

NWABSD Regular Board Meeting

Friday, August 26, 2022 4:00 PM

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

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| 1. | <u>CALL TO ORDER</u> | Presenter: Margaret Hansen, President |
| 2. | <u>ROLL CALL</u> | Presenter: Margaret Hansen, President |
| 3. | <u>MOMENT OF SILENCE</u> | Presenter: Margaret Hansen, President |
| 4. | <u>PLEDGE OF ALLEGIANCE</u> | Presenter: Margaret Hansen, President |
| 5. | <u>INTRODUCTION OF GUESTS/STAFF</u> | Presenter: Margaret Hansen, President |
| 6. | <u>PUBLIC COMMENTS</u> | Presenter: Margaret Hansen, President |
| 7. | <u>RECOGNITION AND AWARDS</u> | Presenter: Terri Walker, Superintendent |
| 8. | <u>SUPERINTENDENT'S REPORT</u> | Presenter: Terri Walker, Superintendent |
| 9. | <u>ADOPTION OF CONSENT AGENDA</u> | |
| 9.A. | ADOPTION OF JUNE 7, 2022 REGULAR MEETING MINUTES | |
| 9.B. | NWABSD Memorandum 23-001 Approval of Revisions to BP 3290, Business and Noninstructional Operations, Gifts, Grants, and Bequests; Second Reading | |
| 9.C. | NWABSD Memorandum 23-002 Approval of Revisions to BP 3315, Business and Noninstructional Operations, Relationships With Vendors; Second Reading | |
| 9.D. | NWABSD Memorandum 23-005 Approval of Revisions to Resolution 20-003 | |
| 9.E. | NWABSD Memorandum 23-007 Approval of Purchase, Centennial Woods | |
| 9.F. | NWABSD Memorandum 23-008 Approval of Memorandum of Agreement, Northern Industrial Training | |
| 9.G. | NWABSD Memorandum 23-009 Approval of FY22 Memorandum of Agreement; External Audit Services | |
| 9.H. | NWABSD Memorandum 23-010 Approval of Superintendent Out-of-District Travel | |
| 9.I. | NWABSD Memorandum 23-011 Approval of Annual Agenda Guideline and Board Meeting Dates | |

9.J. NWABSD Memorandum 23-012 Approval of Contract
Ammendment, TC Construction

9.K. NWABSD Memorandum 23-013 Approval of CEE
Membership Renewal

9.L. NWABSD Memorandum 23-014 Approval of Human
Resources

9.M. AGENDA ITEMS TO BE TABLED

9.M.1. NWABSD Memorandum 23-003 Approval of
Revisions to BP 3300, Business and Noninstructional
Operations, Expenditure/Expending Authority; Second
Reading

9.M.2. NWABSD Memorandum 23-004 Approval of
Revisions to BP 3450, Business and Noninstructional
Operations, Money in School Buildings; Second Reading

9.M.3. NWABSD Memorandum 23-006 Approval of
Revisions to BP 8200, Advisory School Councils, Powers
and Duties; First Reading

10. EXECUTIVE SESSION

11. COMMUNICATIONS AND ITEMS INTRODUCED BY BOARD
MEMBERS

12. DATE, TIME, AND LOCATION OF NEXT MEEETING

13. ADJOURNMENT

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: August 26, 2022

NUMBER: VII.

FR: Office of the Superintendent

SUBJECT: Superintendent's Report

ATTENDANCE:

The district's attendance rate for the first week of school from 8/9/22 to 8/12/22 is 86.47%. Staff and students are excited to be back in school. Schools above the 90% were Ambler, Deering, Kivalina, JNES, and Noatak. Attendance is a priority, and we are working on an incentive plan for each site.

ENROLLMENT: Current enrollment as of May 9, 2022

K-12 current enrollment is 1864, an increase of 120 students since the last report.
PreK – 12 enrollment is 1884.

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

Site village travel to Kivalina (August, Kiana, and Noorvik with Asst. Supt. Scott Lefebvre. I am happy to report all schools are back to in-person learning. Staff are working together to establish a positive learning environment where all students will be successful. The emphasis during the first weeks of school is the Safe and Civil School's model, STOIC.

Safe and Civil Schools Conference – July 10-15 I attended the session called Leadership in Behavior Support. The main emphasis was on building and maintaining a positive and proactive school climate for students, staff and community using the framework STOIC (Structure, Teach, Observe, Interact, and Correct)

IPRARS (Increasing Performance and Retention in Alaska's Rural Schools) – July 19-21 in partnership with NIET (National Institute for Excellence in Teaching), Corwin with Visible Learning, ACSA (Alaska Council for School Administrators), and ASDN (Alaska Staff Development Network), the goal of this grant funded program is to increase teacher retention and student learning.

ASA (Alaska School Administrators) Fly-in July 24-25 Met with the new Interim Acting Commissioner, Heidi Teshner and her support staff at DEED to review Department initiatives; Innovative Assessment System, PTPC (Professional Teaching Practices Commission), Accountability and School Improvement, Legislative session overview, Teacher Recruitment and Retention Implementation, and the Office of School Health and Safety

AASA National Superintendents Certification Program – West Cohort July 27-29 Topics covered were Addressing Social Emotional and Academic Learning: Building a Community of Care and Support for all Students, Building Professional Capacity and Community in the Learning Organization, and The Role of the Superintendent in Promoting the School/System Improvement Process.

Students and staff are all excited and happy to be back. Like much of the rest of the country, we are experiencing staff shortage. We have been able to open schools with long-term subs in the classrooms. Principals will ensure that all students receive instruction from a certified teacher in reading and math.

Staff has worked hard to prepare for in-person learning. We started with the principal's in-service the week of July 25; the district-wide in-service was this last week. Our focus has been on student learning, student safety, and parent/community engagement.

Student learning: Staff has been provided professional development in the new language arts/reading program. We review the MTSS (Multi-tiered Systems of Support) framework that will help staff to monitor individuals and groups of students to plan for and reteach skills where needed.

Student safety: We emphasized the Safe and Civil Schools model of STOIC, where Structures are put into place and Taught to staff and students, and that staff will Observe, Interact and Correct where needed. Building relationships with each other, students, and the community will be a key focus.

Parent/community engagement: Sites are developing plans of how they will engage their communities. We will share site plans once we receive them.

Our new mitigation plan for COVID is posted on our district website. Masks are now optional and we will continue with in-person learning until otherwise directed due to severe outbreaks of the virus.

Terri Walker,
Superintendent

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

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

President, Margaret Hansen, called the 415TH regular meeting of the Northwest Arctic Borough School District Board of Education to order at 4:45 p.m. on Tuesday, June 7, 2022. *The meeting was held in-person and virtually at the Alaska Technical Center.*

CALL TO ORDER

Board Members present were:

Margaret Hansen
Marie Greene
Joanne Harris
Millie Hawley
Shannon Melton
Brad Reich
Carol Schaeffer
Tillie Ticket
Alice Adams
Cindy Fields

Board Member absent and excused was:

Lawrence Jones, Sr.

ROLL CALL

A quorum was present.

Observed.

Those present participated in the Pledge of Allegiance.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

INTRODUCTION OF
STAFF/GUESTS

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, Brandon Blackham-Director of Property Services, Zonda Martin-KMHS Principal, Sarah Hutchison-ABL Principal, Lois Booth-Accounts Payable/Receivable, Clara Henry-Payroll Officer, Eric Leckman-Technology, Scott Martin-State and Federal Programs, John Walsh-lobbyist and Jazmine Camp-Secretary to the Superintendent and Board.

No public comments given.

PUBLIC COMMENTS

The June 2022 Employees of the Month awardees were recognized:

- Lois Booth – District Office, 13 years
- Scott Martin –District Office, 12 years

RECOGNITION AND
AWARDS

Retiring are:

- Craig McConnell, 35 years, Director of Property Services
- Rod Eakin, 24 years, Assistant Principal at KMHS

Leaving the district are:

- Eric Leckman, 5 years, District Office IT Support Technician
- Karla Head, 2 years, Director of ATC

Superintendent Terri Walker reported on the following,

SUPERINTENDENT'S
REPORT

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-12th grade, a decrease of 202 students which made is up of seventy students in 12th grade, an average of twenty-two students in 9th thru 11th grades, an average of twelve students in 5th thru 7th 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.

Site village travel: to Kivalina April 27-28 with Asst. Supt. Scott Lefebvre

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) 14th 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 presented 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.

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.

Marie Greene moved to approve the consent agenda with the following exceptions,
Pulled from the agenda:

- NWABSD Memorandum 22-117 Approval of Human Resources
- NWABSD Memorandum 22-118 Approval of Revisions to Superintendent Contract

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 April 26, 2022. The administration recommended the Board adopt the April 26, 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 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

ADOPTION OF CONSENT
AGENDA

APPROVAL OF MINUTES

ADOPTION OF REVISIONS
TO BP 3000, BUSINESS
AND NONINSTRUCTIONAL
OPERATIONS, CONCEPTS
AND ROLES; SECOND
READING

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.

Board policy revisions require Board approval. 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.

Board policy revisions require Board approval. 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.

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 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.

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 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.

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 3300,

ADOPTION OF NEW POLICY, BP 3510, BUSINESS AND NON-INSTRUCTIONAL OPERATIONS, MAINTENANCE; SECOND READING

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

APPROVAL OF PROPOSED REVISIONS TO BP 3290, BUSINESS AND NONINSTRUCTIONAL OPERATIONS, GIFTS, GRANTS, AND BEQUESTS; FIRST READING

APPROVAL OF PROPOSED REVISIONS TO BP 3315, BUSINESS AND NONINSTRUCTIONAL OPERATIONS, RELATIONSHIPS WITH VENDORS; FIRST READING

APPROVAL OF PROPOSED REVISIONS TO BP 3300, BUSINESS AND NONINSTRUCTIONAL

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,

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

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 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,

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

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

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

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

OPERATIONS,
EXPENDITURE/EXPENDING
AUTHORITY; FIRST
READING

APPROVAL OF PROPOSED
REVISIONS TO BP 3450,
BUSINESS AND
NONINSTRUCTIONAL
OPERATIONS, MONEY IN
SCHOOL BUILDINGS;
FIRST READING

APPROVAL OF FY23
HEATING FUEL PURCHASE

APPROVAL OF CONTRACT,
FRONTIER FIRE
PROTECTION

APPROVAL OF CONTRACT,
REFRIGERATED
SOLUTIONS

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

APPROVAL OF PURCHASE,
KIVALINA SCHOOL BUSES

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

APPROVAL OF PURCHASE
OF ALEKS/MCGRAW HILL
SUBSCRIPTIONS

The School Board shall establish and maintain a balanced budget. The FY22 District Operating Fund Budget was approved and adopted at the April 27th, 2021 Regular School Board meeting with expenditures in the amount of \$60,433,340. Budget revision #1 was approved November 30, 2021. Presented 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:

APPROVAL OF FY22
DISTRICT OPERATING
FUND BUDGET REVISION
#2

- 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 \$3,181,046.

The School Board shall establish and maintain a balanced budget. The FY23 District Operating Fund Budget was approved and adopted at the April 26th, 2022 Regular School Board meeting with expenditures in the amount of \$60,807,518. Presented 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:

APPROVAL OF FY23
DISTRICT OPERATING
FUND BUDGET REVISION
#1

- 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.

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

APPROVAL OF MOA
ADDENDUM, PHILLIP TAFS
PCR ALASKA

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**.

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. 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.

Board member approval of Superintendent Evaluation summary is required. 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.

Superintendent's out-of-District travel and personal leave require Board approval. The Superintendent's request for personal leave through July 2022:

- o Personal leave, June 28th to July 8th

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

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

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

APPROVAL OF SIX-YEAR CAPITAL IMPROVEMENT PLAN

APPROVAL OF SUPERINTENDENT EVALUATION

APPROVAL OF SUPERINTENDENT'S OUT-OF-DISTRICT TRAVEL AND PERSONAL LEAVE REQUEST

APPROVAL OF CONTRACT; PROJECT RESOURCES

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.

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

APPROVAL OF FY23 CONTRACT; NANA MANAGEMENT SERVICES, FOOD SERVICE FOR ALL K-12 SITES

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.

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

APPROVAL OF FY23 CONTRACT, NANA MANAGEMENT SERVICES LLC, CUSTODIAL SERVICE

- FY22 amount \$2,088,078
- FY23 amount \$2,325,210

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

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

APPROVAL OF PURCHASE, KIVALINA PASSENGER VAN

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

APPROVAL OF CONTRACT, QUALITY ASPHALT AND PAVING

- 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.

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

APPROVAL OF HUMAN RESOURCES

Carol Schaeffer abstained from the Human Resources approval because her daughter was listed for rehire. Marie Greene made a motion to approve Human Resources and Joanne Harris seconded.

ACTION

The board shall employ or contract for a Superintendent. Board member approval of revisions to the Superintendent contract is required. The Superintendent is requesting a revision of the contract between NWABSD and Superintendent Terri Walker, July 01, 2022, to June 30, 2024.

APPROVAL OF REVISIONS TO SUPERINTENDENT CONTRACT

Marie Greene made a motion to approve revisions to Superintendent contract and Millie Hawley seconded.

ACTION

None.

EXECUTIVE SESSION

Vice President Marie Greene expressed appreciation for all presentations and reports scheduled this worksession, as well as to the Superintendent for scheduling time with our District Representative. Marie Greene suggests we send a letter of appreciation to our district representative.

BOARD COMMENTS

Millie Hawley expressed appreciation for the all work put into the Kivalina School including the busses and passenger van. Millie Hawley suggested having a meeting with Kivalina IRA in the future to see how the district can best collaborate.

Brad Reich said, "Happy spring and safe travels!"

Margaret Hansen expressed appreciation for Superintendent Terri Walker through the superintendent evaluation process.

DATE/TIME OF NEXT BOARD MEETING

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

ADJOURNMENT

Marie Greene moved to adjourn the meeting, seconded Carol Schaeffer.

Motion passed with unanimous consent.

The meeting adjourned at 5:32 pm.

Tillie Ticket, Secretary

Jazmine Camp, Recording Secretary

DRAFT

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: August 26, 2022

NUMBER: 23-001

FR: Office of the Superintendent

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

STRATEGIC PLAN/BOARD GOAL:

Improve Stakeholder Communication.

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the second 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 second 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.

At the June 2022 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 3290, Business and Noninstructional Operations, Gifts, Grants, and Bequests as presented and open for public comments;
2. Do not adopt the proposed revisions to BP 3290 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 3290, Business and Noninstructional Operations, Gifts, Grants, and Bequests as presented.

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

TO: NWABSD Board of Education
Members

DATE: August 26, 2022

NUMBER: 23-002

FR: Office of the Superintendent

SUBJECT: Adoption of Proposed
Revisions to BP 3315,
Business and
Noninstructional
Operations, Relationships
with Vendors; 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) 3315, Business and Noninstructional Operations, Relationships with Vendor.

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 second 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.

At the June 2022 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 3315, Business and Noninstructional Operations, Relationships with Vendors as presented and open for public comments;
2. Do not adopt the proposed revisions to BP 3315 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 3315, Business and Noninstructional Operations, Relationships With Vendors as presented.

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

TO: NWABSD Board of Education
Members

DATE: August 26, 2022

NUMBER: 23-005

FR: Office of the Superintendent

SUBJECT: Approval of Revisions to
Resolution 20-003

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

Resolutions require Board adoption.

BACKGROUND AND/OR PERTINENT INFORMATION:

On June 8, 2021 the NWABSD School Board adopted Resolution 20-003 and designated October 11, 2021 Indigenous Peoples Day. For consideration is revising the resolution to designate the second Monday in October as Indigenous Peoples Day in accordance with Governor Bill Walker's legislation that recognizes the second Monday in October as Indigenous Peoples Day.

ALTERNATIVES:

1. Approve revisions to Resolution 20-003 in support of the NWABSD Board of Education affirming the Board's commitment to promote well-being and growth of every student in the District, especially of Inupiaq and Indigenous students as presented,
2. Do not approve revisions to Resolution 20-003;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve revisions to Resolution 20-003 in support of the NWABSD Board of Education affirming the Board's commitment to promote well-being and growth of every student in the District, especially of Inupiaq and Indigenous students as presented.

RESOLUTION 20-003

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

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

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

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

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

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

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

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

SO THEREFORE BE IT

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

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

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

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

ATTEST:

Margaret Hansen, President
NWABSD Board of Education

Tillie Tickett, Secretary
NWABSD Board of Education

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: August 26, 2022

NUMBER: 23-007

FR: Office of the Superintendent

SUBJECT: Approval of Purchase,
Centennial Woods

ABSTRACT:

Board approval is required to expend \$50,000.00 and higher.

ISSUE:

An issue is board approval of the administration's request to purchase a Snow Fence for the new Kivalina school and housing.

BACKGROUND AND/OR PERTINENT INFORMATION:

The administration is requesting the school boards approval to purchase Snow Fencing 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. With the amount of snow that was on the housing pad this spring it is the school's best interest to purchase the snow fencing to help alleviate the snow accumulation to some extent. After much research it is the administration's recommendation that we purchase the Snow Fencing from Centennial Woods LLC out of Laramie Wyoming for \$31,143.52, with shipping cost from Seattle to Kotzebue being \$39,252.50 and shipping from Kotzebue to Kivalina being \$ 29,000.00, Total cost of \$99,396.02

ALTERNATIVES:

1. Approve the administration's request to purchase Snow Fencing from Centennial Woods with. FOB from Seattle to Kivalina. \$99,396.02
2. Disapprove the administration's request to purchase Snow Fencing FOB Seattle to Kivalina \$99,396.02
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of the administration's request to purchase Snow Fencing, FOB Seattle to Kivalina for \$99,369.02

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: August 26, 2022

NUMBER: 23-008

FR: Office of the Superintendent

SUBJECT: Approval of MOA with
Northern Industrial
Training

ABSTRACT:

The administration requests School Board approval to issue a contract to Northern Industrial Training (NIT) in the amount of \$563,913 to provide training in Heavy Equipment Operator (CET) training, 8-hour HAZWOPER, 40-hour HAZWOPER, Class D driving, and Commercial Driver's License (CDL) training.

ISSUE:

At issue is the approval of a Memorandum of Agreement (MOA) with Northern Industrial Training (NIT). All MOAs that exceed \$50,000 require Board approval.

BACKGROUND AND/OR PERTINENT INFORMATION:

ATC was awarded a State Training and Employment Program (STEP) grant to provide commercial driver's license (CDL) training. This MOA will also use Technical Vocational Education Program (TVEP) funds. ATC is partnering with Northern Industrial Training of Palmer to provide CDL and Heavy Equipment Operator training services in Kotzebue and the NIT facility in Palmer. This model provides the most economical delivery of this type of certification and training and includes classroom and hands-on training, testing and certification. NIT will also provide on-site training in Kotzebue for 40-hour HAZPOWER and 8-hour HAZWOPER refresher, Class D driver's training. Training will be paid for through grant funding and student tuition.

Heavy Equipment Operator	September 12-23 Kotzebue
Heavy Equipment Operator Practicum, Testing, Certification	Sept 26-Oct 14 Palmer
HAZWOPER 40-Hour	September 19-22
HAZWOPER 8-Hour	September 23
Class D Driver's Training	September 26-30
CDL Training	October 3-14 Kotzebue
CDL Practicum, Testing, Certification	October 17-28 Palmer
CDL Training	April 3-14 Kotzebue
CDL Practicum, Testing, Certification	April 17-28 Palmer
Heavy Equipment Operator	April 17-28 Kotzebue
HAZWOPER 8-Hour	April 24 Kotzebue
Heavy Equipment Operator Practicum, Testing, Certification	May 1-May 19 Palmer
Class D Driver's Training	April 25-29 Kotzebue

Funding: Grant, Tuition, & ATC General funds

ALTERNATIVES:

1. Approve the MOA with Northern Industrial Training in the amount not to exceed \$563,915 as presented;
2. Disapprove MOA with Northern Industrial Training as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the Memorandum of Agreement with Northern Industrial Training in the amount not to exceed \$563,915 as presented.



TRAINING ESTIMATE

FROM:
 Northern Industrial Training, LLC
 1740 N. Terrilou Court
 Palmer AK 99645
 P: (907) 357-6400
 F: (907) 357-6430
www.nitalaska.com

TO:
 Karla Head
 Alaska Technical Center
 PO Box 51
 Kotzebue, AK 99752
 907-442-1500
khead@nwarctic.org

JOB DESCRIPTION			
NIT will conduct 40 HR HAZWOPER at ATC in Kotzebue starting on 9/16/22			
Courses Trained:	Dates of Training:	Location	Student Count:
40 Hour HAZ	9/19/22-9/22/22	ATC Kotzebue, AK	12 students
8HR HAZWOPER	9/23/22	ATC Kotzebue, AK	12 Students

RATES	UNIT PRICE	QUANTITY	AMOUNT
Instructor Day Rate	\$ 1,250.00	5	\$ 6,250.00
Client Discount	\$ (50.00)	5	\$ (250.00)
Travel Day	\$ 650.00	2	\$ 1,300.00
R/T Airfare - Cost + 10%	\$ 750.00	1	\$ 750.00
Lodging and Meals (Provided By Client)	\$ -		\$ -
Transportation - (Provided By Client)	\$ -		\$ -
Additional Per Diem	\$ 25.00	7	\$ 175.00
40 HR HAZWOPER Materials (Per Person)	\$ 85.00	12	\$ 1,020.00
8 HR HAZWOPER Materials (Per Person)	\$ 50.00	12	\$ 600.00
AV Equipment (Flat Rate)	\$ 100.00	1	\$ 100.00
Airport Parking - Cost + 10 %	\$ 25.00	7	\$ 175.00
Luggage - Cost + 10 %	\$ 50.00	2	\$ 100.00
NOTE: Unscheduled Down Day/No Travel/Bad Weather \$1100/Day			
*Materials will be billed only number of participants attending.			
TOTAL ESTIMATED JOB COST			\$ 10,220.00

50% payment of Tuition/proposal cost is due by: (8/19/22) - Nonrefundable

Students that withdraw or are removed from the program for violation of NIT policies are not eligible for any refund for tuition. Funders of students that withdraw or are removed from a program, shall receive a refund on any unused expenses such as lodging, meals and document.

Once reviewed in its entirety, a signature by the requestor signifies agreement with all details described within this document.

 Mary Hass
 PREPARED BY

 May 10, 2022
 DATE

Karla Head
 ACCEPTED BY

 6/9/22
 DATE

 ACCOUNTS PAYABLE NAME & EMAIL

 PO NUMBER (if required)



TRAINING ESTIMATE

FROM:
 Northern Industrial Training, LLC
 1740 N. Terrilou Court
 Palmer AK 99645
 P: (907) 357-6400
 F: (907) 357-6430
www.nitalaska.com

TO:
 Karla Head
 ATC
 843 4th St.
 Kotzebue, AK 99752
 907-442-1501
khead@nwartic.org

Swicks

JOB DESCRIPTION

NIT will Conduct CET training in partnership with ATC in Kotzebue. NIT will provide training on site training at ATC for two weeks followed by three week onsite trainings at NIT Palmer. NIT will coordinate with contractor to provide physicals and Drug tests. Students traveling to Palmer we travel in one group. Training will start on 9/6/2022 for training at ATC Kotzebue and 9/19/22 for onsite training in Palmer. Estimate is built for 10 participants, but we can adjust according to Enrollment.

RATES	UNIT PRICE	QUANTITY	AMOUNT
Phase I (Kotzebue) September 6th-19th			
Instructor Day Rate	\$ 1,250.00	10	\$ 12,500.00
ATC Discount	\$ (150.00)	10	\$ (1,500.00)
Instructor Travel Days	\$ 650.00	2	\$ 1,300.00
Instructor Down Days	\$ 650.00	1	\$ 650.00
Instructor Airfare (At Cost + 10%)	\$ 750.00	1	\$ 750.00
Instructor Meals, Lodging, and Transportation (Provided By Client)	\$ -		\$ -
Additional Per Diem	\$ 25.00	12	\$ 300.00
Materials estimate (Per Person)	\$ 40.00	10	\$ 400.00
Airport Parking (At Cost)	\$ 20.00	13	\$ 260.00
A/V Equipment (Flat Rate)	\$ 100.00	1	\$ 100.00
Medical Contractor Flight (At Cost)	\$ 750.00	2	\$ 1,500.00
Medical Contractor Hotel (At Cost)	\$ 250.00	2	\$ 500.00
Medical Contractor Per Diem	\$ 65.00	4	\$ 260.00
Medical Contractor Day Rate	\$ 1,250.00	2	\$ 2,500.00
Medical Contractor Travel Day	\$ 900.00	2	\$ 1,800.00
Medical Contractor Airport Parking (At Cost)	\$ 20.00	4	\$ 80.00
Drug Test	\$ 100.00	10	\$ 1,000.00
Physical	\$ 125.00	10	\$ 1,250.00
Phase II (Palmer) September 19th-October 7th			
3 Week CET - M-F - Flat Rate	\$ 90,000.00	1	\$ 90,000.00
Student Lodging - (At Cost)	\$ 2,000.00	10	\$ 20,000.00
Student Meals (At Cost)	\$ 1,000.00	10	\$ 10,000.00
Student Daily Transportation (At Cost)	\$ 450.00	10	\$ 4,500.00
Transportation from To/From Airport - Flat Rate	\$ 2,400.00	1	\$ 2,400.00
NOTE: Max 10 participants			
NOTE: No minimum for onsite training			
NOTE: Class Schedule in Palmer is M-F 10HR/DAY			\$ -
NOTE: Class Schedule in Kotz is 8AM-5PM			
NOTE: Week One is Tuesday-Saturday			
NOTE: Unscheduled Down Day/No Travel/Bad Weather \$1100/Day			
TOTAL ESTIMATED JOB COST			\$150,550.00

50% payment of Tuition/proposal cost is due by: (8/6/22) - Nonrefundable

Students that withdraw or are removed from the program for violation of NIT policies are not eligible for any refund for tuition.

Funders of students that withdraw or are removed from a program, shall receive a refund on any unused expenses such as lodging, meals and document.

Once reviewed in its entirety, a signature by the requestor signifies agreement with all details described within this document.

Patrick Rose

 PREPARED BY
Karla Head

 ACCEPTED BY

May 10, 2022

 DATE
 6/15/22

 DATE

 ACCOUNTS PAYABLE NAME & EMAIL

 PO NUMBER (if required)



TRAINING ESTIMATE

FROM:

Northern Industrial Training, LLC
 1740 N. Terrilou Court
 Palmer AK 99645
 P: (907) 357-6400
 F: (907) 357-6430
www.nitalaska.com

TO:

Karla Head
 Alaska Technical Center
 PO Box 51
 Kotzebue, AK 99752
 907-442-1500
khead@nwarctic.org

JOB DESCRIPTION			
NIT will conduct a Class D Driver Training at ATC in Kotzebue starting on 9/26/22.			
Courses Trained:	Dates of Training:	Location	Student Count:
Class D	9/26/22-9/30/22	ATC	6 Tests Per Day

RATES	UNIT PRICE	QUANTITY	AMOUNT
Extended Instructor Day Rate	\$ 1,450.00	5.00	\$ 7,250.00
Client Discount	\$ (150.00)	5.00	\$ (750.00)
Instructor Travel Day	\$ 650.00	2.00	\$ 1,300.00
Airfare (Cost +10)	\$ 750.00	1.00	\$ 750.00
Lodging (Provided By Client)	N/A	N/A	N/A
Meals (provided By Client)	N/A	N/A	N/A
Transportation (Provided By Client)	N/A	N/A	N/A
Additional Per Diem	\$ 25.00	7.00	\$ 175.00
Airport Parking	\$ 25.00	7.00	\$ 175.00
Note: Client is responsible for fuel costs			
Note: Classes will be 10/HR Days			
Note: All Participants will need permits			
Down Day/Bad Weather/No Training - \$1100			
TOTAL ESTIMATED JOB COST			\$8,900.00

50% payment of Tuition/proposal cost is due by: (8/26/22) - Nonrefundable

Students that withdraw or are removed from the program for violation of NIT policies are not eligible for any refund for tuition. Funders of students that withdraw or are removed from a program, shall receive a refund on any unused expenses such as lodging, meals and document.

Once reviewed in its entirety, a signature by the requestor signifies agreement with all details described within this document.

 Patrick Rose
 PREPARED BY

 May 10, 2022
 DATE

 Karla Head
 ACCEPTED BY

 6/9/22
 DATE

 ACCOUNTS PAYABLE NAME & EMAIL

 PO NUMBER (if required)



TRAINING ESTIMATE

FROM:
 Northern Industrial Training, LLC
 1740 N. Terrilou Court
 Palmer AK 99645
 P: (907) 357-6400
 F: (907) 357-6430
www.nitalaska.com

TO:
 Karla Head
 ATC
 843 4th St.
 Kotzebue, AK 99752
 907-442-1500
khead@nwartic.org

JOB DESCRIPTION

NIT will Conduct CDL training in partnership with ATC in Kotzebue. NIT will provide training on site training at ATC for two weeks followed by 10 days of CDL Driving training and testing at NIT Palmer. NIT will coordinate with contractor to provide DOT Medical cards and Drug tests. Students traveling to Palmer will travel in one group. Training will start on 10/3/2022. Please see attached schedule. Estimate is built for 10 participants, but we can adjust according to Enrollment.

RATES	UNIT PRICE	QUANTITY	AMOUNT
Phase I (Kotzebue) October 3rd-14th			
Instructor Day Rate	\$ 1,250.00	10	\$ 12,500.00
ATC Discount	\$ (150.00)	10	\$ (1,500.00)
Instructor Travel Days	\$ 650.00	2	\$ 1,300.00
Instructor Down Days	\$ 650.00	2	\$ 1,300.00
Instructor Airfare (At Cost + 10%)	\$ 750.00	1	\$ 750.00
Instructor Meals, Lodging, and Transportation (Provided By Client)	\$ -		\$ -
Additional Per Diem	\$ 25.00	13	\$ 325.00
Materials estimate (Per Person)	\$ 40.00	10	\$ 400.00
Admin CDL Fee (Flat Rate)	\$ 250.00	1	\$ 250.00
Permit Fee	\$ 15.00	10	\$ 150.00
CDL License Fee	\$ 120.00	10	\$ 1,200.00
Airport Parking (At Cost)	\$ 20.00	14	\$ 280.00
A/V Equipment (Flat Rate)	\$ 100.00	1	\$ 100.00
Medical Contractor Flight (At Cost)	\$ 750.00	2	\$ 1,500.00
Medical Contractor Hotel (At Cost)	\$ 250.00	2	\$ 500.00
Medical Contractor Per Diem	\$ 65.00	4	\$ 260.00
Medical Contractor Day Rate	\$ 1,250.00	2	\$ 2,500.00
Medical Contractor Travel Day	\$ 900.00	2	\$ 1,800.00
Medical Contractor Airport Parking (At Cost)	\$ 20.00	4	\$ 80.00
Student Medical Cards	\$ 150.00	10	\$ 1,500.00
Drug Test	\$ 100.00	10	\$ 1,000.00
Phase II (Palmer) October 17th-28th			
Per Truck Cost - Flat Rate	\$ 11,000.00	5	\$ 55,000.00
Student Lodging	\$ 1,400.00	10	\$ 14,000.00
Student Meals	\$ 700.00	10	\$ 7,000.00
Student Daily Transportation	\$ 300.00	10	\$ 3,000.00
Transportation from To/From Airport	\$ 2,400.00	1	\$ 2,400.00
NOTE: Two Student Per Truck			
NOTE: Minimum Charge of Trucks 3			
NOTE: Class Schedule in Palmer is M-F 10HR/DAY			\$ -
NOTE: Class Schedule in Kotz is 8AM-5PM			
NOTE: Unscheduled Down Day/No Travel/Bad Weather \$1100/Day			
TOTAL ESTIMATED JOB COST			\$107,595.00

50% payment of Tuition/proposal cost is due by: (9/3/22) - Nonrefundable

Students that withdraw or are removed from the program for violation of NIT policies are not eligible for any refund for tuition. Funders of students that withdraw or are removed from a program, shall receive a refund on any unused expenses such as lodging, meals and document.

Once reviewed in its entirety, a signature by the requestor signifies agreement with all details described within this document.

 Patrick Rose
 PREPARED BY
 Karla Head
 ACCEPTED BY

 May 10, 2022
 DATE
 6/9/22
 DATE

 ACCOUNTS PAYABLE NAME & EMAIL

 PO NUMBER (if required)



TRAINING ESTIMATE

FROM:
 Northern Industrial Training, LLC
 1740 N. Terrilou Court
 Palmer AK 99645
 P: (907) 357-6400
 F: (907) 357-6430
www.nitalaska.com

TO:
 Karla Head
 ATC
 843 4th St.
 Kotzebue, AK 99752
 907-442-1500
khead@nwartic.org

JOB DESCRIPTION

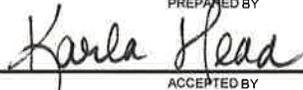
NIT will Conduct CDL training in partnership with ATC in Kotzebue. NIT will provide training on site training at ATC for two weeks followed by 10 days of CDL Driving training and testing at NIT Palmer. NIT will coordinate with contractor to provide DOT Medical cards and Drug tests. Students traveling to Palmer will travel in one group. Training will start on 4/3/23. Please see attached schedule. Estimate is built for 10 participants, but we can adjust according to Enrollment.

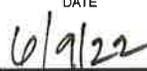
RATES	UNIT PRICE	QUANTITY	AMOUNT
Phase I (Kotzebue) April 3 - April 14, 2023			
Instructor Day Rate	\$ 1,250.00	10	\$ 12,500.00
ATC Discount	\$ (150.00)	10	\$ (1,500.00)
Instructor Travel Days	\$ 650.00	2	\$ 1,300.00
Instructor Down Days	\$ 650.00	2	\$ 1,300.00
Instructor Airfare (At Cost + 10%)	\$ 750.00	1	\$ 750.00
Instructor Meals, Lodging, and Transportation (Provided By Client)	\$ -		\$ -
Additional Per Diem	\$ 25.00	13	\$ 325.00
Materials estimate (Per Person)	\$ 40.00	10	\$ 400.00
Admin CDL Fee (Flat Rate)	\$ 250.00	1	\$ 250.00
Permit Fee	\$ 15.00	10	\$ 150.00
CDL License Fee	\$ 120.00	10	\$ 1,200.00
Airport Parking (At Cost)	\$ 20.00	14	\$ 280.00
A/V Equipment (Flat Rate)	\$ 100.00	1	\$ 100.00
Medical Contractor Flight (At Cost)	\$ 750.00	2	\$ 1,500.00
Medical Contractor Hotel (At Cost)	\$ 250.00	2	\$ 500.00
Medical Contractor Per Diem	\$ 65.00	4	\$ 260.00
Medical Contractor Day Rate	\$ 1,250.00	2	\$ 2,500.00
Medical Contractor Travel Day	\$ 900.00	2	\$ 1,800.00
Medical Contractor Airport Parking (At Cost)	\$ 20.00	4	\$ 80.00
Student Medical Cards	\$ 150.00	10	\$ 1,500.00
Drug Test	\$ 100.00	10	\$ 1,000.00
Phase II (Palmer) April 17 - April 28, 2023			
Per Truck Cost - Flat Rate	\$ 12,000.00	5	\$ 60,000.00
Student Lodging	\$ 2,100.00	10	\$ 21,000.00
Student Meals	\$ 700.00	10	\$ 7,000.00
Student Daily Transportation	\$ 300.00	10	\$ 3,000.00
Transportation from To/From Airport	\$ 2,400.00	1	\$ 2,400.00
NOTE: Two Student Per Truck			
NOTE: Minimum Charge of Trucks 3			
NOTE: Class Schedule in Palmer is M-F 10HR/DAY			\$ -
NOTE: Class Schedule in Kotz is 8AM-5PM			
NOTE: Unscheduled Down Day/No Travel/Bad Weather \$1100/Day			
TOTAL ESTIMATED JOB COST			\$119,595.00

50% payment of Tuition/proposal cost is due by: (3/3/23) - Nonrefundable

Students that withdraw or are removed from the program for violation of NIT policies are not eligible for any refund for tuition. Funders of students that withdraw or are removed from a program, shall receive a refund on any unused expenses such as lodging, meals and transportation document.

Once reviewed in its entirety, a signature by the requestor signifies agreement with all details described within this document.

Patrick Rose
 PREPARED BY

 ACCEPTED BY

June 1, 2022
 DATE

 DATE

ACCOUNTS PAYABLE NAME & EMAIL

PO NUMBER (if required)



TRAINING ESTIMATE

FROM:
 Northern Industrial Training, LLC
 1740 N. Terrilou Court
 Palmer AK 99645
 P: (907) 357-6400
 F: (907) 357-6430
www.nitalaska.com

TO:
 Karla Head
 ATC
 843 4th St.
 Kotzebue, AK 99752
 907-442-1501
khead@nwartic.org

JOB DESCRIPTION

NIT will Conduct CET training in partnership with ATC in Kotzebue. NIT will provide training on site training at ATC for two weeks followed by three week onsite trainings at NIT Palmer. NIT will coordinate with contractor to provide physicals and Drug tests. Students traveling to Palmer we travel in one group. Training will start on 4/17/23 for training at ATC Kotzebue and 5/1/23 for onsite training in Palmer. Estimate is built for 10 participants, but we can adjust according to Enrollment.

RATES	UNIT PRICE	QUANTITY	AMOUNT
Phase I (Kotzebue) April 17 - April 28, 2023			
Instructor Day Rate	\$ 1,250.00	10	\$ 12,500.00
ATC Discount	\$ (150.00)	10	\$ (1,500.00)
Instructor Travel Days	\$ 650.00	2	\$ 1,300.00
Instructor Down Days	\$ 650.00	1	\$ 650.00
Instructor Airfare (At Cost + 10%)	\$ 750.00	1	\$ 750.00
Instructor Meals, Lodging, and Transportation (Provided By Client)	\$ -		\$ -
Additional Per Diem	\$ 25.00	12	\$ 300.00
Materials estimate (Per Person)	\$ 40.00	10	\$ 400.00
Airport Parking (At Cost)	\$ 20.00	13	\$ 260.00
A/V Equipment (Flat Rate)	\$ 100.00	1	\$ 100.00
Medical Contractor Flight (At Cost)	\$ 750.00	2	\$ 1,500.00
Medical Contractor Hotel (At Cost)	\$ 250.00	2	\$ 500.00
Medical Contractor Per Diem	\$ 65.00	4	\$ 260.00
Medical Contractor Day Rate	\$ 1,250.00	2	\$ 2,500.00
Medical Contractor Travel Day	\$ 900.00	2	\$ 1,800.00
Medical Contractor Airport Parking (At Cost)	\$ 20.00	4	\$ 80.00
Drug Test	\$ 100.00	10	\$ 1,000.00
Physical	\$ 125.00	10	\$ 1,250.00
Phase II (Palmer) May 1 - May 19, 2023			
3 Week CET - M-F - Flat Rate	\$ 95,000.00	1	\$ 95,000.00
Student Lodging	\$ 3,100.00	10	\$ 31,000.00
Student Meals	\$ 1,050.00	10	\$ 10,500.00
Student Daily Transportation	\$ 450.00	10	\$ 4,500.00
Transportation from To/From Airport - Flat Rate	\$ 2,400.00	1	\$ 2,400.00
NOTE: Max 10 participants			
NOTE: No minimum for onsite training			
NOTE: Class Schedule in Palmer is M-F 10HR/DAY			
NOTE: Class Schedule in Kotz is 8AM-5PM			
NOTE: Week One is Tuesday-Saturday			
NOTE: Unscheduled Down Day/No Travel/Bad Weather \$1100/Day			
TOTAL ESTIMATED JOB COST			\$167,050.00

50% payment of Tuition/proposal cost is due by: (3/17/23) - Nonrefundable

Students that withdraw or are removed from the program for violation of NIT policies are not eligible for any refund for tuition. Funders of students that withdraw or are removed from a program, shall receive a refund on any unused expenses such as lodging, meals and transportation document. Once reviewed in its entirety, a signature by the requestor signifies agreement with all details described within this document.

Patrick Rose
 PREPARED BY

 ACCEPTED BY

May 10, 2022
 DATE

 DATE

ACCOUNTS PAYABLE NAME & EMAIL

PO NUMBER (if required)



TRAINING ESTIMATE

FROM:

Northern Industrial Training, LLC
 1740 N. Terrilou Court
 Palmer AK 99645
 P: (907) 357-6400
 F: (907) 357-6430
www.nitalaska.com

TO:

Karla Head
 Alaska Technical Center
 PO Box 51
 Kotzebue, AK 99752
 907-442-1500
khead@nwarctic.org

JOB DESCRIPTION			
NIT will conduct a Class D Driver and 8HR HAZ Training at ATC in Kotzebue starting on 4/24/23			
Courses Trained:	Dates of Training:	Location	Student Count:
Class D	4/25/23-4/29/23	ATC	6 Tests Per Day
8HR HAZWOPER	4/24/23	ATC	12 Students

RATES	UNIT PRICE	QUANTITY	AMOUNT
Extended Instructor Day Rate	\$ 1,450.00	6	\$ 8,700.00
Client Discount	\$ (150.00)	6	\$ (900.00)
Instructor Travel Day	\$ 650.00	2	\$ 1,300.00
8HR HAZWOPER materials (Per Person)	\$ 50.00	12	\$ 600.00
Airfare (Cost +10)	\$ 750.00	1	\$ 750.00
Lodging (Provided By Client)	N/A	N/A	N/A
Meals (provided By Client)	N/A	N/A	N/A
Transportation (Provided By Client)	N/A	N/A	N/A
Additional Per Diem	\$ 25.00	7	\$ 175.00
Airport Parking	\$ 25.00	7	\$ 175.00
Note: Client is responsible for fuel costs			
Note: Classes will be 10/HR Days			
Note: All Participants will need permits			
Down Day/Bad Weather/No Training - \$1100			
TOTAL ESTIMATED JOB COST			\$10,800.00

50% payment of Tuition/proposal cost is due by: (3/3/23) - Nonrefundable

Students that withdraw or are removed from the program for violation of NIT policies are not eligible for any refund for tuition. Funders of students that withdraw or are removed from a program, shall receive a refund on any unused expenses such as lodging, meals and transportation document. Once reviewed in its entirety, a signature by the requestor signifies agreement with all details described within this document.

 Patrick Rose
 PREPARED BY

 Karla Head
 ACCEPTED BY

 June 1, 2022
 DATE

 6/9/22
 DATE

 ACCOUNTS PAYABLE NAME & EMAIL

 PO NUMBER (if required)

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: August 26, 2022

NUMBER: 23-009

FR: Office of the Superintendent

SUBJECT: Approval of
Memorandum of
Agreement; External
Audit Services

ABSTRACT:

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

ISSUE:

At issue is the approval of a Memorandum of Agreement (MOA) between NWABSD and Altman, Rogers & Co. for Fiscal Year 2021-2022, not to exceed \$77,000 for auditing and financial statement services.

BACKGROUND AND/OR PERTINENT INFORMATION:

The District sent our requests for proposals to auditors to perform the annual audit and complete the required financial statements. For the purposes of conducting the FY22 audit, Altman, Rogers & Co. has been selected to provide the auditing service that is required by State of Alaska Statute and federal reporting requirement.

Auditing services will include: out-of pocket expenses, for the work associated with the FY22 audit, preparation of the FY22 financial statements and presentation of the audit to the Board in FY23.

ALTERNATIVES:

1. Approve the MOA for Altman, Rogers & Co. for the FY22 audit and financial statements, not to exceed \$77,000;
2. Disapprove the MOA for Altman, Rogers & Co. for FY22 audit and financial statements;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATIONS:

The Administration recommends that the Board approve the MOA for Altman, Rogers & Co. for the FY22 annual audit and completion of the FY22 financial statements, not to exceed \$77,000.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: August 26, 2022

NUMBER: 23-010

FR: Office of the Superintendent

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

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 out-of-district travel,

- Alaska Infrastructure Week & Alaska Infrastructure Grant Symposium, September 6-9, 2022 (Tues-Fri) in Anchorage, AK
- AASB Fall Boardmanship, September 17-18, 2022 (Sat-Sun) in Fairbanks, AK
- Alaska Superintendent Association Fall Conference, September 28 – October 1, 2022 (Wed-Sat) in Homer, AK
- National Indian Education Association (NIEA) Conference, October 5-8, 2022 (Wed-Sat) in Oklahoma City, OK
- ACSA Women in Education Leadership Summit, October 12, 2022 (Wed) in Anchorage, AK
- AASB Annual Conference, November 3-6, 2022 (Thurs-Sun) in Anchorage, AK
- Education Career Fair Recruitment Trip, November 18, 2022 (Fri) in River Falls, WI
- Response to Intervention (RTI), Sat/Sun January 28-29, 2023 in Anchorage, AK
- AASB Legislative Fly-In, February 4-7, 2023
- AASA National Superintendent Certification Program Session 4 & National Conference on Education, February 13-18, 2023 in San Antonio, TX

ALTERNATIVES:

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

ADMINISTRATION'S RECOMMENDATION:

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

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: August 26, 2022

NUMBER: 23-011

FR: Office of the Superintendent

SUBJECT: Approval of Annual Agenda
Guideline and Board Meeting Dates

UP FOR APPROVAL:

- Draft Board Meeting Annual Agenda Guideline
- Proposed Board Meeting Dates for FY23
- Proposed Board Retreat Dates for FY23

NWABSD Board Meeting Dates

2022 to 2023

PROPOSED

Sep 2022, VIRTUAL						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Oct 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Nov 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Dec 2022, VIRTUAL						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jan 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Feb 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Mar 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Apr 2023, VIRTUAL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jun 2023, OPTIONAL						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Board Meetings in Yellow
ASC Training in Blue
Important Dates in Green

- Sept 17-18, AASB Fall Boardsmanship, Fairbanks, AK
- Nov 3-6, AASB Annual Conference, Anchorage, AK
- Dec 9-10, School Law & Equity Academy, Anchorage, AK
- Feb 4-7, Leadership & Legislative Fly-In, Juneau, AK
- April 1-3, NSBA Annual Conference, Orlando, FL
- April 15-16, AASB Spring Boardsmanship, Anchorage, AK



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

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

2022-2023 AGENDA GUIDELINE

DATE	ROUTINE AGENDA ITEMS
August	<ul style="list-style-type: none"> • Approval of Annual Agenda Guideline and Board Meeting dates • District-Wide Inservice Presentation • Strategic Plan Review (<i>update every 3 months</i>) • Board Retreat Planning • Monthly: Board Policy, Human Resources and Contracts
September	<ul style="list-style-type: none"> • Nominations for Board of Directors; AASB • Nominations for Board Member of the Year; AASB • Nominations for Board of the Year; AASB • Approval of Core Resolutions; AASB • Curriculum Review
October (Special Meeting after elections)	<ul style="list-style-type: none"> • Seating of New Board of Education Members • Organization of the Board of Education Officers
October (after Special Meeting)	<ul style="list-style-type: none"> • Board Retreat • Review of the Audit
December	<ul style="list-style-type: none"> • Review and Approval of Annual Audit (AASB Conference) • Budget Revision Presentation • Report Card to the Public • Strategic Plan Review (<i>update every 3 months</i>)
January	<ul style="list-style-type: none"> • Approval of Superintendent's Contract
March	<ul style="list-style-type: none"> • Annual Budget Hearing (<i>before regular meeting</i>) • Budget Presentation to the Board • Strategic Plan Review (<i>update every 3 months</i>)
April	<ul style="list-style-type: none"> • Approval of Budget Proposal (<i>due to the Borough May 1</i>) • Approval of Site Calendars (<i>last approved in 2020 – need to approve for 2024 – 2026 school year</i>) • Selection of June Nelson Scholarship Recipients • Selection of Student Board Representative and Alternate • Curriculum Committee Reports and Recommendations • Math Committee Report • Board Self-Evaluation • Teacher Recruitment/Retention Report
June	<ul style="list-style-type: none"> • Approval of Six-Year Capital Improvement Plan • Fuel Purchase • Strategic Plan Review (<i>update every 3 months</i>)

Revised: 8/26/2022

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.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: August 26, 2022

NUMBER: 23-012

FR: Office of the Superintendent

SUBJECT: Approval of Contract
Amendment for TC
Construction

ABSTRACT:

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

ISSUE:

At issue is board approval of TC Construction with change orders associated with the JNES Gym Mezzanine Repair and the JNES Window Replacement project.

BACKGROUND AND/OR PERTINENT INFORMATION:

At the April meeting the Board approved the award of contract to TC Construction to repair the JNES mezzanine and replace the windows of the school in the amount of \$658,022. The approved amount did not include contingency funding to cover hidden and unexpected conditions.

The window replacement had several unanticipated issues. Some of the new windows provided by the District were a different size than for the old windows requiring modification of the structural framing of the window openings. Additional repairs were needed to correct unanticipated rot extending beyond the window openings and to add Tyvek to increase weather protection of the openings. The additional costs associated with window replacement totaled \$56,316.

For the mezzanine repair an asbestos survey was conducted after the contract was awarded but before construction began. Asbestos containing building materials were identified in the mezzanine and required removal by a certified abatement subcontractor. The scope of the project as bid did not include asbestos abatement. This work totaled \$93,908.

The mezzanine also had hidden structural damage. The structural engineer required the replacement of the north wall of the mezzanine. This added \$41,053 to the project.

The work was considered an emergency in order to keep this project moving forward so that work would be completed this summer. The Superintendent approved the required changes to the contract and contractor was authorized to proceed. The Board is requested to concur with this action and approve an increase to the contract to TC Construction in an amount not exceed \$200,000. Capital funds will be used to cover the additional cost unless other funding sources can be found.

The contractor was very prompt and proactive in addressing the unanticipated conditions. This project is now substantially completed. There are two sections of siding on the mezzanine which will be installed later this fall when the material becomes available.

ALTERNATIVES:

1. Approve TC Construction with change orders for JNES Mezzanine Repair and JNES Window replacement in an amount not to exceed \$858,022 as discussed.
2. Do not approve TC Construction with change orders for JNES Mezzanine Repair and JNES Window replacement in an amount not to exceed \$858,022 as discussed.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends approval TC Construction with change orders for JNES Mezzanine Repair and JNES Window replacement in an amount not to exceed \$858,022 as discussed.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: August 26, 2022

NUMBER: 23-013

FR: Office of the Superintendent

SUBJECT: Approval of Coalition of
Education Equity (CEE)
Membership Renewal

ABSTRACT:

Board approval is requested for this CEE membership renewal.

ISSUE:

At issue is the approval of CEE membership renewal.

BACKGROUND AND/OR PERTINENT INFORMATION:

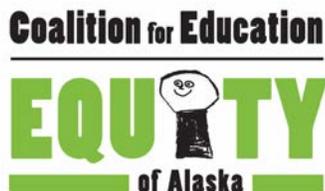
Coalition for Education Equity is a statewide, member-based nonprofit organization representing Alaska school districts, organizations, and individuals to champion a quality, equitable, and adequate public education for every Alaska child. A one year membership renewal costs \$18,000, and is normally paid out of the Board's budget.

ALTERNATIVES:

1. Approve the CEE membership renewal, for an amount not to exceed \$18,000.00.
2. Disapprove the CEE membership renewal;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATIONS:

The Administration recommends that the Board, approve the CEE membership renewal, for an amount not to exceed \$18,000.00.



July 7, 2022

Dear Coalition for Education Equity member:

As we begin a new fiscal year at Coalition for Education Equity, I want to extend my thanks for your and your school district's membership, partnership, engagement, and advocacy over the years. We have seen, time and time again, that when we come together to fight for our students, our schools, and our public education system, we are successful. I simply can't thank you enough for being a part of this essential work. It's time to renew your annual membership for 2022-2023, and I wanted to share a few updates with you.

Coalition for Education Equity 2022-2024 Board Officers

Congratulations to our newly elected CEE board officers! Our board of directors voted to approve the presented slate of officers and voiced strong support for these candidates. I am looking forward to working with them over the coming months and know we are in good hands! Please note that if you are still interested in serving as a CEE board officer, there remains open a member-at-large position and also the position of treasurer.

President - Jamie Burgess (Nome)

Vice-President - Scott MacManus (AK Gateway)

Secretary/Treasurer - Kimberly Hankins (LKSD)

Member-At-Large – Dee Dee Ivanoff (St. Mary's)

Member-At-Large – open until filled

We will be seeking input from each of you over the next few months to guide the development of CEE's priorities for this year and beyond. However, if you have specific ideas and concerns you would like to share now, please send them to me at sarah@ceeequity.org or your CEE President, Jamie Burgess, at jburgess@nomeschools.org.

Coalition for Education Equity's 2022 Accomplishments

CEE successfully fought for our top priorities in the 2022 legislative session. Our efforts led to:

- **Backfilled funding for school bond debt reimbursement and REAA fund.** After three years of threatening legal action for violations to the Kasayulie Consent Decree if previously vetoed REAA funding was not reinstated, combined with tireless legislative advocacy for full REAA and school bond debt reimbursement funding, both items were fully funded for FY2023, and back-funded to pay previous years' unfunded statutory obligations from FY17-21. This amounted to nearly \$305 million in school funding.
- **Investment in major maintenance.** We worked extremely hard on advocacy with the legislature to make a significant investment in school major

Board of Directors

Jamie Burgess
President

Scott MacManus
Vice President

Kimberly Hankins
Secretary / Treasurer

Dee Dee Ivanoff
Executive Board Member

Sarah Sledge
Executive Director

Alaska Gateway School District

Anchorage School District

Bristol Bay Borough School District

Chugach School District

Kake City School District

Lower Kuskokwim School District

Lower Yukon School District

Nenana City School District

Nome Public Schools

Northwest Arctic Borough School District

Saint Mary's City School District

Yukon-Koyukuk School District

Yupit School District

NEA-Alaska

maintenance and they responded by passing \$100 million in funding. Unfortunately, the governor decided to veto \$62.5 million of this funding, leaving \$37.5 million going to DEED major maintenance. While this is still a larger investment in school major maintenance than we've had in several years (combined), we know that it doesn't make as much of a dent in the need that exists as we were hoping for. We still have work to do in this arena and will need your help to do so.

- **Passage of the Alaska Reads Act.** CEE voted to support this legislation as one of its top priorities for both 2021 and 2022. This legislation provided an opportunity for CEE to expand our education discussions beyond funding to enacting education policy rooted in the landmark Moore v. State of Alaska lawsuit. Following in the spirit of Moore, the Reads Act expands pre-kindergarten programs with state funding, starting with the lowest performing school districts and eventually encompassing the entire state. It also establishes the reading curricula for pre-kindergarten through grade 3 based on the five components of evidence-based reading instruction (phonemic awareness, phonics, vocabulary development, reading fluency, oral language skills, and reading comprehension). The legislation specifies that these programs will be locally designed and culturally responsive. The reading program is accompanied by interventions for students struggling with reading, as well as a DEED-established statewide reading program to assist and provide support and resources for school districts and teachers in providing reading intervention services. The legislation supports and provides resources to school districts with dual-language, language immersion, and culturally integrated curriculum. The final passage of the bill included an increase of \$30 per student to the BSA (\$7.6 million in additional education funding), and also ensured that an additional \$57 million in one-time education funding survived the veto pen. CEE member involvement over three years led to considerable improvements to the bill, even in the final weeks before its passage. And our members' advocacy helped secure the votes to get it passed. ***We will be hosting an information session on the final legislation and its implementation on Monday, July 18 at 11:00 am.***

Like you, our work is always in progress and never done. We have much to do as we continue our policy work supporting the areas of Reads Act implementation and teacher recruitment and retention. We will be working more on school construction and major maintenance funding over the interim. And our legal activities continue as we consistently monitor the State's compliance with the Alaska constitution and education clause.

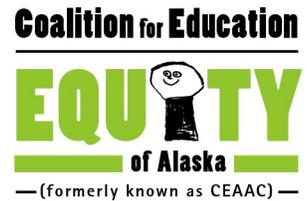
We will be reaching out to you over the coming weeks for your input and engagement in these and any other issues of concern for your district. In the meantime, please take a moment to send in your membership renewal dues at your earliest convenience. Your invoice is attached along with our CEE dues schedule.

I hope you are finding time for fun and relaxation this summer. Please let me know if you have any questions about your membership renewal or our work. Our work is only possible because of your membership. We thank you for guiding us as we fight for education and every student in Alaska, and we look forward to another year of working with and serving you.

Sincerely,



Sarah Sledge
Executive Director



Coalition for Education Equity Dues 2022-23

Dues are payable July 1 for membership during the period July 1 to June 30. For new memberships started after January 1, dues may be pro-rated as determined by the executive director.

School Districts

Membership dues for school districts are based on the previous year's student enrollment numbers, with an adjustment made for Correspondence ADM through the following formula: Average Daily Membership + (Correspondence Student ADM x 25%) = District enrollment. (For example, a district has 172 ADM and 113 Correspondence ADM: $172 + (113 \times 25\%) = 172 + 28 = 200$.)

District enrollment up to 75 students: \$1000

76-150 students: \$2000

151-300 students: \$4000

301-600 students: \$8000

601-1,200 students: \$14,000

1,201-2,400 students: \$18,000

2,401-10,000 students: \$23,000

10,001 students or more: \$32,000

Non-School-District Members

Non-voting members

Individual: \$100

Educational organization: Reciprocal membership or negotiated amount

Other organization (non-educational): \$500

Corporate: \$1,000

Voting members

Individual: \$1,000

Corporation: \$5,000

Coalition for Education Equity

PO Box 90791

Anchorage, AK 99509

Invoice

Date	Invoice #
7/07/2022	NWABSD23

Bill To
Northwest Arctic Borough School District PO Box 51 Kotzebue, AK 99752

www.ceequity.org

E-mail

Sarah@ceequity.org

***Please make checks payable to
Coalition for Education Equity***

P.O. No.	Terms
	Due on receipt

Quantity	Description	Rate	Amount
	Membership Renewal 22/23	18,000.00	18,000.00
	Annual Memberships run July 1 - June 30		
		Total	\$18,000.00
		Payments/Credits	\$0.00
		Balance Due	\$18,000.00

MEMORANDUM

TO: NWABSD Board of Education

DATE: August 26, 2022

NUMBER: 23-014

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 Kiana, Kotzebue Middle/High School, Noatak and Selawik; classified new hires at ATC/STAR, District Office, June Nelson Elementary, Kotzebue Middle/High, Noatak, and Selawik; classified rehires for ATC/STAR, District Office, Kotzebue Middle/High School, Noatak, Noorvik, Selawik and Shungnak.

Human Resources non action items are certified resignations from June Nelson Elementary, Kiana, Kotzebue Middle/High School and Selawik; classified resignation from ATC/STAR, Buckland, District Office, June Nelson Elementary, Kiana, Kivalina, Noorvik, Selawik and Shungnak; certified transfers ATC/STAR to Kiana, KMHS to Noatak, Noorvik to Shungnak, DO to JNES, KMHS to ATC/STAR and JNES to Shungnak/Ambler/Kobuk; classified transfers ATC/STAR to JNES and KMHS to ATC/STAR.

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
August 2022**

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

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

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

LOCATION & DATE	NAME	POSITION
<u>KIANA</u>		
07/28/2022	Lindsey Westlake-Reich	Teacher
<u>KMHS</u>		
7/18/2022	Syuna Hawkins	Asst. Principal
<u>NOATAK</u>		
8/28/2022	Cathy Brown	Teacher
8/1/2022	Kayla Pietila	Teacher
<u>SELAWIK</u>		
07/28/2022	Ronald Malcolm	Teacher
7/25/2022	Jamie Cowart	Asst. Principal

b) The administration recommends approval of the following FY23 Classified New Hires:

LOCATION&DATE	NAME	POSITION
<u>ATC/STAR</u>		
8/4/2022	Martha Lee	Dorm Parent
8/1/2022	Mary Nauska	Dorm Attendant
<u>DO</u>		
7/25/2022	Ford Humphreys	Maintenance
<u>JNES</u>		
8/1/2022	Bonnie Ungry	Aide
8/1/2022	Amy Rose	Aide
8/1/2022	Amari Lewis	Aide
8/1/2022	Miranda Eakin	Aide
<u>KMHS</u>		
8/1/2022	Stephen Whitaker	Aide
8/1/2022	Steven Shindler	Aide
8/4/2022	Mae Shroyer	Secretary
<u>NOATAK</u>		
5/31/2022	Eli Mitchell	Maintenance
<u>SELAWIK</u>		
8/1/2022	Roudy Rehor	Aide

c) The administration recommends approval of the following FY23 Classified rehires:

<u>LOCATION& DATE</u>	<u>NAME</u>	<u>POSITION</u>
<u>ATC/STAR</u>		
7/1/2022	Lori Jorgenson	Registrar
7/18/2022	Jaylynn Rogers	Recruiter
<u>DO</u>		
7/1/2022	Amie Gardner	HR Officer
7/1/2022	Adaline Kameroff	Staff Dev Specialist
7/1/2022	Donavon Watkins	Journeyman Carpenter
7/1/2022	Ryan Williams	Journeyman Carpenter
<u>KMHS</u>		
8/1/2022	Isaac Peacock	Aide
<u>NOATAK</u>		
7/1/2022	Eli Mitchell	Maintenance
8/1/2022	Shannon Arey	Aide
8/1/2022	Emily Ballenger	Aide
<u>NOORVIK</u>		
8/1/2022	Erica Melton	Aide
<u>SELAWIK</u>		
8/1/2022	Shannon Davis	Aide
8/1/2022	Dolly Mitchell	Aide
8/1/2022	Lottie Ballot	Aide
<u>SHUNGNAK</u>		
8/1/2022	Dolly Custer	Bilingual Instructor

II The administration reports the following non-action items:

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

a) The administration reports on the following certified resignations:

<u>LOCATION & DATE</u>	<u>NAME</u>	<u>POSITION</u>
<u>JNES</u>		
5/10/2022	Lynn Bates	Teacher
5/10/2022	Bernide Beaujuin	Teacher
5/10/2022	Sofia Flores	Teacher
5/10/2022	Kimberly Darst	Teacher
5/10/2022	Paige McConnell	Teacher
<u>KIANA</u>		
8/1/2022	Ivie Greenwood	Teacher
<u>KMHS</u>		
5/10/2022	Suzanne Woods	Teacher
5/10/2022	Paul Davis	Teacher
<u>SELAWIK</u>		
8/1/2022	Ruth Ryan	Teacher
8/1/2022	Wanda Wright	Teacher

b) The administration reports on the following classified resignations:

<u>LOCATION & DATE</u>	<u>NAME</u>	<u>POSITION</u>
<u>ATC/STAR</u> 8/10/2022	Alejandro Vargas	Culinary Arts Instr.
<u>BUCKLAND</u> 6/30/2022	Charles Kirk	Covid Screener
<u>DO</u> 7/29/2022 7/29/2022	Adaline Kameroff Gem Belamour	Staff Dev Specialist HR Technician
<u>JNES</u> 7/13/2022 7/1/2022 7/18/2022 8/12/2022	Dana Nelson Dena Ferguson Dara Michels Karen Uhl-Sours	Aide Aide Aide Aide
<u>KIANA</u> 6/30/2022	Jeanette Barr	Covid Screener
<u>KIVALINA</u> 6/30/2022	Eleanor Swan	Covid Screener
<u>NOORVIK</u> 6/30/2022	Emily Ballenger	Covid Screener
<u>SELAWIK</u> 6/30/2022	Marlene Gray	Covid Screener
<u>SHUNGNAK</u> 6/30/2022	David Shelton	Covid Screener

c) The administration reports on the following certified transfer requests:

<u>LOCATION&DATE</u>	<u>NAME</u>	<u>POSITION</u>
<u>ATC/STAR to KIANA</u> 8/8/2022	Bradley Schott	CTE Teacher
<u>KMHS to NOATAK</u> 7/28/2022	Meghan Houk	Teacher
<u>NOORVIK to SHUNGNAK</u> 8/1/2022	Juvy Pumaneng	Teacher
<u>DO to JNES</u> 7/28/2022	Shelbi Garrett	Teacher
<u>KMHS to ATC/STAR</u> 8/8/2022	Clay Beck	Teacher
<u>JNES to SHUNGNAK</u> 8/1/2022	Deborah Eberle	Teacher

d) The administration reports on the following classified transfer requests:

<u>LOCATION&DATE</u>	<u>NAME</u>	<u>POSITION</u>
<u>ATC/STAR to JNES</u> 7/1/2022	Karen Uhl-Sours	Secretary
<u>KMHS to ATC/STAR</u> 7/25/2022	Tanya Horne	Secretary

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: August 27, 2022

NUMBER: 23-003

FR: Office of the Superintendent

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

STRATEGIC PLAN/BOARD GOAL:

Improve Stakeholder Communication.

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

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

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.

At the June 2022 Board Meeting, the Board approved the first reading and opened it for public comments. To date, no comments were received. The incorrect version was given to the public and the Board Policy Committee recommends reopening for public comment.

ALTERNATIVES:

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

ADMINISTRATION'S RECOMMENDATION:

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

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

TO: NWABSD Board of Education
Members

DATE: August 27, 2022

NUMBER: 23-004

FR: Office of the Superintendent

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

STRATEGIC PLAN/BOARD GOAL:

Improve Stakeholder Communication.

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

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

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.

At the June 2022 Board Meeting, the Board approved the first reading and opened for public comments. To date, no comments were received. The incorrect version was given to the public and the Board Policy Committee recommends reopening for public comment.

ALTERNATIVES:

1. Approve, at the second reading, the proposed revisions to BP 3450, Business and Noninstructional Operations, Money in School Buildings as presented and open for public comment;
2. Do not adopt the proposed revisions to BP 3450 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 3450, Business and Noninstructional Operations, Money in School Buildings as presented and open for public comment.

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