

## NWABSD Committee Meetings and Worksession

Monday, March 6, 2023 8:00 AM

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

1.	8:00 a.m.	<b>Technology Committee Meeting</b>	<b>Presenter:</b> Amy Eakin, Director of Technology
1.A.	Action Items		<b>Presenter:</b> Amy Eakin, Director of Technology
1.A.1.	5-8 Grade Laptop Refresh		<b>Presenter:</b> Amy Eakin, Director of Technology
1.A.2.	MOA for E-Rate Central		<b>Presenter:</b> Amy Eakin, Director of Technology
1.A.3.	School Internet Award		<b>Presenter:</b> Amy Eakin, Director of Technology
2.	9:00 a.m.	<b>Student Activities Committee Meeting</b>	<b>Presenter:</b> Brett Slaathaug, Student Activities Coordinator
3.	10:00 a.m.	<b>Board Policy Committee Meeting</b>	<b>Presenter:</b> Scott Lefebvre, Assistant Superintendent
3.A.	BP Revisions on the March Board Meeting agenda for Second Reading		<b>Presenter:</b> Scott Lefebvre, Assistant Superintendent
3.B.	BP Revisions on the April Board Meeting agenda for First Reading		<b>Presenter:</b> Scott Lefebvre, Assistant Superintendent
3.B.1.	<i>Committee asked for more clarification at the last committee meeting,</i>		<b>Presenter:</b> Scott Lefebvre, Assistant Superintendent
3.B.2.	<i>Other revisions.</i>		<b>Presenter:</b> Scott Lefebvre, Assistant Superintendent
3.C.	Discussion: BP 8200		<b>Presenter:</b> Scott Lefebvre, Assistant Superintendent
3.D.	Discussion: Board Policy Audit Findings		
4.	1:00 p.m.	<b>I. FY24 Budget Worksession</b>	<b>Presenter:</b> Megan Williams, Director of Administrative Services



**DISTRICT**

# NORTHWEST ARCTIC BOROUGH SCHOOL

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**

### **Technology Committee Meeting**

Conducted via Teams and in the NWABSD Boardroom

Call in: 1-833-682-3239, Access code: 710 259 540#

### **Agenda**

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**March 6, 2023**

**8:00 a.m.**

1. Technology Refresh Cycle
2. Action items:
  - a. 5-8 Grade Laptop Refresh
  - b. MOA for E-Rate Central
  - c. School Internet Award
3. Questions

**Committee Members:** Margaret Hansen, Millie Hawley, Lawrence Jones Sr., Carol Schaeffer, Tillie Ticket

**Technology Director:** Amy Eakin

**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.





**NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT**  
*Ataatchikun Iñuunialiptigun (Through Our Way of Life Together as One)*

Providing A Learning Environment That Inspires and Challenges Students and Employees to Excel

# TECHNOLOGY COMMITTEE

## March 6, 2023

NWABSD Regional Board Members:

Margaret Hansen

Millie Hawley

Lawrence Jones, Sr.

Carol Schaeffer

Tillie Ticket



# Agenda:

- Technology Refresh Schedule
- ACTION ITEMS
  - 5-8 Grade Laptop Refresh
  - MOA for E-Rate Central
  - School Internet Award
    - Bandwidth & Cost Over Time
- Questions



# Technology Refresh Schedule:

	Jan-Jul 2022	Aug-Dec 2022	Jan-Jul 2023	Aug-Dec 2023	Jan-Jul 2024	Aug-Dec 2024
High School Laptops	Refresh 2020					Refresh Fleet 2025
5-8 School Laptops	Refresh Fleet S2018 Purchase Cases		Refresh Fleet 2023			
SMARTBoards	Purchased 2014/2015; Warranty expired 6/30/20	10 Annually		10 Annually		10 Annually
Secretary, Principal, DO iMacs	Principals – purchased 8/2017; Secretary and DO iMac Refresh		Principal iMac Refresh	Complete DO iMac Refresh		
K-4 iPads (PK-4)	Refresh Fleet 2021; Refresh Apps				Refresh Apps 2024	Refresh Fleet 2026
Staff iPads	Fleet Purchased 8/2020					Refresh Fleet 2025
Staff Laptops	Refresh Fleet 2021					Refresh Fleet 2026
Computer Labs	ATC – partial update (5yr.)		ATC – partial update (5yr.)		ATC – partial update (5yr.)	
Network Infrastructure (Switches, Wireless)			402 Rack Replacement	Split OTZ Circuits Switches	C2 Install Wifi-6 APs in schools WLK, IAN, ORV	C2 Install Wifi-6 APs in schools BKC, DRG, OTZ
Meraki Refresh		License Renewal				License Renewal
Mitel Phone System		Partial Phone Refresh				
VTC	RUS Award 2020; Complete install of RUS awarded Infrastructure			RUS; Refresh Polycom 2023		
Servers	Refresh ABL/WTK/ORV	Refresh SHG	Refresh WLK			DO Server refresh 2027
Windows Infrastructure			Windows 2019 Server Upgrade			



# 5-8 Grade Laptop Refresh:



ITEM	Volume	Cost	AMOUNT	FUND
13.3in MacBook Air M1 chip, 8GB unified memory, 128GB SSD	700	\$779.00	\$545,300.00	ESSER
Brenthaven 360 Case for MacBook Air 13-inch (M1)	700	\$ 46.00	\$32,200.00	ESSER
Shipping (cases)			\$ 2,500.00	ESSER
	<b>TOTAL</b>		<b>\$580,000.00</b>	<b>ESSER</b>

- All 5-8 students will be allocated new MacBook Air laptops in the fall that they may continue to use until they graduate from High School.



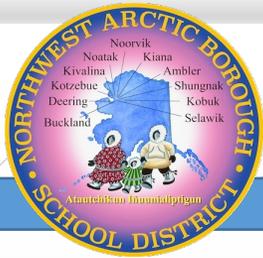
# E-Rate Central Memorandum of Agreement



ITEM	AMOUNT	FUND
2023-2024 E-Rate Consultation and ECF Support	\$59,000.00	ESSER

## Services Provided in 2022-2023

- Assistance with 2020 E-Rate Audit conducted in FY23
- Assistance with 2022 Emergency Connectivity Fund Audit
- Assistance with the 2023-2026 School Internet procurement process
- Assistance with the USAC filings for E-Rate and Emergency Connectivity Fund resulting in roughly \$20M in NWABSD revenue



**Historical  
 Bandwidth  
 and Cost  
 with  
 Proposed  
 FY24  
 Changes**

Location	2014-15	2015-16	2016-17	2017-18 <sup>^</sup>	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	DIFFERENCE FROM FY23 to FY24	
Ambler	7/3* → 10/4	15/5	15/5	15/4	15/4	15/4	25/4	25/4	25/4	25/10	Increase Upload Speed and Reconfigure WAN	
Buckland	7/3 → 10/4	15/5	15/5	20	20	20	25	25	25	25	Increase Quality of Service and Reconfigure WAN	
Deering	7/3 → 10/4	15/5	15/5	15/4	10/4	10/4	25/4	25/4	25/4	25/10	Increase Upload Speed and Reconfigure WAN	
Kiana	7/3 → 10/4	15/5	15/5	15	15	15	25	25	25	25	Increase Quality of Service and Reconfigure WAN	
Kivalina	7/3 → 10/4	15/5	15/5	15/4	15/4	15/4	25/4	25/4	25/4	25/10	Increase Upload Speed and Reconfigure WAN	
Kobuk	7/3 → 10/4	15/5	15/5	15/4	10/4	10/4	25/4	25/4	25/4	25/10	Increase Upload Speed and Reconfigure WAN	
Noatak	7/3 → 10/4	15/5	15/5	20	20	20	25	25	25	25	Increase Quality of Service and Reconfigure WAN	
Noorvik	7/3 → 10/4	15/5	15/5	20	20	20	25	25	25	25	Increase Quality of Service and Reconfigure WAN	
Selawik	7/3 → 10/4	15/5	15/5	25	25	25	25	25	25	25	Increase Quality of Service and Reconfigure WAN	
Shungnak	7/3 → 10/4	15/5	15/5	15/4	15/4	15/4	25/4	25/4	25/4	25/10	Increase Upload Speed and Reconfigure WAN	
District Office	5	15/5	15/5	20	60	60	60	100	100	100	No Changes	
KMHS	5 → 10	15/5	15/5	10	10	10	25	25	25	25	No Changes	
JNES	NA	NA	NA	10	10	10	25	25	25	25	No Changes	
ATC	3	15/5	15/5	5	10	10	10	10	25	25	No Changes	
STAR Dorm	NA	NA	NA	NA	5	5	5	5	5	5	No Changes	
Cost of Service	\$5,099,210.05	\$5,166,180.00	\$5,163,480.00	\$6,303,870.00	\$5,930,532.00	\$5,930,532.00	\$7,623,192.00	\$8,104,272.00	\$8,285,448.00	\$8,005,800.00	(\$279,648.00)	
E-Rate Revenue	\$4,034,271.60	\$4,649,562.00	\$4,647,132.00	\$5,673,482.82	\$5,337,478.80	\$5,337,478.80	\$6,860,872.80	\$7,293,844.80	\$7,456,903.20	\$7,205,220.00	(\$251,683.20)	
BAG Revenue	\$408,014.89	\$56,846.00	\$58,130.00	\$44,024.00	NA	NA	\$169,266.80	\$169,266.00	\$187,384.00	\$289,821.20	\$102,437.20	
District General Funds Cost	\$656,923.56	\$459,772.00	\$458,218.00	\$586,363.18	\$593,053.20	\$593,053.20	\$593,052.40	\$641,161.20	\$641,160.80	\$510,758.80	(\$130,402.00)	
Type of Connection	Satellite (Slow, High-Latency)				Micro-wave (Terra) (Fast, Low-Latency)				Fiber (Fastest, lowest latency)			



# School Internet Award:

## GCI Award

E-Rate eligible annual recurring charges total \$8,005,800.00 per year for three (3) years. Pending USAC approval of the new 2023-2024 E-Rate funding application the district will receive funding discount currently calculated at 90%; the district is responsible for the remaining 10%, or \$840,516.00 per year, for three (3) years.

	<b>FY24 Estimates</b>	<b>Difference from FY23 to Proposed FY24</b>	
Total Internet Cost per Year	\$8,005,800.00	<b>(\$279,648.00)</b>	<b>Decreased Contract Cost</b>
E-Rate Revenue Estimate	\$7,205,220.00	<b>(\$251,683.20)</b>	<b>Decreased Revenue</b>
Potential Broadband Assistance Grant Revenue	\$289,821.20	<b>\$102,437.20</b>	<b>Increased Revenue</b>
NWABSD Estimated Out of Pocket Costs	\$510,758.80	<b>(\$130,402.00)</b>	<b>Decreased Total Estimated District Cost</b>



# Questions?



# MEMORANDUM

**TO:** NWABSD Board of Education  
Members

**DATE:** March 7, 2023

**NUMBER:** 23-076

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Purchase,  
Educational Technology  
Refresh

**STRATEGIC PLAN/BOARD GOAL:**

Track 1: Operational Improvements  
*Initiative: Optimize Business Practices*

**ABSTRACT:**

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

**ISSUE:**

At issue is for the Board to approve the purchase of student laptops and cases from Apple and Intellitech for a total amount not to exceed \$580,000.00.

**BACKGROUND AND/OR PERTINENT INFORMATION:**

The original 5-8 Grade Laptop fleet is scheduled and in need of refreshing in 2023. Technologies have changed and improved over the years, and it is time to improve the middle school classroom ecosystem. This purchase will put all 5-12<sup>th</sup> graders on the same type of devices allowing for more flexibility while sustaining the overall student laptop fleet. Students may also use their device for all 7 years in a row.

These items have been budgeted using the ESSER funds instead of general or capital improvement funds.

ITEM	Volume	Cost	AMOUNT	FUND
13.3in MacBook Air M1 chip, 8GB unified memory, 128GB SSD	700	\$779.00	\$545,300.00	ESSER
Brenthaven 360 Case for MacBook Air 13-inch (M1)	700	\$ 46.00	\$32,200.00	ESSER
Shipping (cases)			\$ 2,500.00	ESSER
	<b>TOTAL</b>		<b>\$580,000.00</b>	<b>ESSER</b>

**ALTERNATIVES:**

1. Approve the purchase of student laptops and cases from Apple and Intellitech for a total amount not to exceed \$580,000.00 as presented.
2. Do not approve the purchase of student laptops and cases from Apple and Intellitech for a total amount not to exceed \$580,000.00.
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends Board approval of the purchase of student laptops and cases from Apple and Intellitech for a total amount not to exceed \$580,000.00 as presented.

# Apple Inc. Education Price Quote

<b>Customer:</b>	ACCOUNTS PAYABLE NORTHWEST ARCTIC BOROUGH SD ACCOUNTS PAYABLE email: techdirector@nwarctic.org	<b>Apple Inc:</b>	Brandon Rogers 6900 W. Parmer Lane Austin, TX 78729 email: b_rogers@apple.com
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**Apple Quote:** 2211768192

**Quote Date:** Tuesday, January 17, 2023

**Quote Valid Until:** Thursday, February 16, 2023

## Quote Comments:

Please reference Apple Quote number on your Purchase Order.

Row #	Details & Comments	Qty	Unit List Price	Extended List Price
1	<p><b>13-inch MacBook Air: Apple M1 chip with 8-core CPU and 7-core GPU, 128GB – Silver (Packaged in a 5-pack)</b></p> <p>Part Number: MGNJ3LL/A</p> <p><b>Configuration:</b></p> <ul style="list-style-type: none"> <li>• 065-C99J Apple M1 chip with 8-core CPU, 7-core GPU and 16-core Neural Engine</li> <li>• 065-C99M 8GB unified memory</li> <li>• 065-C99P 128GB SSD storage</li> <li>• 065-C9CK Touch ID</li> <li>• 065-C9CJ Two Thunderbolt / USB 4 ports</li> <li>• 065-C9CH Force Touch trackpad</li> <li>• 065-C9CL Retina display with True Tone</li> <li>• 065-C171 None</li> <li>• 065-C172 None</li> <li>• 065-C9DH Backlit Magic Keyboard – US English</li> <li>• 065-C9DP Accessory Kit</li> </ul>	700	\$779.00	\$545,300.00

**Edu List Price Total** \$545,300.00

– Additional Tax \$0.00

– Estimated Tax \$0.00

**Extended Total Price\*** \$545,300.00

\*In most cases Extended Total Price does not include Sales Tax

\*If applicable, eWaste/Recycling Fees are included.

**QUOTE**

1652 Yeager Avenue  
 La Verne, CA 91750  
 (909) 394-5188  
 fax (909) 394-5190



DATE	QUOTATION NO.
01/25/23	AE012523A-SP

CONTACT	BILLING	ACCOUNT REP
<b>AMY EAKIN</b> <a href="mailto:AEAKIN@nwarctic.org">AEAKIN@nwarctic.org</a> 907-442-1830	<b>Northwest Arctic School District</b> 744 Third Ave /PO BOX 51 Kotzebue, AK 99752 Attn: Account Payable	<b>Samantha Pilcher</b> 909-480-4459 <a href="mailto:samantha@intelli-tech.com">samantha@intelli-tech.com</a>
RFQ #	SHIP	PURCHASE ORDER NO
	<b>Northwest Arctic School District</b> 744 Third Ave / PO BOX 51 Kotzebue, AK 99752 <b>Attn: AMY EAKIN</b>	
		TERMS
		NET 30
		DEPARTMENT
		FOB
		<b>DROP SHIP</b>

#	Qty	Part No.		ETA	Price	Extended
1	700	2913	BRENTHAVEN : 360 for MacBook Air 13-inch (M1)	STOCK	\$46.00	\$32,200.00

PRICING GOOD TILL 2/22/23

**NOTE: PRICING AND AVAILABILITY IS SUBJECT TO CHANGE WITHOUT NOTICE**

Sub-total	\$32,200.00
Sales Tax	\$ -
Estimated Freight	\$ 2,500.00
E-Waste Fee	\$ -
<b>Grand Total</b>	<b>\$ 34,700.00</b>

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** March 7, 2023

**NUMBER:**

**FR:** Office of the Superintendent

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

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

Track 1: Operational Improvements  
*Initiative: Optimize Business Practices*

### **ABSTRACT:**

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

### **ISSUE:**

Approve E-Rate Central Consulting Services contract for \$59,000 to be funded by ESSER III funds.

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

E-Rate Central provides consulting services to ensure the Universal Service Administrative Company (USAC) programs are followed and all proper documentation is filed in a timely manner when procuring qualified services. The District is applying for funding under E-Rate services for 2023-2024 school internet and has continued funding through December of 2023 for the Emergency Connectivity Fund (ECF) internet services for qualifying student and staff homes.

The E-rate program provides funding for 90% of our school internet charges. The ECF provides funding for 100% of eligible charges for internet services across the region to support qualifying student and staff homes.

E-Rate Central supports timely and accurate filing of required E-Rate and ECF paperwork, program integrity assurance, and audit support. E-Rate Central successfully worked through two simultaneous audits with the District throughout the 2022-2023 school year.

The total E-Rate Central 2023-2024 MOA is for \$59,000 for both E-Rate consulting on school internet and continued support for Emergency Connectivity Fund.

### **ALTERNATIVES:**

1. Approve the contract with E-Rate Central Consulting Services for \$59,000 as presented.
2. Do not approve the contract with E-Rate Central Consulting Services for \$59,000 as presented.

3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

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

Tel/Logic Inc.  
 E-RATE CENTRAL  
 400 Post Avenue, Suite 410  
 Westbury, NY 11590-2291

Tel: (516) 801-7863 Fax: (516) 801-7870  
 Web: <http://www.e-ratecentral.com>

# Quote

Date	Quote. No.
2/15/2023	NWAB 2023

<b>Bill To:</b>
Northwest Arctic Borough School District Ms. Amy Eakin Director of Technology P.O. Box 51 Kotzebue, AK 99752

Federal Tax ID; 11-2907608
Project Description: Quote for E-Rate support and form preparation

P.O. No.	Project

Description	Ordered	Rate	Amount
E-Rate consulting – Category 1 and 2 for schools 2023/2024		59,000.00	59,000.00
		<b>Total</b>	\$59,000.00

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** March 7, 2023

**NUMBER:**

**FR:** Office of the Superintendent

**SUBJECT:** E-Rate Bid Award; GCI,  
Inc.

**STRATEGIC PLAN/BOARD GOAL:**

Track 1: Operational Improvements  
*Initiative: Optimize Business Practices*

**ABSTRACT:**

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

**ISSUE:**

At issue is the E-Rate bid award to GCI, Inc. to provide the NWABSD Internet.

**BACKGROUND AND/OR PERTINENT INFORMATION:**

NWABSD relies heavily upon E-Rate subsidies for its internet.

GCI Education Service Order SA-919-01 E-Rate eligible annual recurring charges total \$8,005,800.00 per year for three (3) years.

Pending USAC approval of the new 2023-2024 E-Rate funding application the district will receive funding discount currently calculated at 90%; the district is responsible for the remaining 10%, or \$800,580.00 per year, for three (3) years.

**ALTERNATIVES:**

1. Award the E-Rate bid to GCI, Inc. in the amount of \$800,580.00 per year for three (3) years; to provide internet as presented;
2. Do not award the E-Rate bid to GCI, Inc. as presented;
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board award the E-Rate bid to GCI, Inc., in the amount of \$800,580.00 per year for three (3) years; to provide internet services as presented.



# 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 (833) 682-3239, enter code: 710 259 540#

### Agenda

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**March 6, 2023  
9:00 A.M.**

- I. Alaska Schools Activities Association Update
  - a. 24-25 ASAA Reclassification: Selawik 1A to 2A
    - This affects going from Mixed Six VBALL to Girls VBALL and Basketball.

II. Battle of the Books

**K Division:**

1. JNES
2. Ambler

**1st Division:**

- 1<sup>st</sup> - JNES
- 2<sup>nd</sup> - Noorvik
- 3<sup>rd</sup> - Ambler

**2nd Division:**

1. JNES #1
2. JNES #2
3. Selawick

**3/4 Division:**

1. Shungnak
2. Deering
3. JNES

**5/6 Division:**

1. JNES
2. Shungnak
3. Deering

**7/8 Division:**

1. Kotzebue #2
2. Shungnak
- T3. Noorvik & Kotzebue #1

**HS Division:**

1. Kiana

**3<sup>rd</sup>-HS State-wide Battles (All on audio-conferencing @ TBA)**

FEB 27	MON	State Battle	High School
FEB 28	TUE	State Battle	7th/8th Grade
MAR 1	WED	State Battle	5th/6th Grade
MAR 2	THUR	State Battle	3rd/4th Grade

**Committee Members:** Ellen Coffin, Joanne Harris, Shannon Melton, Lawrence Jones Sr., Tillie Ticket  
**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.

- III. Spelling Bee
1. Martha Garoutte (7<sup>th</sup>) of Kotzebue (35 words)
  2. Lucas Jones-Millard (8<sup>th</sup>) of Shungnak (34 words)
  3. John Myers (6<sup>th</sup>) of Selawik (33 words)

Feb 27-Mar 2 Regional Online Qualifying Spelling Bee  
 March 24 Alaska State Spelling Bee Live @ ANC:  
 May TBA National Spelling Bee National Arbor, Maryland

- IV. MS Basketball Tournaments: Feb 24/25
- a. Results will be presented at the meeting

V. 1A NWA Basketball Tournament Mar 2-4

<b>Thur, March 2nd - Session 1 (Quarterfinals)</b>		
<b>9:00 AM</b>	G1: #4 Kiana	v. #5 Selawik
<b>10:30 AM</b>	G1: #4 Selawik	v. #5 Kivalina
<b>12:00 PM</b>	G2: #3 Noatak	v. #6 Kivalina
<b>1:30 PM</b>	G2: #3 Noorvik	v. #6 Kiana
<b>Thur, March 2nd - Session 2 (Semifinals)</b>		
<b>4:00 PM</b>	G3: #1 Noorvik	v. W1:
<b>5:30 PM</b>	G3: #1 Noatak	v. W1:
<b>7:00 PM</b>	G4: #2 Buckland	v. W2:
<b>8:30 PM</b>	G4: #2 Buckland	v. W2:
<b>Fri, March 3rd - Session 3 (Consolation 1st Rd)</b>		
<b>9:00 AM</b>	G5: L2:	v. L3:
<b>10:30 AM</b>	G5: L2:	v. L3:
<b>12:00 PM</b>	G6: L1:	v. L4:
<b>1:30 PM</b>	G6: L1:	v. L4:
<b>Fri, March 3rd - Session 4 (Championships)</b>		
<b>6:00 PM</b>	G7: W3:	v. W4:
<b>7:30 PM</b>	G7: W3:	v. W4:
<b>Sat, March 4th - Session 5 (Consolation Semifinals)</b>		
<b>9:00 AM</b>	G8: W5:	v. W6:
<b>10:30 AM</b>	G8: W5:	v. W6:
<b>Sat, March 4th - Session 6 (True Second)</b>		
<b>6:00 PM</b>	G9: L7:	v. W8:
<b>7:30 PM</b>	G9: L7:	v. W8:
<b>9:00 PM</b>	Awards Ceremony	
<b>9:30 PM</b>	Senior Recognition	

- a. Results will be presented at the meeting
- b. AKIMA sponsorship
- c. Top 2 go to state
- d. 1A State Tournament: Wed, Mar 15-Sat, Mar 18

VI. 3A Western Basketball Tournament @ Bethel (Mar 9-11)

- a. Top 2 go to state
- b. 3A State Tournament: Wed, Mar 22-Sat, Mar 22

VII. Sr. Native Youth Olympics

Mar 20 (Mon) 1st Available Practice  
 April 7/8 District NYO Meet @ Kotzebue  
 April 20-22 State NYO Meet @ Anchorage

VIII. FY24 Head Coach Hiring

<b>3A Kotzebue Application/Interview/Certification Dates (Current)</b>			
<b>Sport</b>	<b>Open Date</b>	<b>Close Date</b>	<b>NFHS Certification Due</b>
Cross Country	May 1 <sup>st</sup>	May 15 <sup>th</sup>	May 29 <sup>th</sup>
Girls' Volleyball	May 1 <sup>st</sup>	May 15 <sup>th</sup>	May 29 <sup>th</sup>
Wrestling	Aug. 1 <sup>st</sup>	Aug. 15 <sup>th</sup>	Aug. 29 <sup>th</sup>
Boys' Basketball	Aug. 1 <sup>st</sup>	Aug. 15 <sup>th</sup>	Aug. 30 <sup>th</sup>
Girls' Basketball	Aug. 1 <sup>st</sup>	Aug. 15 <sup>th</sup>	Aug. 30 <sup>th</sup>
NYO	Oct 1 <sup>st</sup>	Oct 15 <sup>th</sup>	Oct. 30 <sup>th</sup>

<b>1A/2A Village Application/Interview/Certification Dates (Current)</b>			
<b>Sport</b>	<b>Open Date</b>	<b>Close Date</b>	<b>NFHS Certification Due</b>
Cross Country	May 1 <sup>st</sup>	May 15 <sup>th</sup>	May 29 <sup>th</sup>
Volleyball	Aug. 1 <sup>st</sup>	Aug. 15 <sup>th</sup>	Aug. 29 <sup>th</sup>
Wrestling	Aug. 1 <sup>st</sup>	Aug. 15 <sup>th</sup>	Aug. 29 <sup>th</sup>
Boys' Basketball	Aug. 1 <sup>st</sup>	Aug. 15 <sup>th</sup>	Aug. 30 <sup>th</sup>
Girls' Basketball	Aug. 1 <sup>st</sup>	Aug. 15 <sup>th</sup>	Aug. 30 <sup>th</sup>
NYO	Oct 1 <sup>st</sup>	Oct 15 <sup>th</sup>	Oct. 30 <sup>th</sup>

<b>3A Kotzebue Application/Interview/Certification Dates (Proposed)</b>			
<b>Sport</b>	<b>Open Date</b>	<b>Close Date</b>	<b>NFHS Certification Due</b>
Cross Country	April 17 <sup>th</sup>	April 26 <sup>th</sup>	May 29 <sup>th</sup>
Girls' Volleyball	April 17 <sup>th</sup>	April 26 <sup>th</sup>	May 29 <sup>th</sup>
Wrestling	April 17 <sup>th</sup>	April 26 <sup>th</sup>	May 29 <sup>th</sup>
Boys' Basketball	April 17 <sup>th</sup>	April 26 <sup>th</sup>	May 29 <sup>th</sup>
Girls' Basketball	April 17 <sup>th</sup>	April 26 <sup>th</sup>	May 29 <sup>th</sup>
NYO	April 17 <sup>th</sup>	April 26 <sup>th</sup>	May 29 <sup>th</sup>

<b>1A/2A Village Application/Interview/Certification Dates (Proposed)</b>			
<b>Sport</b>	<b>Open Date</b>	<b>Close Date</b>	<b>NFHS Certification Due</b>
Cross Country	April 17 <sup>th</sup>	April 26 <sup>th</sup>	May 29 <sup>th</sup>
Volleyball	April 17 <sup>th</sup>	April 26 <sup>th</sup>	May 29 <sup>th</sup>
Wrestling	April 17 <sup>th</sup>	April 26 <sup>th</sup>	May 29 <sup>th</sup>
Boys' Basketball	April 17 <sup>th</sup>	April 26 <sup>th</sup>	May 29 <sup>th</sup>
Girls' Basketball	April 17 <sup>th</sup>	April 26 <sup>th</sup>	May 29 <sup>th</sup>
NYO	April 17 <sup>th</sup>	April 26 <sup>th</sup>	May 29 <sup>th</sup>

\*\*Allows coaches to start right away with organizing summer camps, fundraisers, open gyms.

\*\*The Fall process has been very difficult to get coaches lined up before the seasons open. The more time the better.

IX. Other



# NORTHWEST ARCTIC BOROUGH SCHOOL

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

## Board Policy Committee Meeting Agenda

March 6, 2023  
10:00 a.m.

1. BP Revisions on the March Board Meeting agenda for second reading are:
  - BB 9260 Legal Protection
  - BP 3514.1 Hazardous Substances
  - BP 3530 Risk Management
  - BP 3515 School Safety and Security
  - NEW POLICY - BP 3522 District Data Protection Program
2. BP Revisions on the April Board Meeting agenda for first reading are:
  - A. *Committee asked for more clarification at the last committee meeting,*
    - BP 3100 Budget
    - BP 3280 Sale or Lease of School Facilities or Real Property
    - NEW POLICY - BP 3515.6 Use of School Safety Video Surveillance Monitoring Systems
  - B. *Other revisions,*
    - BP 6146.8 Postsecondary High School Dual Credit
    - BP 6161.4 Internet
    - BB 9200 Board Members: This bylaw has been revised to clarify that no board members should abstain from a vote absent a compelling reason to do so.
    - BB 9270 Conflict of Interest: This revised bylaw addresses how a member must recuse themselves due to a conflict of interest.
3. Discussion: BP 8200

Kotzebue ASC is seeking clarification on what item 3 represents. It states that the ASC shall "establish local policy manuals in the form of student and staff handbooks prepared by the principals and approved by the ASC...", this is in relation to KMHS's tardy policy.
4. Discussion: Board Policy Audit Findings

Administration suggests scheduling a day-long Board Policy Committee meeting in the summer to make significant progress on Board Policies that are outdated.

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

**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

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



## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** March 7, 2023

**NUMBER:** 23-071

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to BB 9260,  
Bylaws of the Board, Legal  
Protection; 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 Bylaw (BB) 9260, Bylaws of the Board, Legal Protection.

**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 BB 9260, Bylaws of the Board, Legal Protection. This is on the AASB's 2022 list for revisions, and revisions require Board adoption. *Proposed changes are:* This bylaw has been revised to remove references to the No Child Left Behind Act and provide proper references to Every Student Succeeds Act.

No public comment was given. The Board Policy Committee reviewed the proposed changes, recommends approval.

**ALTERNATIVES:**

1. Approve the second reading to the proposed revisions to BB 9260, Bylaws of the Board, Legal Protection as presented.
2. Do not approve second reading to the proposed revisions to BB 9260 as presented.
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board approve the second reading to the proposed revisions to BB 9260, Bylaws of the Board, Legal Protection as presented.

## 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:*

**Northwest Arctic Borough School District**

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** March 7, 2023

**NUMBER:** 23-072

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to BP 3514.1  
Business and Non-  
Instructional Operations,  
Hazardous Substances;  
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) 3514.1 Business and Non-Instructional Operations, Hazardous Substances.

### **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 3514.1 Business and Non-Instructional Operations, Hazardous Substances. This is on the AASB's 2022 list for revisions, and revisions require Board adoption. *Proposed changes are:* This update clarifies Board and Superintendent roles in the management of hazardous substances.

No public comment was given. The Board Policy Committee reviewed the proposed changes, recommends approval.

### **ALTERNATIVES:**

1. Approve the second reading to the proposed revisions to BP 3514.1 Business and Non-Instructional Operations, Hazardous Substances as presented.
2. Do not approve second reading to the proposed revisions to BP 3514.1 as presented.
3. Take no final action.

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

The administration recommends the Board approve the second reading to the proposed revisions to BP 3514.1 Business and Non-Instructional Operations, Hazardous Substances as presented.

## **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 ensure 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

**Adopted: February 25, 1994**

**Revised:**

**Northwest Arctic Borough School District**

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** March 7, 2023

**NUMBER:** 23-073

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to BP 3530  
Business and Non-  
Instructional Operations,  
Risk Management;  
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) 3530 Business and Non-Instructional Operations, Risk Management.

**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 3530 Business and Non-Instructional Operations, Risk Management. This is on the AASB's 2022 list for revisions, and revisions require Board adoption. *Proposed changes are:* This update emphasizes Board intent to maintain a robust risk management program.

No public comment was given. The Board Policy Committee reviewed the proposed changes, recommends approval.

**ALTERNATIVES:**

1. Approve the second reading to the proposed revisions to BP 3530 Business and Non-Instructional Operations, Risk Management as presented.
2. Do not approve second reading to the proposed revisions to BP 3530 as presented.
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board approve the second reading to the proposed revisions to BP 3530 Business and Non-Instructional Operations, Risk Management as presented.

## 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

Adopted: February 25, 1994

Revised:

**Northwest Arctic Borough School District**

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.

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** March 7, 2023

**NUMBER:** 23-074

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to BP 3515  
Business and Non-  
Instructional Operations,  
School Safety and  
Security; 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) 3515 Business and Non-Instructional Operations, School Safety and Security.

**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 3515 Business and Non-Instructional Operations, School Safety and Security. This is on the AASB's 2022 list for revisions, and revisions require Board adoption. *Proposed changes are:* This update provides stylistic edits to the management of school safety and security policy. It also adds several policy references.

No public comment was given. The Board Policy Committee reviewed the proposed changes, recommends approval.

**ALTERNATIVES:**

1. Approve the second reading to the proposed revisions to BP 3515 Business and Non-Instructional Operations, School Safety and Security as presented.
2. Do not approve second reading to the proposed revisions to BP 3515 as presented.
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board approve the second reading to the proposed revisions to BP 3515 Business and Non-Instructional Operations, School Safety and Security as presented.

## **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. These procedures are to include staff, contractors, and other entities that use school buildings. The Superintendent or designee also shall investigate ways that school grounds can be made more secure.

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.

**Adopted: February 25, 1994**

Revised: (Date of Revision)

**Northwest Arctic Borough School District**

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** March 7, 2023

**NUMBER:** 23-075

**FR:** Office of the Superintendent

**SUBJECT:** Adoption of New Policy,  
BP 3522 Business and  
Non-Instructional  
Operations, District Data  
Protection Program;  
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 new Board Policy (BP) 3522 Business and Non-Instructional Operations, District Data Protection Program.

**BACKGROUND AND/OR PERTINENT INFORMATION:**

The Superintendent/designee presents drafts of new board policy when changes in law occur or when specific need occurs. New policies shall normally be given two readings prior to adoption by the Board. This is the second reading of BP 3522 Business and Non-Instructional Operations, District Data Protection Program. This is on the AASB's 2022 list for revisions, and revisions require Board adoption. *Proposed changes are:* This new policy recognizes the importance of data protection and directs the superintendent to develop and maintain a District Data Protection Program, implemented through an administrative regulation.

No public comment was given. The Board Policy Committee reviewed the proposed new policy and recommends approval.

**ALTERNATIVES:**

1. Approve the second reading of new BP 3522 Business and Non-Instructional Operations, District Data Protection Program as presented;
2. Do not approve second reading of new BP 3522 as presented;
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board approve the second reading of new BP 3522 Business and Non-Instructional Operations, District Data Protection Program as presented.

## 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 and AR 3580 - District Records)*

*(cf. 3522 - District Data Protection Program)*

*(cf. 3523 and AR 3523 - Employee Use of District Information Technology)*

*(cf. 3523.1 and AR 3523.1 - Blogging)*

*(cf. 3523.2 and AR 3523.2 - Social Media Use)*

*(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. 5145 - Anti-Bullying/Anti-Cyberbullying)*

*(cf. 6161.4 - Student Use of District Information Technology)*

*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*

**Adopted: (Date of Adoption)**

## 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, r~~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 ~~through a subpoena~~.

### 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*

**Subject:** Fwd: BP 3515.6 question Cameras in Classrooms  
**Date:** Monday, January 16, 2023 at 7:18:28 PM Alaska Standard Time  
**From:** Scott Lefebvre  
**To:** Jazmine Camp  
**Attachments:** image003.png

Begin forwarded message:

**From:** "Michael D. Caulfield" <mcaulfield@jdolaw.com>  
**Date:** January 16, 2023 at 5:18:52 PM AKST  
**To:** Scott Lefebvre <slefebvre@nwarctic.org>  
**Subject:** RE: BP 3515.6 question Cameras in Classrooms

**[EXTERNAL EMAIL - CAUTION]:** Do not open unexpected attachments or links.

Hi Scott,

BP 3515.6 states that cameras may be placed in "public areas." It specifically includes, "athletic areas." Given the public nature of school gyms, I believe there is no question that cameras may be placed in them. Weight rooms are a closer question, as they generally are not as "public" as the gym. However, I believe the weight rooms are "athletic areas" and it would be permissible to place cameras in them, as well.

Please let me know if you have any follow up questions about this.

Best,  
Michael



**Michael D. Caulfield**  
Jermain, Dunnagan & Owens, PC  
3000 A Street, Suite 300  
Anchorage, AK 99503  
Tel: 907.563.8844  
Fax: 907.563.7322

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**From:** Scott Lefebvre <slefebvre@nwarctic.org>

**Sent:** Monday, January 16, 2023 4:49 PM  
**To:** Michael D. Caulfield <mcaulfield@jdolaw.com>  
**Subject:** BP 3515.6 question Cameras in Classrooms

Hi Michael,

One of our sites asked about cameras in the classroom. This led us down a path of conversation that brought up a few questions.

Weight rooms are classrooms, can we have cameras in the weight rooms?

Our gyms at each site have cameras in them. The gyms are also considered classrooms. Is this a violation of Board Policy?

I have attached the BP to the email.

Thanks!

Scott Lefebvre  
Assistant Superintendent  
NW Arctic Borough School District  
P.O. Box 51, Kotzebue, AK 99752  
(907) 442-1804  
[slefebvre@nwarctic.org](mailto:slefebvre@nwarctic.org)

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## 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 District 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, during a worksession, prior to the adoption of the budget.~~

Commented [JC1]: Approved by Megan.

*(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: (Date of Revision)*

**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 borough, or state the disposal of, borough owned 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 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

**Adopted: February 25, 1994**

*Revised: (Date of Revision)*

**Northwest Arctic Borough School District**

## **BB 9200 BOARD MEMBERS**

### **Limits of Board Members Authority**

The School Board has broad but clearly limited powers. The exercise of its authority is restricted to the functions required or permitted by law, and then only when it acts in a legally constituted meeting. Individual Board members shall submit requests for research or administrative studies to the entire Board for consideration.

*(cf. 6162.8 - Research)*

*( cf. 9322 - Agenda/Meeting Materials)*

The Board is the unit of authority. An individual Board member is a part of the governing body which represents and acts for the community as a whole. Apart from the normal function as part of the unit, the Board member has no individual authority. No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools; nor, as an individual, command the services of any school employee. Individually, the Board member may not commit the district to any policy, act or expenditure.

No members of the Board shall be asked to perform any routine or clerical duties which may be assigned to an employee, nor shall any Board member become an employee of his/her district while serving on the Board.

A Board member should resign from the Board before seeking to secure district employment. In no event shall a final decision for hire be made prior to receiving the Board member's resignation.

*(cf. 9250 - Remuneration, Reimbursement and other Benefits)*

*(cf. 9270 - Conflict of Interest)*

Board members who visit schools of their own volition have no more authority than any other citizen. Board members have authority only in regularly called meetings of the Board, or when delegated specific tasks by Board action.

*(cf. 1250 - Visits to the Schools)*

### **Obligations of Members**

Members of the Board must endeavor to attend all meetings, study all materials presented with the agenda prior to attending the meeting, participate in the discussion of any items which come before the Board, and vote on all motions and resolutions, abstaining only for compelling reasons. If no compelling reason requires abstention, members of the Board shall not abstain. If a Board Member knows they will be unable to

attend scheduled meetings, worksession, or committee assignments they must notify the Board President or the Superintendent's Office of this intended absence. If a Board Member notifies the Superintendent's Office with a request for an excused absence, this information will be communicated to the Board President for his/her decision and action.

The Board member should not subordinate the education of children and youth to any partisan principle, group interest, or the member's own personal interest.

The Board member should be prepared and willing to devote a sufficient amount of time to the study of the problems of education in the district, the state, and the nation in order to interpret them to the people of the district.

*(cf. 9230 - Meetings)*

*Legal Reference:*

ALASKA STATUTES

[14.14.140](#) *Restrictions on employment*

*Adoption Date: May 23, 1995*

Revised or Reviewed: (Date of Revision/Review)

**Northwest Arctic Borough School District**

## BB 9270 CONFLICT OF INTEREST

**Note:** [Alaska Statute 29.20.010](#) requires each municipality to adopt a conflict of interest code. [Alaska Statute 39.50.145](#) authorizes a municipality to exempt municipal officers from state conflict of interest financial reporting requirements. Accordingly, districts should consult local law to determine if additional conflict of interest requirements must be addressed. The following sample bylaw should be revised as appropriate to reflect district philosophy and needs.

In order to instill public confidence in public office and provide public accountability, School Board members shall disclose and avoid conflicts of interest involving any matter pending before the School Board. A conflict of interest exists when a member has a personal or financial interest on a matter coming before the Board that could render the member unable to devote complete loyalty and singleness of purpose to the public interest. School Board members owe the public a duty to act in the best interests of the district.

**Decision making.** The Board recognizes that when no conflict of interest requires abstention and/or recusal, its members must vote on issues before the Board. If a board member or ~~his or her~~ their family member may benefit personally or financially from a Board decision, that board member must provide full disclosure of the conflict or potential conflict of interest to the Board. The Board, without that member's participation, will then approve or disapprove of the member's deliberations and voting on the issue. If the Board determines a conflict of interest prohibits participation, the member shall recuse themselves and abstain from deliberations and voting.

**Appearance of impropriety.** When a situation may create the appearance of impropriety, even where state and federal laws do not require any action, the board member shall fully disclose the circumstances. The Board, without that member's participation, will then approve or disapprove of the member's deliberations and voting.

Board members who have an actual or potential conflict of interest requiring disclosure shall not seek to influence the decisions of staff or other board members on the underlying matter, or on the member's participation in the matter.

**Other duties.** School Board members are expected to avoid conflicts of interest in their other duties. This includes:

- a. **Confidential information.** School Board members shall not disclose or use confidential information acquired during the performance of official duties as a means to further their own personal or financial interests or the interests of a family member.
- b. **Gifts.** School Board members shall not accept a gift or economic benefit that would tend to improperly influence a reasonable person or where board members know or should know the gift is offered for the purpose of influencing or rewarding official action.

- c. **Business dealings with staff.** School Board members shall not engage in financial transactions for private business purposes with district staff whom board members directly or indirectly supervise.
- d. **Compensation for services.** School Board members shall not receive any compensation for services rendered to the district from any source, except compensation for serving on the School Board and reimbursement of expenses incurred as a board member, as allowed by policy and law.

**Other legal obligations.** School Board members shall comply with state and federal laws pertaining to conflicts of interest. Nothing in this policy restricts or affects board members' duties to comply with those laws.

*(cf. 3115 - Relations with Vendors)*

*(cf. 4112.8 - Employment of Relatives)*

*(cf. 2300 - Conflict of Interest Code: Designated Personnel)*

*Legal Reference:*

ALASKA STATUTES

[14.08.131](#) *Disqualification from voting for conflict of interest*

[14.14.140](#) *Restriction on employment*

[11.56.100 - 11.56.130](#) *Bribery and related offenses*

[29.20.010](#) *Conflict of interest*

ADMINISTRATIVE CODE

[4 AAC 18.031](#) *Employment of members of immediate families of school board members*

[4 AAC 18.900](#) *Definitions*

*Adopted: May 23, 1995*

*Revised: August 30, 2016, (Date of Revision)*

## **BP 6146.8 POSTSECONDARY/HIGH SCHOOL DUAL CREDIT**

The School Board recognizes that individual students may wish to enroll in college classes for a variety of reasons. By using the following guidelines, the Superintendent or designee may accept college coursework for credit in lieu of high school coursework.

1. Enroll in alternative course offerings.
2. Students must register for at least three (3) semester hours to receive ~~0.5~~ **1.0** high school credits and six (6) semester hours for ~~1.0~~ **2.0** high school ~~credit~~ **credits**.
3. Upon completion of the college coursework, the student must submit proof of the grade to the Principal or Assistant Principal for inclusion in their permanent records.

*Legal Reference:*

*ALASKA ADMINISTRATIVE CODE:*

*4 AAC 06.075 High school graduation requirements Revised: May 03, 2006*

*Adopted: April 28, 2004*

Northwest Arctic Borough School District

### **Justification**

Many districts around the state use this credit method when awarding credits. This change better aligns us with the other districts in the state, helps create a more equitable relationship with organizations such as ANSEP, and benefits the students of NWABSD.

### **None**

Students completing college coursework will receive high school credit as follows:

- 0.25 high school credit for a one-credit college course
- 0.5 high school credit for a two-credit college course
- 1.0 high school credit for a three-credit or higher college course

### **Southwest**

Dual credit courses, if taken independently and outside the normal school day, may earn high school credit as follows:

- 1.0 to 1.4 college semester credits = 0.25 high school credit
- 1.5 to 2.9 college semester credits = 0.50 high school credit
- 3.0 to 4.0 college semester credits = 1.00 high school credit

**North Slope**

Nothing was posted in BP or AR.

**Anchorage**

Nothing was posted in BP or AR.

**LKSD**

The following credit scale will be used:

- 1-2 university credits = 0.5 LKSD credit
- 3-5 university credits = 1.0 LKSD credit
- 6-8 university credits = 1.5 LKSD credit
- 9 university credits = 2.0 LKSD credit

## BP 6161.4 INTERNET AND DISTRICT TECHNOLOGY

Commented [JC1]: Revisions brought forward by Amy Eakin, Director of Technology

**Note:** The following policy should be used by all districts providing student access to the Internet and other computer networks. An Internet safety policy is required for schools receiving universal service discounts.

**Note:** The Children's Internet Protection Act requires school districts to adopt Internet safety policies as a condition of receiving technology funds under Title II, Part D of the No Child Left Behind Act ([20 U.S.C. § 6751-6777](#)) for the purpose of purchasing computers with Internet access or paying the direct costs associated with accessing the Internet. Additionally, districts must adopt an Internet safety policy to qualify for most [federal universal](#) service discounts ([47 U.S.C. § 254](#)).

The district's internet safety policy must include a "technology protection measure" that blocks or filters Internet access by both adults and minors to visual depictions that are obscene, child pornography, or with respect to use by minors, harmful to minors. As part of the funding application process, the district must certify that the required policy is in place and that the district is enforcing the use of these technology protection measures. The filter may be disabled by an administrator, supervisor, or other authorized person for "bona fide research or other lawful purpose."

Effective July 1, 2012, the Internet safety policy must also include monitoring the online activities of minors when using district computers or networks. Further, the policy must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response.

As a condition of receiving universal service discounts, schools must also adopt and implement an Internet safety policy that addresses (1) access by minors to "inappropriate matter" on the Internet and World Wide Web; (2) safety and security of minors when using electronic mail, chat rooms, and other forms of electronic communication; (3) unauthorized access ("hacking") and other unlawful activities by minors online; (4) unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and (5) measures designed to restrict minors' access to harmful materials. Schools must hold at least one public hearing before adopting the policy. The types of materials considered inappropriate for minors will be determined by the local school board. Schools must make this policy available to the FCC upon request.

The Board recognizes the educational and communication opportunities that exposure to the Internet and other computer networks can provide students and staff. The Board intends that these technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning. The Board has established ~~the this~~ Internet and District Technology acceptable use policy to ensure appropriate use of ~~this-these~~ resources. District technology includes, but is not limited to, District computers, laptops, tablets, and phones.

## Authority

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district technology and the Internet, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities. This includes the following:

1. The electronic information available to students and staff does not imply endorsement of the content by the district, nor does the district guarantee the accuracy of the information received on the Internet. The district shall not be responsible for any information that may be lost, damaged, or unavailable when using the network, District technology, or for any information that is retrieved via the Internet.
2. The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or District technology.
3. The use of District technology, the Internet and similar communication networks by students and staff is a privilege -- not a right. Failure to follow established rules can lead to appropriate disciplinary action as well as the loss of access to the Internet or other networks through school accounts. Legal action may be taken where/when appropriate.
4. School computers and other District technologies are the property of the School District. At no time does the district relinquish its exclusive control of ~~computers~~ District technology provided for the convenience of the students and staff. ~~Computers-District technology shall may~~ not be used to disseminate, maintain, or access sexually explicit, vulgar, indecent, offensive, or lewd communications, images, or videos. Nor may computers be used for harassment or bullying. District technology must be used in accordance with this policy.

(cf. 5131.43 Harassment, Intimidation and Bullying)

5. The School District reserves the right to inspect and review files and data on ~~district-computers~~ District technology, and to monitor the online behavior of ~~minors-persons~~ when using ~~district-computers~~ District technology or networks. Such inspection and monitoring is for the purpose of ensuring compliance with laws and appropriate use of technology as specified in this and other policies. Monitoring may be conducted by school authorities when they deem it necessary, without notice, without ~~student~~ consent, and without a search warrant.

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are (1) obscene, (2) child pornography, or (3) harmful or inappropriate to minors as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for adults only for bona fide research

or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator.

### Internet Safety

To reinforce these measures, the Superintendent or designee shall implement measures to address the following:

1. Restricting student access to harmful or inappropriate matter on the Internet and World Wide Web;
2. Ensuring student safety and security of students and student information when using electronic communications;
3. Ensuring that students do not engage in unauthorized access, including "hacking," and other unlawful activities; and
4. Limiting unauthorized disclosure, use, and dissemination of personal identification information.

**Note:** *The Children's Internet Protection Act, defines "harmful to minors" as: ...any picture, image, graphic image file, or other visual depiction that – (A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.*

### Use Guidelines

*Internet access is limited to only those acceptable uses as detailed in this policy. Internet users may not engage in unacceptable uses.*

1. School officials will develop a written permission slip for Internet use. This signed form must be on file prior to allowing students direct access to the Internet.
2. School officials must apply the same criterion of educational suitability used for other educational resources when providing access to Internet informational resources. The district will not allow school access for on-line games or any other areas determined to be non-education related.
3. Students and staff have the right to examine a broad range of opinions and ideas in the educational process, including the right to locate, use, and exchange information and ideas via all information formats including interactive electronic media and the Internet.
4. Users are responsible for the ethical and educational use of their own Internet accounts and District technology. These accounts are to be used only by the authorized owner of the account for the authorized purpose. Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users on the network or on District technology. No

use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.

5. Users have the responsibility to respect the privacy of other Internet users. The illegal installation of copyrighted software for use on district computers is prohibited.

5-6. District technology and networks shall ~~may~~ not be used to disseminate, maintain, or access sexually explicit, vulgar, indecent, offensive, or lewd communications, images, or videos. The District strictly enforces this provision.

6-7. Users are expected to display proper "netiquette" (network etiquette) at all times.

7-8. Staff members shall supervise students while students are using district Internet access to ensure that the students abide by these procedures. Users must follow all rules and regulations posted in the computer lab or other room where computers are in use. Users must follow the directions of the adult in charge of the computer lab or other room where computers are in use.

8-9. Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

- a. Use of the network or District technology to facilitate illegal activity.
- b. Use of the network or District technology for commercial or for-profit purposes.
- c. Use of the network or District technology for non-work or non-school related work.
- d. Use of the network or District technology for product advertisement or political lobbying.
- e. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- f. Use of the network or District technology to access obscene or pornographic material.
- g. Use of inappropriate language or profanity on the network or District technology.
- h. Use of the network or District technology to transmit material likely to be offensive or objectionable to recipients.
- i. Use of the network or District technology for hacking or intentionally obtaining, accessing, or modifying files, passwords, and data belonging to other users.
- j. Impersonation of another user, anonymity, and pseudonyms.
- k. Use of network facilities or District technology for fraudulent copying, communications, or modification of materials in violation of copyright laws.
- l. Loading or use of unauthorized games, programs, files, or other electronic media.
- m. Use of the network or District technology to disrupt the work of other users.
- n. Destruction, modification, or abuse of network hardware and software.
- o. Quoting personal communications in a public forum without the original author's prior consent.

p. Invading the privacy of individuals, this includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature.

9-10. Loss of access and other disciplinary actions shall be consequences for inappropriate use. When appropriate, law enforcement agencies may be involved.

*(cf. 6161.5 - Web Sites/Pages)*

*(cf. 6184 - Virtual/Online Courses)*

### **Education**

**Note:** Effective July 1, 2012, the Children's Internet Protection Act requires that a school district's Internet safety policy provide for educating students about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms, as well as cyberbullying awareness and response.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, at a minimum, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

*(cf. 5131.43 Harassment, Intimidation and Bullying)*

**Note:** the following optional paragraph addresses access to social networking sites such as MySpace, Facebook, Xanga, Friendster, and others, and may be revised by districts that choose to allow limited access for educational purposes.

Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access.

### **Policy Review**

The district, with input from students and appropriate staff, shall regularly review and update this policy, the accompanying administrative regulation, and other relevant procedures to enhance the safety and security of students using the district's technological resources and to help ensure that the district adapts to changing technologies and circumstances.

*Legal Reference:*

UNITED STATES CODE

[15 U.S.C. 6501-6505](#) *Children's Online Privacy Protection Act*

[20 U.S.C. 6751-6777](#), *Enhancing Education Through Technology Act, Title II, Part D*

[47 U.S.C. § 254](#), *Children's Internet Protection Act, as amended by the Broadband Data Improvement Act (P.L. 110-385)*

CODE OF FEDERAL REGULATIONS

[47 C.F.R. § 54.520](#), *as updated by the Federal Communications Commission Order and Report 11-125 (2011)*

Revised: ~~January 29, 2013~~ \_\_\_\_\_

Adopted: April 28, 2004

**Northwest Arctic Borough School District**

## BP 8200 POWERS AND DUTIES

The powers and duties of the Advisory School Council are delegated by the School Board and may be discharged only at a legal meeting conducted according to Board policy and administrative regulations.

Advisory School Councils shall advise the School Board and administration on all matters concerning the schools and shall perform other duties as prescribed by the School Board.

The Advisory School Council shall seek to represent the interests of the community and communicate those interests to the School Board and administration.

Within the guidelines established by the School Board, the Advisory School Council shall:

1. Develop a school philosophy that is in line with NWABSD goals, and state and federal mandates.
2. Carry out all duties assigned to the Advisory School Councils as outlined in the NWABSD strategic plan.
3. Reinforce district policy manual and student/parent handbook. Establish local policy manuals in the form of student and staff handbooks prepared by the principals and approved by the Advisory School Council which should include, but not be limited to the following areas:

The ASC shall advise on:

- a. School facilities (use of school buildings by outside groups, and cold weather closure);
  - b. Advisory School Council rules of operation (meetings and work sessions, notification procedures for members, communication with the Advisory School Council, reading files, records and minutes.
4. The Advisory School Council shall be informed of the student activity program of the school.
  5. Advise the principal as to the allocation of site/community-generated funds earmarked for the local student activity program.
  6. Review once per semester student achievement/behavioral/attendance data and make recommendations to administration in how to increase student achievement. Review and adopt a report prepared by the principal to be submitted prior to the end of the school year to the Advisory School Council and to the community served by the Advisory School Council. This report shall include the following:
    - a. progress and achievement through the year,
    - b. recommendations for achieving regional goals and objectives, student achievement, status and projections of staffing levels,

- c. status of the physical plant including suggestions for summer maintenance, and extracurricular activities carried on throughout the year.
7. Assist in the selection of the school principal by selecting a representative from the Advisory School Council or Advisory School Council designee to participate in interviewing candidates as part of the district interviewing team that makes recommendations to the Superintendent who will make the final decision.
8. Be responsible to the community by establishing a line of communication between the school and parents, assuming responsibility for the educational program of the school within the limitations established by the School Board, attempting to resolve any conflicts involving the school at the local level in accordance with appropriate complaint procedures, and attending all training sessions offered for Advisory School Council development.
9. Each member shall visit an elementary, middle, and high school classroom at least once per year.
10. Review annually the school's safety and disciplinary plan for the purpose of recommending and adopting changes to the plan.
11. Review annually the school's crisis response plan for the purpose of recommending and adopting changes to the plan.
12. Review the school's bilingual/bicultural program for the purpose of making recommendations to the School Board.

**Note:** According to [AS 14.30.420](#), a School Board shall establish a local Native Language Curriculum Advisory Council for each school in which a majority of the students are Alaska Natives. Any school district with Alaska Native students may establish a local Native Language Curriculum Advisory Council for each school with Alaska Native students. The Native Language Curriculum Advisory Council may recommend a Native language education program, which, if established should comply with [AS 14.30.420](#).

13. Act as, or establish a local Native Language Curriculum Advisory Council for each school in the district in which a majority of students are Alaska Natives.
14. Recommend to the Superintendent a representative to be named to the NWABSD Parent Action Committee (PAC) for the purpose of advising the NWABSD on the goals and objectives for Indian Education, Johnson O'Malley (JOM), Title 1-A, and Title 1-C Migrant Education.
15. Review facility use requests by the public and make recommendations to the principal regarding such use in accordance with NWABSD policy and procedures.
16. Advise the principal on long-range building plans and review the status of the physical condition of the school facility.

Duties not performed by the Advisory School Council in a timely manner and in accordance with the policies and regulations of the district are to be carried out by the next responsible board or school official.

*Legal Reference:*

ALASKA STATUTES

[14.08.115](#) *Advisory school boards in REAA*

[14.12.035](#) *Advisory school boards in borough school districts*

[14.30.420](#) - *Native language education*

*Revised: March 01, 2016*

*Adopted: March 28, 1995*

**Northwest Arctic Borough School District**

Northwest Arctic Borough Policy Audit 2023

Policy Audits reflect an analysis of the school districts' board policy compared to the AASB Master Policy Manual for out-of-date or missing policies by Chapter. The audit only flags policies in need of revision.							
Policy Number		Current	NWABSD Date of Adoption or Review (Month/Yr)	Out-of Date	NWABSD Date of Adoption or Review (Month/Yr)	AASB Date of Adoption or Review (Month/Yr)	Missing Policies/ Comments
BP 0000	CONCEPTS AND ROLES	X	6/16			9/97	
BP 0100	PHILOSOPHY			X	6/16	3/19	
BP 0200	GOALS FOR THE SCHOOL DISTRICT	X	1/15			4/14	
E 200	BOARD OF EDUCATION GOALS FOR THE 2010-2011 SCHOOL YEAR	X	10/10				Not in AASB Policy Manual
BP 0210	GOALS FOR STUDENT LEARNING	X	1/15			4/14	
BP 0410	NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES	X	6/20			3/19	
AR 410	TITLE IX POLICY					3/21	x
E 0410	NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES - NOTICE OF RIGHTS UNDER SECTION 504					9/99	X
BP 0411	SERVICE ANIMALS	X	6/12			2/11	
BP 0420	SCHOOL-BASED MANAGEMENT/ SITE COUNCILS					3/19	X
BP 0430	COMMUNITY SCHOOL PROGRAM	X	5/95			9/92	
AR 0430	COMMUNITY SCHOOL PROGRAM	X	6/12			3/12	
BP 0500	REVIEW AND EVALUATION	X	1/15			4/14	
BP 0510	SCHOOL DISTRICT REPORT CARD	X	11/17			3/17	
AR 0510	SCHOOL DISTRICT REPORT CARD	X	11/17			3/17	
BP 0520	SCHOOL ACCOUNTABILITY/ SCHOOL IMPROVEMENT			X	6/17	3/21	
AR 0520	SCHOOL ACCOUNTABILITY/ SCHOOL IMPROVEMENT - SCHOOL IMPROVEMENT PLAN					9/16	X
BP 0530	DISCONTINUATION OR CLOSURE OF SCHOOLS	X	8/10			2/10	

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BP 1000	CONCEPTS AND ROLES	X	2/20			3/19	
BP 1020	YOUTH SERVICES	X	6/04			9/92	
BP 1100	COMMUNICATION WITH THE PUBLIC			X	6/04	3/15	
BP 1112	MEDIA RELATIONS	X	6/04			9/92	
BP 1114	DISTRICT-SPONSORED SOCIAL MEDIA	X	8/15			3/12	
AR 1114	DISTRICT-SPONSORED SOCIAL MEDIA					3/12	X
BP 1120	PUBLIC INVOLVEMENT IN BOARD MEETINGS	X	6/04			9/97	
BP 1140	RESPONSIBILITIES OF THE SCHOOL BOARD	X	6/04			9/92	
BP 1150	COMMENDATIONS AND AWARDS	X	6/04			9/92	
AR 1150	COMMENDATIONS AND AWARDS	X	6/04			9/92	
BP 1220	ADVISORY QUESTIONS	X	6/04			9/97	
BP 1230	CITIZEN ADVISORY COMMITTEES	X	6/04			1/04	
BP 1240	SCHOOL-CONNECTED ORGANIZATIONS	X	6/04			9/97	
AR 1240	SCHOOL-CONNECTED ORGANIZATIONS	X	6/04			9/97	
BP 1250	VOLUNTEER ASSISTANCE	X	6/04			9/97	
E 1250	WAIVER OF LIABILITY FOR VOLUNTEERS	X	6/04			9/97	
BP 1260	VISITS TO THE SCHOOLS	X	2/20			3/19	
BP 1311	PARTICIPATION IN COMMUNITY LIFE	X	2/20			3/19	
BP 1312	PUBLIC COMPLAINTS CONCERNING THE SCHOOLS			X	6/04	3/19	
BP 1312.1	PUBLIC COMPLAINTS CONCERNING SCHOOL PERSONNEL			X	6/04	10/21	
AR 1312.1	PUBLIC COMPLAINTS CONCERNING SCHOOL PERSONNEL			X	6/04	10/21	
BP 1312.2	PUBLIC COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS	X	4/20			3/19	
AR 1312.2	PUBLIC COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS	X	6/04			9/92	
E 1312.2	PUBLIC COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS	X	6/04			9/92	
BP 1312.3	PUBLIC COMPLAINTS CONCERNING DISCRIMINATION	X	6/04			3/19	
AR 1312.3	PUBLIC COMPLAINTS CONCERNING DISCRIMINATION	X	6/04			9/92	
BP 1312.4	PUBLIC COMPLAINTS CONCERNING ELEMENTARY AND SECONDARY EDUCATION ACT PROGRAMS	X	11/15			3/15	
AR 1312.4	PUBLIC COMPLAINTS CONCERNING ELEMENTARY AND SECONDARY EDUCATION ACT PROGRAMS	X	11/15			3/15	

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BP 1313	WILLFUL DISRUPTION OF THE SCHOOL	X	6/04			9/98	
BP 1321	SOLICITATION OF FUNDS FROM AND BY STUDENTS	X	6/04			9/97	
AR 1321	SOLICITATION OF FUNDS FROM AND BY STUDENTS	X	6/04			9/92	
BP 1322	PUBLIC PERFORMANCES BY STUDENTS	X	6/04			9/92	
AR 1322	PUBLIC PERFORMANCES BY STUDENTS	X	6/04			9/92	
BP 1325	ADVERTISING AND PROMOTION			X	6/04	1/09	
AR 1325	ADVERTISING AND PROMOTION	X	6/04			9/92	
BP 1325.1	COMMERCIALS	X	6/04			9/92	
BP 1330	USE OF SCHOOL FACILITIES			X	6/20	4/22	
AR 1330	USE OF SCHOOL FACILITIES			X	6/15	3/19	
E 1330	FACILITY USE PERMIT	X	6/04				Not in AASB Manual
BP 1331	COMMUNITY USE OF INTERNET IN THE SCHOOLS	X	6/04				Not in AASB Manual
E 1331	ACCEPTABLE USE FORM FOR PARENTS/ VISITORS	X	6/04				Not in AASB Manual
BP 1332	MEMORIAL POLICY	X	3/17			3/16	Memorial Policy is numbered as BP 1332 in NWABSD manual. BP 1331 is titled: COMMUNITY USE OF INTERNET IN THE SCHOOLS. AASB has BP 1331 as Memorial Policy and doesn't have a BP for Community Use of the Internet in the Schools.
BP 1340	ACCESS TO DISTRICT RECORDS			X	6/04	3/21	
AR 1340	ACCESS TO DISTRICT RECORDS			X	6/04	1/09	
BP 1400	RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES AND THE SCHOOLS	X	4/20			3/19	
BP 1410	INTERAGENCY COOPERATION FOR STUDENT AND STAFF SAFETY	X	6/04			9/00	
AR 1410	INTERAGENCY COOPERATION FOR STUDENT AND STAFF SAFETY	X	6/04			9/00	
BP 1700	RELATIONS BETWEEN PRIVATE INDUSTRY AND THE SCHOOLS	X	6/04			9/92	

Northwest Arctic Borough Policy Audit 2023

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BP 2000	CONCEPTS AND ROLES	x	2/99			9/92	
BP 2100	ADMINISTRATIVE STAFF ORGANIZATION			X	2/94	9/97	
BP 2110	ORGANIZATION CHART/LINES OF RESPONSIBILITY	x	2/94			9/92	
BP 2120	SUPERINTENDENT OF SCHOOLS			X	2/94	9/98	
BP 2121	SUPERINTENDENT'S CONTRACT	x	6/99			9/98	
BP 2122	SUPERINTENDENT OF SCHOOLS: JOB DESCRIPTION	x	2/94			9/92	
E 2122	SUPERINTENDENT OF SCHOOLS: JOB DESCRIPTION	X	2/94				Not in AASB manual
BP 2123	EVALUATION OF THE SUPERINTENDENT	x	2/94			9/92	
BP 2210	ADMINISTRATIVE LEEWAY IN ABSENCE OF SCHOOL	x	2/94			9/92	
BP 2230	REPRESENTATIVE AND DELIBERATIVE GROUPS	x	2/94			9/92	
BP 2250	TEACHER-IN-CHARGE/ PRINCIPAL'S DESIGNEE	x	2/94			9/92	
BP 2300	CONFLICT OF INTEREST			X	2/94	9/97	

Northwest Arctic Borough Policy Audit 2023

							3/14
Policy Number		Current	NWABSD Date of Adoption or Review (Month/Yr)	Out-of Date	NWABSD Date of Adoption or Review (Month/Yr)	AASB Date of Adoption or Review (Month/Yr)	Missing Policies/ Comments
BP 3000	CONCEPTS AND ROLES	X	6/22			10/21	
BP 3100	BUDGET			X	2/94	10/21	
AR 3100	BUDGET			X	3/18	10/21	
BP 3110	TRANSFER OF FUNDS					1/09	X
BP 3200	INCOME			X	2/94	10/21	
BP 3260	MATERIALS FEES			X	2/94	10/21	
BP 3270	SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES	X	1/22			10/21	
BP 3280	SALE OR LEASE OF SCHOOL FACILITIES OR REAL PROPERTY			X	2/94	10/21	
BP 3290	GIFTS, GRANTS AND BEQUESTS			X	2/94	10/21	
BP 3300	EXPENDITURES/ EXPENDING AUTHORITY	X	12/22			10/21	
BP 3305	ELECTRONIC FUND TRANSACTIONS					1/09	x
AR 3305	ELECTRONIC FUND TRANSACTIONS					1/09	x
E 3305	ELECTRONIC FUND TRANSACTIONS					1/09	x
BP 3310	PURCHASING PROCEDURES	X	11/19			3/18	
AR 3310	PURCHASING PROCEDURES					9/92	X - NWABSD has AR 3100 - Budget posted online instead of AR 3310. Either they are missing this AR, or need to upload it.
E 3310	PROCUREMENT	X	6/18			3/17	
BP 3311	BIDS	X	11/19			3/18	
AR 3311	BIDS					9/93	X
BP 3312	CONTRACTS	X	3/18			3/17	
BP 3312.2	DISTRICT ACCOUNTABILITY FOR THE MOORE SETTLEMENT TWO-YEAR KINDERGARTEN GRANT 2013-2014	X	2/13				Not in AASB manual
BP 3314	PAYMENT FOR GOODS AND SERVICES					9/92	X
BP 3315	RELATIONS WITH VENDORS			X	6/12	10/21	
BP 3400	MANAGEMENT OF DISTRICT ASSETS/ ACCOUNTS			X	2/94	10/21	
BP 3430	INVESTING/ INVESTMENT	X	11/18				Not in AASB manual
BP 3440	INVENTORIES			X	9/97	10/21	
AR 3440	INVENTORIES	X	2/94			9/92	
BP 3440.1	FIXED ASSETS CAPITALIZATION					2/06	x

								3/14
BP 3450	MONEY IN SCHOOL BUILDINGS	X	12/22			10/21		
AR 3450	PETTY CASH FUNDS			X	6/01	10/21	NWABSD has AR 3450 labeled as AR 3451 in their online manual.	
BP 3452	STUDENT ACTIVITY FUNDS	X	2/94			9/92		
BP 3460	PERIODIC FINANCIAL REPORTS	X	2/94			9/92		
BP 3470	FUND BALANCE CLASSIFICATION			X	7/12	10/21		
BP 3510	MAINTENANCE	X	6/22			10/21		
BP 3511	ENERGY CONSERVATION	X	2/94			9/92		
AR 3511	ENERGY CONSERVATION	X	2/94			9/92		
BP 3512	EQUIPMENT			X	2/94	1/09		
E 3512	LENDING AGREEMENT					9/98	X	
BP 3513	FACILITIES' USE	X	9/95					
AR 3513	FACILITIES' USE	X	3/95					
BP 3513.3	TOBACCO-FREE SCHOOLS/ SMOKING			X	7/12	4/22		
BP 3514	ENVIRONMENTAL SAFETY			X	2/94	1/03		
BP 3514.1	HAZARDOUS SUBSTANCES AND PESTICIDES			X	2/94	10/21		
AR 3514.1	PESTICIDE APPLICATION					10/21	X	
BP 3515	SCHOOL SAFETY AND SECURITY			X	2/94	10/21		
AR 3515	SCHOOL SAFETY AND SECURITY			X	2/94	10/21		
BP 3515.2	INTRUDERS ON CAMPUS	X	2/94			9/92		
BP 3515.4	RECOVERY FOR PROPERTY LOSS OR DAMAGE	X	5/10			2/10		
AR 3515.4	RECOVERY FOR PROPERTY LOSS OR DAMAGE	X	5/10			2/10		
BP 3515.5	RESTRICTIONS ON SEX OFFENDERS ON CAMPUS	X	11/19			7/19		
BP 3515.6	USE OF SCHOOL SAFETY VIDEO MONITORING SYSTEMS					10/21	x	
BP 3522	DISTRICT DATA PROTECTION PROGRAM					5/22	x	
AR 3522	DISTRICT DATA PROTECTION PROGRAM					4/22	x	
BP 3523	ELECTRONIC MAIL (E-Mail)					1/03	X	
BP 3530	RISK MANAGEMENT			X	2/94	10/21		
BP 3540	TRANSPORTATION					10/21	X - missing. NWABSD has BP 3540 labeled as TRAVEL, not Transportation.	
BP 3541	TRANSPORTATION ROUTES AND SERVICES	X	6/18			3/15		
BP 3541.1	SCHOOL-RELATED TRIP			X	2/94	10/21		
E 3541.1	SCHOOL DRIVER REGISTRATION FORM					9/92	X	

3/14							
BP 3541.2	TRANSPORTATION FOR CHILDREN WITH DISABILITIES			X	2/94	3/15	
BP 3541.5	ALTERNATIVE TRANSPORTATION ARRANGEMENTS					10/21	X
BP 3542	ROLES AND DUTIES OF BUS DRIVERS	X	6/22			10/21	
BP 3543	TRANSPORTATION: EMERGENCY AND SAFETY PROCEDURES			X	2/94	9/99	
BP 3550	FOOD SERVICE			X	8/20	10/21	
BP 3553	FREE AND REDUCED PRICED MEALS	X	1/15			4/14	
BP 3554	OTHER FOOD SALES			X	1/15	10/21	
BP 3580	DISTRICT RECORDS			X	2/94	10/21	
BP 3590	ELECTRONIC SIGNATURES					4/22	x

Northwest Arctic Borough Policy Audit 2023

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BP 4000	CONCEPTS AND ROLES	X	4/20			3/19	
BP 4020	DRUG AND ALCOHOL-FREE WORKPLACE	X	4/20			3/19	
E 4020	DRUG AND ALCOHOL-FREE WORKPLACE - NOTICE TO EMPLOYEES			X	6/04	3/15	
BP 4021	DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS			X	6/04	3/15	
AR 4021	DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS			X	6/04	1/09	
BP 4030	NONDISCRIMINATION IN EMPLOYMENT	X	5/18			3/17	
E 4030	EMPLOYEE NOTICE - PROTECTION FOR WHISTLEBLOWERS	X	6/04			9/93	
BP 4040	HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA PRIVACY POLICY)					1/09	X
BP 4111	CERTIFICATED PERSONNEL - RECRUITMENT AND SELECTION	X	8/16			3/16	
BP 4111.1/ 4211.1/ 4311.1	AFFIRMATIVE ACTION					9/97	X
BP 4111.2/ 4211.2/ 4311.2	LEGAL STATUS REQUIREMENT			X	1/15	3/17	
AR 4111.2/ 4211.2/ 4311.2	LEGAL STATUS REQUIREMENT			X	4/10	3/17	
BP 4112.1	CONTRACTS	X	1/15			4/14	
BP 4112.4/ 4212.4/ 4312.4	HEALTH EXAMINATIONS	X	11/18			3/18	
BP 4112.5/ 4212.5/ 4312.5	SECURITY CHECK	X	6/04			9/01	
AR 4112.5/ 4212.5/ 4312.5	SECURITY	X	1/07			9/01	
BP 4112.6/ 4212.6/ 4312.6	PERSONNEL RECORDS			X	6/04	1/09	
BP 4112.61/ 4212.61/ 4312.61	EMPLOYMENT REFERENCES			X	6/04	3/19	
BP 4112.8/ 4212.8/ 4312.8	EMPLOYMENT OF RELATIVES	X	6/04			9/92	
BP 4112.10	EMPLOYMENT OF RETIRED TEACHERS					8/20	X
BP 4113	CERTIFICATED PERSONNEL - ASSIGNMENT			X	9/12	4/22	
BP 4115	EVALUATION/ SUPERVISION	X	5/18			3/17	
BP 4116	CERTIFICATED PERSONNEL - NONTENURED/ TENURED STATUS	X	9/17			1/03	
BP 4117.2	RESIGNATION	X	5/12			2/11	
BP 4117.3	PERSONNEL REDUCTION	X	3/07			2/06	
AR 4117.3	PERSONNEL REDUCTION/LAY OFF PLAN					1/04	X
BP 4117.31	LAYOFF/REHIRE	X	6/04			9/99	
AR 4117.4	DISMISSAL	X	6/04			9/97	
BP 4117.5/ 4217.5/ 4317.5	TERMINATION AGREEMENTS	X	6/04			9/92	
BP 4117.6	NONRETENTION	X	11/14			4/14	
AR 4117.6	INFORMAL HEARING FOR NONRETENTION OF NONTENURED STAFF					2/06	X

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BP 4118	CERTIFICATED PERSONNEL - SUSPENSION/ DISCIPLINARY ACTION	X	11/18			3/18	
BP 4119.11/ 4219.11/ 4319.11	SEXUAL HARASSMENT			X	1/08	1/09	
BP 4119.12	HARASSMENT			X	6/04	10/21	
BP 4119.21/ 4219.21/ 4319.21	CODES OF ETHICS	X	6/04			9/01	
E 4119.21/ 4219.21/ 4319.21	20 AAC 10.020 CODE OF ETHICS AND TEACHING STANDARDS	X	1/15			4/14	
BP 4119.22	DRESS AND GROOMING	X	6/04			9/97	
BP 4119.23/ 4219.23/ 4319.23	UNAUTHORIZED RELEASE OF CONFIDENTIAL INFORMATION	X	3/18			3/17	
BP 4119.25/ 4219.25/ 4319.25	POLITICAL ACTIVITIES OF EMPLOYEES			X	6/04	3/19	
AR 4119.25/ 4219.25/ 4319.25	POLITICAL ACTIVITIES OF EMPLOYEES	X	6/04			9/92	
BP 4119.3/ 4219.3/ 4319.3	DUTIES OF PERSONNEL	X	6/04			9/92	
BP 4119.41/ 4219.41/ 4319.41	EMPLOYEES WITH INFECTIOUS DISEASE EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS			X	6/04	3/19	
BP 4119.42/ 4219.42/ 4319.42	EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS	X	6/04			9/93	
AR 4119.42/ 4219.42/ 4319.42	EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS	X	6/04			9/93	
E 4119.42/ 4219.42/ 4319.42	HEPATITIS B VACCINE DECLINATION	X	6/04			9/93	
BP 4119.43/ 4219.43/ 4319.43	UNIVERSAL PRECAUTIONS	X	6/04			9/93	
AR 4119.43/ 4219.43/ 4319.43	UNIVERSAL PRECAUTIONS	X	6/04			9/93	
BP 4122	CERTIFICATED PERSONNEL - STUDENT TEACHERS	X	6/17			3/16	
BP 4131	STAFF DEVELOPMENT			X	5/18	4/22	
BP 4132/ 4232/ 4332	PUBLICATION OR CREATION OF MATERIAL			X	6/04	3/19	
BP 4133	TRAVEL EXPENSES	X	11/19			9/92	
BP 4135	SOLICITING AND SELLING	X	6/04			9/92	
BP 4136	NONSCHOOL EMPLOYMENT	X	6/04			9/92	
BP 4141	NEGOTIATED AGREEMENT	X	6/04			9/97	
BP 4141.6	CONCERTED ACTIVITY/ WORK STOPPAGE	X	6/04			1/04	
BP 4143	NEGOTIATIONS/ CONSULTATION	X	6/04			9/97	
BP 4144/ 4244/ 4344	COMPLAINTS	X	6/04			9/97	
AR 4144/ 4244/ 4344	COMPLAINTS	X	6/04			9/92	
BP 4151	SALARY GUIDES - EXEMPT EMPLOYEES					12/04	X
BP 4153	EXTRA PAY FOR EXTRA WORK	X	7/04				Not in AASB manual
AR 4153	EXTRA PAY FOR EXTRA WORK	X	7/04				Not in AASB manual
BP 4154/ 4254/ 4354	HEALTH AND WELFARE BENEFITS	X	6/04			9/92	
AR 4154/ 4254/ 4354	HEALTH AND WELFARE BENEFITS	X	6/04			9/92	
E 4154/ 4254/ 4354	INSURANCE/HEALTH AND WELFARE BENEFITS					9/92	X
BP 4156.2/ 4256.2/ 4356.2	AWARDS AND RECOGNITION	X	6/04			9/92	
BP 4156.3/ 4256.3/ 4356.3	REIMBURSEMENT, UNIFORMS AND ALLOWANCES	X	6/04			9/92	
BP 4157/ 4257/ 4357	EMPLOYEE SAFETY	X	6/04			9/92	

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BP 4158/ 4258/ 4358	EMPLOYEE SECURITY			X	11/15	4/22	
BP 4159/ 4259/ 4359	EMPLOYEE ASSISTANCE PROGRAMS	X	6/04			9/92	
BP 4161/ 4261	LEAVES	X	3/16			3/12	
AR 4161/4261/ 4361	EMERGENCY COVID-19 SICK AND FAMILY LEAVE	X	6/20			4/20	
BP 4161.1	SICK LEAVE					3/12	X
AR 4161.1	SICK LEAVE					9/92	X
BP 4161.2/ 4261.2/ 4361.2	PERSONAL LEAVES					3/12	X
BP 4161.3	SABBATICAL	X	6/04			9/92	
BP 4161.4/ 4261.4/ 4361.4	FAMILY AND MEDICAL LEAVE	X	6/17			3/16	
AR 4161.4/ 4261.4/ 4361.4	FAMILY AND MEDICAL LEAVE	X	6/17			3/16	
E 4161.4/ 4261.4/ 4361.4	FAMILY AND MEDICAL LEAVE	X	9/12			3/12	
BP 4161.7	CIVIC LEAVE					3/15	X
BP 4170/ 4270/ 4370	DISTRICT ISSUED PORTABLE TECHNOLOGY	X	2/10			1/09	
BP 4211	RECRUITMENT AND SELECTION	X	9/12			9/92	
BP 4212	APPOINTMENT AND CONDITIONS OF EMPLOYMENT					9/97	X
BP 4213	ASSIGNMENT/ CLASSIFICATION	X	6/04			9/92	
BP 4215	EVALUATION/ SUPERVISION	X	6/04			9/92	
BP 4216	PROBATIONARY/ PERMANENT STATUS	X	6/13			9/92	
BP 4217.2	RESIGNATION	X	6/04			9/92	
BP 4217.3	LAYOFF/REHIRE/ REDUCTION IN FORCE	X	6/13				Not in AASB manual
BP 4218	DISMISSAL/ SUSPENSION/ DISCIPLINARY ACTION	X	11/18			3/18	
BP 4222	TEACHER AIDES/ PARAPROFESSIONALS			X	8/16	10/21	
AR 4222	TEACHER AIDES/ PARAPROFESSIONALS	X	8/16			3/16	
BP 4231	STAFF DEVELOPMENT	X	8/16			3/16	
BP 4253	OVERTIME PAY/ COMPENSATORY TIME OFF	X	5/06			12/04	
BP 4300	DEFINITIONS	X	6/04			9/97	
BP 4313.1	LOAD/SCHEDULING/ HOURS OF EMPLOYMENT			X	6/04	3/21	
BP 4313.2	PROMOTION/ DEMOTION/ RECLASSIFICATION	X	6/04			9/97	
BP 4314	TRANSFER/ REASSIGNMENT	X	8/13			9/97	
BP 4315	EVALUATION/ SUPERVISION	X	6/04			9/97	
BP 4315.1	EVALUATION/ SUPERVISION	X	6/04			9/97	
BP 4361	LEAVES	X	2/21			9/97	

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BP 5000	CONCEPTS AND ROLES	X	4/04			9/97	
BP 5021	NONCUSTODIAL PARENTS	X	4/04			9/97	
BP 5030	SCHOOL DISCIPLINE AND SAFETY			X	8/20	4/22	
AR 5030	SCHOOL DISCIPLINE AND SAFETY	X	11/15			3/15	
BP 5040	STUDENT NUTRITION AND PHYSICAL ACTIVITY	X	8/20			3/19	
AR 5040	STUDENT NUTRITION AND PHYSICAL ACTIVITY			X	9/12	4/14	
E 5040	(1) STUDENT NUTRITION AND PHYSICAL ACTIVITY	X	8/15			4/14	
BP 5111	ADMISSION	X	6/18			3/17	
AR 5111	ADMISSION	X	4/04			9/92	
BP 5111.2	PART-TIME ENROLLMENT	X	4/04			9/98	
AR 5111.2	PART-TIME ENROLLMENT PROCEDURES	X	11/11			9/98	
BP 5112.1	EXEMPTIONS FROM ATTENDANCE	X	4/04			1/03	
AR 5112.1	EXEMPTIONS FROM ATTENDANCE	X	4/04			9/97	
BP 5112.2	EXCLUSIONS FROM ATTENDANCE			X	4/04	1/07	
AR 5112.2	EXCLUSIONS FROM ATTENDANCE			X	4/04	4/20	
BP 5112.5	OPEN/CLOSED CAMPUS	X	4/04			9/92	
BP 5112.6	EDUCATION FOR HOMELESS CHILDREN AND CHILDREN IN FOSTER CARE	X	4/19			3/17	
BP 5113	ABSENCES AND EXCUSES	X	1/12			1/09	
AR 5113	ABSENCES AND EXCUSES	X	6/13			9/97	
BP 5116	SCHOOL ATTENDANCE BOUNDARIES	X	3/18			3/17	
BP 5117	INTERDISTRICT ATTENDANCE	X	4/04			9/92	
BP 5118	TRANSFERS	X	8/10			2/10	
AR 5118	TRANSFERS	X	4/04				Looks to be a copy of BP 5118 (?) Not in AASB manual
BP 5119	CHILDREN OF MILITARY FAMILIES	X	8/10			2/10	
AR 5119	CHILDREN OF MILITARY FAMILIES			X	4/10	3/15	
BP 5121	GRADES/ EVALUATION OF STUDENT ACHIEVEMENT	X	3/06			9/98	
AR 5121	GRADES/ EVALUATION OF STUDENT ACHIEVEMENT	X	3/09			9/92	

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BP 5123	PROMOTION/ ACCELERATION/ RETENTION	X		7/06			9/92
AR 5123	PROMOTION/ ACCELERATION/ RETENTION						9/92 X
E 5123	PROMOTION/ ACCELERATION/ RETENTION	X		11/20			Not in AASB manual
BP 5124	COMMUNICATION WITH PARENTS/ GUARDIANS				X	4/04	3/19
BP 5125	STUDENT RECORDS	X		3/18			3/17
AR 5125	STUDENT RECORDS	X		1/15			4/14
E 5125	STUDENT RECORDS	X		1/15			4/14
BP 5125.1	RELEASE OF DIRECTORY INFORMATION				X	1/15	4/22
E 5125.1	NOTICE OF STUDENT DIRECTORY INFORMATION	X		1/15			4/14
BP 5125.2	CHALLENGING STUDENT RECORDS	X		6/12			3/12
BP 5125.3	WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS	X		8/10			2/10
BP 5126	AWARDS FOR ACHIEVEMENT	X		4/04			9/92
BP 5127	GRADUATION CEREMONIES AND ACTIVITIES				X	8/16	4/22
BP 5128	ALASKA PERFORMANCE SCHOLARSHIP PROGRAM	X		11/16			3/16
AR 5128	ALASKA PERFORMANCE SCHOLARSHIP PROGRAM	X		11/16			3/16
E 5128	ALASKA PERFORMANCE SCHOLARSHIP (APS)	X		5/13			5/13
BP 5131	CONDUCT				X	3/18	3/19
BP 5131.1	BUS CONDUCT	X		4/04			9/92
AR 5131.1	BUS CONDUCT	X		4/04			9/92
BP 5131.4	CAMPUS DISTURBANCES	X		4/04			9/92
AR 5131.4	CAMPUS DISTURBANCES	X		4/04			9/92
BP 5131.41	VIOLENT AND AGGRESSIVE CONDUCT				X	4/04	3/15
AR 5131.41	VIOLENT AND AGGRESSIVE CONDUCT	X		4/04			9/98
BP 5131.42	THREATS OF VIOLENCE	X		4/04			9/99
BP 5131.43	HARASSMENT, INTIMIDATION AND BULLYING				X	11/12	10/21
AR 5131.43	HARASSMENT, INTIMIDATION AND BULLYING						3/12 X
BP 5131.5	VANDALISM, THEFT AND GRAFFITI	X		4/10			2/10
BP 5131.6	ALCOHOL AND OTHER DRUGS				X	11/15	4/22
AR 5131.61	ACTIVITY ENFORCEMENT/ DISCIPLINE TOBACCO, ALCOHOL, DRUGS	X		3/18			Not in AASB manual

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BP 5131.61	DRUG/ALCOHOL TESTING POLICY	X		4/04			1/03
AR 5131.61	STUDENT ATHLETE DRUG AND ALCOHOL TESTING REGULATION				X	4/04	3/15
BP 5131.62	TOBACCO				X	4/04	3/12
BP 5131.63	PERFORMANCE ENHANCING DRUGS	X		1/08			1/07
BP 5131.7	WEAPONS AND DANGEROUS INSTRUMENTS	X		4/04			9/99
AR 5131.7	WEAPONS AND DANGEROUS INSTRUMENTS	X		4/04			9/98
BP 5131.9	ACADEMIC HONESTY	X		4/04			9/92
BP 5132	DRESS AND GROOMING				X	4/04	3/19
BP 5132.1	STUDENT UNIFORMS						9/99 x
BP 5133	GIFTS TO SCHOOL PERSONNEL	X		4/04			9/97
BP 5136	GANGS	X		4/04			9/97
BP 5137	POSITIVE SCHOOL CLIMATE	X		11/20			3/19
BP 5138	STUDENT POSSESSION & USE OF PORTABLE ELECTRONIC DEVICES, INCLUDING CELLULAR PHONES	X		11/12			3/12
BP 5141	HEALTH CARE AND EMERGENCIES	X		1/08			1/07
AR 5141	HEALTH CARE AND EMERGENCIES						1/07 x
BP 5141.21	ADMINISTERING MEDICATION	X		5/07			2/06
AR 5141.21 (1)	ADMINISTERING MEDICATION	X		5/07			2/06
AR 5141.21 (2)	ADMINISTERING MEDICATION	X		5/07			
E 5141.21	ALLERGY/ ANAPHYLAXIS ACTION PLAN	X		5/07			9/92
BP 5141.22	INFECTIOUS DISEASES				X	4/04	12/04
AR 5141.22	INFECTIOUS DISEASES				X	4/04	12/04
BP 5141.23	INFECTIOUS DISEASE PREVENTION	X		4/04			9/93
AR 5141.23	INFECTIOUS DISEASE PREVENTION				X	4/04	12/04
E 5141.23	PRECAUTIONS FOR INFECTIOUS DISEASE PREVENTION				X	4/04	12/04
BP 5141.3	HEALTH EXAMINATIONS				X	8/16	10/16
BP 5141.31	IMMUNIZATIONS	X		1/09			1/09
BP 5141.4	CHILD ABUSE AND NEGLECT				X	11/16	10/21
AR 5141.4	CHILD ABUSE AND NEGLECT				X	11/16	10/21
BP 5141.41	SEXUAL ABUSE, SEXUAL ASSAULT AND DATING VIOLENCE AWARENESS AND PREVENTION	X		6/17			3/16

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BP 5141.42	PROFESSIONAL BOUNDARIES OF STAFF WITH STUDENTS	X	6/20			3/20	
AR 5141.42	PROFESSIONAL BOUNDARIES OF STAFF WITH STUDENTS	X	4/21			3/20	
E 5141.42 - 1	SCHOOL EMPLOYEE TRAINING HANDOUT					3/20	x
E 5141.42 - 2	ADMINISTRATIVE RESPONSE CHECKLIST					3/20	x
BP 5141.51	AT-RISK YOUTHS	X	6/17			3/16	
BP 5141.52	SUICIDE PREVENTION	X	1/17			9/16	
BP 5142	SAFETY	X	4/04			9/92	
AR 5142	SAFETY	X	4/04			9/92	
BP 5142.2	SCHOOL SAFETY PATROL	X	4/04			9/92	
AR 5142.2	SCHOOL SAFETY PATROLS	X	4/04			9/92	
BP 5142.3	RESTRAINT AND SECLUSION	X	1/18			3/17	
BP 5144	DISCIPLINE	X	11/15			3/15	
BP 5144.1	SUSPENSION AND EXPULSION			X	4/04	1/07	
AR 5144.1	SUSPENSION AND EXPULSION			X	4/04	3/15	
AR 5144.2	SUSPENSION AND EXPULSION (STUDENTS WITH DISABILITIES)			X	4/04	3/15	
BP 5145.11	QUESTIONING AND APPREHENSION	X	4/04			9/92	
BP 5145.12	SEARCH AND SEIZURE	X	4/04			9/99	
E 5145.12	STUDENT SEARCHES CHECKLIST	X	4/04			9/98	
BP 5145.15	STUDENT AND FAMILY PRIVACY RIGHTS	X	6/17			3/16	
BP 5145.2	FREEDOM OF SPEECH/ EXPRESSION			X	4/04	4/22	
AR 5145.2	FREEDOM OF SPEECH/ EXPRESSION			X	4/04	9/92	
BP 5145.3	NONDISCRIMINATION	X	4/16			10/15	
AR 5145.3	TRANSGENDER STUDENTS AND EMPLOYEES	X	3/18			3/17	
BP 5145.5	HARASSMENT	X	4/04				Not in AASB manual
BP 5145.7	SEXUAL HARASSMENT			X	4/04	10/21	
AR 5145.7	SEXUAL HARASSMENT	X	4/04			9/01	
BP 5146	MARRIED/ PREGNANT/ PARENTING STUDENTS	X	11/15			3/15	
BP 5147	DROPOUT PREVENTION	X	4/04			9/92	
BP 5148	CHILD CARE					9/92	x

Northwest Arctic Borough Policy Audit 2023

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BP 6000	CONCEPTS AND ROLES	X	6/17			3/16	
BP 6010	GOALS AND OBJECTIVES	X	6/17			3/16	
BP 6020	PARENT INVOLVEMENT			X	4/04	9/16	
BP 6111	SCHOOL CALENDAR	X	4/10			2/10	
BP 6112	SCHOOL DAY	X	4/04			9/92	
BP 6114	CRISIS RESPONSE PLAN	X	4/17			3/16	
AR 6114	CRISIS RESPONSE PLAN	X	4/17			3/16	
AR 6114.1	FIRE DRILLS AND FIRES	X	4/04			9/99	
AR 6114.2	BOMB THREATS	X	4/04			9/99	
AR 6114.3	EARTHQUAKE EMERGENCY PROCEDURES	X	4/04			9/99	
BP 6114.4	PANDEMIC/EPIDEMIC EMERGENCIES	X	7/20			4/20	
BP 6115	CEREMONIES AND OBSERVANCES			X	4/04	3/19	
BP 6116	CLASSROOM INTERRUPTIONS	X	4/04			9/92	
AR 6116	CLASSROOM INTERRUPTIONS	X	4/04			9/92	
BP 6141	CURRICULUM DEVELOPMENT AND EVALUATION	X	8/20			4/14	
AR 6141	CURRICULUM DEVELOPMENT AND EVALUATION	X	1/06				Not in AASB manual
BP 6141.2	RECOGNITION OF RELIGIOUS BELIEFS AND CUSTOMS	X	11/17			9/16	
BP 6141.3	MULTICULTURAL EDUCATION			X	4/04	3/19	
BP 6142.1	FAMILY LIFE/SEX EDUCATION			X	9/17	10/21	
BP 6142.2	AIDS INSTRUCTION			X	8/17	10/21	
BP 6142.3	SCIENCE INSTRUCTION					9/97	X
BP 6142.4	COMMUNITY SERVICE			X	4/04	3/19	
AR 6142.4	COMMUNITY SERVICE	X	4/04			9/92	
BP 6142.5	ENVIRONMENTAL EDUCATION					3/19	X
BP 6142.6	VISUAL AND PERFORMING ARTS EDUCATION	X	4/04			9/97	
BP 6143	COURSES OF STUDY			X	4/04	3/19	
BP 6144	CONTROVERSIAL ISSUES	X	4/04			9/92	
AR 6144	CONTROVERSIAL ISSUES	X	4/04			9/92	
BP 6145	EXTRACURRICULAR AND COCURRICULAR ACTIVITIES	X	1/15			3/13	
AR 6145	EXTRACURRICULAR AND COCURRICULAR ACTIVITIES	X	4/04			9/92	
BP 6145.2	INTERSCHOLASTIC COMPETITION			X	4/04	3/13	
AR 6145.2	INTERSCHOLASTIC COMPETITION	X	6/18			3/17	
E 6145.2	INTERSCHOLASTIC COMPETITION					3/16	x
BP 6145.21	SPORTSMANSHIP	X	4/04			9/92	
AR 6145.21	SPORTSMANSHIP	X	4/04			9/97	
BP 6145.22	CONCUSSION IN STUDENT ATHLETES			X	11/12	3/15	
AR 6145.22	CONCUSSION IN STUDENT ATHLETES			X	11/12	3/15	

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E 6145.22 (1)	ASAA PARENT'S GUIDE TO CONCUSSIONS IN SPORTS	X	3/20			4/14	
E 6145.22 (2)	ASAA PARENT AND STUDENT VERIFICATION OF RECEIPT OF INFORMATION CONCERNING CONCUSSIONS					4/14	X
E 6145.22 (3)	ASAA HEALTHCARE PROVIDER RELEASE AND RETURN TO PLAN PROTOCOL (RTP)					4/14	X
E 6145.22 (4)	ASAA SCHOOL/ MEDICAL CONCUSSION CARE PLAN					3/12	X
BP 6145.3	PUBLICATIONS	X	4/04			9/92	
BP 6145.5	STUDENT ORGANIZATIONS AND EQUAL ACCESS			X	4/04	4/22	
AR 6145.5	STUDENT ORGANIZATIONS AND EQUAL ACCESS			X	4/04	4/22	
E 6145.5	SUBCHAPTER VIII - THE EQUAL ACCESS ACT	X	4/04			9/92	
BP 6146.1	HIGH SCHOOL GRADUATION REQUIREMENTS	X	8/20			3/17	
BP 6146.2	HIGH SCHOOL EQUIVALENCY TEST	X	4/04			1/04	
BP 6146.3	COLLEGE AND CAREER READINESS ASSESSMENTS	X	9/21			3/21	
AR 6146.3	COLLEGE AND CAREER READINESS ASSESSMENT WAIVER			X	1/17	3/17	
E 6146.3 (a)	APPLICATION FOR A WAIVER FROM TAKING A COLLEGE OR CAREER READINESS ASSESSMENT DUE TO LATE ARRIVAL INTO THE ALASKA PUBLIC SCHOOL SYSTEM	X	5/18			9/92	
BP 6146.4	RECIPROCITY ON GRADUATION REQUIREMENTS			X	4/04	3/15	
BP 6146.5	DIFFERENTIAL REQUIREMENTS FOR INDIVIDUALS WITH EXCEPTIONAL NEEDS	X	6/17			3/16	
BP 6146.6	ELEMENTARY SCHOOL DEVELOPMENTAL PROFILE	X	4/04			9/00	
BP 6146.8	POSTSECONDARY/ HIGH SCHOOL DUAL CREDIT	X	5/06				Not in AASB manual
AR 6146.8	POSTSECONDARY/ HIGH SCHOOL DUAL CREDIT	X	11/20				Not in AASB manual
BP 6153	SCHOOL-SPONSORED TRIPS	X	6/08			9/92	
AR 6153	SCHOOL-SPONSORED TRIPS	X	2/08				Not in AASB manual
E 6153	NWABSD STUDENT ELIGIBILITY/TRAVEL FORM	X	4/19				Not in AASB manual
BP 6154	HOMEWORK/ MAKEUP WORK	X	5/07			9/92	
AR 6154	HOMEWORK/ MAKEUP WORK	X	4/04			9/92	

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BP 6155	CLASS EXAMINATIONS/ CHALLENGING COURSES BY EXAMINATION	X	6/17			3/16	
AR 6155	CLASS EXAMINATIONS/ CHALLENGING COURSES BY EXAMINATION	X	3/16			3/15	
BP 6159	INDIVIDUALIZED EDUCATION PROGRAM	X	8/10			2/10	
AR 6159	INDIVIDUALIZED EDUCATION PROGRAM			X	4/10	3/15	
BP 6159.1	PROCEDURAL SAFEGUARDS AND COMPLAINTS FOR SPECIAL EDUCATION			X	4/04	2/08	
AR 6159.1	PROCEDURAL SAFEGUARDS AND COMPLAINTS FOR SPECIAL EDUCATION	X	4/10			2/10	
BP 6161.1	SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS	X	4/04			1/04	
AR 6161.1	SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS	X	4/04			9/92	
BP 6161.11	SUPPLEMENTARY INSTRUCTIONAL MATERIALS	X	4/04			9/92	
BP 6161.2	DAMAGED OR LOST INSTRUCTIONAL MATERIALS			X	4/04	1/09	
BP 6161.4	INTERNET			X	1/13	4/22	
AR 6161.4	SECURITY OF INTERNET SYSTEM			X	4/04	3/12	
E 6161.4	STUDENT INTERNET USER AGREEMENT	X	7/15			3/12	
BP 6161.5	WEB SITES/PAGES	X	4/04			9/99	
AR 6161.5	WEB SITES/PAGES	X	4/04			9/92	
E 6161.5	WEB SITES/PAGES	X	4/04			9/99	
BP 6162.5	STANDARDIZED TESTING	X	6/17			3/16	
AR 6162.5	STANDARDIZED TESTING/TEST ADMINISTRATION			X	6/18	4/20	This AR is listed twice. Once out of order in the NWABSD manual (after E 6146.3)
BP 6162.6	USE OF COPYRIGHTED MATERIALS	X	4/04			9/92	
AR 6162.6	USE OF COPYRIGHTED MATERIALS	X	4/04			9/98	
BP 6162.8	RESEARCH			X	4/04	4/22	
BP 6163.1	LIBRARIES/MEDIA CENTERS	X	4/10			2/10	
BP 6163.4	SCHOOL GARDENS, GREENHOUSES, AND FARMS					3/15	x
BP 6164.2	GUIDANCE AND COUNSELING SERVICES			X	4/04	4/22	
BP 6164.3	STUDENT MENTAL HEALTH - MEDICATION AND SERVICES	X	1/08			1/07	
BP 6164.4	CHILD FIND	X	5/18			3/17	
BP 6164.5	STUDENT STUDY TEAMS	X	4/04			9/97	
AR 6164.5	STUDENT STUDY TEAMS	X	4/04			9/92	
BP 6171	TITLE I PROGRAMS	X	8/17			3/16	
AR 6171	TITLE I PROGRAMS	X	8/17			3/16	
E 6171	TITLE I PROGRAMS	X	8/17			3/16	
BP 6172	SPECIAL EDUCATION	X	5/18			3/17	

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BP 6173	EDUCATION FOR GIFTED AND TALENTED STUDENTS					3/16	x
BP 6174	BILINGUAL-BICULTURAL EDUCATION/ ENGLISH LANGUAGE LEARNERS	X		5/18		3/17	
E 6174	BILINGUAL-BICULTURAL EDUCATION/ ENGLISH LANGUAGE LEARNER PROGRAMS	X		3/16		3/16	
BP 6174.1	EDUCATION OF NATIVE/INDIAN CHILDREN			X		5/18	4/22
AR 6174.1	EDUCATION OF NATIVE/INDIAN CHILDREN					3/16	X
E 6174.1	INDIAN POLICIES AND PROCEDURES	X		1/19		9/17	
BP 6175	MIGRANT CHILDREN PROGRAM			X		4/04	4/22
BP 6178	VOCATIONAL EDUCATION	X		6/18		3/17	
AR 6178	VOCATIONAL EDUCATION	X		4/04		9/92	
BP 6178.1	WORK EXPERIENCE EDUCATION	X		4/04		9/92	
BP 6179	CHILD CARE AND DEVELOPMENT PROGRAMS					3/18	X
BP 6181	CHARTER SCHOOLS	X		3/16		3/15	
AR 6181	APPLICATION PROCEDURE FOR ESTABLISHING A CHARTER SCHOOL	X		3/16		3/15	
BP 6182	CORRESPONDENCE STUDY PROGRAM	X		6/18		3/17	
BP 6183	SECONDARY BOARDING PROGRAM	X		3/18		3/17	
BP 6184	VIRTUAL/ONLINE COURSES	X		4/04		9/01	
E 6184	ALTERNATIVE CREDIT OPTIONS	X		4/04		9/01	
BP 6190	EVALUATION OF THE INSTRUCTIONAL PROGRAM	X		1/15		4/14	

Northwest Arctic Borough Policy Audit 2023

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BP 7000	CONCEPTS AND ROLES			X	5/95	9/98	
BP 7100	PLANNING	x	5/95			9/92	
BP 7150	RELATIONS WITH OTHER GOVERNMENTAL UNITS	x	5/95			9/92	
BP 7210	PROFESSIONAL SERVICES			X	5/95	2/11	
BP 7220	SITE SELECTION AND DEVELOPMENT	x	5/95			9/92	
BP 7310	METHODS OF FINANCING			X	5/95	9/97	
BP 7440	PROTECTION AND GUARANTEES	x	5/95			9/92	
BP 7511	NAMING OF FACILITY	x	5/95			9/92	

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BP 8000	CONCEPTS AND ROLES			X	10/02	3/19	
BP 8110	BOARD MEMBERSHIP	X	10/02			9/97	
BP 8120	ELECTIONS			X	10/02	4/14	
AR 8120	ELECTIONS	X	10/02			9/92	
E 8120	NOMINATING PETITION FOR ADVISORY SCHOOL BOARD CANDIDATE					9/92	X
BP 8130	VACANCIES	X	10/02			9/97	
BP 8140	OFFICERS	X	10/02			9/92	
BP 8200	POWERS AND DUTIES	X	3/16			3/15	
BP 8310	ORIENTATION	X	10/02			9/92	
BP 8320	MEETINGS			X	10/02	1/09	
AR 8320	MEETINGS	X	9/11			9/92	
BP 8321	EXECUTIVE SESSIONS	X	10/02				Not in AASB manual
BP 8330	MEMBER RESPONSIBILITIES	X	10/02			9/92	
BP 8340	CODE OF ETHICS	X	10/02			9/92	
E 8340	CODE OF ETHICS FOR THE ADVISORY SCHOOL BOARD	X	10/02			9/92	

Northwest Arctic Borough Policy Audit 2023

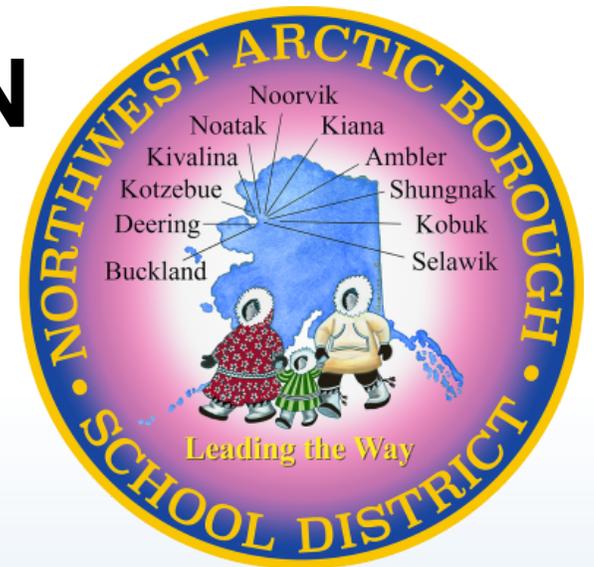
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BB 9000	RULE OF SCHOOL BOARD AND MEMBERS (POWERS, PURPOSE, DUTIES)			X	5/95	9/97	
BB 9010	PUBLIC STATEMENTS	X	5/95			9/01	
BB 9011	DISCLOSURE OF CONFIDENTIAL INFORMATION	X	5/95			9/92	
BB 9012	COMMUNICATIONS TO AND FROM THE BOARD	X	1/18			3/17	
BB 9020	BOARD STANDARDS					9/99	X
E 9020	BOARD STANDARDS					9/92	X
BB 9110	SCHOOL BOARD MEMBERSHIP	X	6/22			1/07	
AR 9110	RESPONSIBILITIES OF THE STUDENT REPRESENTATIVE	X	2/18				Not in AASB manual
E 9110	APPLICATION STUDENT REPRESENTATIVE TO THE NWABSD BOARD OF EDUCATION	X	2/18				Not in AASB manual
BB 9120	OFFICERS AND AUXILIARY PERSONNEL			X	5/95	9/97	
BB 9121	PRESIDENT	X	5/95			9/92	
BB 9122	VICE PRESIDENT			X	5/95	9/97	
BB 9123	SECRETARY			X	5/95	9/97	BB 9123 is titled as Secretary only in NWABSD manual. AASB combines CLERK/ TREASURER/ SECRETARY into one - BB 9123.
BB 9124	TREASURER	X	5/95			9/92	BB 9124 is titled as Treasurer only in NWABSD manual. AASB combines CLERK/ TREASURER/ SECRETARY into one - BB 9123.
BB 9125	ATTORNEY	X	5/95				Attorney is listed as BB 9124 in AASB's manual. (No BB 9125 in AASB's manual.)
BB 9130	SCHOOL BOARD COMMITTEES	X	5/95			9/92	
BB 9140	SCHOOL BOARD REPRESENTATIVES	X	5/95			9/92	
BB 9200	BOARD MEMBERS			X	5/95	4/22	
BB 9210	QUALIFICATIONS					1/07	x
BB 9220	SCHOOL BOARD ELECTIONS			X	5/95	2/08	
BB 9222	RESIGNATION	X	5/95			9/92	
BB 9223	BOARD VACANCIES			X	5/95	1/07	
BB 9224	OATH OR AFFIRMATION	X	5/95			9/92	
E 9224	OATH OR AFFIRMATION					9/00	X
BB 9230	ORIENTATION			X	5/95	9/99	
BB 9240	BOARD DEVELOPMENT			X	5/95	9/99	
BB 9250	REMUNERATION	X	6/11			9/92	

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BB 9260	LEGAL PROTECTION			X	5/95	4/22	
BB 9270	CONFLICT OF INTEREST			X	8/16	4/22	
BB 9271	CODE OF ETHICS	X	5/95			9/92	
BB 9300	GOVERNANCE	X	5/95			9/92	
BB 9310	POLICY MANUAL	X	1/13			3/12	
BB 9311	SCHOOL BOARD POLICIES	X	5/95			9/92	
AR 9311	SCHOOL BOARD POLICIES					9/01	X
BB 9312	SCHOOL BOARD BYLAWS	X	5/95			9/92	
BB 9313	ADMINISTRATIVE REGULATIONS	X	5/95			9/92	
BB 9314	SUSPENSION OF POLICIES	X	5/95			9/92	
BB 9320	MEETINGS	X	3/07			2/06	
BB 9321	EXECUTIVE SESSIONS			X	5/95	9/97	
BB 9322	AGENDA/MEETING MATERIALS	X	5/95			9/01	
BB 9323	MEETING CONDUCT	X	5/95			9/92	
BB 9324	SCHOOL BOARD MINUTES	X	5/95			9/92	
BB 9330	MEMBERSHIP IN ASSOCIATIONS			X	5/95	9/97	
BB 9400	BOARD SELF-EVALUATION			X	5/95	9/99	

# Northwest Arctic Borough School District

## FISCAL YEAR 2024 BUDGET WORKSESSION

March 7, 2023



# Table of Contents

- I. Budget Purpose, Preparation, and Assumptions
- II. Historical Information
- III. FY23 Budget Information
- IV. FY24 Budget
  - General Fund overview
  - School Site Budgets
  - District Wide Programs
- V. Possible actions to balance the FY24 Operating Budget

# Budget Purpose, Preparation, & FY24 Budget Assumptions



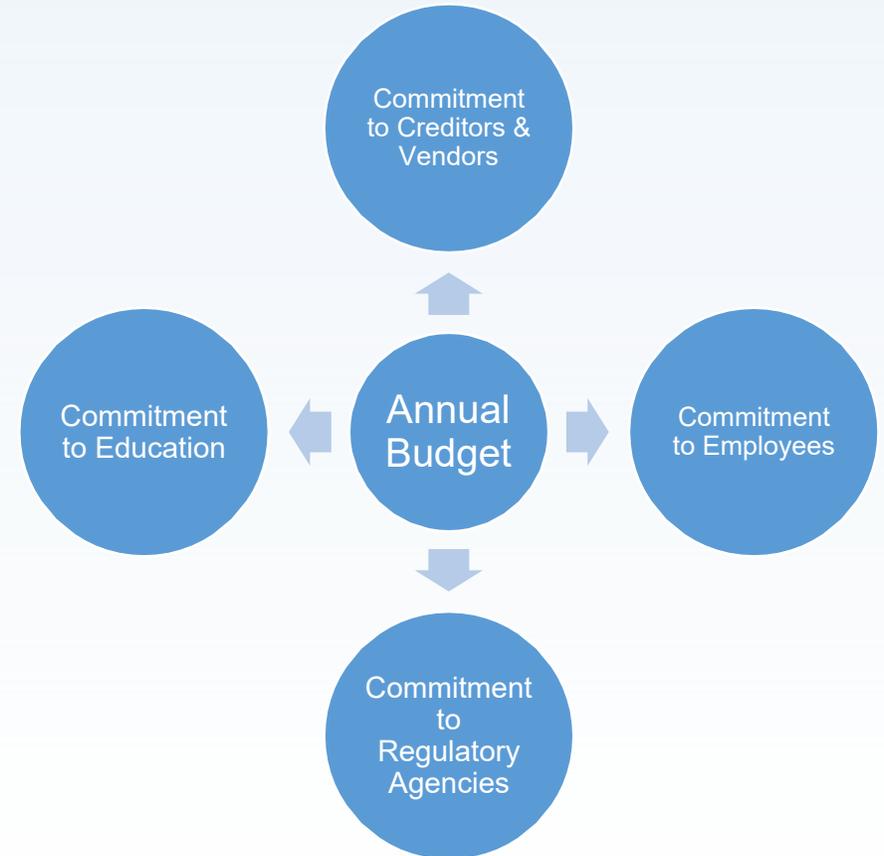
# Budget Purpose

The purpose of a budget is to create a spending plan to organize, track, and improve the District's operations.

Financial Forecasting in a budget is the process of predicting future revenues and expenditures. This forecast is the basis for business decision making involving strategic financial planning for the following:

- Personnel
- Facilities
- Supplies
- Other

*The Annual Operating Budget evolves, and changes as accurate information is received.*



# Budget Preparation

The objective or goal of the district's budget process is to develop a budget that is “a long-term perspective and not simply an exercise in balancing revenues and expenditures one year at a time” (*National Advisory Council on State and Local Budgeting*).

The strategic plan is the guiding document for resource allocation. In addition to its directives, the following objectives are also prioritized:

- Evidence-based budget recommendations (data-driven, realistic, and feasible)
- Transparent, timely and objective budget system
- Participation and awareness from district stakeholders

## **BUDGET PREP PROCESS**

**January** - Administrative Services begin preparing budget worksheets for forecasting;

**February- April** (Budget needs approval by **May 1**):

- 1) Administration/Dept Heads work together to develop budget proposal;
- 2) Administrative Team develops district-wide budget for Superintendent Review;
- 3) The Board reviews the budget proposal and makes necessary adjustments at the Budget Worksession;
- 4) School Board holds public hearing to review proposed budget;
- 5) Board votes on budget proposal at regular April meeting;
- 6) Budget Revisions are made throughout the year when accurate information is received.

# FY24 Budget Assumptions

The State of Alaska's legislative session is scheduled to end in mid-May, requiring some assumptions to be made in order to develop the budget within required timelines. The budget must be balanced before it is submitted to the School Board in April and the Northwest Arctic Borough Assembly no later than May 1st.

Assumptions used in preparing the proposed budget:

- No change to the State's Base Student Allocation (BSA) at \$5,930 since 2017
- Increase in enrollment based on projection to State
- Local contribution based on prior year
- Use of fund balance
- Negotiated salary increases
- On-Behalf rates of 12.96% (TRS) & 3.10% (PERS)

An estimated \$1.8 Million remains in general fund balance for use in the 2023-24 school year.

# Fund Types & Descriptions

General Operating Fund- Fund used to account for all operations of the school district not required by law or administrative action to be accounted for in another fund.

Special Revenue Fund- Fund used to account for proceeds of specific revenue sources (other than trusts or capital projects) that are legally restricted or committed to expenditure for specific purposes other than debt service or capital projects.

Grant Fund- Fund used to account for programs funded by grants. Sometimes called designated purpose funds, their uses and limitations are specified by legal authority. Generally the resources of these funds cannot be diverted to other uses.

Capital Improvement Fund- Fund used to account for financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets (other than those or proprietary funds or trust funds). To account for resources used for acquiring capital facilities including real property, initial equipment, additions and major repairs or improvements to facilities. All projects funded by state construction grants, bonded indebtedness, and district designated capital projects.

# Historical Enrollment & Projection

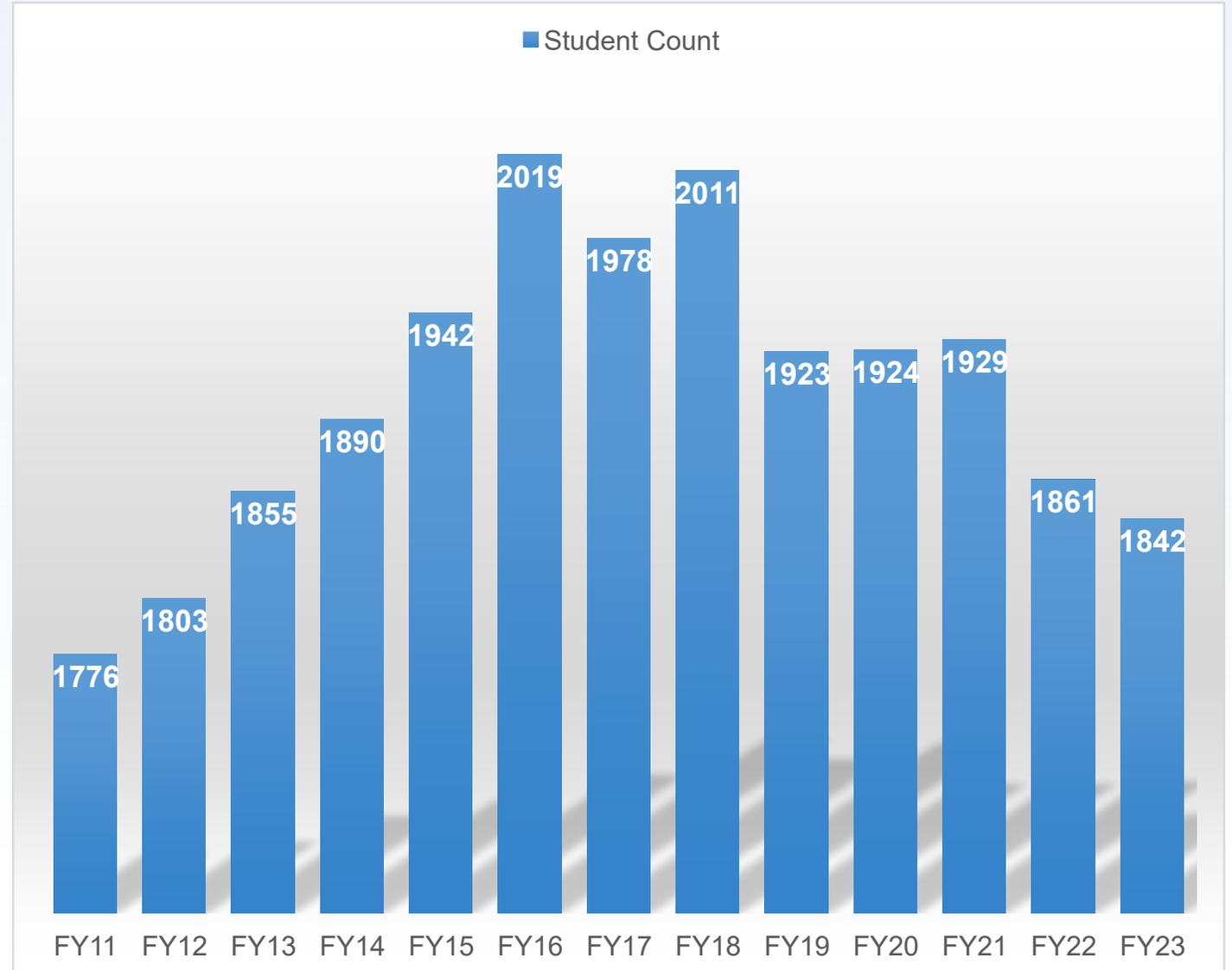


# State Funded Student Enrollment

**Note:**

Basic Need per Student is  $\$5,930 \times 1842 = \$10,923,060$ . The remainder of the State Foundation Funding is built in with other cost factors such as Special Needs (20%), District Correspondence Students, CTE (1.5%) & Other Cost Factors that equate to the approximately \$37.6 million in foundation revenues.

The **FY23** Budget was built off of a projection of 1831



# FY23 Enrollment

## Northwest Arctic Borough School District

	Elementary (PK-6)	Secondary (7-12)	Total (PK-12)
Ambler School (370010)	37.85	18.75	56.60
Aqqaluk High/Noorvik Elementary (370100)	118.10	82.85	200.95
Buckland School (370020)	106.40	81.45	187.85
Davis-Ramoth School (370210)	134.55	109.30	243.85
Deering School (370030)	31.00	20.00	51.00
June Nelson Elementary (370080)	259.55	0.00	259.55
Kiana School (370040)	55.20	43.65	98.85
Kobuk School (370070)	22.00	12.00	34.00
Kotzebue Middle/High School (370150)	47.75	279.15	326.90
McQueen School (370060)	81.95	76.25	158.20
Napaaqtugmiut School (370090)	72.45	85.70	158.15
NWABSD Home School (378020)	6.00	26.05	32.05
Shungnak School (370110)	47.25	35.00	82.25
<b>Total</b>	<b>1020.05</b>	<b>870.15</b>	<b>1890.20</b>

The **FY23** Budget was built off of a projection of 1831

# FY24 Enrollment Projection

School District / Attendance Center:	K-6 ADM	7-12 ADM	ADM TOTAL	SPED Intensive
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Enter the District's ADM & Intensive numbers in the column for that school. Correspondence goes in the above box.

TOTAL Correspondence ADM Only
<b>27</b>

## NORTHWEST ARCTIC

Ambler School	36.00	25.00	<b>61.00</b>	
Aqqaluk School	116.00	81.00	<b>197.00</b>	
Buckland School	104.00	91.00	<b>195.00</b>	
Deering School	30.00	23.00	<b>53.00</b>	
Kiana School	56.00	47.00	<b>103.00</b>	
Kobuk School K-12	22.00	15.00	<b>37.00</b>	
June Nelson Elementary School (Kotzebue)	253.00	0.00	<b>253.00</b>	
Kotzebue Middle/High School	49.00	288.00	<b>337.00</b>	
McQueen School (Kivalina)	72.00	82.00	<b>154.00</b>	
Napaaqtugmiut School (Noatak)	71.00	80.00	<b>151.00</b>	
Davis-Ramoth Memorial (Selawik)	137.00	116.00	<b>253.00</b>	
Shungnak School	54.00	32.00	<b>86.00</b>	
<b>TOTAL</b>	<b>1,000.00</b>	<b>880.00</b>	<b>1,880.00</b>	<b>50.00</b>

**Enrollment Projection is used to budget State Foundation revenue**

# Historical Fund Balance & Projection



# Operating Fund Balance FY17 through FY23

	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23 – Proj.</u>
Total Fund Balance	\$12,566,160	\$8,871,044	\$14,979,795	\$13,899,827	\$9,930,390	\$7,541,586	<b>\$4,635,133</b>
Inventory	\$739,615	\$871,478	\$1,311,574	\$861,383	\$765,422	\$718,140	<b>\$701,542</b>
Prepaid Items	\$20,207	\$18,978	\$953,202	\$1,177,235	\$25,034	\$1,117,856	<b>\$1,030,000</b>
Impact Aid received	\$9,127,574	\$5,754,438	\$10,445,660	\$6,858,607	\$1,243,036	\$993,894	<b>\$1,098,348</b>
Total Unreserved	<u>\$2,678,764</u>	<u>\$2,226,150</u>	<u>\$2,269,359</u>	<u>\$5,002,602</u>	<u>\$8,687,354</u>	<u>\$4,711,696</u>	<b><u>\$1,805,243</u></b>
Change from prior year		- \$3,695,116	<sup>+</sup> \$6,108,751	- \$1,079,968	- \$3,969,437	- \$2,388,804	<b>- \$2,906,453</b>

**FY23 Fund Balance will be available after Final Financial Audit**

# FY23 Budget



# FY23 General Fund Budget

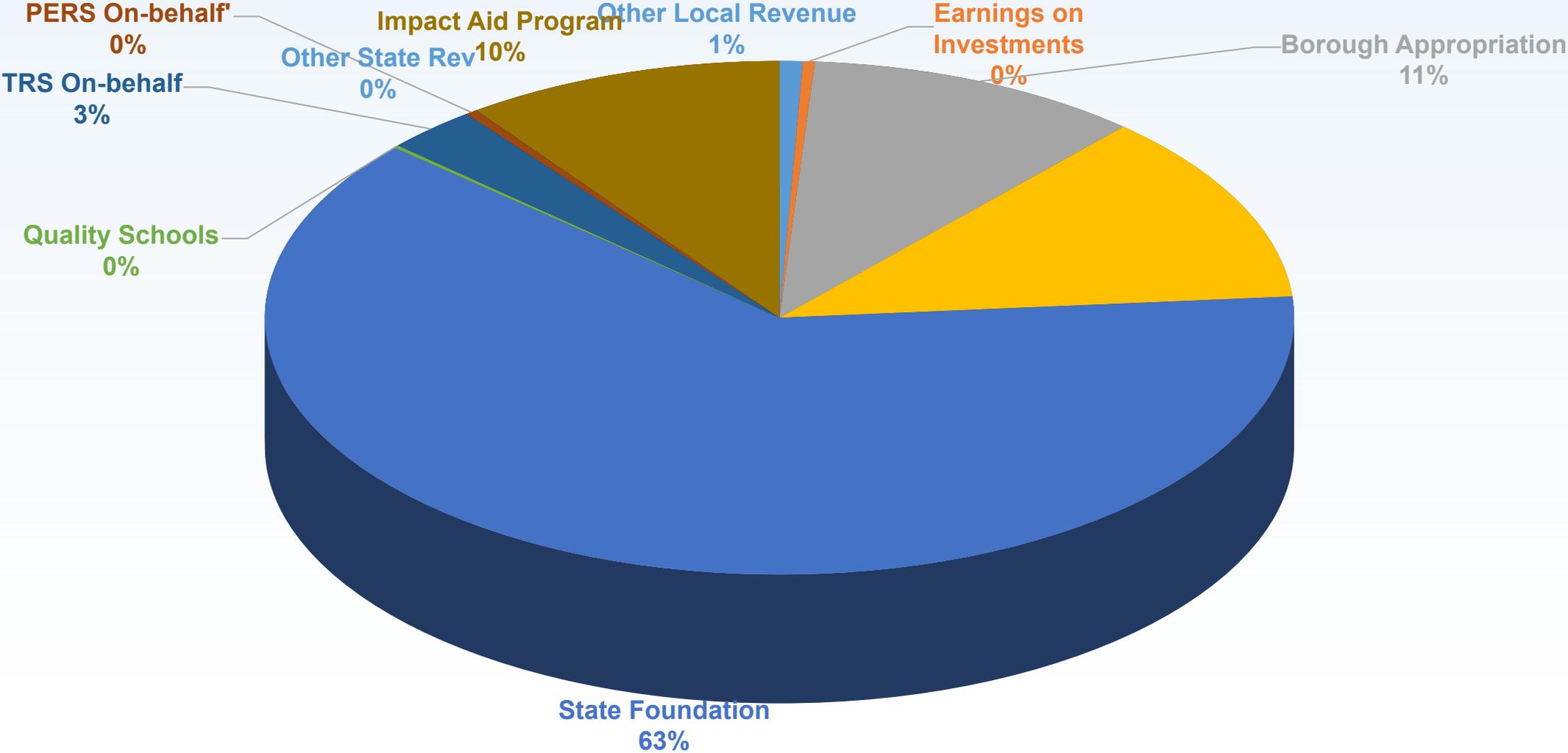
REVENUE	
Other Local Revenue	\$450,000
Earnings on Investments	\$230,000
Borough Appropriation	\$6,540,579
E-Rate Program	\$7,456,903
State Foundation	\$38,969,601
Quality Schools	\$108,384
TRS On-Behalf	\$1,789,996
PERS On-Behalf	\$222,108
Impact Aid Program	\$6,216,361
<b>TOTAL:</b>	<b>\$61,995,089</b>

EXPENDITURES	
Salaries & Benefits	\$38,292,821
Professional & Technical Services	\$3,564,671
Travel	\$1,792,219
Utilities	\$13,725,454
Other Purchased Services	\$4,492,906
Property & Liability Insurance	\$1,002,689
Supplies, Materials & Media	\$1,633,932
Tuition, Dues & Fees & Equipment	196,850
Indirect Cost Recovery	(\$300,000)
<b>TOTAL:</b>	<b>\$64,401,543</b>

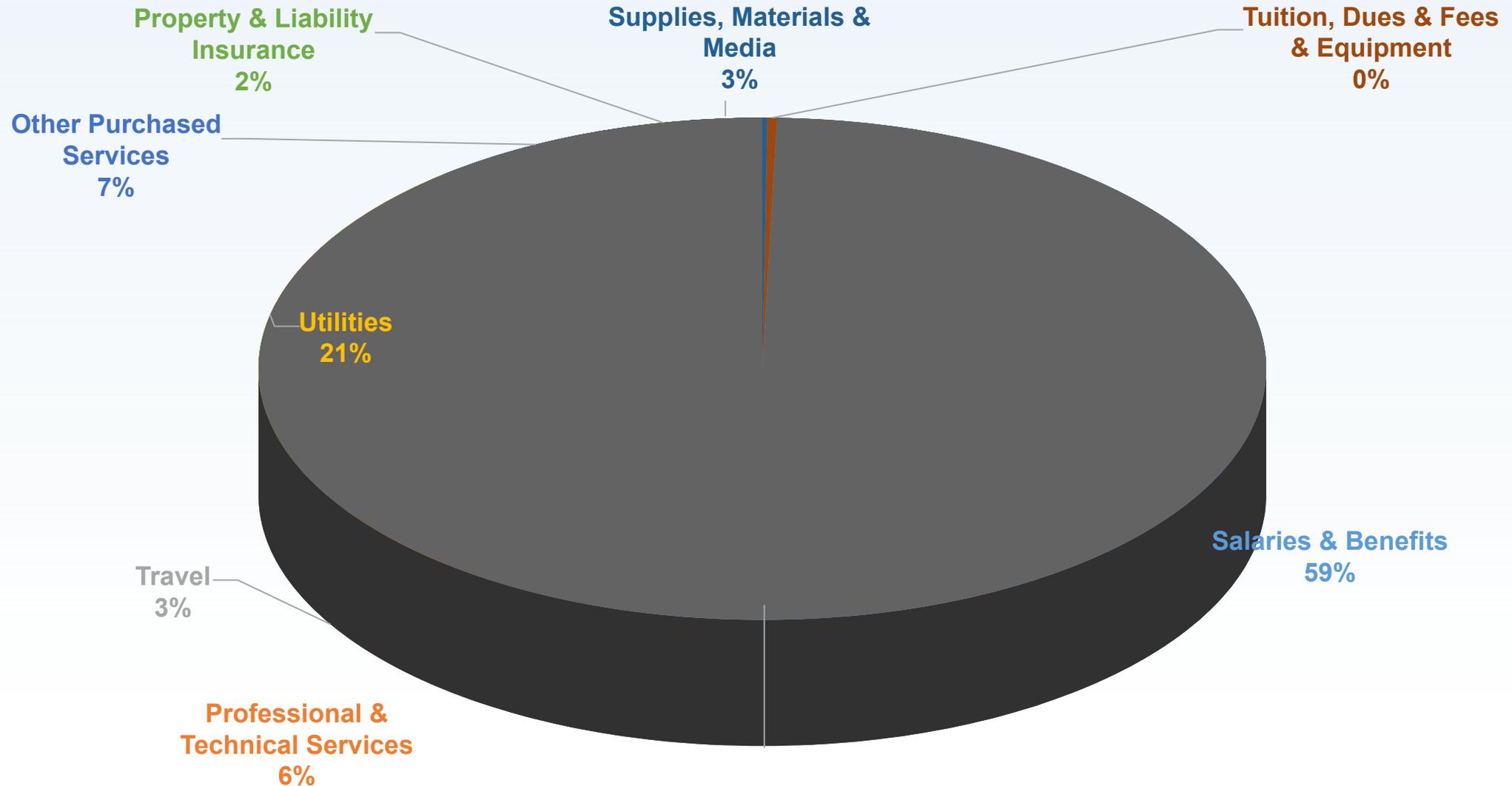
TRANSFERS OUT	
Teacher Housing Fund	\$350,000
Special Rev Fund-transportation	\$150,000
<b>TOTAL:</b>	<b>\$500,000</b>

USE OF FUND BALANCE	
Budgeted to use in FY23	\$2,906,453

# FY23 General Fund Revenue by Source



# FY23 General Fund Expenditures



# FY24 Budget



# Increases to the FY24 Operating Budget

***The FY24 General Fund Budget reflects increases based on the following:***

- Anticipated salary increases for 313 Full Time Equivalent Positions:
  - Classified → Based on Negotiated Agreement
  - Teachers
  - Administrators
- Staff Inservice → \$240,000



# FY24 General Fund Budget

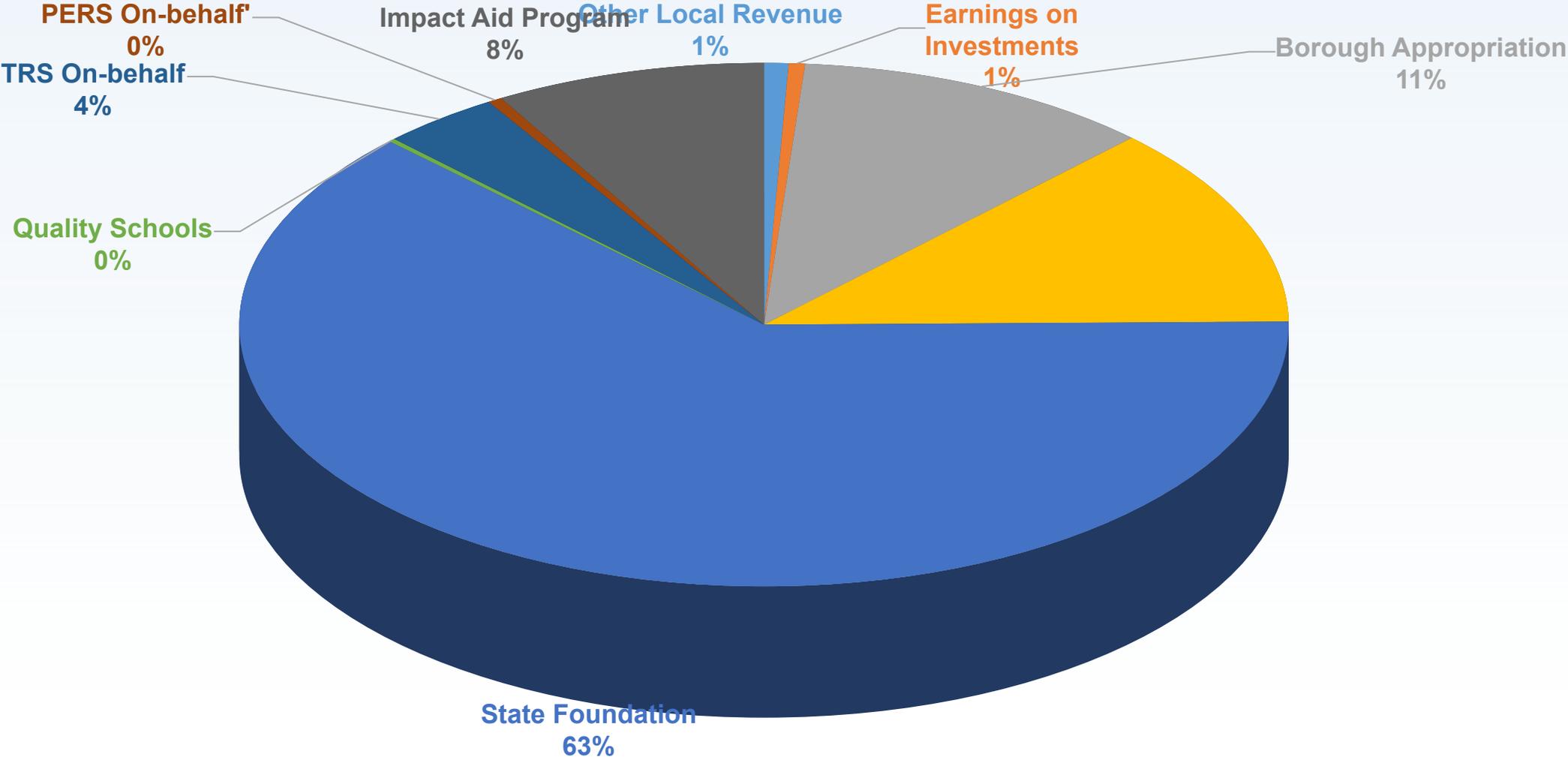
REVENUE	
Other Local Revenue	\$450,000
Earnings on Investments	\$300,000
Borough Appropriation	\$6,645,111
E-Rate Program	\$7,456,903
State Foundation	\$37,434,458
Other State Revenue	\$127,645
TRS On-Behalf	\$2,185,557
PERS On-Behalf	\$263,317
Impact Aid Program	\$5,000,000
<b>TOTAL:</b>	<b>\$59,860,298</b>

EXPENDITURES	
Salaries & Benefits	\$41,483,336
Professional & Technical Services	\$3,459,006
Travel	\$1,984,454
Utilities	\$13,680,433
Other Purchased Services	\$4,426,906
Property & Liability Insurance	\$1,000,159
Supplies, Materials & Media	\$1,550,078
Tuition, Dues & Fees & Equipment	154,494
Indirect Cost Recovery	(\$300,000)
<b>TOTAL:</b>	<b>\$67,463,866</b>

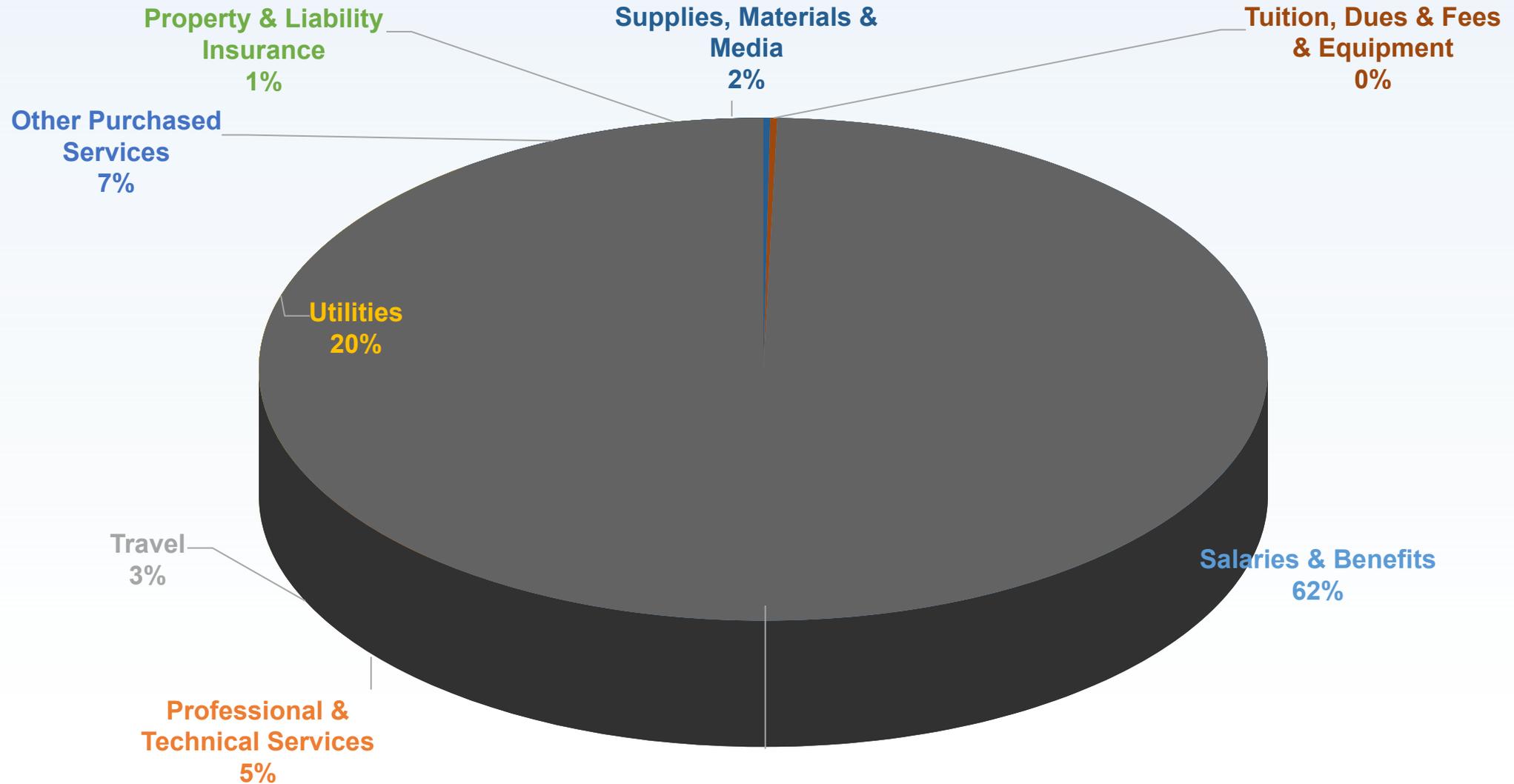
TRANSFERS OUT	
Teacher Housing Fund	\$450,000
Special Rev Fund-transportation	\$150,000
<b>TOTAL:</b>	<b>\$600,000</b>

EXPENSE OVER REVENUE	
<b>Deficit</b>	<b>\$8,203,569</b>

# FY24 General Fund Revenue by Source



# FY24 General Fund Expenditures

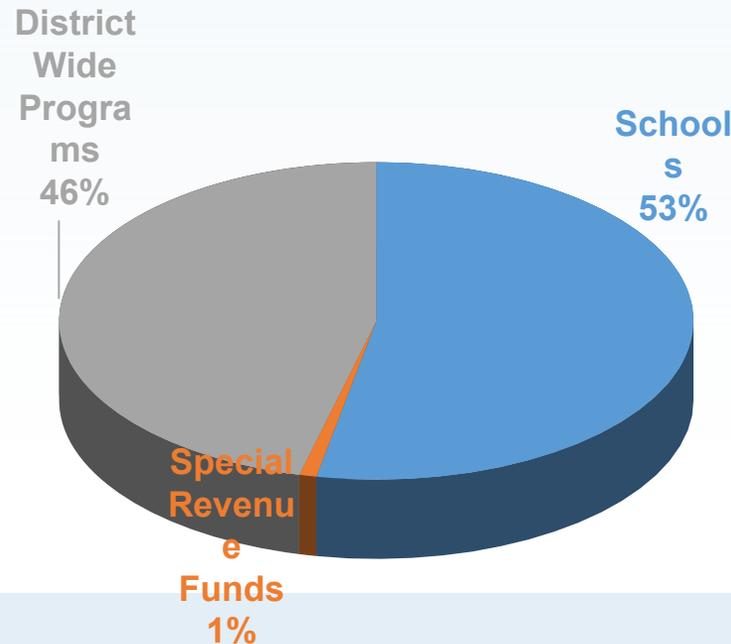


# FY24 Budget by Site & District Wide Program

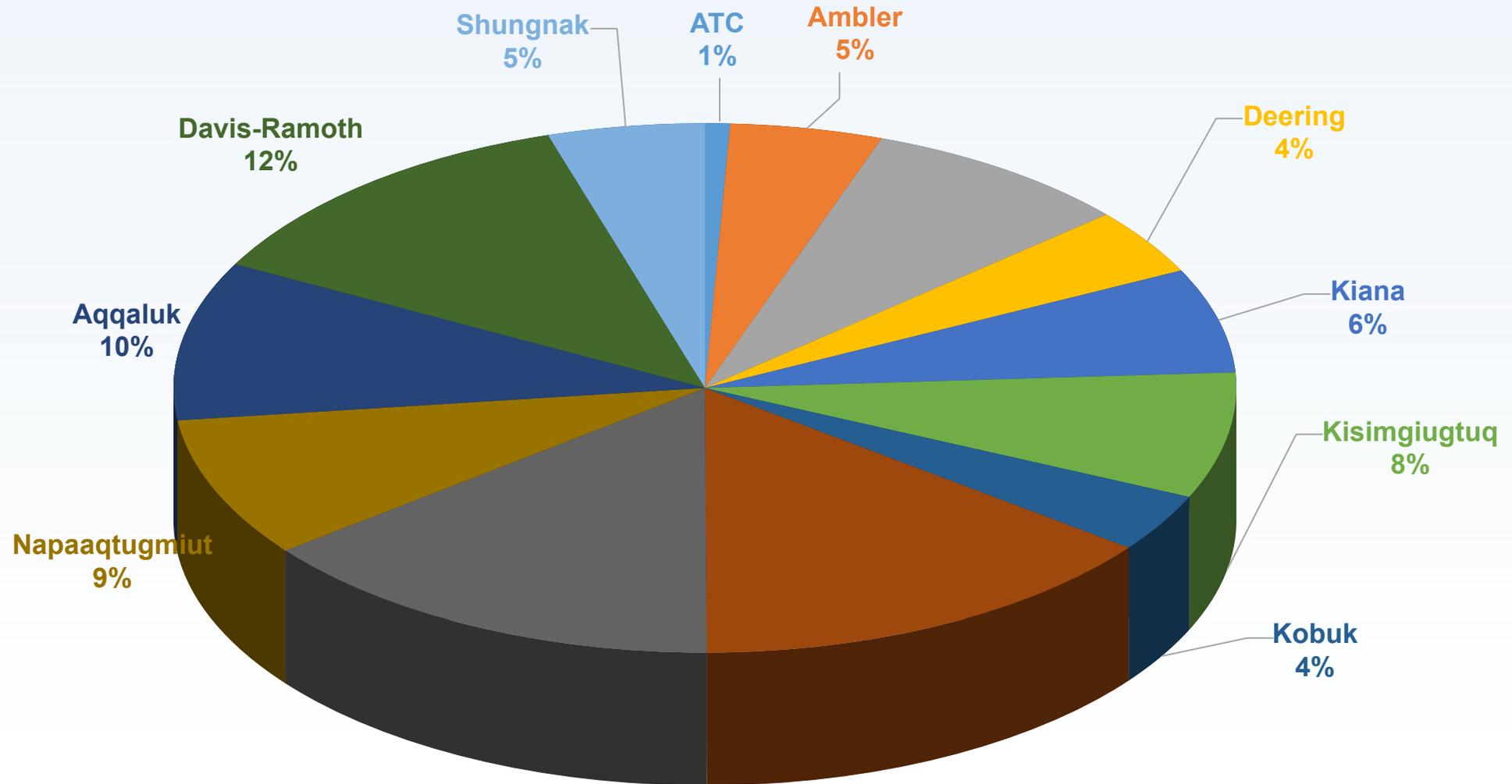
Schools	
Alaska Technical Center	\$274,000
Ambler	\$1,673,470
Buckland	\$2,971,592
Deering	\$1,461,456
Kiana	\$2,303,404
Kivalina	\$2,777,436
Kobuk	\$1,284,186
JNES	\$5,278,868
KMHS	\$5,242,102
Noatak	\$3,093,885
Noorvik	\$3,502,884
Selawik	\$4,504,086
Shungnak	\$1,721,851
<b>TOTAL:</b>	<b>\$36,089,220</b>

Special Revenue Funds	
Special Rev Fund-Transportation	\$150,000
Teacher Housing Fund	\$450,000
<b>TOTAL:</b>	<b>\$600,000</b>

District Wide Programs	
Board of Education	\$586,940
Superintendent's Office	\$1,228,419
Student Services	\$1,995,556
Curriculum	\$1,015,420
Iñupiaq Education	\$170,012
Dist. Wide Instructors & Supplies & On-Behalf	\$2,918,282
Student Activities	\$1,478,159
Administrative Services	\$1,681,899
Human Resources	\$826,345
Technology	\$1,283,979
Internet	\$8,285,448
Property Maintenance	\$9,904,187
<b>TOTAL:</b>	<b>\$31,374,647</b>



# FY24 School Site Budgets



# Northwest Arctic Borough Schools



**AMBLER**



**BUCKLAND**



**DEERING**



**KIANA**



**KIVALINA**



**KOBUK**



**JUNE NELSON  
ELEMENTARY-  
KOTZEBUE**



**KOTZEBUE  
MIDDLE/HIGH  
SCHOOL**



**NOATAK**



**NOORVIK**



**SELAWIK**

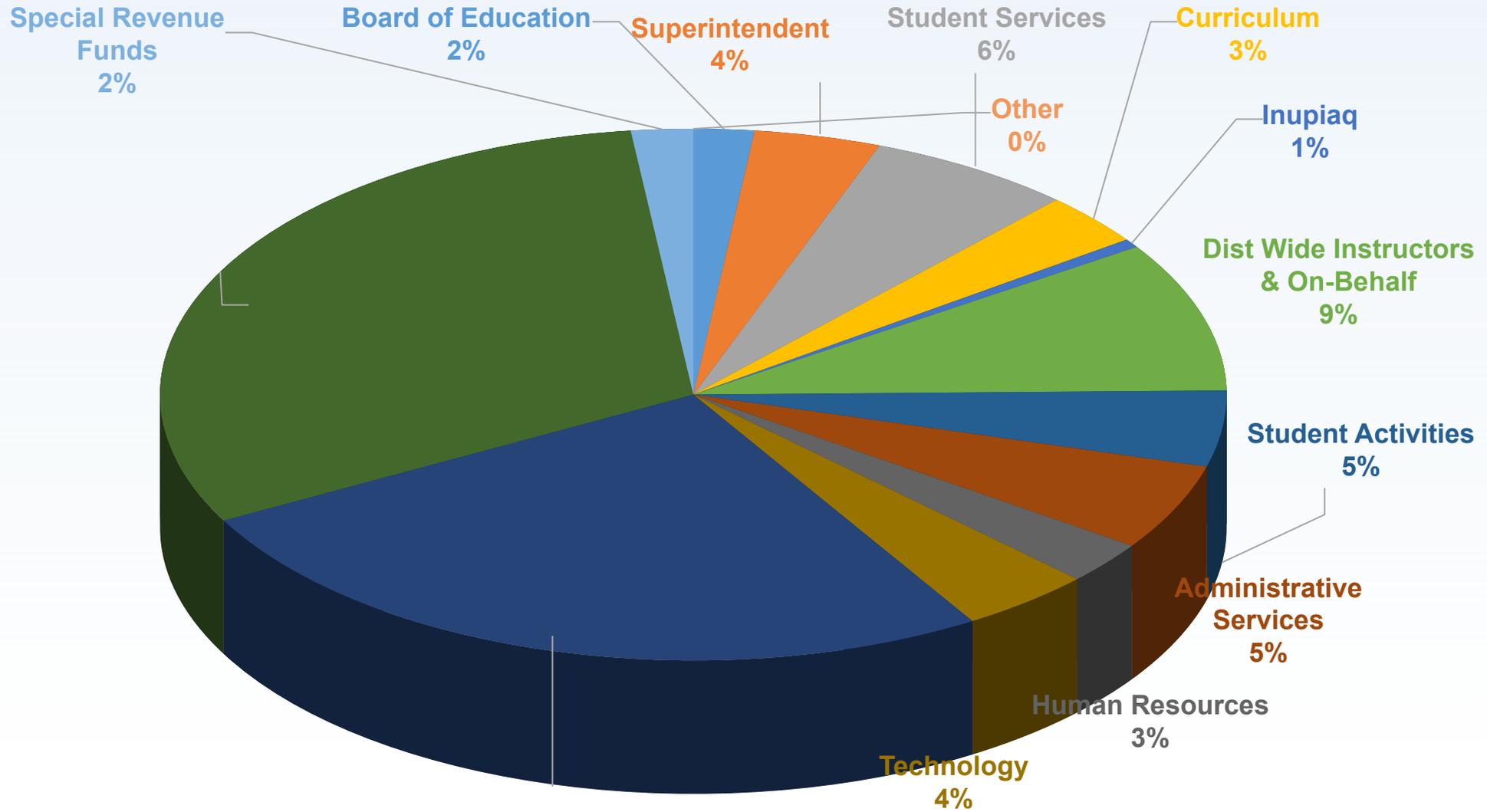


**SHUNGNAK**



**ALASKA  
TECHNICAL  
CENTER  
KOTZEBUE**

# FY24 District Wide Programs



# Balancing the FY24 Budget



# FY24 General Fund Budget

REVENUE	
Other Local Revenue	\$450,000
Earnings on Investments	\$300,000
Borough Appropriation	\$6,645,111
E-Rate Program	\$7,456,903
State Foundation	\$37,434,458
Other State Revenue	\$127,645
TRS On-Behalf	\$2,185,557
PERS On-Behalf	\$263,317
Impact Aid Program	\$6,216,361
<b>TOTAL:</b>	<b>\$59,860,298</b>

EXPENDITURES	
Salaries & Benefits	\$41,483,336
Professional & Technical Services	\$3,459,006
Travel	\$1,984,454
Utilities	\$13,680,433
Other Purchased Services	\$4,426,906
Property & Liability Insurance	\$1,000,159
Supplies, Materials & Media	\$1,550,078
Tuition, Dues & Fees & Equipment	154,494
Indirect Cost Recovery	(\$300,000)
<b>TOTAL:</b>	<b>\$67,463,866</b>

TRANSFERS OUT	
Teacher Housing Fund	\$450,000
Special Rev Fund-transportation	\$150,000
<b>TOTAL:</b>	<b>\$600,000</b>

EXPENSE OVER REVENUE	
<b>Deficit</b>	<b>\$8,203,569</b>

The purpose of this Budget Worksession is to Balance our FY23 Operating Budget

# Possible Actions to balance the FY24 Operating Budget

This is a list of ideas generated and reviewed by the District's Administrative Leadership Team for Board consideration:

- Budget Revenue Based on increase to Base Student Allocation (BSA)
- Increase the Student:Teacher ratio
- Use of Fund Balance
- Other Reductions
- Other reductions with direction from the Board

# Possible Action: Budget Revenue Based on increased BSA

The budgeted FY24 state revenue is based on a projected student count of 1880.

	Current Base Student Allocation (BSA)	\$400 increase – Admin Recommendation	\$1000 increase – SB52
BSA	\$5930	\$6330	\$6960
State Foundation Revenue	\$37,434,458	\$40,030,983	\$44,360,349
Increase	\$0	\$2,596,525	\$6,925,891
<b>Budget Deficit</b>	<b>\$8,203,569</b>	<b>\$5,607,044</b>	<b>\$1,277,678</b>

# Possible Action:

## Increase Student to Teacher & Site Admin Ratio

### CURRENT STUDENT:TEACHER RATIO

#### Elementary

- Average of 16 Students to 1 Teacher
- No Classroom with more than 3 grade levels

#### Middle/High School

- Average of 20 Students to 1 Teacher - High School
- Minimum of 2 teachers

# Possible Action:

## Increase Student to Teacher & Site Admin Ratio

### INCREASED STUDENT:TEACHER RATIO #1

#### Elementary

- Average of 18 Students to 1 Teacher
- No Classroom with more than 3 grade levels

#### Middle/High School

- Average of 25 Students to 1 Teacher - High School
- Minimum of 2 teachers

**This option could potentially decrease our teaching staff district wide by 16 FTE and our FY24 budget by \$1,960,000**

### INCREASED STUDENT:TEACHER RATIO #2

#### Elementary

- Average of 20 Students to 1 Teacher
- No Classroom with more than 3 grade levels

#### Middle/High School

- Average of 25 Students to 1 Teacher - High School
- Minimum of 2 teachers

**This option could potentially decrease our teaching staff district wide by 21 FTE and our FY24 budget by \$2,572,500**

**An increased site admin ratio could potentially decrease our administrative staff district wide by 3 FTE and our FY24 budget by \$496,400**

# Possible Action: Other Reductions

Student Activities - \$500,000 from student travel

ReadiStar – \$500,000 transfer from general fund

CTE - \$500,000

3 District Office positions – \$455,000

Extra duty contracts - \$420,000

# Possible Action: Use of Fund Balance(s)

In previous years we have budgeted to transfer funds into the General Operating Budget from Capital Improvement Project Funds. Only funds that were previously transferred from the General fund can be transferred back. I have noted the estimated amounts available to use and/or transfer below.

## General Fund

Estimated year end balance - \$1,805,243

This estimate is 2.8% of the FY23 budgeted expenditures and will change. Actual expenditures, including health insurance costs, will not be known until after 6/30/2023.

## Capital Improvement Project (CIP) Funds

Current available balance - \$1,805,387

A large amount of the District's Capital improvement fund balance has been used to cover expenditures over revenue for the current AHFC projects, large equipment for Kivalina, and planning costs for projects on the District's 6-year CIP plan.

# Questions & Direction from School Board

