

NWABSD Regular Board Meeting

Tuesday, December 5, 2023 4:00 PM
Teleconference

1.	<u>CALL TO ORDER</u>	Presenter: Margaret Hansen, President
2.	<u>ROLL CALL</u>	Presenter: Margaret Hansen, President
3.	<u>MOMENT OF SILENCE</u>	Presenter: Margaret Hansen, President
4.	<u>PLEDGE OF ALLEGIANCE</u>	Presenter: Margaret Hansen, President
5.	<u>INTRODUCTION OF GUESTS/STAFF</u>	Presenter: Margaret Hansen, President
6.	<u>PUBLIC COMMENTS</u>	Presenter: Margaret Hansen, President
7.	<u>RECOGNITION AND AWARDS</u>	Presenter: Terri Walker, Superintendent
8.	<u>SUPERINTENDENT'S REPORT</u>	Presenter: Terri Walker, Superintendent
9.	<u>BOARD REPORT</u>	Presenter: Board Members
10.	<u>ADOPTION OF CONSENT AGENDA</u>	
11.	<u>EXECUTIVE SESSION</u>	
12.	<u>COMMUNICATIONS AND ITEMS INTRODUCED BY BOARD MEMBERS</u>	
13.	<u>DATE, TIME, AND LOCATION OF NEXT MEEETING</u>	
14.	<u>ADJOURNMENT</u>	

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: December 5, 2023

NUMBER: VII.

FR: Office of the Superintendent

SUBJECT: Superintendent's Report

ATTENDANCE:

After four weeks of school, our district attendance is currently at 86%. We are looking into an attendance monitoring plug-in that works with power school so we can see and view reasons why students are absent and then come up with strategies to increase attendance.

Attendance plays a critical role in students' success in school. Recent nationwide data from the 2015-2016 school year revealed that nearly 8 million students, roughly 16%, were frequently absent, missing about 15 days of school. Chronic absenteeism significantly affects students in multiple ways, impacting their academic performance in subjects like math and reading, their emotional development, and even increasing the likelihood of grade retention, dropout, and disciplinary issues. Chronic absenteeism is also linked to risky behaviors like substance use and can escalate to school dropout, which in turn brings about long-term problems in adulthood. In response, the Northwest Arctic Borough School District has implemented various initiatives. These include efforts to reduce both excused and unexcused absences, track absenteeism rates using Power School, categorize attendance levels, analyze absence trends, establish support systems for individual students, and educate students, parents, and the community about the importance of regular attendance. Additionally, the district is reviewing and refining its attendance policy to ensure clarity, emphasize the significance of attendance, and address common causes of absenteeism. Clarifying what constitutes excused absences is also part of this comprehensive approach.

ENROLLMENT:

K-12's current enrollment is 1878 a decrease of 14 students since September count.

PreK – 12th grade enrollment is 2002 a decrease of 4 students.

SCHOOL	PK3	PK4	KG	1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	9TH	10TH	11TH	12TH	TOTAL
ABL	1	4	6	8	3	5	5	6	4	9	4	5	2	2	2	66
BKC	0	18	12	19	15	16	17	16	15	18	16	14	15	15	16	222
DRG	0	3	4	5	6	2	9	0	5	4	3	5	4	6	0	56
IAN	0	2	9	10	7	6	5	7	11	7	8	12	6	7	5	102
KVL	0	2	10	10	8	7	19	13	13	12	12	14	14	13	11	158
OBU	0	2	4	3	0	6	2	3	3	1	4	1	1	0	1	31
HSCH	0	0	0	1	0	0	1	1	3	0	2	1	2	5	7	23
JNES	4	39	46	48	45	32	38	49	0	0	0	0	0	0	0	301
KMHS	0	0	0	0	0	0	0	0	54	48	55	36	42	45	43	323
WTK	0	18	12	12	10	6	15	9	8	11	17	14	10	16	13	171
ORV	1	12	7	15	11	26	17	20	20	13	14	16	9	13	10	204
WLK	0	14	10	22	12	24	18	17	24	16	24	22	27	18	26	274
SHG	0	4	5	8	4	8	5	7	4	2	7	4	4	5	4	71
TOTAL	6	118	125	161	121	138	151	148	164	141	166	144	136	145	138	2002

Enrollment over the years

School	2018	2019	2020	2021	2022	2023
Ambler	76	73	71	61	57	64
Buckland	189	181	187	184	200	211
Deering	41	51	53	54	54	53
Kiana	128	125	123	104	100	104
Kivalina	162	167	162	166	156	159
Kobuk	49	49	48	32	35	32
JNES	392	355	336	257	265	305
Noatak	174	163	154	145	157	172
Noorvik	204	228	204	200	203	211
Shungnak	62	66	76	74	84	72
KMHS	330	338	340	326	329	336
Selawik	264	274	272	224	247	269
Home School	42	27	25	53	30	21
Grand Total	2113	2097	2051	1880	1917	2009

Suspensions by Site (through November 29)

Site	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Ambler	2	4	11	0	5	6	2
Buckland	3	2	0	0	2	14	5
Deering	0	1	0	0	2	1	0
Kiana	41	17	11	0	2	7	2
Kivalina	9	15	11	1	4	2	0
Kobuk	0	0	3	0	0	0	0
Kotz- JNES	5	0	0	0	0	0	2
Kotz- KMHS	33	20	21	0	15	37	37
Noatak	5	5	24	1	1	2	15
Noorvik	9	4	4	2	4	17	7
Selawik	16	9	14	2	10	27	3
Shungnak	0	0	1	0	1	0	0
Total	123	77	100	6	46	113	73

Travel Report

ASA Fall Conference September 27-29 I met with all Alaska Superintendents to discuss items that affect the Education of students in Alaska.

National Indian Education Conference October 18-21:

So many informative sessions that include information on Creating Culture Curriculum for K-12 Classrooms, Ensuring Indigenous Student Graduation, Use Elders Methods in Modern Classrooms, Indigenous Ways of Learning in Education, Waihona.net: Indigenous Online Learning Resources, Increasing Federal Funding, The Power of Advocacy and more...

AASB Fall Conference November 9-11: Attended the conference with board members.

I am requesting the Board to approve the Superintendent's out-of-district travel for 2024 and Personal Leave request (Memo 24-060):

- Principal's meeting Anchorage, January 25
- Response to Intervention RTI Conference Anchorage, January 26-28
- NW Arctic Leadership Team (NWALT) Juneau, January 29-30
- ACSA Superintendent's Legislative Fly-in Juneau, February 3-5
- AASB Legislative Fly-in Juneau, February 10-11
- NWALT DC Lobbying Washington DC, March 27-29
- Personal Leave December 18-29, 2023

Terri Walker,
Superintendent

**AASB Board Report
For
December 5, 2023
NWABSD Board Meeting**

AASB Annual Conference/Association of Alaska School Board

Thursday, November 9, 2023 I attended the Resolutions Committee meeting with Alice Adams, Margaret Handson and Joanne Harris which was chaired by Margo Bellamy, AASB President-Elect and had the privilege of presiding the next three days of the AASB's 70th Annual Conference. The highlights of the conference were the Friday Keynote speaker, Troy Hutchings on professional ethics, educator misconduct and frameworks for ethical teaching practice. And Kristi Swett, NSBA's 2023-2024 President and a member of Utah's Salt Lake City School Board, has been a tireless advocate of public education for the past 30 years.

I also had the privilege of making a presentation on the late June Nelson to the Youth Leadership Friday afternoon. Friday evening, I attended the June Nelson Memorial Scholarship Fundraiser and I want to thank the NWABSD for the awesome donations for the auction. What a fun night!

Another highlight was the joint meeting/dinner with the NSBSD and the sharing of our Legislative Priorities. How proud and grateful I am for our district board members for accepting the invitation to sing, "Aarigaa!" Quyanaq, Joanne for taking the lead. Throughout the day, several attendees complimented and thanked us for singing this special song.

Monday, November 13, 2023 I attended the board of directors meeting which was presided by President Margo Bellamy. AASB board officers are Robyn Burke, Secretary-Treasurer; Dana Mock President-Elect and myself as the Past President. We are also the Executive Committee up until November, 2024.

The board meeting included reports from the committees, approval of the 2024 Legislative Priorities, the 2024 AASB Budget, and approved Andrea Watts of Watts Advocacy as the AASB first Lobbyist who will be working with Norm Wooten and Lon Garrison throughout the 2024 Legislative session. And I have been assigned to Skagway, Tanana and Yupiit School Districts for the Board Liaison Networking.

The next AASB board of directors meeting will be held April 19-20 in Anchorage, Alaska. And very happy to report the July Summer board meeting will be held in Kotzebue July 18-21st. Thank you, Madam Superintendent for making this work for the summer AASB board meeting to be held in our district.

National School Board Association

The NSBA board of directors are continuing to discuss forming the Rural Strand and have scheduled the first Rural Strand the day before the NSBA 2024 Annual Conference and Exposition which is scheduled for April 6-8th in New Orleans, LA.

I will be attending the virtual NSBA Rural Education Virtual Summit which will be “addressing unique challenges and opportunities in rural education. Participants will hear thought-provoking discussions and learn innovative strategies to foster a supportive network that empowers rural communities to enhance educational outcomes and promote equitable access to quality education.” This is scheduled for Wednesday, December 13, 2023 at 9 a.m. and registration is free.

Quyanaq, for your support to represent our district on the AASB board of directors. Truly a privilege.

Marie N. Greene

E 6174.1 INDIAN POLICIES AND PROCEDURES

The Northwest Arctic Borough School District's goal under the Indian Policies and Procedures [IPP] is to ensure that all American Indian children of school age have equal access to all programs, services, and activities provided by the school district.

The District will establish policies and procedures to ensure that children residing on Indian lands participate in programs and activities supported by impact aid funds on an equal basis with all other children. Parents of these children will be provided an opportunity to present their views on these programs and activities, including the chance to make recommendations on the needs of those children and how the District may help these children realize the benefits of these programs and activities. Parents and Indian Tribes will be consulted and involved in the planning and development of these programs and activities. The relevant applications, evaluations, and program plans will be disseminated to the parents and the Indian Tribes.

It is the intent of the District to fully comply with all requirements of Title VIII (Impact Aid Program) of the Elementary and Secondary Education Act of 1965 (formerly [Public Law 81-874](#), amended 8/2/02), [34 CFR 222.94](#), and to that end, the Governing Board has adopted as policy these Indian Policies and Procedures (IPPs). The IPPs by intent and by School Board action supersedes all previous School Board action and are intended to bind the Governing Board, administration, and staff of the District.

ATTESTATIONS

The Northwest Arctic Borough School District attests that it has established Indian Policies and Procedures (IPPs) as required in section 7004 of the Impact Aid law for any children claimed who reside on eligible Indian lands. The IPPs have been adequately disseminated to the tribes and parents of children residing on eligible Indian lands. A copy of the current policies and procedures was attached to the FY25 Impact Aid application.

The Northwest Arctic Borough School District attests that it has provided a copy of written responses to comments, concerns, and recommendations received from tribal leaders and parents of Indian children through the Indian policies and procedures consultation process and disseminated these responses to tribal leaders and parents of Indian children prior to the submission of their FY25 Impact Aid application.

POLICIES AND PROCEDURES

The following Indian policies and procedures become effective upon school board approval.

POLICY 1: The Northwest Arctic Borough School District will disseminate relevant applications, evaluations, program plans, and information related to the District's education program and activities with sufficient advance notice to allow tribes and parents of Indian children the opportunity to review and make recommendations.

Procedure 1:

The District Administrator/designee will, as soon as reasonably possible after such information becomes available, but no later than one week in advance of any meeting, to Indian parents and Tribal officials a copy of the following documents by preferred method:

Impact Aid Current Fiscal Year application (full application will be sent out by email)
Indian Policy and Procedures and
Evaluation of all educational programs; and
Plans for education programs the District intends to initiate or eliminate.

In addition, information regarding these materials will be included in the District's monthly newsletter, if appropriate.

Parents of Indian children, tribal officials, and the public will be given notice of all meetings related to equal participation or the content of the educational program by including information about meeting times and locations in the questionnaire to be disseminated in January of each school year. The location, date, and time of any meeting described above shall be posted in the same manner as a legally posted School Board meeting.

The District will disseminate information and seek timely input and meaningful consultation with all Tribes regarding the following programs on its educational program (including, but not limited to): Title I, Part A, Title I, Part C, Title I, Part D, Title II, Part A, Title III, Part A, Title IV, Part A, Title IV, Part B, Title V, Part B subpart 2, Title VI, Part A, subpart 1, Title VII-Impact Aid programs, and Johnson O'Malley programming.

The completed applications, evaluations, and program planning will be made available to parents of Indian children through their preferred contact information, which is available in the District's student information system.

Tribal officials and the Indian Education Committee will receive a prepared summary of all materials, which will be disseminated (per Tribal preferred contact method) one week in advance of public hearings held in January and April (to afford all interested parties the opportunity to review the documents with sufficient time to provide thoughtful input at the public meetings. These hearings will be publicly advertised by radio, advertisement, newsletter, or in writing to allow all interested parties to attend. In addition, representatives from the District and Indian Education Committee will schedule meetings with the local tribe to seek input.

Parents of Indian children, tribal officials, the Indian Education Committee, and any other interested persons can review assessment data to help develop or modify educational programs and services, allowing for the participation of Indian students on an equal basis in the District.

Minutes from the Indian Education meetings will be posted on the District's website for all patrons and Tribal officials to review. This will allow for the ongoing dissemination of information.

POLICY (2): The Northwest Arctic Borough School District will provide an opportunity for the affected tribe or tribes and parents of Indian children to provide their views on the District's educational program and activities, including recommendations on the needs of their children and on how the District may help those children realize the benefits of the educational programs and activities.

(i) Notify tribes and the parents of Indian children of the opportunity to submit comments and recommendations, considering the tribe's preference for a method of communication and

(ii) Modify the method of and time for soliciting Indian views, if necessary, to ensure the maximum participation of tribes and parents of Indian children.

Procedure 2:

In order to allow Indian parents and tribal officials to make commentary concerning (1) the needs of their children and the ways in which they can assist them in realizing the benefits of the education programs; (2) the overall operation of the District's education program; and (3) the degree of parental participation allowed in the same, parents of Indian children and Tribal officials will receive via the preferred method of contact a questionnaire requesting their input and recommendations during January of each school year and will thereafter hold an annual Board meeting where any such commentary may be reviewed by Indian parents, Tribal officials, and the School Board.

Indian parents and Tribal officials will be given notice of all meetings by including in the above-referred questionnaire to be disseminated in January of each school year information as to the location of legally posted School Board notices. The location, date, and time of any meeting described above shall be posted in the same manner as a legally posted School Board meeting, and all meetings are open to the public.

Once the preferred method of communication has been decided, the tribe and parents of Indian children communication method will be used throughout the consultation process. Any changes to the method will happen through additional consultation with tribes and parents. The District will, to the greatest extent possible, take the tribe's preferred method of communication into consideration for all correspondence with the tribe and the parents of Indian children.

Tribal communication preferences are as follows:

Tribe	CONTACT METHOD	MATERIAL DELIVERY
Native Village of Ambler		Molly Brown Eva Henry
Primary	(907) 445-2030	nativevillageofambler@gmail.com nativevillageofambler@ivisaappaat.org
Secondary		
Native Village of Buckland		
Primary	Mona @ 494-2121 After 1pm	tribeadmin@nunachiak.org or cityofbucklandalaska@gmail.com
Native Village of Deering		
Primary	(907) 363-2138	tribeadmin@ipnatchiaq.org
Native Village of Kiana		
Primary	(907) 475-2109	tribedirector@katyaaq.org
Secondary		
Native Village of Kivalina		
Primary	(907) 645-2201	tribeadmin@kivaliniq.org
Native Village of Kobuk		
Primary	tribeclerk@laugvik.org	tribeclerk@laugvik.org
Secondary	(907) 948-2217	
Native Village of Kotzebue		
Primary	(907) 442-3467	christina.hensley@qira.org
Secondary		kotzebueira@gmail.com
Native Village of Noatak		
Primary	(907) 485-2173, (907) 485-2005	tribeadmin@nautaaq.org
Noorvik Native Community		
Primary	(907) 636-2144	tribemanager@nuurvik.org
Secondary		P.O. Box 209, Noorvik, Alaska, 99763
Native Village of Selawik		
Primary	(907) 484-2165	tribeadmin@akuligaq.org
Secondary		P.O. Box 59 Selawik, AK, 99770
Native Village of Shungnak		
Primary	(907) 437-2163 437-2304 (Kathy Custer)	tribeadmin@issingnak.org

If the consultation participation by parents of Indian children and tribes is low, the Northwest Arctic Borough School District will re-evaluate its consultation process. Specifically, the District will take the following measures to improve or enhance participation:

- Consult with parents of Indian children and tribes
- Change communication method based on consultation
- Change the time of meetings

The Indian Education Committee (Parent Advisory Committee) of the District will meet in April of each school year for the purpose of addressing comments and concerns of parents of Indian children regarding the District's educational programs and activities. The meeting agendas shall be posted, and all meetings shall be open to the public allowing for tribal officials as well as parents of Indian children the opportunity to submit comments and recommendations for consideration.

A school board representative is a non-voting member of the Indian Education Committee (Parent Advisory Committee). This representation allows for the discussion of the needs of the students and ideas to be brought forward to both the Indian Education Committee as well as the School Board.

At each of the regularly scheduled school board meetings, a section of time is set aside for communications from the public. This is a time to offer comments and suggestions regarding programming for Indian students. In addition, two public hearings are scheduled in January and April, which are specifically devoted to addressing questions regarding federal programs. Based upon suggestions, preferred methods of communication, as well as ways to maximize participation from tribal officials as well as parents of Indian children will be seriously considered.

Information will be included in student handbooks/enrollment packets regarding opportunities to provide input to the District.

The District and Indian Education Committee representatives will schedule meetings with the affected tribe or tribes to discuss ongoing programming goals.

POLICY (3): The Northwest Arctic Borough School District will annually assess the extent to which Indian children participate on an equal 6174.1 basis with non-Indian children in the District's education program and activities.

(i) Share relevant information related to Indian children's participation in the District's education program and activities with tribes and parents of Indian children; and

(ii) Allow tribes and parents of Indian children the opportunity and time to review and comment on whether Indian children participate on an equal basis with non-Indian children.

Procedure 3:

The District will take the following measures to annually assess the extent to which Indian children participate on an equal basis with non-Indian children in the District's education program and activities.

- The District will monitor and calculate the ratio of Indian student participation in all academic and co-curricular activities annually based on school district data. Student participation in co-curricular activities is monitored through the District's Student Information System.
- The District will share its assessment of district funding, Indian student participation, related academic achievements, and other related data with the parents of Indian children and tribal officials through preferred contact methods, posting at tribal and school offices, and on the district website. This information will be shared at least one week in advance of any meeting.
- Parents of Indian children, tribal officials, and other interested parties may express their views on participation through direct communication with the school district, at any regular school board meeting which are held bi-monthly, and during the Indian Education Committee (Parent Advisory Committee) meetings, which are held in January and April of each school year. All meetings are open to the public, and official minutes are maintained as part of the public record.
- Annually, the District Administrator (or a designee), administrators, staff members, the Indian Education Committee (Parent Advisory Committee), Indian parents, and Tribal officials will hold a meeting to assess the extent of Indian children's participation in the educational program. At such meeting, attendees will analyze the school data and Tribal/parental commentary to determine the extent of equality of Indian children's participation with other children. This information and any reports will be made available to the parents of Indian children, tribal officials, and the Indian Education Committee (Parental Advisory Committee) via the preferred method at least one week in advance. They will publicly be available on the District's website.

If it is determined that there are gaps in Indian participation in the educational program or activities, the School Board, in consultation with the Indian Education Committee (Parent Advisory Committee) tribal officials and parents of Indian Children will modify its education program in such a way as to improve Indian participation.

POLICY (4): The Northwest Arctic Borough School District will modify the IPPs if necessary, based upon the results of any assessment or input described in this document.

Procedure 4:

The Northwest Arctic Borough School Board will schedule meetings in January and April to discuss the content of the IPPs, equal participation, and educational program and activities. Parents of Indian children and tribes will be notified via preferred method, email, and notification will be posted on the District's website regarding these meetings and the ability to submit comments.

The Northwest Arctic Borough School Board, in coordination with Indian Education Committee (Parent Advisory Committee) will evaluate all recommendations for any changes based on the result of assessment from all relevant input received and will make a determination of all recommended revisions.

The revised IPPs will become effective immediately upon adoption by the full School Board. The School District will disseminate copies of the revised IPPs to the Tribes and parents of Indian children via preferred method, email, and the revised policy will be publicly available on the District's website within 30 days of adoption by the Northwest Arctic Borough School Board.

POLICY (5): The Northwest Arctic Borough School District will respond at least annually in writing to comments and recommendations made by tribes or parents of Indian children and disseminate the responses to the tribe and parents of Indian children prior to the submission of the IPPs by the District.

Procedure 5:

The Northwest Arctic Borough School District will annually keep track of and assemble all comments and suggestions received through the various consultation processes. All received comments will be collected, stored, and analyzed by the Department of State of Federal Programs with consultation from other appropriate district leadership.

The Northwest Arctic Borough School District will at least annually respond in writing to comments and recommendations made by tribes or parents of Indian children, and disseminate all responses per preferred communication method to all parties and information will be made through official School Board announcements prior to the submission of the IPPs by the District.

POLICY (6): The Northwest Arctic Borough School District will provide a copy of the IPPs annually to the affected tribe or tribes.

Procedure 6:

The District will annually provide a copy of the current Indian Policies and Procedures to each local tribe via the identified preferred contact method (listed above).

Affirmation of Meaningful Consultation

Upon signing, the Tribal Official agrees that timely and meaningful consultation occurred for the 2024-2025 school year and that the Northwest Arctic Borough School district provided the opportunity to provide input and to contribute to the school district's ESEA programs listed under Policy 1 of this document. (as applicable).

APPROVED BY:

Sign & Print Name: Tribal Official Dated

Sign & Print Name: Superintendent Dated

Sign & Print Name: School Board President Dated

MEMORANDUM

TO: NWABSD Board of Education

DATE: December 05, 2023

NUMBER: 24-057

FR: Office of the Superintendent

SUBJECT: Approval of Human Resources

ABSTRACT:

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

ISSUE:

At issue is the approval of Human Resources actions.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

ALTERNATIVES:

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

ADMINISTRATION RECOMMENDATION:

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

**Human Resources
November 2023**

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

- a) Certified new hires FY24
- b) Classified new hires FY24

a) The administration recommends approval of the following FY24 Certified New Hires:

LOCATION & DATE	NAME	POSITION
<u>Buckland</u> 10/30/23	Dana Strong	Teacher MS/HS SS
<u>Noatak</u> 11/30/23	Tyler Graham	MS/HS Sience
<u>Noorvik</u> 10/30/23	Donald Weber	Teacher HS/Math
<u>Kiana</u> 10/09/23	Denita Sommers	Teacher MS/HS/LA

b) The administration recommends approval of the following FY24 Classified New Hires:

LOCATION & DATE	NAME	POSITION
<u>ATC</u> 8/14/23	China Kantner	GED Instructor
8/16/23	Lori Jorgensen	Registrar
11/01/23	Brandi Williamson	Secretary
<u>Buckland</u> 9/04/23	Katherine Hadley	Inupiaq Instructor
<u>Kiana</u> 8/14/23	Helena Barr	Inupiaq Instructor
<u>Kivalina</u> 9/12/23	Genevieve Swan	Inupiaq Aide
<u>Noatak</u> 10/09/23	Denita Sommers	Teacher MS/HS/ LA
10/30/23	Edna Bailey	SpEd Aide
<u>Noorvik:</u> 11/07/23	Tehana Baldwin	SpEd Aide
<u>JNES</u> 10/30/23	Destiny Tolbert	SpEd Aide
10/30/23	Bomi Kim	Instr. Aide
<u>KMHS</u> 10/30/23	Josh Labial	Migrant Aide

II. The administration report on the following non action items:

a) The administration reports on the following Certified resignations:

LOCATION & DATE	NAME	POSITION
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Noatak

08/29/23	Brianna Kirk	Counselor
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Noorvik

11/10/23	Donald Weber	MS/HS Math
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b) The administration reports on the following Classified resignations:

LOCATION & DATE	NAME	POSITION
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Kivalina

10/25/23	Josephine Morris-Koenig	Secretary
10/25/23	Becky Norton	Instructional Aide

c) The administration reports on the following Certified Transfers:

LOCATION & DATE	NAME	POSITION
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Buckland

8/14/23	Florence Norton	Aide to Grade K Teacher
8/14/23	Alex Swan	Aide to MS/HS Math

d) The administration reports on the following Classified Transfers:

LOCATION & DATE	NAME	POSITION
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Kivalina

11/02/23	Ford Humphreys	Maintenance to Bus Driver
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III. The administration recommends the Board approves the contract (attached) with RCC STAFFING SOLUTIONS USA and NW Arctic Borough School District as presented.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: December 5, 2023

NUMBER: 24-057b

FR: Office of the Superintendent

SUBJECT: Approval of Contract and
Purchase; RCC Staffing
Solution USA

STRATEGIC PLAN/BOARD GOAL:

Strand 1: Operational Improvements

ABSTRACT:

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

ISSUE:

At issue is to approve the contract and purchase from RCC Staffing Solution USA for a total amount not to exceed \$192,200.00 to hire 20 international teachers pending the approval of legal counsel and the Director of Administrative Services.

BACKGROUND AND/OR PERTINENT INFORMATION:

The District currently faces a severe staffing shortage and is searching for highly qualified teachers internationally. This requires working with a company to act as an agent that recruits and hires.

The fees per teacher are \$9610.00 and the District is currently anticipating the need for at least 20 new teachers for the 2024-2025 school year. The timeline to hire internationally is at least 3-4 months so the District must start hiring now for next year.

Funding is available in general funds.

ALTERNATIVES:

1. Approve the contract and purchase from RCC Staffing Solution USA for a total amount not to exceed \$192,200.00 to hire 20 international teachers pending the approval of legal counsel and the Director of Administrative Services as presented;
2. Do not approve the contract and purchase from RCC Staffing Solution USA for a total amount not to exceed \$192,200.00 to hire 20 international teachers pending the approval of legal counsel and the Director of Administrative Services as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the contract and purchase from RCC Staffing Solution USA for a total amount not to exceed \$192,200.00 to hire 20 international teachers pending the approval of legal counsel and the Director of Administrative Services as presented.

Human Resources

The Administration Recommends approval of the following contract:

RCC Staffing Solution USA Contract



Business Address: 82-16 Roosevelt Ave 2F Jackson Heights, NY, 11372
Office Contact no.: 929-609-6333
Business License #2109009-DCWP

Service Agreement

This Service Agreement (the "Agreement") sets forth terms under which **RCC Staffing Solution USA CORP.** ("Company") shall provide services to **Northwest Arctic Borough School District**, (the "Client"). This Agreement is effective as of this **5th day of December 2023.**

1. **Scope of Services.** The Company is to provide the Client with the following services (the "Services"):

Company Obligation

- RCC Staffing Solution USA Corp will provide teacher support to the school including assistance in the hiring and selection process.
- RCC Staffing Solution USA Corp will guide the school with regard to the process of obtaining the best visa option for teachers.
- RCC Staffing Solution USA Corp will make sure that in case of inefficiency of any kind (neglect of duty, attitude problem, unable to perform tasks and etc.) from the teacher referred to as an "applicant" RCC Staffing Solution USA Corp will replace the teacher without additional cost to **Northwest Arctic Borough School District.**
- The RCC Staffing Solution USA Corp will make sure that the expectation and any other changes that may affect the process will be addressed earlier to come up with the same expectation.
- The RCC Staffing Solution USA Corp will make sure that all the applicants have a good moral character and are most eligible by the type of profession they are about to work in.
- The RCC Staffing Solution USA Corp will make sure that the "Client" is fully aware of any changes that may occur from the beginning until the end of the process.
- That RCC Staffing Solution USA Corp will protect the interest of **Northwest Arctic Borough School District** which agrees to have the services of the "Company" under this contract with no expiration unless the "Client" decides to cancel this agreement at any time.

Client Obligation

- The **Northwest Arctic Borough School District** school district will make sure that they will provide the documents to RCC Staffing Solution USA Corp that are needed for the visa process and any kind of matter concerning the documentation process of teacher/s until they reach **Alaska, USA.**
- Certificate of School Accreditation
- Federal Tax Identification
- Most Recent Financial Audit
- Affiliation Agreement to a higher Education (e.g. University or Community College).
- Federal Tax-Exempt Certificate

- I.D. (bearing the name and signature of the school representative).
- Filing of I-129: \$460.00
- Fraud Fee: \$500.00
- PP Administrative Fee: \$150.00
- Legal Fees or Attorney's Fee: \$8,500.00
- Fees shall be made in full payment after releasing the job offer letter to the applicant for the "Company" to start the necessary paperwork.

2. **Term; Termination.** This Agreement shall commence on **12/05/2023** and remain in effect until the Services are completed. This Agreement may be extended by mutual written consent of both parties. If either party seeks to terminate this Agreement, the terminating party must provide **30** days' notice to the other party.

3. **Independent Contractor Status.** The Company is serving as an independent contractor in providing the Services. Under this Agreement, the Company is neither an employee nor a partner of the Client.

4. **Notice.** All notices required or permitted under this Agreement will be provided in writing and delivered to both parties.

5. **Governing Law.** The laws of the **State of Alaska** govern all matters arising out of or relating to this Agreement and the transactions it contemplates, including, without limitation, its interpretation, construction, validity, performance, and enforcement.

6. **Assignment; Delegation.** The Client may not assign any of its rights under this Agreement or delegate any performance under this Agreement, except with the prior written consent of the Company. Any purported assignment of rights or delegation of performance in violation of this section is void.

7. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to the subject matter of this Agreement and supersedes all other agreements, whether written or oral, between the parties.

Each party is signing this Agreement on the date stated opposite that party's signature.

Company name: RCC Staffing Solution USA Corp.

Company signature: _____

Company representative _____

Date: _____

Client name: Northwest Arctic Borough School District

Client signature:

Client representative:

Date:

NOTICE TO EMPLOYER- READ BEFORE SIGNING

Do not sign this contract before you have read it or if any spaces are left blank.

The employment agency must give you a signed copy of this contract at the time you sign it

Overall, I am projecting a decrease in fund balance of approximately \$3.6 million. \$3.5 million is the estimate for fund balance going into FY25. Final Fund Balance will be known after the FY24 audit is complete.

ALTERNATIVES:

1. Approve Revision #2 of the FY24 District Operating Fund Budget as presented;
2. Disapprove Revision #2 of the FY24 District Operating Fund Budget as presented;
3. Take no action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve Revision #2 of the FY24 District Operating Fund Budget as presented.

**Northwest Arctic Borough School District
FY24 Budget**

	FY24	FY24	Changes	NOTES
	<u>Current Budget</u>	<u>Revised Budget</u>		
REVENUE				
Other Local Revenue	\$500,000	\$600,000	\$100,000	Based on revenue trend
Earnings on Investments	\$300,000	\$600,000	\$300,000	Based on earnings trend
Donations/Contributions	\$0	\$125,000	\$125,000	Donation from AKIMA for Stud Act
Borough Appropriation	\$6,645,111	\$6,645,111	\$0	
E-rate Program	\$7,205,220	\$7,205,220	\$0	
State Foundation	\$37,434,458	\$37,434,458	\$0	
Quality Schools	\$109,952	\$109,952	\$0	
TRS On-behalf	\$2,417,663	\$1,955,492	(\$462,171)	Based on changes to salaries
PERS On-behalf	\$278,505	\$326,903	\$48,398	Based on changes to salaries
Revenue - Other State Sources	\$15,000	\$15,000	\$0	
Impact Aid Program	\$5,187,376	\$6,510,519	\$1,323,143	Receipts through 11/9/23
TOTAL REVENUES	\$60,093,285	\$61,527,655	\$1,434,370	
TRANSFERS IN				
District Technology Fund	\$0	\$0	\$0	
Locally Funded Maintenance CIP Fund	\$0	\$0	\$0	
NW Magnet School Expansion	\$0	\$0	\$0	
Magnet School Dormitory	\$0	\$0	\$0	
CIP Reserved Local Share	\$0	\$0	\$0	
TOTAL TRANSFERS IN	\$0	\$0		
EXPENSES				
Certificated Salaries	\$16,112,137	\$14,853,111	(\$1,259,026)	Position vacancies Aides Teaching & Temp employees to cover
Non-Certificated Salaries	\$8,913,220	\$9,425,229	\$512,009	classrooms
Leave Pay Out	\$195,000	\$196,654	\$1,654	Multiple sites
Board Stipends	\$79,000	\$87,750	\$8,750	See attached Board budget revision
Employee Benefits	\$10,867,236	\$10,388,505	(\$478,731)	Position vacancies
TRS On-behalf	\$2,417,663	\$1,955,492	(\$462,171)	Based on changes to positions/salaries
PERS On-behalf	\$278,505	\$326,903	\$48,398	Based on changes to positions/salaries
SUBTOTAL: Personnel	\$38,862,762	\$37,233,645	(\$1,629,117)	
Professional & Technical Services	\$3,369,006	\$3,910,267	\$541,261	Recruiting, Maintenance Services, Stud Act Meals
Staff Travel	\$482,400	\$452,250	(\$30,150)	Multiple department accounts
Board Travel	\$89,379	\$108,852	\$19,473	See attached Board budget revision
Student Travel	\$1,141,275	\$1,144,775	\$3,500	Student Activities
Utility Services	\$8,387,769	\$8,387,769	\$0	
Energy-includes electricity & fuel	\$4,528,070	\$4,928,070	\$400,000	Estimated Heating Fuel & Electricity Increase
Other Purchased Services	\$4,391,906	\$4,492,051	\$100,145	Copier Maintenance, Unbudgeted for FY24
Property & Liability Insurance	\$1,000,159	\$1,305,616	\$305,457	Increase to property & liability insurance Gas/Oil for KVL, Paper Dist Wide, Safety
Supplies, Materials & Media	\$1,415,185	\$1,479,821	\$64,636	Training
Tuition	\$20,000	\$20,000	\$0	
Dues & Fees	\$133,494	\$134,719	\$1,225	Multiple School accounts - association dues
Inventoried Equipment	\$25,000	\$25,000	\$0	
Indirect Cost Recovery	(\$315,000)	(\$315,000)	\$0	
SUBTOTAL: Non-Personnel	\$24,668,643	\$26,074,189	\$1,405,546	
TOTAL EXPENSES	\$63,531,405	\$63,307,834	(\$223,571)	
TRANSFERS OUT				
Food Service Fund	\$0	\$0	\$0	
ATC	\$0	\$1,150,000	\$1,150,000	Estimated ATC transfer for FY24
Star of the Northwest - Magnet School	\$0	\$75,000	\$75,000	Estimated Star transfer for FY24
Teacher Housing Fund	\$450,000	\$450,000	\$0	Estimated Housing transfer for FY24
Special Revenue Fund	\$150,000	\$150,000	\$0	Estimated Student Transportation for FY24
TOTAL TRANSFERS OUT	\$600,000	\$1,825,000	\$1,225,000	

INCREASE (DECREASE)-UNRESERVED FB	(\$4,038,119)	(\$3,605,179)
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FY23 Fund Balance	\$9,915,223	\$9,915,223	From FY23 Audit - Page 125
Budgeted (Increase) Decrease above	\$4,038,119	\$3,605,179	
Estimated Prepaid & Inventory for FY24	\$2,800,000	\$2,800,000	Fuel Inventory & Property & Liability Insurance
Projected FY24 Fund Balance	\$3,077,104	\$3,510,044	5.54%

Board Budget Summary

Board Stipends

	Stipend	Members	# of times	# of Days	FY24 TOTAL
Regular In Person Meetings	\$ 250.00	11	5	2	\$ 27,500.00
Regular Teams Meetings	\$ 250.00	11	3	2	\$ 16,500.00
Kivalina open house/ regular meeting	\$ 250.00	11	1	1	\$ 2,750.00
Board Retreat combined with October meeting	\$ 250.00	10	1	3	\$ 7,500.00
AASB Annual Conference November 4-7	\$ 250.00	7	1	4	\$ 7,000.00
Policy committee all day meeting	\$ 250.00	5	1	1	\$ 1,250.00
4 special meetings (Incl other board misc trng)	\$ 250.00	11	4	1	\$ 11,000.00
Lobby at DC and Juneau	\$ 250.00	5	1	6	\$ 7,500.00
AASB 2 member regular mtgs	\$ 250.00	2	4	1	\$ 2,000.00
President-NWALT, CWT, ATC Qtrly	\$ 250.00	3	4	1	\$ 3,000.00
NWALT Summit	\$ 250.00	3	1	1	\$ 750.00
Lobbying w NWALT Juneau and DC	\$ 250.00	1	2	2	\$ 1,000.00
TOTAL					\$ 87,750.00

Benefits

Health Insurance	\$ 27,000.00	10			\$ 270,000.00
Other Benefits	\$ 87,750.00	13%			\$ 10,995.08
TOTAL					\$ 280,995.08

Professional & Technical Services

Misc. Serv and training, AASB Inservice					\$ 25,000.00
Lobbyists					\$ 80,000.00
Strategic Planning					\$ -
AASB Registration	\$ 450.00	7	1	4	\$ 3,150.00
TOTAL					\$ 108,150.00

Travel & Perdiem

Regular meeting Airfare - 5 members	\$ 2,475.00	6	5	1	\$ 12,375.00
Regular meeting Hotel - \$239.00 a night	\$ 1,434.00	6	5	3	\$ 21,510.00
Regular meeting Perdiem-\$60.00	\$ 360.00	6	5	3	\$ 5,400.00
					\$ 39,285.00

Annual AASB Airfare \$300.00	\$ 305.00	7	1	1	\$ 2,135.00
Annual AASB Village to OTZ	\$ 744.00	3	1	1	\$ 2,232.00
Annual AASB Hotel \$225.00	\$ 225.00	7	1	4	\$ 6,300.00
Annual AASB Car-actual costs	\$ 650.00				\$ 650.00
AASB Perdiem	\$ 80.00	7	1	4	\$ 2,240.00
					\$ 13,557.00

AASB Quarterly Trainings

AASB travel - Anchorage	\$ 330.00	11	2	1	\$ 7,260.00
Village to OTZ	\$ 2,740.00	5	2	1	\$ 5,480.00
AASB hotel @250.00	\$ 250.00	11	2	3	\$ 16,500.00
AASB Perdiem	\$ 80.00	11	2	3	\$ 5,280.00
AASB Car rental	\$ 337.00			4	\$ 1,348.00
					\$ 35,868.00

1 National Conference-Travel	\$ 750.00	9			\$ 6,750.00
Village to OTZ	\$ 378.00	4			\$ 1,512.00
Hotel @250.00	\$ 250.00	9	1	4	\$ 9,000.00
Perdiem	\$ 80.00	9	1	4	\$ 2,880.00
					\$ 20,142.00

Miscellaneous Exp

Supplies, media and freight for Board & Board meetings	\$ 5,000.00				\$ 5,000.00
CEACC membership and AASB fees	\$ 39,680.00				\$ 39,680.00
Joint ASC meeting supplies (Teams meeting)	\$ -				\$ -
					\$ 44,680.00

Grand Total \$ 630,427.08

\$48,562.07 of this Board budget increase is due to an error in budgeted benefits. The remaining increase is for stipends, travel, and other expenses (dues & fees). Decreases were made to the accounts for supplies, and professional & technical services for lobbyists and strategic planning.

Initial Budget \$ 577,041.31

Increase \$ 53,385.76

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: December 05, 2023

NUMBER: 24-059

FR: Office of the Superintendent

SUBJECT: Approval of Contracted
Business Services; Food
Service

ABSTRACT:

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

ISSUE:

At issue is the approval of a Memorandum of Agreement (MOA) between NWABSD and Amber Colvin, DBA: Savory Solutions for Fiscal Year 2023-2024, not to exceed \$110,000 for contracted business services; Food Service contract.

BACKGROUND AND/OR PERTINENT INFORMATION:

The District is in need of contracted business services for Food Service Management. A permanent position has been posted since May of 2022, and previously contracted with a person in New York for under \$50k a year, and this contract worked while virtual reviews were approved, however, our District needs someone closer to the region to do in person site reviews and that is on the same daily schedule as our staff to respond to their needs timely.

Savory Solutions offers contracted business services for food service management at a reasonable daily rate and is located in Nome, AK, a short flight from our region. The District must employ or contract a Food Service Manager to comply with all of the requirements that the District's Food Service program brings (see attached list of duties).

Contracted Business Services for Food Service costs include payment at a daily rate of \$475 and reimbursement for out-of-pocket travel expenses, for the work associated with managing the District's Food Service program. The MOA, which includes costs for travel, is not to exceed \$110,000.

Funding Source: District Food Service Fund, supplemented by federal, grant, and general funds

ALTERNATIVES:

1. Approve the MOA for Contracted Business Services; Food Service with Savory Solutions not to exceed \$110,000 as presented;
2. Disapprove the MOA for Contracted Business Services; Food Service with Savory Solutions;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATIONS:

The administration recommends that the Board approve the MOA for Contracted Business Services; Food Service with Savory Solutions not to exceed \$110,000 as presentd.

MEMORANDUM

TO: NWABSD Board of Education Members **DATE:** December 05, 2023

NUMBER:24-061

FR: Office of the Superintendent

SUBJECT: Approval of Purchase; Aligned Education Resources

STRATEGIC PLAN/BOARD GOAL:

NWABSD Strategic Goal 2: Instructional Supports

ABSTRACT:

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

ISSUE:

At issue is the Board's approval of AK CLSD grant expenses from Aligned Educational Resources to provide decodable readers to support beginning readers in grades K-3 not to exceed \$150,000.

BACKGROUND AND/OR PERTINENT INFORMATION:

Aligned Educational Resources provides decodable readers organized into a system aligned by decodability percentage and in coordination with our current adopted K-5 literacy program, *Into Reading*. Aligned Educational Resources materials also follows the Structured Literacy and Science of Reading approach needed to support early literacy and Alaska Reads Act implementation. Decodable readers are organized by literacy developmental level and are to serve as a resource, supplement, and intervention for sites. The total purchase cost will not exceed \$230,000has budgeted.

These items were budgeted for and approved as part of our AK CLSD Literacy grant application through the Alaska Department of Education & Early Development.

Funding: State AK Literacy Grant Fund 305, ESSER III

ALTERNATIVES:

1. Approval of purchase supplemental decodable reader libraries for all sites to support students in grades K to grade 3 from Aligned Educational Resources for an amount not to exceed \$230,000 as presented.
2. Disapproval of purchase, supplemental decodable reader libraries for all sites to support students in grades K to grade 3 from Aligned Educational Resources for an amount not to exceed \$230,000
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the board approves the purchase supplemental decodable reader libraries for all sites to support students in grades K to grade 3 from Aligned Educational Resources for an amount not to exceed \$230,000 as presented.

MEMORANDUM

TO: NWABSD Board of Education Members **DATE:** December 4, 2023

NUMBER: 24-062

FR: Office of the Superintendent

SUBJECT: Approval of Purchase; Houghton Mifflin Harcourt

STRATEGIC PLAN/BOARD GOAL:

NWABSD Strategic Goal 2: Instructional Supports

ABSTRACT:

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

ISSUE:

At issue is the Board's approval of AK CLSD grant expenses from Houghton Mifflin Harcourt to provide decodable readers to support beginning readers in grades K-3 not to exceed \$100,000.

BACKGROUND AND/OR PERTINENT INFORMATION:

Houghton Mifflin Harcourt provides coaching sessions to support the implementation, organization, and instructional decision making of our current adopted K-5 literacy program, *Into Reading*. Houghton Mifflin Harcourt's coaching sessions will center about supporting new teachers with fidelity to core implementation and supporting current teachers with materials, resources, and alignment to the Structured Literacy and Science of Reading approach needed to support early literacy and Alaska Reads Act implementation. The total purchase cost will not exceed \$100,000 has budgeted.

These items were budgeted for and approved as part of our AK CLSD Literacy grant application through the Alaska Department of Education & Early Development.

Funding: State AK Literacy Grant Fund 305

ALTERNATIVES:

1. Approval of purchase supplemental coaching services provided by Houghton Mifflin Harcourt for K-5 teachers not to exceed \$100,000 as presented.
2. Disapproval of purchase supplemental coaching services provided by Houghton Mifflin Harcourt for K-5 teachers not to exceed \$100,000.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the board approves the purchase of purchase supplemental coaching services provided by Houghton Mifflin Harcourt for K-5 teachers not to exceed \$100,000 as presented.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: December 5, 2023

NUMBER: 24-063

FR: Office of the Superintendent

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

STRATEGIC PLAN/BOARD GOAL:

Improve Stakeholder Communication.

ABSTRACT:

Selection of Student Representative to the NWABSD Board of Education shall be selected by vote at a Board meeting.

ISSUE:

At issue is for the Board to select a student representative to the NWABSD Board of Education.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

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

ALTERNATIVES:

1. Select a Student Representative to the NWABSD Board of Education as presented;
2. Do not select Student Representative to the NWABSD Board of Education as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board select a Student Representative to the NWABSD Board of Education as presented.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: December 05, 2023

NUMBER: 24-064

FR: Office of the Superintendent

SUBJECT: Acceptance of
Resignation from a
School Board Member;
Ellen Coffin, Noovik

ABSTRACT:

Board approval is required for School Board resignations.

ISSUE:

At issue is to accept the letter of resignation from Ellen Coffin who serves a NWABSD Board Member serving in Seat C, representing Kiana, Kivalina, Noatak and Noorvik and declare the seat vacant.

BACKGROUND AND/OR PERTINENT INFORMATION:

A School Board member who wishes to resign may do so by submitting his/her written resignation to the School Board.

The Board shall declare the board member's seat vacant upon acceptance of the resignation.

The Board may accept the resignation with a deferred effective date.

The School Board may declare a regional school board seat vacant if the person elected resigns. *A letter of resignation dated, October 11, 2023 was received from Ellen Coffin of Noorvik resigning as a Board Member.* Ellen Coffin currently is in seat C, representing Kiana, Kivalina, Noatak and Noorvik, term ending 2025.

A vacancy on the Board shall be filled within 30 days of the vacancy by Board appointment. When making an appointment to the Board, the Board desires to draw from the widest possible number of candidates.

The Board shall:

1. Provide candidates with appropriate information regarding Board member responsibilities.
2. Announce names of candidates and accept public input either in writing or at a public meeting.
3. Interview the candidates at a public meeting.
4. Select the provisional appointee by majority vote at a public meeting.

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment.

ALTERNATIVES:

1. Accept the letter of resignation from Ellen Coffin who serves a NWABSD Board Member serving in Seat C, representing Kiana, Kivalina, Noatak and Noorvik and declare the seat vacant as presented;
2. Do not accept the letter of resignation from Ellen Coffin who serves a NWABSD Board Member serving in Seat C, representing Kiana, Kivalina, Noatak and Noorvik and declare the seat vacant as presented;

ADMINISTRATION'S RECOMMENDATIONS:

The administration recommends that the Board accept the letter of resignation from Ellen Coffin who serves a NWABSD Board Member serving in Seat C, representing Kiana, Kivalina, Noatak and Noorvik and declare the seat vacant as presented.

Ellen Coffin
PO Box 40, Noorvik, AK 99763
Email: ellen_coffin@hotmail.com
Cell: 907-717-4246

October 11, 2023

Margaret Hansen/Terri Walker, President/Superintendent
Northwest Arctic Borough School District
Board of Education
776 Third Street, Kotzebue, AK 99752
PH: 907-442-1800

Dear Margaret/Terri,

I am writing to inform you about my decision to resign from my position on the Northwest Arctic Borough School District Board of Education effective immediately. It has been an honor to serve on the Board of Education this past year. I have decided to resign from my position because I found employment in a village that I do not represent.

I would like to express my gratitude for the opportunities and experiences I have gained while serving on the board. It has been a privilege to work alongside dedicated individuals committed to improving the quality of life for our region. Among the many things I have learned, the most important was how the process works and how the many bright hard working and dedicated individuals in the district make such a huge positive difference in our children's lives.

Please do not hesitate to contact me at the number above if you have any questions. Again, thank you, Margaret, Terri and the rest of the Board, for this great opportunity and the experience.

Sincerely
Ellen Coffin

BB 9222 RESIGNATION

A School Board member who wishes to resign may do so by submitting his/her written resignation to the School Board.

The Board shall declare the board member's seat vacant upon acceptance of the resignation. The Board may accept the resignation with a deferred effective date.

(cf. 9223 - Board Vacancies)

Legal Reference:

ALASKA STATUTES

[14.08.045](#) *Vacancies*

Adoption Date: May 23, 1995

Northwest Arctic Borough School District

BB 9223 BOARD VACANCIES

The School Board may declare a regional school board seat vacant if the person elected:

1. fails to qualify for Board membership within 30 days of certification of the election,
2. refuses to take office,
3. resigns,
4. is convicted of a felony involving moral turpitude or a violation of the oath of office,
5. no longer resides within the boundaries which he/she was elected to represent and a two-thirds vote of the Board declares the seat vacant.

(cf. 9220 - School Board Election)

The school board shall declare a vacancy on the Board for any actions which disqualify a member from service in accordance with state laws and local ordinances.

Note: [A.S. 14.14.080](#) allows a school board to declare a board vacancy when a member fails to attend three consecutive regular board meetings without being excused by the Board President.

Three consecutive unexcused absences from regular board meetings shall be sufficient cause for the Board to declare a Board vacancy.

(cf. 9121 - President)

cf. 9320 - Meetings)

Appointment to the Board

A vacancy on the Board shall be filled within 30 days of the vacancy by Board appointment. When making an appointment to the Board, the Board desires to draw from the widest possible number of candidates.

The Board shall:

1. Provide candidates with appropriate information regarding Board member responsibilities.
2. Announce names of candidates and accept public input either in writing or at a public meeting.
3. Interview the candidates at a public meeting.
4. Select the provisional appointee by majority vote at a public meeting.

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment.

Legal Reference:

ALASKA STATUTES

[14.08.041](#) *Regional school boards*

[14.08.045](#) *Vacancies*

[14.08.081](#) *Recall*

[14.12.070](#) *Vacancies*

[14.14.080](#) *Declaring a school board vacancy*

[29.26.240 - 29.26.360](#) *Recall*

Adoption Date: May 23, 1995

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: December 05, 2023

NUMBER: 24-059

FR: Office of the Superintendent

SUBJECT: Approval of Contracted
Business Services; Food
Service

ABSTRACT:

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

ISSUE:

At issue is the approval of a Memorandum of Agreement (MOA) between NWABSD and Amber Colvin, DBA: Savory Solutions for Fiscal Year 2023-2024, not to exceed \$110,000 for contracted business services; Food Service contract.

BACKGROUND AND/OR PERTINENT INFORMATION:

The District is in need of contracted business services for Food Service Management. A permanent position has been posted since May of 2022, and previously contracted with a person in New York for under \$50k a year, and this contract worked while virtual reviews were approved, however, our District needs someone closer to the region to do in person site reviews and that is on the same daily schedule as our staff to respond to their needs timely.

Savory Solutions offers contracted business services for food service management at a reasonable daily rate and is located in Nome, AK, a short flight from our region. The District must employ or contract a Food Service Manager to comply with all of the requirements that the District's Food Service program brings (see attached list of duties).

Contracted Business Services for Food Service costs include payment at a daily rate of \$475 and reimbursement for out-of-pocket travel expenses, for the work associated with managing the District's Food Service program. The MOA, which includes costs for travel, is not to exceed \$110,000.

Funding Source: District Food Service Fund, supplemented by federal, grant, and general funds

ALTERNATIVES:

1. Approve the MOA for Contracted Business Services; Food Service with Savory Solutions not to exceed \$110,000 as presented;
2. Disapprove the MOA for Contracted Business Services; Food Service with Savory Solutions;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATIONS:

The administration recommends that the Board approve the MOA for Contracted Business Services; Food Service with Savory Solutions not to exceed \$110,000 as presentd.