

NWABSD Regular Board Meeting

Tuesday, April 26, 2022 4:00 PM

District Office Boardroom, 744 Third Ave., Kotzebue, AK 99752

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| 1. | <u>CALL TO ORDER, ROLL CALL</u> | Presenter: Margaret Hansen, President |
| 2. | <u>MOMENT OF SILENCE</u> | Presenter: Margaret Hansen, President |
| 3. | <u>PLEDGE OF ALLEGIANCE</u> | Presenter: Margaret Hansen, President |
| 4. | <u>INTRODUCTION OF GUESTS/STAFF</u> | Presenter: Margaret Hansen, President |
| 5. | <u>PUBLIC COMMENTS</u> | Presenter: Margaret Hansen, President |
| 6. | <u>NOATAK SCHOOL PRESENTATION</u> | Presenter: Patrick Macy, Principal |
| 7. | <u>RECOGNITION AND AWARDS</u> | Presenter: Terri Walker, Superintendent |
| 8. | <u>SUPERINTENDENT'S REPORT</u> | Presenter: Terri Walker, Superintendent |
| 9. | <u>APPROVAL OF CONSENT AGENDA</u> | |
| 9.A. | ADOPTION OF MARCH 22, 2022 REGULAR MEETING MINUTES | |
| 9.B. | NWABSD Memorandum 22-074 Approval of Revisions to BP 3000, Business and Noninstructional Operations, Concepts and Roles; First Reading | |
| 9.C. | NWABSD Memorandum 22-081 Approval of FY-22 Contract Addendum; E-rate Central Consulting Services | |
| 9.D. | NWABSD Memorandum 22-082 Approval of FY-23 Contract; E-rate Central Consulting Services | |
| 9.E. | NWABSD Memorandum 22-083 Selection of Student Representative and Alternate Student Representative to the Board of Education | |
| 9.F. | NWABSD Memorandum 22-084 Selection of Recipients for the June Nelson Scholarship | |
| 9.G. | NWABSD Memorandum 22-085 Adoption of FY-23 Proposed Operating Fund Budget | |
| 9.H. | NWABSD Memorandum 22-086 Approval of Purchase; Construction Machinery Industrial, Inc. | |
| 9.I. | NWABSD Memorandum 22-087 Approval of Contract; Kevin G. Smith Photography | |

9.J. NWABSD Memorandum 22-088 Approval of Contract;
TC Construction, Inc.

9.K. NWABSD Memorandum 22-089 Approval of Purchase;
Big Ray's-The Alaskan Outfitters

9.L. NWABSD Memorandum 22-090 Approval of
Superintendent's Out-of-District Travel Request

9.M. NWABSD Memorandum 22-091 Approval of Human
Resources

9.N. ACTION ITEMS TO BE ADDED AT THE MEETING

9.N.1. NWABSD Memo 22-092 Approval of Purchase;
Versaflex, Inc.

9.N.2. NWABSD Memo 22-093 Adoption of Proposed
Revisions to BB 9110, Bylaws of the Board, Board Membership;
First Reading

9.N.3. NWABSD Memo 22-094 Approval of New Policy,
BP 3510, Business and Non-Instructional Operations,
Maintenance; First Reading

9.N.4. NWABSD Memo 22-095 Approval of New Policy,
BP 3542, Business and Non-Instructional Operations, Roles
and Duties of Bus Drivers; First Reading

9.O. ITEMS TO BE DELETED FROM THE AGENDA

9.O.1. NWABSD Memorandum 22-075 Approval of
Revisions to BP 3270, Business and Noninstructional
Operations, Sales and Disposal of Books, Equipment, and
Supplies; First Reading

9.O.2. NWABSD Memorandum 22-076 Approval of
Revisions to BP 3290, Business and Noninstructional
Operations, Gifts, Grants, and Bequests; First Reading

9.O.3. NWABSD Memorandum 22-077 Approval of
Revisions to BP 3300, Business and Noninstructional
Operations, Expenditure/Expending Authority; First Reading

9.O.4. NWABSD Memorandum 22-078 Approval of
Revisions to BP 3315, Business and Noninstructional
Operations, Relationships With Vendors; First Reading

9.O.5. NWABSD Memorandum 22-079 Approval of
Revisions to BP 3450, Business and Noninstructional
Operations, Money in School Buildings; First Reading

9.O.6. NWABSD Memorandum 22-080 Approval of
Revisions to BP 3510, Business and Noninstructional

Operations, Maintenance; First Reading

10. EXECUTIVE SESSION

Presenter: Margaret
Hansen, President

11. COMMUNICATIONS AND ITEMS INTRODUCED BY BOARD
MEMBERS

12. DATE, TIME, AND LOCATION OF NEXT MEETING

13. ADJOURNMENT

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 24, 2022

FR: Office of the Superintendent

SUBJECT: VII. Superintendent's
Report

ATTENDANCE:

The district's attendance rate from 8/10/21 to 4/12/22 is 81.48%. The attendance rate shows a slight decrease over last month's attendance rate. Implementation of incentive plans to increase attendance at all sites is ongoing and includes a middle school basketball competition, cultural trips, and additional site-planned activities. Even with best efforts, springtime shows typically a decrease in attendance as the days get longer and people begin to spend more time outdoors.

ENROLLMENT: Current enrollment as of April 18, 2022

K-12 current enrollment is 1811, a decrease of 14 students over the last month's report.
PreK – 12 enrollment is 1859.

Directors – See department updates. The directors meet with me weekly to provide updates.

ASA Superintendent's Legislative Fly-in March 27-29, 2022 Superintendents from Alaska met in Juneau to receive updates on the legislative session and educational bills. I met with our lobbyists, Christine, Reggie, and John, to discuss topics and review the schedule. We met with Senator Donnie Olsen and Representative Josiah Patkotak to reinforce our district initiatives and support HB 272, 273, and SB 111. I also sat in with other superintendents to visit legislators about the educational bills moving.

AASB National Conference March 31 – April 4, 2022, Traveled with Board members to attend the National School Board Conference. I attended NSBA Federal advocacy efforts, teacher morale, and BSSD Language program sessions.

Washington DC Lobbying April 4-7, 2022 We met with the National Congress of American Indians, Murkowski's office, Sullivan's office, and the Department of Education. Topics discussed were Migrant Education, Federal Impact aid, ATC Family Housing, Teacher Housing, Emergency Connectivity Fund, Native Language Revitalization, and the USDA lunch program.

Board/Superintendent Evaluation proposal to hold at the next board meeting on June 7.

Surveys Attached is a list of surveys the district puts out every year.

Terri Walker,
Superintendent

**FY23 NWABSD
Surveys**

Survey Name	Survey Targeted Respondents	Information Gathered	Use of Information	Funding Source of Survey	Department Responsible	Timeline
Inservice Survey	All Staff	Feedback out the district Inservice experience	To inform the planning of future Inservice and professional development options	Free	Curriculum and Instruction	
EOY Professional Development Survey	All Staff	Feedback on the professional development offered throughout the year	To inform the planning of future Inservice and professional development options	Free	Curriculum and Instruction	
LIT Grant Survey Post Visit Survey	Instructional Staff @ site	Feedback regarding activities during site visit	To inform the development of future site visits and provide items for follow-up	Free	Curriculum and Instruction	
Book Distribution Survey	Students, Parents, Communities, site staff	Feedback regarding the book distributions and literacy efforts in the NWABSD communities	Data for grant reporting and to inform future grant activities	Free	Curriculum and Instruction	Starts in 2022
iPad Refresh Survey	Instructional Staff @ site	Feedback regarding iPad usage and app preference	Data f to inform future iPad application purchase and image refresh	Free	Curriculum and Instruction	Bi-annually
SCCS	Students, Parents, site staff	on-line: https://secure.panoramad.com/aasb/understand?auth_token=northwestarcticborough	Principals review, grants	Assistant Superintendent	Student Services	yearly
ESSER Funding Priorities	Students, Parents, Communities, site staff	Feedback on ESSER funding priorities and mitigation plan	Documentation of stakeholder involvement	Free	State & Federal	As needed at least once yearly for life of ESSER III Funding
Migrant Staff and Parent Survey	Parents and Staff	Opinions on Migrant program and use of funds	Feedback from Stakeholders on NWABSD Migrant Program	Free	State & Federal	Yearly
Grant Funding Priorities	Students, Parents, Communities, site staff	Opinion on overall district grant funding priorities	Documentation of stakeholder involvement in planning process for IPP application, consolidated grant application, JOM and Indian ED	Free	State & Federal	January & April
NWABSD Meal Program	Parents/Student/Staff	Opinion of meals served	Changes to monthly menu (meals served) based on likes/dislikes	Free	Admin Services/Food Service	October & March
Survey for new hire: beginning/mid year/end of year	New staff hires/Staff leaving district	Feedback on overall experience	Make improvements moving forward	Title II - 3 year contract through FY23	Human Resources	Three times a year
TOPS Survey	All Staff	Employee satisfaction	making staff improvements	grants/general fund (\$45,000)	Asst. Superintendent	

**UNADOPTED MINUTES
OF THE
NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT**

Mission: "To provide a learning environment that inspires and challenges students and employees to excel."
Vision: "To graduate all students with the knowledge, skills, and attitudes necessary for a successful future."

Vice-President, Marie Greene, called the 413TH regular meeting of the Northwest Arctic Borough School District Board of Education to order at 4:21 p.m. on Tuesday, March 22, 2022. *The meeting was held in-person and virtually.*

CALL TO ORDER

Board Members present were:

Marie Greene
Alice Adams
Millie Hawley
Carol Schaeffer
Tillie Ticket
Joanne Harris
Cindy Fields
Shannon Melton
Brad Reich
Lawrence Jones, Sr.

ROLL CALL

Board Member absent and excused was:

Margaret Hansen

A quorum was present.

Observed.

MOMENT OF
SILENCE

Those present participated in the Pledge of Allegiance.

PLEDGE OF
ALLEGIANCE

Staff present: Terri Walker-Superintendent, Scott Lefebvre-Assistant Superintendent, Perrian Windhausen-Director of Student Services, Megan Williams-Director of Administrative Services; Amy Eakin-Director of Technology; Dana Orton-Director of Curriculum/Instruction, Janice Hadley-HR Director, Joy Cogburn-Director of State/Federal Programs, Karla Head-ATC Director, Sarah Hutchison-Ambler Principal, Faith Jurs-JNES Principal, Tracy Bell-JNES Assistant Principal, Kathryn Self-Noorvik Principal, Lloyd Morris-Inupiaq Teacher Noorvik, Marjorie Baker-1st Grade Teacher JNES, Lulu Sampson-Noorvik Instructional Aide, Zonda Martin-KMHS Principal, and Erin Nelson-Secretary to the Superintendent and Board.

INTRODUCTION OF
STAFF/GUESTS

Guests: Inupiaq elementary class Noorvik, JNES student representative from each grade, Dara Michaels-JNES parent, Kimberly Baldwin-Noorvik parent, and Jazmine Camp-New secretary to Superintendent and Board.

None.

PUBLIC COMMENTS

Kathryn Self, Noorvik Principal shared an update on Noorvik school activities and introduced Mr. Morris' Inupiaq Class. Students recited Inupiaq alphabet, numbers, and songs. Faith Jurs, JNES Principal and Tracy Bell, JNES Assistant Principal presented a student from each grade K-5 on why they like school.

NOORVIK & JNES
SCHOOL
PRESENTATION

The March 2022 Employees of the Month awardees were recognized:

- Bryn Fadum, Sp. Ed. Teacher – Kivalina
- Deborah Eberle, Dean of Students - KMHS
- Faith Moeller, 6th Grade Teacher – KMHS
- Lulu Sampson Instructional Aide – Noorvik

RECOGNITION AND
AWARDS

Attendance: The district's attendance rate from 8/10/21 to 3/7/22 is 81.81%. The attendance rate shows a slight decrease over last month's attendance rate. All sites have implemented an incentive plan to increase their attendance over 4th quarter. We plan to hold a middle school basketball competition, as well as cultural trips and additional activities at sites.

Enrollment: Current enrollment as of January 10, 2022

- K-12 current enrollment is 1825.
- PreK-12 enrollment is 1874.

To increase the attendance and enrollment, district, school, community and board leaders along with parents must come together and work on a plan. I will continue to reach out to all stakeholders.

Meetings: NWALT (Northwest Arctic Leadership Team): March 11.

- A presentation from the NWALT infrastructure working group gave an update to funding opportunities, webinars and listening session and the AFN Navigator Program. The main objective was how to best use the working group. Some of the parameters for consideration is that tribes will be the primary entity for funding and will need to identify projects near shovel ready to maximize opportunities.
- AFN In0-region Roundtable Request – Presented by Margaret
- NWAB Regional Transportation Planning Organization – Presented by Margaret
- 2022 Priorities of NWALT:

<i>Project</i>	<i>State Funding Requested</i>	<i>Total Project Cost</i>
1 City of Kotzebue Cape Blossom Road	\$40,000,000	\$40,000,000
2 NWABSD ATC Family Housing Project	\$11,097,000	\$11,177,000
3 AVEC Upper Kobuk Area Wide Energy Improvements	\$30,600,000	\$30,600,000
4 NAB Public Safety Facilities	\$2,000,000	\$2,000,000
5 NAB Noatak Road to Red Dog Mine	\$45,000,000	\$45,000,000

- NWALT Budget: Each regional organization will give \$15,000 to support NWALT activities. The majority of expenses will go toward a regional strategy conference.
- Ambler Access project update – presented by Margaret

Directors: See department updates. The directors meet with Superintendent Walker weekly.

Borough-wide task force meeting: The taskforce has not held a meeting the past month.

ASAA National Superintendent's Conference: February 14-18, 2022. Over 4,000 Superintendents nationwide attended the conference. Some of the conference topics and issues centered around teacher morale, SEL, Equity, Learning Recovery, board relations, communications, and spending ARP funds.

Lobbying activities:

- February 17 provided a testimony before the House Education Committee
- February 28 spoke to the House on the importance of understanding culturally responsive education, our curriculum, and comments about literacy.
- March 5 gave testimony on increasing the BSA (Base Student Allocation)
- March 16 presented before the Senate Education Committee on the district's efforts with teacher recruitment and retention. This is in support of a new bill SB 225 on Teacher Registered Apprentice Programs.
- Created brochures for the lobbying at the federal level.

Community Visits: Visits this past month were to Buckland and Kivalina. Deering was scheduled, but we were weathered out. At each visit, we met with staff, visited classrooms, and talked to community members.

Called in an audio-conference with Deering Advisory School Council and community to discuss expansion of the Deering School. At the current location of the building, there is not any room to expand. Recommendation is to build a school where there is room to expand.

Met with Kivalina staff to hear their concerns going into next year with the new school. A committee will be organized of different stakeholders to begin bi-monthly meetings to iron out details.

SUPERINTENDENT'S REPORT (CONT.)

Millie Hawley moved to approve the consent agenda as presented, seconded by Brad Reich.

ADOPTION OF CONSENT AGENDA

Motion passed unanimously by voice-vote.

Board meeting minutes require Board adoption. The NWABSD Board of Education held a regular meeting on February 22, 2022. The administration recommended the Board adopt the February 22, 2022 Board meeting minutes as presented.

APPROVAL OF MINUTES

Board approval is required for contracts that exceed \$50,000. Up for purchase is new K-12 writing supplemental materials are as follows: Voyager Sopris Learning®, (K-12) Step-Up to Writing, Fourth Edition, for \$48,706, with shipping for an estimated \$4,897.60. Total cost of \$53,576.60, which will be paid from Grant funds/Title I-Fund 262. The administration recommended the Board approve the purchase of K-12 writing supplemental materials from Voyager Sopris Learning®, for a total amount not to exceed \$53,576.60 as presented.

APPROVAL OF PURCHASE; K-12 WRITING SUPPLEMENT MATERIALS

Board approval is required for contracts \$50,000.00 and higher. The June Nelson Elementary School (JNES) roof was inspected by BDS architects and LCG engineers in July in preparation of a Department of Early Education and Development (DEED) grant application. The roof was found in a very poor and degrading condition. In addition, the mezzanine attached to the gym had suffered extensive water damage and requires reroofing and structural repair. The gym roof identified as a critical need and was repair by December of last year. The mezzanine damage was determined to be less critical and could wait for repair in summer 2023. The design documents for the mezzanine work were completed and the project bid March 2, 2022. Bids were due March 21 at 1 pm. Fifty-five companies viewed the plans, including 15 general contractors. However, no bids were received. Several bidders were contacted to discuss their reasons for not bidding. The work involves two different types of work- structural repairs and roofing. Given the current challenges of obtaining materials general contractors responded that this project is too small for them to be interested in preparing a formal bid or requesting subcontract pricing from roofers. They are already committed to larger projects. Roofing companies did not bid as they cannot undertake the structural work. To overcome this dilemma, it is recommended that the structural work be separated from the roof work and that the District contact potential contractors directly for informal quotes for the structural repair work. Separate quotes for reroofing of the mezzanine would be requested from roofing contractors when the repair work is complete. To prevent further damage to the mezzanine, this work should be completed this year. Given the very challenging bidding climate and the critical need for the project it is recommended that administration seek informal quotes for the two separate elements of work and that the Board delegate contracting authority to the Superintendent to issue separate contracts for repair and reroofing, not to exceed a total cost \$350,000. The administration recommended the approval of a delegation of contracting authority to the Superintendent the award of contracts for JNES Mezzanine Repair and JNES Mezzanine Reroof in a total amount not to exceed \$350,000 as presented.

APPROVAL OF CONTRACT; JNES MEZZANINE REROOF/REPAIR

Board approval is required for Superintendent's Out-of-District travel. The Superintendent is requesting out-of-district travel be approved by the Board for March and April 2022. The Superintendent, along with Board Members, will travel to San Diego to attend the National School Board Association's Conference April 2-4; then to Washington D.C. to lobby with Lobbying Committee Members. The administration recommended the Board approve the Superintendents request to travel out-of-district presented.

APPROVAL OF SUPERINTENDENT'S OUT-OF-DISTRICT TRAVEL REQUEST

Each month various Human Resources actions occur which require Board action or cognizance. On a monthly basis the administration recommends Board approval of new certified/classified hires, position reclassifications, and new or revised job descriptions. In addition, the administration informs the Board of resignations, transfers, and terminations throughout the district.

APPROVAL OF HUMAN RESOURCES

The administration recommended the Board approve the new certified hires at the June Nelson Elementary, McQueen School-Kivalina, and Kotzebue Middle/High School; the certified rehires in Ambler, Buckland, Deering, June Nelson Elementary, Kiana, Kivalina, Kobuk, Kotzebue Middle/High School, Noatak, Noorvik, Selawik, Shungnak, Alaska Technical Center and District Office (DO); the classified rehires DO; and the classified new hires Kivalina, Kotzebue Middle/High School and DO as presented.

The administration reported on the certified resignations from Deering, Noorvik and June Nelson Elementary; classified resignation from Deering, Noorvik, Kotzebue Middle/High School, and DO; certified transfer requests Junes Nelson Elementary to DO; classified transfer request to DO.

Board approval is required for contracts that exceeds \$50,000 or more. The administration is requesting approval to amend the contract to Northern Industrial Training (NIT) to provide additional training in Class D driving and Heavy Equipment Operator (CET) training. (8-hour HAZWOPR, Class D driving, and Commercial Driver's License training was previously approved). This Amended MOA will utilize TVEP (Technical Vocational Training Program) and STEP grant funds. ATC will partner with Northern Industrial Training of Palmer, Alaska to provide the Class D Driver's License and Heavy Equipment Operator (CET) Trainings. The CET training and licensing would occur at both the ATC campus in Kotzebue and the NIT facility in Palmer. The partnership with NIT will provide the most economic model for this type of training and certification. For participants, training will be provided in a rural setting close to home. It will also be most inexpensive to ATC and NIT to provide the bulk of the training where transportation, room, and board costs are minimal compared to sending all students to an urban setting for the training duration. The ATC/NIT partnership is also the best utilization of our combined core competencies. Through the partnership with NIT, ATC will also be able to facilitate another Class D driver's license training; trainings will be paid for through the ATC general fund, reimbursed by tuition paid by recipients, with the assistance of TVEP and STEP grant funding. The amended amount will come out of the Grant & ATC General funds. The administration recommended the Board approve to amend the contract with Northern Industrial Training in the amount not to exceed \$343,840.00 as presented.

None.

Millie Hawley: I want to open an invitation to have someone from the District to participate in our discussions we have in Kivalina. We meet every 2-3 months. Send me the name once one is determined.

Brad Reich: At the meeting with the borough, we threw a proposal out there to start sitting down with the Borough to talk about the things that are happening around our district. They don't have all the information or know about the great things that are happening. Now is the time since COVID is kind of lapsing, we should schedule a retreat with the North Slope Borough SD and our Board and get back to lobbying together again. I am real excited that we have a few members going down to DC to lobby. I applaud Margaret, Marie and Tillie, who are the Board members, going down to DC.

Tillie Ticket: I am excited our kids can now go to the gym before and after school. I want to send my condolences to Don Young's family, a great loss for our state.

Alice Adams: Regarding the Advisory School Council (ASC), Noatak has not had a quorum and no meetings all year. Also, seems like not much of an effort to pull one together. How do we get back into having our ASC meeting? Are we all in the same boat, and how many other schools are having their ASC meeting?

Tillie: The reason we have ASC meetings in Selawik, is because we have a principal that calls and texts us prior to each meeting.

APPROVAL OF
CONTRACT
AMENDMENT;
NORTHERN
INDUSTRIAL
TRAINING

EXECUTIVE
SESSION

BOARD COMMENTS

Lawrence: I just want to acknowledge how good it is to be back in the boardroom with Board Members and Superintendent. It feels great to meet in person again. Congratulations to Lulu Sampson, at Noorvik for 37 years of service with the District.

Marie Greene: I want to mention the passing of Congressman Don Young and keep their family in your thoughts. He was a strong voice in Washington DC for Alaska from 1973. We will continue to work with our lobbyist with the plans on going down to Washington DC to lobby. I want to mention and express that our presence at the Borough Assembly meeting in March, it really helped and played a big role in regards to a contribution of additional \$2 million for this fiscal year.

Terri: Please plan for at least three days for the upcoming Board meeting in April.

The next regular Board meeting of the NWABSD Board of Education will be held on Tuesday, April 26, 2022 at 4:00 p.m. in the NWABSD Boardroom.

Brad Reich moved to adjourn the meeting, seconded by Millie Hawley.

Motion passed with unanimous consent.

The meeting adjourned at 5:28 pm.

Tillie Ticket, Secretary

Jazmine Camp, Recording Secretary

BOARD COMMENTS
(CONTINUED)

DATE/TIME OF NEXT
BOARD MEETING

ADJOURNMENT

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 26, 2022

NUMBER: 22-074

FR: Office of the Superintendent

SUBJECT: Approval of Revisions to
BP 3000, Business and
Noninstructional
Operations, Concepts and
Roles; First Reading

STRATEGIC PLAN/BOARD GOAL:

Improve Stakeholder Communication.

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the first reading of the proposed revisions to Board Policy (BP) 3000, Business and Noninstructional Operations, Concepts and Roles and open for public comments.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

This is the first reading of the proposed revisions to BP 3000, Business and Noninstructional Operations, Concepts and Roles. This is on the AASB's 2021 list for revisions, and revisions require Board Adoption. *Proposed changes are:* This update clarifies the working relationship between the Board and Superintendent, as well stylistic edits to better reflect the Board's fiscal practices. The Board Policy Committee reviewed the proposed changes, recommends approval and open for public comments.

ALTERNATIVES:

1. Approve the first reading to the proposed revisions to BP 3000, Business and Noninstructional Operations, Concepts and Roles as presented and open for public comments;
2. Do not approve first reading to the proposed revisions to BP 3000 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading to the proposed revisions to BP 3000, Business and Noninstructional Operations, Concepts and Roles as presented and open for public comments.

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

CONCEPTS AND ROLES

BP 3000(a)

The School Board recognizes that ~~money and money management~~ fiscal resources and fiscal management comprise the foundational support of the entire school program. To make that support as effective as possible, the School Board intends to:

1. encourage advance planning through the best possible budget procedures
2. explore practical sources of ~~dollar income~~ revenue
3. guide the expenditure of funds so as to derive the greatest possible educational returns.
4. expect sound fiscal management from the administration
5. advocate a level of per student funding sufficient to provide quality education

The School Board desires to support the educational program with high standards of safety in the operation and maintenance of school facilities, equipment and services.

Role of The School Board

The School Board:

1. solicits public input on educational needs and utilizes that information in making budget decisions.
2. approves and adopts the annual budget and approves budget transfers.
3. is accountable for all district funds.
4. adopts written policies governing the purchase of supplies and equipment.
5. monitors all expenditures by receiving statements and approving payments.
6. Receives and reviews the annual audit of district accounts and business procedures.
7. ~~adopts~~ Provides for an insurance program which complies with law and reflects prudent financial management.
8. provides for long-range plans to acquire or dispose of sites and to add, maintain and staff new facilities.

CONCEPTS AND ROLES (continued)

BP 3000(b)

9. advocates and secures community support for additional financing when necessary.

Role of Superintendent or Designee

The Superintendent or designee:

1. prepares the detailed annual budget and presents it to the School Board for adoption.
2. administers the budget and keeps expenditures within approved limits.
3. enforces requisition and purchase order policies and regulations.
4. establishes control/inventory systems to account for district funds, supplies and equipment in accordance with law and School Board policy.
5. makes all financial reports required by law or School Board policy and prepares reports for public release.
6. analyzes the district's financial condition and presents the School Board with proposals for meeting financial needs including budget revisions.
7. provides for the annual audit of district accounts and business procedures.
8. helps the School Board to establish an adequate insurance program.
9. maintains the district's noninstructional and business operations.

Working Relationships of the School Board and Superintendent or Designee

The Superintendent or designee shall recommend financial plans to the School Board in accordance with the district's mission, vision, strategic goals and objectives, — The Superintendent shall recommend financial plans and options whenever district programs may be endangered by a lack of funds or when the continuation of district programs may result in an over expenditure of district funds.

The School Board desires complete information from the Superintendent or designee on all matters relating to the district's financial operations. The School Board shall closely scrutinize monitor all district financial operations so that it may fully discharge its legal responsibilities with regard to school finance. The School Board will work with the Superintendent to determine the timing and format of certain financial reports, so information is useful in decision making.

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Business and Noninstructional Operations

CONCEPTS AND ROLES (continued)

BP 3000(c)

(cf. 3460 - Financial Reports and Accountability)

Legal Reference:

ALASKA STATUTES

14.08.101 Powers (Regional School Boards)

14.08.111 Duties (Regional School Boards)

14.12.020 Support, Management and Control

14.14.060 Relationship between borough school district and borough

14.14.065 Relationship between city school district and city

14.14.090 Additional duties

Revised 10/2021

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 26, 2021

NUMBER: 22-081

FR: Office of the Superintendent

SUBJECT: Memorandum of
Agreement 22054
Addendum; E-Rate
Central Consulting
Services

STRATEGIC PLAN/BOARD GOAL:

Goal 1: Student Learning

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

ABSTRACT:

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

ISSUE:

At issue is to approve E-Rate Central Consulting Services Contract Addendum for an additional \$59,000 to be funded by ESSER III funds.

BACKGROUND AND/OR PERTINENT INFORMATION:

E-Rate Central provides consulting services to ensure the E-Rate programs are followed and all proper documentation is filed in a timely manner when procuring E-Rate qualified services. The District has a current MOA for traditional E-Rate services for 2021-2022 school internet.

In response to Congressional COVID-19 relief measures, the FCC rolled out a temporary support mechanism to help bridge the digital divide and the homework gap. Unlike traditional E-rate, the Emergency Connectivity Fund (ECF) will reimburse applicants for 100% of eligible charges. An initial ECF window opened for 45 days (June 29 – August 13, 2021) which the District applied for funding for internet services across the region to support qualifying student and staff homes. On March 23, 2022, the NWABSD was awarded \$14,371,030.47 by the Universal Service Administrative Co. (USAC) under this new E-Rate program for home internet.

E-Rate Central supports timely and accurate filing of required ECF E-Rate paperwork, program integrity assurance, and audit support. The cost for the additional E-Rate Central consulting services is \$59,000 to be taken from the ESSER III budget. This additional support cost would bring the total E-Rate Central 2021-2022 MOA to \$118,000 for both regular E-Rate consulting on school internet and new E-Rate consulting on eligible student and staff home internet.

ALTERNATIVES:

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

ADMINISTRATION'S RECOMMENDATION:

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

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

ADDENDUM TO
MEMORANDUM OF AGREEMENT

MOA # 22054

Between

Contractor Name: E-Rate Central

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

and

Northwest Arctic Borough School District

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

	<u>Amount</u>
Account #: <u>ESSER III Funds</u>	<u>\$ 59,000</u>
Account #: _____	<u>\$</u>
NEW MOA Total:	<u>\$ 118,000</u>

Budget Authority Approval: _____

Contractor Additionally Agrees: to provide form filing and program integrity assurance support, document management, vendor management, invoicing, and billing and audit support pertaining to the Emergency Connectivity Fund for ECF windows 1 & 2.

District Additionally Agrees:

Date of Board Approval (if applicable): _____

Agreed to by:

Contractor, (Sign and Return to Program Contact Person) _____
Date

Superintendent- Authorized Signature, NWABSD _____
Date

Director of Administrative Services, NWABSD _____
Date

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 26, 2022

NUMBER: 22-082

FR: Office of the Superintendent

SUBJECT: Approval of FY-23
Contract; E-Rate Central
Consulting Services

STRATEGIC PLAN/BOARD GOAL:

Goal 1: Student Learning

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

ABSTRACT:

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

ISSUE:

At issue is to approve the FY-23 E-Rate Central Consulting Services contract for an amount not to exceed \$118,000 which will be funded by ESSER III funds.

BACKGROUND AND/OR PERTINENT INFORMATION:

E-Rate Central provides consulting services to ensure the E-Rate programs are followed and all proper documentation is filed in a timely manner when procuring E-Rate qualified services. The NWABSD (District) is applying for funding under two different E-Rate programs: 1. traditional E-Rate services for 2022-2023 school internet, and 2. Emergency Connectivity Fund (ECF) internets services for qualifying student and staff homes in the 3rd ECF filing window.

The traditional E-rate program provides funding for 90% of our school internet charges. The ECF will provide funding for 100% of eligible charges for internet services across the region to support qualifying student and staff homes. The District was awarded funding for both programs in the 2021-2022 school year and will continue those applications for the 2022-2023 school year and 3rd ECF filing window.

E-Rate Central supports timely and accurate filing of required E-Rate paperwork, program integrity assurance, and audit support. The cost for the E-Rate Central consulting services is \$59,000 for each E-Rate fund supported. The total E-Rate Central 2022-2023 Contract is for \$118,000 for both regular E-Rate consulting on school internet and new E-Rate consulting on eligible student and staff home internet.

ALTERNATIVES:

1. Approve the FY-23 contract with E-Rate Central Consulting Services for a total amount not to exceed \$118,000 as presented;
2. Do not approve the FY-23 contract with E-Rate Central Consulting Services as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the FY-23 contract with E-Rate Central Consulting Services for a total amount not to exceed \$118,000 as presented.

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

P. O. Box 51 Kotzebue, AK 99752

MEMORANDUM OF AGREEMENT (MOA)

MOA's for more than \$50,000 must be approved by the School Board prior to start of Contract
In a fiscal year MOA's to the same Contractor totaling more than \$50,000 must be approved by the School Board prior to start of Contract
Remember to follow federal procurement regulations when using federal funds to support the MOA

TAB BETWEEN FIELDS

Contractor: E-Rate Central **MOA Control #:** _____
Name of Company Contact Brad Eisel for #

Address: 400 Post Avenue, Suite 410 Westbury NY 11590-2291
Street or POB City State Zip + four

516 801-7803 516-801- eflock@e-ratecentral.com
Area Code Phone # Fax # E-mail Address
7873

Federal ID #: 11-2907608 O Soc. Sec. #: _____ Alaska Business License #: _____
Enter without Dashes Enter without Dashes

07/01/2022 06/30/2023 W-9 Attached W-9 Submitted Previously
Start Date (mmddyy) End Date (mmddyy) Verify with Brad Eisel

Contractor Agrees To: Support timely and accurate filing of required E-Rate paperwork, program integrity assurance, document management, vendor management, invoice and billing support, and audit support for window 3 of the Emergency Connectivity Fund E-rate program and 2022-2023 school internet E-Rate program.
If additional space is needed, indicate here **See attachment**

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

District Agrees To: _____

If additional space is needed, indicate here **See attachment**

Payment Terms: _____

If additional space is needed, indicate here **See attachment**

Enter Account Code as:	<u>Amount</u>
Account #: _____	<u>\$ 118,000</u>
Account #: _____	<u>\$</u>
Total:	<u>\$ 118,000</u>

MOA Not to Exceed: \$118,000 Budget Authority Approval: _____

Additional Conditions/Provisions

A - GENERAL INFORMATION

1. All associated costs, not limited to fees and reimbursables, must be included in the MOA. All MOA's for more than \$50,000 require prior School Board approval before Contractor provides any service. (BP 3312)
2. The account to be charged must be determined and approved by the individual with budget authority prior to submission of the MOA to Brad Eisel. It is important to verify funds are available before submitting.
3. Prior to the starting date of the contracted services and/or activities, the Contractor and NWABSD must sign the MOA. The Contractor is not to be given a notice to proceed unless all the appropriate parties have approved and signed the MOA.
4. The District Contact Person will be responsible for obtaining the Contractor's signature and submitting the original MOA to Brad Eisel along with a W-9 for tax purposes.
5. The District Contact Person must approve for payment all Contractor invoices and verify receipts and backup documentation prior to submission for payment to the Accounting Department.
6. The Contractor must pay all expenses, and submit receipts for reimbursement, (airline receipt, hotel receipt, other travel related expenses). Mileage tickets are not eligible for reimbursement.
7. MOA's cannot be used for employee contracts or work agreements.
8. Any NWABSD employee who authorizes services prior to the required approvals may be subject to disciplinary action up to and including termination. (BP 4118, 4218)

B - CONTRACTOR RESPONSIBILITIES

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

I HEREBY ACCEPT THIS MOA AND THE CONDITIONS/PROVISIONS CONTAINED HEREIN.
Any changes in the terms of this MOA must be on an ADDENDUM FORM prior to any services being performed. The ADDENDUM FORM must be approved by all parties.

Megan Williams

Director of Administrative Services – Fiscal
Approval

Director's Signature

Date (mm/dd/yy)

Terri Walker

Interim Superintendent –Authorized Signer
NWABSD

Superintendent's Signature

Date (mm/dd/yy)

Eric Flock

Contractor

Contractor's Signature

Date (mm/dd/yy)

**REVISED
MEMORANDUM**

TO: NWABSD Board of Education
Members

DATE: April 26, 2022

NUMBER: 20-083

FR: Office of the Superintendent

SUBJECT: Selection of Student
Representative to the NWABSD
Board of Education

STRATEGIC PLAN/BOARD GOAL:

Improve Stakeholder Communication.

ABSTRACT:

Selection of Student Representative to the NWABSD Board of Education shall be selected by Board.

ISSUE:

At issue is for the Board to select up to two student representatives and one alternate student representative to the NWABSD Board of Education.

BACKGROUND AND/OR PERTINENT INFORMATION:

According to AR 9110 (b), the Board believes it is important to seek out and consider students' ideas, viewpoints and reactions to the educational program. In order to provide student input and involvement, the Board shall appoint Student Representative(s) as deemed necessary.

Student Representative(s) shall have the right to attend public meetings of the Board, be recognized at meetings, participate in discussing issues and shall receive all materials presented to Board members except those related to executive session.

Applications will be provided for review and consideration in Executive Session.

ALTERNATIVES:

1. Select up to two Student Representatives and one Alternate Student Representative to the NWABSD Board of Education as presented;
2. Do not select Student Representative and Alternate Student Representative to the NWABSD Board of Education as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board select up to two Student Representatives and one Alternate Student Representative to the NWABSD Board of Education as presented.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 26, 2022

NUMBER: 22-084

FR: Office of the Superintendent

SUBJECT: Selection of Recipients
for the June Nelson
Scholarship

STRATEGIC PLAN/BOARD GOAL:

Improve Stakeholder Communication.

ABSTRACT:

Board selection of recipients for the NWABSD June Nelson Scholarship is required.

ISSUE:

At issue is for the Board to select recipients for the June Nelson Scholarship based upon predetermined criteria and a scoring guide.

BACKGROUND AND/OR PERTINENT INFORMATION:

It is financially feasible for the NWABSD to offer June Nelson Scholarships, should the board elect to do so. Five applications were received for this scholarship. Two of the applicants qualified based on the scholarship requirements.

Confidentiality is necessary as information regarding economic status is presented. Applicant packets were presented to Board in executive session.

At the regular meeting, the board may select recipients for the June Nelson Scholarship.

ALTERNATIVES:

1. Select recipients for the June Nelson Scholarship as presented;
2. Do not select any recipients as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATIONS:

The administration recommends that the Board Select recipients for the June Nelson Scholarship as presented.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board adopt the FY23 Proposed Operating Fund Budget as presented.

**Northwest Arctic Borough School District
FY23 Proposed Budget**

	FY21	FY22	FY23	<u>Changes</u> <u>FY22 to</u> <u>Proposed</u>	NOTES
	<u>Actual</u> <u>Transactions</u>	<u>Current</u> <u>Budget</u>	<u>Proposed Budget</u> <u>Budget</u>		
REVENUE					
Other Local Revenue	\$402,235	\$600,000	\$450,000	(\$150,000)	Estimated based on historical
Earnings on Investments	\$1,695	\$3,200	\$3,000	(\$200)	
Donations/Contributions	\$100	\$0	\$0	\$0	
Borough Appropriation	\$4,140,049	\$4,151,951	\$4,402,689	\$250,738	Increase due to property value
E-rate Program	\$6,808,765	\$6,860,873	\$7,456,903	\$596,030	Increase to Bandwidth in FY22
State Foundation	\$37,189,092	\$37,462,908	\$36,660,884	(\$802,024)	Based on Projection of 1831
Other State Rev - Quality Schools	\$112,592	\$273,143	\$127,645	(\$145,498)	Based on ADM
TRS On-behalf	\$2,828,647	\$3,191,942	\$2,889,915	(\$302,027)	
PERS On-behalf	\$723,064	\$611,444	\$734,163	\$122,719	
Revenue - Other State Sources	\$182,316	\$0	\$0	\$0	
Impact Aid Program	\$1,117,598	\$6,858,607	\$6,216,361	(\$642,246)	Hold Harmless
TOTAL REVENUES	\$53,506,153	\$60,014,068	\$58,941,560	(\$1,072,508)	
TRANSFERS IN					
Capital Improvement Funds	\$0	\$0	\$1,132,979		Transfer in to Balance Budget
TOTAL TRANSFERS IN	\$0	\$0	\$1,132,979		
EXPENSES					
Certificated Salaries	\$14,948,942	\$14,744,082	\$13,751,786	(\$992,296)	Reduced by 14 teaching positions
Non-Certificated Salaries	\$6,970,323	\$8,803,903	\$8,780,742	(\$23,161)	
Leave Pay Out	\$319,396	\$219,832	\$200,000	(\$19,832)	
Board Stipends	\$80,521	\$79,000	\$79,000	\$0	
Employee Benefits	\$9,733,289	\$10,737,630	\$11,098,515	\$360,885	Reduced by estimated Insurance Savings
TRS On-behalf	\$2,828,647	\$3,191,942	\$2,889,915	(\$302,027)	
PERS On-behalf	\$723,064	\$611,444	\$734,163	\$122,719	
SUBTOTAL: Personnel	\$35,604,184	\$38,387,833	\$37,534,122	(\$853,711)	
Professional & Technical Services	\$2,558,635	\$3,191,302	\$3,358,006	\$166,704	Increase for Maint. Services
Staff Travel	\$140,693	\$531,348	\$623,800	\$92,452	
Board Travel	\$1,860	\$89,379	\$89,379	\$0	
Student Travel	\$451,837	\$729,316	\$714,000	(\$15,316)	
Utility Services	\$8,181,371	\$8,342,599	\$8,657,239	\$314,640	Reduced by estimated building closure savings
Energy-includes electricity & fuel	\$3,277,696	\$4,032,395	\$5,023,195	\$990,800	Heating Fuel Increase
Other Purchased Services	\$2,336,243	\$2,454,407	\$2,369,016	(\$85,391)	
Property & Liability Insurance	\$961,903	\$953,044	\$1,000,159	\$47,115	Projected Increase
Supplies, Materials & Media	\$1,381,510	\$1,461,071	\$1,520,108	\$59,037	
Tuition	\$32,988	\$34,000	\$34,000	\$0	
Dues & Fees	\$156,506	\$176,305	\$134,494	(\$41,811)	
Inventoried Equipment	\$125,422	\$59,508	\$50,000	(\$9,508)	
Indirect Cost Recovery	(\$336,128)	(\$300,000)	(\$300,000)	\$0	
SUBTOTAL: Non-Personnel	\$19,270,536	\$21,754,673	\$23,273,396	\$1,518,723	
TOTAL EXPENSES	\$54,874,720	\$60,142,506	\$60,807,518		
TRANSFERS OUT					
Food Service Fund	\$1,489,745	\$0	\$0	\$0	
ATC	\$298,108	\$0	\$0	\$0	
Star of the Northwest - Magnet Schoc	\$158,902	\$0	\$0	\$0	
Teacher Housing Fund	\$425,969	\$450,000	\$350,000	(\$100,000)	Reduction in Housing Leases
Special Revenue Fund	\$227,973	\$45,000	\$50,000	\$5,000	
TOTAL TRANSFERS OUT	\$2,600,698	\$495,000	\$400,000	(\$95,000)	
INCREASE (DECREASE)-UNRESERVED FE	(\$3,969,264)	(\$623,438)	(\$1,132,979)		Use of Fund Balance to balance budget

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 26, 2022

NUMBER: 22-086

FR: Office of the Superintendent

SUBJECT: Approval of Purchase;
Construction Machinery
Industrial, Inc.

ABSTRACT:

Board approval is required for contracts \$50,000.00 and higher.

ISSUE:

At issue is for the Board approve the purchase a loader for the new Kivalina School from Construction Machinery Industrial, Inc. for a total amount not to exceed \$210,000, which includes FOB Anchorage.

BACKGROUND AND/OR PERTINENT INFORMATION:

The new Kivalina school will open to students October 1, 2022. The school is situated seven (7) miles from the village which will require us to provide school bus service. For the school busses to navigate the campus, a loader will be needed for snow removal. The new school site accumulates a huge amount of snow, so a loader is essential for school bus operation.

The administration has extensively researched purchase of a loader and recommends purchasing a 2018 Volvo L110H Loader from Construction Machinery Industrial, Inc. (CMI) located in Anchorage. The Volvo is slightly used with only 2,900 hours which is essentially still new. There are a variety of equipment brands available however, the administration recommends purchasing a Volvo since the district already has a Volvo loader and dump truck in Kotzebue. It is our preference to stick with one brand of heavy equipment. The total amount is not to exceed \$210,000, which includes FOB Anchorage. The estimated freight cost from Anchorage to Kivalina will not exceed \$50,000.

ALTERNATIVES:

1. Approve the purchase of a loader for the new Kivalina School from CMI for a total amount not to exceed \$210,000 as presented;
2. Do not approve the purchase from CMI as presented as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the purchase of a loader for the new Kivalina School from CMI for a total amount not to exceed \$2210,000 as presented.



5400 Homer Drive
Anchorage, Alaska 99518
Ph: (907) 563-3822 Fax: (907) 563-1381

PROPOSAL

Proposal #: NWABSD L110H
Page: 1 of 1
Date: 4/13/2022
Issued by: Jay Ahrenholz
Cell #: 907-351-0191
Email: j.ahrenholz@cmiak.com

To: NWAB School District

Attention: Avery

We at Construction Machinery are pleased to quote the following equipment for your review:	
1	2018 Volvo L110H loader
	CMI Unit #VL1911 Serial #L110HK05631455 Approximate hours - 2,900 Enclosed cab with heat and A/C Full fenders rear Fuel fill strainer Hand throttle control Engine block heater Reversible cooling fan Air suspension seat Radio with bluetooth/usb/aux Rear view camera Forward view mirror Rear view mirrors - electric adjust with heat Dual work lights front of cab Dual work lights rear of cab Reverse lights automatic LED warning beacon Back up alarm Boom suspension system Hydraulic 4 function Frame, life time guarantee Volvo 4.5 cu yd bucket with bolt on cutting edge PSM pallet forks
	\$176,500.00
	\$16,000.00
	\$17,500.00
	\$210,000.00
Sale price FOB CMI Anchorage Branch..... Prices are valid for 30 days. Machine availability subject to prior sale or lease. Any applicable taxes not included.	
<small> WARRANTIES: This proposal is made on the basis of the information provided by you and does not constitute an offer of any product or service. The only warranty is that the equipment is as described in this proposal. All other warranties, express or implied, are excluded from this proposal. The manufacturer's warranty is the only warranty that applies to the equipment. The manufacturer's warranty is the only warranty that applies to the equipment. The manufacturer's warranty is the only warranty that applies to the equipment. The manufacturer's warranty is the only warranty that applies to the equipment. </small>	
Construction Machinery Industrial, LLC By: Jay Ahrenholz Title: Equipment Sales/Rentals	Accepted by: _____ Title: _____ Date: _____ NWAB School District

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 26, 2022

NUMBER: 22-087

FR: Office of the Superintendent

SUBJECT: Approval of Contract; Kevin G.
Smith Photography

ABSTRACT:

Contracts that exceed \$50,000 requires Board approval.

ISSUE:

At issue is for the Board to approve the additional contract with Kevin G. Smith Photography, to provide additional artwork for the Kivalina K-12 Replacement School, total amount not to exceed \$60,000.

BACKGROUND AND/OR PERTINENT INFORMATION:

State Statutes require that a percentage of construction funds for State funded projects be allocated for artwork. The total art budget for the Kivalina project is \$266,500. Kevin G. Smith Photography currently has a contract to produce photographs for the commons of the Kivalina Replacement School. The community has requested that he produce an additional mural for the gym. Kevin Smith has provided elder and historic photographs for a number of the District school construction and renovation projects. He produced the gym mural in Noatak and the hanging "lanterns" Shungnak. All his work is treasured by the communities that have received his pieces.

At the February 2020 Board meeting, the Board approved the contract for Kevin G. Smith Photography, to provide artwork for the Kivalina K-12 Replacement School, for a total amount not to exceed \$100,000. Kevin Smith estimated the cost of the common art at \$77,000. After determining the appropriate location and size of the additional mural for the gym he proposed a price of \$60,000. As the total amount of the artwork exceeds the limit identified in the earlier Board memo additional Board approval is required. With the approval of this contract a balance of \$129,500 will remain for any additional artwork for the school.

ALTERNATIVES:

1. Approve the additional contract with Kevin G. Smith Photography, to provide additional artwork for the Kivalina K-12 Replacement School, total amount not to exceed \$60,000as presented;
2. Do not approve an additional contract with Kevin G. Smith Photography as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve additional contract with Kevin G. Smith Photography, to provide additional artwork for the Kivalina K-12 Replacement School, total amount not to exceed \$60,000 as presented.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 26, 2022

NUMBER: 22-088

FR: Office of the Superintendent

SUBJECT: Approval of Contract; TC
Construction, Inc.

ABSTRACT:

Board approval is required for contracts \$50,000.00 and higher.

ISSUE:

At issue is for the Board to approve the contract with TC Construction, Inc. to repair JNES mezzanine and window replacement for an amount not to exceed \$658,022.

BACKGROUND AND/OR PERTINENT INFORMATION:

The June Nelson Elementary School (JNES) roof was inspected by BDS architects and LCG Engineers in July 2021 in preparation of a Department of Early Education and Development (DEED) grant application. The roof was found in a very poor and degrading condition. In addition, the mezzanine attached to the gym had suffered extensive water damage and requires reroofing and structural repair. The gym roof was identified as a critical need and was repaired December 2021.

The mezzanine damage was determined to be less critical and could wait for repair in summer 2023. The design documents for the mezzanine work were completed and the project went out to bid March 2, 2022. Bids were due March 21 at 1 pm. Fifty-five companies viewed the plans, including 15 general contractors. However, no bids were received. At the March Board Meeting, the Board approved seeking informal quotes for the work and a delegation of contracting authority to the Superintendent not to exceed a total cost \$350,000.

The District contacted potential proposers, where we included the replacement of JNES windows to the scope of work. Four contractors expressed interest in submitting proposals, but we received two proposals which were opened on April 12, 2022. The results as follows:

	Boretide Construction	TC Construction, Inc.
JNES Mezzanine Repair:	\$536,467	\$529,011
JNES Window Replacement:	<u>\$130,354</u>	<u>\$129,011</u>
Combined Total:	\$666,821	\$658,022

The lowest responsive and responsible proposer is TC Construction.

ALTERNATIVES:

1. Approve the contract with TC Construction, Inc. to repair the JNES mezzanine and window replacement for an amount not to exceed \$658,022 as presented;
2. Do not approve the contract with TC Construction, Inc. as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the contract with TC Construction, Inc. to repair the JNES mezzanine and window replacement for an amount not to exceed \$658,022 as presented.

MEMORANDUM

TO: Peter Frank, Boretide Construction, LLC
Randy Christianson, TC Construction, Inc
Kathy Christy, NWABSD Capital Projects

FR:  Craig McConnell; Director, NWABSD Property Services

DATE: April 12, 2022

RE: Project #557-03 Bid Opening

Two contractors submitted bids for the JNES Mezzanine and Window Replacement Project (project #557-03) by the deadline of 1:00 pm, April, 12, 2022. The two bids submitted are as follows:

Boretide Construction, LLC
JNES gym mezzanine repair \$536,467.00
JNES window replacement \$130,354.00
Combined Total \$666,821.00

TC Construction, Inc
JNES gym mezzanine repair \$529,011.00
JNES window replacement \$129,011.00
Combined Total \$658,022.00

TC Construction, Inc was the successful bidder for both projects with a combined bid price of \$658,022.00.

Northwest Arctic Borough School District
Kotzebue, Alaska

PROPOSAL FORM

ITB #557-03

JNES REPAIRS NWABSD Project #557-03

Signed proposal form to be emailed to: Craig McConnell at
emcconnell@nwarctic.org
on or before
1:00 pm AKDT
April 12, 2022

We, the undersigned, in accordance with the associated Instructions to Proposers, General Conditions, and Specifications hereby propose to furnish all labor, materials, equipment, tools and supervision necessary for the repair of the gym mezzanine and window replacement of the JNES School in Kotzebue, Alaska. Bid computation shall be as provided in the Project Documents to establish the apparent low qualified bidder. The prices below are inclusive of all labor, equipment, tools and supplies, and all other work defined in the Specifications which are a part of this Invitation to Propose. Contract will be awarded based on the Proposed Pricing and available funding and as determined to be in the best interest of the Northwest Arctic Borough School District.

Proposal Item 1: Scope related to the reroof and repair of the June Nelson School gym mezzanine in Kotzebue, Alaska.

\$ 536,467
Bid (NUMBERS)

Five hundred thirty six thousand, four hundred sixty seven
(IN WORDS) dollars.

Proposal Item 2: Scope related to the installation of owner provided ~~48~~⁴⁰ replacement windows of the June Nelson School.

\$ 130,354
Bid (NUMBERS)

One hundred thirty thousand, three hundred fifty four
(IN WORDS) dollars.

Proposal Item 3: Proposed price for Items 1 and 2 combined.

\$ 666,821

Northwest Arctic Borough School District
Kotzebue, Alaska

PROPOSAL FORM

ITB #557-03

JNES REPAIRS NWABSD Project #557-03

Signed proposal form to be emailed to: **Craig McConnell** at
cmcconnell@nwarctic.org
on or before
1:00 pm AKDT
April 12, 2022

We, the undersigned, in accordance with the associated Instructions to Proposers, General Conditions, and Specifications hereby propose to furnish all labor, materials, equipment, tools and supervision necessary for the repair of the gym mezzanine and window replacement of the JNES School in Kotzebue, Alaska. Bid computation shall be as provided in the Project Documents to establish the apparent low qualified bidder. The prices below are inclusive of all labor, equipment, tools and supplies, and all other work defined in the Specifications which are a part of this Invitation to Propose. Contract will be awarded based on the Proposed Pricing and available funding and as determined to be in the best interest of the Northwest Arctic Borough School District.

Proposal Item 1: Scope related to the reroof and repair of the June Nelson School gym mezzanine in Kotzebue, Alaska.

\$ 529,011

Bid (NUMBERS)

FIVE HUNDRED AND TWENTY NINE THOUSAND AND ELEVEN DOLLARS

(IN WORDS)

Proposal Item 2: Scope related to the installation of owner provided 49 replacement windows of the June Nelson School.

\$ 129,011

Bid (NUMBERS)

ONE HUNDRED AND TWENTY NINE THOUSAND AND ELEVEN DOLLARS

(IN WORDS)

Proposal Item 3: Proposed price for Items 1 and 2 combined.

\$ 658,022

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 26, 2022

NUMBER: 22-089

FR: Office of the Superintendent

SUBJECT: Approval of Purchase; Big Ray's-
The Alaskan Outfitters

STRATEGIC PLAN/BOARD GOAL:

Goal 3: Family Support and Engagement

ABSTRACT:

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

ISSUE:

At issue is for the Board to approve the purchases of migrant education student services clothing from Big Ray's Anchorage for a total amount not to exceed \$220,000.

BACKGROUND AND/OR PERTINENT INFORMATION:

Migrant student clothing orders are being finalized and purchased by site according to orders received from parents. Total purchase cost will not exceed \$220,000 as budgeted.

These items were fully budgeted for and approved by the Alaska Department of Education as part of NWABSD's Migrant Title 1-C application. The purchase is funded from the Migrant Education Fund 262 budget.

ALTERNATIVES:

1. Approve the purchase of migrant education student services clothing from Big Ray's-The Alaskan Outfitters for a total amount not to exceed \$220,000 as presented;
2. Do not approve the purchase from Big Ray's-The Alaskan Outfitters as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the purchase of migrant education student services clothing from Big Ray's-The Alaskan Outfitters for a total amount not to exceed \$220,000 as presented.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 26, 2022

NUMBER: 22-090

FR: Office of the Superintendent

SUBJECT: Approval of
Superintendent's out-of-
District Travel Request

ABSTRACT:

Superintendent's out-of-District's travel requires Board approval.

ISSUE:

At issue is to approve the Superintendent's request for out-of-district travel as presented.

BACKGROUND AND/OR PERTINENT INFORMATION:

The Superintendent's request for out-of-district travel through July 2022:

- Alaska School Leadership Institute (ASLI), May 25-27, 2022 – Anchorage, AK
- Safe and Civil, July 10-14, 2022 – Portland, OR
- Increasing Performance and Retention in Alaska Rural Schools (IPRARS), July 19-21, 2022 – Anchorage AK

ALTERNATIVES:

1. Approve the Superintendent's request for out-of-district travel as presented;
2. Do not approve the Superintendent's request for out-of-district travel as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the Superintendent's request for out-of-district travel as presented.

MEMORANDUM

TO: NWABSD Board of Education

DATE: April 26, 2022

NUMBER: 22-091

FR: Office of the Superintendent

SUBJECT: Approval of Human Resources

STRATEGIC PLAN/BOARD GOAL:

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

ABSTRACT:

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

ISSUE:

At issue is the approval of Human Resources actions.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

The April 2022 Human Resources action items for Board approval of the FY-23 new certified hires at Ambler, Buckland, Kobuk, Kotzebue Middle/High (KMHS) and Noorvik; the FY-23 certified rehires at Ambler, Buckland, June Nelson Elementary (JNES), Kiana, Noatak, Noorvik, Selwaik, Shungnak, NW Magnet School, and District Office (DO); and the FY-22 classified new hires at the Alaska Technical Center and DO.

Human Resources reports on the certified resignations at KMHS and JNES; and the classified resignation at Selawik.

ALTERNATIVES:

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

ADMINISTRATION RECOMMENDATION:

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

**ADDENDUM
Human Resources
April 24, 2022**

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

- a) Certified new hires
- b) Certified rehires

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

LOCATION & DATE	NAME	POSITION
<u>Buckland</u>		
7/28/2022	Eva Wortman	Teacher
<u>KMHS</u>		
7/28/2022	Veneatrice Levy	Teacher
7/28/2022	Megan Houk	Teacher
7/28/2022	Winilinda Ybanez	Teacher
<u>NOORVIK</u>		
7/28/2022	Ivie Greenwood	Teacher
7/28/2022	Judy Linda Alvarez	Teacher
<u>Selawik</u>		
7/28/2022	Curtis Wells	Teacher
7/28/2022	Chito Espinoza	Teacher

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

LOCATION & DATE	NAME	POSITION
<u>SELAWIK</u>		
7/28/2022	Rosito Bacud	Teacher
<u>DO</u>		
8/1/2022	Kimberly Addington	Teacher
8/1/2022	Emily Davis	Teacher

II. The administration reports the following non-action items:

- a) Certified Resignations
- b) Certified Transfer

a) The administration reports the following certified resignations:

LOCATION & DATE	NAME	POSITION
<u>DO</u>		
6/30/2022	Craig McConnell	Director Property Services
<u>KMHS</u>		
5/10/2022	Karen Keck	Teacher
<u>NOATAK</u>		
5/10/2022	Corilyn Adams	Teacher
<u>KIVALINA</u>		
5/10/2022	Larry Rojas	Teacher

b) The administration reports on the following Certified transfers:

LOCATION & DATE	NAME	POSITION
<u>JNES to DO</u>		
8/1/2022	Angela Eisel	Itinerant Sped Teacher

**Human Resources
April 2022**

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

- a) Certified new hires FY-23
- b) Certified rehires FY-23
- c) Classified new hires FY-22

a) The administration recommends approval of the following FY-23 Certified New Hires:

LOCATION & DATE	NAME	POSITION
<u>AMBLER</u> 7/28/2022	Mary Palma	Teacher
<u>BUCKLAND</u> 7/28/2022	Gerard Dion	Teacher
<u>KOBUK</u> 7/18/2022	Dwight Conerway	Principal/Teacher (Sped)
<u>KMHS</u> 7/18/2022	Nicole Ritzinger	Assistant Principal
<u>NOORVIK</u> 7/18/2022	Kelly Denny	Principal
7/28/2022	Michael Dibble	Teacher

b) The administration recommends approval of the following FY-23 Certified Rehires:

LOCATION & DATE	NAME	POSITION
<u>AMBLER</u> 8/1/2022 Students	Deborah Eberle (OBU/SHG)	Teacher Dean of
<u>BUCKLAND</u> 8/1/2022	Stephen Carroll	Teacher
8/1/2022	Aileen Ederango	Teacher
<u>JNES</u> 8/1/2022	Emily Marcus	Teacher
8/1/2022	Cassia Teuscher	Teacher
8/1/2022	Darleia Caldwell	Teacher
8/1/2022	Mary Norton	Teacher
<u>KIANA</u> 8/1/2022	Courtney Priestley	Teacher
8/1/2022	Terri Schuetz	Teacher
<u>NOATAK</u> 8/1/2022	Louisa Hostetter	Teacher
8/1/2022	Emily Burgher	Teacher
8/1/2022	Brianna Kirk (KVL)	Teacher Counselor
<u>NOORVIK</u> 8/1/2022	Timothy Wingert	Teacher
<u>SHUNGNAK</u> 8/1/2022	Cheryl Abejuela	Teacher
8/1/2022	Dawn Davis	Teacher

FY-23 Certified Rehires (continued):

SELAWIK

8/1/2022	Kirk Bergen	Teacher
8/1/2022	Karlee Filmore	Teacher
8/1/2022	Curtis Wells	Teacher Counselor
8/1/2022	Sarah Black	Teacher
8/1/2022	Karen Wells	Teacher
8/1/2022	William Johnson	Teacher

STAR

8/1/2022	Bradley Schott	Teacher
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DO

7/1/2022	Tracey Schaeffer	Clinical Coordinator
7/1/2022	Scott Martin	Prog & Staff Develop

Spec

- c) The administration recommends approval of the following FY-22 Classified New Hires:

<u>LOCATION & DATE</u>	<u>NAME</u>	<u>POSITION</u>
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ATC

4/18/2022	Jaylynn Rogers	Recruiter
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DO

4/06/2022	Delia Shuster	Assistant Payroll Officer
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- II. The administration reports the following non-action items:

- a. Certified Resignations
- b. Classified Resignations

- a) The administration reports on the following certified resignations:

<u>LOCATION & DATE</u>	<u>NAME</u>	<u>POSITION</u>
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KMHS

5/10/2022	Paul Davis	Teacher
5/10/2022	Glenn Padgett	Teacher

JNES

5/10/2022	Paige McConnell	Teacher
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- b) The administration reports on the following classified resignations:

<u>LOCATION & DATE</u>	<u>NAME</u>	<u>POSITION</u>
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SELAWIK

03/31/2022	Michelle Larkin	Aide
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MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 26, 2022

NUMBER: 22-092

FR: Office of the Superintendent

SUBJECT: Approval of Purchase;
Versaflex, Inc.

ABSTRACT:

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

ISSUE:

At issue is to approve the purchase of urethane spray foam insulation and thermal barrier fire protection from VersaFlex, Inc. for the total amount not to exceed \$53,870.00.

BACKGROUND AND/OR PERTINENT INFORMATION:

The administration is requesting board approval to purchase 13 sets of Quickshield urethane spray foam insulation and 120 gallons of DC315 thermal barrier fire protection to install on the interior of the Kivalina school bus barn. The 13 sets of urethane spray foam come in 55 gallon drums for a total of 24 drums. The insulation will be sprayed on the interior walls 5" thick for an insulating value of R40 and the ceiling will be sprayed with 7" for an insulation value of R56. Once the insulation has been applied, DC315 thermal barrier will be sprayed on top of it to protect the insulation from fire. Both products are in very short supply throughout the nation and are long lead items. Anchorage supplier VersaFlex is the only in state vendor we've been able locate that can supply us both products. It is our hope to make the purchase in time to ship the products on the first barge to our region.

The administration is recommending approval of this proposal.

ALTERNATIVES:

1. Approve the purchase from VersaFlex, Inc. for the total amount not to exceed \$53,870 as presented.
2. Disapprove the purchase from VersaFlex, Inc. for the total amount not to exceed \$53,870 as presented.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the purchase from VersaFlex, Inc. for the total amount not to exceed \$53,870 as presented.

Quote



VersaFlex, Inc.
 686 South Adams St
 Kansas City, KS 66105
 Phone: 913-321-9000

Quote No 110414
Quote Date 3/7/2022
Page 1

Bill To

NORTHWEST ARCTIC
 BOX 1110
 KOTZEBUE, AK 99752
 US

Ship to

NORTHWEST ARCTIC
 BOX 1110
 KOTZEBUE, AK 99752
 US

Customer No 1965
Slpsn 30100
Payment terms PRE-PAY

Loc AK
PPD/COL
Ship via Unknown
Ship Date A.S.A.P.

Qty Ordered	UOM	Item No	Unit price	Disc	Extended price
13.0000	LB	QS 112 XC Quickshield 112 XC SWD Urethane	1,666.0000		21,658.00
13.0000	EA	F-ISOCYANATE-50GM ISOCYANATE (MDI) - M Metal Drum	1,666.0000		21,658.00
24.0000	EA	M-DC315-5GP DC315 5 GALLON PAIL	439.7500		10,554.00

Quote good for 2 weeks

THE QUOTE TOTAL MAY NOT REFLECT MISCELLANEOUS CHARGES, FREIGHT OR SALES TAX

Quote Total
53,870.00

General Terms: The Versaflex Companies ("Seller") reserves the right to increase pricing in its sole discretion based on Seller's cost increases upon notice to customer. Any terms, conditions, or other provisions of a purchase order or similar document provided by customer ("Order") are rejected. Any Order will be processed and billed subject to the terms, conditions, and other provisions of the current signed contract between customer and Seller, if any. If no such contract exists, then the Terms and Conditions of Sale that are attached hereto will apply to your Orders, as modified by the pricing, payment terms, quantities, and any other commercial provisions that you have been advised of by your sales person as confirmed in the Seller's internal records.

**REVISED
MEMORANDUM**

TO: NWABSD Board of Education
Members

DATE: April 26, 2022

NUMBER: 22-093

FR: Office of the Superintendent

SUBJECT: Adoption of Proposed
Revisions to BB 9110,
Bylaws of the Board,
Board Membership; First
Reading

STRATEGIC PLAN/BOARD GOAL:

Improve Stakeholder Communication.

ABSTRACT:

Revisions to Bylaws of the Board (BB) require Board adoption.

ISSUE:

At issue is to waive the second reading and adopt at first reading, the proposed revisions to BB 9110, Bylaws of the Board, Board Membership.

BACKGROUND AND/OR PERTINENT INFORMATION:

The Superintendent/designee presents drafts or suggestions for board policy revisions when changes in law occur or when specific need occurs. Policy revisions shall normally be given two readings prior to adoption by the Board. *Board Bylaw (BB) 9311 states that the Board may waive the second reading and adopt at first reading to make the revisions effective immediately.*

This request is for the Board to adopt, at first reading, the proposed revisions to BB 9110, Bylaws of the Board, Board Membership. *Proposed revision is to change the language to, **up to two** Student Representatives.* The Board would like to recognize the importance of having two primary Student Board Representatives which allow them to support and collaborate with each other as they learn to work with the School Board.

ALTERNATIVES:

1. Waive the second reading and adopt at first reading, the proposed revisions to BB 9110, Bylaws of the Board, Board Membership as presented;
2. Do not adopt the proposed revisions to BB 9110 at first reading as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board waive the second reading and adopt at first reading, the proposed revisions to BB 9110, Bylaws of the Board, Board Membership as presented.

BOARD MEMBERSHIP

Regular Members

The School Board shall consist of 11 members elected or appointed in accordance with law.

(cf. 9220 - Board Elections)

(cf. 9223 - Board Vacancies)

Student Board Members

The Board believes it is important to seek out and consider students' ideas, viewpoints, and reactions to the educational program. In order to provide student input and involvement, the Board shall appoint student Board members as deemed necessary.

Student Board members shall have the right to attend public meetings of the Board, be recognized at meetings, participate in discussing issues and shall receive all materials presented to Board members except those related to executive sessions.

The Board of Education will develop procedures in conjunction with the Districtwide Student Council for the selection of ~~one (1)~~ **up to two (2)** student representatives and one (1) alternate student representative to the Board of Education. These representatives shall be advisory non-voting members to the Board.

(cf. 1220 – Citizen committees)

Legal Reference:

ALASKA STATUTES

14.08.091 Administration

14.12.030 School boards

14.12.040 Transition from five to seven member board

14.12.110 Single body as assembly and school board

14.14.070 Organization of school board

14.14.120 Inoperative district

14.14.250 - 14.14.310 Involvement of young people in government

29.20.300 School boards

Revised: March 07, 2017

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

Adoption Date: May 23, 1995

BOARD POLICIES

The School Board recognizes that its most important function is to establish policies which communicate its direction for the management and control of the schools. Policies are written statements adopted by the Board which communicate the guidelines and limits within which the Superintendent or designee and staff may take discretionary action.

(cf. 2210 - Administrative Leeway in Absence of Board Policy)

The Board encourages members of the community to contribute information and opinions for the Board's consideration and propose revisions to policy.

The adoption of policy shall conform with Board bylaws governing agenda, meetings, and voting. Only those written statements adopted and recorded in the minutes shall constitute official Board policy.

Prior to adoption, policies shall normally be given two readings by the Board. At its second reading, the policy may be adopted by a majority vote of all members of the Board. The Board may waive the second reading or may require additional readings.

In addition to presenting drafts or suggestions for new policy and policy revisions when changes in law occur or when a specific need arises, the Superintendent or designee, shall maintain procedures for the continuous orderly review of existing policies at a time allocated for this purpose on the agenda of regular Board meetings. When policies are amended, the Superintendent or designee shall review corresponding administrative regulations to ensure that they conform to the intent of the revised policy.

When drafting or revising Board policies which affect other governmental agencies or areas of common interest, the Superintendent or designee shall seek input from these agencies and shall express the Board's desire to cooperate with them in addressing matters of mutual concern.

(cf. 1020 - Youth Services)

Legal Reference:

ALASKA STATUTES

14.14.100 *Bylaws and administrative rules*

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

Adoption Date: May 23, 1995

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 26, 2022

NUMBER: 22-094

FR: Office of the Superintendent

SUBJECT: Approval of New Policy,
BP 3510, Business and
Non-Instructional
Operations, Maintenance;
First Reading

STRATEGIC PLAN/BOARD GOAL:

Stakeholder satisfaction and strengthen partnerships.

ABSTRACT:

New board policies require adoption by the Board.

ISSUE:

At issue is to approve the first reading for the new board policy, BP 3510, Business and Non-Instructional Operations, Maintenance and open for public comments.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

BP 3510, Business and Non-Instructional Operations, Maintenance: AASB made suggested revisions to this policy, and upon review by the Board Policy Committee it was discovered that this policy was never adopted by the Board.

The Board Policy Committee recommends that the Board adopt the first reading of this new policy and open for public comments.

ALTERNATIVES:

1. Approve the first reading of the new board policy, BP 3510, Business and Non-Instructional Operations, Maintenance and open for public comments;
2. Do not approve first reading of the new policy, BP 3510 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading of the new board policy, BP 3510, Business and Non-Instructional Operations, Maintenance and open for public comments.

NEW BOARD POLICY

Business and Non-Instructional Operations

BP 3510

MAINTENANCE

Note: In order to qualify for a capital improvement project grant or debt reimbursement under AS 14.11.011, a school district must have in effect a preventive maintenance plan. This plan: 1) must include a computerized maintenance management program, cardex system, or other formal systematic means of tracking the timing and costs associated with planned and completed maintenance activities, including scheduled preventive maintenance; 2) must address energy management for buildings owned or operated by the district; 3) must include a regular custodial care program for buildings owned and operated by the district; 4) must include preventive maintenance training for facility managers and maintenance employees; and 5) must include renewal and replacement schedules for electrical, mechanical, structural, and other components of facilities owned and operated by the district. Additionally, the district must be adequately adhering to the preventive maintenance plan.

The School Board recognizes the importance of timely maintenance and repair of district facilities, property and equipment in ensuring the safety of students and employees, in protecting state and local investment, in providing necessary loss control, and in helping to ensure the availability of capital funding. A preventive maintenance plan shall be in effect which includes custodial care, scheduled preventive maintenance, and energy management for district buildings. The Superintendent or designee shall ensure a systematic means of tracking the timing and costs associated with maintenance activities; shall direct the preparation of renewal and replacement schedules for electrical, mechanical, structural, and other components of district facilities; and shall provide for preventive maintenance training for facility managers and maintenance employees.

(cf. 3511 - Energy Conservation)
(cf. 3514 - Environmental Safety)
(cf. 3515 - School Safety and Security)
(cf. 5142 - Safety)

The Superintendent or designee shall regularly inspect district facilities and operations and make recommendations for maintenance and capital expenditures which may help the district reach its energy consumption goals.

All school buildings and equipment shall be regularly inspected to assure that all are maintained at the highest level of safety. Employees are responsible for promptly reporting to their supervisor any damage to district property or equipment.

Legal Reference:

ALASKA STATUTES

14.11.011 Grant applications

14.11.100 State aid for costs of school construction debt

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

Adopted:

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 26, 2022

NUMBER: 22-095

FR: Office of the Superintendent

SUBJECT: Approval of New Policy,
BP 3542, Business and
Non-Instructional
Operations, Roles and
Duties of Bus Drivers;
First Reading

STRATEGIC PLAN/BOARD GOAL:

Stakeholder satisfaction and strengthen partnerships.

ABSTRACT:

New board policies require adoption by the Board.

ISSUE:

At issue is to approve the first reading for the new board policy, BP 3542, Business and Non-Instructional Operations, Roles and Duties of Bus Drivers and open for public comments.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

BP 3542, Business and Non-Instructional Operations, Roles and Duties of Bus Drivers: AASB made suggested revisions to this policy, and upon review by the Board Policy Committee it was discovered that this policy was never adopted by the Board.

The Board Policy Committee recommends that the Board adopt the first reading of this new policy and open for public comments.

ALTERNATIVES:

1. Approve the first reading of the new board policy, BP 3542, Business and Non-Instructional Operations, Roles and Duties of Bus Drivers and open for public comments;
2. Do not approve first reading of the new policy, BP 3542 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading of the new board policy, BP 3542, Business and Non-Instructional Operations, Roles and Duties of Bus Drivers and open for public comments.

NEW BOARD POLICY

Business and Non-Instructional Operations

BP 3542

ROLES AND DUTIES OF BUS DRIVERS

Authority of School Bus Drivers

Students transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway or road.

(cf. 5131.1 - Bus Conduct)

All bus drivers shall receive training as mandated by law. They also shall be familiar with and adhere to district policies and regulations relating to student transportation.

Note: State law, AS 28.35.161, prohibits texting while driving. Option 1 sets forth this legal requirement. Option 2 prohibits the use of all personal phones and devices while driving or performing professional duties.

Bus drivers are prohibited from using personal cell phones or other personal electronic devices at all times while driving and while performing other professional duties. Use of district provided phones or electronic equipment shall be in compliance with district procedures. Bus drivers are prohibited from utilizing a district issued cell phone or other portable electronic device to read or type text messages or other non-voice communications while driving.

Legal Reference:

ALASKA STATUTES

28.15.046 Licensing of school bus drivers

28.35.161 Use of electronic devices while driving; unlawful installation of television, monitor, or similar device

ALASKA ADMINISTRATIVE CODE

4 AAC 27.200 Approved school bus driver training courses

4 AAC 27.210 Certification of instructors

4 AAC 27.220 Minimum standards for school bus driver training courses

4 AAC 27.230 Issuance of school bus driver certificates under 4 AAC 27.200 (c)

4 AAC 27.235 Revocation of school bus driver training course approval

4 AAC 27.240 Revocation of instructor certificate

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

Adopted:

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 26, 2022

NUMBER: 22-075

FR: Office of the Superintendent

SUBJECT: Approval of Proposed
Revisions to BP 3270,
Business and
Noninstructional
Operations, Sales and
Disposal of Books,
Equipment, and Supplies;
First Reading

STRATEGIC PLAN/BOARD GOAL:

Improve Stakeholder Communication.

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the first reading of the proposed revisions to Board Policy (BP) 3270, Business and Noninstructional Operations, Sales and Disposal of Books, Equipment, and Supplies and open for public comments.

BACKGROUND AND/OR PERTINENT INFORMATION:

The Superintendent/designee presents drafts or suggestions for board policy revisions when changes in law occur or when specific need occurs. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 3270, Business and Noninstructional Operations, Sales and Disposal of Books, Equipment, and Supplies. This is on the AASB's 2021 list for revisions, and revisions require Board Adoption. *Proposed changes are:* This update provides the Superintendent greater discretion to dispose of used District property, in an amount up to \$5,000. The Board Policy Committee reviewed the proposed changes, recommends approval and open for public comments.

ALTERNATIVES:

1. Approve the first reading to the proposed revisions to BP 3270, Business and Noninstructional Operations, Sales and Disposal of Books, Equipment, and Supplies as presented and open for public comments;
2. Do not approve first reading to the proposed revisions to BP 3270 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading to the proposed revisions to BP 3270, Business and Noninstructional Operations, Sales and Disposal of Books, Equipment, and Supplies as presented and open for public comments.

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

**SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES
(Personal Property)**

BP 3270

Note: Borough and city districts should check city and borough ordinances for requirements, if any, regarding sale of equipment.
--

The School Board recognizes that the district may own personal property which is unusable, obsolete, or no longer needed by the district and that the disposal of such property may be in the best interests of the district.

The Superintendent or designee shall identify to the School Board all inventoried personal property not needed by the district, together with the estimated value and recommended disposition. With School Board approval, the Superintendent or designee shall arrange for the sale or disposal of district personal property in accordance with state and federal law.

Disposal of items with an estimated value of less than \$5,000 will be left to the discretion of the Superintendent or designee.

(cf. 3440- Inventories)

Revised 10/2021

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 26, 2022

NUMBER: 22-076

FR: Office of the Superintendent

SUBJECT: Approval of Proposed
Revisions to BP 3290,
Business and
Noninstructional
Operations, Gifts, Grants,
and Bequests; First
Reading

STRATEGIC PLAN/BOARD GOAL:

Improve Stakeholder Communication.

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the first reading of the proposed revisions to Board Policy (BP) 3290, Business and Noninstructional Operations, Gifts, Grants, and Bequests and open for public comments.

BACKGROUND AND/OR PERTINENT INFORMATION:

The Superintendent/designee presents drafts or suggestions for board policy revisions when changes in law occur or when specific need occurs. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 3290, Business and Noninstructional Operations, Gifts, Grants, and Bequests. This is on the AASB's 2021 list for revisions, and revisions require Board Adoption. *Proposed changes are:* To ensure appropriate oversight, this update establishes that all donations greater than \$1,000 shall be brought before the Board. It also states that the Superintendent may apply for special revenue grants. The Board Policy Committee reviewed the proposed changes, recommends approval and open for public comments.

ALTERNATIVES:

1. Approve the first reading to the proposed revisions to BP 3290, Business and Noninstructional Operations, Gifts, Grants, and Bequests as presented and open for public comments;
2. Do not approve first reading to the proposed revisions to BP 3290 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading to the proposed revisions to BP 3290, Business and Noninstructional Operations, Gifts, Grants, and Bequests as presented and open for public comments.

GIFTS, GRANTS AND BEQUESTS

BP 3290

Note: This optional policy may be revised as needed to reflect district philosophy and needs.

The School Board greatly appreciates the support of community members and may accept suitable donations on behalf of the district. -All donations greater than \$1,000 shall be brought before the Board. The Superintendent or designee may apply for special revenue grants.

To be acceptable, a gift, grant, or bequest must satisfy the following criteria:

1. not begin a program which the School Board would be unwilling-unable to continue when the donated funds are exhausted.
2. not entail undesirable or hidden costs, such as additional staff workload.
3. place no restrictions on the school program.
4. not be inappropriate or harmful to the best education of students.
5. not imply endorsement of any business or product.
6. not conflict with any provision of the School Board policy or public law.
7. have a purpose consistent with those of the district.

The School Board discourages any gifts which may directly or indirectly impair its commitment to providing equal educational opportunities for all district students. Use of a gift shall not be impaired by restrictions or conditions imposed by the donor. The School Board will try to follow the donor's wishes insofar as they do not conflict with district philosophy or operations.

Upon acceptance by the School Board, all gifts, grants and bequests shall become school district property. At the Superintendent or designee's discretion, a gift may be used at a particular school.

(cf. 3430 - Investing)

(cf. 3440 - Inventories)

Revised 10/2021

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 26, 2022

NUMBER: 22-077

FR: Office of the Superintendent

SUBJECT: Approval of Proposed
Revisions to BP 3300,
Business and
Noninstructional
Operations,
Expenditure/Expending
Authority; First Reading

STRATEGIC PLAN/BOARD GOAL:

Improve Stakeholder Communication.

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the first reading of the proposed revisions to Board Policy (BP) 3300, Business and Noninstructional Operations, Expenditure/Expending Authority and open for public comments.

BACKGROUND AND/OR PERTINENT INFORMATION:

The Superintendent/designee presents drafts or suggestions for board policy revisions when changes in law occur or when specific need occurs. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 3300, Business and Noninstructional Operations, Expenditure/Expending Authority. This is on the AASB's 2021 list for revisions, and revisions require Board Adoption. *Proposed changes are:* This update removes the requirement that the Board approve or ratify all transactions. Transactions may still be subject to Board approval elsewhere in board policy.

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

ALTERNATIVES:

1. Approve the first reading to the proposed revisions to BP 3300, Business and Noninstructional Operations, Expenditure/Expending Authority as presented and open for public comments;
2. Do not approve first reading to the proposed revisions to BP 3300 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading to the proposed revisions to BP 3300, Business and Noninstructional Operations, Expenditure/Expending Authority as presented and open for public comments.

EXPENDITURES/EXPENDING AUTHORITY

Note: The following sample policy should be revised as appropriate to reflect district philosophy and needs. A.S. 14.14.060 and 14.14.065 provide that the borough assembly/city council, with the consent of the borough/city school district, may by ordinance delegate to the school district responsibility for a centralized treasury and/or accounting system. A.S. 14.08.101 empowers regional school boards to establish their own fiscal procedures and exempts them from A.S. 36.30 (State Procurement Code) and A.S. 37.05 (Fiscal Procedures Act). A.S. 14.08.111 requires the regional school board to designate employees authorized to direct disbursements from school funds of the School Board. ~~All contracts made under federal awards must comply with the Office of Management and Budget's procurement procedures found in 2 CFR 200.317-326. Prior to any purchase, the District should review the federal funding award or grant to determine if it requires compliance with OMB's procurement procedures.~~

The Superintendent or designee may purchase supplies, materials and equipment in accordance with law. Prior Board approval is required for purchases over \$50,000. ~~Purchases may not be segmented in order to circumvent board policy.~~

- (cf. 3310 - Purchasing Procedures)*
- (cf. 3311 - Bids)*
- (cf. 3312 - Contracts)*
- (cf. 3460 - Financial Reports and Accountability)*

Note: A.S. 14.17.225 requires districts to operate under a balanced budget and provides that the state is not responsible for the debts of school districts.

The Superintendent or designee shall not authorize any proposed expenditure which exceeds the **major budget classification allowance against which the expenditure is the proper charge unless an amount sufficient to cover the purchase is available in the budget for transfer.** ~~total appropriation authorized for a designated fund.~~

- (cf. 3100 - Budget)*
- (cf. 3110 - Transfer of Funds)*

The Board shall not recognize obligations incurred contrary to Board policy and administrative regulations.

Legal Reference:

ALASKA STATUTES

- 14.08.101 Powers (Regional school boards)*
- 14.08.111 Duties (Regional school boards)*
- 14.14.060 Relationship between borough school district and borough*
- 14.14.065 Relationship between city school district and city*
- 14.17.190 Restrictions governing receipt and expenditure of money from public school foundation account*
- 36.30. State Procurement Code*
- 37.05 Fiscal Procedures Act*

CODE OF FEDERAL REGULATIONS

- 2-C.F.R. 200.317-326, Procurement Standards*

Revised: May 01, 2019

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 26, 2022

NUMBER: 22-078

FR: Office of the Superintendent

SUBJECT: Approval of Proposed
Revisions to BP 3315,
Business and
Noninstructional
Operations, Relationships
with Vendors; First
Reading

STRATEGIC PLAN/BOARD GOAL:

Improve Stakeholder Communication.

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the first reading of the proposed revisions to Board Policy (BP) 3315, Business and Noninstructional Operations, Relationships with Vendors and open for public comments.

BACKGROUND AND/OR PERTINENT INFORMATION:

The Superintendent/designee presents drafts or suggestions for board policy revisions when changes in law occur or when specific need occurs. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 3315, Business and Noninstructional Operations, Relationships with Vendors. This is on the AASB's 2021 list for revisions, and revisions require Board Adoption. *Proposed changes are:* This update adds a conflict of interest provision for awards with federal funds.

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

ALTERNATIVES:

1. Approve the first reading to the proposed revisions to BP 3315, Business and Noninstructional Operations, Relationships with Vendors as presented and open for public comments;
2. Do not approve first reading to the proposed revisions to BP 3315 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading to the proposed revisions to BP 3315, Business and Noninstructional Operations, Relationships With Vendors as presented and open for public comments.

RELATIONS WITH VENDORS

BP 3315(a)

Note: The following optional policy should be revised as needed to reflect district philosophy and needs and is intended to avoid situations wherein a conflict of interest exists or appears to exist. A.S. 11.56.100-11.56.130 defines the felony offense of receiving a bribe and the misdemeanor offense of receiving unlawful gratuities. Receiving a bribe includes soliciting or receiving a benefit with the intention or understanding that a public servant's decisions or actions will be influenced. Receiving unlawful gratuities includes soliciting a benefit of any value or accepting any benefit having a value of \$50 or more for performing an official act not entitled to any special or additional compensation.

No district employee or Board member shall accept personal gifts, commissions or expense-paid trips from individuals or companies selling equipment, materials or services required in the operation of district programs. Gifts include any gift purchased specifically for an employee which is not generally offered to other buyers.

This policy does not prohibit employees from accepting promotional or advertising items such as calendars, desk pads, notebooks and other office gadgets which are offered by business concerns free to all as part of their public relations programs.

District employees who work for or serve as consultants for potential vendors shall not participate in evaluating any equipment, materials or services of that vendor or its competitors.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 9270 - Conflict of Interest)

This policy does not prohibit the Board from accepting materials and/or services which are of use and benefit to the district.

No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm consideration for a contract. The employees, officers, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

Universal Service Program/E-Rate Vendors

Note: The following language should be adopted by those districts receiving E-rate discounts. Effective 2011, the FCC amended its E-rate program rules and adopted gift restrictions for schools and districts participating in E-rate. The receipt of gifts by applicants from service providers and potential providers is a competitive bidding violation. The gift prohibitions are always applicable, not just during the bidding process. Relevant school district personnel may not solicit or receive any gift or other thing of value from a service provider participating in or seeking to participate in the E-rate program. There are limited exceptions, including when the value of the item is worth \$20 or less, so long as items do not exceed \$50 per year per employee from any one service provider.

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

RELATIONS WITH VENDORS (continued)

BP 3315(b)

The District takes advantage of federal technology funding through the universal service program known as E-rate. E-rate participants may not, at any time, solicit or accept gifts or other things of value from an existing or potential E-rate service provider. Nominal gifts and refreshments may be allowed as authorized by the Superintendent or designee.

E-rate gift prohibitions apply to the School Board and to employees, consultants or contractors involved in the District's E-rate Program who: prepare, approve, sign, or submit E-rate applications, technology plans or other E-rate forms; prepare bids, communicate, or work with E-rate service providers, E-rate consultants, or the Universal Service Administrative Company; and those responsible for monitoring compliance with the E-rate program.

Charitable donations by service providers in support of the schools are permitted. These contributions may not be directly or indirectly related to E-rate procurement activities or decisions.

The Superintendent or designee shall develop guidelines to implement this policy in compliance with E-rate program rules.

(cf. 3290 - Gifts, Grants and Bequests)

Legal Reference:

CODE OF FEDERAL REGULATIONS

47 C.F.R. Part 54, subpart f, Universal Service Support for Schools and Libraries

ALASKA STATUTES

11.56.100-56.130 Bribery and related offenses

Revised ~~2/11/2021~~ 2/11/2021

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 26, 2022

NUMBER: 22-079

FR: Office of the Superintendent

SUBJECT: Approval of Proposed
Revisions to BP 3450,
Business and
Noninstructional
Operations, Money in
School Buildings; First
Reading

STRATEGIC PLAN/BOARD GOAL:

Improve Stakeholder Communication.

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the first reading of the proposed revisions to Board Policy (BP) 3450, Business and Noninstructional Operations, Money in School Buildings and open for public comments.

BACKGROUND AND/OR PERTINENT INFORMATION:

The Superintendent/designee presents drafts or suggestions for board policy revisions when changes in law occur or when specific need occurs. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 3450, Business and Noninstructional Operations, Money in School Buildings. This is on the AASB's 2021 list for revisions, and revisions require Board Adoption. *Proposed changes are:* This update strengthens best practices for the maintenance of liquid money in school buildings.

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

ALTERNATIVES:

1. Approve the first reading to the proposed revisions to BP 3450, Business and Noninstructional Operations, Money in School Buildings as presented and open for public comments;
2. Do not approve first reading to the proposed revisions to BP 3450 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading to the proposed revisions to BP 3450, Business and Noninstructional Operations, Money in School Buildings as presented and open for public comments.

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

MONEY IN SCHOOL BUILDINGS

BP 3450

Money collected by ~~district employees and student~~ individuals and organizations on behalf of the District shall be handled according to prudent business procedures. Monies collected up to \$ _____ shall be recorded and deposited weekly. Over \$ _____ will be deposited daily. The individual recording the receipt of funds should not be the same individual who maintains custody of funds in the safe or other secured place. Whenever possible, two individuals should count funds and sign together. All money collected shall be receipted and accounted for and directed without delay to the proper location of deposit. Any money left overnight in schools shall be kept in locked locations provided for safekeeping of valuables.

Revised 10/2021

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

AASB POLICY REFERENCE MANUAL

9/92

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 26, 2022

NUMBER: 22-080

FR: Office of the Superintendent

SUBJECT: Approval of Proposed
Revisions to BP 3510,
Business and
Noninstructional
Operations, Maintenance;
First Reading

STRATEGIC PLAN/BOARD GOAL:

Improve Stakeholder Communication.

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the first reading of the proposed revisions to Board Policy (BP) 3510, Business and Noninstructional Operations, Maintenance and open for public comments.

BACKGROUND AND/OR PERTINENT INFORMATION:

The Superintendent/designee presents drafts or suggestions for board policy revisions when changes in law occur or when specific need occurs. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 3510, Business and Noninstructional Operations, Maintenance. This is on the AASB's 2021 list for revisions, and revisions require Board Adoption. *Proposed changes are:* This update provides greater clarity regarding the Superintendent's role in assuring proper inspection and maintenance of district buildings.

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

ALTERNATIVES:

1. Approve the first reading to the proposed revisions to BP 3510, Business and Noninstructional Operations, Maintenance as presented and open for public comments;
2. Do not approve first reading to the proposed revisions to BP 3510 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading to the proposed revisions to BP 3510, Business and Noninstructional Operations, Maintenance as presented and open for public comments.

Note: In order to qualify for a capital improvement project grant or debt reimbursement under AS 14.11.011, a school district must have in effect a preventive maintenance plan. This plan: 1) must include a computerized maintenance management program, cardex system, or other formal systematic means of tracking the timing and costs associated with planned and completed maintenance activities, including scheduled preventive maintenance; 2) must address energy management for buildings owned or operated by the district; 3) must include a regular custodial care program for buildings owned and operated by the district; 4) must include preventive maintenance training for facility managers and maintenance employees; and 5) must include renewal and replacement schedules for electrical, mechanical, structural, and other components of facilities owned and operated by the district. Additionally, the district must be adequately adhering to the preventive maintenance plan.

The School Board recognizes the importance of timely maintenance and repair of district facilities, property and equipment in ensuring the safety of students and employees, in protecting state and local investment, in providing necessary loss control, and in helping to ensure the availability of capital funding. A preventive maintenance plan shall be in effect which includes custodial care, scheduled preventive maintenance, and energy management for district buildings. The Superintendent or designee shall ensure a systematic means of tracking the timing and costs associated with maintenance activities; shall direct the preparation of renewal and replacement schedules for electrical, mechanical, structural, and other components of district facilities; and shall provide for preventive maintenance training for facility managers and maintenance employees.

(cf. 3511 - Energy Conservation)

(cf. 3514 - Environmental Safety)

(cf. 3515 - School Safety and Security)

(cf. 5142 - Safety)

The Superintendent or designee shall regularly inspect district facilities and operations and make recommendations for maintenance and capital expenditures which may help the district reach its energy consumption goals.

All school buildings and equipment shall be regularly inspected to assure that all are maintained at the highest level of safety. Employees are responsible for promptly reporting to their supervisor any damage to district property or equipment.

Legal Reference:

ALASKA STATUTES

14.11.011 Grant applications

14.11.100 State aid for costs of school construction debt

Revised 10/2021