

NWABSD Board Committee Meetings

Monday, December 5, 2022 1:30 PM

Microsoft Teams, 744 Third Ave., Kotzebue, AK 99752

1. 1:30 p.m. Student Activities

Presenter: Brett
Slaathaug, Student
Activities
Coordinator

2. 2:30 p.m. Board Policy

Presenter: Scott
Lefebvre, Assistant
Superintendent

3. 5:00 p.m. Joint Maintenance Construction
Committee

Presenter: Kathy
Christy, Capital
Projects Manager



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

NWABSD BOARD OF EDUCATION Student Activities Committee Meeting

Conducted via Microsoft Teams

Call 1-833-682-3239 or 907-308-3192 & enter code: 118 371 062#

Agenda

**December 5, 2022
1:30 P.M.**

- I. Alaska Schools Activities Association Update
- II. 3A Big West XC Conference Meet Results
 - Oct 1 @ Nome-Beltz
 - Full Results: <https://www.athletic.net/CrossCountry/meet/210680/results>
 - Academic Champion - Kotzebue
 - Kotzebue State Qualifiers: 2nd Place - Xiimara Salazar

Full State XC Results: (Division II is Kotzebue)
<https://www.athletic.net/CrossCountry/meet/218488/results>

- 12th Place - Xiimara Salazar

III. Battle of the Books (Teams Update)

School	K	1	2	3 rd /4 th	5 th /6 th	MS	HS
AMB	Yes	No	Yes	Yes	Yes	Yes	N/A
DRG	No	No	Yes	Yes	Yes	Yes	Yes
IAN	No	Yes	Yes	Yes	Yes	Yes	No
JNES	Yes	Yes	Yes	Yes	Yes	N/A	N/A
KVL	No	No	No	No	No	No	No
KMHS	N/A	N/A	N/A	N/A	N/A	Yes	Yes
OBU	No	No	No	No	No	No	No
ORV							
SHG	No	No	No	Yes	Yes	Yes	No
WLK	Yes	Yes	Yes	No			
Total	3	3	5	5	5	5	2

Committee Members: Tillie Ticket, Lawrence Jones, Sr., Joanne Harris, Shannon Melton, Ellen Coffin
Student Activities Coordinator: Brett Slaathaug

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.

IV. 1A NWA XC Conference Meet Results

- Sep 30 @ Buckland
- Full Results <https://www.athletic.net/CrossCountry/meet/210554>

HS Boys State Qualifiers:

1. Herbert Thomas – Buckland
2. Aidan Barr – Deering
3. Adrian Ballot – Buckland

HS Girls State Qualifiers:

1. Qutan Hailstone - Noorvik
2. Courtney Starbuck - Selawik
3. Judith Allen – Selawik

HS Team Academic Award: Buckland

MS Boys Division

1. Herbert Thomas – Selawik
 2. Calvin Moto – Deering
 3. Ralph Stalker – Selawik
- Team Champion: Selawik

MS Girls Division

1. Kirra Salazar – Kotzebue
 2. Sunny Dutton – Kotzebue
 3. Ciarra Dutton – Kotzebue
- Team Champion: Kotzebue

- Full State XC Results: (Division III is 1A NWA)
<https://www.athletic.net/CrossCountry/meet/218488/results>

V. 3A Girls' Volleyball Conference Tournament Results

- Nov 4/5 @ Barrow
- 1st Place: Barrow (state berth)
2nd Place: Nome-Beltz (state berth)
3rd Place: Kotzebue
4th Place: Bethel

All-Tournament: Sierrah Thomas - Kotzebue

VI. 1A Mixed-Six Volleyball Conference Tournament Results

- Nov 20 @ Kotzebue
- Thur-Sat was freezing rain; so the hosting was moved to OTZ.

Team Sportsmanship: Deering

2nd Place Award: Buckland

Champion Award: Noatak Lynx **State Berth

All-Tournament Team:

1. BKC Ava Jones
2. BKC Willie Hadley Jr
3. DRG Matthew Barr
4. KVL Benjamin Knox
5. IAN Moody Barr
6. WTK Alex Onalik
7. WTK Elicia Jones
8. ORV Qutan Hailstone
9. WLK Judy Allen

Match Results:

Quarterfinals M1: #1 WTK def #8 IAN 3-0
Quarterfinals M2: #4 DRG def #5 KVL 3-0
Quarterfinals M3: #3 BKC def #6 ORV 3-1
Quarterfinals M4: #2 WLK def #7 ABL 3-0
Semifinals M5: #1 WTK def #4 DRG 3-0
Semifinals M6: #3 BKC def #2 WLK 3-0
Championship M7: #1 WTK def #3 BKC 3-2

- State Tournament: Dec 1-3 @ Palmer HS (results at meeting)
<https://asaa.org/wp-content/uploads/2022-Mix-Six-Volleyball-State-Championship-Bracket.pdf>

VII. 123A Wrestling

- Northern Conference @ Kotzebue – Dec 9
- State Tournament @ ANC: Ak Air Arena – Dec 16/17

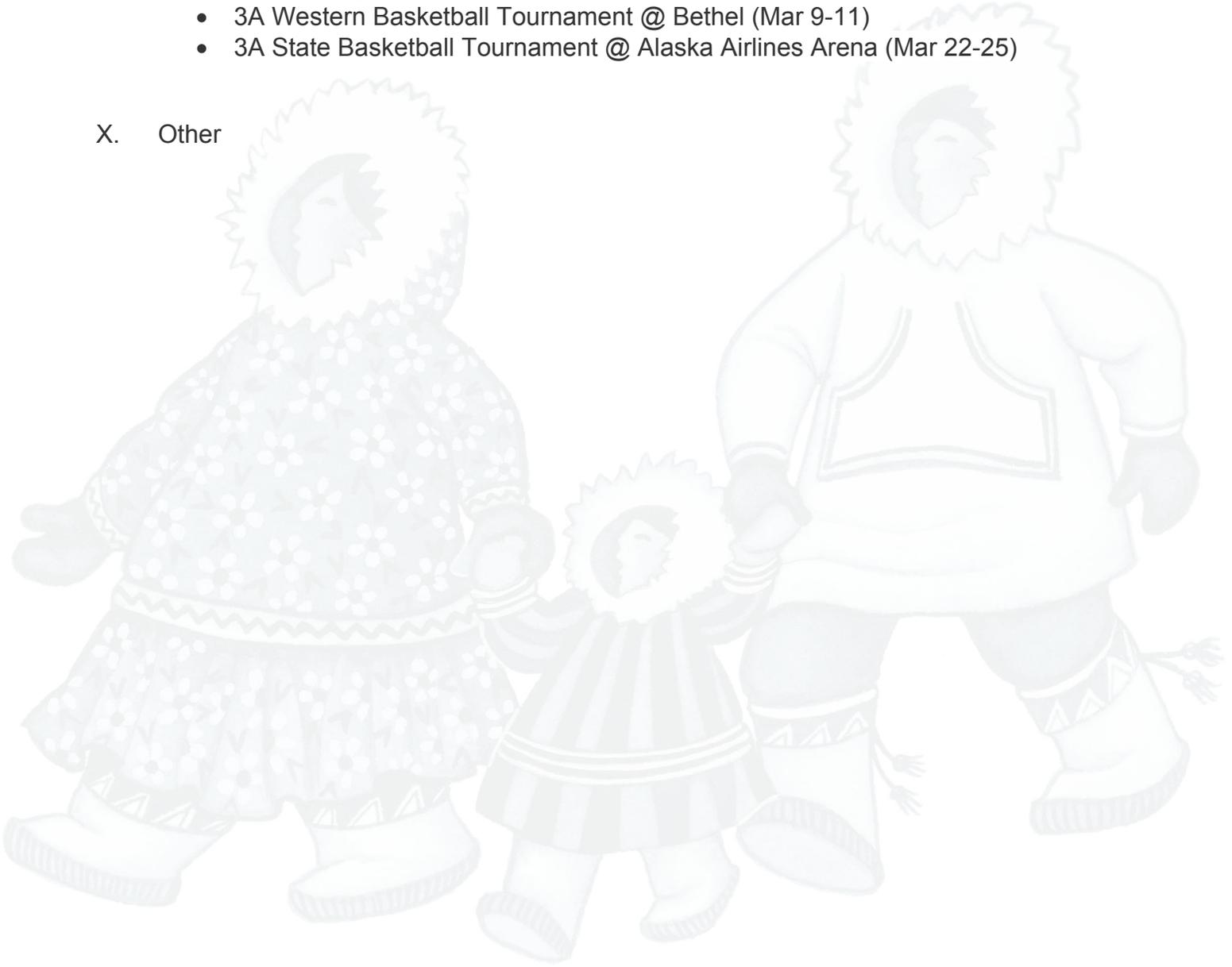
VIII. 1A Basketball

- 7 Boys' Teams (Potential): BKC, DRG, IAN, KVL, WTK, ORV, WLK
- 7 Girls' Teams (Potential):: BKC, DRG, IAN, KVL, WTK, ORV, WLK
- Wednesday, Nov 30 – 1st Available Practice
- 1A NWA Basketball Tournament @ Kotzebue (Mar 1-4)
- 1A State Basketball Tournament @ Alaska Airlines Arena (Mar 15-18)

IX. 3A Basketball

- Wednesday, Nov 30 – 1st Available Practice
- 3A Western Basketball Tournament @ Bethel (Mar 9-11)
- 3A State Basketball Tournament @ Alaska Airlines Arena (Mar 22-25)

X. Other





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PO Box 51 · Kotzebue, Alaska 99752 · Phone (907) 442-1800

Board Policy Committee Meeting Agenda

December 5, 2022
2:30 p.m.

1. BP Revisions on the December Board Meeting agenda for second reading are:
 - BP 3450, Business and Noninstructional Operations, Money in School Buildings
 - BP 3300, Business and Noninstructional Operations, Expenditure/Expending Authority
2. BP Revisions on the January Board Meeting agenda for first reading are:
 - BB 9260 Legal Protection
 - BP 3280 Sale or Lease of School Facilities or Real Property
 - BP 3514.1 Hazardous Substances
 - BP 3530 Risk Management
 - BP 3100 Budget
 - BP 3515 School Safety and Security
 - NEW POLICY - BP 3522 District Data Protection Program
 - NEW POLICY - BP 3515.6 Use of School Safety Video Surveillance Monitoring Systems
 - NEW POLICY – BP 3541.5 Alternative Transportation Arrangements
3. Notice of AR Revisions made by Administration:
 - AR 3515 School Safety and Security
 - AR 3100 Budget
 - AR 8120 ASC Elections
 - AR 3522 District Data Protecting Program

Committee Members: Ellen Coffin, Cindy Fields, Marie Greene, Millie Hawley, Carol Schaeffer

Assistant Superintendent: Scott Lefebvre
Secretary for Superintendent/Board: Jazmine Camp

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

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

Revised: December 6, 2022

Northwest Arctic Borough School District

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~~

~~Revised: December 6, 2022~~

Adopted: February 25, 1994

Northwest Arctic Borough School District

BB 9260 LEGAL PROTECTION

Note: For all districts, Sections 8551-8558 of the Every Student Succeeds Act are designed to provide teachers, principals and other school professionals, including board members, the tools they need to undertake reasonable actions to maintain order, discipline and an appropriate educational environment. Section 8556 limits the liability of a school employee or official for acts or omissions when he/she is acting within the scope of employment or district responsibilities and his/her actions were in conformity with federal, state and local laws in an effort to control, discipline, expel or suspend, or maintain order or control in the classroom or school.

Limitations on liability do not apply when the officer or employee: (1) acted with willful or criminal misconduct, gross negligence, recklessness or a conscious or flagrant indifference to the harmed student's right to safety; (2) caused harm by operating a motor vehicle; (3) violated a federal or state civil right law (e.g., sexual harassment, discrimination, IDEA claims); (4) was convicted of a sexual offense, crime of violence or act of terrorism; or (5) was under the influence of alcohol or drugs.

If a civil action is brought against the employee or officer, and the laws' conditions are satisfied, Sections 8556 and 8557 limit the amount of the employee's/officer's liability to a formula based on the percentage of responsibility for the harm, and also limits punitive damages.

The School Board shall provide insurance necessary to protect Board members, officers, and employees from any judgment resulting from suits brought against them alleging their liability while acting within the scope of their employment and/or under the direction of the Board. The insurance shall cover claims in such matters as civil rights actions, negligence, or other act resulting in accidental injury to any person or property damage in or out of the school buildings

(cf. 3530 - Risk Management)

Legal Reference:

ALASKA STATUTES

14.12.115 Indemnification

Every Student Succeeds Act, §§ 8551-8558 (P.L. 114-95)

Adoption Date: May 23, 1995

Revised: December 6, 2022

Northwest Arctic Borough School District

BP 3280 SALE OR LEASE OF SCHOOL FACILITIES OR REAL PROPERTY

Note: Pursuant to A.S. 14.14.060 and 14.14.065, the borough assembly and city council are empowered to determine the location of school buildings. The regional school board may obtain title to school lands and buildings from the state pursuant to A.S. 14.08.151. The following sample policy may be revised or deleted as appropriate.

The Board shall dispose of, or recommend to the municipality, borough, or state the disposal of, school facilities or real property whenever it is apparent the district will have no future use for it. If unused property will be needed at some future time, the Board may lease, or recommend to the municipality, borough, or state the lease of, such property. Any sale or lease of school facilities or real property will conform to the provisions of law.

(cf. 1330 - Use of School Facilities)

The School Board encourages public participation in the determination of school facility needs.

(cf. 12320 - Citizen Advisory Ceommittees)

Legal Reference:

ALASKA STATUTES

14.07.030 Powers of state department

14.08.101 Powers (Regional school boards)

14.08.151 Land and buildings

ALASKA ADMINISTRATIVE CODE

4 AAC 31.085 Disposal of abandoned or obsolete property

Revised: December 6, 2022

Adopted: February 25, 1994

Northwest Arctic Borough School District

BP 3514.1 HAZARDOUS SUBSTANCES AND PESTICIDES

Hazardous Substances

The School Board recognizes that the daily operations of our schools entail the use of potentially hazardous substances. The Superintendent or designee shall insure that hazardous substances are inventoried, used, stored, and regularly disposed of in a safe and legal manner.

Commented [JC1]: Develop an AR for this procedure (ex. Art/Science class supplies)

Teachers shall instruct students as to the importance of proper handling, storage, disposal, and protection with regard to all potentially hazardous substances within the classroom and other instructional areas.

The Superintendent or designee shall develop, execute, and monitor a hazard communication plan as required by applicable law.

Insofar as possible, the Superintendent or designee shall minimize the quantities of hazardous substances stored on school property. The Board encourages staff to substitute less dangerous materials for hazardous ones whenever feasible.

The Superintendent or designee shall ensure that the schools are regularly inspected to identify potential sources of risk and shall inform the Board of any environmental risks in the schools.

Pesticides

The Superintendent or designee shall, when practical, ensure the use of nonchemical methods to control pests, including proper sanitation practices, structural repair, and window screens.

When application of pesticides is necessary, the Superintendent or designee shall ensure timely notice to parents and the public.

Legal Reference:

ALASKA ADMINISTRATIVE CODE
18 AAC 90.625 School use and notification

Revised: December 6, 2022
Adopted: **February 25, 1994**

Northwest Arctic Borough School District

BP 3530 RISK MANAGEMENT

Note: A.S. 14.03.150 requires districts to maintain adequate property insurance for replacement cost of district facilities and equipment. The following sample policy may be revised as needed.

~~The School Board desires to protect district resources by maintaining a program of risk management including, but not be limited to:~~ The Board desires to maintain a program of risk management to protect district property and resources against harm or loss by identifying risks and administering a program designed to minimize and/or prevent losses. The risk management schedule shall include, but not be limited to:

1. Property Loss Insurance (buildings and equipment).
2. Workers Compensation Insurance.
3. Liability Insurance.

(cf. 4154/4254/4354 — ~~All Personnel - Insurance/Health & and Welfare Benefits~~)
(cf. ~~5143 - Students/Insurance/Athletic Insurance~~)

The district officer responsible for the custody of district moneys and property shall be bonded as required by law. The Board may require the bonding of employees holding positions which have extensive access to property and money.

The Alaska Statutes and Administrative Codes listed herein outline the minimum requirements.

Legal Reference:

ALASKA STATUTES

- [14.03.150](#) *Property Insurance required*
- [14.08.091](#) *Administration-Organization; oath and bond (Regional Education Attendance Areas)*
- [14.11.011](#) *Grant applications*
- [14.12.115](#) *Indemnification*
- [14.14.020](#) *Bond required*
- [21.76.010-21.76-900](#) *Joint insurance arrangements*

ALASKA ADMINISTRATIVE CODE

- [4 AAC 31.200](#) *Loss protection required*
- [4 AAC 31.205](#) *Self-insurance programs*
- [4 AAC 31.210](#) *Deductible amounts*
- [4 AAC 31.215](#) *Proceeds*
- [4 AAC 31.220](#) *Proof of insurance*
- [4 AAC 31.225](#) *Failure to procure insurance*

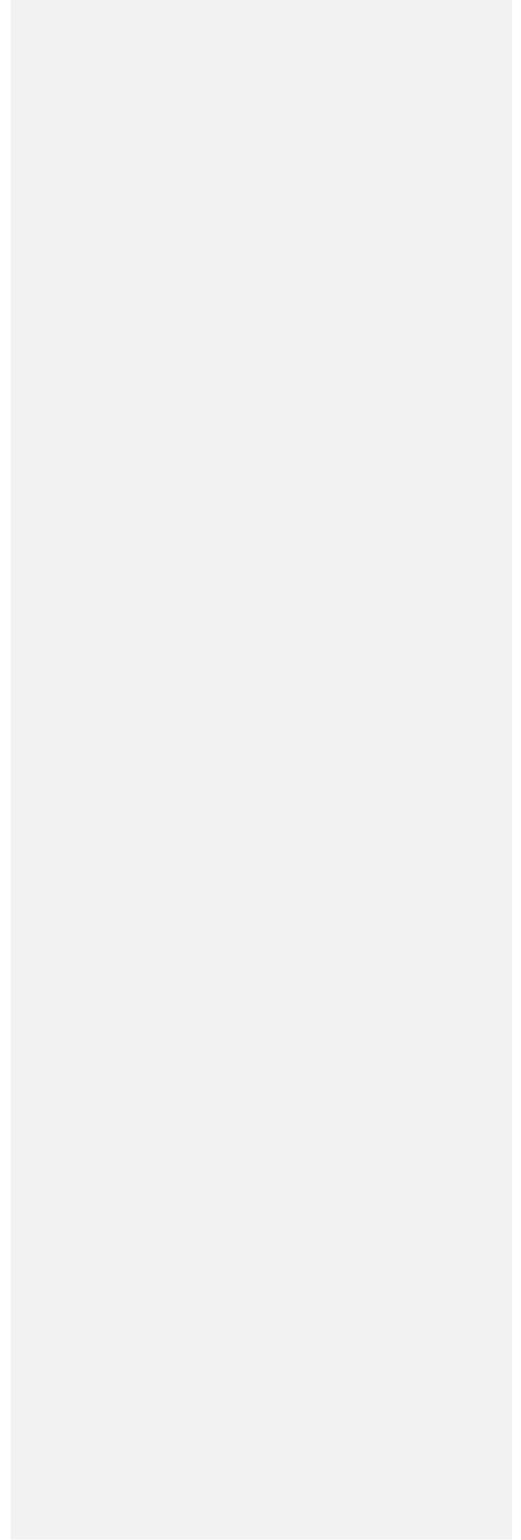
Revised: December 6, 2022

Adopted: February 25, 1994

Commented [MW1]: The District has these insurances, but is insurance the only intent of this BP? The section above references a program ran by the district that oversees risk management, and our insurance carrier will give us a credit on our insurance costs if we have safety/risk management meetings. Just food for thought.

Commented [JC2]: We do not currently have this policy.

Northwest Arctic Borough School District



BP 3100 BUDGET

Note: Pursuant to A.S. 14.12.020, Regional Educational Attendance Areas are maintained by the state. Borough and city school districts are funded through local contributions authorized by the borough assembly or city council and state apportionments based on the amount of local contributions as defined in A.S. 14.17.410. A.S. 14.17.900 requires districts to operate under a balanced budget and provides that the state is not responsible for the debts of school districts.

The School Board shall establish and maintain a balanced budget. The School Board shall adopt an annual budget which is compatible with the district's mission, vision, strategic plan, and Board goals and objectives. ~~The Board shall adopt an annual budget which is compatible with district goals and objectives.~~

(cf. 0200 - Goals for the School District)

(cf. 3460—~~Periodic Financial Reports~~*Financial Reports and Accountability*)

The district budget shall be prepared annually from the best possible estimates of revenues and expenditures. The Superintendent or designee shall determine the manner in which the budget shall be prepared and shall schedule the budget adoption process in accordance with legal time requirements. ~~A public hearing shall be held~~The Board shall take public input prior to the adoption of the budget or a revised budget. ~~A public hearing shall be held prior to the adoption of the budget.~~

(cf. 1220—~~Citizen committees~~)

Legal Reference:

ALASKA STATUTES

[14.07.030](#) Powers of state department

[14.07.170](#) Additional powers and duties of state board

[14.12.020](#) Support, management and control

[14.14.060](#) Relationship between borough school district and borough

[14.14.065](#) Relationship between city school district and city

[14.17.300 - 14.17.990](#) Financing of public schools

~~[14.17.010 - 14.17.250](#) Public school foundation program~~

ALASKA ADMINISTRATIVE CODE

[4 AAC 09.005 - 4 AAC 09.105](#) *State Aid*

[4 AAC 09.110 - 4 AAC 09.160](#) *School Operating Fund*

Adopted: February 25, 1994

Revised: December 6, 2022

Northwest Arctic Borough School District

BP 3515 SCHOOL SAFETY AND SECURITY

The School Board is fully committed to preventing violence and crime on school grounds. The Superintendent and staff shall strictly enforce district policies and regulations related to crime, campus disturbances, campus intruders, student safety, student conduct and student discipline.

(cf. 3514 - *Environmental Safety*)

(cf. 3515.2 - *Intruders on ~~Campus~~Site*)

(cf. 3440 – *Fixed Assets Inventories*)

(cf. 3450 – *Money in School Buildings*)

(cf. 3451 – *Petty Cash Funds*)

(cf. 4158/4258/4358 – *Personnel - Employee Security*)

(cf. 5131 - *Student Conduct*)

(cf. 5131.4 - *Campus Disturbances*)

(cf. 5131.5 – *Vandalism, Theft, and Graffiti*)

(cf. 5131.6 - *Alcohol and Other Drugs*)

(cf. 5131.7 - *Weapons and Dangerous Instruments*)

(cf. 5136 - *Gangs*)

(cf. 5141.4 - *Child Abuse and Neglect*)

(cf. 5142 - *Student Safety*)

(cf. 5144 - *Discipline*)

(cf. 5144.1 - *Suspension and Expulsion/~~Due Process~~*)

(cf. 6114 – *Emergencies and Disaster PreparednessCrisis Response Plan*)

~~The Superintendent or designee shall establish procedures for securing records and funds and for protecting buildings against vandalism and burglary during nonbusiness hours. The Superintendent or designee also shall investigate ways that school grounds can be made more secure.~~

The Superintendent or designee shall establish procedures to secure physical records, district assets, and to protect against vandalism and burglary during non-business hours.

The Board encourages staff, parents/guardians, and students at each school to work with local law enforcement agencies and other interested parties in developing a comprehensive school safety plan which includes strategies for preventing crime and violence on school premises.

Revised: (Date of Revision)

Adopted: February 25, 1994

Northwest Arctic Borough School District

DISTRICT DATA PROTECTION PROGRAM

BP 3522

The protection of sensitive data and technology, including, but not limited to Internet access, privacy, electronic mail, hardware, software, and cloud resources, is vital in supporting teaching and learning through access to resources, information, learning activities, interpersonal communications, research, training, collaboration, curriculum, and materials.

The School Board recognizes data/information as a resource that must be protected from unauthorized access or use and as such supports a balance of security and access. The Board expects District staff, student, and parent data to be protected by adequate controls commensurate with the sensitivity of the data.

The Board directs the Superintendent to develop and maintain an effective District Data Protection Program and associated regulations and protocols for the protection of sensitive District information. Such regulations shall include developing appropriate controls to protect the confidentiality, availability, and integrity of District information.

(cf. 1340 and AR 1340 - Access to District Records)
(cf. 3580 - District Records)
(cf. 4112.6 - Personnel Records)
(cf. 4119.23 - Unauthorized Release of Confidential Information)
(cf. 4119.25 and AR 4119.25, Political Activities of Employees)
(cf. 5125 - Student Records)
(cf. 6161.4 - Internet)

Legal Reference:

UNITED STATES CODE

47 U.S.C. 201 et seq., Communications Decency Act of 1995, as amended
20 U.S.C. 1232g., Federal Family Educational Rights and Privacy Act of 1974, as amended
47 U.S.C. 231 et seq., Children's Online Privacy Protection Act of 2000, as amended

Revised 5/2022

USE OF SCHOOL SAFETY VIDEO SURVEILLANCE MONITORING SYSTEMS BP 3515.6(a)

The School Board authorizes the use of video surveillance equipment on school district property, school vehicles, and school contracted vehicles to ensure health, welfare, and safety of all staff, students, and visitors to district property and/or passenger in district contracted or authorized vehicles and to deter inappropriate behavior. Cameras will also be utilized to safeguard district facilities and equipment, as well as equipment owned by staff or students.

In dealing with surveillance of students and employees, the Board recognizes both its obligation to provide appropriate levels of supervision in the interest of safety and the fact that students and employees have privacy rights that are reduced but not eliminated while under the supervision of the school. Thus, video surveillance, like other forms of supervision, must be carried out in a way that respects privacy rights.

~~District Administrators are responsible for determining whether video recordings are educational records as defined by the Family Educational Rights and Privacy Act (FERPA)), 20 U.S.C. § 1232g and 34 CFR Part 99.~~

School safety video recordings which are not education records may be disclosed as provided in the Alaska Public Records Act, [AS § 40.25.110 – 40.25.125](#).

Use

Video surveillance cameras may be used to monitor and/or record in locations authorized by the School Site Administrator or the officials of the school district. Public notification signs must be prominently displayed, indicating the use of video surveillance. The district shall also notify staff and students through student/parent and staff handbooks that security cameras are in place within district property.

Camera Placement

The security camera system will be installed in public areas only. These areas include school buses, grounds, athletic areas, exterior entrances or exits to school buildings and large gathering spaces such as classroom corridors, cafeteria, lobby, and main entrances. Classrooms, restrooms, changing rooms, private offices, nurse's offices, and locker rooms are excluded from surveillance camera use. Security camera usage is prohibited in any space where this a reasonable expectation for privacy.

Security

Only a designated employee or agent of the school district will install surveillance cameras. Only designated school officials shall have access to the camera equipment and operations system. For the purposes of this policy, school officials are the Superintendent or his/her expressly authorized designees. Only these school officials shall handle the camera or copies of the video segments. Video copies shall be stored in a secure area. Video copies may never be sold, publicly viewed or distributed in any other fashion except as approved for by this policy and/or relevant to legislation. Law enforcement personnel may review camera recordings, when available, to investigate criminal conduct.

Viewing of Video Recordings

Video monitors used to view video recordings should not be located in a position that enables public viewing. Video recordings may only be viewed by school site administrators, school official, or school staff members with direct involvement with the recorded contents of the specific video recording or employees or agents responsible for the technical operation of the system (for technical purposes only). Parents may submit a written request to view video recordings that pertain only to their children in relation to a disciplinary issue, but the viewing may be approved only if it does not violate the privacy of other students (see next paragraph).

USE OF SCHOOL SAFETY VIDEO SURVEILLANCE MONITORING SYSTEMS BP 3515.6(B)

Use of Video Recordings for Disciplinary Action

Video recordings may be used as a basis for student or employee disciplinary action. Video surveillance recordings involving students are considered to be educational records under FERPA. Therefore, consent must be given in order to disclose information contained on video recordings obtained through video surveillance, except to the extent that FERPA authorizes disclosure without consent. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, give rise to a concern for the safety of a third party or where protected from disclosure by law. All viewing requests must be submitted in writing.

Retention of Video Recordings

A copy of a video recording shall be made when an incident results in a long-term suspension, a student injury, or there is a prospect of a legal claim against the district. The copy of the video recording shall be sent to the Superintendent or designee to be kept in a secure location. If a recording is used in the making of a decision about a student or employee, the recording must be kept for a minimum of one year, unless earlier erasure is authorized by or on behalf of the individual or the relevant appeals periods have been expired.

Video recordings shall be maintained for no more than 30 days and then erased unless they are being retained as indicated in the preceding paragraph or at the request of the school site administrator. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

Review

Each school site administrator is responsible for the proper implementation and control of the video surveillance system. The Superintendent of Schools or designee shall develop regulations governing the use of video recordings in accordance with applicable law and board policy.

(cf. 1340 – Access to District Records)
(cf. 3515 – School Safety and Security)
(cf. 3580 – District Records)
(cf. 5125 – Student Records)

Legal References:

UNITED STATES CODE 20 U.S.C. 1232g
UNITED STATES CODE OF FEDERAL REGULATIONS 34 CFR Part 99
ALASKA STATUTES
40.21.070 – Records Management for Local Records 40.25.110-250 Public Records Act
ALASKA ADMINISTRATIVE CODE
2 AAC 96.100-370 Public Information

Revised 10/2021

THE ADMINISTRATION DOES NOT RECOMMEND ADOPTING THIS POLICY

ALTERNATIVE TRANSPORTATION ARRANGEMENTS

BP 3541.5

Note: The following option is intended to address the unique transportation needs of some students.

The Superintendent or designee may create reimbursement agreements with parents/guardians in lieu of district transportation when it is more economical to do so.

Note: State regulation previously provided that if student travel time exceeds two hours per day, parent/guardian permission is required or the parent/guardian may select other reasonable and available educational or transportation alternatives. That regulation has been repealed. Districts may retain a two hour standard, select a different standard, or remove a maximum ride standard altogether. 4 AAC 27.032 provides the following limitations on in-lieu-of agreements: 1) unless the child is a special education student, the student's residence must be more than a mile and a half from both the nearest regular bus route and the student's attendance center; 2) the per-mail rate may not exceed the maximum reimbursement rate paid to district employees; and 3) reimbursement must be based on the actual miles traveled, not the number of students transported.

The Superintendent or designee will obtain the parent/guardian's acknowledgement to confirm alternative transportation/education arrangements when a student's designated travel time exceeds _____ hours per day.

(cf. 6181 - Correspondence Study Program)

(cf. 6182 - Secondary Boarding Program)

Legal Reference:

ALASKA STATUTES

14.09.010 Transportation of pupils

14.30.347 Transportation of exception children

ALASKA ADMINISTRATIVE CODE

4 AAC 09.050 Secondary Boarding Programs

4 AAC 27.990 Definitions

4 AAC 27.032 In-lieu-of agreements

Revised 10/2021

AR 3515 SCHOOL SAFETY AND SECURITY

The ~~school principal~~ Superintendent or designee shall establish procedures to:

1. Minimize fire hazards.
2. Reduce the probability of faulty equipment.
3. Guard against the chance of electrical shock.
4. Maintain physical records and funds in a safe place.
5. Protect against vandalism and burglary.
6. Assign responsibility for use of school building keys.
7. Maintain locked buildings during non-business hours.
8. Secure outdoor areas and reduce the number of entrances which give access to the schools, by means such as fencing or landscaping.

Incidents of illegal entry, theft of school property, vandalism, and damage to school property from other causes shall be reported by phone to the Superintendent or designee as soon after discovery as possible. A written report of the incident shall be made within 24 hours.

Keys

Key refers to any object or process that allows access to a locked room or building. Keys may include a physical key, an electronic badge, electronic passcode, electronic key card, or other technology not yet developed.

All keys used in ~~a school~~ district buildings shall be the responsibility of the principal or building administrator. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position.

Each principal shall set up a record keeping system so as to know at all times the location of all keys. The master key shall not be loaned.

Employees who have keys shall be responsible for the security of the room, gate or building involved. They shall lock all doors and windows and turn off all lights, air conditioning, heat, appliances etc., when leaving the room or building.

The duplication of ~~school~~ keys is prohibited. The person issued a key shall be responsible for its safekeeping. If a key is lost, the person responsible shall report the loss to the principal or building administrator immediately and shall pay for a duplicate key. Duplicate keys may be obtained only through the district maintenance office.

Keys shall be used only by authorized employees and shall never be loaned to students.

School Ground Security

Note: The following paragraph is optional.

~~The principal may appoint a security advisory committee composed of parents/guardians, students and staff. This committee~~ The Advisory School Council (ASC) at each site shall examine the school's degree of security and existing site procedures for emergencies in order to recommend measures by which security may be enhanced and site procedures expanded or improved.

Revised: (Date of Revision)

Adopted: February 25, 1994

Northwest Arctic Borough School District

AR 3100 BUDGET

Public Hearing and Availability of Proposed Budget

The proposed budget, showing expenditures, cash balances and all revenues, shall be made available for public inspection before the public hearing date.

The Board shall hold a public hearing on the proposed budget for the purpose of permitting any district resident to appear and speak to the budget or any item on the budget.

Adoption of the Budget

The adoption of the budget shall not take place until the public hearing is concluded. The district budget shall conform to state regulations regarding form and content.

Note: The following paragraph applies to borough and city school districts and may be expanded as appropriate. If the borough assembly doesn't respond within 30 days the amount submitted is automatically approved.

By May 1, or at an earlier date if required by local ordinance, the Board shall adopt and submit an annual budget to the borough assembly for approval of the local contribution of revenue to the school district. If budget revisions are necessary based on the amount of local contribution to the schools approved by the borough assembly the Board shall conduct a public hearing prior to adopting a revised budget. (A.S. 14.14.060/14.14.065)

Note: The following paragraph reflects the requirements of 4 AAC 09.110 and 4 AAC 09.120 regarding state approval of the district budget.

By July 15, the adopted budget shall be submitted to the state department of education for approval. The state commissioner may reject the district budget if it is not in the form required by the state, is not balanced, does not meet local effort requirements of law, or does not otherwise meet the requirements of AS 14.17.910. If rejected by the state, the district is not eligible for state aid under AS 14.09 or AS 14.17 until the district has submitted a revised budget that has been approved by the department. If the budget contains a prior year fund balance as revenue, the budget shall be revised and resubmitted if the annual audit shows the fund balance to be less than projected. (4 AAC 09.110/09.120/09.130)

Revised: (Date of Revision)

Revised: March 23, 2018

Adopted: February 25, 1994

Northwest Arctic Borough School District

Model Policy

AR 8120 ELECTIONS

Election Procedures

1. Notice of election shall be posted six weeks prior to the election and will note the vacancies for each Advisory School Board in the district.
2. A petition/declaration for each candidate ~~signed by ten qualified voters~~ will be required to be on file ~~on~~ at the district's office of the Superintendent or designee three weeks prior to the election. ~~Petitions shall be available when election notices are posted.~~ If the petition/declaration is received after the deadline, the candidate's name will not be considered. However, an individual may seek election on a write-in basis.

Ballots

1. ~~Sample Ballots: Sample ballots will be made available three working days after the close of the date for receipt of nominating petitions. They shall be printed on colored paper and clearly marked, SAMPLE BALLOT.~~
2. Official Ballots: Official or regular ballots shall be prepared on white paper and be available ~~to each precinct, except second class cities in the district,~~ prior to election day.
3. ~~Absentee Ballots: Absentee ballots will be available three days after the closing date for the receipt of petitions. These may be requested from the district office or from the each individual schools, or from the city clerk of any second class city in the district.~~
4. Question Ballots: If a ballot is questioned by the ~~precinct committee, i.e. one or more members of the committee have reason to believe the voter is not qualified, the ballot shall be sealed in a plain inner envelope, then sealed in an outer envelope, upon which pertinent data concerning the voter shall be affixed.~~ committee, these ballots shall be put aside and reviewed at the time of counting.

Appointment of Election Committees

The Superintendent or designee shall be responsible for appointing election committees and shall designate the election committee chairperson. The election committee shall be selected at least three weeks prior to the election whenever possible. In no instance shall this committee be less than three members nor shall it be composed of candidates in the election or their spouses, or parents, or children.

Each Advisory School Board Election Committee shall have a chairperson. This person is responsible to see that all materials are on hand prior to the election and that proper election procedures are followed throughout the election. He/she is in charge of the voter registration list. In addition the Election Committee chairperson shall:

1. Be sure sufficient numbers of ballots are on hand.
2. Be sure they have ballot boxes and keys are on hand.
3. Be sure the polling place is available and set up on that date.
4. Gather all supplies-- pencils, tally sheets, registration sheet, envelopes forms, etc.
5. Make certain election [judgescommittee members](#) will be in attendance.
6. Review all relevant materials.
7. Determine ballot box is empty prior to casting of first ballot.
8. Instruct fellow [judgescommittee members](#) regarding the signing of the voter ~~registration list~~[affirmation of qualifications](#), etc.
9. Keep all polls open from 8:00 a.m. to 8:00 p.m. on the date of election
10. Be in charge of counting ballots with other [judgescommittee members](#).
11. See that all [judges-committee members](#) sign a statement of the ballot count (signifying they agree with the tally).
12. See that the ballot box is ~~locked and~~ placed in the custody of the principal ~~or principal teacher for delivery to the district central office and secured.~~
13. ~~See that the keys to the ballot box are mailed back to the Superintendent of Schools.~~

Election Committee Compensation

~~Election officials other than the chairperson shall be paid at the district rate for temporary hire. The chairperson shall receive this rate plus \$1.00 per hour.~~

~~Revised 9/97~~

Polling Time and Places

Time and Place - all Advisory School Board elections will be held on the first Tuesday in October. The polls will be open from 8:00 a.m. to 8:00 p.m. and will coincide with or be in close proximity to the polling place for general elections.

Ballot Boxes - each community school will be provided a ballot box ~~with a lockable lid and key~~ for the election.

~~Booth - a private voting booth will be available at each polling place.~~

Procedure for Voting

Each voter upon presenting himself/herself at the polls shall ~~have their name checked against the voter registration list, sign in and be given a official ballot. Completed ballots will be placed in the ballot box until the counting of ballots. If their name appears on the list, they shall be given an official ballot and may proceed to vote. If their name does not appear on the list, but the committee has knowledge that they are qualified voters, they shall be given an official ballot and may proceed to vote. If one or more members of the committee has doubts concerning a voter's qualifications, the person shall be given an official ballot and may vote but the ballot shall be placed in a question ballot envelope. The necessary information shall then be affixed to the envelope, and the envelope inserted in the ballot box.~~ The validity of question ballots shall be determined at the time election results are certified by the election committee.

Counting of Ballots

All unused official ballots shall be destroyed immediately when the polls close. After the polls close, ~~no person may at any time handle the ballots at the same time he or she is holding a pen, pencil, or other writing instrument. After tallying the ballots, the ballots including question ballots and other election materials shall be put in the labeled envelopes provided, ballots will be tallied~~ and returned to the ballot box which shall then be secured/relocked. The unofficial results may be posted. ~~The keys shall be mailed by the election chairman to the superintendent and the ballot box turned over to the principal who delivers same to the Central Office as soon as possible. The committee may then post the unofficial results.~~

Certification of the Election

~~The School Board at its next meeting shall open each ballot box, rule on any question ballots, count absentee ballots, and certify the election for each community. The election committee will recount ballots if needed and certify the results.~~

Write-in Candidates

A write-in candidate may be elected provided that the individual is a qualified Advisory School Board voter.

If a write-in candidate receives the largest number of votes, the individual shall be immediately contacted by the Superintendent or designee election committee chairperson concerning acceptance of the position. If the individual declines, the person who receives second highest number of votes ~~getter~~ shall be contacted.

Tie Vote

In the event a tie occurs with the two people receiving an equal number of votes ~~getters receiving an equal number of votes~~, a recount of the ballots, according to the procedure below, shall be made. The expense of the recount shall be borne by the district.

Option 1: In the event a recount confirms the tie, a run-off election shall be held within 30 days between the two candidates.

OPTION 2: In the event a recount confirms the tie, the Advisory School Board shall immediately notify the candidates who received the tie votes of the time and place where lots shall be cast to determine the winner.

Recount Procedure

If necessary, ~~a recount~~ the election committee will do a recount ~~of three citizens who are acceptable to all the candidates and who have not been candidates themselves in the election shall be appointed by the Superintendent or designee.~~

~~A recount shall take place in the District Office following a 24-hour posting of such a recount and notification to all affected candidates, with representation present from all candidates if they desire.~~

The results of any recount shall be certified by the election committee at the next regularly scheduled School Board meeting.

Recount by Candidate's Request

Following certification by the School Board election committee, requests for a recount must be made within 15 days by candidate's request. Such a request shall be accompanied by a check or money order for \$100 to pay for the expenses of said recount. This request for a recount shall be made to the Superintendent or designee. The procedure shall be as outlined above.

9/92

DISTRICT DATA PROTECTION PROGRAM

AR 3522

Note: This District Data Protection Program (DDPP) was developed by utilizing the National Institute of Standards and Technology (NIST) Common Security Framework (CSF). The following administrative regulation describes the framework and an outline of how a program may be implemented. This regulation may be modified to fit district needs.

Introduction

The District Information Technology (IT) Department (or contracted services) has a responsibility to protect sensitive District data to include financial, employee, and student data, while allowing for a positive learning environment. The objective is to employ technology resources that create equitable and accessible learning systems that make learning possible everywhere and all the time.

Section 1. Responsibilities

The District is responsible for providing the following activities in support of the District's data protection program:

Superintendent

- Superintendent periodically reports to the board regarding the function and performance of the DDPP.
- Shall appoint a Data Protection Leader (see activities below) who will provide an annual risk assessment to the board in support of a separate District Data Protection Program.
 - The designated Data Protection Leader shall have sufficient decision-making capabilities to effectively manage all aspects of the DDPP to include:
 - Executing emergency contracts in the event of a data breach.
 - Directing staff/faculty activities as required in support of the DDPP.
 - Directing or implementing changes to the network/operating environment as required.
 - Provide incident information to Human Resources as needed.
- Shall participate in one “tabletop” disaster recovery exercise per year wherein a cybersecurity incident is simulated, and receive the report on the outcome of the exercise.
- Shall review an annual risk assessment and provide comments to the Data Protection Leader as required.
- Shall prepare a separately itemized annual security budget.

Data Protection Leader

- Shall be formally recognized as the District’s Data Protection Program Leader.
- Shall be responsible for the design, architecture, implementation, program management and oversight of the DDPP on behalf of the District.
- Shall ensure that an annual Risk Assessment is prepared and delivered to the Superintendent in support of an Annual Security Budget Request.
- Shall be responsible for the maintenance and dissemination of all required security documentation to include training records, plans, policies, procedures, configurations, and standards applicable to the DDPP.

DISTRICT DATA PROTECTION PROGRAM

AR 3522(b)

- Be responsible for conducting an annual tabletop exercise with the leadership simulating a Data Security Breach.
- Ensuring a successful restore from data backups on a ~~quarterly~~ biannual basis.
- Shall lead annual security training for all staff and District personnel and maintain all training records as required.

Staff and Faculty

- Shall be responsible for completing all security training assignments in a timely manner.
- Maintaining all data in their purview in the manner directed by the Data Protection Leader.
- Reporting security incidents and problems in accordance with District policies and procedures.
- Comply with the District data security policies and procedures.

Section 2. Framework

The District recognizes an effective data protection program is essential to protecting sensitive data and ensuring information technology enables a rich learning environment. The District Data Protection Leader is responsible for recommending and implementing appropriate controls to protect District information and resources. The data protection framework will employ a layered defense strategy with protocols to prevent, detect, and respond to potential threats. The core framework shall be implemented through a combination of Department people, processes, and technologies capable of meeting the requirements and standards. In addition, the Data Protection Leader will develop and maintain a District knowledge base that will act as a document and information repository for all District data protection related information. The following sections outline the core governance framework for the DDPP.

- Data Protection Governance
- Training
- Network Security
- Endpoint Security
- Application Security
- Data Security
- Identity & Access Management

Section 3. Data Protection Governance

The Data Protection Leader shall establish a governance structure to ensure the confidentiality, integrity, and availability of District systems and data. The Data Protection Leader shall maintain an electronic document repository with all required procedures, guidelines, and checklists including the following elements:

- **Data Protection Plan** – Develop and implement a DDPP that provides an overview of District data protection requirements and describes the controls, responsibilities, and expected behavior of individuals who access various systems. It shall include a 1-page

- training addendum outlining the training requirements, tools, and calendar. The Data Protection Leader shall update the DDPP annually.
- **Incident Response Plan** – Develop and establish an incident response plan that provides a set of instructions to help staff detect, respond to, and recover from network security incidents and document the approved recovery process. The Data Protection Leader shall update the incident response plan annually.

Section 4. Training

The Data Protection Leader shall implement a district-cybersecurity training program that is comprised of static and interactive cybersecurity training. The program will be designed to deliver a yearly training event at a minimum. The training program shall include at a minimum the following elements:

- **Training records** for all events that track who took the training, how they performed during the training and any remedial actions that were required-
- **Deliver an annual organization wide synchronous training** identifying the following:
 - The Data Protection Leader
 - Critical program standards
 - What to do in the event of a disaster or security incident
 - Attendance will be included in the report
- **Interactive Cybersecurity Training** may include but is not limited to:
 - Phishing testing
 - Social engineering testing
 - Games
 - Awareness posters
 - Integrated into in-service and continuing education processes
 - Videos

Section 5. Network Security

The Data Protection Leader shall implement adequate policies, procedures, and technical controls to protect the security of the network to include the following elements at a minimum:

- **Perimeter Security** - Develop and deploy network security devices and tools in such a manner as to ensure District data is appropriately protected from unauthorized use or access.
- **Network Design Documentation** - Develop and update network diagrams as needed and should include the following information at a minimum:
 - All entry points from the Internet
 - All firewalls, switches, routers, and wireless access points
 - Type, size, and bandwidth of all connections

- External IP address and Internal virtual local area networks (VLANs)
- Externally connected systems
- **Firewall Security** - Ensure the firewall configuration is documented and configured in accordance with District requirements. Policies for firewall rule changes, audit logging, and monitoring and managing perimeter and internal firewalls must be established and maintained at all times.
- **Remote Access** – Establish a secure process and deploy effective controls for remote access to District resources and. monitor remote access through approved monitoring tools to prevent unauthorized access.
- **Router and Switch Security** - Develop standards and configure routers and switches in accordance with best practices. Switch and router configurations shall be backed up as needed and routine audits should be conducted to ensure configurations are correct.
- **Wireless Security** – Enable and secure District wireless access points and networks in accordance with industry and manufacturer best practices.
- **Internet Use** - Will be monitored and manage in accordance with a District Internet Use policy and at a minimum filtered in accordance with legal requirements such as CIPA, HIPPA, etc.
- **Network Monitoring** - The District must maintain an appropriate network monitoring capability to detect, identify, respond, and recover from network security events.
- **Vulnerability & Patch Management** – The District must develop and maintain an effective vulnerability and patch management process. This process shall include capabilities to scan the network for vulnerabilities and ensure appropriate system/software patches have been implemented.
- **Ports & Protocols** – The must develop and maintain a ports and protocols list to include permissible and blocked ports and protocols.

Section 6. Endpoint Security

The Data Protection Leader shall implement adequate policies, procedures, and technical controls that require endpoint device compliance before they are granted access to network resources. At a minimum the program will include:

- **Mobile Device Management** – Deploy network security devices and tools in such a manner to ensure District data is appropriately protected from unauthorized use or access and can be remotely managed.
- **Anti-Virus Protection** – Deploy effective anti-virus protection throughout the District. Update and monitor this program routinely.
- **Vulnerability & Patch Management** – Develop and maintain an effective vulnerability and patch management process. Include capabilities to scan endpoints for vulnerabilities and implement appropriate system/software patches.
- **Endpoint Monitoring** - Assess and deploy an endpoint solution that addresses malware exploits by observing attack techniques and behaviors. Coordinate enforcement with network and cloud security to prevent successful attacks.

Section 7. Application Security

The Data Protection Leader shall implement adequate policies, procedures, and technical controls that enable application security. At a minimum the program will include:

- **Software Inventory** - The Data Protection Leader shall develop and maintain a software inventory of applications, systems, and databases for the District.
- **Application Access Management** – The Data Protection Leader shall work with system owners to ensure appropriate application access controls are in place to protect information.
- **Data at Rest** – The Data Protection Leader shall implement data at rest controls as deemed appropriate in support of the District’s risk appetite.

Section 8. Data Security

The Data Protection Leader shall implement appropriate policies and technical and physical controls to protect sensitive data. The Data Protection Leader shall work with data owners to identify sensitive data and implement controls to allow for the timely detection, response, and recovery of unauthorized access or handling of sensitive data. At a minimum the program:

- **Cloud Security** - Shall develop and maintain a process for managing all cloud applications and identifying the types of data being stored.
- **Data Backup** – Shall develop, implement, and maintain data backup support based on coordinated Recovery Time Objectives (RTO) and Recovery Point Objectives (RPO) and outline off-site and off-line backup requirements.
- **Data in Transit** – Shall consider data in transit controls as deemed appropriate.
- Account for and maintain the specific controls for externally managed systems accessed by the district in the normal course of business. Examples of this may include the Criminal Justice Information Services (CJIS) which requires the Data Protection Leader to work with a Local Agency Security Officer (LASO) to implement compliant security measures and procedures.

Section 9. Identity & Access Management

The Data Protection Leader shall implement adequate policies, procedures, and technical controls that comply with an established framework, such as NIST, and/or best practices. At a minimum the program will:

- **User Management** - Develop and maintain a directory service to manage user access to various IT resources such as systems, devices, applications, storage systems, and networks. The directory service and associated automation should enable admins to control user access and on-board and off-board users to and from IT resources. The directory service must authenticate, authorize, and audit user access to IT resources.
- **Privileged Account Management** – Ensure appropriate application/system access controls for various applications, systems, and network administrators.

Business & Non-Instructional Operations

- **Least Privilege** – Implement the principle of least privilege across the enterprise.
- **Access Controls** – Implement district-wide role-based access controls.
- **Multi-Factor Authentication** – Assess and deploy multi-factor authentication as deemed appropriate.

(cf. 1340 and AR 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 4112.6 - Personnel Records)

(cf. 4119.23 - Unauthorized Release of Confidential Information)

(cf. 4119.25 and AR 4119.25 - Political Activities of Employees)

(cf. 4419.5 - Electronic Communications Between Employees and Students)

(cf. 5125 - Student Records)

(cf. 6161.4 - Internet)

Legal References:

47 U.S.C. 201 et seq., Communications Decency Act of 1995, as amended.

20 U.S.C. 1232g., Federal Family Educational Rights and Privacy Act of 1974, as amended.

47 U.S.C. 231 et seq., Children’s Online Privacy Protection Act of 2000, as amended.

Adopted 4/2022

*Northwest Arctic Borough School District
Northwest Arctic Borough
NANA Regional Corporation*

**JOINT MAINTENANCE/CONSTRUCTION
COMMITTEE MEETING**

**Monday, December 5, 2022
5:00 p.m.
Microsoft Teams**

Join via Teleconference
Call 1-833-682-3239 or 907-308-3192 & enter code: 118 371 062#

AGENDA

A. CALL TO ORDER

B. MOMENT OF SILENCE

C. ROLL CALL

Introduction of Staff & Guests

D. AGENDA APPROVAL

E. ADOPTION OF FEBRUARY 21, 2022 MINUTES

F. ADOPTION OF JUNE 5, 2022 MINUTES

G. DISCUSSION ITEMS:

- a. National Quality of Life Award for Kivalina Evacuation & School Access Road Project
- b. Kisimigiugtuq School Update
 - a. Substantial Completion Dates
 - b. Plan for Interim Operation of School
 - c. Transportation/Bussing
 - d. Teacher Housing
 - e. Water and Sewer
 - f. Snow Management
 - g. Telecommunications

H. CLOSING COMMENTS

I. ADJOURNMENT

Committee Members: Elmer Armstrong Jr.-NWAB Assembly, Ellen Coffin-NWABSD Board of Education, Marie Greene-NWABSD Board of Education, Gary Hadley-NANA Board of Director, Margaret Hansen-NWABSD Board of Education, Gladys Jones-NANA Board of Director, Hannah Loon-NWAB Assembly, Shannon Melton-NWABSD Board of Education, Austin Swan Sr.-NWAB Assembly, Tillie Ticket-NWABSD Board of Education, and Myra Wesley-NANA Board of Director

CAPITAL PROJECT REPORT DECEMBER 2022

DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT (DEED): The Department of Education published its initial capital project priority lists. The following are the DEED rankings:

School Construction - #3 Deering K-12 Renovation/Addition \$34,544,605
Major Maintenance - #33 JNES Partial Roof Replacement \$1,751,514
#47 Davis Ramoth Rehabilitation \$10,312,923

DEERING K-12 Replacement School: The District submitted an application to DEED for \$41,117,097 to construct a new school on a new site in Deering planning and concept design level. This was the first year the project has been submitted. Ranking third is exceptionally high for a first time project. However, given the cost of the two projects ahead of Deering it is very unlikely to be funded this fiscal year. The District will focus its efforts on a FY 25 application.

For the current grant cycle DEED adjusted both the scope and budget of the project. DEED requires a more detailed life cycle cost evaluation to support a new school on a new site. Staff and the design team will continue to work with the Deering Community to complete a schematic design for a new school and continue with site selection. An additional allocation of District funding will be required to support the next phase of Deering planning and design.

JNES REPAIRS – TC Construction has completed the gym mezzanine repair and window replacement and the project has been closed out at a total cost of \$849,461.

VILLAGE ENERGY EFFICIENCY LIGHTING PROGRAM (VEEP) GRANT: Alaska Energy Authority is making final payment closing out the Noatak grant.

AHFC TEACHER HOUSING: Kivalina –The District has two AHFC teacher housing grants for new duplexes at the new Kivalina site. The District is working with ASRC SKW to complete utility installation and connections.

Selawik – AHFC selected Selawik Teacher Housing for a \$370,374 grant. The local share of costs is \$123,549. This summer District crews are focused on completion of in-house projects in Kivalina. The materials for this project have been ordered and are stored in Kotzebue until next construction season. A grant extension for 2023 completion has been approved.

Buckland – AHFC opened a grant application period this fall. The District requires three housing units in Buckland and the Borough needs one unit for a public safety officer. The District and Borough wanted to partner to provide housing in Buckland. At this time AHFC limits its grant amount to \$500,000. To maximize the potential grant funding two applications were submitted to AHFC at the end of October. One application is for a duplex in partnership with the Borough. The other application is for a duplex funded just by the District. If funded the District would provide \$125,148 match for the partnership grant and \$250,297 for the other. Grant awards should be announced before the end of this year.

FY-19 BOROUGH LEGISLATIVE GRANT –

Kivalina Vehicle Garage

The building has been insulated and electrical lines installed. The final work on the heating system remains.

Buckland HVAC Upgrade

The District is utilizing a Borough pass-through grant from the state for this project. The design is completed and staff is preparing to advertise for construction bids in December. The bid award would be the late January.

ATC FAMILY HOUSING

The District is seeking grant funds for the construction of a 6-plex building to provide family housing for ATC students. The concept plan for the new building, located on the ATC site was provided to the Board at the August meeting. The Design team has been given approval to proceed with Design Development plans which should be completed by the end of December.

KIVALINA REPLACEMENT SCHOOL

Construction: Substantial Completion granted November 6. The new school had a number of interrelated infrastructure systems that required approval by permitting agencies which delayed the certification. ASRC SKW has continued to complete punch list items through November. They will winterize the construction camp and return in early summer to complete safety surfacing for the playground and final site grading and any remaining punch list items. The contract will be closed by September 2023.

Percent for Art: The installation of Kevin Smith's art work experienced delays by the fabricator. Installation is now scheduled for completion in December. There is a balance of funding for additional art work for the school. The selection of the artwork is a community decision.

Teacher Housing: Five buildings have been moved to the new site and placed on new foundations. The District crew is working on the heating systems and coordinating with ASRC SKW on the utility connections for all the units.

ACTION ITEMS ON THE AGENDA:

NWABSD Memorandum 23-012 Approval of Budget and Contract Award Deering Replacement School Design

The administration recommends concurrence with the allocation of \$85,000 to the Deering Replacement School Project and the delegation of authority to the Superintendent to contact with Burkhart Croft Architects for continuation of design services.

ACTION ITEM

TO: Joint Maintenance and Construction
Members

DATE: December 5,2022

FROM:Office of the Superintendent

SUBJECT: Approval of Budget and
Contract Award Deering
Replacement School
Design

ABSTRACT:

Allocation of funding to major capital projects and award of contracts over \$50,000 require approval of the Board.

ISSUE:

Additional funding and approval of a design contract are required to continue the planning and design of the Deering K-12 Replacement School project.

BACKGROUND AND/OR PERTINENT INFORMATION:

In June 2021 the Regional School Board approved \$125,000 to support the planning and design of Deering School Improvements. Burkhart Croft Architects, the District's term contract architect, supported the District in developing the September 1, 2022 application to the Department of Education and Early Development (DEED) for the Deering K-12 Replacement School. This application was submitted with a concept design for a replacement school on a new site located on a non-specific site along the planned airport road.

This project was ranked third on the DEED initial School Construction list. However, the Department adjusted the project scope to a renovation and addition project on the existing site. At the concept phase it was not possible to provide the detailed life cycle cost analysis (LCCA) the Department requires to support a replacement school project. The project needs further development for next year's application. This time line works to the project's advantage. The potential for funding for Deering this fiscal year is very low because of the high cost of the two projects ranked above Deering. In addition, the replacement school cannot be constructed until the airport access road is completed.

The Administration recommends continued planning and design efforts for the Deering Replacement project. This would include working with the Deering Community to complete the schematic design for a new school. Approximately \$57,000 remains of the original allocation. An additional allocation of \$85,000 is required to support the continued development of the Deering project and FY 25 DEED grant application. The planning and design costs are reimbursable expenses and can be applied to the local share of costs when the project is funded in the future.

It is recommended that the Superintendent be delegated authority to contract with Burkhart Croft Architects for further development of the Deering Replacement School within the project budget. BCA has performed well, has a good understanding of the project, and has successfully designed other replacement schools for the District.

ALTERNATIVES:

1. Concur with the allocation of \$85,000 to the Deering Replacement School Project and the delegation of authority to the Superintendent to contact with Burkhart Croft Architects, as presented.
2. Concur with the allocation of \$85,000 to the Deering Replacement School Project and the delegation of authority to the Superintendent to contact with Burkhart Croft Architects, as presented.
3. Take no action

RECOMMENDATION:

The administration recommends the Board approve the allocation of \$85,000 to the Deering Replacement School Project and the delegation of authority to the Superintendent to contact with Burkhart Croft Architects, as presented.

UNADOPTED MINUTES

JOINT MAINTENANCE/CONSTRUCTION COMMITTEE MEETING

Northwest Arctic Borough School District • Northwest Arctic Borough • NANA Regional Corporation

Co-Chair, Elmer Armstrong called the Joint Construction/Maintenance Committee Meeting to order at 3:33 p.m. on February 21, 2022 in the District Office Boardroom at Kotzebue, AK.

Observed.

Committee Members present were:

Elmer Armstrong Jr., NWAB Assembly Member
Margaret Hansen, NWABSD Board of Education Member
Marie Greene, NWABSD Board of Education Member
Joanne Harris, NWABSD Board of Education Member
Austin Swan Sr., NWAB Assembly Member
Millie Hawley, NWABSD Board of Education Member
Nathan Hadley Jr., NWAB Assembly Member
Reid Magdanz, NWAB Assembly Member

Committee Members absent and excused were:

Tillie Ticket, NWABSD Board of Education Member
Gloria Carter, NANA Board Member
Myra Wesley, NANA Board Member
Crystal Johnson, NANA Board Member
Walter Sampson, NWAB Assembly Member

Staff/Guests present at the meeting were: Terri Walker-NWABSD Superintendent, Kathy Christy-NWABSD Capital Projects Manager, Scott Lefebvre-NWABSD Assistant Superintendent, Megan Williams-NWABSD Administrative Services Director, Joy Cogburn-Smith-NWABSD Director of State/Federal Programs, Karla Head-NWABSD ATC/STAR Director, Perrian Windhausen-NWABSD Student Services Director, Janice Hadley-NWABSD Human Resources Director

Margaret Hansen moved to approve the agenda as presented, seconded by Marie Greene.

Motion passed unanimously by voice-vote.

Austin Swan moved to adopt the August 23rd, 2021 Committee Meeting minutes as presented, seconded by Marie Greene with correction.

Motion passed unanimously by voice-vote.

Capital Projects Manager, Kathy Christy provided a written report (*attached*).

Discussion regarding the following:

Kivalina Replacement School Project Update
Buckland HVAC Update
ATC Family Housing Update
Deering Renovation and Addition Update

Family housing for the Alaska Technical Center to support potential students with families from outside of Kotzebue is a priority of the District. There is potential for construction funding for the project if the project is shovel ready this year. This requires the project to have design documents sufficiently detailed to support at least a design/build procurement process for construction. As the first step, the District requested a proposal from NVision Architects to develop design documents. NVision Architects was formerly known as Krochina Architects, the firm that designed the Kotzebue, Noorvik, Ambler and Kiana school addition and renovation projects. NVisions was selected as they are knowledgeable of Kotzebue climate and soil conditions. They have familiarity of District maintenance operation and standards and they have designed similar multifamily housing units for other rural communities. They are known for practical and quality design. They are available to deliver design documents within a tight time frame. Burkhart Croft Architects, the designers of Kivalina Replacement School, have limited availability for additional work and they have not designed multi-family housing units. NVision proposes the complete conceptual design within 4 weeks at a cost of \$33,155. The cost to complete the documents to the 65% stage is an additional \$80,000. The total cost for documents adequate for design/build procurement is \$113,155 to be completed in a total of 10 weeks.

CALL TO ORDER

MOMENT OF SILENCE

ROLL CALL

INTRODUCTION OF
STAFF/GUESTS

AGENDA APPROVAL

APPROVAL OF MINUTES

CAPITAL PROJECTS
REPORT

DISCUSSION

CONTRACT APPROVAL
FOR ATC FAMILY
HOUSING DESIGN

If approved, the District will fund the design from its capital funds and not seek a state or federal grant for design. With Board concurrence, competitive proposals are not required. The Administration recommends approval of a \$113,155 contract with NVision for 65% design of a 6-plex family housing unit for the ATC so that the project can move forward.

Marie Greene moved to concur to approve the contract for a \$113,155 with NVision for 65% design of a 6-plex family housing unit for the ATC, as presented and recommends approval of the School Board, seconded by Elmer Armstrong Jr.

Motion carried unanimously by voice-vote.

Committee Members voiced their appreciation for this time, as it has been a while since a JMCC meeting was held.

Margaret Hansen moved to adjourn, seconded by Tillie Ticket. Meeting adjourned at 4:26 pm.

ACTION

ADJOURNMENT

**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."

Co-Chair, Elmer Armstrong Jr. called the Joint Construction/Maintenance Committee Meeting to order at 1:31 p.m. on June 16, 2022, in the Kivalina Community Building.	CALL TO ORDER
Observed.	MOMENT OF SILENCE
Committee Members present were: Elmer Armstrong Jr., NWAB Assembly Member Margaret Hansen, NWABSD Board of Education Member Marie Greene, NWABSD Board of Education Member Nathan Hadley Jr., NWAB Assembly Member Millie Hawley, NWABSD Board of Education Member Austin Swan, NWAB Assembly Member Tillie Ticket, NWABSD Board of Education Member Myra Wesley, NANA Board Member	ROLL CALL
Committee Members absent and excused were: Gia Hanna, NANA Board Member Joanne Harris, NWABSD Board of Education Member Gladys Jones, NANA Board Member Reid Magdanz, NWAB Assembly Member Walter Sampson, NWAB Assembly Member	
Staff/Guests present at the meeting were: Terri Walker-NWABSD Superintendent, Kathy Christy-NWABSD Capital Projects Manager, Scott Lefebvre-NWABSD Assistant Superintendent, Megan Williams-NWABSD Administrative Services Director, Perrian Windhausen-NWABSD Student Services Director, Janice Hadley-NWABSD Human Resources Director, Brandon Blackham-NWABSD Property Services Director, Jazmine Camp-Executive Assistant to School Board and Superintendent, Jeremy Millard-KVL Principal, Hiram Walker-NWAB VIF, Carl Weisner-NWAB Public Services, Louisa Hawley- KVL IRA, Billy Stine Jr.-KVL, Matthew St. Clair-SKW, Carlos Hawley-KVL, Charles Tinker-KVL ASC, Melvin Adams-KVL, Wayne Hawley-KVL, Enoch Adams Jr.-KVL IRA, Theodore Booth Sr.-KVL IRA, Becky Norton-KVL, Isabelle Booth-KVL IRA, Dolly Foster-KVL IRA, Henrietta Adams-Native Village of KVL, Myra Adams-KVL IRA, Ethan Donahue-Guest, Ida Swan-KVL City Council Member, Sylvester A Swan Jr.-KVL City Council Member, Alice Adams-KVL City Council Member	INTRODUCTION OF STAFF/GUESTS
Tillie Ticket moved to approve the agenda with additions from Kivalina IRA and City Council Members, seconded by Austin Swan.	AGENDA APPROVAL
Motion passed unanimously by voice vote.	
Austin Swan moved to adopt the February 21 st , 2022, Committee Meeting minutes with corrections, seconded by Margaret Hansen.	ADOPTION OF FEBRUARY 21, 2022 MINUTES
Motion passed unanimously by voice vote.	
Marie Greene moved to adopt the June 6, 2022, Committee Meeting minutes as presented, seconded by Millie Hawley.	ADOPTION OF JUNE 6, 2022 MINUTES
Motion passed unanimously by voice vote.	

Discussion regarding the following:

- National Quality of Life Award for Kivalina Evacuation & School Access Road Project
- Kisimgiugtuq School Update
 - Substantial Completion Dates: School building will be complete by September 30th and fully functioning by the third week of October
 - Plan for Interim Operation of School: Two classrooms will be set up in the Kivalina Community Building, possibly a late start. Community leaders would rather hold remote learning than do a late start.
 - School Name – Students decided to name the new school Kisimgiugtuq and was approved by the local ASC.
 - Transportation/Bussing: Purchase of two used school busses and van, Concerns about bussing
 - What is the backup plan when stormy?
 - Safety for the children waiting for the bus.
 - Where will the students be picked up?
 - Need a heated waiting place for the children.
 - Funding Assistance Request: Letter from NWABSD presented to Kivalina IRA and City Council Members requesting funding assistance for school busses and internet. Millie will present to the tribal council and get back to the school district.
 - Teacher Housing: Five of the current teacher housings will be moved to the new site.
 - What are the plans for teacher housing that will remain in the village?
 - What are the plans for the old school building?
 - Water and Sewer: Memo from CRW Engineering presented to address community concerns around replacement school wastewater. Initial concern is the fact that this wastewater is not contained and going to drain into the water source. Also, a concern about chemicals put into the ground that also will drain into the water source.
 - How much water will be discharged each day?
 - Requested in writing of water treatment process.
 - Need to find an affordable water source.
 - Snow Management: NWABSD stated that a plan is in the works, but snow fences are not in the plan for this year. It is recommended that snow fences be looked into. Matt was going to advise Brandon on where the fences should be placed, and Brandon will get back with district with the cost. Who will be responsible for snow removal on the road?
 - Telecommunications: Kathy Christy reported that she is working with OTZ and GCI to ensure that phones and internet will be ready for the start of the school year
 - Kathy Christy reported local workers will be hired in September to put together the school furniture. She also emphasized the need for local art for display at the replacement school.

Comments, Questions and Suggestions from Native Village of Kivalina

- To avoid a late start can we have students start with remote learning?
- Not clear on the transition plan for the students.
- Who keeps track of the student enrollment? (Possibly meant daily attendance.)
- Why is there a push to open the replacement school after the start of the school year?
 - A few expressed wanting to move forward with the start plan as it is now to not lose momentum.
- Some concerns about the wastewater discharge and location of the discharge
 - The location of the discharge conflicts with several possible community designs
 - A suggestion was made that a visual presentation on how the wastewater is

- being treated be presented to quell concerns
- The basis of these concerns stem from issues with Red Dog Mine discharge
- Suggestion for some type of bus stop building with bear guards to protect passengers from wildlife and weather conditions
- Emphasis was placed on need for snow fences sooner rather than later, Brandon Blackham and Matthew St. Clair will collaborate and see if this is a possibility
- Who will make the call about bad weather on school days?
- Are the busses heated?
- Can guard rails be installed on the road? It was mentioned that this will cause snow drift and led into a discussion around who will be maintaining the road.
- What will happen to the old school building and land that the teacher housing is on?
- Some community members expressed the need to focus on the positives of a new school and whatever problems arise will be dealt with
- Concerns about bed bugs and lice in school

Meeting took a break at 3:14 pm and reconvened at 3:30 pm.

Closing comments centered around gratitude to the Native Village of Kivalina for hosting the meeting and to JMCC members for coming in person to hear community concerns.

Meeting adjourned at 4:27 pm.

DISCUSSION CONT.

BREAK

CLOSING COMMENTS

ADJOURNMENT

UNADOPTED