card included in the packet to the ASC members, which is put out by the State for 2019-2020 school year. You can look that over at your leisure.

c. Basketball season (Coaches, Physicals, Vaccinations): Mr. Stewart read the MEMO from Sandra Kowalski, Assistant Superintendent stating that its important to make sure that Athletes that are 16 and older and their families understand that their athlete can take Pfizer vaccine. While it's not a requirement for participation, it serves as a strong protector For the traveling athlete. There are only 3 students that are eligible to attend basketball practices as they got their physicals. Mr. Stewart read the memo from Sandra regarding student physicals. Hopefully will get someone up here to get pysicals done for students. Students with low grades, thank you to the ASC for permission are able to attend practices. Because of that Mr. Stewart informed the ASC members that some students grades went up. It's given us an extra boost.

d. PAC Members for our school: Kiana does not have a PAC (Parent Action Committee) member. PAC members are the community's representative and provide feedback about the district's federally funded grant and educational programs. The PAC committee will most likely meet in April. Naomi Chappel stated that she is interested in serving on the PAC Committee.

e. Graduation: 5/1/21 is senior graduation which can be done two ways: 1) virtual; 2) household celebration in the gym or outdoors. The senior would give 2 tickets out to the people they want to attend. Families will submit a list of household members who will attend with graduate (for photos). (Cannot include non-household members. Everyone will still be required to wear masks. Naomi Chappel suggested that the graduation be recorded which can be downloaded to lap tops; the families would be able to participate that way.

Mr. Stewart thought that was a good idea.

f. Facilities Use: A memo was read from Sandra Kowalski, Assistant Superintendent regarding facility use since basketball practices have started back up. Since the schools have tight protocols which are meant to keep our students safe and our programs continuing, facility use will continue to be suspended, and will be revisited in late March.

g. Request district to replace plexiglass on south facing windows: The plexiglass put on the south facing windows have become sun-bleached. The plexiglass was guaranteed for 10 years; they have been there for 18 years. No one is able to look out and enjoy the beautiful view. Mr. Stewart contacted Craig McConnell. With any luck, we will get new plexiglass for the next school year.

11. ASC Member Comments:

Naomi Chappel: Thank you everyone for coming together again.

Teresa Stalker: All ASC meetings are open to the public. Notices need to be posted, or announced on VHF. Mr. Stewart informed the board that he will get an agenda completed a week before the scheduled meetings which will be posted. Arlene can also scan the agenda to businesses. Thank you.

Delores Barr: Thank you to the staff for putting this together. Wondering if we can change the times for the meeting. Looking forward to the next one.

Ely Cyrus: No comment.

12. Schedule Next Meeting.

March 11, 2021 at noon.

13. Adjournment:

MOTION: Naomi Chappel made a motion to adjourn the meeting; seconded by Teresa Stalker. Meeting adjourned at 1:06 p.m.

Kiana School
Advisory School Council
Meeting Minutes – 8/18/21: ASC Approved on 9/15/21 Meeting.

1. Call to Order:
Meeting was called to order by Chairman Delores Barr at 12:09 p.m.
2. Roll Call:
Present: Delores Barr, Ely Cyrus, Naomi Chappel
Absent: Viola Barr (camp); Teresa Stlaker
3. Moment of Silence/Pledge of Allegiance:
Observed and Pledge of Allegiance said in English.
4. Introduction of Guests:
None.
5. Approval of Agenda:
MOTION: Naomi Chappel made a motion to approve the agenda; seconded by Ely Cyrus.
6. Public Comments:
None.
7. Approval of 3/10/21 ASC Minutes.
MOTION: Ely Cyrus made a motion to approve the minutes; seconded by Naomi Chappel.
Minutes approved.
8. Correspondence:
None:
9. Report from Councils:
Delores Barr: The Kiana Traditional Council is working on a survey form and application and will get them out to the tribe members after approval from the Council. A special meeting will be held to receive feed-back from the surveys in regards to the American Survey Program funding. The NWAB joint assembly meeting is postponed due to the positive cases in the region which was scheduled for 8/23-25/21, which is rescheduled for September. The regular assembly meeting will be held on 8/23-24/21.
10. Principal's Report:
2021-2022 Student Activities Schedule was included in the meeting packets for the ASC.
 - a. Cross country: We have received one application for the cross country coach position.
 - Mix Six Volleyball: One person picked up an application. Wrestling: No one has applied for this position.

- b. Hosting Mix Six District Tournament: The tournament is scheduled for 11/19-20/21, the Northwest Arctic Conference Tournament. We have not heard from ASAA and the State on how things will be handled in regards to fans in the gym, can food be sold, etc.
 - c. Current COVID mandates:

Attached to the ASC packet is the American Rescue Plan (ARP) Act, Mitigation Act on how the COVID situation will be handled. There are only two options this school year: Red status – students are on remote learning. Green status – the students are in school. There no longer is “remote learning” available for students.

Mr. Stewart informed the Board that if a child goes home with the cough and sniffles, that the student gets a negative COVID test to return to school. The difference this year is after the bell, the students eat breakfast in their classrooms; this way we are feeding more students. They are read to or read on their own. Lunches are also served in the classrooms. On red status, the children would call in daily, would be a set schedule. All teachers are expected to always have 2 weeks worth of lesson plans in the event that the school goes on “Red” status. If on Red status, the children would call in daily, would be a set schedule. Delores: Am upset that the District is not providing students with the option of calling in for their classes for the students that do not want to be in the public. Mr. Stewart mentioned that one issue would be internet issues.

Naomi: The N-95 mask is recommended. Is the District ordering these for the students? Where can we bring this issue up at? Can the District order the more protective masks? Are the students allowed drinks in class? Mr. Stewart stated that each classroom is Provided two 2-3 gallon water coolers and cups for their use. All other classrooms have water bottles for students, with the exception of the high school students. When students had to call the school from home, one parent didn’t not have enough phones for her children. GCI was recently here to work on the tower to help our GCI service but it seems like it’s gotten worse. Delores: The masks: First day of school some students were exposed to COVID. They didn’t have numbers and everyone was wearing masks. The children were still affected. Mr. Stewart will ask how many cases came out of it. Mr. Stewart informed the Board that if they have any questions after reading the mitigation report to call him. Naomi: We don’t have a local counselor yet? Mr. Stewart informed the Board that they have been trying to hire someone else. Early last spring, the School District opted to hire “Dean of Students”. They would mostly focus on making sure each student has the right credits to graduate from high school. There was someone that applied for the job but didn’t agree with the pay that the DO offered her. The school needs to accommodate our people that are trying to come home and work after getting their education. There was a picture of GM on FB that got sent to some of our students. We need a counselor to be available to students and how they will react to that.
10. ASC member comments:

Naomi: Make sure that everybody knows the appreciation of the staff that came back

this school year. I think it is important that we recognize them with a letter of appreciation to the employees.

Ely: Thank you Arlene for dropping the meeting packets off.

Delores: Keep in mind that we do have funding available to help our students along.

11. Schedule Next Meeting.

9/15/21 at 12 noon.

13. Adjournment:

MOTION: Ely Cyrus made a motion to adjourn the meeting; seconded by Naomi Chappel.

Meeting adjourned at 12:53 p.m.