

## NWABSD Regular Board Meeting

Tuesday, June 7, 2022 4:30 PM

Alaska Technical Center, 843 4th St, Kotzebue, AK 99752

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|------|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| 1.   | <u>CALL TO ORDER</u>                                                                                                                                 | <b>Presenter:</b> Margaret Hansen, President   |
| 2.   | <u>ROLL CALL</u>                                                                                                                                     | <b>Presenter:</b> Margaret Hansen, President   |
| 3.   | <u>MOMENT OF SILENCE</u>                                                                                                                             | <b>Presenter:</b> Margaret Hansen, President   |
| 4.   | <u>PLEDGE OF ALLEGIANCE</u>                                                                                                                          | <b>Presenter:</b> Margaret Hansen, President   |
| 5.   | <u>INTRODUCTION OF GUESTS/STAFF</u>                                                                                                                  | <b>Presenter:</b> Margaret Hansen, President   |
| 6.   | <u>PUBLIC COMMENTS</u>                                                                                                                               | <b>Presenter:</b> Margaret Hansen, President   |
| 7.   | <u>RECOGNITION AND AWARDS</u>                                                                                                                        | <b>Presenter:</b> Terri Walker, Superintendent |
| 8.   | <u>SUPERINTENDENT'S REPORT</u>                                                                                                                       | <b>Presenter:</b> Terri Walker, Superintendent |
| 9.   | <u>ADOPTION OF CONSENT AGENDA</u>                                                                                                                    |                                                |
| 9.A. | ADOPTION OF APRIL 26, 2022 REGULAR MEETING MINUTES                                                                                                   |                                                |
| 9.B. | NWABSD Memorandum 22-096 Adoption of Revisions to BP 3000, Business and Noninstructional Operations, Concepts and Roles; Second Reading              |                                                |
| 9.C. | NWABSD Memorandum 22-097 Adoption of New Policy, BP 3510, Business and Non-Instructional Operations, Maintenance; Second Reading                     |                                                |
| 9.D. | NWABSD Memorandum 22-098 Adoption of New Policy, BP 3542, Business and Non-Instructional Operations, Roles and Duties of Bus Drivers; Second Reading |                                                |
| 9.E. | NWABSD Memorandum 22-099 Approval of Revisions to BP 3290, Business and Noninstructional Operations, Gifts, Grants, and Bequests; First Reading      |                                                |
| 9.F. | NWABSD Memorandum 22-100 Approval of Revisions to BP 3315, Business and Noninstructional Operations, Relationships With Vendors; First Reading       |                                                |
| 9.G. | NWABSD Memorandum 22-101 Approval of Revisions to BP 3300, Business and Noninstructional Operations, Expenditure/Expending Authority; First Reading  |                                                |
| 9.H. | NWABSD Memorandum 22-102 Approval of Revisions to BP 3450, Business and Noninstructional Operations, Money in School Buildings; First Reading        |                                                |

- 9.I. NWABSD Memorandum 22-103 Approval of FY23 Heating Fuel Purchase
- 9.J. NWABSD Memorandum 22-104 Approval of Contract, Frontier Fire Protection
- 9.K. NWABSD Memorandum 22-105 Approval of Contract, Refrigerated Solutions
- 9.L. NWABSD Memorandum 22-106 Approval of Purchase, Kivalina School Buses
- 9.M. NWABSD Memorandum 22-107 Approval of Purchase, ALEKS/McGraw Hill Subscriptions
- 9.N. NWABSD Memorandum 22-108 Approval of FY22 District Operating Fund Revision #2
- 9.O. NWABSD Memorandum 22-109 Approval of FY23 District Operating Fund Revision #1
- 9.P. NWABSD Memorandum 22-110 Approval of MOA Addendum, Phillip Tafs PCR Alaska
- 9.Q. NWABSD Memorandum 22-111 Approval of Six-Year Capital Improvement Program
- 9.R. NWABSD Memorandum 22-112 Approval of Superintendent Evaluation
- 9.S. NWABSD Memorandum 22-113 Approval of Superintendent's out-of-District Travel and Personal Leave Request
- 9.T. NWABSD Memorandum 22-114 Approval of Contract, Project Resources
- 9.U. NWABSD Memorandum 22-115 Approval of FY23 Contract, NANA Management Services, Food Service for K-12 Sites
- 9.V. NWABSD Memorandum 22-116 Approval of FY23 Contract, NANA Management Services, Custodial Service
- 9.W. NWABSD Memorandum 22-117 Approval of Human Resources
- 9.X. NWABSD Memorandum 22-118 Approval of Revisions to Superintendent Contract
- 9.Y. NWABSD Memorandum 22-119 Approval of Purchase, Kivalina Passenger Van

10. **ITEM TO BE ADDED TO THE AGENDA**

10.A. NWABSD Memo 22-120 Approval of Contract,  
Quality Asphalt and Paving

11. **EXECUTIVE SESSION**

12. **COMMUNICATIONS AND ITEMS INTRODUCED BY BOARD  
MEMBERS**

13. **DATE, TIME, AND LOCATION OF NEXT MEEETING**

14. **ADJOURNMENT**

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** June 7, 2022

**FR:** Office of the Superintendent

**SUBJECT:** Superintendent's Report

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Terri Walker, Superintendent, reports on the following:

**ATTENDANCE:**

The district's attendance rate from 8/10/21 to 5/9/22 is 80.84%. The attendance rate shows a slight decrease over last month's attendance rate. Attendance will continue to be a top priority as we move into the endemic stages of COVID.

**ENROLLMENT: Current enrollment as of May 9, 2022**

K-12 current enrollment is 1744, a decrease of 67 students over the last month's report.

PreK – 12 enrollment is 1792.

August 16 enrollment count was 1946 K-12<sup>th</sup> grade, a decrease of 202 students which made is up of seventy students in 12<sup>th</sup> grade, an average of twenty-two students in 9<sup>th</sup> thru 11<sup>th</sup> grades, an average of twelve students in 5<sup>th</sup> thru 7<sup>th</sup> grades, an average of five students in the lower grades.

Decreases in student enrollment happened in Ambler, Kivalina, Kobuk, JNES, KMHS, Noatak, Noorvik, and Selawik. Increases in enrollment happened in Buckland, Kiana, and Homeschool. Deering maintained their enrollment of 48 students throughout this year.

**Directors:** See department updates. The directors meet with me weekly.

**Site village travel** to Kivalina April 27-28 with Asst. Supt. Scott Lefebvre and met with staff.

Traveled again on May 11 with Borough Mayor Moto and his team. Met with joint leadership team ASC and IRA along with community members. Discussions mostly centered around the water/sewer/heating and roads.

**Alaska State Leadership Institute (ASLI)** 14<sup>th</sup> annual conference was held May 25-27, 2022. The conference was facilitated by **Jimmy Casas**, a well-known Educator, and author of many books on educational leadership. Jimmy worked with us on how to manage difficult situations in schools with dignity and respect. **Sarah Johnson** addressed systemic trauma and how to get back the necessary time to work on things that matter most, **Janelle Vanasse** shared tools and strategies to support schools in becoming more culturally responsive in college readiness practices, and **Tammy Van Wyhe** brought educators up to date on leading literacy improvement efforts next year.

Districts were provided team time at the end of each day to focus on district opportunities in the post-pandemic stage. Each of us also got to sit at tables with people in other districts that held similar positions. I sat at a table with other superintendents, and it was a good time for collaboration and sharing.

**Congratulations to JNES!** A recipient of a grant from the Laura Bush Foundation for American Libraries. They received \$5,000 to update and diversify their collection. Thank you to the foundation! See attached letter.

**ACTION ITEMS ON THE AGENDA:**

**NWABSD Memorandum 22-112 Approval of Superintendent Evaluation**

**NWABSD Memorandum 22-113 Approval of Superintendent's out-of-District Travel and Personal Leave Request**

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

**NWABSD Memorandum 22-118 Approval of Revisions to Superintendent Contract**

The administration recommends Board approval of the revisions to the Superintendent's contract as presented.



**June Nelson Elementary School in Kotzebue, Alaska  
NAMED AS A RECIPIENT OF A LIBRARY GRANT  
FROM THE LAURA BUSH FOUNDATION FOR AMERICA'S LIBRARIES**

Today, June Nelson Elementary School was one of 300 schools from 44 states across the country to receive a \$5,000 grant through the [Laura Bush Foundation for America's Libraries](#). This year, the Laura Bush Foundation for America's Libraries awarded \$1.5 million in library grants this year.

Many of the libraries will use the funds to update and diversify their collections.

"I am thrilled that children from 300 schools will soon have access to an updated library collection," Mrs. Laura Bush said. "Students across the country turn to books to discover the world around them, and we know that opening a new book opens the door to new opportunities and learning."

"We are so excited to win this competitive grant. We want to give a huge shout out to Katie Hansen, our JNES Librarian, for writing a wonderful grant application," said Faith Jurs, JNES principal. "This will help us buy lots of new books for our library!"

Mrs. Bush revealed her [2022 summer reading list](#), which includes recommendations for young readers through middle schoolers, on Sunday at the annual Laura Bush Book Club event, part of *the Engage at the Bush Center series, presented by NexPoint*. Selections feature books on adventure, humor, and discovery.

"The books on this year's summer reading list were selected to encourage children to keep reading over their summer break," said Mrs. Bush. "Local libraries are a wonderful resource for our communities, and I hope children and parents will visit their local library to borrow each of the featured titles."

One of the [2022 Summer Reading List books](#) was written by Giovanna McBride, the daughter of Mrs. Bush's former chief of Staff, Anita McBride. *Gigi at the White House* was published by The White House Historical Association and follows a young Giovanna as she tours the White House. Inspired by the Laura Bush Foundation, Anita McBride and her husband Tim McBride have donated copies of *Gigi at the White House!* to every elementary school that has received a grant since 2002.

Grant applications for the 2022-2023 school year will open in late 2022. Visit [laurabushfoundation.org](http://laurabushfoundation.org) to learn more.

The Laura Bush Foundation for America's Libraries supports school libraries with the greatest needs with the goal of encouraging all students to develop a love of reading and learning. Since its inception in 2002, it has awarded more than \$19.5 million to more than 3,300 schools across the country.

**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."

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Vice-President, Marie Greene, called the 414<sup>TH</sup> regular meeting of the Northwest Arctic Borough School District Board of Education to order at 4:01 p.m. on Tuesday, April 26, 2022. *The meeting was held in-person and virtually at the NWABSD Boardroom.*

Board Members present were:

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

Board Member absent and excused was:

Margaret Hansen

A quorum was present.

Observed.

Those present participated in the 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-Smith-Director of State/Federal Programs, Karla Head-ATC Director, Craig McConnell-Director of Property Services, Faith Jurs-JNES Principal, Zonda Martin-KMHS Principal, Patrick Macy-Noatak Principal, Emily Burgher-Noatak Teacher, Marie Nelson-Gregg and Jazmine Camp-Secretary to the Superintendent and Board.

Guests: Enoch Adams-Kivalina IRA Council, Becky Norton-Native Village of Kivalina, Isabelle Booth-Native Village of Kivalina

Public comment was given by Enoch Adams of Kivalina IRA Council Member and Becky Norton of Native Village of Kivalina. Both expressed concern about the transition plan for the new Kivalina School and feel the current plan isn't in the best interests of students and staff.

Patrick Macy, Noatak Principal, and Emily Burgher, Noatak Teacher gave a video presentation showcasing photos from the school year.

The April 2022 Employees of the Month awardees were recognized:

- Shirley Dukes, Counselor at JNES, 6 years with the district
- Chelsie Morrison-Heath, Instructional Aid at Kobuk School, 5 years with the district
- Scarlett Beaver, Secretary at KMHS, 1 year with the district

CALL TO ORDER

ROLL CALL

MOMENT OF  
SILENCE

PLEDGE OF  
ALLEGIANCE

INTRODUCTION OF  
STAFF/GUESTS

PUBLIC COMMENTS

NOATAK SCHOOL  
PRESENTATION

RECOGNITION AND  
AWARDS

The following employees were recognized for their service:

Retiring:

- Velma Jones, 34 years, Noatak
- Craig McConnell, 35 years, Directory of Property Services
- Glenn Padgett, 16 years, KMHS
- Kathryn Self, 6 years, Noorvik
- David Hebert, 5 years, KMHS
- Laurie Hebert, 5 years, District Office

Leaving after 5 years or more with the district:

- Gwendolyn Hill, 9 years, District Office
- Steve Cunningham, 5 years, Kobuk
- Cassie Laurence, 8 years, Kivalina
- Lyle Melkerson, 11 years, Kivalina
- Emma Melkerson, 11 years, Kivalina
- Eleanor McCrary, 8 years, Noorvik
- Louise Greco, 5 years, Buckland
- Ronald Carroll, 6 years, Selawik
- Bernide Beaujuin, 8 years, JNES
- Janiel Stewart, 9 years, Kiana
- Paige McConnell, 7 years, JNES
- Catlin Zibell, 9 years, Noorvik
- Wilfried Zibell, 9 years, Noorvik
- Suzanne Woods, 7 years, KMHS

Superintendent Terri Walker reported on the following,

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 Superintendent Terri Walker 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. Walker met with lobbyists, Christine, Reggie, and John, to discuss topics and review the schedule. They met with Senator Donnie Olsen and Representative Josiah Patkotak to reinforce the District's initiatives and support HB 272, 273, and SB 111. Walker also sat in with other superintendents to visit legislators about the educational bills moving.

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

Washington DC Lobbying: April 4-7, 2022, Walker and Board members 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: See list attached to Superintendent's report to see the surveys the district puts out.

Carol Schaeffer moved to approve the consent agenda with the following exceptions,

Pulled from the agenda:

- NWABSD Memorandum 22-083 Selection of Student Representative and Alternate Student Representative to the Board of Education
- NWABSD Memorandum 22-084 Selection of Recipients for the June Nelson Scholarship

Items to be added to the agenda:

- NWABSD Memorandum 22-092 Approval of Purchase; VersaFlex, Inc.
- NWABSD Memorandum 22-093 Adoption of Proposed Revisions to BB 9110, Bylaws of the Board, Board Membership; First Reading
- NWABSD Memorandum 22-094 Approval of New Policy, BP 3510, Business and Non-Instructional Operations, Maintenance; First Reading
- NWABSD Memorandum 22-095 Approval of New Policy, BP 3542, Business and Non-Instructional Operations, Roles, and Duties of Bus Drivers; First Reading

Items to be deleted from the agenda:

- NWABSD Memorandum 22-075 Approval of Revisions to BP 3270, Business and Noninstructional Operations, Sales and Disposal of Books, Equipment, and Supplies; First Reading
- NWABSD Memorandum 22-076 Approval of Revisions to BP 3290, Business and Noninstructional Operations, Gifts, Grants, and Bequests; First Reading
- NWABSD Memorandum 22-077 Approval of Revisions to BP 3300, Business and Noninstructional Operations, Expenditure/Expending Authority; First Reading
- NWABSD Memorandum 22-078 Approval of Revisions to BP 3315, Business and Noninstructional Operations, Relationships with Vendors; First Reading
- NWABSD Memorandum 22-079 Approval of Revisions to BP 3450, Business and Noninstructional Operations, Money in School Buildings; First Reading
- NWABSD Memorandum 22-080 Approval of Revisions to BP 3510, Business and Noninstructional Operations, Maintenance; First Reading

Seconded by Brad Reich. Motion passed unanimously by voice-vote.

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

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

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

ADOPTION OF  
CONSENT AGENDA

APPROVAL OF  
MINUTES

APPROVAL OF  
REVISIONS TO BP  
3000, BUSINESS AND  
NONINSTRUCTIONAL  
OPERATIONS,  
CONCEPTS AND  
ROLES; FIRST  
READING

APPROVAL OF FY-22  
CONTRACT  
ADDENDUM; E-RATE  
CENTRAL

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

CONSULTING SERVICES

APPROVAL OF FY-22 CONTRACT ADDENDUM; E-RATE CENTRAL CONSULTING SERVICES (CONT.)

Contracts over \$50,000 require the approval of the Board. 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) internet services for qualifying student and staff homes in the 3<sup>rd</sup> 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 3<sup>rd</sup> 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. 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.

APPROVAL OF FY-23 CONTRACT; E-RATE CENTRAL CONSULTING SERVICES

The School Board shall establish and maintain a balanced budget. The FY23 Proposed Operating Fund Budget is being presented for adoption. The preliminary FY23 Operating Fund Budget was reviewed with the Budget Committee in January. Proposed Actions to balance the FY23 Budget were presented and discussed in detail at the budget work session on Wednesday April 13<sup>th</sup>, 2022. The District Administration presented the FY23 Proposed Budget to staff on April 15<sup>th</sup> & 18<sup>th</sup>, and parents and the community on April 25<sup>th</sup> to be transparent with stakeholders about the planned reductions to the budget and to seek feedback. Presented for adoption is the FY23 Proposed Operating Fund Budget, which includes:

ADOPTION OF FY-23 PROPOSED OPERATING FUND BUDGET

- Revenue Plan of \$58,941,560
- Transfer in from Capital Improvement Funds in the amount of \$1,132,979
- Expenditure Plan of \$60,807,518
- Transfer to Other Funds in the amount of \$400,000
- Use of Fund balance in the amount of \$1,132,979

The FY23 Proposed Operating Budget includes reductions to the overall budget:

- 14 teaching positions reduced based on higher Student to Teacher Ratio.
- Estimated reduction to health insurance costs for offering waiver of health insurance
- Closure of old school building

To balance the FY23 budget we are planning to transfer funds in from our Capital Improvement Funds as well as use \$1,132,979 in fund balance. The District Administration will continue to look for revenue sources to pay for these important programs. The administration recommends the Board adopt the FY23 Proposed Operating Fund Budget as presented.

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

APPROVAL OF PURCHASE; CONSTRUCTION

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. 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 \$210,000 as presented.

MACHINERY INDUSTRIAL, INC.

Contracts that exceed \$50,000 require Board approval. 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 several of the school district 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. 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.

APPROVAL OF CONTRACT; KEVIN G. SMITH PHOTOGRAPHY

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 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 are as follows:

APPROVAL OF CONTRACT; TC CONSTRUCTION, INC.

	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.

Board approval is required for purchases that exceed \$50,000. 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. The administration recommends the Board approve the purchase of migrant education student

APPROVAL OF PURCHASE; BIG RAY'S-THE ALASKAN OUTFITTERS

services clothing from Big Ray's-The Alaskan Outfitters for a total amount not to exceed \$220,000 as presented.

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

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

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, Selawik, 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. The administration recommends the Board approve the Human Resources actions and HR Addendum dated 4/24/2022 as presented.

Board approval is required for expenditures that exceed \$50,000. 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 recommends the Board approve the purchase from VersaFlex, Inc. for the total amount not to exceed \$53,870 as presented.

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

New board policies require adoption by the Board. 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. The administration recommends the Board approve the

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

APPROVAL OF HUMAN RESOURCES

APPROVAL OF PURCHASE; VERSAFLEX, INC.

ADOPTION OF PROPOSED REVISIONS TO BB 9110, BYLAWS OF THE BOARD, BOARD MEMBERSHIP; FIRST READING

APPROVAL OF NEW POLICY, BP 3510, BUSINESS AND NON-INSTRUCTIONAL OPERATIONS, MAINTENANCE; FIRST READING

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

New board policies require adoption by the Board. 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. 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.

Selection of Student Board Members to the NWABSD Board of Education shall be selected by Board. 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. 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 session. Applications were provided for review and for consideration in Executive Session. The administration recommends the Board select up to two Student Representatives and one Alternate Student Representative to the NWABSD Board of Education as presented.

Carol Schaeffer moved to select Katelyn Piper of Kotzebue and Colton Ticket of Buckland as student representatives and Anthony Lambert of Kotzebue as the alternate student representative to the NWABSD Board of Education. Seconded by Lawrence Jones Sr. Motion passed unanimously by voice-vote.

Board selection of recipients for the NWABSD June Nelson Scholarship is required. 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. The administration recommends that the Board select recipients for the June Nelson Scholarship as presented.

Carol Schaeffer moved to select Payton McConnell of Kotzebue and Marita Ticket of Selawik as recipients for the June Nelson Scholarship. Seconded by Brad Reich. Motion passed unanimously by voice-vote.

None.

Board Member Brad Reich expressed his gratitude to Jim Sturm who attended Kiana's city council meeting and requested funding for after school activities and Nelson Walker for awarding that funding. Brad Reich also expressed gratitude to school staff, and retirees Velma Jones and Craig McConnell.

Board Member Millie Hawley expressed her gratitude to retirees Velma Jones and Craig McConnell as well as long standing Kivalina educators Lyle and Emma Melkerson.

Board Member Alice Adams commented on students' resilience.

Board Member Joanne Harris expressed appreciation to all teachers and staff for pulling through this year. She also congratulated those staff that are retiring.

APPROVAL OF NEW POLICY, BP 3542, BUSINESS AND NON-INSTRUCTIONAL OPERATIONS, ROLES AND DUTIES OF BUS DRIVERS; FIRST READING

SELECTION OF STUDENT REPRESENTATIVE AND ALTERNATE STUDENT REPRESENTATIVE TO THE BOARD OF EDUCATION

ACTION

SELECTION OF RECIPIENTS FOR THE JUNE NELSON SCHOLARSHIP

ACTION

EXECUTIVE SESSION

BOARD COMMENTS

Vice President Marie Greene expressed gratitude to Student Activities Coordinator Brett Slaathaug for statewide coverage of NYO. She congratulated all graduating seniors and thanked Kivalina community members for their public comments.

The next regular Board meeting of the NWABSD Board of Education will be held on Tuesday, June 7, 2022, at 4:00 p.m. at Alaska Technical Center.

Lawrence Jones Sr. moved to adjourn the meeting, seconded by Alice Adams.

Motion passed with unanimous consent.

The meeting adjourned at 5:09 pm.

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Tillie Ticket, Secretary

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Jazmine Camp, Recording Secretary

DATE/TIME OF NEXT  
BOARD MEETING

ADJOURNMENT

DRAFT

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** June 7, 2022

**NUMBER:** 22-096

**FR:** Office of the Superintendent

**SUBJECT:** Adoption of Proposed  
Revisions to BP 3000,  
Business and  
Noninstructional  
Operations, Concepts and  
Roles; Second Reading

### **STRATEGIC PLAN/BOARD GOAL:**

Improve Stakeholder Communication.

### **ABSTRACT:**

Board policy revisions require Board approval.

### **ISSUE:**

At issue is to adopt, at the second reading, the proposed revisions to Board Policy (BP) 3000, Business and Noninstructional Operations, Concepts and Roles.

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

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

This is adoption at the second 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.

At the April Board Meeting, the Board approved the first reading and opened for public comments. To date, no comments were received, and the Board Policy Committee recommends adoption.

### **ALTERNATIVES:**

1. Adopt, at the second reading, the proposed revisions to BP 3000, Business and Noninstructional Operations, Concepts and Roles as presented;
2. Do not adopt the proposed revisions to BP 3000 as presented;
3. Take no final action.

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

The administration recommends the Board adopt, at the second reading, the proposed revisions to BP 3000, Business and Noninstructional Operations, Concepts and Roles as presented.

## BP 3000 CONCEPTS AND ROLES

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

Deleted: money and money management

1. Require advance planning to insure the best possible budget procedures.
2. Explore practical sources of **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.

Deleted: dollar income

The 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 Board

The Board:

1. Solicits public input on educational needs and utilizes that information in making budget decisions.
2. Approves and adopts the annual budget by May 1st.
3. Transfers between funds shall be made only upon authorization by the Board. Transfers within funds shall be made only upon authorization by the Superintendent below the amount of \$50,000 and only upon authorization by the Board over the amount of \$50,000. All budget transfers will be reviewed by the Board at their next scheduled meeting.
4. Is accountable for all district funds.
5. Adopts written policies governing the purchase of supplies and equipment.
6. **Receives and** reviews the annual audit of district accounts and business procedures.
7. **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.
9. Advocates and secures community support for additional financing when necessary.

Deleted: R

Deleted: Adopts

### Role of Superintendent or Designee

The Superintendent or designee:

1. Prepares the detailed annual budget and presents it to the 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 Board policy.
5. Makes all financial reports required by law or Board policy and prepares reports for public release.
6. Analyzes the district's financial condition and presents the 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 Board to establish an adequate insurance program.
9. Maintains the district's non-instructional and business operations.

### **Working Relationships of the Board and Superintendent or Designee**

The Superintendent or designee shall recommend financial plans to the 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.

Deleted: ,

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

Deleted: scrutinize

*(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

*Adopted: February 25, 1994*

**Northwest Arctic Borough School District**

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** June 7, 2022

**NUMBER:** 22-098

**FR:** Office of the Superintendent

**SUBJECT:** Adoption of New Policy,  
BP 3510, Business and  
Non-Instructional  
Operations, Maintenance;  
Second Reading

**STRATEGIC PLAN/BOARD GOAL:**

Improve Stakeholder Communication.

**ABSTRACT:**

Board policy revisions require Board approval.

**ISSUE:**

At issue is to adopt, at the second reading, the new Board Policy (BP) 3510, Business and Non-Instructional Operations, Maintenance.

**BACKGROUND AND/OR PERTINENT INFORMATION:**

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

*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.

This is adoption at the second reading of the new policy BP 3510, Business and Non-Instructional Operations, Maintenance.

At the April Board Meeting, the Board approved the first reading and opened for public comments. To date, no comments were received, and the Board Policy Committee recommends adoption.

**ALTERNATIVES:**

1. Adopt, at the second reading, the new policy BP 3510, Business and Non-Instructional Operations, Maintenance as presented;
2. Do not adopt the new policy BP 3510 as presented;
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board adopt, at the second reading, the new policy BP 3510, Business and Non-Instructional Operations, Maintenance as presented.

# 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

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**TO:** NWABSD Board of Education  
Members

**DATE:** June 7, 2022

**NUMBER:** 22-098

**FR:** Office of the Superintendent

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

**STRATEGIC PLAN/BOARD GOAL:**

Improve Stakeholder Communication.

**ABSTRACT:**

Board policy revisions require Board approval.

**ISSUE:**

At issue is to adopt, at the second reading, the new Board Policy (BP) 3542, Business and Non-Instructional Operations, Roles and Duties of Bus Drivers.

**BACKGROUND AND/OR PERTINENT INFORMATION:**

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

*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.

This is adoption at the second reading of the new policy BP 3542, Business and Non-Instructional Operations, Roles and Duties of Bus Drivers.

At the April Board Meeting, the Board approved the first reading and opened for public comments. To date, no comments were received, and the Board Policy Committee recommends adoption.

**ALTERNATIVES:**

1. Adopt, at the second reading, the new policy BP 3542, Business and Non-Instructional Operations, Roles and Duties of Bus Drivers as presented;
2. Do not adopt the new policy BP 3542 as presented;
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board adopt, at the second reading, the new policy BP 3542, Business and Non-Instructional Operations, Roles and Duties of Bus Drivers as presented.

# 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

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**TO:** NWABSD Board of Education  
Members

**DATE:** June 7, 2022

**NUMBER:** 22-099

**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 also inquired about striking out numbers 1 and 5 from the policy. Legal consultation recommends that both 1 and 5 be kept.

The Board Policy Committee reviewed the proposed changes, recommends approval and is 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.

## BP 3290 GIFTS, GRANTS AND BEQUESTS

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 Board would be 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 Board policy or public law.
7. Have a purpose consistent with those of the district.

Deleted: unwilling

The 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 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)*

*Adopted: February 25, 1994*

**Northwest Arctic Borough School District**

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** June 7, 2022

**NUMBER:** 22-100

**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 also inquired about changing the word 'officer' to 'school board member'. Legal consultation clarifies that the work 'officer' is a broad term meant to cover many District employees or representatives and does not recommend deleting the term 'officer'. It would be fine to add the term 'school board member' in addition to the other terms. If the Board adds the term 'school board member', it should be added to all instances of the list in that paragraph.

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.

## BP 3315 RELATIONS WITH VENDORS

**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.

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: June 05, 2012*

*Adopted: February 25, 1994*

**Northwest Arctic Borough School District**

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** June 7, 2022

**NUMBER:** 22-101

**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 with the following amendments and open for public comment,

- Keep, "Purchases may not be segmented in order to circumvent board policy.
- Strike, "major budget classification allowance against which the expenditure is the proper charge"
- Keep, "total appropriation authorized for a designated fund."

### **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 comment;
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.

## BP 3300 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 total appropriation authorized for a designated fund unless an amount sufficient to cover the purchase is available in the budget to transfer. -

*(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~~

Adopted: February 25, 1994

**Northwest Arctic Borough School District**

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** June 7, 2022

**NUMBER:** 22-102

**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 inquired about adding 'Whenever possible, the two individuals should not be immediate family members.' Legal consultation clarified that this language could be added to the policy.

The Board Policy Committee reviewed the proposed changes, recommends approval with the following amendments and open for public comment,

- Add, "Monies up to \$10,000 shall be recorded and deposited."
- Strike, "Over \$\_\_\_\_\_ will be deposited daily."

### **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 comment;
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.

## **BP 3450 MONEY IN SCHOOL BUILDINGS**

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 \$10,000 shall be recorded deposited. 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. Whenever possible, the two individuals should not be immediate family members. ~~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.~~

Monies in school buildings are to be placed in the custody of the school principal and locked in the school safe or vault. Records of all school monies shall be maintained in accordance with procedures established by the District. Total amounts shall be kept at a minimum, and funds deposited in a designated bank within seventy-two (72) hours. Cash shall not be sent through the mail.

*Adopted: February 25, 1994*

**Northwest Arctic Borough School District**

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** June 7, 2022

**NUMBER:** 22-103

**FR:** Office of the Superintendent

**SUBJECT:** Approval of FY23 Heating  
Fuel Purchase

### **ABSTRACT:**

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

### **ISSUE:**

At issue is board approval to award the Northwest Arctic Borough School District's FY23 heating fuel order to the lowest bidder by site.

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

On April 28, 2022, the Property Services department issued an RFP to fuel vendors for the purchase and delivery of approximately 523,000 gallons of #1 heating fuel to ten (10) NWABSD school sites in summer 2022. The RFP was sent to the only two vendors that deliver fuel within the Northwest Arctic Borough, Crowley Petroleum Distribution and Vitus Fuel Services. The deadline for submitting bids was Monday, May 9 at 4:00 p.m. The lowest bidder by site will be awarded the fuel bid(s). Crowley Petroleum Distribution was the lowest bidder for nine (9) sites and Vitus Fuel Services was the lowest bidder for one (1) site. The bid prices by site are attached. The administration recommends board approval to award Crowley Petroleum Distribution our fuel bid for nine (9) sites and Vitus Fuel Services for one (1) site, as per attached.

### **ALTERNATIVES:**

1. Approve the administration's request to award the NWABSD FY23 heating fuel bid to Crowley Petroleum Distribution for nine (9) sites and to Vitus Fuel Services for one (1) site, as per attached.
2. Disapprove the administration's request to award the NWABSD FY23 heating fuel bid to Crowley Petroleum Distribution for nine (9) sites and to Vitus Fuel Services for one (1) site, as per attached.
3. Take no final action.

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

The Administration recommends Board approval to award the NWABSD FY23 heating fuel bid to Crowley Marine Distribution for nine (9) sites to and Vitus Fuel Services for one (1) site, as per attached.

## SUMMER 2022 HEATING FUEL BID RESULTS

	<u>Crowley</u>	<u>Vitus</u>
Ambler	6.07	No Bid
Buckland	\$5.25	No Bid
Deering	\$4.71	\$4.80
Kiana	\$4.71	\$4.80
Kivalina	\$5.16	\$5.15
Kobuk	\$6.07	No Bid
Kotzebue	\$4.54	No Bid
Noatak	No Bid	No Bid
Noorvik	\$4.71	\$4.80
Selawik	\$4.71	\$4.80
Shungnak	\$6.07	No Bid

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** June 7, 2022

**NUMBER:** 22-104

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Contract,  
Frontier Fire Protection

### **ABSTRACT:**

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

### **ISSUE:**

At issue is board approval of the administration's request to pay Frontier Fire Protection an amount not to exceed \$100,000 to inspect, certify and make repairs to district fire protection equipment in FY23.

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

Alaska law mandates that public schools have their fire protection equipment inspected and certified by a licensed and bonded company each year. Frontier Fire Protection has performed the inspections and service work on our fire alarm systems, sprinkler systems, handheld fire extinguishers, and range hood extinguisher systems for the past 23 years. The inspections are performed during the summer months when school is out of session. Frequently during the inspection process, mechanical deficiencies are identified and noted on the inspection forms. Once the inspections are completed the list of equipment deficiencies is forwarded to the Director of Property Services and the State Fire Marshall. Upon receiving the list of deficiencies, the Fire Marshall issues a directive to the school district to make corrections by a specified date. The administration is requesting the school board's authorization to contract with Frontier Fire Protection for an amount not to exceed \$100,000 to perform all inspections and make repairs on fire safety equipment at sites needing service work in FY23.

### **ALTERNATIVES:**

1. Approve the administration's request to pay Frontier Fire Protection an amount not to exceed \$100,000 to perform inspections and make repairs on fire safety equipment at NWABSD sites in FY23.
2. Disapprove the administration's request to pay Frontier Fire Protection an amount not to exceed \$100,000.00 to perform inspections and make repairs on fire safety equipment at NWABSD sites in FY23.
3. Take no final action.

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

The administration recommends board approval of the administration's request to pay Frontier Fire Protection an amount not to exceed \$100,000 to perform inspections and make repairs on fire safety equipment at NWABSD sites in FY23.

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** June 7, 2022

**NUMBER:** 22-105

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Contract,  
Refrigerated Solutions

### **ABSTRACT:**

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

### **ISSUE:**

At issue is board approval of the administration's request to pay \$100,000 to Refrigerated Solutions to service and repair the NWABSD's commercial refrigeration equipment in FY23.

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

The NWABSD Property Services department uses Refrigerated Solutions to service and repair all our commercial refrigeration equipment. The property services department is requesting authorization to pay Refrigerated Solutions an amount not to exceed \$100,000 to service and repair our refrigeration equipment in FY23.

### **ALTERNATIVES:**

1. Approve the administration's request to pay Refrigerated Solutions an amount not to exceed \$100,000 to service and repair NWABSD refrigeration equipment in FY23.
2. Disapprove the administration's request to pay Refrigerated Solutions an amount not to exceed \$100,000 to service and repair NWABSD refrigeration equipment in FY23.
3. Take no final action.

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

The administration recommends board approval of the administration's request to pay Refrigerated Solutions an amount not to exceed \$100,000 to service and repair NWABSD refrigeration equipment in FY23.

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** June 7, 2022

**NUMBER:** 22-106

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Purchase,  
Kivalina School Buses

### **ABSTRACT:**

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

### **ISSUE:**

At issue is board approval of the administration's request to purchase two Bluebird school buses for the new Kivalina school.

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

The administration is requesting the school board's approval to purchase two (2) 2007 Bluebird 84 passenger school busses for the new Kivalina school. The new Kivalina school will open to students on October 1, 2022. Kivalina's new school is situated seven (7) miles from the village. The State of Alaska requires schools/school districts to provide bus service for students that live in excess of one mile from their school. To satisfy this requirement, the administration has spent considerable time researching the purchase of school buses. Blue Bird and Thomas are the most used brand of school buses in the United States. Currently, Blue Bird does not have a dealership in the state of Alaska, so parts and services have to come from Seattle or beyond. After much research, it is the administration's recommendation that we purchase two (2) 84 passenger Bluebird school busses for the new Kivalina school from Northwest Bus Sales INC for \$57,070.00, FOB Seattle. The estimates of freight cost to transport the busses from Seattle to be determined.

### **ALTERNATIVES:**

1. Approve the administration's request to purchase two (2) 84 passenger Bluebird school buses from Northwest Bus Sales Inc. for \$57,070.00 FOB Seattle. Freight from Seattle to Kivalina TBD.
2. Disapprove the administration's request to purchase two (2) 84 passenger Bluebird school buses from Northwest Bus Sales Inc. for \$57,070.00 FOB Seattle.
3. Take no final action.

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

The administration recommends board approval of the administration's request to purchase two (2) 84 passenger Bluebird school busses from Northwest Bus Sales Inc. for \$57,070.00, FOB Seattle. Freight from Seattle to Kivalina TBD.

# Northwest Bus Sales, Inc.

33207 Pacific Highway S

Federal Way WA 98003

(800) 231-7099

Northwest Arctic Borough School District  
744 3rd St  
Kotzebue AK 99752

05/27/2022

Quote No. 53410  
Salesman Mike Waclawski  
Fax (253) 845-9384  
mikew@nwbus.com

## Quote

I hereby agree to purchase the following unit(s) from you under the terms and conditions specified in this document.

### Unit Information

New/Used	Year	Make	Model	VIN	Stock No.	Price
Used	2007	BLUEBIRD	ALL AMERICAN	1BABNBKA07F238881	B38881	\$26,500.00
Used	2008	BLUEBIRD	ALL - RE	1BABNBKAX8F246116	B46116	\$24,875.00

#### Notes:

\*Subject to prior sale.

\*\*Price includes:

- \$4,400 includes new rear tires on both buses
- \$995 remove aftermarket DPF and replacing with a standard muffler

Dealer Unit Price	\$51,375.00
Added Accessories	\$0.00
Freight	\$0.00
Dealer Prep/Rigging Fee	\$5,395.00
<b>Price</b>	<b>\$56,770.00</b>

All out of state payments must be in the form of cashier's check or bank wire - USD.

Out of state residents: Sales tax waived with proof of out of state residency.

Options:

Lienholder:

None

Trade Information (VIN Required):

<b>Net Sale</b> (Cash Price - Net Trade)	\$56,770.00
Sales Tax	\$0.00
Document or Administration Fees	\$300.00

Total Other Charges	\$300.00
<b>Sub Total</b> (Net Sale + Other Charges)	<b>\$57,070.00</b>
Down Payment	\$0.00
<b>Amount to Pay/Finance</b>	<b>\$57,070.00</b>

**Used vehicles are sold "AS-IS". New vehicles are covered under OEM warranties.**

NOTICE TO BUYER: (1) Title remains in sellers possession until payment is received in full. (2) Buyer acknowledges receipt of a copy of this purchase agreement and further acknowledges having read and agreed to the terms and conditions printed on the agreement. Buyer understands that the down payment tendered is not refundable unless stated otherwise.

A negotiable documentary service fee up to \$85.00 may be added.

TRADE-IN NOTICE: Customer represents that all trade in units described above are free of all liens and encumbrances except as noted.

Customer Signature \_\_\_\_\_ Dealer Signature \_\_\_\_\_ Approved By \_\_\_\_\_

**Thank You for Your Business!**

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** June 7, 2022

**NUMBER:** 22-107

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Purchase of  
ALEKS/McGaw Hill  
Subscriptions

### **STRATEGIC PLAN/BOARD GOAL:**

Goal 1: Student Learning

*Objective 2: NWABSD will build a responsive learning environment during both remote and in-person learning. (Danielson 2a, 2c, 3d)*

### **ABSTRACT:**

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

### **ISSUE:**

At issue is the Board's approval of the purchase of additional 3-12 ALEKS user subscriptions at the cost of \$136,520.00.

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

Up for purchase is additional ALEKS user subscriptions are as follows:

McGraw Hill ALEKS Add-on via MHEducation.com 8 Year student and teacher subscriptions and professional development.

Total Cost of \$136,520.00

Funds: Grant funds from ESSER III – FY23

### **ALTERNATIVES:**

1. Approve the purchase of additional 3-12 ALEKS user subscriptions in the amount of \$136,520.00 as presented.
2. Disapprove the purchase of additional 3-12 ALEKS user subscriptions in the amount of \$136,520.00 as presented.
3. Take no final action.

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

The administration recommends the Board approve the purchase of additional 3-12 ALEKS user subscriptions in the amount of \$136,520.00 as presented.

## MEMORANDUM

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**TO:** NWABSD Board of Education Members

**DATE:** June 7, 2022

**NUMBER:** 22-108

**FR:** Office of the Superintendent

**SUBJECT:** Approval of FY22 District Operating Fund Budget Revision #2

### **ABSTRACT:**

The School Board shall establish and maintain a balanced budget.

### **ISSUE:**

At issue is the approval of the FY22 District Operating Fund Budget Revision #2

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

The FY22 District Operating Fund Budget was approved and adopted at the April 27<sup>th</sup>, 2021 Regular School Board meeting with expenditures in the amount of \$60,433,340. Budget revision #1 was approved November 30, 2021.

Presented to you is Budget Revision #2 for the FY22 Operating Fund Budget.

Revision #2 is based on a review of revenues and expenditures in order to true up accounts for year end. In summary Revision #2 includes:

Revenues: \$56,152,637

Expenditures: \$58,216,121

Transfer in from Other Funds: \$0

Transfers out to Other Funds: \$1,820,000

This revision includes a decrease in revenue based on estimated actual for FY22, reduces the cost for personnel, increases the cost for non-personnel, increases the transfer out to Capital Improvement Funds, and increases the use of fund balance in the amount of \$3,260,046.

### **ALTERNATIVES:**

1. Approve Revision #2 of the FY22 District Operating Fund Budget as presented;
2. Disapprove Revision #2 of the FY22 District Operating Fund Budget as presented;
3. Take no action.

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

The administration recommends the Board approve Revision #2 of the FY22 District Operating Fund Budget as presented.

**Northwest Arctic Borough School District  
FY22 Budget**

	FY22	FY22	<u>Changes</u>	NOTES
	<u>Current Budget</u>	<u>Revised Budget</u>		
<b><u>REVENUE</u></b>				
Other Local Revenue	\$600,000	\$340,000	(\$260,000)	
Earnings on Investments	\$3,200	\$3,200	\$0	
Donations/Contributions	\$0	\$0	\$0	
Borough Appropriation	\$4,151,951	\$6,151,951	\$2,000,000	NWAB contribution increase
E-rate Program	\$6,860,873	\$7,293,845	\$432,972	Bandwidth Increase in July 2021
State Foundation	\$37,462,908	\$37,363,785	(\$99,123)	Final BSA State Aid Had to move BAG to a special revenue fund per State, Final Quality Schools
Quality Schools & BAG	\$273,143	\$107,412	(\$165,731)	Payment
TRS On-behalf	\$3,191,942	\$2,604,072	(\$587,870)	Based on Certified Salaries
PERS On-behalf	\$611,444	\$624,228	\$12,784	Based on Classified Salaries
Revenue - Other State Sources	\$0	\$16,960	\$16,960	PFD Raffle & Disparity from FY21
Impact Aid Program	\$6,858,607	\$1,647,184	(\$5,211,423)	Impact Aid received to date
<b>TOTAL REVENUES</b>	<b>\$60,014,068</b>	<b>\$56,152,637</b>	<b>(\$3,861,431)</b>	
<b><u>TRANSFERS IN</u></b>				
District Technology Fund				
Locally Funded Maintenance CIP Fund				
Teacher housing CIP Fund				
Kivalina District Contribution				
NW Magnet School Expansion				
Magnet School Dormitory				
ATC Capital Reserve				
CIP Reserved Local Share				
<b>TOTAL TRANSFERS IN</b>	<b>\$0</b>	<b>\$0</b>		
<b><u>EXPENSES</u></b>				
Certificated Salaries	\$14,744,082	\$13,499,597	(\$1,244,485)	Decrease due to vacant positions
Non-Certificated Salaries	\$8,803,903	\$8,322,665	(\$481,238)	Decrease due to vacant positions
Leave Pay Out	\$219,832	\$219,832	\$0	
Board Stipends	\$79,000	\$90,000	\$11,000	Increase due to meetings Reduction due to decrease in salaries BUT
Employee Benefits	\$10,737,630	\$10,845,337	\$107,707	increase due to health insurance costs
TRS On-behalf	\$3,191,942	\$2,604,072	(\$587,870)	Based on Certified Salaries
PERS On-behalf	\$611,444	\$624,228	\$12,784	Based on Classified Salaries
<b>SUBTOTAL: Personnel</b>	<b>\$38,387,833</b>	<b>\$36,205,731</b>	<b>(\$2,182,102)</b>	
Professional & Technical Services	\$3,191,302	\$3,441,302	\$250,000	Need to increase due to NMS Janitorial contract & Maintenance MOAs
Staff Travel	\$531,348	\$435,572	(\$95,776)	
Board Travel	\$89,379	\$92,279	\$2,900	Increase due to meetings
Student Travel	\$729,316	\$729,316	\$0	
Utility Services	\$8,342,599	\$8,542,700	\$200,101	Internet bandwidth increased in July 2021
Energy-includes electricity & fuel	\$4,032,395	\$4,032,395	\$0	
Other Purchased Services	\$2,454,407	\$2,362,790	(\$91,617)	
Property & Liability Insurance	\$953,044	\$953,044	\$0	
Supplies, Materials & Media	\$1,461,071	\$1,464,571	\$3,500	
Tuition	\$34,000	\$34,000	\$0	
Dues & Fees	\$176,305	\$162,913	(\$13,392)	
Inventoried Equipment	\$59,508	\$59,508	\$0	
Indirect Cost Recovery	(\$300,000)	(\$300,000)	\$0	
<b>SUBTOTAL: Non-Personnel</b>	<b>\$21,754,673</b>	<b>\$22,010,390</b>	<b>\$255,717</b>	
<b>TOTAL EXPENSES</b>	<b>\$60,142,506</b>	<b>\$58,216,121</b>		

<b>TRANSFERS OUT</b>			
Food Service Fund	\$0	\$0	\$0
ATC	\$0	\$475,000	\$475,000 Estimated FY22 exp over revenue
Star of the Northwest - Magnet School	\$0	\$145,000	\$145,000 Estimated FY22 exp over revenue
Teacher Housing Fund	\$450,000	\$510,000	\$60,000 Estimated FY22 exp over revenue
Special Revenue Fund - Student Trans.	\$45,000	\$35,000	(\$10,000) Estimated FY22 exp over revenue
CIP - Deering Project	\$0	\$125,000	\$125,000 Approved in June 2021
CIP - Selawik Project	\$0	\$30,000	\$30,000 Approved in prior year
Strategic Planning	\$0	\$500,000	\$500,000
<b>TOTAL TRANSFERS OUT</b>	<b>\$495,000</b>	<b>\$1,820,000</b>	\$1,325,000

<b>INCREASE (DECREASE)-UNRESERVED FB</b>	<b>(\$623,438)</b>	<b>(\$3,883,484)</b>
<b>FY21 Unreserved Fund Balance</b>	<b>\$8,687,354</b>	<b>\$8,687,355</b>
<b>Projected Decrease in Fund Balance</b>	<b>\$8,063,916</b>	<b>\$4,803,871</b>

We have not received all of our FY22 Impact Aid (about \$5million) , and expect to receive a payment this summer. It's still to be determined if it will be received in FY22 or FY23. This revision does not include that payment.

## MEMORANDUM

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**TO:** NWABSD Board of Education Members                      **DATE:** June 7, 2022  
**FR:** Office of the Superintendent                                      **NUMBER:** 22-109  
**SUBJECT:** Approval of FY23 District Operating Fund Budget Revision #1

### **ABSTRACT:**

The School Board shall establish and maintain a balanced budget.

### **ISSUE:**

At issue is the approval of the FY23 District Operating Fund Budget Revision #1

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

The FY23 District Operating Fund Budget was approved and adopted at the April 26<sup>th</sup>, 2022 Regular School Board meeting with expenditures in the amount of \$60,807,518.

Presented to you is Budget Revision #1 for the FY23 Operating Fund Budget.

Revision #1 is based on a review of revenues and expenditures in order to reduce spending. In summary Revision #1 includes:

Revenues: \$58,941,560

Expenditures: \$62,991,793

Transfer in from Other Funds: \$1,132,979

Transfers out to Other Funds: \$400,000

The revision includes an increase to expenditures to reinstate the positions that were reduced with the approved increase in student to teacher ratio in April. It also includes an increase to student activities travel based on travel cost increases and adding Middle School activities.

I expect that we will have another revision to the FY23 budget later this fall. We are still hopeful that the governor will pass the budget without vetoing any of the proposed education funding.

### **ALTERNATIVES:**

1. Approve Revision #1 of the FY23 District Operating Fund Budget as presented;
2. Disapprove Revision #1 of the FY23 District Operating Fund Budget as presented;
3. Take no action.

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

The administration recommends the Board approve Revision #1 of the FY23 District Operating Fund Budget as presented.

**Northwest Arctic Borough School District  
FY23 Budget**

	FY23	FY23	<u>Changes</u>	NOTES
	<u>Current Budget</u>	<u>Revised Budget</u>		
<b><u>REVENUE</u></b>				
Other Local Revenue	\$450,000	\$450,000	\$0	
Earnings on Investments	\$3,000	\$3,000	\$0	
Donations/Contributions	\$0	\$0	\$0	
Borough Appropriation	\$4,402,689	\$4,402,689	\$0	
E-rate Program	\$7,456,903	\$7,456,903	\$0	
State Foundation	\$36,660,884	\$36,660,884	\$0	
Quality Schools	\$127,645	\$127,645	\$0	
TRS On-behalf	\$2,889,915	\$2,889,915	\$0	
PERS On-behalf	\$734,163	\$734,163	\$0	
Revenue - Other State Sources	\$0	\$0	\$0	
Impact Aid Program	\$6,216,361	\$6,216,361	\$0	
<b>TOTAL REVENUES</b>	<b>\$58,941,560</b>	<b>\$58,941,560</b>	<b>\$0</b>	
<b><u>TRANSFERS IN</u></b>				
District Technology Fund				
Locally Funded Maintenance CIP Fund	\$1,132,979	\$1,132,979	\$0	
Teacher housing CIP Fund				
Kivalina District Contribution				
NW Magnet School Expansion				
Magnet School Dormitory				
ATC Capital Reserve				
CIP Reserved Local Share				
<b>TOTAL TRANSFERS IN</b>	<b>\$1,132,979</b>	<b>\$1,132,979</b>		
<b><u>EXPENSES</u></b>				
Certificated Salaries	\$13,751,786	\$15,516,786	\$1,765,000	Reinstate 14 teaching positions
Non-Certificated Salaries	\$8,780,742	\$8,780,742	\$0	
Leave Pay Out	\$200,000	\$200,000	\$0	
Board Stipends	\$79,000	\$79,000	\$0	
Employee Benefits	\$11,098,515	\$11,098,515	\$0	
TRS On-behalf	\$2,889,915	\$2,889,915	\$0	
PERS On-behalf	\$734,163	\$734,163	\$0	
<b>SUBTOTAL: Personnel</b>	<b>\$37,534,122</b>	<b>\$39,299,122</b>	<b>\$1,765,000</b>	
Professional & Technical Services	\$3,358,006	\$3,358,006	\$0	
Staff Travel	\$623,800	\$623,800	\$0	
Board Travel	\$89,379	\$89,379	\$0	
Student Travel	\$714,000	\$1,133,275	\$419,275	Addition of \$419,275 to student activities
Utility Services	\$8,657,239	\$8,657,239	\$0	
Energy-includes electricity & fuel	\$5,023,195	\$5,023,195	\$0	
Other Purchased Services	\$2,369,016	\$2,369,016	\$0	
Property & Liability Insurance	\$1,000,159	\$1,000,159	\$0	
Supplies, Materials & Media	\$1,520,108	\$1,520,108	\$0	
Tuition	\$34,000	\$34,000	\$0	
Dues & Fees	\$134,494	\$134,494	\$0	
Inventoried Equipment	\$50,000	\$50,000	\$0	
Indirect Cost Recovery	(\$300,000)	(\$300,000)	\$0	
<b>SUBTOTAL: Non-Personnel</b>	<b>\$23,273,396</b>	<b>\$23,692,671</b>	<b>\$419,275</b>	
<b>TOTAL EXPENSES</b>	<b>\$60,807,518</b>	<b>\$62,991,793</b>		
<b><u>TRANSFERS OUT</u></b>				
Food Service Fund	\$0	\$0	\$0	
ATC	\$0	\$0	\$0	

Star of the Northwest - Magnet School	\$0	\$0	\$0
Teacher Housing Fund	\$350,000	\$350,000	\$0
Special Revenue Fund	\$50,000	\$50,000	\$0
<b>TOTAL TRANSFERS OUT</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$0</b>

<b>INCREASE (DECREASE)-UNRESERVED FB</b>	<b>(\$1,132,979)</b>	<b>(\$3,317,254)</b>	
<b>PROJ FY22 Unreserved Fund Balance</b>	<b>\$4,803,871</b>	<b>\$4,803,871</b>	Will not know exact \$ until final audit
<b>Projected Decrease in Fund Balance</b>	<b>\$3,670,892</b>	<b>\$1,486,617</b>	\$2,000,000 contribution from NWAB

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** June 7, 2022

**NUMBER:** 22-110

**FR:** Office of the Superintendent

**SUBJECT:** Approval of MOA  
Addendum, Phillip Tafs  
PCR Alaska

### **STRATEGIC PLAN/BOARD GOAL:**

Student Learning: Strengthen student progress monitoring.

### **ABSTRACT:**

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

### **ISSUE:**

At issue is the Board's approval of the Addendum to Memorandum of Agreement (MOA) with PCR Alaska to provide additional Behavior Support services including Extended School Year (ESY) services.

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

PCR Alaska provides oversight, direct, and indirect services for children across the district with extreme behaviors, including autism. The consultants have a history of working effectively with staff and students in the special services program. PCR Alaska will provide services to students, their teachers, and parents, during the summer of 2019 for Extended School Year (ESY) services as required by special education policy for special education programs with challenging behaviors. PCR will provide 2 Board Certified Behavior Analysts (BCBA) on-site services in May including ESY, to partner in developing programming for student services, develop data collection processes and provide ongoing training to both teachers and aides.

This contract will provide the opportunity to assist the district in providing services to improve educational advantages for students in the district. PCR Alaska also consult with all staff, parents, community members, and agencies. The MOA Addendum, which includes travel, is for \$12,000 and is **paid for by special education grant funds**.

### **ALTERNATIVES:**

1. Approve the Addendum of Memorandum of Agreement (MOA) for PCR Alaska, in the amount not to exceed \$12,000.
2. Disapprove the MOA for PCR as presented.
3. Take no final action.

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

The administration recommends board approval of the MOA Addendum with PCR Alaska, in the amount not to exceed \$12,000 as presented.

**NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT**

**ADDENDUM TO  
MEMORANDUM OF AGREEMENT**

**Number: \_\_\_(PO # 200143)\_\_\_**

Between

Name: PCR Alaska LLC

Address: P.O. Box 241224

Anchorage Alaska 99524

and

**Northwest Arctic Borough School District**

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

Account Code: 293.099.220.222.410

Amount: \$97,000. (An additional \$12,000)

Contractor Additionally Agrees: Provide additional Behavioral Support services.

District Additionally Agrees: Reimburse for additional support services (an additional \$12,000) using sped grant funds.

Date of Board Approval: \_\_\_\_\_

Agreed to by:

\_\_\_\_\_  
Contractor, (Sign and Return to Program Contact Person)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature, Northwest Arctic Borough School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Administrative Services, Northwest Arctic Borough School District

\_\_\_\_\_  
Date

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** June 7, 2022

**NUMBER:** 22-111

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Six-Year  
Capital Improvement  
Plan

### **STRATEGIC PLAN/BOARD GOAL:**

- Develop a five-year fiscal plan to match the strategic plan
- Support student-centered learning environments
- Explore cost-saving solutions for district operation expenses

### **ABSTRACT:**

Department of Education and Early Development (DEED) School Construction Grant applications for FY2024 are due September 1, 2022, and Board approval of the Capital Improvement Plan (CIP) priorities is a requirement of the application process.

### **ISSUE:**

At issue is the approval of projects for the Six-Year Capital Improvement Plan for FY2024.

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

The Six-Year CIP is used to prioritize projects and establish the order of construction for district capital improvement projects. The School Board annually updates the Six-Year CIP. The district submits grant applications for the projects identified for the first year of the plan.

The Legislature allocated \$100 million in this year's capital budget. Subject to the Governor's approval it is assumed that reimbursement for the JNES Gym roof and the Buckland HVAC project will be approved for FY23 DEED funding.

The Regional School Board and the Joint Maintenance and Construction Committee (JMCC) will review the proposed Six-Year CIP at their June meeting so that applications for the prioritized projects can be prepared over the summer. The cost estimates for the FY24 projects will be updated with professional estimates as part of the application process.

The JMCC recommendations will be presented to the Board following their meeting. The district's Six-Year CIP is attached for Board review and approval.

The following is a summary of the proposed projects,

**Davis-Ramoth K-12 School Renewal:** This will be a resubmittal of the FY23 application. Selawik does not qualify for additional square footage and DEED will reject an application for the construction of additional space. Selawik will qualify as a major maintenance project for the renewal and reconfiguration of existing space. Current space use has been reviewed with past and current principals and there are significant improvements to be achieved by reconfiguring a major portion of the existing school as shown in the attached renewal plan. Additional classroom space could be created if the vocational education shop was replaced by a pre-engineered shop building. However, non-DEED funding would have to be found for its construction.

Options for enlarging the gym and construction of a new secondary school were considered but they involve the construction of new space and would be rejected by DEED.

**JNES Roof Replacement:** The roof over the main portion of JNES is 33 years old and well beyond its serviceable life. The school is experiencing significant leaks which have the potential to result in structural damage. In addition, roofing materials and insulation have improved significantly. Replacing and upgrading the roof will result in energy savings.

**Deering K-12 School Replacement:** The Deering school is overcrowded and only portions of the building were renovated in the upgrade project that took place 16 years ago.

The school site is extremely constrained and does not have space for an addition without the removal of the playground and teacher housing. The application process will include a site evaluation for a new location either adjacent to the new airport road or the acquisition of the lot adjoining school property. The application will request full project funding. The schematic design for the new school will be developed after formal site selection is completed and occur later this fall.

**ALTERNATIVES:**

1. Approve the FY 2024 Six-Year Capital Improvement Plan, as presented.
2. Revise the FY 2024 Six-Year Capital Improvement Plan, as presented.
3. Take no action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends approval of the FY24 Six-Year Capital Improvement Plan, as presented.

**PROPOSED**

**Northwest Arctic Borough School District  
FY 2024 - FY 2029 Six-Year Capital Improvement Plan**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
1	C	June Nelson Elementary School Roof Replacement- Replacement of failing roof, 20 years past its useful life. The school is experiencing frequent roof leaks that damage interior finishes and contribute to potential mold and structure damage and interfere with instruction.	<b>X</b>	3,500,000
2	C	Davis-Ramoth K-12 School Renewal and Upgrade – Renewal of building systems that have reached the end of useful life and functionality to include HVAC and DDC, code upgrades, and interior renovations to create more classrooms and improve use of space	<b>X</b>	\$11,524,000
3	B	Deering K-12 School Replacement School – new school on new site to replace overcrowded and worn-out facility. The existing site is not large enough to accommodate an addition without removal of the playground and relocating teacher housing off-site. In addition, many building components beyond their use expectancy.	<b>X</b>	\$15,700,000
		Buckland Teacher Housing		\$1,600,000
<b>FY 2024 TOTAL</b>				<b>\$30,724,000</b>

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
4	C	Buckland K-12 School Exterior Envelop Renewal- replacement of roofing, doors and windows at the end of their useful life.	<b>X</b>	\$3,000,000
<b>FY 2025 TOTAL</b>				<b>\$3,000,000</b>

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
5	C	Noorvik K-12 School Roof Replacement - Replacement of roof which reached the end of its useful life in 2022.	<input checked="" type="checkbox"/>	\$2,500,000
<b>FY 2026 TOTAL</b>				<b>\$2,500,000</b>

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
6	C	Noorvik K12 School HVAC Controls – upgrade HVAC controls for Noorvik School which reached the end of their useful life in 2022.	<input checked="" type="checkbox"/>	\$500,000

**PROPOSED**  
**Northwest Arctic Borough School District**  
**FY 2024 - FY 2029 Six-Year Capital Improvement Plan**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost

**FY 2027 TOTAL            \$500,000**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
7	C	June Nelson Elementary School Renewal- to replace building components at the end of useful life.	<input checked="" type="checkbox"/>	\$3,500,000

**FY 2028 TOTAL            \$3,500,000**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
9	C	Kiana K-12 School Renewal – Renewal of Kiana K-12 School to replace building components at the end of useful life.	<input checked="" type="checkbox"/>	\$3,500,000

**FY 2029 TOTAL            \$3,500,000**

Adopted June 7, 2022 at a duly convened meeting of the Northwest Arctic Borough School Board at which a quorum was present and voting. I hereby certify that the information presented is true and correct to the best of my knowledge.

\_\_\_\_\_  
 Superintendent

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 School Board President

\_\_\_\_\_  
 Date

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** June 7, 2022

**NUMBER:** 22-112

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Superintendent  
Evaluation

### **ABSTRACT**

Board member approval of Superintendent Evaluation summary is required.

### **ISSUE**

At issue is the board approval of the Superintendent Evaluation facilitated by Dave Herbert from Alaska's Association of School Boards (AASB) on June 6<sup>th</sup>, 2022.

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

Board Policy 2123 Evaluation of the Superintendent states that the Board believes that an annual evaluation of the Superintendent's performance strengthens working relationships between the Superintendent and the Board. The evaluation process should clarify the Superintendent's role and give the Board and Superintendent an opportunity to jointly identify immediate priorities among the Superintendent's many responsibilities. Evaluations also should help the Board to monitor progress toward established goals and to set reasonable criteria for salary increases and/or contract extension. The Board shall meet with the Superintendent to discuss the evaluation, including commendations in areas of strength and recommendations for improving effectiveness. The Superintendent and Board members shall agree upon and sign an evaluation summary. Additional evaluations may be arranged at any time during the school year at the request of either the Board or the Superintendent.

### **ALTERNATIVES**

1. Approve the Superintendent Evaluation summary as presented.
2. Disapprove the Superintendent Evaluation summary as presented.
3. Take no final action.

## **BP 2123 EVALUATION OF THE SUPERINTENDENT**

The Board believes that an annual evaluation of the Superintendent's performance strengthens working relationships between the Superintendent and the Board. The evaluation process should clarify the Superintendent's role and give the Board and Superintendent an opportunity to jointly identify immediate priorities among the Superintendent's many responsibilities. Evaluations also should help the Board to monitor progress toward established goals and to set reasonable criteria for salary increases and/or contract extension.

The Board shall meet with the Superintendent to discuss the evaluation, including commendations in areas of strength and recommendations for improving effectiveness. The Superintendent and Board members shall agree upon and sign an evaluation summary. Additional evaluations may be arranged at any time during the school year at the request of either the Board or the Superintendent.

*(cf. 2121 - Superintendent's Contract)*

The evaluation process shall be reviewed annually to determine whether any of the following steps need improvement:

1. Developing or reviewing/revising the superintendent's job description.
2. Adopting or reviewing/revising evaluation policy.
3. Establishing clear criteria to include progress on district goals.
4. Establishing or reviewing/revising the evaluation process.
5. Carrying out the evaluation.
6. Summarizing the results.
7. Discussing the results with the superintendent.
8. Developing a plan for growth and improvement.

*(cf. 9321 - Executive Sessions)*

*Adopted: February 25, 1994*

**Northwest Arctic Borough School District**

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** June 7, 2022

**NUMBER:** 22-113

**FR:** Office of the Superintendent

**SUBJECT:** Approval of  
Superintendent's out-of-  
District Travel and  
Personal Leave Request

### **ABSTRACT:**

Superintendent's out-of-District travel and personal leave require Board approval.

### **ISSUE:**

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

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

The Superintendent's request for personal leave through July 2022:

- Personal leave, June 28<sup>th</sup> to July 8<sup>th</sup>

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

- ASA/DEED Joint Summer Meeting, July 24<sup>th</sup> – July 26<sup>th</sup> in Juneau, AK
- AASA National Superintendent Certification Program, July 27<sup>th</sup> to July 29<sup>th</sup> in Denver, CO

### **ALTERNATIVES:**

1. Approve the Superintendent's request for out-of-district travel and personal leave as presented;
2. Do not approve the Superintendent's request for out-of-district travel and personal leave 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 and personal leave as presented.



**NWABSD Superintendent Travel Schedule for Approval by Board  
FY23 School Year**



<b>Employee: Terri Walker, Superintendent</b>	<b>Destination:</b>	<b>Reason for Travel:</b>	<b>Date(s) of tentative travel:</b>	<b>Date(s) of completed travel</b>	<b>Funding Source:</b>
<b>JULY 2022</b>					
	Personal Leave	Personal	June 28 <sup>th</sup>	July 8 <sup>th</sup>	N/A
	Portland, OR	Safe and Civil Conference	July 10 <sup>th</sup>	July 14 <sup>th</sup>	General Fund
	Anchorage, AK	IPRARS	July 19 <sup>th</sup>	July 21 <sup>st</sup>	to be reimbursed by IPRARS
	Juneau, AK	ASA/DEED Joint Summer Meeting	July 24 <sup>th</sup>	July 26 <sup>th</sup>	General Fund
	Denver, CO	AASA National Superintendent Certification Program	July 27 <sup>th</sup>	July 29 <sup>th</sup>	to be reimbursed by IPRARS
<b>AUGUST 2022</b>					
<b>SEPTEMBER 2022</b>					
<b>OCTOBER 2022</b>					
<b>NOVEMBER 2022</b>					
<b>DECEMBER 2022</b>					

1. Tentative travel should be scheduled for a minimum of a quarter at a time.
2. Monthly reports with completed travel are to be submitted electronically to the Asst. Superintendent the 15<sup>th</sup> of each month.

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** June 7, 2022

**NUMBER:** 22-114

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Contract;  
Project Resources

### **STRATEGIC PLAN/BOARD GOAL:**

Support Student-Centered Learning Environments

### **ABSTRACT:**

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

### **ISSUE:**

At issue is approval to renew a contract with Project Resources to provide capital project management services. The amount for FY23 is not to exceed \$95,000.

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

The current capital project management services contract with Project Resources- Kathy Christy expires at the end of June. Project Resources was selected by a competitive process for a term contract that can be renewed for a period of up to five years.

Kathy Christy has successfully managed the NWABSD's capital improvement program since 1999. She has successfully obtained numerous capital improvement grants and overseen more than \$180 million in the planning, design, and construction of the renovation of ten schools during that time.

She is currently managing the Kivalina K-12 Replacement School Project which will continue through FY2023, the JNES roof replacement projects, Buckland HVAC upgrade project, and DEED grant applications. She is also administrating three teacher housing grants with Alaska Housing Finance Corporation and one with Alaska Energy Authority.

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

Funding for this MOA will be from the capital projects themselves. The overhead on the district's capital projects has averaged between 2 to 4 percent of the project cost. This is an allowable DEED expense. These funds can only be used for capital costs and cannot be applied to the operating budget. The FY23 Project Resources contract is not to exceed \$95,000. The amount includes the cost of both direct costs and reimbursable costs, such as travel and printing of grant applications. Direct costs will be billed at an hourly rate.

### **ALTERNATIVES:**

1. Approve the renewal of the contract with Project Resources (Kathy Christy) to provide capital project management services not to exceed \$95,000, as presented.

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

**ADMINISTRATION'S RECOMMENDATION:**

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

# MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** June 7, 2022

**NUMBER:** 22-115

**FR:** Office of the Superintendent

**SUBJECT:** Approval of FY23  
Contract; NANA  
Management Services,  
Food Service for All K-12  
Sites

**ABSTRACT:**

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

**ISSUE:**

At issue is the approval of the Food Service Contract between NWABSD and NANA Management LLC (NMS) for the Fiscal Year 2022-2023, not to exceed \$3,600,000.00

**BACKGROUND AND/OR PERTINENT INFORMATION:**

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

Meal	Current Pricing	Pricing for FY23	Increase
Breakfast	\$4.53	\$4.89	8%
Lunch	\$8.37	\$9.04	8%
Seconds	\$3.00	\$3.24	8%

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

**ALTERNATIVES:**

1. Approve the All K-12 Sites Food Service Contract between NWABSD and NANA Management Services LLC for the Fiscal Year 2022-2023, as presented.
2. Disapprove the All K-12 Sites Food Service Contract between NWABSD and NANA Management Services LLC for the Fiscal Year 2022-2023, as presented;
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The Administration recommends the Board approve the All-Sites Food Service Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2022-2023, not to exceed \$3,600,000, as presented.



May 6, 2022

Terri Walker  
Superintendent  
Northwest Arctic Borough School District

RE: Food Services Contract Renewal for 2022/2023 School Year

Dear Ms. Walker:

Thank you for giving us this opportunity to continue our partnership. It has been a privilege and a pleasure working with you and The Northwest Arctic Borough School District, and we look forward to continuing our strong partnership for the 2022/2023 school year and beyond. We truly value our relationship and are expecting a return to normal operations next school year.

We are facing pricing challenges with all costs this year due to extraordinary inflation pressures on food cost, labor and all other expenses including freight. CPI for March 2022 was a whopping 8.5% and unfortunately, we do not see that abating anytime soon. We are seeing and expecting our costs to increase over that amount in many areas. Accordingly, we are asking for an 8% increase in pricing which is as follows:

Fixed meal price for Student and Adult Breakfast -	\$4.89
Fixed meal price for Student and Adult Lunch -	\$9.04
Seconds-	\$3.24

Please don't hesitate to give me a call with any questions.

Sincerely,

Daniel Javes  
Director of Operations  
Food & Facilities Management  
907-748-1517

CC: Megan Williams  
Director of Administrative Services

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** June 7, 2022

**NUMBER:** 22-116

**FR:** Office of the Superintendent

**SUBJECT:** Approval of FY23  
Contract, NANA  
Management Services  
LLC, Custodial Service

**ABSTRACT:**

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

**ISSUE:**

At issue is the approval of a one-year renewal to the Districtwide Custodial Services contract between NWABSD and NANA Management LLC (NMS) for the Fiscal Year 2022-2023, not to exceed \$2,325,210.

**BACKGROUND AND/OR PERTINENT INFORMATION:**

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

FY22 amount \$2,088,078

FY23 amount \$2,325,210

This is a \$237,132 (11.4%) increase on their FY22 contract amount.

**ALTERNATIVES:**

1. Approve the Custodial Services Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2022-2023, not to exceed \$2,325,210, as presented;
2. Disapprove the Custodial Services Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2022-2023, as presented;
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The Administration recommends the Board approve the Custodial Services Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2022-2023, not to exceed \$2,325,210, as presented.



May 10, 2022

Director of Administrative Services  
Northwest Arctic Borough School District  
P.O. Box 51  
Kotzebue, AK 99752  
(907) 442-1819 (phone)  
(907) 442-3827 (fax)

RE: Custodial Contract Renewal

Dear Miss. Williams:

We are writing regarding the fiscal School year 2022/2023 and an increase to the NMS custodial contract with the district. This has been a trying year for everyone, but we are looking forward to our continued partnership providing janitorial services to the Northwest Arctic Borough School District.

As you know labor has been incredibly challenging this last year. NMS' inability to hire custodians has caused numerous challenges throughout the district. In large part this has been due to less than market wage rates supported by our current contract rates. The Pandemic has driven labor shortages which has driven wages higher across the US and in Alaska. I am sure you have read about this as it has been covered extensively in the media. For NMS to be successful going forward, we must make a significant adjustment to wage rates from our current starting rate of \$16.50 per hour to \$19.00 per hour and equivalent adjustments for our more seasoned personnel that have performed well throughout these challenging times. To do that, NMS is requesting an increase of 11.4% on our current rates. For the school year, the increase would be \$237,132.00. This does also include an increase for supplies and benefits for the FY 2022– 2023 school year.

Our increase request breaks down as follows:

Current yearly amount \$2,088,078.00

New yearly amount \$2,325,210.00

Please free to reach out to me and we can discuss,

Sincerely,

Scotty G Austin



**Scotty G Austin, C.E.H., F.M.P., I.C.E., C.P.T.,** | Director of  
Operations – Environmental Services/Facilities / ISSA CIMS Certified  
Company  
**NMS** | 800 E. Dimond Blvd., Suite 3-450, Anchorage, AK 99515  
Direct (907) 263-1720 | Fax 907 343 5603 | [scott.austin@nmsusa.com](mailto:scott.austin@nmsusa.com)



## MEMORANDUM

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**TO:** NWABSD Board of Education

**DATE:** June 7, 2022

**NUMBER:** 22-117

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Human Resources

**STRATEGIC PLAN/BOARD GOAL:**

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

**ABSTRACT:**

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

**ISSUE:**

At issue is the approval of Human Resources actions.

**BACKGROUND AND/OR PERTINENT INFORMATION:**

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

The Human Resources action item for Board approval of the new certified hires in Buckland, Kivalina, Kotzebue Middle/High, Noatak and Noorvik, Selawik and District Office; certified rehires in Deering, Selawik, and District Office; classified new hires (FY22) at Ambler and District Office; certified new hires FY23 District Office; classified rehires for ATC, Ambler, Buckland, Deering, June Nelson Elementary, Kiana, Kivalina, Kobuk, Kotzebue Middle/High School, Noatak, Noorvik, Selawik, Shungnak, STAR, District Office and Maintenance.

Human Resources nonaction items are certified resignations from Ambler, Buckland, Deering, District Office, Kiana, Kobuk, Kotzebue Middle/High School, Noatak, Noorvik, Kivalina and Selawik; classified resignations from Ambler, Deering, Kiana, Noatak, Noorvik, June Nelson Elementary, Kotzebue Middle/High, ATC/STAR and District Office; certified transfer June Nelson Elementary to DO.

**ALTERNATIVES:**

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

**ADMINISTRATION RECOMMENDATION:**

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

**Human Resources  
June 2022**

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

- a) Certified new hires FY23
- b) Certified rehires FY23
- c) Classified new hires **FY22**
- d) Classified new hires FY23
- e) Classified rehires FY23

a) The administration recommends approval of the following FY23 Certified New Hires

LOCATION & DATE	NAME	POSITION
<b><u>BUCKLAND</u></b>		
7/28/2022	Eva Wortman	Teacher
7/28/2022	Stephen Lindsey	Teacher
<b><u>KIVALINA</u></b>		
7/28/2022	Nicholas Craig	Teacher
7/28/2022	Lance Brancato	Teacher
7/28/2022	Jenissa Magbanua	Teacher
<b><u>KMHS</u></b>		
7/28/2022	Veneatrice Levy	Teacher
7/28/2022	Megan Houk	Teacher
7/28/2022	Winilinda Ybanez	Teacher
7/18/2022	Jeffery Lefke	Principal
7/28/2022	Florito Butalid	Teacher
7/28/2022	Ryan Horton	Teacher
7/28/2022	Suzanne Gerhardt	Teacher
<b><u>NOATAK</u></b>		
7/25/2022	David Filby	Principal
<b><u>NOORVIK</u></b>		
7/28/2022	Ivie Greenwood	Teacher Counselor (IAN/ORV)
7/28/2022	Judylinda Alvarez	Teacher
7/25/2022	Tammy Highley	Asst. Principal
<b><u>SELAWIK</u></b>		
7/28/2022	Curtis Wells	Teacher Counselor
7/28/2022	Chito Espinoza	Teacher
<b><u>DO</u></b>		
7/28/2022	Sherry Foreman	Teacher

b) The administration recommends approval of the following FY23 Certified Rehires:

LOCATION & DATE	NAME	POSITION
<b><u>DEERING</u></b>		
8/1/2022	Patricia Houser	Teacher
8/1/2022	Joseph Bullock	Teacher
<b><u>SELAWIK</u></b>		
8/1/2022	Rosito Bacud	Teacher
8/1/2022	Geronimo Ruiz-Muro	Teacher
8/1/2022	Nanine Johnson	Teacher
<b><u>DO</u></b>		
8/1/2022	Kimberly Addington	Teacher
8/1/2022	Emily Davis	Teacher
7/1/2022	Scott Lefebvre	Asst. Superintendent

- c) The administration recommends approval of the following **FY22** Classified New Hires:

LOCATION & DATE	NAME	POSITION
<b><u>AMBLER</u></b>		
5/23/2022	Jeremy Williams	Maintenance
<b><u>DO</u></b>		
4/15/2022	Lindsay McCafferty	Accts.Pay/Rec Clerk

- d) The administration recommends approval of the following **FY23** Classified New Hires:

LOCATION & DATE	NAME	POSITION
<b><u>DO</u></b>		
7/1/2022	John Miner IV	PC Support Technician

- e) The administration recommends approval of the following **FY23** Classified Rehires:

LOCATION & DATE	NAME	POSITION
<b><u>ATC/STAR</u></b>		
8/1/2022	Alejandro Vargas	Cul Arts Instructor
8/4/2022	Jo Geiger	Dorm Attendant
8/26/2022	Donald Henry	Dorm Attendant
8/4/2022	Matthew Cooper	Student Advisor

<b><u>AMBLER</u></b>		
8/1/2022	Nellie Cleveland	Bilingual Instructor
7/1/2022	Jeremy Williams	Maintenance
7/25/2022	Autumn Rue	Secretary
8/1/2022	Clara Cleveland	Aide
8/1/2022	Marvin Sheldon	Aide

<b><u>BUCKLAND</u></b>		
8/1/2022	Florence Nolton	Bilingual Instructor
7/1/2022	Floyd Herman Ticket	Maintenance
7/25/2022	Helen Thomas	Secretary
8/1/2022	Edward Gavin	Aide
8/1/2022	Doreen Hadley	Aide
8/1/2022	Courtney Hadley	Aide
8/1/2022	Natalie Hadley	Aide
8/1/2022	Viola Thomas	Aide

<b><u>DEERING</u></b>		
8/1/2022	Bobbie Sue Thomas	Bilingual Instructor
7/1/2022	Warren Thomas	Maintenance
7/25/2022	Delores Iyatunguk	Secretary
8/1/2022	Ashley Barr	Aide
8/1/2022	Andrea Iyatunguk	Aide

<b><u>JNES</u></b>		
8/1/2022	Winona Ballot	Bilingual Instructor
8/1/2022	Helen Allen	Bilingual Instructor
7/18/2022	Janelle Schaeffer	Secretary
7/25/2022	Veronica Ferguson	Secretary
8/1/2022	Naomi Ungry	Aide
8/1/2022	Lisa Ungry	Aide
8/1/2022	Emily Ungry	Aide
8/1/2022	Briahna Griffith	Aide
8/1/2022	Dana Nelson	Aide
8/1/2022	Rungnapha Leedy	Aide
8/1/2022	Dena Ferguson	Aide

**JNES-cont**

8/1/2022	Divine Mugabekazi	Aide
8/1/2022	Karli Blackham	Aide
8/1/2022	Dara Michels	Aide
8/1/2022	Rebecca Wesley	Aide
8/1/2022	Jennifer Greene	Aide
8/1/2022	Katie Hansen	Aide
8/1/2022	Priscilla Burnor	Food Service Clerk
8/2/2022	Bret Templin	Bus Driver

**KIANA**

8/1/2022	Helena Barr	Bilingual Instructor
7/1/2022	Tommy Wells	Maintenance
7/25/2022	Arlene Richards	Secretary
8/1/2022	Amy Morris	Aide
8/1/2022	Teresa Stalker	Aide
8/1/2022	Eva Wells	Aide
8/1/2022	Kaya Schuerch	Aide
8/1/2022	Jenna Walker	Aide

**KIVALINA**

8/1/2022	Mae Adams	Bilingual Instructor
7/1/2022	Gary Swan	Maintenance
7/25/2022	Josephine Morris-Koenig	Secretary
8/1/2022	Mia Ann Baldwin	Aide

**KOBUK**

8/1/2022	Luke Jackson	Bilingual Instructor
7/1/2022	Kevin Moyer	Maintenance
7/25/2022	Eva Horner	Secretary
8/1/2022	Lawrence Garfield	Aide
8/1/2022	Chelsea Morrison-Heath	Aide

**KMHS**

8/1/2022	Katrina Carter	Bilingual Instructor
7/18/2022	Tanya Horne	Secretary
7/25/2022	Scarlett Beaver	Secretary
8/1/2022	Ida Peacock	Aide
8/1/2022	Solomon Shindler	Aide
8/1/2022	Sonya Satterwhite	Aide
8/1/2022	Tim Cowdell	Aide
8/1/2022	Paula Cowdell	Aide

**NOATAK**

8/1/2022	Amelia Johnsen	Bilingual Instructor
7/25/2022	Emma Monroe	Secretary
8/1/2022	Jonathan Wolfe	Aide
8/1/2022	Grace Adams	Aide
8/1/2022	Michael Sheldon	Aide
8/1/2022	Lawna Norton	Aide
8/1/2022	Dolly Monroe	Aide
8/1/2022	Christina Norton	Aide
8/1/2022	Ellen Norton	Aide

**NOORVIK**

8/1/2022	Lloyd Morris	Bilingual Instructor
7/1/2022	Gordon Newlin	Maintenance
7/1/2022	William Zibell	Maintenance
7/25/2022	Beverly Zibell	Secretary
7/25/2022	Pauline Cleveland	Secretary
8/1/2022	Ila Ballot	Aide

8/1/2022	Marilyn Evans	Aide
<b><u>NOORVIK-cont</u></b>		
8/1/2022	Tammy Wells	Aide
8/1/2022	Linda Sampson	Aide
8/1/2022	Lulu Sampson	Aide

**SELAWIK**

8/1/2022	Carrie Skin	Bilingual Instructor
7/1/2022	Norman Ticket	Maintenance
7/18/2022	Maggie Mitchell	Secretary
7/25/2022	Alice Norell	Secretary
8/1/2022	Nicole Johnson	Aide
8/1/2022	Ralph Stalker, Sr.	Aide
8/1/2022	Nellie Jones	Aide
8/1/2022	Priscilla Ballot	Aide
8/1/2022	Kathleen Ballot	Aide
8/1/2022	Chester Ticket, Jr.	Aide

**SHUNGNAK**

7/1/2022	Brandon Woods	Maintenance
7/25/2022	Lizzie Commack	Secretary
8/1/2022	Beverly Woods	Aide
8/1/2022	Maynard Woods	Aide

**DO**

7/28/2022	Raymond Woods	Coordinator
7/1/2022	Kim Rotman	Accountant II
7/1/2022	Eugene Wilkerson	Admin Assistant
7/1/2022	Wanda Baltazar	ECE/ELF Coordinator
7/1/2022	Delia Shuster	Asst. Payroll Officer
7/1/2022	Kwang Hong	PC Support Tech V
7/1/2022	Jazmine Camp	Exec. Asst. Super/Board
7/1/2022	Loretta Kittrell	Admin Asst. Grants
7/1/2022	Brad Eisel	Purchasing Agent
7/1/2022	Roberta Carter	Secretary-SPED
7/1/2022	David Smith	Admin Asst.-SPED
7/1/2022	Maureen Nolan	ILP Assistant
7/1/2022	Amanda Kenworthy	Accounting Technician
7/1/2022	Lois Booth	Accts Pay/Rec Clerk
7/1/2022	Lindsay McCafferty	Accts Pay/Rec Clerk
7/1/2022	Gem Belamour	HR Technician

**MAINTENANCE**

7/1/2022	Kiki Davis	Office Manager
7/1/2022	Brandon Blackham	Director Prop. Maint.
7/1/2022	George Cowart	Facilities Spec. Manager
7/1/2022	Avery Farmer	Mechanic
7/1/2022	Troy Humphreys	Journeyman Plumber

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

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

a) The administration reports on the following certified resignations:

<u>LOCATION &amp; DATE</u>	<u>NAME</u>	<u>POSITION</u>
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**AMBLER**

5/10/2022	Brandi Tompkins	Teacher
5/10/2022	Harrison Schrimsher	Teacher
5/10/2022	Diane Olmstead	Teacher
5/10/2022	Kathaleen O'Dell	Teacher

**BUCKLAND**

5/10/2022	Mindi Burford	Teacher
5/10/2022	Louise Greco	Teacher
5/10/2022	Duane Powers	Teacher

**DEERING**

5/10/2022	Kelli Tallman	Teacher
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**DO**

6/30/2022	Craig McConnell	Director Property Maint
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**KIANA**

5/10/2022	Janeil Stewart	Teacher
5/10/2022	Trygve Sandvik	Teacher

**KOBUK**

5/10/2022	Steve Cunningham	Teacher
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**KMHS**

5/10/2022	Karen Keck	Teacher
5/30/2022	Rod Eakin	Asst. Principal
5/10/2022	Mary Anderson	Teacher
5/10/2022	Mary Jackson	Teacher

**NOATAK**

5/10/2022	Corilyn Adams	Teacher
5/10/2022	Zachary Martin	Teacher
5/10/2022	Jessica Glassey	Teacher

**NOORVIK**

5/10/2022	Rhodora Chio	Teacher
5/10/2022	Maria Ganas	Teacher

**KIVALINA**

5/10/2022	Larry Rojas	Teacher (KVL/ORV)
5/10/2022	Steve Triglianios	Teacher

**SELAWIK**

5/10/2022	Cynthia Michelle Stephens	Teacher
5/17/2022	Andrea Zink	Principal

b) The administration reports on the following classified resignations:

<u>LOCATION &amp; DATE</u>	<u>NAME</u>	<u>POSITION</u>
<b><u>AMBLER</u></b>		
4/4/2022	Bryan Jones	Maintenance
4/15/2022	Brianna Sheldon	COVID Screener
<b><u>DEERING</u></b>		
4/18/2022	Alice Jones	Aide
<b><u>KIANA</u></b>		
5/10/2022	Courtney Self	Aide
<b><u>NOATAK</u></b>		
5/10/2022	Logan Martin	Aide
<b><u>NOORVIK</u></b>		
4/20/2022	Grace Commack	Aide

**JNES**

5/10/2022	Phillip Jones	Aide
5/10/2022	Christopher Walker	COVID Screener
5/20/2022	Jennifer Goodrich	Aide

**KMHS**

5/24/2022	Zander Bircher	Aide
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**ATC/STAR**

5/6/2022	Kylene Lie	AAE/GED Instructor
5/10/2022	John Stevens	Dorm Attendant

**DO**

6/30/2022	Eric Leckman	PC Support Technician
6/30/2022	Seth Roetman	PC Support Technician
5/6/2022	Sandra Shroyer-Beaver	Food Service Manager

c) The administration reports on the following Certified transfers:

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

**ADDENDUM**  
**Human Resources**  
**June 7, 2022**

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

- a) Classified rehires FY23
- b) Classified new hires FY23

a) The administration recommends approval of the following classified rehires:

LOCATION & DATE	NAME	POSITION
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**District Office**

7/1/2022	Clara Henry	Payroll Officer
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b) The administration recommends approval of the following classified new hires:

LOCATION&DATE	NAME	POSITION
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**ATC/STAR**

7/1/2022	Karl Kowalski	Director ATC/STAR
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II. The administration reports the following non-action items:

a) Certified Resignations

a) The administration reports the following certified resignations:

LOCATION & DATE	NAME	POSITION
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**DO**

6/30/2022	Karla Head	Director ATC/STAR
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**Selawik/Kivalina**

5/24/2022	Cassandra Bennett	Principal
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**JNES**

5/10/2022	Lynn Bates	Teacher
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## MEMORANDUM

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**TO:** NWABSD Board of Education

**DATE:** June 7, 2022

**NUMBER:** 22-118

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Revisions to Superintendent Contract

**ABSTRACT:**

The board shall employ or contract for a Superintendent. Board member approval of revisions to the Superintendent contract is required.

**ISSUE:**

At issue is the Board's consideration to revise the current contract between NWABSD and Superintendent Terri Walker.

**BACKGROUND AND/OR PERTINENT INFORMATION:**

The Superintendent is requesting a revision of the contract between NWABSD and Superintendent Terri Walker, July 01, 2022, to June 30, 2024.

**ALTERNATIVES:**

1. Approve the revisions to the Superintendent contract as presented.
2. Disapprove the revisions to the Superintendent contract as presented.
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATIONS:**

The administration recommends Board approval of the revisions to the Superintendent's contract as presented.

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** June 7, 2022

**NUMBER:** 22-119

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Purchase,  
Kivalina Passenger Van

### **ABSTRACT:**

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

### **ISSUE:**

At issue is board approval of the administration's request to purchase a van for the new Kivalina School.

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

The administration is requesting the school board's approval to purchase a 4x4 van. The new Kivalina school will open to students on October 1, 2022. Kivalina's new school is situated seven (7) miles from the village. It is the administration's recommendation that we purchase a 4x4 van for the new Kivalina school for transportation needs on weekends, after school, and throughout the weekdays when other transportation is not available. The estimates of freight cost to transport the busses from Seattle to be determined. To be paid by capital improvement funds.

### **ALTERNATIVES:**

1. Approve the administration's request to purchase a 4x4 10-15 Passenger Van for an amount not to exceed \$70,000. Freight from Seattle to Kivalina TBD.
2. Disapprove the administration's request to purchase a 4x4 10-15 Passenger Van.
3. Take no final action.

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

The administration recommends board approval of the administration's request to purchase a 4x4 10-15 passenger Van for an amount not to exceed \$70,000. Freight from Seattle to Kivalina TBD.

## MEMORANDUM

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**TO:** NWABSD Board of Education

**DATE:** June 7, 2022

**NUMBER:** 22-120

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Contract, Quality Asphalt and Paving

### **ABSTRACT:**

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

### **ISSUE:**

At issue is Board approval to award the Northwest Arctic Borough School District's request to pave the parking lots at KMHS/JNES and the District office.

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

Student and staff safety are at the forefront of District Administrations actions when requesting to pave the KMHS/JNES/District Office parking lots. Paving the parking lots and adding markings will convey clear messages to drivers and pedestrians about flow of traffic.

Quality Asphalt and Paving submitted a bid of \$914,250.00 for paving the JNES/teacher housing parking lot as well as the District office/KMHS parking lots.

JNES Parking lot - \$251,750.00

KMHS/DO Parking lot - \$662,500.00

Total: \$914,250.00

To be paid by capital improvement funds with the intent of securing funding from another source.

### **ALTERNATIVES:**

1. Approve the administration's request to award the paving project to Quality Asphalt and Paving for an amount not to exceed \$914,250.00.
2. Disapprove the administration's request to award the paving project to Quality Asphalt and Paving for an amount not to exceed \$914,250.00.
3. Take no final action.

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

The Administration recommends Board approval to award the Paving project to Quality Asphalt and Paving for an amount not to exceed \$914,250.00.