

Board Policy/Committee Meeting

Tuesday, January 23, 2024 8:15 AM

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

1.	8:15 a.m. Board Policy Committee Meeting	Presenter: Amy Eakin, Director of Technology
2.	10:30 a.m. Budget Committee Meeting	Presenter: Megan Williams, Director of Administrative Services
3.	1:15 p.m. Student Activities	Presenter: Brett Slaathaug, Student Activities Coordinator
4.	2:00 p.m. Lobbying Committee	Presenter: Christina Hess, Reggie Joule, John Walsh, Lobbyist
5.	3:15 p.m. Housing Committee	Presenter: Brandon Blackham, Director



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

Board Policy Committee Meeting

Conducted via Teams and in the NWABSD Boardroom

Call in: 1-833-682-3239, Access code: XXX XXX XX#

Agenda

January 22, 2024

1:30 p.m.

1. Chairperson Election
2. Review of September Meeting Board Policy items:
 - a. **BP 3260 Materials Fees** – This update provides stylistic edits to the Board’s material fees program and does not require Board approval. It was sent to AASB and updated on the website.
 - b. **BP 3400 Management of District Assets/Accounts** - This update provides stylistic edits to the management of district accounts policy and does not require Board approval. No Board approval is required.
 - c. **BP 3470 Fund Balance Classification** - This update clarifies the definition of the committed fund balance and assigned fund balance. It also adds reference to the DEED Uniform Chart of Accounts. No Board approval is required.
 - d. **BP 3550 Food Service** – This update includes language to recognize various dietary guidelines that may apply to different districts. It also updated nutrition terminology. Finally, it updates language authorizing the use of independent contractors to perform food services → Ready for 2nd reading – see below
 - e. **BP 3554 – Other Food Sales** – This update makes the food sale policy inclusive of all District programs → Ready for 2nd reading – see below
3. Items for 2nd Reading (Public Comment has been sought via the [District Website](#))
 - a. **BP 3550 Food Service**
 - b. **BP 3554 Other Food Sales**
4. Items for 1st Reading:
 - a. **BP-3290 - Gifts, Grants and Bequests**
 - b. **BP-3305 - Electronic Fund Transactions *NEW***
 - i. AR-3305 has had the verbiage for the W-9 requirement added as recommended. Administrative Regulations do not require board approval/readings.
 - c. **BP-3311 - Bids**
 - i. Administrative Services to draft an Administrative Regulation (AR)

Committee Members: Carol Schaeffer, Marie Greene, Millie Hawley, Alice Melton Barr
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.

- ii. Administrative Services to add an Exhibit (E) with a sole source statement.

d. BP-3312 - Contracts

e. BP-3315 - Relations with Vendors

5. Other Items Being Worked On:

a. BP-3470 - Fund Balance Classification

- i. This update clarifies the definition of the committed fund balance and assigned fund balance. It also adds reference to the DEED Uniform Chart of Accounts. This update does not require Board approval since it is clerical and is sent to AASB for uploading.

b. BP-5040 - Student Nutrition and Physical Activity – NWABSD

- i. Board recommended allowing the use of food as a reward.
- ii. Administrative Services is researching the US Code and State Regulations.
- iii. AR-5040 – To be reviewed by an advisory group through the Curriculum Department

c. Board Bylaws to be reviewed in the Board Bylaw Worksession

6. New Items for Committee Review:

a. BP 3270 Sale and Disposal Books Equipment

- i. Administration recommends moving current BP to an AR and adopting the AASB Model BP as policy. See recommended **AR 3270**.
- ii. 1st Update: This update provides the Superintendent greater discretion to dispose of used District property, in an amount up to \$5,000 and the addition of "federal" law.
- iii. 2nd Update: This update provides that surplus equipment purchased with a federal fund in the amount of \$5,000 or greater must be disposed of in accordance with federal Uniform Administrative Requirements.

b. BP-3541.1 - School-related Trips

- i. This update raises the recommended amount of private insurance for persons transporting students to \$1,000,000. It also revises the school-related trip section to ensure that trips in school vans are covered by policy.

c. BP-4222 - Teacher Aides - Paraprofessionals

- i. This update revises various board policies and administrative regulations to reference and incorporate BP 5141.42, Professional Boundaries for staff and students. The changes cross-reference BP 5141.42 and, where appropriate, state that applicable training required by BP 5141.42 shall be provided.

d. BP 5124.1 Family Engagement – *NEW*

- i. This new board policy and administrative regulation address family engagement and efforts districts should take to coordinate with

parents. The policy and regulation are broad based and may be edited based on specific district need. **See AR 5124.1** in addition.

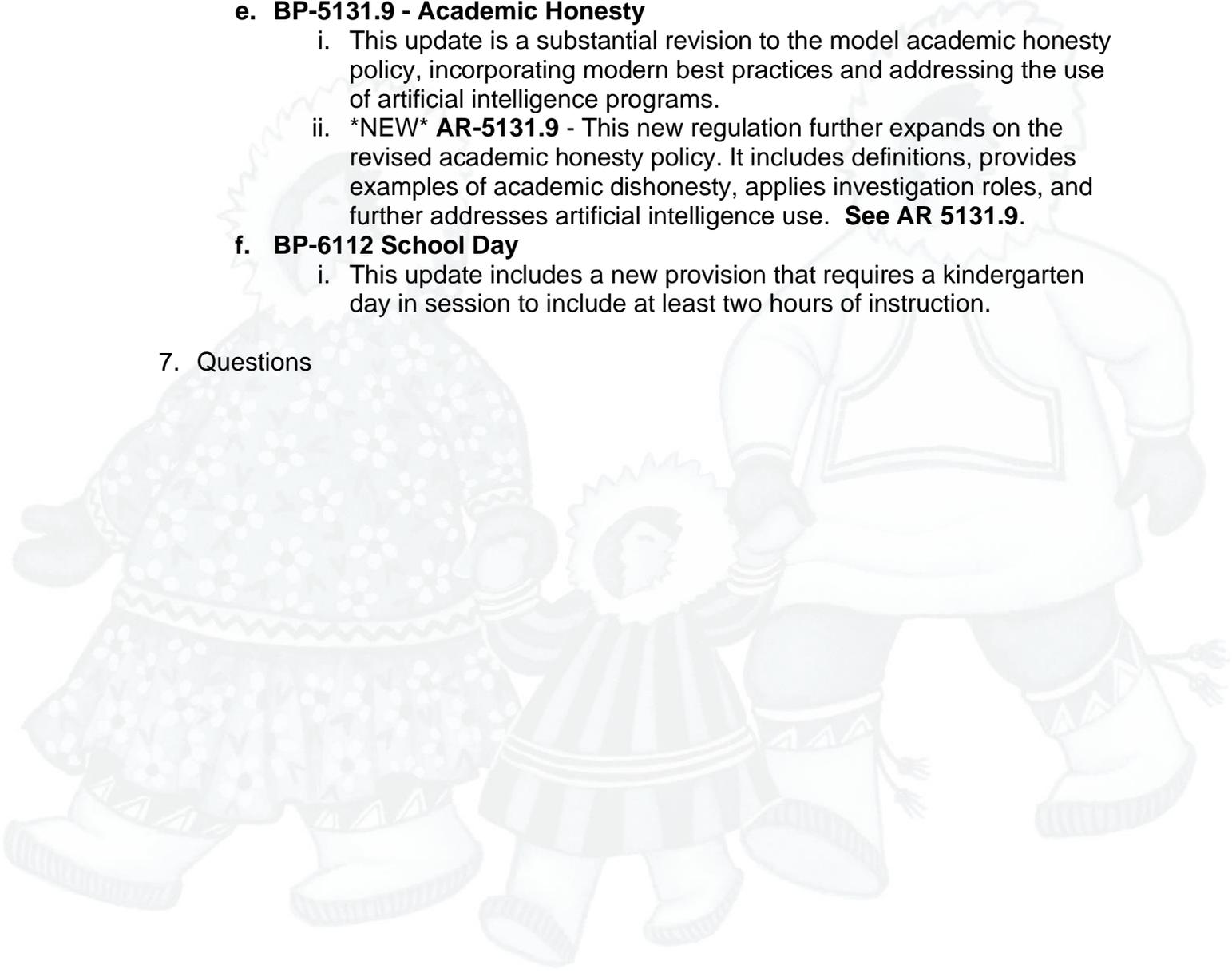
e. BP-5131.9 - Academic Honesty

- i. This update is a substantial revision to the model academic honesty policy, incorporating modern best practices and addressing the use of artificial intelligence programs.
- ii. ***NEW* AR-5131.9** - This new regulation further expands on the revised academic honesty policy. It includes definitions, provides examples of academic dishonesty, applies investigation roles, and further addresses artificial intelligence use. **See AR 5131.9.**

f. BP-6112 School Day

- i. This update includes a new provision that requires a kindergarten day in session to include at least two hours of instruction.

7. Questions



BP 3550 FOOD SERVICE

Note: The following optional policy may be revised to reflect district philosophy and needs.

The School Board recognizes that students need adequate, nourishing food in order to grow, ~~and~~ learn, and to give a good foundation for their future physical well-being. The Board may provide for a food service program based on regular lunch service ~~and including such~~, other snack, and breakfast programs as the needs of the students and the financial capacity of the district permit. The Board recognizes that ~~the breakfast, lunch, and other nutrition programs are~~ is an important complement to the nutritional responsibilities of parents/guardians.

The Board believes that:

1. Foods and beverages available on school premises should contribute to the nutritional well-being of students and meet the nutritional criteria of the ~~National School Lunch and Breakfast Programs and current U.S. Dietary Guidelines for Americans; applicable child nutrition program operating in the District. Nutrition programs must comply with applicable state and federal law.~~
- ~~2. Foods can help students and families to feel comfortable in the school. To further this, Foods and beverages available should be considered as carefully as other educational support materials as they can serve to build cultural connectedness for students. The District may include cultural and subsistence foods if available and shall~~can be served in compliance with school safety and nutritional program guidelines. ~~The District will include subsistence foods as a part of the nutritional and dietary guidelines for Americans.~~
- ~~2-3. Foods and beverages available should be considered as carefully as other educational support materials and can serve to build cultural connectedness for students.~~
4. Foods and beverages should be prepared in ways which will appeal to students while retaining nutritive quality.
5. To further Alaskan values, food and beverages should be prepared and served in ways that reduce waste.
6. Food should be served in quantities appropriate to the needs of students at their age level and served in as pleasant and relaxed an atmosphere as possible, with adequate time for students to eat ~~and travel to and from the cafeteria.~~
7. Schools are encouraged to assess common eating habits and eating times to establish appropriate meal and snack times.
8. Foods grown in the ~~S~~state provide nutritional, environmental, and economic benefits and should be utilized in the district's food service program to the extent feasible.
9. The District and its schools will have food safety plans and written guidance for procuring, receiving, and preparing subsistence foods harvested and donated to the school.

Commented [JC1]: This update includes language to recognize various dietary guidelines that may apply to different districts. It also updated nutrition terminology. Finally, it updates language authorizing the use of independent contractors to perform food services.

~~10. The District will include subsistence foods within food pyramids as a part of the nutritional and dietary guidelines for Americans.~~

Note: Effective January 14, 2010, the U.S. Department of Agriculture requires schools participating in the National School Lunch and Breakfast Programs to develop a written food safety program for the preparation and serving of school meals. The goal is to prevent and reduce the risk of food-borne illness among students. Schools are required to utilize the "hazard analysis and critical control point (HACCP) system" when developing their food safety programs. A written safety program must be in place for each food preparation and service facility that prepares and serves meals under the federal breakfast or lunch programs.

The Superintendent or designee will oversee the development of a written food safety program for each food preparation and serving facility in the district, as required by law. Foods and beverages will be stored, prepared, and served in accordance with food safety regulations in order to prevent or reduce the risk of food-borne illness ~~among students.~~

Note: Effective July 1, 2015, federal regulations of the Department of Agriculture, Food and Nutrition Service, require that certain food service personnel meet minimum professional standards. More specifically, school nutrition program directors who are responsible for management of the day-to-day food service operations for all schools in the district must meet minimum educational qualifications as a condition of hire. The qualifications vary depending upon the student enrollment (size) of the district. The qualification requirements are applicable to the hire of new directors only; current directors employed prior to the July 1, 2015 effective date are grandfathered. In addition, the new regulations require minimum continuing education and training requirements for all student nutrition staff, including school nutrition program directors, school nutrition program managers who are responsible for day-to-day operations of food service for a particular school, and other personnel who work an average of at least 20 hours per week. The hours of continuing education/training varies depending upon the position held by the individual.

Qualified and trained food service personnel are critical to a healthy and safe food service program. The Superintendent or designee shall hire qualified personnel ~~and/or an independent contractor~~, taking into consideration professional standards required by law, and will ~~provide-ensure that~~ continuing education and training ~~is provided to food service personnel~~ in compliance with ~~applicable state and~~ federal standards.

(cf. 4131 – Staff Development)

The School Board intends that, insofar as possible, the school food services program shall be self-supporting and may include foods from school gardens, greenhouses and farms. The Board shall review and approve ~~of~~ menu prices. Program financial reports shall be presented regularly for inspection by the Board.

(cf. 3554 – Other Food Sales)

(cf. 5040 – Student Nutrition and Physical Activity)

(cf. 6163.4 – School Gardens, Greenhouses and Farms)

Legal Reference:

UNITED STATES CODE

Richard B. Russell National School Lunch Act, [42 U.S.C. 1751-1769j](#)

Child Nutrition Act of 1996, [42 U.S.C. 1771-1793](#)

CODE OF FEDERAL REGULATIONS

[7 C.F.R. Parts 210, 220, and 235](#) National School Lunch Program and
Breakfast Program

Federal Register

Professional Standards for State and Local School Nutrition Programs
Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010, Vol.
80, No. 40 and No. 88 (2015)

Revised: August 25, 2020

Adopted: February 25, 1994

Reviewed: (Date of Review)

Revision: (Date of Revision)

Northwest Arctic Borough School District

BP 3554 OTHER FOOD SALES

Commented [JC1]: This update makes the food sale policy inclusive of all District programs.

The Board believes that all food available at school should contribute to the development of sound nutritional habits and should reflect concern for the health and well-being of our students.

(cf. 5040 - Student Nutrition and Physical Activity)

During School Day

Between the hours of 12:00 a.m. and 30 minutes after the conclusion of the instructional day, the Superintendent or designee may permit food and beverage sales by student or adult entities or organizations provided that these sales meet the requirements National School Lunch Program Act, Nutrition Standards for All Foods Sold in Schools, also known as Smart Snacks in School, or other District programs, do not impair the food service's ability to be financially sound, and observe appropriate sanitation and safety procedures.

(cf. 5040 - Student Nutrition and Physical Fitness)

Outside of School Day

From 30 minutes after the conclusion of the instructional day until 12:00 a.m. the Superintendent or designee may permit food and beverage sales by student or adult entities or organizations provided that these sales comply with state and federal regulations and observe appropriate sanitation and safety procedures.

(cf. 1321 - Solicitations of Funds from and by Students)

Legal Reference:

UNITED STATES CODE

Richard B. Russell National School Lunch Act, [42 U.S.C. 1751-1769j](#)

Child Nutrition Act of 1996, [42 U.S.C. 1771-1793](#)

CODE OF FEDERAL REGULATIONS

[7 C.F.R. Parts 210](#) and [220](#), National School Lunch Program and Breakfast Program

Federal Register

Nutrition Standards for All Foods Sold in Schools ("Smart Snacks in School"), Vol. 78, No. 125, Part II, Department of Agriculture (2013)

Adopted: February 25, 1994

Reviewed: (Date of Review)

Revised: January 27, 2015, (Date of Revision)

Northwest Arctic Borough School District

BP 3290 GIFTS, GRANTS and BEQUESTS

The School Board greatly appreciates the support of community members and may accept suitable donations on behalf of the district. All donations greater than \$1,000 shall be brought before the Board. The Superintendent or designee may apply for special revenue grants.

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To be acceptable, a gift, grant, or bequest must be reviewed by a Superintendent designated committee and must satisfy the following criteria:

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1. Evaluate any new program(s) which the Board would be unable to continue when the donated funds are exhausted.
2. Not entail unreasonable undesirable or hidden costs, such as additional staff workload.
3. Place no restrictions on the school program.
4. Not be inappropriate or harmful to the best education of students.
5. Not imply endorsement of any person, business or product.
6. Not conflict with any provision of the Board policy or public law.
7. Have a purpose consistent with those of the district.

Deleted: Not begin a program

Deleted: unwilling

The Board discourages any gifts which may directly or indirectly impair its commitment to providing equal educational opportunities for all district students. Use of a gift shall not be impaired by restrictions or conditions imposed by the donor. The Board will try to follow the donor's wishes insofar as they do not conflict with district philosophy or operations.

Upon acceptance by the School Board, all gifts, grants and bequests shall become school district property. At the Superintendent or designee's discretion, a gift may be used at a particular school.

(cf. 3430 - Investing)

(cf. 3440 - Inventories)

Adopted: February 25, 1994

Revised:

Northwest Arctic Borough School District

Model Policy

BP 3305 ELECTRONIC FUND TRANSACTIONS

Note: The following optional policy is for use by districts utilizing an automated clearing house or "ACH." ACH is a national and governmental organization that has authority to process electronic payments, including, but not limited to, the national automated clearing house association and the federal reserve system. Some federally mandated transactions require that public funds be disbursed through electronic payment, debit, or credit transfer using an ACH.

The Northwest Arctic Borough School District, through resolution of the School Board, shall be a party to an Automated Clearing House (ACH) arrangement. The Superintendent or designee, shall be responsible for the district's ACH agreements, including payment approval, accounting, reporting, and generally for overseeing compliance with the ACH policy. ~~All ACH invoices are to be approved prior to payment.~~

Commented [MW1]: We don't pay ACH invoices, we have vendors that are either set up to receive payment via ACH or not. I think having an electronic funds policy is important, but I think this needs a little work

Internal Accounting

The Superintendent or designee, shall be responsible for development and maintenance of appropriate accounting controls to monitor the use of ACH transactions.

(cf. BP 3110 - Transfer of Funds)

(cf. BP 3300 - Expenditures/Expending Authority)

Added 1/09

9/92

AASB Policy Reference Manual

BP 3311 BIDS

All purchase orders with an estimated cost of \$50,000 or more shall be competitively bid using formal bidding procedures and a recommendation as to the award shall be brought to the Board for their approval.

All purchase orders with an estimated cost of \$10,000 but less than \$50,000 shall require written price quotes from ~~an adequate number of~~ 2 or more qualified sources. If the lowest price quote is not selected the reasons shall be given in writing and forwarded to the purchasing office.

Each purchase order shall encompass all costs associated with the item to determine if written price quotes or formal bid procedures are required. Segmented purchases will be combined to determine when Board approval is required.

With the exception of Board approval purchases under the following circumstances are exempt from the provisions of this policy:

1. in an emergency;
2. available from one source;
3. purchased from other governmental agencies.

The Superintendent or designee shall establish procedures to implement these requirements. Prior to any purchase, the District should review the federal funding award or grant to determine if it requires compliance with OMB's procurement procedures.

Performance bonds may be required for all contracts, or when the quantity of the amount of money is in excess of \$50,000.

Under no condition shall bids be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time.

Purchases Made Under Federal OMB Funding Awards

All bids under Federal awards must be made in accordance with the standards set forth in 2 CFR 200.320. One of the following five methods of procurement shall be used for each purchase under a federal award:

1. Micro-purchases: Less than \$3,000 (\$2,000 for purchases subject to the Davis-Bacon Act)
 - a. No competitive quotes required
 - b. Purchases should be spread among qualified suppliers

2. Small Purchases: Between \$3,000 and \$150,000
 - a. Rate quotes must be obtained from an adequate number of qualified sources
 - b. Quotes can be obtained from suppliers or from public websites
3. Sealed bids: Purchases more than \$150,000
 - a. Two or more qualified bidders are required
 - b. Bids must be publicly advertised and solicited from adequate suppliers
 - c. Lowest bidder for the fixed price contract with specific requirements shall be awarded the contract
4. Competitive Proposals: Purchases more than \$150,000
 - a. A written policy must be adopted for conducting technical evaluations of reviewing proposals and selecting the recipient
5. Sole Source: Purchases of any amount that meet one of the following four requirements
 - a. Good/service is only available from a single source
 - b. Only one source can provide the good/service in the time frame required
 - c. Written pre-approval from the Federal awarding agency
 - d. Competition is deemed inadequate, after solicitation attempts through one of the other methods

To ensure that good value is received for funds expended, specifications shall be carefully designed and shall describe in detail the quality, delivery and service required.

Minority Bidding

When procuring contracts under federal awards set forth in [2 CFR 200.320](#), the District must take affirmative steps to utilize minority businesses, women's business enterprises, and labor surplus area firms when possible. Affirmative steps must include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

Exemptions

The following items are exempted from formal purchasing procedures:

A. Instructional materials for which purchasing guidelines have been established by School Board Policy in BP 6161.1(a); or

B. In-service presenters, speakers, or curriculum, instruction, or staff development experts selected for particular and unique expertise; or

C. Professional or consultant services such as medical, legal, negotiation, technical, or educational, not including architectural/engineering design services; or

D. Professional or consultant services (such as property and casualty insurance) purchased jointly with Local, State, or Federal agencies; or

E. Public services, utilities or energy-related expenses, site licenses, upgrades, maintenance contracts, and specialized services, software, or equipment where no competition exists (single source) or the District has established a need for standardization of equipment, supplies, or services; or

F. Emergency supplies or supplies and equipment that augment previously purchased items of a similar nature whereby the District would incur substantial costs to switch products or product lines; or

G. Purchases involving replacement of equipment where similar equipment is being traded in; or

H. Purchases involving items regulated by Fair Trade Statutes; or

I. Purchases made through cooperative purchasing agreements, existing Federal/State or inter-district contracts including GSA pricing; or when cooperatively bidding with other public agencies; or

J. Contracts or purchases when time is of the essence for reasons of health or safety, or to comply with legal requirements in a timely manner.

K. Proprietary (sole-source) items or services or items that are only available from a single source.

When applicable, prior to any purchase, the District should review the federal funding award or grant to determine if it requires compliance with Uniform Guidance OMB's procurement procedures.

(cf. 9270 - Conflict of Interest)

(cf. 4030 - Nondiscrimination in Employment)

(e. 3310 – Purchasing Procedures, Procurement)

Legal Reference:

ALASKA STATUTES

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

[14.14.060](#) (h) *Procurement of supplies and equipment*

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

[14.03.085](#) *Procurement preference for recycled Alaska products*

[29.71.050](#) *Procurement preferences for recycled Alaska products*

[35.15](#) *Construction Procedures*

[36.15.020](#) *Use of local agricultural and fisheries products required in purchases with -state money*

ALASKA ADMINISTRATIVE CODE

[4 AAC 27.085](#) *Competitive pupil transportation proposals*

[4 AAC 31.080](#) *Construction and acquisition of public school facilities*

CODE OF FEDERAL REGULATIONS

[2 C.F.R. 200.317-326](#), *Procurement Standards*

[FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT v. BOWERS](#), 851 P.2d 56 (Alaska 1992)

~~Revised: June 09, 2015~~

~~January 30, 2018~~

~~November 15, 2019~~

Adopted: February 25, 1994

~~Revised: June 09, 2015~~

~~Revised: January 30, 2018~~

~~Revised: November 15, 2019~~

Revised:

Northwest Arctic Borough School District

BP 3312 CONTRACTS/MEMORANDA OF AGREEMENTS

The Superintendent, or his/her designated certifying officer(s), shall be empowered to enter into and execute a Memorandum and Contractual Agreements (MOA).

MOA's in amounts of \$50,000 or less shall be authorized by the Superintendent, or his/her designee. All agreements over \$50,000 and/or where implied liability cannot be determined will be brought to the Board for prior approval.

To determine if Board approval is needed for a specific project, all associated costs, not limited to fees and reimbursable expenses, must be included in the MOA'S.

Contracts for services under the following provisions are exempt from this policy:

1. in an emergency (health-life, safety);

MOA's that have been exempted from this policy will be reported to the Board at the next regular Board Meeting.

(cf. 3300 - Expenditures/Expending Authority)

Contracts between the district and outside agencies shall conform to standards required by law and shall be prepared under the direction of the Superintendent or designee. Contracts, where appropriate, shall be submitted to the legal advisor of the district for review and approval.

A contract for professional and technical services or other purchased services or any amendment to a professional and technical services or other purchased services contract may not be enforced against the District unless its terms have been approved in accordance with Board Policy and Administrative Regulations and unless the contract or amendment(s) to the contract has been verified in writing that there are sufficient funds for the term of the contract.

All contracts, leases, and agreements shall be signed by the Superintendent or designee. The District shall execute all contracts, leases, and agreements.

The district shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, creed, sex, religion, ancestry, national origin, age or nonjob-related handicap or disability, either in employment practices or in the provision of benefits of services to students or employees.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Legal Reference:

ALASKA STATUTES

[14.08.101](#) Powers

ALASKA ADMINISTRATIVE CODE

[4 AAC 27.085](#) Competitive pupil transportation proposals

[4 AAC 27.100](#) Contractor's duties

[4 AAC 31.065](#) Selection of designers and construction managers

[4 AAC 31.080](#) Construction and acquisition of public school facilities

CODE OF FEDERAL REGULATIONS

[2 C.F.R. 200.317-326](#), Procurement Standards

~~Revised: June 09, 2015~~

~~March 30, 2018~~

Adopted: February 25, 1994

Revised: June 09, 2015

Revised: March 30, 2018

Revised:

Northwest Arctic Borough School District

BP 3315 RELATIONS WITH VENDORS

Note: *The following optional policy should be revised as needed to reflect district philosophy and needs and is intended to avoid situations wherein a conflict of interest exists or appears to exist. [A.S. 11.56.100-11.56.130](#) defines the felony offense of receiving a bribe and the misdemeanor offense of receiving unlawful gratuities. Receiving a bribe includes soliciting or receiving a benefit with the intention or understanding that a public servant's decisions or actions will be influenced. Receiving unlawful gratuities includes soliciting a benefit of any value or accepting any benefit having a value of \$50 or more for performing an official act not entitled to any special or additional compensation.*

No district employee or Board member shall accept personal gifts, commissions or expense-paid trips from individuals or companies selling equipment, materials or services required in the operation of district programs. Gifts include any gift purchased specifically for an employee which is not generally offered to other buyers.

This policy does not prohibit employees from accepting promotional or advertising items such as calendars, desk pads, notebooks and other office gadgets which are offered by business concerns free to all as part of their public relations programs.

District employees who work for or serve as consultants for potential vendors shall not participate in evaluating any equipment, materials or services of that vendor or its competitors.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 9270 - Conflict of Interest)

This policy does not prohibit the Board from accepting materials and/or services which are of use and benefit to the district.

No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm consideration for a contract. The employees, officers, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

Universal Service Program/E-Rate Vendors

Note: *The following language should be adopted by those districts receiving E-rate discounts. Effective 2011, the FCC amended its E-rate program rules and adopted*

gift restrictions for schools and districts participating in E-rate. The receipt of gifts by applicants from service providers and potential providers is a competitive bidding violation. The gift prohibitions are always applicable, not just during the bidding process. Relevant school district personnel may not solicit or receive any gift or other thing of value from a service provider participating in or seeking to participate in the E-rate program. There are limited exceptions, including when the value of the item is worth \$20 or less, so long as items do not exceed \$50 per year per employee from any one service provider.

The District takes advantage of federal technology funding through the universal service program known as E-rate. E-rate participants may not, at any time, solicit or accept gifts or other things of value from an existing or potential E-rate service provider. Nominal gifts and refreshments may be allowed as authorized by the Superintendent or designee.

E-rate gift prohibitions apply to the School Board and to employees, consultants or contractors involved in the District's E-rate Program who: prepare, approve, sign, or submit E-rate applications, technology plans or other E-rate forms; prepare bids, communicate, or work with E-rate service providers, E-rate consultants, or the Universal Service Administrative Company; and those responsible for monitoring compliance with the E-rate program.

Charitable donations by service providers in support of the schools are permitted. These contributions may not be directly or indirectly related to E-rate procurement activities or decisions.

The Superintendent or designee shall develop guidelines to implement this policy in compliance with E-rate program rules.

(cf. 3290 - Gifts, Grants and Bequests)

Legal Reference:

CODE OF FEDERAL REGULATIONS

[47 C.F.R. Part 54](#), subpart f, *Universal Service Support for Schools and Libraries*

ALASKA STATUTES

[11.56.100-56.130](#) *Bribery and related offenses*

Adopted: February 25, 1994

Revised: June 05, 2012

Revised:

Northwest Arctic Borough School District

**SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES
(Personal Property)**

BP 3270

Note: Borough and city districts should check city and borough ordinances for requirements, if any, regarding sale of equipment.

The School Board recognizes that the district may own personal property which is unusable, obsolete, or no longer needed by the district and that the disposal of such property may be in the best interests of the district. [Inoperable items remaining after a sale may be disposed of properly.](#)

The Superintendent or designee shall identify to the School Board all inventoried personal property not needed by the district, together with the estimated value and recommended disposition. With School Board approval, the Superintendent or designee shall arrange for the sale or disposal of district personal property in accordance with state and federal law.

[Surplus equipment \\$5000 or greater, purchased with Federal Fund must comply with Uniform Administrative Requirements - 2 CFR 200.313.](#)

Disposal of items with an estimated value of less than \$5,000 will be left to the discretion of the Superintendent or designee.

(cf. 3440- Inventories)

Revised 10/2021/2023

Adopted: February 25, 1994

Revised: January 18, 2022

Revised:

~~BP-AR~~ 3270 SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES (Personal Property)

The District shall obtain a fair market value for surplus or obsolete books, equipment and supplies, or student group projects, and to include revenue from these sources in the budget. Disposal of any school property shall be accomplished only with the approval of:

the Superintendent for an item with a value of up to \$10,000 or;

the Board for an item with a value over \$10,000.

Sale of surplus, obsolete supplies, student group projects, and equipment with a value of \$2,500 or more will be by public auction or sealed bid. If the Superintendent determines that the property is worth no more than \$2,500, the property may be sold at a private sale without advertising.

Student group projects, under this section, shall be defined as those in which the materials were purchased by the District.

~~The Superintendent or designee shall arrange for the sale or disposal of district personal property in accordance with State law.~~

Commented [AE1]: This is in the BP.

Individual student projects, which are sold under a program offered by the school, shall be sold at prices established in conjunction with the program sponsor and the local administrator. Funds received under this program shall be returned to the School Student Activity Fund minus the cost of materials purchased by the District.

Surplus Property Disposal

It shall be the policy of the District to allow the local administrator, with approval of the Advisory School ~~Board-Council~~ and the Superintendent, to dispose of broken, obsolete, outdated or unusable materials and equipment. In such cases, the local administrator shall verify that the items in question no longer have monetary or educational value to the District before being destroyed or released to the public. Books not sold will be offered to the public free of charge. In the case of equipment, procedures shall be followed so that the item is removed from the District inventory.

~~Revised: January 18, 2022~~

~~Adopted: February 25, 1994~~

Northwest Arctic Borough School District

BP 3541.1 SCHOOL-RELATED TRIPS

Trips by School Vehicles

Note: Federal safety regulations enacted in 2000 govern the number of students that may be transported in vans. These regulations are applicable to the purchase or lease of new vans by Alaska school districts. After 1 September 2000, new vehicles designed by the manufacturer to carry 11 or more persons (rated capacity if equipped with full seating) that are used for transporting students to or from school or school-related activities are required to meet all Federal Motor Vehicle Safety Standards for school buses. As a result, passenger vans are limited to transporting a total of ten passengers, including the driver, unless the passenger van or suburban meets the Federal Motor Vehicle Safety Standards applicable to school buses. The large majority of passenger vans do not meet and comply with Federal school bus safety standards. Although used vans are not covered under the federal regulations, for risk management purposes, districts may want to require the new van standards for the purchase of used vans.

The Board may approve transportation for field trips and school-sponsored activities. The Superintendent or designee shall regulate the use of the district transportation, including vans, for approved school-related activities. Student councils, parent-teacher associations, and any other organizations requesting transportation shall be fully responsible for the costs of the trip. To the extent that funding has been approved by the Board, such costs may be charged to the district.

Transportation by Private Automobile

Note: The following option and exhibit are provided for districts that allow transportation by private vehicles.

The Superintendent or designee may authorize the transportation of students by private automobile for approved field trips and activities when the vehicle is driven by an adult registered with the district for such purposes. Drivers shall be issued safety instructions and emergency information. All student passengers shall provide permission slips signed by their parents/guardians.

Drivers shall be required to possess a valid driver's license and liability insurance of at least \$100,000 per occurrence.

Note: AASB strongly recommends that districts require at least \$100,000 minimum liability. If desired, however, the district may change the above specification to read "liability insurance in amounts required by law."

Owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents which may occur. District

personnel who frequently transport students in their private vehicles are urged to carry liability insurance of ~~\$300,000~~\$1,000,000 or more per occurrence.

A seat belt must be provided for each passenger. Trucks and pickups may not transport more persons than can safely sit in the passenger compartment.

Owners furnishing private vehicles shall not accept reimbursement from passengers in excess of the cost of operating the vehicle. Reimbursement for the use of private transportation may be made from district funds.

Transportation by other private means (boat, ATV, off-road vehicles, snow machines)

Note: AASB strongly recommends that districts require at least \$100,000 minimum liability. If desired, however, the district may change the above specification to read "liability insurance in amounts required by law."

The Superintendent or designee may authorize the transportation of students by other private means for approved field trips and activities when an adult registered with the district for such purposes operates the vehicle. Operators shall be issued safety instructions and emergency information. Operators must abide by the specific vehicle safety ratings such as passenger capacity, maximum speed and required safety equipment (helmets, life jackets, etc.)

All student passengers shall provide permission slips signed by their parents/guardians. Operators shall be required to possess a valid driver's license and strongly urged to carry liability insurance of at least \$100,000 per occurrence.

(cf. 6153 - School-sponsored Trips)

Adopted: February 25, 1994

Revised:

Northwest Arctic Borough School District

BP 4222 CLASSIFIED PERSONNEL - TEACHER AIDES/PARAPROFESSIONALS

Note: Under the Every Student Succeeds Act, NCLB's requirement establishing minimum professional standards for paraprofessionals have been repealed. Now, paraprofessionals in Title 1 supported programs must meet licensure or certification requirements as adopted by the State of Alaska.

The School Board favors the use of paid and volunteer teacher aides/paraprofessionals and considers them to be members of a professional team dedicated to the best interests of students. By relieving teachers of duties that do not require professional training, noncertificated persons allow teachers to dedicate their skills, knowledge and efforts primarily to teaching. Paraprofessionals also can help teachers to provide individualized student instruction and an enriched educational program.

(cf. 1240 - Volunteer Assistance)

The district shall use paraprofessionals in those classes where they will provide the greatest benefit to students, taking into consideration such factors as large class size, student age group and teacher workload.

The Superintendent or designee shall ensure that all paraprofessionals have appropriate training and supervision, including the training set forth in BP/AR 5141.42, Professional Boundaries for staff and students.

(cf. 5141.42 - Professional Boundaries for staff and students)

Note: Special Education aides must serve under the supervision of qualified personnel and receive training in accordance with 4 AAC 52.250.

Paraprofessionals are expected to employ high ethical standards as they work with students, and to respect school rules, district policies and administrative regulations.

The Board recognizes the need for qualified teaching staff and encourages paraprofessionals to seek opportunities leading to a teaching credential. The district shall support these efforts to the extent possible, particularly as they relate to obtaining bilingual or special education credentials.

The Superintendent or his/her designee and/or the staff development committee shall develop an appropriate professional development program for paraprofessionals.

Paraprofessionals Working in Title I Programs

Note: Under 4 AAC 04.220, paraprofessionals working in programs supported with Title I funds who do not meet the higher education requirements must: 1) take and pass the ParaPro Assessment by achieving a score of at least 459; and, 2) show, through

observations and interviews conducted by qualified district personnel, mastery of all entry level requirements of the instructional content/assisting practice content standard set out in the *Alaska State Paraprofessional Performance Standards*.

Paraprofessionals working in a program supported with Title I funds must have a high school diploma or its recognized equivalent and must meet at least one of the following requirements: (1) completed at least two years of study, or 48 semester hours or equivalent, at an accredited institution of higher education; (2) obtained an Associate's or higher degree at an accredited institution; or (3) demonstrated, through formal assessment, the instructional content/assisting practice standards required by the State of Alaska.

Exceptions to the above requirements may be made for paraprofessionals who act as translators, who have instructional-support duties that consist solely of parent involvement activities, or who have only non-instructional duties.

Note: Non-instructional duties include providing computer technical support, personal care duties, and clerical duties. 4 AAC 04.220(e).

Legal Reference:

ALASKA ADMINISTRATIVE CODE

[4 AAC 04.220](#) *Paraprofessional standards*

[4 AAC 05.080](#) *School curriculum and personnel*

[4 AAC 52.250](#) *Special education aides*

[4 AAC 52.255](#) *Interpreters*

UNITED STATES CODE

Elementary and Secondary Education Act, [20 U.S.C. § 6311](#), as amended by the Every Student Succeeds Act, ([P.L. 114-95](#) (December 10, 2015))

Revised: August 30, 2016

Adopted: June 09, 2004

Revised: August 30, 2016

Revised:

Northwest Arctic Borough School District

Note: This is not a required policy and may be updated at the discretion of the Board.

The Board recognizes families provide early and ongoing education to their children, and a strong collaboration between families and schools will ensure students continue to receive the supports they need to thrive and be prepared in school and beyond. The board also believes that partnerships with parents, guardians, and families are an important part of the educational program. Current research indicates a home to school partnership and greater involvement on the part of parents and families in the education of their children generally result in higher achievement scores, improved student behavior and reduced absenteeism. All parents, guardians, family members and foster caregivers have clear and active roles to contribute to the education of their children or foster children. All students can be successful when schools and families partner in children's education.

The District is committed to promoting family engagement as an integral part of the educational experience. Through family engagement we will:

1. Establish a welcoming and inclusive environment that actively encourages family involvement in their child's education.
2. Foster effective communication and collaboration between families, schools, and the community to support student success.
3. Provide resources, training, and opportunities for families to enhance their capacity to support their child's learning and well-being.
4. Provide resources, training, and opportunities for school staff to enhance their capacity to engage in meaningful partnerships with families.
5. Recognize and respect the diverse cultures, backgrounds, and perspectives of all families in our district.

By implementing this Family Engagement Policy, the District aims to strengthen the partnership between parents, guardians, families, schools, and the community, ultimately enhancing student achievement and fostering a supportive educational environment.

In addition, building administrators/designees of schools receiving Title I funds will jointly develop with and distribute to parents of children participating in Title I programs a written parent and family involvement policy and guidelines that increases family interest in partnership and involvement. The requirements of the policy and guidelines are consistent with Federal and State law.

(cf. 6171 – Title I Programs)

Approved:

Note: This is not a required administrative regulation and may be updated at the discretion of the Board.

The administration may train, support, and improve school and family partnership by integrating some of the following approaches:

Welcome and Inclusive Environment

1. Creating a welcoming and inclusive environment for parents, guardians, and families by providing clear and accessible information about school policies, programs, and activities;
2. Supporting meaningful two-way communication between school and home that welcomes families into the school and learning environment;
3. Hosting orientation events, open houses, and parent-teacher conferences to foster connections between parents, guardians, and families;
4. Respecting and welcoming parents, guardians, and family members as partners in decisions affecting children and families, as well as visitors to the schools;
5. Encouraging parents, guardians, and family members to be in the schools and help co-lead school-related activities;
6. Encouraging school administrators to set expectations and create a climate conducive to parent, guardian, and family participation;

Communication and Collaboration

7. Communicating with parents, guardians, and family members about Board policies and regulations, as well as how to navigate to them;
8. Establishing multiple channels of communication to facilitate regular and meaningful dialogue between parents, guardians, families, and school staff, including newsletters, emails, school websites, social media, and other appropriate platforms;
9. Providing parents, guardians, and families with timely and relevant information about their child's academic progress, attendance, and behavior. Progress reports, report cards, and parent teacher conferences will be utilized to maintain ongoing communication;
10. Engaging in meaningful parent-teacher conferences to discuss student progress toward meeting academic content standards and other family learning goals, individual instructional needs and student welfare issues;
11. Providing opportunities for parents, guardians, and families to engage in decision making processes, such as through family surveys, focus groups, and participation in school improvement planning will be provided;
12. Expanding parent, guardian, and family involvement in decision-making through parent groups and Board and school advisory committees;

Capacity Building

13. Creating meaningful roles for parents, guardian, and family members to play in supporting, reinforcing, and assisting student learning;
14. Promoting parent, guardian, family involvement in their child's learning through the provision of tools, strategies, and resources that families can use at home.
15. Providing opportunities for parent, guardian, and family input in school programs and curriculum;

16. Promoting the creation of authentic opportunities for families to support one another in school and with parenting that integrate the diverse knowledge, learning styles, and cultural backgrounds within the school community;
17. Offering workshops, training sessions, and resources to support parents, guardians, and families in understanding the curriculum, effective parenting practices, and strategies to support their child's learning and well-being.
18. Collaborating with community organizations and agencies will be encouraged to provide additional support and resources for parents, guardians, and families, such as workshops on health and wellness, financial literacy, and college and career readiness.

School Staff Capacity

19. Support meaningful roles for school staff in supporting and reinforcing meaningful partnerships with families;
20. Supporting appropriate professional development opportunities that enable staff members to build stronger relationships and increase the effectiveness of school staff working on parent, guardian, and family involvement strategies;

Cultural Responsiveness

21. Striving to create an inclusive environment that celebrates and honors the cultural backgrounds, languages, and traditions of all families.
22. Actively seeking input from parents, guardians, and families to inform culturally responsive teaching practices and curriculum development.
23. Developing methods to accommodate and support parent, guardian, and family involvement for parents with special needs such as Special Education.
24. Developing methods to accommodate and support parent, guardian, and family involvement for parents who are English Language Learners.
25. Assessing the effectiveness of family and school partnership, including previously underserved parents, guardians, and families with special needs.

Monitoring and Evaluation

The effectiveness of this Family Engagement Policy will be periodically assessed and reviewed by the district. Feedback from parents, guardians, families, staff, and community members will be sought to identify areas of improvement and make necessary revisions to the policy.

Revised 9/2023

BP 5131.9 ACADEMIC HONESTY

~~The School Board believes that personal integrity is basic to all solid achievement. Students will reach their full potential only by being honest with themselves and with others.~~

Academic honesty and personal integrity are foundational components of a student's education in both the process of learning, and individual character development.

~~The Board expects that students will be truthful in all academic endeavors, and likewise, experience the requisite honor of proving their capabilities to themselves and the world. students to respect the educational purpose underlying all school activities. All students need to prove to themselves that they can do successful work as a result of their own efforts.~~

The Board expects that students will not cheat, lie ~~or~~, plagiarize , or commit other acts of academic dishonesty. Students found to have committed an act of academic dishonesty shall be subject to district and school sanctions.

The Board recognizes that the advancement and availability of artificial intelligence/generative technology (AI/GT), means the learning community is very likely to utilize this new technology. Such use must meet the requirements of academic honesty and yet allow for its application as a new tool for instruction, critical thinking, exploration, and development of original thought and material. It is expected and required that use of AI/GT will be appropriately referenced and noted.-

~~Each school shall provide an environment that encourages honesty. Students must know that their teachers will not ignore or condone cheating and that anyone discovered cheating will be penalized.~~

(cf. 5144 - Discipline)

Adopted: April 28, 2004

Revised:

Northwest Arctic Borough School District

Note: This optional regulation may be revised or deleted as desired.

Our learning community believes that the school should maintain a climate in which honesty, integrity, and respect for self and others are highly valued. Cheating is an obstacle to achieving these goals. In any of its forms, and for whatever reason, cheating undermines the value of education. ~~We~~ The District believes in the importance of learning and personal progress, and to impress upon students that one's best efforts are always required in order to achieve one's greatest potential.

The advancement and availability of artificial intelligence/generative technology (AI/GT), means the learning community is very likely to utilize this new technology. Such use must meet the requirements of academic honesty and yet allow for its application as a new tool for instruction, critical thinking, exploration, and development of original thought and material. It is expected and required that use of AI/GT will be appropriately referenced and noted.

"Cheating is an obstacle to achieving these goals. Many factors lead to cheating, however, no reason makes cheating acceptable. In any of its forms, and for whatever reason cheating denies the value of education." - Visalia Unified

Definition of Academic Dishonesty:

Academic dishonesty includes but is not limited to cheating, plagiarism, falsifying records, using unauthorized materials or tools, and other forms of academic misconduct.

Responsibilities of Students:

Students are responsible for maintaining academic honesty in all aspects of their academic work. They must complete their own work without assistance unless otherwise directed by the teacher. They must also credit all sources used in their work, including written and online sources, and must not submit work that has been previously submitted for another course, unless expressly allowed by the teacher.

Responsibilities of Staff:

District administrative and teaching staff are responsible for educating students about academic honesty and for creating an environment that promotes academic integrity. They must clearly communicate expectations for assignments and assessments, and take steps to detect and deter academic dishonesty.

Consequences for Academic Dishonesty:

Academic dishonesty will not be tolerated and may result in disciplinary action, including but not limited to a lower grade on an assignment, a failing grade for the course, suspension, or expulsion. Repeat offenders may face more severe consequences.

Reporting Academic Dishonesty:

Students, teachers, and other members of the school community have a responsibility to report

incidents of academic dishonesty. Reports should be made to the teacher, a school administrator, or the district superintendent.

Educational Opportunities:

The district will provide educational opportunities to help students and staff understand the importance of academic honesty and develop the skills needed to avoid academic dishonesty. These opportunities may include workshops, seminars, and other educational resources.

In summary, academic honesty is a fundamental value of education and is critical for maintaining the integrity of the learning process. The district expects all students and staff to maintain academic honesty in all aspects of their academic work, and will take steps to detect and deter academic dishonesty. By following these guidelines, students and staff can contribute to a culture of academic integrity and ensure that the value of education is upheld.

Expanded Definitions

Deriving its root from the word honor, honesty is refraining from lying, cheating; being truthful, trustworthy or upright, sincere, straightforward and fair. The honest person is respected as one who is truthful and trustworthy. They are viewed as being of high moral character or integrity, and honor.

Cheating is defined as obtaining or providing any help on an assignment or test where the intent was that the student complete the assignment or test by himself/herself. The teacher's professional judgment will determine whether cheating has occurred. Students shall not give the instructor cause to consider their actions dishonest.

The following should be considered a sample list of types of cheating that may occur. It is not intended to be all inclusive or comprehensive.

1. Looking at someone else's paper during a test or quiz.
2. Unauthorized talking with another student during a test or quiz.
3. Using any unauthorized "cheat notes."
4. Allowing someone to see or use one's own or another's paper during a test or on any individual assignment.
5. Copying work assigned to be done independently or allowing someone else to copy one's own or another's work. Because individual teachers hold different expectations with regard to homework, it is up to the teacher to clarify their expectations to the students regarding individual assignments.
6. Copying sentences, phrases, or passages from an uncited source while writing a paper or doing research.
7. Giving or receiving any test information.

8. Submitting individual projects or assignments not wholly one's own, with or without the permission of the author. This may also include AI generated information and content downloaded from the internet without citing its source.
9. Fabrication or altering any information or lab data.

Tenets of ~~our~~ the District Academic Honesty Policy

To be considered when evaluating potential student infractions of the Academic Honesty Policy ~~we~~ the District strives to:

- Regard each student as an individual, deserving individual attention, consideration and respect.
- Consider the facts fully and carefully before resolving any case.
- Speak candidly and honestly to each student.
- Hold each student to a high standard of behavior, both to protect the integrity of our learning community, and to promote student moral development.
- Recognize the reality of human fallibility, as well as the stresses associated with life, and to demonstrate compassion, understanding, and a sense of humor.

(cf. 5144 - Discipline)

Adopted:

BP 6112 SCHOOL DAY

Note: Pursuant to AS 14.03.040, the school board may approve Saturday as a day in session. The following sample policy may be revised or deleted to reflect district philosophy and needs.

The School Board shall fix the length of the school day subject to the provisions of law.

The school day shall be arranged and scheduled by the administration so as to offer the greatest return educationally for the time spent, within the limitations of school facilities and requirements of state law and regulations.

A school that offers kindergarten shall provide a kindergarten day in session that consists of at least two hours of instructional time. A kindergarten student who attends school for less than four hours per day, exclusive of intermissions, will be counted for funding purposes under 4 AAC 09.040, Counting of correspondence students and part-time public school students.

Legal Reference:

ALASKA STATUTES

[14.03.40](#) Day in session

ALASKA REGULATIONS

[4 AAC 05.100](#) Kindergarten day in session

[4 AAC 09.040](#) Counting of correspondence students and part-time public school students

Adopted: April 28, 2004

Revised:

Northwest Arctic Borough School District

**Northwest Arctic Borough School District
Financial Narrative
For Month Ending December 31, 2023**

Included in the attached report are the reports for General Fund Revenue & Expenditures, Board Expenditures, and the Investment Account balance for month ending 12/31/2023.

The Board last received a report in December of 2023 with expenditures and revenue through October 31, 2023.

We are 50% through the fiscal year and have expended 40% of our general operating budget, and received 53% of our budgeted general fund revenue. 81% of our General Fund budget is expended and encumbered.

**Northwest Arctic Borough School District
General Fund Revenue
For Month Ending December 31, 2023**

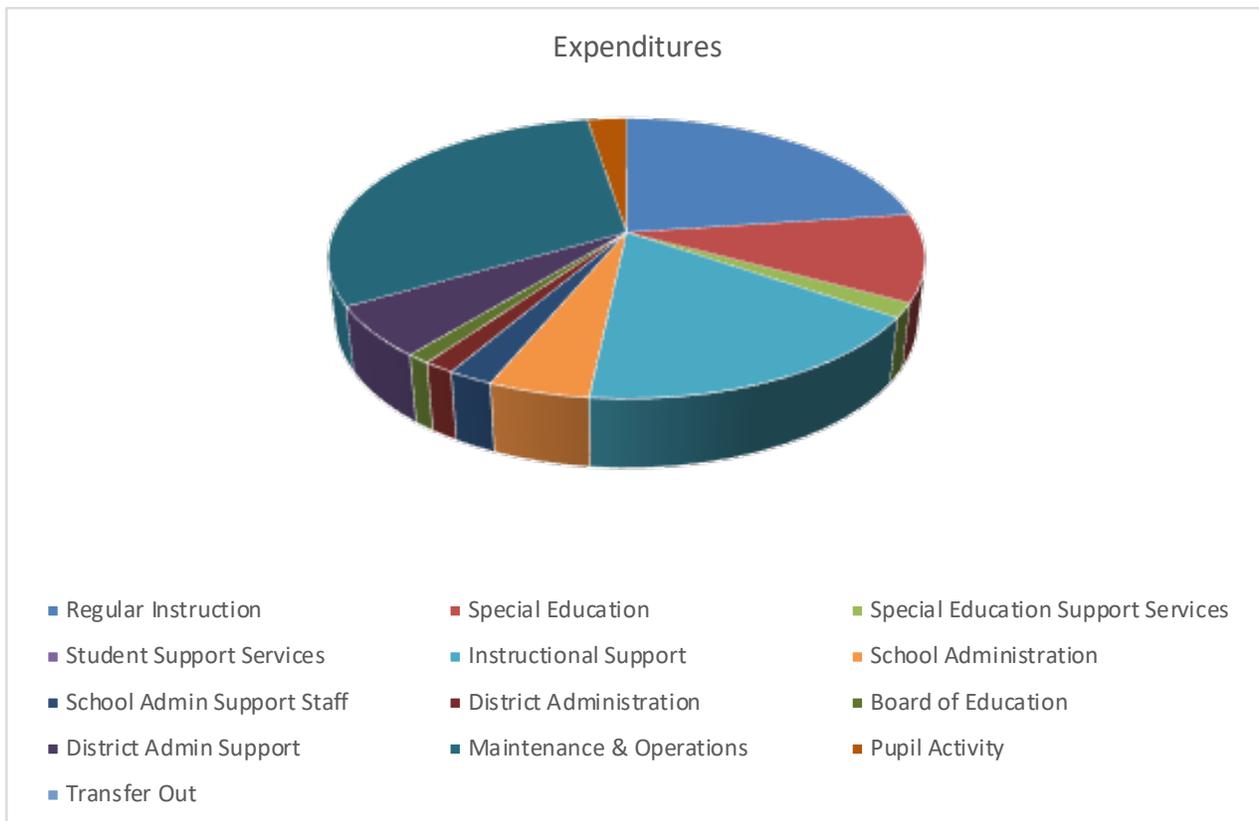
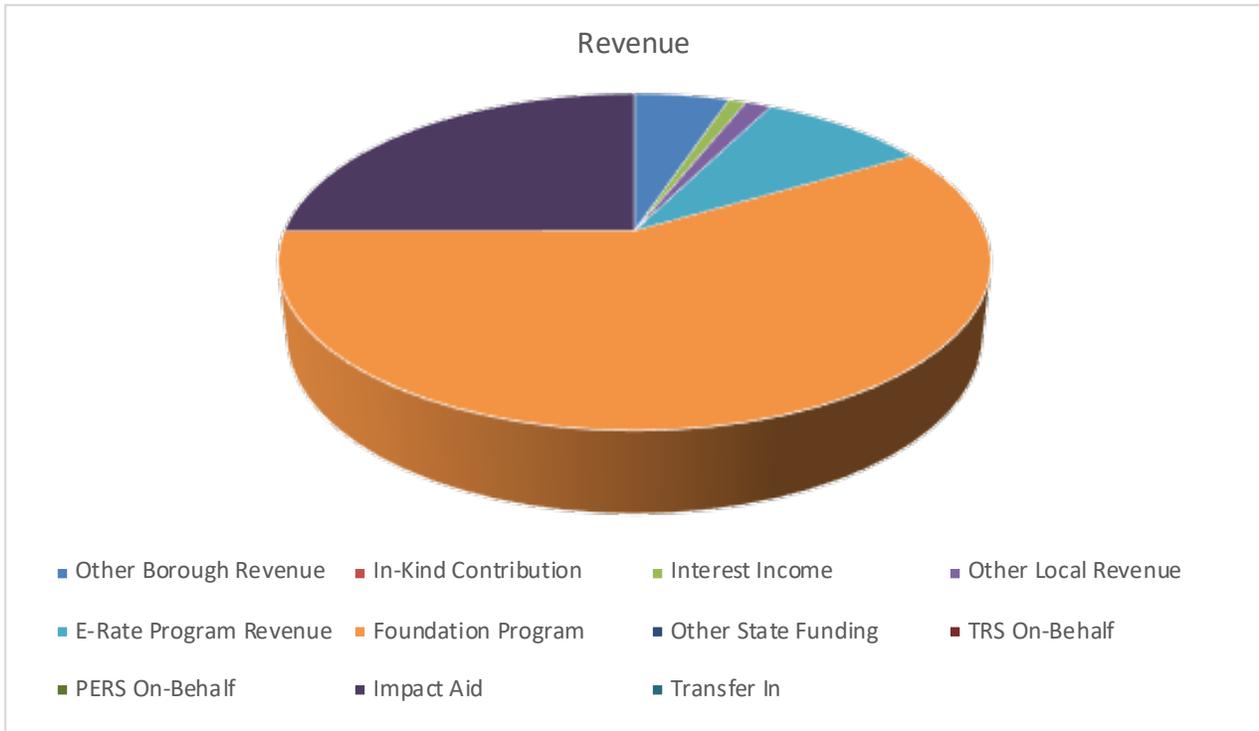
		Approved				
		<u>Budgeted</u>	<u>Year to Date Exp</u>	<u>Encumbrance</u>	<u>Variance</u>	<u>% of Budget</u>
Revenues By Object:						
011	Other Borough Revenue	6,645,111	1,661,278	-	(4,983,833)	25%
012	In-Kind Contribution	-	-	-	-	NA
030	Interest Income	600,000	311,087	-	(288,913)	52%
040	Other Local Revenue	725,000	453,171	-	(271,829)	63%
047	E-Rate Program Revenue	7,205,220	2,948,175	4,519,206	(8,776,251)	41%
051	Foundation Program	37,434,458	18,894,156	-	(18,540,302)	50%
090	Other State Funding	124,952	-	-	(124,952)	0%
056	TRS On-Behalf	1,955,492	-	-	(1,955,492)	0%
057	PERS On-Behalf	326,903	-	-	(326,903)	0%
111	Impact Aid	6,510,519	8,096,339	-	1,585,820	124%
250	Transfer In	-	-	-	-	NA
Revenue Totals		61,527,655	32,364,206	4,519,206	(29,163,449)	53%
		53% % Received to date				

Percentage of All Funds Total Budget Expended:	40.41%
Percentage of Year Passed:	50.00%
General Checking Account Ending Balance	\$10,232,307
Wells Fargo IILD Account	\$11,890,786
JNES Scholarship Account	\$4,146
Month End Cash In Bank Account	<u><u>\$22,127,239</u></u>

**Northwest Arctic Borough School District
General Fund Expenditures by Object & Function
For Month Ending December 31, 2023**

		<u>Approved</u>				
		<u>Budget</u>	<u>Year to Date Exp</u>	<u>Encumbrance</u>	<u>Variance</u>	<u>% of Budget</u>
Expenditures By Object:						
310	Certificated Salaries	14,843,111	5,600,097	7,053,169	2,189,846	38%
320	Non-Certificated Salaries	9,428,729	3,897,044	3,522,285	2,009,400	41%
331	Leave Pay Out	196,654	24,740	-	171,914	13%
333	Board Stipends	87,750	39,750	-	48,000	45%
360	Employee Benefits	10,395,005	4,547,649	4,583,262	1,264,094	44%
367	TRS On-behalf	1,955,492	-	-	1,955,492	0%
368	PERS On-behalf	326,903	-	-	326,903	0%
	SUBTOTAL: Personnel	37,233,644	14,109,280	15,158,715	7,965,649	38%
410	Professional & Technical Services	3,922,267	1,259,396	2,225,687	437,183	32%
420	Staff Travel	452,250	182,624	14,076	255,550	40%
420	Board Travel	108,852	34,544	17,279	57,030	32%
425	Student Travel	1,144,775	475,606	36,584	632,585	42%
430	Utility Services	8,387,769	3,550,837	5,239,464	(402,533)	42%
435	Energy-includes electricity & fuel	4,928,070	3,642,643	482,250	803,176	74%
440	Other Purchased Services	4,480,051	1,185,718	3,240,899	53,434	26%
445	Property & Liability Insurance	1,305,616	1,305,616	-	-	100%
450	Supplies, Materials & Media	1,479,821	556,668	105,239	817,914	38%
480	Tuition	20,000	3,675	-	16,325	18%
490	Dues & Fees	134,719	96,293	19,993	18,433	71%
510	Inventoried Equipment	25,000	344	-	24,656	1%
495	Indirect Cost Recovery	(315,000)	(84,059)	-	(230,941)	27%
	SUBTOTAL: Non-Personnel	26,074,189	12,209,906	11,381,471	2,482,812	47%
550	Transfer Out	1,825,000	-	-	1,825,000	0%
Expense Totals		65,132,834	26,319,187	26,540,186	12,273,462	81%
		40% Expended to date				
		<u>Budgeted</u>	<u>Year to Date Exp</u>	<u>Encumbrance</u>	<u>Variance</u>	<u>% of Budget</u>
Expenditures by Function						
100	Regular Instruction	16,585,899	6,010,948	6,537,048	4,037,902	36%
200	Special Education	6,980,017	2,649,402	3,204,441	1,126,173	38%
220	Special Education Support Services	1,491,768	432,255	424,297	635,216	29%
300	Student Support Services	4,000	537	-	3,463	13%
350	Instructional Support	10,515,699	4,503,254	5,948,641	63,803	43%
400	School Administration	3,379,262	1,217,041	1,564,063	598,158	36%
450	School Admin Support Staff	1,329,141	546,356	638,350	144,435	41%
510	District Administration	797,755	373,580	278,832	145,344	47%
511	Board of Education	630,427	290,445	22,471	317,511	46%
550	District Admin Support	2,668,113	1,529,525	1,093,165	45,423	57%
600	Maintenance & Operations	17,165,708	8,097,967	6,686,347	2,381,393	47%
700	Pupil Activity	1,760,045	667,875	142,529	949,640	38%
900	Transfer Out	1,825,000	-	-	1,825,000	0%
Total Expenditures		65,132,834	26,319,187	26,540,186	12,273,462	81%

**Northwest Arctic Borough School District
General Fund Revenue & Expenditures by Function
For Month Ending December 31, 2023**



**Northwest Arctic Borough School District
Board Expenditures
For Month Ending December 31, 2023**

		Approved <u>Budgeted</u>	<u>Year to Date Exp</u>	<u>Variance</u>	<u>% of Budget</u>
Expenditures by Object					
333	Board Stipends	87,750	39,750	48,000	45%
36?	Benefits	280,995	139,809	141,186	50%
410	Professional & Technical Services	108,150	50,901	57,249	47%
420	Travel	108,852	34,544	74,308	32%
450	Supplies	5,000	4,766	234	95%
490	Other Expenses (Dues & Fees)	39,680	20,675	19,005	52%
Total Expenditures		\$ 630,427.08	\$ 290,445.37	\$ 339,981.71	46%

Board Budget Summary

<u>Board Stipends</u>					FY24
<u>Stipend</u>	<u>Members</u>	<u># of times</u>	<u># of Days</u>	<u>TOTAL</u>	
\$ 250.00	Regular In Person Meetings	11	5	2	\$ 27,500.00
\$ 250.00	Regular Teams Meetings	11	3	2	\$ 16,500.00
\$ 250.00	Kivalina open house/ regular meeting	11	1	1	\$ 2,750.00
\$ 250.00	Board Retreat combined with October mtg	10	1	3	\$ 7,500.00
\$ 250.00	AASB Annual Conference November 4-7	7	1	4	\$ 7,000.00
\$ 250.00	Policy committee all day meeting	5	1	1	\$ 1,250.00
\$ 250.00	4 special meetings (Incl other board misc)	11	4	1	\$ 11,000.00
\$ 250.00	Lobby at DC and Juneau	5	1	6	\$ 7,500.00
\$ 250.00	AASB 2 member regular mtgs	2	4	1	\$ 2,000.00
\$ 250.00	President-NWALT, CWT, ATC Qtrly	3	4	1	\$ 3,000.00
\$ 250.00	NWALT Summit	3	1	1	\$ 750.00
\$ 250.00	Lobbying w NWALT Juneau and DC	1	2	2	\$ 1,000.00
TOTAL					\$ 87,750.00
<u>Benefits</u>					
\$ 27,000.00	Health Insurance	10			\$ 270,000.00
\$ 87,750.00	Other Benefits	13%			\$ 10,995.08
TOTAL					\$ 280,995.08
<u>Professional & Technical Services</u>					
\$ 25,000.00	Misc. Serv and training, AASB Inservice				\$ 25,000.00
\$ 80,000.00	Lobbyists				\$ 80,000.00
\$ -	Strategic Planning				\$ -
\$ 450.00	AASB Registration	7	1	4	\$ 3,150.00
TOTAL					\$ 108,150.00
<u>Travel & Perdiem</u>					
\$ 2,475.00	Regular meeting Airfare - 5 members	6	5	1	\$ 12,375.00
\$ 1,434.00	Regular meeting Hotel - \$239.00 a night	6	5	3	\$ 21,510.00
\$ 360.00	Regular meeting Perdiem-\$60.00	6	5	3	\$ 5,400.00
TOTAL					\$ 39,285.00

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

\$ 13,557.00

AASB Quarterly Trainings

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

\$ 35,868.00

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

\$ 20,142.00

TOTAL \$ 108,852.00

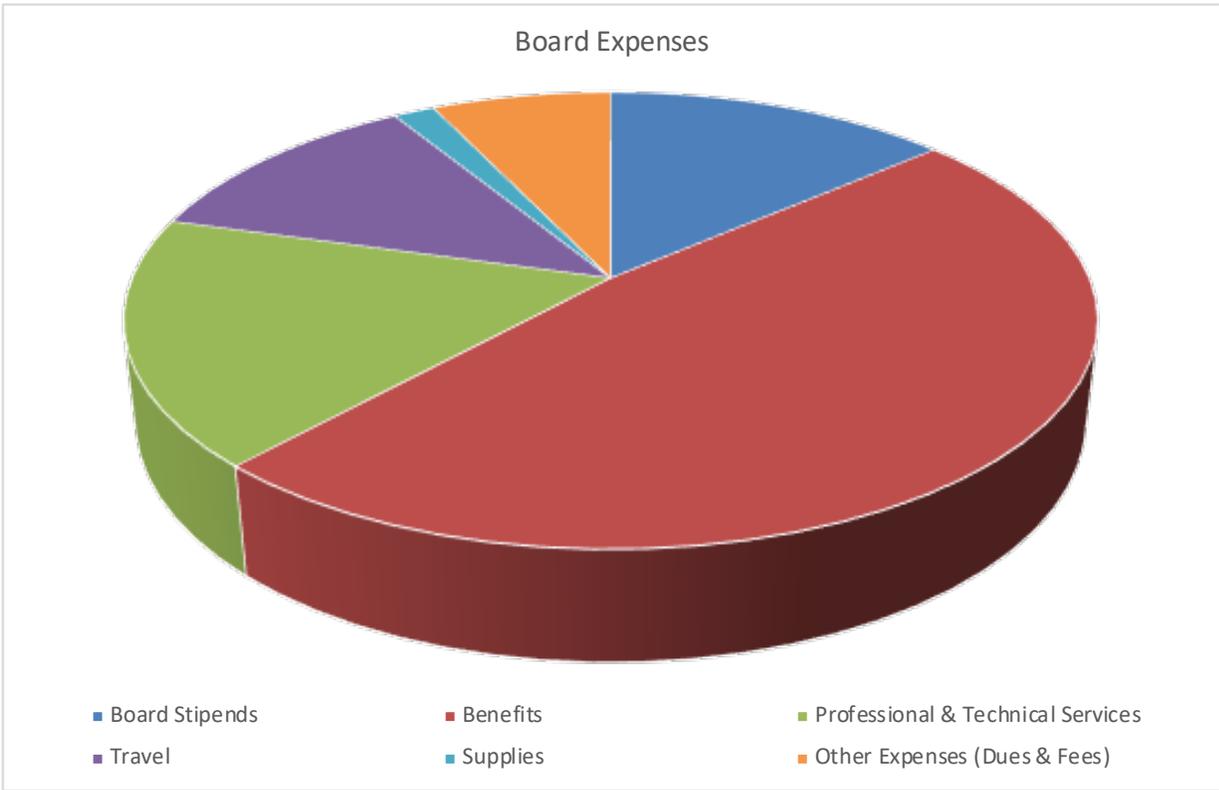
Miscellaneous Exp

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

TOTAL \$ 44,680.00

Grand Total \$ 630,427.08

**Northwest Arctic Borough School District
Board Expenditures
For Month Ending December 31, 2023**



**Northwest Arctic Borough School District
Investment Account Earnings
For Month Ending December 31, 2023**

	Fiscal Year	IILD GF Earnings	IILD CIP Earnings	Total Earnings	
1	FY19	\$ 112,675.74	\$ -	\$ 112,675.74	
2	FY20	\$ 134,699.78	\$ -	\$ 134,699.78	
3	FY21	\$ 1,694.94	\$ 2,564.11	\$ 4,259.05	
4	FY22	\$ 13,734.29	\$ 12,012.88	\$ 25,747.17	
5	FY23	\$ 316,919.38	\$ 17,754.50	\$ 334,673.88	
6	FY24	\$ 311,086.82	\$ -	\$ 311,086.82	Year to date
		\$ 890,810.95	\$ 32,331.49	\$ 923,142.44	

Deposit Activities

INST INSURED LIQ DEPOSIT SAVINGS A000MK6
 *As of November 30, 2023

Interest earned
 this period
 51,449.44

Transaction Date	Activity	Principal	Market Value (\$)	Interest Amount	Principal Balance
11/30/23	Interest Rate 5.2998000%			51,449.44	11,837,385.17
	Beginning Balance				11,785,935.73
	Ending Balance				11,837,385.17

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT
Account Number: 1BC42815

Deposit Activities

INST INSURED LIQ DEPOSIT SAVINGS A000MK6
*As of December 31, 2023

Interest earned
this period
53,400.49

Transaction Date	Activity	Principal	Market Value (\$)	Interest Amount	Principal Balance
12/29/23	Interest Rate 5.2998000%			53,400.49	11,890,785.66
	Beginning Balance				11,837,385.17
	Ending Balance				11,890,785.66



Northwest Arctic Borough School District

NANA PreK Funding Update

On 10/11/2022, NANA provided the District with \$1,500,000 in funding for a Pre-K program to be offered in all of our Schools, District wide. A couple of our Village IRAs also contributed to their local Pre-K programs, which reduced the use of the NANA contribution. Because a lot of our Pre-K classes are combined with other grade levels, we have an early education grant that covers a couple of positions, and we have had multiple position vacancies, we have not expended the entire \$1,500,000.

FY24 Beginning of the year balance -	\$1,410,986.70
Expended as of 12/31/2023 -	\$112,935.23
<u>Encumbrance of filled positions -</u>	<u>\$248,667.00</u>
Uncommitted Balance of Funds -	\$1,049,384.47

In a regular year, our District wide Pre-K programs would cost the District roughly \$1.5 million, however, due to all of the circumstances listed above, we have not expended all of the funds received and I expect that the District can operate a Pre-K program in the FY25 School Year as long as costs for staffing do not skyrocket.

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**Northwest Arctic Borough School District
FY25 Budget PROJECTION**

	FY24	FY25	Changes	NOTES
	Current Budget	PROJECTED Budget		
REVENUE				
Other Local Revenue	\$600,000	\$600,000	\$0	5 year average is \$550k. Projecting ATC will bring in more
Earnings on Investments	\$600,000	\$600,000	\$0	Based on current FY24 earnings
Donations/Contributions	\$125,000	\$0	(\$125,000)	
Borough Appropriation	\$6,645,111	\$6,568,263	(\$76,848)	Projection based off of student projection
E-rate Program	\$7,205,220	\$7,205,220	\$0	
State Foundation	\$37,434,458	\$37,599,723	\$165,266	Based on enrollment projection & flat funding
Quality Schools	\$109,952	\$110,278	\$326	Based on enrollment projection
TRS On-behalf	\$1,955,492	\$2,752,336	\$796,844	Does not have an effect on budget
PERS On-behalf	\$326,903	\$406,275	\$79,372	Does not have an effect on budget
Revenue - Other State Sources	\$15,000	\$15,000	\$0	PFD raffle
Impact Aid Program	\$6,510,519	\$4,206,505	(\$2,304,014)	Conservative estimate, will update
TOTAL REVENUES	\$61,527,655	\$60,063,600	(\$1,464,055)	
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	\$14,853,111	\$17,115,823	\$2,262,712	Based on HR POS list open positions, Negotiated increases & ESSER Positions
Non-Certificated Salaries	\$9,425,229	\$9,442,316	\$17,087	Based on HR POS list open positions, Negotiated increases & ESSER Positions
Leave Pay Out	\$196,654	\$285,000	\$88,346	5 year average
Board Stipends	\$87,750	\$87,750	\$0	
Employee Benefits	\$10,388,505	\$14,875,099	\$4,486,594	\$5k increase per employee to Health Insurance, .05% decrease to Unemployment Insurance, FY24 current budget after unencumbrance of unfilled positions
TRS On-behalf	\$1,955,492	\$2,752,336	\$796,844	Does not have an effect on budget
PERS On-behalf	\$326,903	\$406,275	\$79,372	Does not have an effect on budget
SUBTOTAL: Personnel	\$37,233,645	\$44,964,600	\$7,730,955	
Professional & Technical Services	\$3,910,267	\$3,910,267	\$0	
Staff Travel	\$452,250	\$452,250	\$0	
Board Travel	\$108,852	\$108,852	\$0	
Student Travel	\$1,144,775	\$1,144,775	\$0	
Utility Services	\$8,387,769	\$8,387,769	\$0	
Energy-includes electricity & fuel	\$4,928,070	\$4,928,070	\$0	Need to estimate with AVEC increase
Other Purchased Services	\$4,492,051	\$4,492,051	(\$0)	
Property & Liability Insurance	\$1,305,616	\$1,305,616	(\$0)	Need estimate from Broker in Feb/Mar
Supplies, Materials & Media	\$1,479,821	\$1,479,821	\$0	
Tuition	\$20,000	\$20,000	\$0	
Dues & Fees	\$134,719	\$134,719	\$0	
Inventoried Equipment	\$25,000	\$25,000	\$0	
Indirect Cost Recovery	(\$315,000)	(\$250,000)	\$65,000	Estimate without ESSER
SUBTOTAL: Non-Personnel	\$26,074,189	\$26,139,190	\$65,000	
TOTAL EXPENSES	\$63,307,834	\$71,103,789	\$7,795,955	
TRANSFERS OUT				
Food Service Fund	\$0	\$1,200,000	\$1,200,000	VERY Rough estimate
ATC	\$1,150,000	\$1,150,000	\$0	
Star of the Northwest - Magnet School	\$75,000	\$100,000	\$25,000	
Teacher Housing Fund	\$450,000	\$450,000	\$0	
Student Transportation	\$150,000	\$150,000	\$0	
TOTAL TRANSFERS OUT	\$1,825,000	\$3,050,000	\$1,225,000	
INCREASE (DECREASE)-UNRESERVED FB	(\$3,605,179)	(\$14,090,189)		
FY23 Fund Balance	\$9,915,223	\$3,510,044		
Budgeted (Increase) Decrease above	\$3,605,179	\$14,090,189		
Estimated Prepaid & Inventory for FY24	\$2,800,000	\$2,800,000		
Projected FY24 Fund Balance	\$3,510,044	(\$13,380,145)	-18.82%	

The FY25 preliminary budget is an estimate based off of revenue projections, staffing and fixed cost increases due to negotiated agreements and notices of increased costs from the District's vendors.

Over the next couple of months, District administration will take a close look at these projected amounts, make adjustments as needed, and bring a list of recommendations to the full Board at the March Budget Retreat.



Northwest Arctic Borough School District

Health Insurance Third Party Administrator (TPA) RFP

As the District continues to strive for excellence in providing comprehensive benefits to our employees, it has become increasingly evident that exploring new avenues in our health insurance administration is a crucial step forward.

Our current Third Party Administrator (TPA) contract with Meritain is set to expire 11/30/2024, and our District has the opportunity to consider alternative providers who can offer enhanced services, cost-effectiveness, and innovative solutions that align with the evolving needs of our District.

Outlined below are the key reasons why I strongly recommend that we initiate the process of seeking proposals from potential TPAs:

Comprehensive Benefits Package: A new TPA could potentially offer a more comprehensive benefits package, including improved coverage, wellness programs, and other value-added services. This will not only enhance the overall employee experience but also contribute to our organizational goal of attracting and retaining top talent.

Cost Containment: The competitive landscape in the health insurance industry is dynamic, and by soliciting proposals, we have the opportunity to identify cost-effective solutions without compromising on the quality of services. Exploring the market will allow us to negotiate more favorable terms and ensure optimal use of our budget.

Innovative Technology Solutions: Advances in technology have transformed the healthcare landscape. A new TPA might bring innovative technological solutions that can streamline processes, enhance data security, and provide better insights into the utilization of healthcare benefits.

Risk Mitigation: Diversifying our options through the RFP process helps mitigate the risks associated with relying on a single provider. By evaluating multiple proposals, we can assess different risk management strategies and choose a TPA that aligns with our risk tolerance and organizational goals.

Improved Customer Service: Exceptional customer service is vital when dealing with health insurance matters. Seeking proposals allows us to assess the level of customer service offered by potential TPAs, ensuring that our employees have a positive experience when navigating their health insurance coverage.

In light of these considerations, I propose that we authorize the issuance of a Request for Proposal (RFP) for a Health Insurance TPA. This process will involve inviting qualified firms, including the current TPA to submit detailed proposals outlining their services, capabilities, and pricing structures.

I am confident that this proactive approach will enable us to make an informed decision that aligns with our organizational objectives. I recommend forming a committee to oversee the RFP process, evaluate the submissions, and make a recommendation to the Board for final approval.

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THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

**Department of Education
& Early Development**

OFFICE OF THE COMMISSIONER

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December 19, 2023

The Honorable DeLena Johnson
Co-Chair, House Finance Committee
Alaska State Capitol Room 505
Juneau, AK 99801

The Honorable Bert Stedman
Co-Chair, Senate Finance Committee
Alaska State Capitol, Room 518
Juneau, AK 99801

The Honorable Bryce Edgmon
Co-Chair, House Finance Committee
Alaska State Capitol Room 410
Juneau, AK 99801

The Honorable Lyman Hoffman
Co-Chair, Senate Finance Committee
Alaska State Capitol Room 516
Juneau, AK 99801

The Honorable Neal Foster
Co-Chair, House Finance Committee
Alaska State Capitol Room 511
Juneau, AK 99801

The Honorable Donald Olson
Co-Chair, Senate Finance Committee
Alaska State Capitol Room 508
Juneau, AK 99801

Re: Legislative Intent Language – House Bill 39

Dear Finance Committee Co-Chairs:

Enclosed, please find the Department of Education and Early Development's response to the legislative intent language from House Bill 39 (Chapter 1, FSSLA 2023, Section 1, Pages 10-11, Lines 27-4) on school district balances for each of the following funds: 1) school operating fund, 2) special revenue funds, 3) capital project funds, and 4) other governmental funds.

Please feel free to contact me if we can provide any additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Deena M. Bishop".

Deena M. Bishop, Ed. D.
Commissioner

Enclosure (1) FY2024 Intent Language Fund Balance Report Final

cc: Alexei Painter, Director, Legislative Finance Division
Lacey Sanders, Director, Office of Management and Budget



Report to the Legislature

School District Fund Balances

as required by HB 39 (Chapter 1, FSSLA 2023)

December 19, 2023

Introduction

During the 2023 legislative session the 33rd Legislature included the following legislative intent language in the operating budget (Chapter 1, FSSLA 2023, Section 1, Pages 10-11, Lines 27-4 (HB 39)):

It is the intent of the legislature that a school district report to the Department twice annually, once by the end of the count period set out in AS 14.17.500, and on February 1, 2024, the balance of each of the following funds: 1) school operating fund, 2) special revenue funds, 3) capital project funds, 4) other governmental funds. Additionally, each fund shall be reported based on the following classifications: 1) nonspendable fund balance, 2) restricted fund balance, 3) committed fund balance, 4) assigned fund balance, 5) unassigned balance. The Department shall provide these reports and associated data in electronic format to the Co-Chairs of Finance and the Legislative Finance Division by December 20, 2023 and by February 15, 2024.

This language tasked the Department of Education and Early Development with collecting data from the 53 school districts regarding fund balances.

Report Sections

This report consists of:

1. District-provided data by each identified fund type, by the five classifications.
2. District-provided comments regarding the reported data.
3. Definitions of the Fund Types and Fund Balance Classifications.

Unreserved Fund Balance Reporting

This data collection is separate from the “unreserved” school district operating fund balance collections and reports. Audited fiscal year end fund balance data is submitted to the department under AS 14.17.505 and is defined by 4 AAC 09.160; this monitors the requirement for a district to not exceed a year-end unreserved operating fund balance of 10 percent of annual expenditures. The 10 percent fund balance limit was waived through the end of fiscal year 2025 (June 30, 2025), during which time a report on the forecasted unreserved operating fund balance is due to the legislature by February 15 (Chapter 2, SLA 2021, Section 10, Page 10, Lines 16-21 (HB 76)).

Data Variations

Due to the mid-fiscal year dates identified, the data can fluctuate between and within districts due to many reasons, including:

- Districts that receive Impact Aid have the balance of their current application receipts transfer from committed to unassigned at the beginning of the fiscal year.
- Municipal districts receive local contributions at different times, based on local processes. Some districts may receive a lump sum at the beginning of the fiscal year, some may receive monthly payments, and some may receive all or a portion of funds at different times of the year.
- Bulk purchases of fuel, food, etc. may occur at the beginning of the school year.
- The fund balance reporting will be impacted by budget true ups that occur as a result of the student count data reconciliation, projections to actuals.

Alaska Department of Education & Early Development
 FY2024 School District **OPERATING FUND**: Current Fund Balance as of October 31, 2023

School District	Nonspendable Fund Balance	Restricted Fund Balance	Committed Fund Balance	Assigned Fund Balance	Unassigned Fund Balance	Total
Alaska Gateway	267,969	-	477,556	(1,661,842)	-	(916,317)
Aleutian Region	96,598	-	53,094	28,747	128,130	306,569
Aleutians East	505,803	-	561,969	56,166	823,709	1,947,647
Anchorage	4,270,366	29,119,270	-	95,165,820	31,767,704	160,323,160
Annette Island	30,468	-	-	1,284,804	-	1,315,272
Bering Strait	1,930,298	-	-	-	-	1,930,298
Bristol Bay	32,495	54,613	91,359	(322,829)	-	(144,362)
Chatham	244,724	-	-	1,308,046	(363,770)	1,189,000
Chugach	106,605	896,478	-	1,148,165	-	2,151,248
Copper River	156,351	535,148	-	-	-	691,499
Cordova	121,845	-	-	-	797,017	918,862
Craig	-	873,631	-	1,457,980	-	2,331,611
Delta/Greely	938,151	697,785	186,207	439,653	-	2,261,796
Denali	149,025	-	-	2,727,984	779,092	3,656,101
Dillingham	3,344	-	318,247	-	-	321,591
Fairbanks	999,483	1,951,302	-	8,345,451	-	11,296,236
Galena	251,154	8,245,171	-	612,335	5,578,048	14,686,708
Haines	-	-	251,070	705,679	-	956,749
Hoonah	21,111	-	-	824,159	-	845,270
Hydaburg	8,883	-	-	-	(110,782)	(101,899)
Iditarod	321,398	-	-	-	1,143,483	1,464,881
Juneau	382,461	253,035	17,890	3,028,014	-	3,681,400
Kake	8,409	-	-	337,335	-	345,744
Kashunamiut	512,330	-	-	3,093,291	-	3,605,621
Kenai Peninsula	2,000,320	2,916,112	4,225,327	2,877,353	16,696,081	28,715,193
Ketchikan	-	-	-	7,219,252	-	7,219,252
Klawock	735,885	593,239	-	-	345,440	1,674,564
Kodiak	362,173	-	1,500,000	5,466,780	5,209,606	12,538,559
Kuspuk	399,346	-	-	315,000	5,176,911	5,891,257
Lake and Peninsula	236,218	236,054	-	74,292	-	546,564
Lower Kuskokwim	10,263,501	-	-	8,487,117	11,507,238	30,257,856
Lower Yukon	1,154,503	-	-	-	17,045,963	18,200,466
Mat-Su	7,634,554	2,230,799	-	-	-	9,865,353
Nenana	93,720	1,273,962	-	-	1,397,001	2,764,683
Nome	421,555	-	-	183,073	2,518,196	3,122,824
North Slope	1,253,862	3,973,172	6,083,112	-	-	11,310,146
Northwest Arctic	1,520,272	-	8,395,071	-	-	9,915,343
Pelican	-	-	-	65,000	97,171	162,171
Petersburg	252,353	-	-	212,554	-	464,907
Pribilof	-	569,242	-	176,350	-	745,592
Saint Mary's *	*	*	*	*	*	-
Sitka	-	-	-	1,092,000	-	1,092,000
Skagway	10,617	-	-	-	1,900,930	1,911,547
Southeast Island	99,275	-	-	1,026,773	-	1,126,048
Southwest Region	1,350,636	-	-	5,900,672	1,554,211	8,805,519
Tanana	147,765	-	-	-	-	147,765
Unalaska	216	-	24,482	1,175,607	-	1,200,305
Valdez	-	-	-	-	-	-
Wrangell	198,035	-	-	513,806	-	711,841
Yakutat	-	-	-	529,989	(13,333)	516,656
Yukon Flats	228,903	-	-	-	548,349	777,252
Yukon Koyukuk	5,720,688	-	1,900,000	-	-	7,620,688
Yupitit	583,247	-	-	5,729,128	-	6,312,375
Total	46,026,915	54,419,013	24,085,384	159,623,704	104,526,396	388,681,411

* District did not respond to information requests as of 12/11/2023.

Alaska Department of Education & Early Development
FY2024 School District SPECIAL REVENUE FUNDS: Current Fund Balance as of October 31, 2023

School District	Nonspendable Fund Balance	Restricted Fund Balance	Committed Fund Balance	Assigned Fund Balance	Unassigned Fund Balance	Total
Alaska Gateway	2,734,106	-	2,161,625	-	-	4,895,731
Aleutian Region	-	-	51,459	-	-	51,459
Aleutians East	-	-	-	1,889,047	844,480	2,733,527
Anchorage	2,865,782	7,037,971	-	8,703,059	-	18,606,812
Annette Island	5,251	-	1,320,340	18,533	(187,532)	1,156,592
Bering Strait	665,167	-	2,421,686	-	(279,054)	2,807,799
Bristol Bay	5,578	-	332,998	-	(4,783)	333,793
Chatham	17,578	-	342,413	-	(43,919)	316,072
Chugach	-	3,387	209,149	110,097	-	322,633
Copper River	-	-	(433,161)	-	-	(433,161)
Cordova	18,618	191,803	-	357,494	(10,494)	557,421
Craig	-	465,184	-	-	-	465,184
Delta/Greely	32,724	-	316,983	1,046,359	-	1,396,066
Denali	-	-	-	1,384,835	-	1,384,835
Dillingham	36,181	-	2,230,910	-	1,050,262	3,317,353
Fairbanks	1,108,453	4,744,881	-	3,116,458	-	8,969,792
Galena	-	-	282,000	-	-	282,000
Haines	-	-	170,137	61,653	(25,551)	206,239
Hoonah	47,431,636	6,236	55,253	-	-	47,370,147
Hydaburg	-	-	-	146,778	-	146,778
Iditarod	54,400	180,578	-	18,044	-	253,022
Juneau	31,324	-	984,024	3,046,115	-	4,061,463
Kake	15,811	-	-	15,512	-	31,323
Kashunamiut	-	115,485	87,476	74,901	(243,834)	34,028
Kenai Peninsula	345,069	1,022,056	4,099,928	752,620	(774,879)	5,444,794
Ketchikan	-	1,031,943	-	-	-	1,031,943
Klawock	61,585	143,910	665,480	49,775	-	920,750
Kodiak	-	1,508,707	-	-	-	1,508,707
Kuspuk	15,254	-	-	1,670,469	-	1,685,723
Lake and Peninsula	67,582	-	113,492	-	(329,264)	(148,190)
Lower Kuskokwim	-	-	-	-	-	-
Lower Yukon	-	-	-	-	(1,061,083)	(1,061,083)
Mat-Su	-	455,671	17,959,878	6,944,059	(2,639,592)	22,720,016
Nenana	-	-	-	13,430	-	13,430
Nome	2,475	381,230	2,270,891	221,845	(26,590)	2,849,851
North Slope	1,153,667	2,210,901	2,720,466	6,198,174	(1)	12,283,207
Northwest Arctic	-	585	-	189,536	(957,824)	(767,704)
Pelican	-	-	-	4,885	-	4,885
Petersburg	6,798	-	-	610,307	-	617,105
Pribilof	-	-	-	21,099	-	21,099
Saint Mary's *	*	*	*	*	*	-
Sitka	-	-	1,042,456	86,449	-	1,128,905
Skagway	-	-	-	633,771	667,371	1,301,142
Southeast Island	11,709	185,702	1,020,352	38,816	(60,399)	1,196,180
Southwest Region	278,054	-	1,233,795	-	-	1,511,849
Tanana	-	-	-	100,255	-	100,255
Unalaska	11,947	-	126,720	60,688	(149,933)	49,422
Valdez	25,859	-	-	1,027,506	-	1,053,365
Wrangell	-	378,000	342,428	-	-	720,428
Yakutat	-	-	96,666	119,822	-	216,488
Yukon Flats	-	-	-	-	161,944	161,944
Yukon Koyukuk	-	-	-	-	(81,585)	(81,585)
Yupitit	538,247	-	18,307	115	(339,262)	217,407
Total	57,540,855	20,064,230	42,244,151	38,732,506	(4,491,522)	154,090,221

* District did not respond to information requests as of 12/11/2023.

Alaska Department of Education & Early Development
 FY2024 School District CAPITAL PROJECT FUNDS: Current Fund Balance as of October 31, 2023

School District	Nonspendable Fund Balance	Restricted Fund Balance	Committed Fund Balance	Assigned Fund Balance	Unassigned Fund Balance	Total
Alaska Gateway	-	-	-	-	-	-
Aleutian Region	-	-	1,156,200	-	-	1,156,200
Aleutians East	-	-	-	1,263,996	-	1,263,996
Anchorage	-	-	24,958,101	56,242,623	-	81,200,724
Annette Island	-	-	7,446,869	4,650	(239,937)	7,211,582
Bering Strait	-	-	13,876,189	-	-	13,876,189
Bristol Bay	-	-	144,274	-	-	144,274
Chatham	-	-	154,350	-	-	154,350
Chugach	-	-	343,144	-	-	343,144
Copper River	-	-	792,269	-	-	792,269
Cordova	-	-	-	456,895	-	456,895
Craig	-	841,513	355,000	-	-	1,196,513
Delta/Greely	-	-	-	1,544,952	-	1,544,952
Denali	-	-	-	2,218,795	(1,956,800)	261,995
Dillingham	-	-	-	-	207,770	207,770
Fairbanks	-	474,718	-	-	-	474,718
Galena	-	-	12,421,374	-	-	12,421,374
Haines	-	-	539,244	19,611	7,882	566,737
Hoonah	-	-	721,902	-	-	721,902
Hydaburg	-	-	-	-	-	-
Iditarod	-	-	-	2,406,590	-	2,406,590
Juneau	-	-	-	-	-	-
Kake	-	-	-	172,797	295,887	468,684
Kashunamiut	-	-	-	221,822	-	221,822
Kenai Peninsula	-	-	-	-	-	-
Ketchikan	-	-	-	(506,748)	-	(506,748)
Klawock	-	-	1,229,603	-	-	1,229,603
Kodiak	-	-	1,235,437	-	-	1,235,437
Kuspuk	-	-	-	1,385,681	-	1,385,681
Lake and Peninsula	-	-	186,888	-	(34,200)	152,688
Lower Kuskokwim	-	-	50,901,509	-	-	50,901,509
Lower Yukon	-	-	-	3,053,262	-	3,053,262
Mat-Su	-	-	4,261,182	142,418	(1,058,515)	3,345,085
Nenana	-	-	-	-	-	-
Nome	-	-	3,334,071	-	(472,681)	2,861,390
North Slope	-	-	-	-	-	-
Northwest Arctic	-	53,385	-	2,971,774	(687,841)	2,337,317
Pelican	-	-	-	573,633	-	573,633
Petersburg	-	-	-	568,202	-	568,202
Pribilof	-	-	-	162,450	-	162,450
Saint Mary's *	*	*	*	*	*	-
Sitka	-	-	-	-	-	-
Skagway	-	-	-	117,277	-	117,277
Southeast Island	-	-	560,841	-	(1,069,019)	(508,178)
Southwest Region	-	-	936,469	-	-	936,469
Tanana	-	-	-	-	276,042	276,042
Unalaska	-	-	1,592,465	-	-	1,592,465
Valdez	-	-	1,405,304	-	-	1,405,304
Wrangell	-	-	-	1,349,065	-	1,349,065
Yakutat	-	-	1,257,044	-	-	1,257,044
Yukon Flats	-	-	-	3,389,958	-	3,389,958
Yukon Koyukuk	-	-	-	-	(1,398,560)	(1,398,560)
Yupitit	-	-	-	172,402	-	172,402
Total	-	1,369,616	129,809,729	77,932,105	(6,129,972)	202,981,477

* District did not respond to information requests as of 12/11/2023.

Alaska Department of Education & Early Development

FY2024 School District **OTHER GOVERNMENTAL FUNDS**: Current Fund Balance as of October 31, 2023

School District	Nonspendable Fund Balance	Restricted Fund Balance	Committed Fund Balance	Assigned Fund Balance	Unassigned Fund Balance	Total
Alaska Gateway	-	-	-	-	-	-
Aleutian Region	-	-	-	-	-	-
Aleutians East	-	-	-	-	-	-
Anchorage	-	-	-	-	(25,372,175)	(25,372,175)
Annette Island	-	-	-	-	-	-
Bering Strait	-	-	672,000	-	-	672,000
Bristol Bay	-	217,633	-	-	-	217,633
Chatham	-	-	-	-	-	-
Chugach	-	-	640,256	119,097	(486,672)	272,681
Copper River	180,357	103,405	282,957	-	-	566,719
Cordova	-	-	-	-	-	-
Craig	-	-	-	-	-	-
Delta/Greely	-	-	-	-	-	-
Denali	-	-	493,273	-	(450,840)	42,433
Dillingham	-	-	-	-	-	-
Fairbanks	-	-	-	-	-	-
Galena	-	-	-	-	-	-
Haines	-	-	-	-	-	-
Hoonah	-	-	-	-	-	-
Hydaburg	-	-	-	-	-	-
Iditarod	-	-	-	-	-	-
Juneau	38,257	-	-	-	(38,257)	-
Kake	-	-	-	-	-	-
Kashunamiut	-	26,005	-	-	-	26,005
Kenai Peninsula	-	-	-	-	-	-
Ketchikan	-	-	-	87,920	-	87,920
Klawock	-	-	-	-	-	-
Kodiak	-	-	-	-	-	-
Kuspuk	-	-	-	-	-	-
Lake and Peninsula	-	260,048	-	-	(2,706)	257,342
Lower Kuskokwim	-	-	-	1,413,761	-	1,413,761
Lower Yukon	-	-	-	-	-	-
Mat-Su	-	-	-	1,091,797	(466,536)	625,261
Nenana	-	-	-	-	-	-
Nome	-	-	-	-	-	-
North Slope	-	-	-	-	-	-
Northwest Arctic	-	-	-	-	-	-
Pelican	-	-	-	11,169	-	11,169
Petersburg	-	69,966	-	-	-	69,966
Pribilof	-	-	-	60,751	-	60,751
Saint Mary's *	*	*	*	*	*	-
Sitka	-	-	-	-	-	-
Skagway	-	-	-	-	-	-
Southeast Island	-	-	-	-	-	-
Southwest Region	-	-	-	-	-	-
Tanana	-	-	-	-	-	-
Unalaska	-	190,135	97,602	28,561	(149,582)	166,716
Valdez	-	-	-	-	-	-
Wrangell	-	-	-	-	-	-
Yakutat	-	-	-	-	-	-
Yukon Flats	-	-	-	-	-	-
Yukon Koyukuk	-	-	-	-	-	-
Yupitit	-	-	-	-	-	-
Total	218,614	867,192	2,186,088	2,813,056	(26,966,768)	(20,881,818)

* District did not respond to information requests as of 12/11/2023.

FY2024 HB 39 Fund Balance Report School District Comments

Alaska Gateway

No comments.

Aleutian Region

Special Revenue: This entire balance is related to student activity funds.

Capital: Funds committed to capital projects for deteriorating infrastructure.

Aleutians East

Operating: Fund balance could be needed, as the budget was based on an increase in the base student allocation (BSA).

Special Revenue: Special revenue fund balances to maintain programs.

Capital: Capital funds for future needs (old Sand Point School building and King Cove School playground).

Anchorage

Operating: Anchorage has two fund balance reservations that are included in the State's definition of unreserved but are classified elsewhere in compliance with GASB 54. The first is \$26.3 million that is restricted by the municipality of Anchorage to preserve the municipality's bond rating. The second item is \$32.5 million that is assigned for subsequent year's expenditures, or the amount of fund balance the board has authorized to use to balance the FY2024 budget.

Anchorage cautions users of this report against extrapolating the data for the entire year as there are a number of timing issues that significantly change the amount of fund balance available. A few examples are: 1.) The district does not receive any tax payments from the municipality until December. Not receiving payments in 12 equal installments will lend itself to underreporting of fund balance. 2.) The teachers payroll is paid from September through June with two additional payments being made in May which would lend itself to overreporting fund balance. 3.) The district will not receive any one-time funds until February or March and any adjustment to State revenue based on the OASIS count won't begin to be adjusted until April.

Special Revenue: Includes Student Transportation, Food Service, and Student Activities Funds. Grants have been excluded as revenues are equal to expenditures and no net fund balance is reported.

Capital: Residual funds are mostly due to State Bond Debt Reimbursement that has been assigned to capital needs within the district.

Other Governmental: Debt Service Fund reduction is due the timing of bond payments and not receiving any tax payments from the municipality until December. Anchorage expects this fund to be positive by the fiscal year end.

Annette Island

Operating: FY2024 Budget is \$650k into fund balance, \$5.7 million of Impact Aid was moved into unreserved as of 7/1/2023.

Special Revenue: The committed fund balance is money designated for Early Education grades PreK-1.

Capital: \$4.2 million of the committed fund balance is for a facilities building.

Bering Strait

Operating: Higher unreserved fund balance due to committed Impact Aid monies received in FY2023 to be used in FY2024.

Bristol Bay

Operating: Borough appropriation does not arrive until November, assigned is negative due to deficit of revenue over expenses as of 10/31/2023.

Special Revenue: Food service fund negative at 6/30/2023 and costs will exceed revenue in FY2024.

Other Governmental: Student, sports, community, and scholarship funds.

Chatham

Operating: Cash Basis.

Special Revenue: Cash Basis.

Capital: Cash Basis.

Other Governmental: Cash Basis.

Chugach

No comments.

Copper River

Special Revenue: Transportation and Food Service.

Capital: Building Improvements.

Cordova

Operating: At the Cordova School District, Certificated Teaching salaries are distributed to staff between August and June, which causes an inflated position perspective when comparing the point-in-time General Fund balance to the annual budget. If operating costs and revenue flow according to the annual budget, the projected Fund Balance, as a percentage of current year budgeted expenses, drops below eight percent.

Special Revenue: The deficit in the Unassigned Fund Balance reflects costs that will be covered by transfers from the General Fund later in the year. Additionally, since the district was discouraged from reporting the deficit balances in their cost reimbursement grant funds, it should at least be noted that, while the district is waiting for reimbursement, cash needed to initially cover the costs incurred under those grants is provided by the General Fund balance. As of 10/31/2023, the General Fund - Due From

Other Funds balance related to those grants was \$153,306. This accounts for 20% of the point-in-time fund balance. This is but one example of why carrying a fund balance is crucial to district operations.

Capital: Around 80% of this balance is identified for future facility needs and major equipment replacements.

Craig

No comments.

Delta/Greely

Special Revenue: Removed the \$44,251 from the \$617,400 to get the assigned fund balance.

Capital: \$654,675 is from page 63 school replacement match combined with \$890,277 which is a capital project from FY2021.

Denali

No comments.

Dillingham

No comments.

Fairbanks

Operating: What appears as a large unreserved FY2024 fund balance as of 10/31/2023 is related to the Borough Appropriation of \$54 million being provided as a lump sum at the beginning of the school year.

Special Revenue: Assigned fund balance is related to transfers from the General Fund to the Transportation Fund in order to cover the cost of transportation that exceeds current State of Alaska Pupil Transportation Funding.

Galena

Special Revenue: Grants are usually zeroed out. \$282k is transfers to offset program shortages.

Capital: Estimated for projects in process or in planning.

Haines

Operating: Committed Insurance Expense.

Hoonah

No comments.

Hydaburg

No comments.

Iditarod

No comments.

Juneau

Operating: Fund Balance is committed based upon board approval. Juneau School District receives its local contribution in July.

Capital: No fund balance in Capital Funds.

Other Governmental: Nanny Dryden Permanent Fund.

Kake

No comments.

Kashunamiut

This is a snapshot in time and because the district does not perform a hard close each month, the following has *not* been adjusted/calculated because that is only done once a year at year-end when the district closes the books using the modified accrual basis of accounting. Small districts do not perform a hard close every month because that would require an additional staff member who did nothing but closing entries, etc. and the district does not have the budget for that. Therefore, interim fund balance reports have many assumptions and simplifications – such as:

- Special Education – the district does not know until the school year is underway what mandated services will be for the number of intensives students until count – that would also affect our fund balance if additional services are required for which the district has not budgeted because they were unknown at the time the budget was drafted.
- The district pays for the entire year's worth of software, auto, property, crime, liability insurance, worker's compensation insurance up front in July.
- Teachers are paid in 24 paychecks but work mid-August through May, so the district starts the year with a lag in expenses and then has large payrolls in May/June to pay the remainder of the teacher contracts. This increases the district's interim fund balance until payment occurs. Salaries/Benefits are 55% of the district's total budget.
- Fuel inventory – purchased in bulk up front but the majority of the bulk fuel purchased resides at the tank farm.
- Other lags in expenses – i.e. the district pays expenses after they are incurred so all food service, maintenance and operations (M&O) (General Fund), professional services, etc. are not paid until the district receives the services and the invoice and pays same; this results in what appears to be a higher fund balance.
- Kashunamiut School District performs a true-up on their current year budgets once they know all the newly hired staff salaries and health coverages chosen as well as any changes to revenues once the count period has concluded. This will affect the fund balance percent calculation.
- Impact Aid – the district has received minimal payments to date, but will likely receive the bulk in the winter/spring.
- Professional Services – the district has many professional service contracts that are not showing as encumbrances, however, the budget line item in which they will be paid is budgeted for those amounts and nothing more.

Special Revenue: Cash Basis.

Capital: Cash Basis.

Other Governmental: Cash Basis.

Kenai Peninsula

Operating: This calculation does not include salaries and benefits that are obligated and encumbered. In-kind budget is \$14,292,451 and is not encumbered. Utilities are not encumbered. This number is not an accurate representation of fund balance. It truly is a snapshot in time that does not take into account items like teachers' pay, that is earned and obligated, but will be paid later in the year. The Kenai Peninsula Borough School District's regular payroll runs happen on a monthly basis, so there are wages for all staff that was earned in the second half of October (10/16-10/31) that will not be paid until 11/30/2023. That is approximately 1,100 employees plus substitutes and temporary hires. Utilities that are owed but not paid as of the date of the report.

Ketchikan

Operating: The Ketchikan Gateway Borough (KGB) appropriated all required and approved discretionary funds at the beginning of FY2023-2024, which means the Ketchikan Gateway Borough School District (KGBSD) has access to those funds as of October 31, 2023. However, with a negative beginning fund balance and an approved budget that had only a slight excess of \$18,000, the reported fund balance (cash basis), is assigned for expenditures for the remainder of the fiscal year. Additional comment: Without the KGB appropriation being booked for the entire year, the district would be in a negative fund balance position as of October 31, 2023.

Special Revenue: The balance is the combined fund balances of Food Service and Student Transportation on a cash basis.

Capital: Amount represents, on a cash basis, unreimbursed expenditures for capital projects and major maintenance.

Klawock

Operating: Received 2024 Impact Aid in early October - \$497k.

Kodiak

Operating: \$2,544,144.86 of fund balance has been used to balance the FY2024 Budget.

Kuspuk

No comments.

Lake and Peninsula

Special Revenue: 6/30/2023 Food Service Fund Balance (\$135,433).

Other Governmental: Student, Community, Housing deposits, and Scholarships. New GASB rules changed these agency funds.

Lower Kuskokwim

No comments.

Lower Yukon

Special Revenue: Teacher housing, Residential, and Food Service.

Mat-Su

No comments.

Nenana

No comments.

Nome

Operating: Cash Basis. Additionally, budgeted expenditures will rise as the district has not yet submitted the FY2024 first budget revision to include the five percent salary schedule increase that went into effect after conclusion of negotiations, which was after the original FY2024 budget process. Additionally, a higher intensive student count means more needs for one-to-one teachers (more expense).

Special Revenue: Cash Basis.

Capital: Cash Basis.

North Slope

No comments.

Northwest Arctic

Operating: Nonspendable Fund Balance based on inventory. Unreserved is projected FY2024 fund balance. Committed fund balance is prior year fund balance, minus expenditures, plus revenue, minus nonspendable and unreserved. Committed by Board Approval of general funds for instructional purposes.

Pelican

No comments.

Petersburg

Operating: Cash Basis. Only encumbrances that the district has purchase orders open for are accounted for under the assigned fund balance.

Special Revenue: Cash Basis.

Capital: Cash Basis.

Other Governmental: Cash Basis.

Pribilof

No comments.

Saint Mary's

District did not respond to information requests as of 12/11/2023.

Sitka

Operating: Sitka receives \$641,000 monthly city contributions with the exception of two payments in May, which is for both May and June.

Special Revenue: Committed balances include student activities and other non-reimbursing grants.

Skagway

No comments.

Southeast Island

This is a snapshot in time and because the district does not perform a hard close each month, the following has *not* been adjusted/calculated because that is only done once a year at year-end when the district closes the books using the modified accrual basis of accounting. Small districts do not perform a hard close every month because that would require an additional staff member who did nothing but closing entries, etc. and the district does not have the budget for that. Therefore, interim fund balance reports have many assumptions and simplifications – such as:

- Special Education – the district does not know until the school year is underway what the mandated services will be for the number of intensives students until count – that would also affect the fund balance if additional services were required for which the district did not budget because they were unknown at the time the budget was drafted.
- The district pays for the entire year's worth of software, liability insurance, and worker's compensation insurance up front in July.
- Teachers are paid in 12 paychecks but work mid-August through May, so the district starts the year with a lag in expenses and then have large payrolls in May/June to pay the remainder of the teacher contracts. This increases the district's interim fund balance until payment occurs. Salaries/Benefits are 65% of the district's total budget.
- Fuel inventory – purchased in bulk up front for some site, but the majority of the bulk fuel purchased resides at the tank farm; the district budgets for what they have used historically with any increases based on the market.
- Other lags in expenses – i.e. the district pays expenses after they are incurred so all food service, pupil transportation, maintenance and operations (M&O) (General Fund), professional services, etc. are not paid until the district receives the services and the invoice and pays the bills; this results in what appears to be a higher fund balance.
- Districts usually perform a true-up on their current year budgets once they know all the newly hired staff salaries and health coverages chosen as well as any changes to revenues once the count period has concluded. This will affect the fund balance percent calculation.
- Timber Receipts – historically Southeast Island School District has received these funds in one lump sum in May or June.
- Professional Services – The district has many professional service contracts that are not showing as encumbrances, however, the budget line item in which they will be paid is budgeted for those amounts and nothing more.

Operating: One time negotiated rural pay differential not budgeted will reduce the fund balance as will additional special education services required to ensure the district is in compliance with Federal and State regulations.

Special Revenue: The district has applied for a housing grant and will need to match 15% which could be as much as \$400k.

Capital: Cash Basis.

Southwest Region

Operating: Working with a tight budget and not able to retain teachers with our beginning salary. Limited resources so no additional steps can be added to their current schedule.

Capital: Funds needed for aging infrastructure on eight schools and district office.

Tanana

Operating: Nonspendable is Inventory and Prepaid items.

Special Revenue: Assigned - Food Service and Activities Funds. The Tanana City School District historically did not participate in the National School Lunch Program; FY2024 is the first year.

Unalaska

Operating: June, July, and August (2023) Certified Staff payrolls are posted in June 2023 (FY2023). The same will happen for FY2024. This is a fourth of the budgeted certified salary that will only show as expenses in the end of FY2024. Budget revisions happen in December, so there are currently no changes in budgeted expenditures.

Valdez

No comments.

Wrangell

Operating: Wrangell receives two payments from the City, 50% of total city funding for FY2024 is included. Our payroll expenses lag by one month, so October time/contracts are not paid until November and are therefore not included. Our two principals are currently paid from ESSER III which expires at the end of FY2024, so the Unreserved Fund balance will be used in FY2025 against increased expenses (~\$290,000) in this area that is not budgeted in the General Fund in FY2024.

Special Revenue: Restricted balance is an Environmental Protection Agency (EPA) grant for a new, electric bus and cannot be spent on anything else. Committed balances include student activities and other non-reimbursing grants.

Capital: Funds for emergency repairs/maintenance, and also for grant matching for upcoming major capital projects.

Yakutat

Operating: Cash Basis.

Special Revenue: Cash Basis.

Capital: Both buildings are in need of repairs. The roof at the high school is in the process of being repaired/replaced.

Other Governmental: Cash Basis.

Yukon Flats

No comments.

Yukon Koyukuk

Operating: The district is finalizing their audit this week and will have updated numbers. Reported information is FY2022 audit numbers with an adjustment for current revenue and expenditures, and the capital commitment that has not been transferred.

Special Revenue: Expenditures exceed funds received.

Capital: Expenditures exceed capital funds received.

Yupiit

No comments.

Current Fund Balance Report - Fund Definitions

Fund Type	Definition
School Operating Fund	General Fund (School Operating Fund) is the 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. Fund code 100.
Special Revenue Funds	Special Revenue Funds are funds used to account for the proceeds of specific revenue sources (other than trusts or major capital projects) that are legally restricted or committed to expenditure for specified purposes other than debt service or capital projects. More than one special revenue fund may need to be established. Fund codes 200 - 399.
Capital Project Funds	Capital Projects Fund is a 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. Fund codes 500 - 579.
Other Governmental Funds	Other Governmental Funds includes (1) Debt Service and (2) Permanent Funds. DEBT SERVICE FUND - A fund used to account for financial resources that are restricted, committed, or assigned to expenditures for principal and interest. Debt service funds should be used if legally mandated, as well as for the accumulation of resources for, and the payment of, general long-term debt obligations maturing in future years. Fund Code 400. PERMANENT FUND - A fund used to account for resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the school district's programs. Fund codes 580 - 599.
Excluded Funds	<i>Please EXCLUDE the following funds from this report. The previous version of this report inaccurately listed non-governmental funds in the Other Governmental Funds category.</i> ENTERPRISE FUND - A fund used to account for any activity for which a fee is charged to external users for goods or services. These funds are used to account for activities, that are self-supporting either on a short term or long term basis such as a swimming pool or a resale house construction project. More than one enterprise fund may need to be established. Fund codes 600 - 649. INTERNAL SERVICE FUND - A fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit, or to other governmental units, on a cost-reimbursement basis. Fund codes 650 - 699. AGENCY FUND - A fund used to account for assets held by the district acting as an agent for others. Fund codes 700 - 759. TRUST FUND - These funds account for assets held by a school district in a trustee capacity for others - e.g., members and beneficiaries of pension plans and other post employment benefit (OPEB) plans, external investment pools, or private-purpose trust arrangements - and that therefore cannot be used to support the school district's own programs. Trust funds include pension trust funds, investment trust funds, and private-purpose trust funds. More than one trust fund may need to be established. Fund codes 760 - 769.

Taken from: *Alaska Department of Education & Early Development, Uniform Chart of Accounts, 2018 Edition*

https://education.alaska.gov/publications/chart_of_accounts.pdf

Section: Fund Classifications

Current Fund Balance Report - Fund Balance Definitions

Category	Definition
Nonspendable Fund Balance	Nonspendable fund balance represents the amount of fund balance that cannot be spent because either (a) it is not in spendable form (most commonly evidenced by inventory, prepaid assets, and long-term portions of receivables); or (b) it is legally or contractually required to remain intact (most commonly evidenced by the nonexpendable principal in a permanent fund). There is an enforceable requirement that the money be maintained intact and thus cannot be used. This would include items that are not in cash or not expected to be converted to cash such as inventory, supplies, and prepaid amounts. It may also include the long-term amount of loans and receivables, as well as property acquired for resale and the corpus (principal) of a permanent fund. For example, a donation to the district that stipulates only the interest earnings on that donation can be spent would be considered as a part of "nonspendable" fund balance. Object code 810.
Restricted Fund Balance	Restricted fund balance should be reported to reflect legally enforceable constraints placed on the use of resources that are either (a) externally imposed by creditors (e.g., debt covenants), grantors, contributors, or laws or regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation. This would include an unexpended student allotment provided through a correspondence study program. Object code 819.
Committed Fund Balance	Committed fund balance represents formal constraints imposed through formal action at the district's highest level of decision making authority (generally the school district's governing board). Object code 820.
Assigned Fund Balance	Assigned fund balance represents intentional constraints placed on resources by the governing board or its appointees' intent to be used for specific purposes, but meet neither the restricted nor the committed forms of constraint. The creation of these constraints does not require formal action, although formal action to enact is not prohibited and formal action is not required to reverse that classification. Also, the assigned fund balance classification is the residual classification for the special revenue, debt service, capital projects, and/or permanent funds after nonspendable, restricted, and committed balances have been identified (unless the residual amount is negative, which would require presentation as unassigned fund balance). This would include encumbrances, Impact Aid advances, and self-insurance. Object code 830.
Unassigned Fund Balance	The unassigned fund balance classification is the residual classification, for the general fund only, after nonspendable, restricted, committed, and assigned balances have been identified. For the general fund, unassigned fund balance may represent either a positive or negative balance. In funds other than the General Fund, an Unassigned Fund Balance may be used only if their respective residual balances are negative. The unassigned fund balance classification is used for special revenue, debt service, capital projects, or permanent funds only if the residual amount of fund balance is negative. It is also used to report the residual amount for all other governmental funds after nonspendable, restricted, and committed balances have been identified, if the residual amount is negative. Object code 845.
Unreserved Fund Balance	Per Alaska Statute 14.17.505 (https://www.akleg.gov/basis/statutes.asp#14.17.505) and 4 AAC 09.160 (https://www.akleg.gov/basis/aac.asp#4.09.160)

Taken from: *Alaska Department of Education & Early Development, Uniform Chart of Accounts, 2018 Edition*

https://education.alaska.gov/publications/chart_of_accounts.pdf

Section: Object Codes - Balance Sheet/Statement of Net Position

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: January 23, 2024

NUMBER: 24-075

FR: Office of the Superintendent

SUBJECT: Approval of FY25
Memorandum of
Agreement; Nyang, SLP

STRATEGIC PLAN/BOARD GOAL:

Student Learning: Strengthen Student Progress Monitoring

ABSTRACT:

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

ISSUE:

At issue is the Board's approval of the Memorandum of Agreement (MOA) with Elisabeth Nyang, SLP for \$112,000.

BACKGROUND AND/OR PERTINENT INFORMATION:

Elisabeth Nyang, MA CCC-SLP is a Speech/Language Pathologist who provides oversight, direct, and indirect services, mostly in the form of evaluations, for children 0-21 primarily located in villages. She is an experienced therapist who has a history of working effectively with staff and students in the special services program. She will provide direct service, consultations, and oversee and conduct speech/language evaluations.

This contract, partially supported by grants, will provide her the opportunity to assist the District in providing service, evaluation, and consultation services as required by law to special education students in the district. Her MOA, including travel, is for \$112,000.

ALTERNATIVES:

1. Approve the Memorandum of Agreement (MOA) for Elisabeth Nyang, SLP in the amount not to exceed \$112,000.
2. Disapprove the MOA for Elisabeth Nyang, SLP as presented.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of the MOA with Elisabeth Nyang, SLP in the amount not to exceed \$ \$112,000.as presented.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: January 22, 2024

NUMBER: 24-076

FR: Office of the Superintendent

SUBJECT: Approval of FY25
Memorandum of
Agreement; Autism
Partnerships-Sanford Slater

STRATEGIC PLAN/BOARD GOAL:

Student Learning: Strengthen student progress monitoring.

ABSTRACT:

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

ISSUE:

At issue is the Board's approval of the Memorandum of Agreement (MOA) with Autism Partnerships not to exceed \$67,000 as presented.

BACKGROUND AND/OR PERTINENT INFORMATION:

Autism Partnerships provides oversight, direct, and indirect services for children across the district with extreme behaviors, including autism. The consultants have a history of working effectively with staff and students in the special services program. Autism Partnerships will provide services to students, their teachers, and parents, in the regular and special education programs with challenging behaviors.

This contract will provide the opportunity to assist the district in providing services as to improve educational advantages for students in the district. Autism Partnerships also consults with all staff, parents, and community members and agencies. The MOA, which includes travel, is for \$67,000.

ALTERNATIVES:

1. Approve the Memorandum of Agreement (MOA) for Autism Partnerships, in the amount not to exceed \$67,000.
2. Disapprove the MOA for Autism Partnerships as presented.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of the MOA with Autism Partnerships, in the amount not to exceed \$67,000 as presented.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: January 22, 2024

NUMBER: 24-077

FR: Office of the Superintendent

SUBJECT: Approval of FY25
Contract; School
Psychologist, Terese
Kashi Ph. D

STRATEGIC PLAN/BOARD GOAL:

Student Learning: Strengthen student progress monitoring.

ABSTRACT:

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

ISSUE:

At issue is to approve the contract with School Psychologist, Terese Kashi Ph.D. for an amount not to exceed \$78,500.

BACKGROUND AND/OR PERTINENT INFORMATION:

Terese Kashi Ph.D., NCSP is a Nationally Certified School Psychologist who will provide special education direct service, consultation, supervision, and assessment services for children across the district. She is an experienced practitioner from Soldatna Alaska, who has experience working effectively with staff and students in special services programs within Alaska. She will provide direct service to students, consultations with teachers and parents in the regular and special education programs. She will conduct psychological and special education evaluations.

This contract will provide her the opportunity to assist the district in providing service, evaluation, and consultation services as required by law to special education students in the district. She will also consult with all staff, parents, and community members and agencies. The contract which includes travel, is for an amount not to exceed \$78,500.

ALTERNATIVES:

1. Approve the FY-25 contract with Terese Kashi, Ph.D. for an amount not to exceed \$78,500.as presented.
2. Do not approve the FY-25 contract with with Terese Kashi, Ph.D. as presented.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the FY-24 contract with Terese Kashi, Ph.D., for an amount not to exceed \$78,500.as presented.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: January 22, 2024

NUMBER: 24-078

FR: Office of the Superintendent

SUBJECT: Approval of FY25
Memorandum of
Agreement; Method Works

STRATEGIC PLAN/BOARD GOAL:

Student Learning: Strengthen student progress monitoring.

ABSTRACT:

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

ISSUE:

At issue is the Board's approval of the Memorandum of Agreement (MOA) with Method Works not to exceed \$95,000 as presented.

BACKGROUND AND/OR PERTINENT INFORMATION:

PCR Alaska provides oversight, direct, and indirect services for children across the district with extreme behaviors, including autism. The consultants have a history of working effectively with staff and students in the special services program. Method Works will provide services to students, their teachers, and parents, in the regular and special education programs with challenging behaviors.

This contract will provide the opportunity to assist the district in providing services as to improve educational advantages for students in the district. Method Works also consults with all staff, parents, and community members and agencies. The MOA, which includes travel, is for \$95,000

ALTERNATIVES:

1. Approve the Memorandum of Agreement (MOA) for Method Works, in the amount not to exceed \$95,000
2. Disapprove the MOA for Method Works as presented
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of the MOA with Method Works, in the amount not to exceed \$95,000 as presented.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: January 25, 2023

NUMBER: 24-079

FR: Office of the Superintendent

SUBJECT: Approval of FY24
Memorandum of
Agreement; Coop, SLP

STRATEGIC PLAN/BOARD GOAL:

Student Learning: Strengthen Student Progress Monitoring

ABSTRACT:

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

ISSUE:

At issue is the Board's approval of the Memorandum of Agreement (MOA) with Janelle Coop SLP for \$112,000.

BACKGROUND AND/OR PERTINENT INFORMATION:

Janelle Coop, MA CCC-SLP is a Speech/Language Pathologist who provides oversight, direct, and indirect services, mostly in the form of evaluations, for children 0-21 primarily located in villages. She is an experienced therapist who has a history of working effectively with staff and students in the special services program at NWABSD. She will provide direct service, consultations, and oversee and conduct speech/language evaluations.

This contract, partially supported by grants, will provide her the opportunity to assist the District in providing service, evaluation, and consultation services as required by law to special education students in the district. Her MOA, including travel, is for \$112,000.

ALTERNATIVES:

1. Approve the Memorandum of Agreement (MOA) for Janelle Coop, SLP in the amount not to exceed \$112,000.
2. Disapprove the MOA for Janelle Coop, SLP as presented.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of the MOA with Janelle Coop, SLP in the amount not to exceed \$ \$112,000. as presented.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: January 25, 2023

NUMBER: 24-080

FR: Office of the Superintendent

SUBJECT: Approval of FY24
Memorandum of
Agreement; Kassie
Bailey, Bespoke SLP

STRATEGIC PLAN/BOARD GOAL:

Student Learning: Strengthen Student Progress Monitoring

ABSTRACT:

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

ISSUE:

At issue is the Board's approval of the Memorandum of Agreement (MOA) with Kassie Bailey, Bespoke SLP \$56,000.

BACKGROUND AND/OR PERTINENT INFORMATION:

Kassie Bailey MA, Bespoke SLP is a Speech/Language Pathologist who provides oversight, direct, and indirect services, mostly in the form of evaluations, for children 0-21 primarily located in villages. She is an experienced therapist who has a history of working effectively with staff and students in the special services program. She will provide direct service, consultations, and oversee and conduct speech/language evaluations.

This contract, partially supported by grants, will provide her the opportunity to assist the district in providing service, evaluation, and consultation services as required by law to special education students in the district. Her MOA, including travel, is for \$56,000.

ALTERNATIVES:

1. Approve the Memorandum of Agreement (MOA) for Kassie Bailey, Bespoke SLP in the amount not to exceed \$56,000.
2. Disapprove the MOA for Kassie Bailey, Bespoke , SLP as presented.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of the MOA with Kassie Bailey, Bespoke SLP in the amount not to exceed \$ \$56,000.as presented.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: January 22, 2024

NUMBER: 24-081

FR: Office of the Superintendent

SUBJECT: Approval of Job
Description: Counseling
Intern

STRATEGIC PLAN/BOARD GOAL:

Student Learning: Strengthen Student Progress Monitoring

ABSTRACT:

Board approval is required for new Job Descriptions

ISSUE:

At issue is the Board's approval of new Job Description for Counseling Intern.

BACKGROUND AND/OR PERTINENT INFORMATION:

This is a request to approve a new job description. Hiring for this position will be dependent upon grant funds being awarded. Job Description: Counseling Intern would help student success. The Counseling Intern works with the principal (with guidance from the Assistant Director of Student Services or Counselor Coordinator) in carrying out the school's academic and behavior programs. As a professional educator the Counseling Intern understands and responds to the challenges presented by today's diverse student population. The Counseling Intern provides proactive leadership to engage all stakeholders in the delivery of programs and services to support the students' academic achievement, personal and social development. The Counseling Intern works cooperatively with the principals, students and parents towards a positive school climate.

ALTERNATIVES:

1. Approve the Job Description: Itinerant Counseling Intern as presented;
2. Disapprove the Job Description: Itinerant Counseling Intern as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of the Job Description: Itinerant Counseling Intern as presented

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: January 5, 2024

NUMBER: 24-082

FR: Office of the Superintendent

SUBJECT: Purchase of 2 trucks

Funding: Grants

ABSTRACT:

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

ISSUE:

At issue is board approval of the administration's request to purchase 2 trucks 1 for Buckland school and 1 for Deering school in the amount of \$114,800.00 with an additional (Shipping to Buckland \$14,472.07 and shipping to Deering \$13,471.25) Total with shipping \$142,743.32 Both Trucks

BACKGROUND AND/OR PERTINENT INFORMATION:

The NWABSD Property Services department is requesting 2 trucks 1 for Buckland and 1 for Deering for hauling staff, students, and freight from the airport to the school.

ALTERNATIVES:

1. Approve the administration's request to purchase 2 Trucks 1 for Buckland and 1 for Deering in the amount of \$114,800.00 with an additional (Shipping to Buckland \$14,472.07 and shipping to Deering \$13,471.25) Total with shipping \$142,743.32. Both Trucks

Approve the administration's request to purchase 2 Trucks 1 for Buckland and 1 for Deering in the amount of \$114,800.00 with an additional (Shipping to Buckland \$14,472.07 and shipping to Deering \$13,471.25) Total with shipping \$142,743.32. Both Trucks

2. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board Approve the administration's request to purchase 2 trucks 1 for Buckland and 1 for Deering in the amount of \$114,800.00 with an additional (Shipping to Buckland \$14,472.07 and shipping to Deering \$13,471.25) Total with shipping \$142,743.32. Both Trucks

BUYER

NW ARCTIC BOROUGH SCHOOL DISTRICT
776 THIRD STREET
KOTZEBUE, AK 99752
Cell #: (907) 442-1864
Email: tate@nwarctic.org

CO-BUYER

Deal #: 16307
Deal Type: Retail
Deal Date: 12/19/2023
Print Time: 10:50am

Salesperson: JORGE IGNACIO GARCIA

VEHICLE

New
Used
Demo

Stock #: U12658

Description:
2023 FORD TRUCK F-150 SERIES

VIN:
1FTEW1E0PKF30628

Mileage:

TRADE

AFTERMARKETS

	MSRP:	\$	51,870.00		
	Discount:	\$	1,200.00		
	Sale Price:	\$	50,670.00		
	Total Finance Aftermarkets:	\$	0.00		
	Total Trade Allowance:	\$	0.00		
	Trade Difference:	\$	50,670.00		
	Doc Fee:	\$	299.00		
	State & Local Taxes:	\$	211.00		
	Total License and Fees:	\$	780.00		
	Total Cash Price:	\$	51,279.00		
	Total Trade Payoff:	\$	0.00		
Total Aftermarkets:	\$	0.00	Delivered Price:	\$	51,279.00
	Cash Down Payment + Deposit:	\$	0.00		
	Total Rebates:	\$	1,000.00		
	Sub Total:	\$	50,279.00		
	Service Agreement:	\$	0.00		
	Maintenance Agreement:	\$	0.00		
	GAP Insurance:	\$	0.00		
	Credit Life, Accident & Health:	\$	0.00		
	Other:	\$	0.00		
	Amount Financed:	\$	50,279.00		
Rate:					
Amount Financed:	\$	50,279.00			

BUYER

NW ARCTIC BOROUGH SCHOOL DISTRICT
 776 THIRD STREET
 KOTZEBUE, AK 99752
 Cell #: (907) 442 1864
 Email: tstate@nwarctic.org

CO-BUYER

Deal #: 16306
 Deal Type: Retail
 Deal Date: 12/19/2023
 Print Time: 10:50am

Salesperson: JURGE IGNACIO GARCIA

VEHICLE

New <input checked="" type="checkbox"/>	Stock #:	Description:	VIN:	Mileage:
Used	U12660	2023 FORD TRUCK F-150 SERIES	1FTEW1EP1PKF60074	
Demo				

TRADE**AFTERMARKETS**

		MSRP:	\$	52,355.00
		Discount:	\$	1,200.00
		Sale Price:	\$	51,155.00
		Total Financed Aftermarkets:	\$	0.00
		Total Trade Allowance:	\$	0.00
		Trade Difference:	\$	51,155.00
		Doc Fee:	\$	299.00
		State & Local Taxes:	\$	30.00
		Total License and Fees:	\$	280.00
		Total Cash Price:	\$	51,774.00
		Total Trade Payoff:	\$	0.00
Total Aftermarkets:	\$	0.00		
		Delivered Price:	\$	51,774.00
		Cash Down Payment + Deposit:	\$	0.00
		Total Rebates:	\$	1,000.00
		Sub Total:	\$	50,774.00
		Service Agreement:	\$	0.00
		Maintenance Agreement:	\$	0.00
Rate:	3.99%	GAP Insurance:	\$	0.00
Amount Financed:	\$ 50,774.00	Credit Life, Accident & Health:	\$	0.00
		Other:	\$	0.00
		Amount Financed:	\$	50,774.00



10000 24th Ave S
 Seattle, WA 98148
www.aml.com

Rate Quote AML24010507
 Quote Date **05 Jan 2022**

Requested by:
 K.A. Penachy
 1600 Arctic Way, Suite 200
 Seattle, WA 98107, 206-461-0000

Prepared by:
 Mike Murray
 Phone: 206-461-0000
 Email: MMURRAY@aml.com

Description: Services

Vehicles

Origin	ORG	DST	Destination	Routing	Mode	Est. Departure					
Anchorage, AK	ANCHORAGE	BUCKLAND	Buckland, AK	Doco, Truck	Water - Cargo	2024					
Qty	Commodity	Pkg Type	Description	Dimensions (LxWxH)	Weight	Total Wt.	Min Qty	Rate	Basis	Rated As	Charge
1	200000	EA01	Auto - vehicle	190x60x70 in	3500	3500		1200	EA		\$12,000
			Est. Departure (W/O) subject to the vessel's schedule and weather conditions						SEA	EA	\$1,000
Subtotal											\$13,000

Vehicles

Origin	ORG	DST	Destination	Routing	Mode	Est. Departure					
Anchorage, AK	ANCHORAGE	OFFERING	Offering, AK	Doco, Truck	Water - Cargo	2024					
Qty	Commodity	Pkg Type	Description	Dimensions (LxWxH)	Weight	Total Wt.	Min Qty	Rate	Basis	Rated As	Charge
1	200000	EA01	Auto - vehicle	190x60x70 in	3500	3500		1200	EA		\$12,000
			Est. Departure (W/O) subject to the vessel's schedule and weather conditions						SEA	EA	\$1,000
Subtotal											\$13,000

Estimated Total

13000 EA

13000 EA

\$27,000

Commodity Notes

ANCHORAGE to BUCKLAND, OFFERING

- PASSENGER** - 200000 gas, diesel, hybrid powered, NK 22 L, no 100, no 200
1. Rates are in dollars and cents per vehicle.
 2. All shipments must be booked 15 business days in advance of the vessel's departure date.
 3. The booking includes the TOL (terminal) and the port dues of the origin. It does not include the port dues of the destination. The port dues of the destination are subject to the vessel's schedule and weather conditions.
 4. The weight of the commodity must be reported to the carrier at the time of booking. The weight of the commodity must be reported to the carrier at the time of booking. The weight of the commodity must be reported to the carrier at the time of booking.
 5. Vehicles loaded to the deck must be properly secured for the voyage. The carrier is not responsible for damage to vehicles or cargo if they are not properly secured for the voyage.
 6. Damage to the cargo or the vehicle is the responsibility of the shipper. The carrier is not responsible for damage to cargo or the vehicle if it is not properly secured for the voyage.
 7. Rates may be revised if the carrier's schedule is changed by the carrier. The carrier is not responsible for damage to cargo or the vehicle if it is not properly secured for the voyage.
- no, 200000 gas, diesel, hybrid powered, NK 22 L, no 100, no 200. The weight of the commodity must be reported to the carrier at the time of booking. The weight of the commodity must be reported to the carrier at the time of booking. The weight of the commodity must be reported to the carrier at the time of booking.

General Quote Notes

Next Steps:

1. **Make a booking:** Call 206-461-0000 or visit www.aml.com to book your shipment. Book your cargo in Seattle.
 2. **Deliver your cargo in Seattle:** 1600 Arctic Way, Suite 200, Seattle, WA 98107, 206-461-0000.
- Dropoff instructions:**
www.aml.com

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: January 24, 2024

NUMBER: 24-084

FR: Office of the Superintendent

SUBJECT: Approval of Contract for
Capital Project
Management Services

STRATEGIC PLAN/BOARD GOAL:

Ensure budget integrity and transparency.

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 DD Strait Consulting LLC for Capital Project Management Services starting February 1, 2024 and ending June 30, 2024.

BACKGROUND AND/OR PERTINENT INFORMATION:

The District has contracted with Project Resources (Kathy Christy) for many years and received notice from Kathy that she was getting ready to retire, which prompted the District to advertise a request for proposals in November of 2023 to request capital project management services. The District received one proposal from DD Strait Consulting, LLC (Dena Strait). Dena has been working with Kathy Christy and the District on projects since the summer of 2022 and is familiar with the District's capital project needs.

DD Strait Consulting's proposal (attached) outlines her billable hourly rate as well as the billable hourly rates for her two employees. The current contract that the District has with DD Strait Consulting, LLC. is for \$49,800. Dena nor I see a need to increase that contract dollar amount at this time, and with the approval of the board, the services outlined in the original contract will be amended to include all Capital Project Management Services for the District for the remainder of FY24.

Funding Source: Capital Project Budget(s)

ALTERNATIVES:

1. Approve the Memorandum of Agreement (MOA) between NWABSD and DD Strait Consulting, LLC to award a contract for capital project management services;
2. Disapprove the Memorandum of Agreement (MOA) between NWABSD and DD Strait Consulting, LLC to award a contract for capital project management services;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATIONS:

The Administration recommends that the Board approve the Memorandum of Agreement (MOA) between NWABSD and DD Strait Consulting, LLC to award a contract for capital project management services.

PROPOSAL FORM

NWABSD CAPITAL PROJECT MANAGEMENT SERVICES

Name.....: Dena D. Strait
Title: Member
Business Name: DD Strait Consulting, LLC
Street or PO Box: 3705 Arctic Blvd #1348
City, State, Zip.....: Anchorage, AK 99503
Telephone - Voice: (907) 440-9443
Email: ddstrait@ddstrait.com
Alaska Business License.: 2093089
Federal Tax Identification No.: 84-3229680

Type of Firm (Check one of the following):

- Individual Partnership Corporation in state of: Alaska, LLC
 Other (specify)

The undersigned has reviewed the RFP, understands the instructions, terms, conditions, and requirements contained therein, and proposes to provide the services identified in the Scope of Work included with the RFP.

Indemnification shall be governed by AS 36.90.300. Submit with this Form a copy of Proposer's Certification of Liability Insurance for its current general liability and professional liability coverage.

I further certify that I am a duly authorized representative of the Proposer; that the attached resume accurately represents capabilities of the Proposer identified for providing the services indicated. The NWABSD is hereby authorized to request any entity identified in this response to furnish any pertinent information deemed necessary to verify the reputation and capabilities of the Proposer.

Dena D. Strait

December 8, 2023

Signature

Date

ACKNOWLEDGEMENTS

Amendments

By my initials below, I acknowledge receipt of the amendments below which are duly incorporated into the response:

[] [Addendum #X] [] [Addendum #X]

No addendums were available on the district website as of 12/8/23. DDS 12/8/23

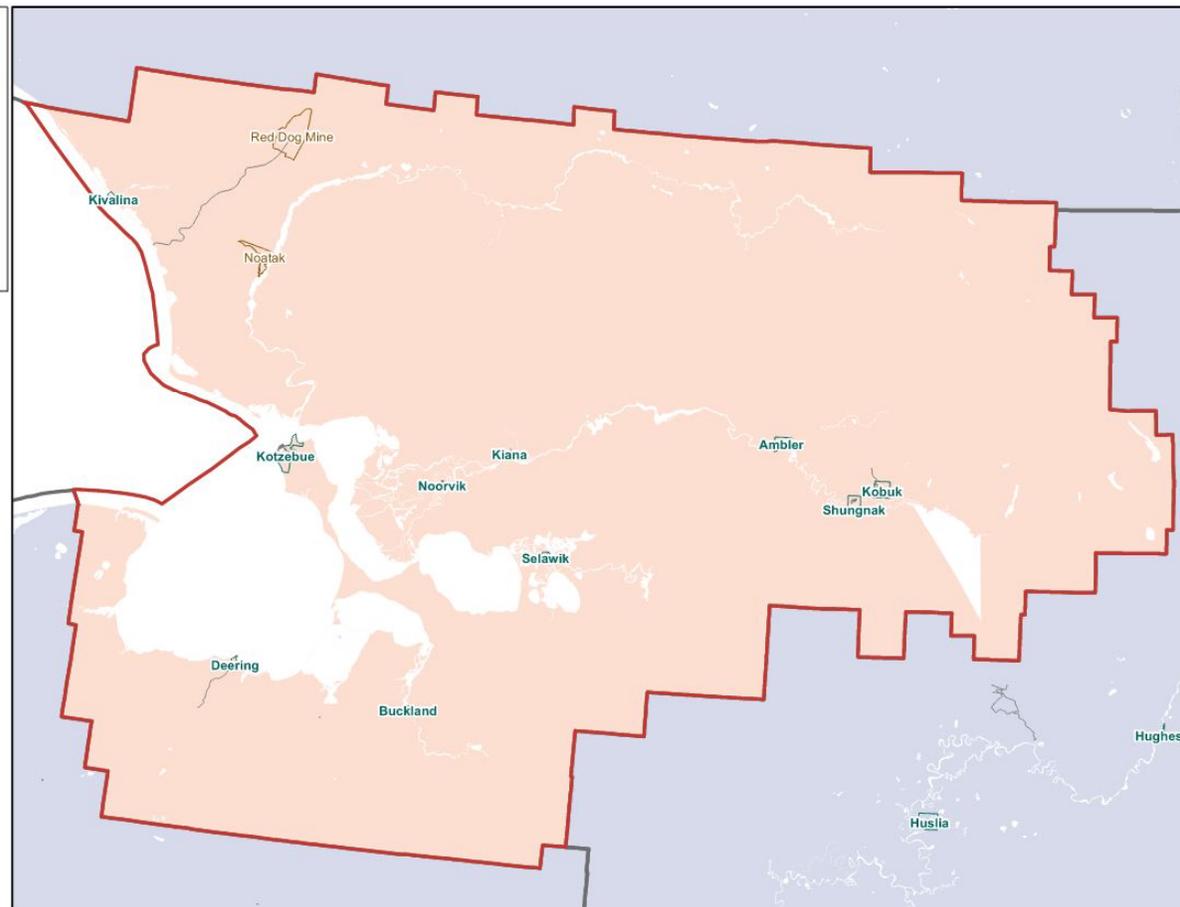
RFP Proposal Submission

CAPITAL PROJECT MANAGEMENT SERVICES

Northwest Arctic Borough School District

December 11, 2023

Northwest Arctic Borough School District
Organized Borough School District



Submitted by:

DD Strait Consulting, LLC
3705 Arctic Blvd. #1348
Anchorage, AK 99503
ddstrait@ddstrait.com
(907) 440-9443

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COVER LETTER

Northwest Arctic Borough School District
Attn: Ms. Megan Williams, Director of Administrative Services
776 Third Street
Kotzebue, AK 99752

Dear Ms. Williams and Selection Committee Members:

DD Strait Consulting, LLC appreciates the opportunity to continue our work with the Northwest Arctic Borough School District. We first began working with Capital Projects Manager Kathy Christy in Summer 2022 and continue that work today on both funded projects, grant applications and planning for pending work and associated funding. As an Alaskan design and management professional since 2002, we have admired the many successful projects completed within the district over the years. We look forward to the opportunity to continue our work on behalf of your district and appreciate your consideration of our proposal.

To introduce ourselves, DD Strait Consulting, LLC is an Anchorage-based, and Alaska licensed firm serving Alaskan communities and facility owners. As your Principal Consultant, I, Dena Strait, offer 24 years of experience in the design and construction field, with 21 of those years providing services to school districts, non-profits, tribal and municipal governments primarily in rural Alaska.

Just this past summer, we submitted five grant funding applications to the Department of Education and Early Development (DEED) with Ms. Christy's support on behalf of the district. We are pleased that the Davis-Ramoth K-12 School Renovation project is #3 on the Major Maintenance priority list and have high hopes for its funding during this legislative session. Additional information on this project, others submitted for DEED funding, and additional NWABSD projects are included in my resume.

For the NWABSD Capital Projects Management Services, we are including two additional Alaskan-based project managers to assist with managing specific projects. Attached are resumes for John W. Mortensen of Fremontii, Corp of Homer who has a strong background in mechanical, electrical and building controls systems, as well as past work as Facilities Director for Nome Public Schools. While under direction and supervision of Dena Strait, John's skills and project specific focus will be very valuable in managing work on the Davis-Ramoth project assuming it starts in Summer 2024. Additionally, John's skills will be valuable in pushing forward documentation and design efforts for the districtwide HVAC and Fire System Replacement projects. Such efforts and documentation will help these projects score better in the DEED grant application process, thus being completed.

Another Project Manager we are including on our team is Andrew Walsh of Advanced Management of Alaska, LLC of Kenai. Andrew's skills related to infrastructure development, specifically roads and utilities, as well as site design, will be critical as we continue to develop and plan for the Deering Replacement School project. Current work needs on that project are further described in the attached resume for Dena Strait. Andrew's work with Kenai Peninsula Borough on a variety of maintenance and capital projects will be valuable with the wide range of projects needed for your district.

Organizational Structure

DD Strait Consulting, LLC is a single-member Limited Liability Corporation (LLC) registered in the State of Alaska to provide professional architectural and related services such as capital project management. Our LLC license is tied to the Professional Architect license of Dena D. Strait. As approved by Superintendent Terri Walker, project assignments will be made to John Mortensen and Andrew Walsh. Dena Strait will supervise and manage their efforts and be the only and direct contact to the district. John and Andrew will be subcontractors working for DD Strait Consulting, LLC. We reserve the right to change project managers or contract with different project managers upon concurrence of the district.

Period of Performance and Project Manager Rates

We understand the Period of Performance begins February 1st and extends to the end of fiscal year on June 30, 2024. Dena Strait's current billable rate is \$125/hour, John W. Mortensen's is \$150/hour and Andrew Walsh's is \$135/hour.

Thank you for considering our proposal for Capital Projects Management Services. We welcome your questions or requests for additional information. This proposal is signed by Dena D. Strait, an LLC member with the authority to commit DD Strait Consulting, LLC to this contract. She can be reached at (907) 440-9443, or ddstrait@ddstrait.com, or dstrait@nwarctic.org.

Sincerely,



Dena D. Strait
Principal Consultant
DD Strait Consulting, LLC

B: RESUMES



Education

University of Idaho
Master of Architecture, 1999
BS in Architecture; Minor in Art, 1999
University of Northern Iowa
BA in Marketing, 1994

Professional Credentials

- Registered Architect: AK AELA13067
- Former LEED Green Associate
- Energy Auditor-in-Training
- Former Energy Management Professional

Areas of Specialization

- Project Opportunity Development and Analysis
- Strategic Planning
- Project Delivery alternatives
- Project Management
- Contract Administration
- Grant Writing/Administration
- Public Engagement
- Document Review/Quality Assurance Reviews
- Energy Efficient Design
- Alternative Energy Design
- Code and Conditions Surveys
- Code Analysis

Dena D. Strait, Principal - Career and Project Experience

Dena D. Strait is the Principal Consultant behind DD Strait Consulting, LLC. An Alaska resident since 2002, Dena is a Registered Architect with more than 24 years of experience, 21 of which included providing project design and construction management services to Alaskan clients. She has collaborated with a variety of clients and worked on a wide range of building types. Dena has focused her career on assisting clients who typically don't have in-house expertise, specifically school districts, small tribal and municipal entities, and nonprofits.

Dena's passion is always working for the Owner's best interests as she truly believes the project belongs to the Owner, and her job is to deliver the best possible project for them. She uses open, honest, and straight forward communication to build relationships of mutual trust and respect. Her high level of personal integrity and personal responsibility guides her work each and every day. Dena is a seasoned project manager of architectural and construction projects, and her work is guided by attention to detail, accuracy, thoroughness, and fairness. Project funders, clients, design teams, and contractors value her organizational skills, appreciation of each team member, and ability to establish productive working relationships.

Her recent services include Capital Project Management Services for NWABSD, Capital Projects Manager for Yukon-Koyukuk SD, Project Management mentorship to Lower Kuskokwim SD's Project Managers, Project Manager for Bristol Bay Borough School District Renovations, Bettisworth North Architects and Planners (Architectural Project Manager/Energy Programs Manager, 2014-2019), Alaska Housing Finance (Commercial Building Energy Specialist, 2011-2014).

References – see projects for project references

Kathy Christy, Project Resources Capital Projects Manager, (907) 223-2999, christykathy2@gmail.com

Adam Wilson, Senior Mechanical P.E, RSA Engineering, (907) 865-0587
awilson@rsa-ak.com

Michelle DeWitt, Executive Director of Bethel Community Services Foundation, (907) 545-6052, michelle@bcsfoundation.org

Boards and, Organizational Roles

Cold Climate Housing Research Center, Board member 2016-2022
Association for Learning Environments, President, member since 2014
Member of Alaska-based Global Grant Writing Collective since 2020

C: PROJECT MANAGER’S PROJECT EXPERIENCE

Project Name, Sponsoring Organization, and Location

Deering K-12 Replacement School – Northwest Arctic Borough School District – Deering, Alaska

Size, Construction Budget, Project Budget

19,325 sq ft new construction, \$37.25M, \$46.8M

Client and Owner Representative

Kathy Christy, NWABSD Capital Project Manager, (907) 223-2999, christykathy2@gmail.com

Summary of Services Performed and Project Description

This project will replace the current school, originally built in 1979, because the current site cannot accommodate the needed expansion. In addition, it is on a narrow strip of gravel beach that is exposed to Kotzebue Sound erosion, inland river ice damming, storm surges and flooding. Therefore, the new facility is planned to be further inland as requested by the community. Dena first worked with Kathy Christy to apply for Alaska Department of Education and Early Development (DEED) funding in Summer 2022, placing third on their School Construction list. For that application, we coordinated with DOT on their new airport road location and schedule. For Summer 2023 reapplication, Dena also coordinated with engineers on water, sewer, power and waste lagoon community issues. As a new school that will be built inland, on virgin tundra, coordination with infrastructure projects is critical to ensure the school can operate when complete. DEED funding only pays for work on the school site, not the road or infrastructure required to serve the school. As we prepare to reapply in Summer 2024 (FY26), we are using the research and data collected by these other projects on cultural artifacts, permafrost, erosion, coastal surges and flood plains to ensure a 50+ year school life. These other projects are very helpful in sharing information and accommodating and supporting the new school project. Our goal for 2024 (FY26) application is to confirm the selected site is the best one. By confirming and finalizing the project site, we can work with these other projects to best position the school project with service from the yet to be installed infrastructure. If it turns out we need to select a different site from the one currently selected, we will revisit the site selection with the community to assure it meets their requirements, and work with Nana to secure site control. Upon district approval, Andrew Walsh will assist Dena with site planning efforts and coordination with other infrastructure projects. Part of each submittal is also calculating the projected student population the new school will accommodate, which directly impacts the allowable square footage and floor plan. Documents are currently developed to roughly Schematic Design level and the site needs to be confirmed before it is developed further. Assuming the infrastructure projects are on track, our 2024 application will be submitted to DEED with further site analysis and design, and an updated cost estimate with the intent to get high enough on DEED’s priority list to potentially be funded per legislative appropriations. If project schedules or funding of the supporting infrastructure projects are lagging, we will work with the district to determine the best strategy for moving forward.

Project Name, Sponsoring Organization, and Location

Buckland School HVAC/Energy Upgrades – Northwest Arctic Borough School District – Buckland, Alaska

Size, Construction Budget, Project Budget

46,042 sq ft, \$2.04M, \$2.175M

Client and Owner Representative

Kathy Christy, NWABSD Capital Project Manager, (907) 223-2999, christykathy2@gmail.com

Summary of Services Performed and Project Description

Dena's first project efforts were to assist Kathy Christy during procurement of the construction contractor in early 2023. Project bids came in above available funding and Dena worked with Kathy to secure additional funding and modify the Scope of Work to be completed in Summer 2023. She also applied for a successful grant award from the Denali Commission to complete most of the remaining work scheduled for Summer 2024. The project is still short of complete funding and Dena is working with Kathy and the district to secure additional funding. Dena managed the design and construction contract for Phase I, or Summer/Fall 2023 work and is working with the Denali Commission, design team and contractor to prepare for Phase II, or Summer 2024, work.

Project Name, Sponsoring Organization, and Location

June Nelson Elementary School Roof Replacement, NWABSD, Kotzebue, Alaska

Size, Construction Budget, Project Budget

46,200 sq ft of roof, \$1.4M, \$1.8M

Client and Owner Representative

Kathy Christy, NWABSD Capital Project Manager, (907) 223-2999, christykathy2@gmail.com

Summary of Services Performed and Project Description

Dena initially worked on this application for DEED capital project funding in Summer 2022 with Kathy Christy and the LCG Lantech design team. For that grant submittal, she provided grant writing services, reviewed and commented on design team submittals, and collaborated on project budget and schedule. The project will replace both low-slope membrane and sloped metal roof portions that have reached the end of their useful life. Ages of the roof systems range from 36 years old (1986) to 33 (1989) years old. There are several leaks into occupied spaces and damage will continue to accrue until the roofs are replaced. Roof projects are very challenging to get funded through DEED prior to construction due to how projects are scored. It is likely that the best way to get this project funded is for the district to do the work and then apply for reimbursement from DEED. We have seen this work well for other districts and will discuss this approach with the District as we plan 2024 work.

Project Name, Sponsoring Organization, and Location

Davis-Ramoth K-12 School Systems Renewal, NWABSD, Selawik

Size, Project Budget

53,452sf, \$9,424,172 State Share & \$1,884,834 District/Borough share

Summary of Services Performed and Project Description

Dena led the effort to write and produce the FY25 DEED grant application, which is currently #3 on the funding list of 95 applications. Assuming at least \$11.8M in capital funding for the Major Maintenance list is approved in the state's fiscal budget, this project will be funded after July 1, 2024. The Scope of Work includes; mechanical - replacing the DDC/Building controls, renovating heat and ventilation production and distribution systems, replacing shop dust collection system, and replacing the hot water generation system. Electrical - new generator, correcting electrical receptacle code issues, and replacing exterior and emergency light fixtures. Fire Protection - completely replacing the fire alarm system and fire suppression pumps. Minor architectural work - repairing existing damage, code issues, security and access issues, and replacing exterior doors.

While a design team is already on board, design work for this specific project needs to be completed and the work bid for construction. Assuming summer 2024 funding, construction will begin in Summer 2025 and be completed in Summer 2026. Dena is currently working with Kathy Christy, the Borough and the District to secure the matching funds needed for the potential DEED grant award. John Mortensen has a strong background in this type of remodel work and through discussions with the district, Dena may subcontract with him to help manage this project.

Project Name, Sponsoring Organization, and Location

HVAC Controls Upgrades, NWABSD, Ambler, Noorvik, Kiana, Kobuk, Kotzebue, Noatak and Shungnak

Size, Project Budget

Square footage varies per site, \$7,870,522 State Share & \$1,967,631 District/Borough Share

Summary of Services Performed and Project Description

This project entails complete replacement or other building controls system (DDC) work at the sites noted above. Kotzebue work includes June Nelson Elementary School and Kotzebue Middle High School. This project replaces existing systems that are past their useful lives and standardizes systems across the district. Operations and maintenance efficiency will be realized through district office monitoring and troubleshooting and reducing district energy costs. Dena led the effort to submit a grant application to DEED this past summer, but the project will likely not get funded. Additional condition surveys, design analysis, and cost estimating work is needed to develop documents to the level DEED scores highly. To develop this documentation, an engineering design team is needed. Currently, the district does not have a term contract for engineering services. Given that much of the

pending work across the district is replacement and renewal work, a term contract for engineering services would be advantageous in that it procures a pool of service providers in one solicitation, versus a solicitation per project. Dena will work with the district at the beginning of 2024 to confirm if such an effort is a priority for the Joint Maintenance and Construction Committee, and the school board. If it is, we will issue a Request for Statement of Qualifications to get an engineering team on board for this project and others. With district approval, John Mortensen will assist Dena with this effort and manage the project under her supervision to secure the documentation needed to reapply for DEED's FY26 funding in Summer 2024 for FY26.

Project Name, Sponsoring Organization, and Location

Districtwide Fire System Repair and Replacement, NWABSD, Ambler, Noorvik, Buckland, June Nelson Elementary School, Shungnak

Size, Project Budget

Square footage varies per site, \$3.73M State Share & \$750k District/Borough share

Summary of Services Performed and Project Description

Replacement of aged-out fire alarm systems is needed across the district. This project includes the schools noted above, while replacing the systems at other schools is either not needed for various reasons or included with other work for that school. While these are code required life safety systems, several factors impacted the score of the DEED application Dena led submission of in Summer 2023. First, DEED has an outdated life expectancy of the systems. Modern systems are all electronic and computerized, thus aging out quickly much like your home computer. Kathy initiated a change to this with DEED, and Dena is following up on it through various DEED committees and actions. Additionally, the project does not currently have the level of documentation needed to score well and get funded. In early 2024, Dena will meet with the district to prioritize, strategize and plan efforts needed for this project to score better on the Summer 2024 (FY26) applications. Such efforts will most likely include Code and Conditions surveys of each site performed by a team of engineers. Professional cost estimates will also help move the project up the funding list. Assuming DEED can update their life expectancy for this type of system in time for the next grant cycle, we will resubmit with the additional information. An engineering team is needed for this effort. Much like the districtwide HVAC controls project, a contract with an engineering team is needed, and a term contract is recommended due to future similar projects. John Mortensen will assist Dena with managing this project upon approval from the district.

Project Name, Sponsoring Organization, and Location

ATC Family Housing – NWABSD, Kotzebue, Alaska

Size, Construction Budget, Project Budget

9,100 sf, \$6.5M, \$8M

Summary of Services Performed and Project Description

This project is for a 9,100sf, housing project with six total units, containing both 2-3 bedroom units, for vocational trainees and their families. Such rural, regional and state trainees need dedicated, suitable housing to complete 8-10-12 or 14-week training of vocational training in Kotzebue. Lack of family housing, and the affordability of the existing housing stock, is an ongoing, significant, and often insurmountable obstacle for potential trainees. Lack of housing forces them to choose between life-long job skills or leaving their family behind in their home villages. This project would enable rural residents to secure training while keeping families together. In early 2023, Dena submitted application materials to both Senator Murkowski and Representative Peltola's offices. Submissions required pre-approval from the Alaska USDA office, which Dena secured. She updated the project schedule and budgets to be current, wrote the grant, and worked with Borough and district personnel to secure letters of support. The grant applications were not successful that go-around and the district determined this project was no longer a highest priority during JMCC and school board meetings held in early December.

Project Name, Sponsoring Organization, and Location

Capital Project Manager, Northwest Arctic Borough School District, NWAB, Alaska

Summary of Services Performed and Project Description

Beyond project specific efforts, Dena provides many additional services to the district. She has been part of developing and securing approval of the 6-year CIP plan for the last two years. As various grant opportunities have come along, Dena has reviewed the requirements and advised the district, often in conjunction with Kathy Christy, as to whether to pursue them or not. Dena is on call to assist the superintendent as needed, such as providing project status and writeups to lobbyists and others. She prepares JMCC and Board reports and participates in those meetings. Dena is available to assist in getting Superintendent Walker she needs, such as assessing playgrounds throughout the district to determine needs and costs associated with repairs and replacements. During the recent JMCC and Board meetings, family style teacher housing was discussed and Dena plans to address this with Superintendent Walker, Kathy Christy and Brandon Blackham, Director of Property Services, during an early January planning session. Part of every project Dena is involved with for the district involves coordination with Brandon. Dena worked with him on the scope for the Buckland project and confirmed various changes and project needs with him throughout the project. As we seek additional funding to complete the Buckland work, she has worked with Brandon to identify his highest priority items and to identify and document why various aspects of the work are critical to his department. This past summer Dena worked with Brandon, his department and service providers as she was developing grant applications for DEED funding.

Project Name, Sponsoring Organization, and Location

Rampart K-12 School Renewal – Yukon Koyukuk School District (YKSD) – Rampart, Alaska

Size, Construction Budget, Project Budget

6,354 sq ft, \$7M, \$8.9M

Client and Owner Representative

YKSD, Gale Bourne, Director of Facilities & Maintenance, (907) 750-5690, gbourne@yksd.com

Summary of Services Performed and Project Description

Dena worked with Kathy to submit a successful grant application to DEED in summer 2022, securing the #1 spot on the Major Maintenance list. With project funding being awarded in Summer 2023, the project is currently funded for design completion and construction. Construction bidding will occur in early 2024 with construction beginning in the spring. Dena is managing all efforts related to DEED project agreement and funding, the design team contract, overall project schedule and budget and contractor procurement. Rampart K-12 School Renewal project will return education program space to their original layout, as built 40 years ago, within the main school building. In addition, numerous code deficiencies will be corrected, building systems will be renewed, and classrooms will be correctly sized. A safe new playground, and other sitework is needed to accommodate new utility and building services, and exterior ramps and stairs will be redone to meet ADA compliance.

Project Name, Sponsoring Organization, and Location

YKSD Minto K-12 School Renovation and Additions – Yukon Koyukuk SD – Minto, Alaska

Size, Construction Budget, Project Budget

Roughly 19,000 sq ft, \$16.36M, \$18.8M

Client and Owner Representative

YKSD, Gale Bourne, Director of Facilities & Maintenance, (907) 750-5690, gbourne@yksd.com

Summary of Services Performed and Project Description

Currently under construction, this project is a complete remodel of the existing school and includes roughly 5,400sf of additions. Kathy Christy worked on this project for years and Dena transitioned in to manage it at contractor solicitation in early 2023. She now manages the DEED grant, other funder's funds, the design and construction contracts. Additional funding was needed, and Dena applied for DEED FY25 funding, with assistant from Kathy, and this additional funding is #2 on DEED School Construction list. Work will be completed in late Fall 2024. Dena also applied for a teacher housing grant to AHFC in fall of 2023 to accommodate the expanding schools need for more teachers.

Project Name, Sponsoring Organization, and Location

Project Management Mentorship – Lower Kuskokwim School District (LKSD) – Bethel, Alaska

Size, Construction Budget, Project Budget

Time and materials budget with weekly scheduled calls and as needed

Client and Owner Representative

Kim Sweet, Director of Operations, (907) 543-4971, kim_sweet@lksd.org

Summary of Services Performed and Project Description

LKSD has promoted from within two former building inspectors to be Capital Projects Managers. One of the primary objectives of this mentorship is to guide these new Project Managers through all DEED publications and project requirements. Referencing and utilizing in-place and pending DEED grant agreements and project delivery guides to ensure compliance are specific tasks to be accomplished. Weekly meetings are used to develop skills and understand processes of the planning, design and construction phases of projects. Each PM brings various issues they are dealing with on their respective projects, including AHFC funded teacher housing, to discuss and work through with Dena in a mentorship manner.

Project Name, Sponsoring Organization, and Location

Bethel Permanent Supportive Housing, Bethel Community Services Foundation, Bethel, Alaska

Size, Construction Budget, Project Budget

11,240 sq ft new construction, \$5.7M, \$7.8M

Client and Owner Reference

Michelle DeWitt, Executive Director Bethel Community Services Foundation, (907) 545-6052, michelle@bcsfoundation.org.

Summary of Services Performed and Project Description

Dena is providing Project Management services for this addition to Bethel Winter House, Bethel's overnight shelter. This new, 24-unit facility will provide permanent, individual units for people who experience chronic homelessness, where they will receive consistent supportive services. Project funding is through Alaska Housing Finance Corporation's (AHFC) GOAL program and several other funders. Dena manages both the design and construction contracts, is responsible for overall project schedule, budget, utilizing grant funds as required, and reporting for those grants. By using Construction Manager/General Contractor with Guaranteed Maximum Price contract, along with a local builder, the project to be completed roughly six months ahead of schedule. Active construction is to be complete by February of 2024, and Dena closing out the project and grants through 2024.

Project Name, Sponsoring Organization, and Location

Bristol Bay Borough School Renovations – Bristol Bay Borough – Naknek, Alaska

Size, Construction Budget, Project Budget, Location

Multi-phase Renovation of a 93,000sf Pre-K to 12 school, \$14.8M, \$17.5M, Naknek, Alaska

Client and Owner References

Bill Hill, BBB School District Superintendent, no longer in this position

Role and Responsibility

Design Team Project Manager and Owner's Project Management

Summary of Services Performed

Dena was involved with this project from late 2014 through July 2022, working through two DEED funded phases of work. Initial work was leading the design team through a Code and Conditions survey and prioritizing scope and budgeting option. She assisted the Borough in passing a bond for DEED's Debt Reimbursement program. That program was retroactively placed on hold, so the team applied for DEED's grant program. Phase I addressed roof and mechanical issues, initially without DEED funding, but later received DEED funding as work was completed per their requirements. An Alaska Energy Authority grant provided partial funding. Dena provided contractor procurement and administration, grants compliance, budget management and reporting, and grants closeout.

Dena provided budgets and scoping for Phase II DEED applications and presented the project to secure Assembly approval for matching funds. DEED funding was awarded Summer 2018, and Dena advised on the grant agreement for this project of systems renewals, interior, exterior and site work. Utilizing a Construction Manager/General Contractor procurement, as approved through close coordination with DEED, Dena facilitated and negotiated the construction contract and GMP on 65% documentation in March 2019. Utility site work and 100% documentation were completed that summer.

From that fall through July of 2022 Dena provided independent construction phase Project Management services to the Borough through DD Strait Consulting, LLC. She provided oversight and management of the construction contract, advised and managed the DEED grant budget, administrative compliance, and allowable expenditures. She managed the project schedule and change orders, reporting monthly to the Borough Assembly. Dena procured Owner provided items per DEED's requirements and coordinated installation, as well as managed special inspections. She assisted in securing a playground grant and fundraising for a community match. In close coordination with facility maintenance personnel, Dena procured ongoing Owner training and support, and established term inspection, monitoring, and maintenance contracts for multiple building systems.

Project Name, Sponsoring Organization, and Location

Whaley School Renovation – Anchorage School District – Anchorage, Alaska

Size, Construction Budget, Project Budget

52,188 sq ft, not available

Client and Owner Representative

Yuki Hiramuro-Janson, ASD Project Manager

Summary of Services Performed and Project Description

While with another firm, Dena served as Project Manager leading Concept Design efforts for a major renewal of a 40-year-old ASD school for students in grades 6-12 with cognitive, emotional, and behavioral special needs. She led code and conditions evaluations of the existing facility. Dena also led the design of systems and space improvements to meet highly specialized programmatic and spatial needs, as well as to extend facility life. Construction phasing within the occupied facility was a major consideration and alternative construction delivery was recommended. All work was completed per DEED evaluation, design and funding requirements as well as those of Anchorage School District.

Project Name, Sponsoring Organization, and Location

Southwest Region School District Code and Conditions Surveys – SWRSD – Ekwok & Twin Hills, Alaska

Size, Construction Budget, Project Budget

6,617 sq ft at Ekwok and 9,644 sq ft at Twin Hills, not available

Client and Owner Representative

Rick Dallmann, SWRSD Director of Facilities and Maintenance, no longer at this district

Summary of Services Performed and Project Description

While with another firm, Dena served as Project Manager leading a team of engineers, cost estimators, and commissioning agents to conduct Code and Conditions Surveys of two schools in the remote Alaskan communities of Ekwok and Twin Hills. Each facility is 30+ years old and it was determined that major renovation projects were the best path forward for both schools. All reports, cost estimates, schedules, and other documentation were developed per DEED's Guide for School Facility Condition Surveys and organized to closely correlate with DEED's grant funding application. Project cost estimates were finalized after Dena left this firm.

JOHN W. MORTENSEN

907-756-3104

P.O. Box 3288, Homer, AK 99603

john.mortensen@fremontii.com



SENIOR PROJECT MANAGEMENT TECHNICAL CONSULTANT

Senior project manager with three decades of experience supervising and managing all aspects of large-scale commercial projects.

Highly competent at managing the schedule throughout the project from start to finish, as well as with bidding, contract scope of work, verification of costs, and pricing of owner and contractor change orders.

Efficient supervision of subcontractors and vendors to ensure both quality control and project compliance. Analytical problem-solving skills in resource planning, product and material selection, contractor selection, cost management, project plans, specifications, and written communication, in an agile environment.



Advanced skills in Microsoft Excel and Office programs, Google G Suite, written communication, LAN Ethernet, network building, upstream, supply chain, and resources, and writing for a monthly technology website online.

Great flexibility in terms of working conditions. Committed to promoting a Zero Harm environment at all times and actively contributes to HSE-based activities to ensure the health, safety, and well-being of team members. Highly organized, flexible, and able to prioritize work assignments utilizing exceptional attention to detail, high level of accuracy, and multitasking abilities.

- **Project Management & Operations**
- **Project Plan Interpretation and Execution**
- **Risk Management**
- **Quality Assurance and Inspection**
- **Materials Standards**
- **Resource Allocation**
- **Forecasting and Budget Management**
- **OHSA Regulations**
- **Change/Crisis Management**
- **Team Leadership and Supervision**
- **Cost Control and Reduction**
- **Business Intelligence**

KEY PROJECTS

- **Nome Public Schools HVAC Controls Renovation, Nome Alaska**
 - **Nana Management Services, NPS, Nome Alaska**
 - **Pratt Museum Remodel and Renovation, Homer Alaska**
- **Palazzo Hotel & Casino, Taylor International, Corp., Las Vegas, NV**
- **Bellagio Hotel & Casino, Environmental Industries, Las Vegas, NV**
 - **Stratosphere Hotel & Casino, Cedco, Inc., Las Vegas, NV**
 - **MGM Grand Hotel, Environmental Industries, Las Vegas, NV**
- **Flamingo Hotel & Casino, Tower addition and remodel, Environmental Industries, Las Vegas, NV**
- **Las Vegas Hilton & Casino, Time Share Tower addition and remodel, Environmental Industries, Las Vegas, NV**
 - **Las Vegas Hilton & Casino, Star Trek addition and remodel, Environmental Industries, Las Vegas, NV**
 - **Nellis AFB, Environmental Industries, Las Vegas, NV**

TECHNICAL SKILLS

NSTC Card #004-03582

OSHA 30 Certified

CPR/AED/First Aid Certified

Expert level of proficiency using Microsoft Office suite including Word, Excel, Outlook, and Google G Suite resources

Advanced level of proficiency using Microsoft Projects and CAD

Intermediate level of proficiency with digital images and construction industry-relevant software, including Smart Sheet and Primavera

PROFESSIONAL EXPERIENCE

FREMONTII, CORP., HOMER, AK

DECEMBER 2021 TO CURRENT

PROJECT MANAGER / OWNERS REPRESENTATIVE FOR NOME PUBLIC SCHOOLS

Project manager owner representative for Nome Public Schools HVAC Controls Renovation Project. Responsible for oversight and protection of the owner's position through interaction and coordination with the Design Engineer and Prime Contractor. Implementation and execution of the School Districts HVAC Controls remodel renovation completed to the owner's satisfaction.

- Serve as the main focal point to direct and manage project operations, with managerial efforts focused on verifying prime contractor alignment with the engineer's design and quality standards throughout all project phases.
- Prepare contracts and negotiate revisions, changes, and additions to contractual agreements with the prime contractor and engineer.
- Prepare and submit budget estimates, progress reports, and cost tracking reports to the owner.
- Manage project budget, resource allocations, and quality assurance.
- Plan and schedule with engineer and prime contractor project timelines.

NMS, ANCHORAGE, AK

NOVEMBER 2019 TO DECEMBER 2021

FACILITIES DIRECTOR FOR NOME PUBLIC SCHOOLS

Manage general operations of the facilities department for Nome Public Schools. Duties include preparing and administering company budgets, scheduling, planning, directing, and administering department operations. Oversaw 18 employees, vendors, field operations, finance, and human resources.

Please see the final attached sheet for Nome Public Schools Facilities Director work description and accomplishments.

PRATT MUSEUM., HOMER, AK

MAY 2018 TO JUNE 2019

PROJECT MANAGER OWNER'S REPRESENTATIVE

Responsible for the overall direction, coordination, implementation, execution, control, and completion of the Museum design-build remodel renovation and construction, ensuring consistency with contractual requirements and company vision, commitments, and goals.

- Coordination of professional disciplines as required to create design documents for the evaluation, planning, and construction of the facility.
- Construction administration of the facility.
- Prepare contracts and negotiate revisions, changes, and additions to contractual agreements with the general contractor.
- Prepare and submit budget estimates, progress reports, or cost tracking reports.
- Facilitate the definition of project scope, goals, and deliverables.
- Manage project budget, resource allocations, and quality assurance.
- Plan and schedule project timelines.
- Monitor and report on the progress of the project to appropriate parties.
- Present reports defining project progress, problems, and solutions.

While in Nome, I managed multiple employees, contractors, buildings, and properties as the Nome Public Schools (NPS) Facilities Director for Nana Management Services.

The following was a list of my responsibilities and accomplishments:

- Completely cleaned up, renovated, and reorganized the entire Nome Public Schools (NPS) Facilities Department.
- Renovated the facilities department building and office space.
- Installed wall screen monitor, safety software and protocols for safety meeting and NMS training of all employees.
- Oversaw a comprehensive safety program and constantly worked with emergency response situations.
- Addressed extensive, dangerous building and system disrepair and dangers from years of issues.
- Management of HVAC systems, building automation, and direct digital controls systems to include the maintenance and operation of boilers, heat exchangers, heat pumps and refrigeration systems.
- Went out to Davis Bacon public bid with the city of Nome and hired the low bid subcontractor, Siemens and completely renovated, replaced, and added building to the NPS HVAC controls DDC system.
- Addressed huge cost overruns from wasted heating oil caused by broken and inefficient HVAC building controls and mechanical systems.
- Replaced school district wide filtration system with new efficient cost effective system.
- Hired subcontractors to replace and repair High School Boiler systems.
- Hired and coordinated subcontractors to build a new high school campus outdoor playground and workout area.
- Hired and repaired with design engineering and repair subcontractor long standing NES Day Tank intricate history of multiple fuel spill and leak problems.
- Hired subcontractors and addressed Alaska EPA department fuel spill and buried toxic substance complaints.
- Hired subcontractors and on staff electrician to repair extensive, dangerous fire susceptible electrical hardware, circuit breakers, and wiring systems and brought to code.
- Hired fire controls system and fire sprinkler subcontractors to repair dangerous long-standing issues in maintenance circuitry and emergency safety system repairs.
- Hired subcontractors and staff to repair and repair broken plumbing for NPS buildings and pool.
- Addressed the 2020 COVID-19 Pandemic outbreak with action for building disinfection protocols and all aspects of emergency preparedness personnel, products, and tools.
- Facilitated NPS asbestos management plan, technicians, and employee on site training in Anchorage, AK.
- Hired and facilitated subcontractors to repair January 2021 arctic 15' deep inspected excavation and compacted backfill roadway sewer line break that controlled Nome Elementary School.
- Facilitated multiple winter sewer pipe breaks at Nome Elementary School.
- Oversaw hiring of subcontractor for re-keying of all school district buildings and new tracking software.
- Facilitated rebuild of High School gymnasium bleachers after the previous team built incorrectly..
- Addressed extensive and comprehensive equipment and vehicle issues and repairs.
- Setup school district vehicle fleet maintenance program, and purchased 5 new replacement vehicles in 2 years.
- Hired local Nome subcontractor to take over school district snow plowing operation to relieve district maintenance technicians from doing this job and cutting inefficiency of winter school district maintenance work order completion.
- Addressed backlog of 719 work orders and systematically fixed as able with available budgeted labor.
- Setup hierarchy and chain of command protocols within the facilities department and created managers for each area of responsibility and facilities department administrative and accounting assistant.
- Addressed extensive past and current employee insubordination and absentee issues as well as 34 new hires in two years.
- Fixed and made current all accounts payable and long-standing problems with vendors and payment issues in Nome and across Alaska.
- Focused on projection based budget and cost reports based on 5 year history benchmarks of expenses and labor costs to NPS Superintendent, board, and NMS management.
- Developed and maintained a detailed annual operating budget, operational reports, cost analysis and forecasts.
- Managed the annual facilities department operating budget.
- Implemented both NPS and NMS objectives for the most efficient maintenance management of the Nome School District properties.

- Jointly, with NPS, developed, monitored and reported performance measurements for the facilities management program.
- Responsible for employee development and relations, including hiring and terminations, goal setting, performance review and incentive and salary administration.
- Oversaw employee training programs, including management, technical, safety, and total quality management.
- Directly managed the activities of the Foreman and Custodial Supervisor for the NPS maintenance and custodial staff.
- Directly managed the NPS Foreman and NPS sub-contractors.
- Operated, managed, maintained the school district's computerized maintenance management system (CMMS).
- Regularly updated NPS and NMS of budget and cost concerns pertaining to maintenance and custodial issues throughout the district.
- Met regularly with NPS district superintendent, management, and staff to understand performance feedback and to understand changing requirements.
- Started a robotic vacuum program throughout the district due to lack of custodial staff, especially through the Covid 19 pandemic.
- Delivered high quality and cost-effective services as well as ensuring all activities and operations comply with applicable internal and external regulations, laws, and sound business practices.

U.S.L., Las Vegas, NV
President

October 2008 to April 2017
November 1999 to March 2006

Manage the oversight of the general operations for business strategic planning and company vision. Management of the company specializing in commercial general contracting construction projects, in coordination with the Vice Presidents. Executive responsibility for field operations, finance, human resources, and sales and marketing. Other duties include preparing and administering company budgets, scheduling, planning, directing, and overseeing company operations.

- Oversaw VP management of sales and marketing departments and sales team. Worked with the organization of events and sales target markets segments to reinforce company revenue forecasts, goals, and direction.
- Oversaw VP management of detailed project estimates, manage budgets, and cultivate professional companywide relationships with vendors, suppliers, and distributors to sustain material flow and expedite the resolution of emerging problems.
- Manage customer relationships, including acting as a primary information resource to communicate project status reports, conduct orientations, and confirm the proper interpretation of change orders.
- Oversaw company operations in accordance with workflow, symmetry of management, office, and field, and verify and coordinate the direction and vision for sustainable project construction and revenue.

TAYLOR INTERNATIONAL, CORP., LAS VEGAS, NV
SENIOR PROJECT MANAGER

MARCH 2006 TO AUGUST 2008

Senior project manager for the construction of the 2-billion-dollar Palazzo Hotel and Casino Resort. 50 Story tower and podium with 3,025 rooms and 7 million sq. ft. Oversaw MEP, IT network systems, structural, shoring, underground, storm drains, traffic signals and control, streetlights, concrete, grading, asphalt paving, fountains, on-structure pools and pool deck, masonry, tile, stone, rod iron, and landscape.

- Oversaw contracts, administration, negotiation, implementation, and oversight.
- Served as the main focal point to direct and manage site operations, with managerial efforts focused on verifying subcontractor alignment with quality standards throughout all project phases.
- Coordinated subcontractor schedules to optimize workflow, contain corporate cost exposure, and ensure the delivery of projects within critical completion deadlines.
- Consistently recognized as an excellent resource to improve organizational effectiveness and efficiency through personal contribution.

Environmental Industries, Inc., Calabasas, CA
PROJECT MANAGER

February 1997 to January 1999

Project Manager of the Bellagio Hotel Construction Project. The Bellagio Hotel was a 1.6 billion 3,950 room 4.8 million square feet construction project. Including 512 suites, the Main tower with 36 floors, the Spa Tower with 33 floors, and the Casino with 116,000 square feet of gaming. Our portion of this construction was 24 million with 10 million dollars owner purchased materials.

- Responsibilities included interaction with the Owners Representative, Atlandia Design, sub-contractors, contracts, contract negotiation, scheduling of the project, billing, change orders, and tracking our company's interests in the job.
- We coordinated site development trade MEP's grading and dirt work, tower suites, an 8-acre Lake and surrounding areas, a Conservatory, and 12,500 square feet of botanical gardens.



EARLY CAREER

DIVISION MANAGER, Cedco, Inc., Las Vegas, NV

1995 to 1997

PROJECT MANAGER/SUPERINTENDENT, Environmental Industries, Inc., Calabasas, CA

1992 to 1995

AWARDS

Elmer H. Anderson Excellence Award

Outstanding Achievement Award Environmental Industries

Andrew Walsh

Project Manager/Owners Representative

Contact

907-201-7543
awalshpmp@gmail.com
Kenai, AK

Education

Montana State University
B.S. Construction Engineering
Technology 2010

Objective

To provide professional services that help communities reach their full potential. My unique experience as a project manager, land surveyor, and utility design engineer provides a diverse background to plan and manage land development projects. As a current land surveyor in training (LSIT), the next step in my professional journey is to obtain licensure as a professional land surveyor (PLS). My greatest strength is connecting with individuals from all walks of life and resolving issues through effective communication. I assist stakeholders to identify their unique goals and create project specific plans to reach those goals.

Experience

January 2019-December 2023

Project Manager/Owners Representative • Kenai Peninsula Borough

November 2022-Present

Project Manager/Owner • Advanced Management of Alaska, LLC

April 2017-January 2019

Transmission/Distribution Engineer • Homer Electric Association

May 2014-April 2017

Land Surveyor/Engineer • Advanced Engineering & Environmental Services

April 2012-May 2014

Land Surveyor/Engineer • Highlands Engineering

December 2010-April 2012

Project Engineer • MK Weeden Construction

Key Skills

Land Surveying, Project Management, Scheduling/Budgeting, Site Selection, Inspections, Reporting, Dispute Mitigation,

Key Experience

Since January 2019, I have been the Project Manager for the Kenai Peninsula Borough (KPB). Projects that I have managed range from school track design and construction, road design and construction, to hospital wing remodels, and construction of new medical facilities. I have also completed landfill projects consisting of site clearing, cell covering, and leachate design and construction. Prior to working for the KPB, I worked as an LSIT with the goal of obtaining professional licensure in this industry. I was directly responsible for coordinating surveyor schedules, performing boundary surveys, construction surveys, as well as, topographic and as-built surveys, for public and private clients. I managed site development projects [i.e commercial and residential subdivisions, a municipal golf course, educational facilities, and public infrastructure projects (water and sewer systems)]. Knowledge of site selection, property boundaries, and natural features were essential in reaching educated decisions for the successful outcome of these projects.

My experience as a land surveyor, civil engineer, and project manager directly benefits my role as a project manager. I communicate efficiently with stakeholders, consultants, contractors, and the public to ensure fair and just decisions. I work as a intermediary liaison by actively listening and appropriately responding to internal/external agents while providing project specific updates.

Professional References

Dale Marsengill
Engineering Services Supervisor
907-283-5831

Brenda Ahlberg
Kenai Peninsula Borough
907-283-2059

Steve Rude, PLS
Advanced Engineering & Environmental Services, LLC
701-225-9636



DD Strait Consulting, LLC
3705 Arctic Blvd. #1348
Anchorage, AK 99503
ddstrait@ddstrait.com
(907) 440-9443

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: January 24, 2024

NUMBER: 24-085

FROM: Office of the Superintendent

SUBJECT: Waiver of Procurement
Procedures for Emergency
Davis-Ramoth School Fire
Alarm Replacement

ABSTRACT

Board policy allows for waiver of competitive bids for contracts over \$50,000.00 in the event of an emergency.

ISSUE

At issue is approval of the emergency replacement of the fire alarm panel and any associated work as required by the State Fire Marshal at Selawik School and delegation of authority to the Superintendent to issue a construction contract for this work.

BACKGROUND AND/OR PERTINENT INFORMATION

The District applied to the Department of Education and Early Development for FY25 funding for renovation and system replacements for the Selawik School. This project is ranked #3 on DEED's Major Maintenance priority list. However, the fire alarm panel, scheduled to be replaced as part of the renovation project, failed in late December 2023 and is no longer manufactured, thus cannot be repaired, but rather requires immediate replacement. An emergency condition exists and it is in the best interest of the District to replace the fire alarm panel as soon as possible. Board Policy 3310.1 provides for the waiver of procurement procedures in the case of emergencies.

To ensure protection of students and property and to comply with State Fire Code requirements the District has hired two full-time, temporary staff to perform Fire Watch duties until the panel can be replaced.

RSA Engineering, Inc. is available to assist the District with design, building permits and as required to perform this emergency replacement of essential fire alarm system components. RSA is familiar with the school and the District fire alarm standards. RSA completed the facility condition survey for the Selawik Renovation Project and was the engineer for the Kivalina Replacement School.

The District is working closely with Department of Education and Early Development (DEED) to procure the project in a manner that expenses will be eligible for future reimbursement. Reimbursement is dependent on a successful and funded grant application to DEED as is typical of all grant applications for DEED funding. It may be a number of years before reimbursement is received, however. If the full renovation project, currently #3 on DEED's list, is funded, the fire alarm panel replacement would be eligible for reimbursement as part of this project as long as DEED's procurement and other requirements are followed. The anticipated cost of panel replacement is anticipated between \$250,000 to \$700,000 depending on condition of detection devices.

It is critical that the District be able to quickly procure, award and perform this fire alarm panel replacement to remedy this safety issue at the school. To do so, the Superintendent requires a delegation of contracting authority to award the contract and approve changes to the contract.

ALTERNATIVES

1. Approve emergency procurement for replacement of the fire alarm panel at Selawik school and approve delegation of authority to the Superintendent to award the contract for construction, as presented.
2. Do not approve emergency procurement for replacement of the fire alarm panel at Selawik school and Do not approve delegation of authority to the Superintendent to award the contract for construction, as presented.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION

It is the administration's recommendation that the Board approve emergency procurement to replace the fire alarm panel; and to approve a delegation of authority to the Superintendent to award the construction contract, as presented.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: January 23, 2024

NUMBER: 24-087

FR: Office of the Superintendent

SUBJECT: Purchase Award; E-Rate

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

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

ISSUE:

At issue is the E-Rate purchase award to Intellitech to provide network infrastructure equipment for the amount not to exceed \$253,250.00, with the District's obligation not to exceed \$37,987.50 contingent on E-Rate funding.

BACKGROUND AND/OR PERTINENT INFORMATION:

The Federal Communications Commission (FCC) adopted the E-Rate Modernization order in July 2014 to assist school districts in providing internet. A five-year funding cycle for Category 2 for hardware that supports the internet began in 2021 and runs through 2025. From October through December 2023, the NWABSD went through the Request for Proposal (RFP) process for Category 2 items to supplement the regional Meraki infrastructure. The improved infrastructure allows more devices to connect to the internet simultaneously and have a higher-quality network connection.

As a result of the RFP process that included a bidding matrix that weighed the cost, compatibility, technical ability, past performance, and manufacturer experience, Intellitech was awarded the bid by the NWABSD. From this process, the District submits the request for funding to USAC so the Federal Government can commit to paying 85% of the needed hardware cost to continue upgrading our Districtwide Infrastructure. USAC provides funding to improve the infrastructure of all schools in our region through Category 2 proportionate to the student count at each school. Category 2 funding is the partner to USAC's E-Rate funding that supports the internet for our District.

The District anticipates an E-Rate discount for this equipment such that the total district cost will not exceed \$37,987.50. Funds will come from the available Technology Capital Improvement Project fund balance. The District anticipates receiving the Funding Commitment Decision Letter (FCDL) from USAC later this spring. The purchase of this equipment is contingent on Board approval and the USAC funding award.

ALTERNATIVES:

1. Approve the purchase of network infrastructure equipment for the amount not to exceed \$253,250.00 with district obligation not to exceed \$37,987.50 contingent on E-Rate funding;
2. Do not approve the purchase of network infrastructure equipment for the amount not to exceed \$253,250.00 with district obligation not to exceed \$37,987.50 contingent on E-Rate funding;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the purchase of network infrastructure equipment for the amount not to exceed \$253,250.00 with district obligation not to exceed \$37,987.50 contingent on E-Rate funding 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 & Teleconference Agenda

**January 23, 2024
1:15 P.M.**

- I. Alaska Schools Activities Association Update
 - a. TAD Policy Revisions (No Adoption Yet)

- II. DII/Girls Wrestling:
 - a. Northern Conference Tournament @ Nome – Dec 9
 - Team Girls Champions: Kotzebue
 - Most Outstanding Female Wrestler: OTZ: Xiimara Salazar
 - Small Schools Boys' 2nd Place: Buckland

State Qualifiers:

- 100G 1st Place - Xiimara Salazar of Kotzebue High School
- 107G 1st Place - Amazia Reich of Noatak High School
- 120G 1st Place - Kaitlyn Mitchell of Kotzebue High School
- 119 2nd Place - Adrian Ballot of Buckland
- 125 1st Place - Brandon McConnell of Kotzebue High School
- 130 4th Place - Joshua Barron of Kotzebue High School
- 135 2nd Place - Austin Hadley of Buckland
- 145 2nd Place - James Riley of Kotzebue High School

- b. State Tournament @ ANC: Alaska Airlines Arena – Dec 15/16
 - State Placers:
 - 100G 5th Place - Xiimara Salazar of Kotzebue High School

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. Battle of the Books (Teams Update)

School	K	1	2	3 rd /4 th	5 th /6 th	MS	HS
AMB							
DRG	1	1	1	2	1	1	1
IAN							
JNES	1	1	1	1	1	N/A	N/A
KVL							
KMHS	N/A	N/A	N/A	N/A	N/A	1	1
OBU				1	1		
ORV	1	1	1	1	1	1	1
SHG	1	1	1	1	1	1	1
WLK	1	1	1	1	1	1	1
Total	5	5	5	7	6	5	5

https://www.nwarctic.org/activities/battle_of_the_books

Jan 16-19 Mock Battles #2 3rd-HS
 Jan 23-26 District Battles 3rd-HS
 Jan 30-Feb 1 District Battles K-2nd

IV. Spelling Bee

https://www.nwarctic.org/activities/spelling_bee

Date	Event
TBA	Local School
Feb 20 (TUE)	District Written
Feb 26-29	Regional Online Qualifying
Mar 222	Alaska State Spelling Bee Live @ ANC: Performing Arts Center

V. 3A Basketball

Schedule: https://www.nwarctic.org/activities/3_a_basketball_-_o_t_z

- a. Western Conference Tournament @ Barrow: Mar 7-9
- b. State Tournament @ ANC: Alaska Arena: Mar 20-23

c. Sr. Native Youth Olympics

https://www.nwarctic.org/activities/native_youth_olympics

Date	Event
Mar 18 (Mon)	1st Available Practice
April 12/13	District NYO Meet @ Kotzebue
April 25-27	State NYO Meet @ Anchorage

VI. 1A Basketball

https://www.nwarctic.org/activities/1a_basketball

- 6 Boys' Teams: BKC, DRG, IAN, KVL, WTK, ORV, & WLK
- 6 Girls' Teams: BKC, IAN, KVL, WTK, ORV, & WLK
 - a. Season Schedule
 - Jan 12/13 Weather Out. Trying to make up on Jan 26/27
 - b. MS Tournaments @ TBD: Feb 23/24
 - 5 Boys: OTZ, ORV, BKC, WLK, WTK, KVL
 - 4 Girls: OTZ, ORV, BKC, WLK, WTK
 - 6 Coed: KVL, DRG, OBU, SHG, ABL, IAN
 - c. NWA Conference Tournament @ Kotzebue: Feb 29-Mar 2
 - Thur: Session 1 - Quarterfinals (2 boys' & 2 girls' games)
 - Thur: Session 2 - Semifinals (2 boys' games, 2 girls' games)
 - Fri: Session 3 - Consolation Rd 1 (2 boys', 2 girls' games)
 - Fri: Session 4 - Championships (1 boys', 1 girls' games)
 - Sat: Session 5 - Consolation Rd 2 (1 boys', 1 girls' games)
 - Sat: Session 6 - True Second (1 boys', 1 girls' games)
 - d. State Tournament @ ANC: Alaska Arena: Mar 13-16

VII. NFHS Cameras

- a. DRG, KVL, WLK, OBU, ABL, SHG

VIII. Native Youth Olympics

https://www.nwarctic.org/activities/native_youth_olympics

Date	Event
Mar 18 (Mon)	1st Available Practice
April 12/13	District NYO Meet @ Kotzebue
April 25-27	State NYO Meet @ Anchorage

IX. Other



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January 13, 2024

NWABSD BOARD OF EDUCATION

Housing Committee Meeting

Conducted via Teams and in the NWABSD Boardroom

Call in: 1-833-682-3239, Access code: 720 417 401#

Agenda

January 23, 2024

3:15 p.m.

- Five Million dollar housing grant from AHFC - update from Dena
- 10 plex discussion – Margaret Hansen

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

Last Frontier Initiative:

Governor Dunleavy allocated \$5M to several western Alaska hub communities. The City of Kotzebue is the official recipient of the grant funds, and as such, they are really in the driver's seat. AHFC's Daniel Delfino, AHFC Planning Director, participated in a January 5, 2024 meeting in Kotzebue with the City and several potential partners. The funds were presented as very flexible with the ability to use the rules and regulations of a large number of federal housing programs as best fit the needs of the Kotzebue entities. AHFC presented a "we are here to help however we can to make the most impact for your community". The City has up to four individual lots around town they would like to build duplexes or triplexes on. Individual lots spread out are more expensive to build on a per unit basis versus one larger project. But larger projects require design teams and fire marshal permits, likely sprinklers and other expenses. There was concern discussed about ownership and ongoing operations of jointly owned buildings. But it is possible to build condo style facilities where each unit, or set of units, is owned by different entities and then common grounds such as parking, lobbies, etc. are jointly owned, or one entity takes on the common areas as part of their contribution.

Potential City of Kotzebue partners:

- a) Northwest Arctic Borough
- b) Northwest Arctic Borough School District
- c) Northwest Inupiat Housing Authority
- d) Nana Regional Corporation

Strategies to Increase impact:

- a) Leveraging the AHFC funds as match for larger grants can turn \$5M into \$9M or \$8.5M depending on the match requirements of the grants pursued.
- b) If all the parties pooled whatever they could contribute as a match, that could be added to the \$5M and thus more grant funding could be sought with this larger match amount.
- c) Such leveraging could be with the EDA grant noted below or another AHFC grant.
- d) Even if NWABSD received \$1.5 to \$2M from this grant, or as supplemented by Borough funding, to use as match in applying for grants, that would allow the current \$8M ATC 6-plex to apply for EDA grant funding.

District's offerings to other partners:

- a) District owns the ATC lot, thus no funds or time are spent or lost in acquiring new land.
- b) ATC dorm design drawings are at 65% design which would allow that project to be bid this spring and get materials into Kotzebue the end of this summer. Piles would be installed in January-March 2025 and then construction would start Spring 2025. We could spend the \$2M low-income money before the September 30, 2025 deadline.
- c) The district has a design team already on board and familiar with the building program and site. It takes about 2 months plus to write an RFP, solicit a team, get them under contract, etc. Another 3-4 months is needed to get to 65% design documents. So, basically the district is about 6 months ahead of starting from scratch.

- d) There is room on the ATC site to likely double the number of units, perhaps more than 12 units could be built there. There are few large lots left in Kotzebue, so having one contiguous lot is an advantage.
- e) District has grant writers capable and good at submitting for federal grants such as the Economic Development Administration (EDA) grant.
- f) District has Capital Project Management resources who can write the EDA grant and then manage the design and construction project.
- g) A 15% match is required for the \$5M from AHFC, that is \$750K. District can offer
 - a. \$130K+ already invested in design and Project Management
 - b. Another \$350k in additional design, project management and district administration to be spent.
 - c. The value of the ATC lot

District's needs from the project:

- a) ATC Student Family housing
- b) Teacher family housing