

## NWABSD Regular Board Meeting

Wednesday, January 24, 2024 4:00 PM

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

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

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** January 24, 2024

**NUMBER:** 24-067

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to BP 3290,  
Business and Non-  
Instructional Operations,  
Gifts, Grants, and  
Bequests; First Reading

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

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

### **ABSTRACT:**

Board policy revisions require Board approval.

### **ISSUE:**

At issue is to approve the first reading of the proposed revisions to BP 3290, Business and Non-Instructional Operations, Gifts, Grants, and Bequests and open for public comments.

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

The Superintendent/designee presents drafts or suggestions for board policy revisions when changes in law occur or when specific need occurs. Policy revisions shall normally be given two readings prior to adoption by the Board.

This is the first reading of the proposed revisions to BP 3290, Business and Non-Instructional Operations, Gifts, Grants and Bequests.

Updates are to ensure appropriate oversight; this update establishes that all donations greater than \$1,000 shall be brought before the Board. It also states that the Superintendent may apply for special revenue grants.

The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.

### **ALTERNATIVES:**

1. Approve the first reading to the proposed revisions to BP 3290, Business and Non-Instructional Operations, Gifts, Grants, and Bequests as presented and open for public comments;
2. Do not approve first reading to the proposed revisions to BP 3290 as presented;
3. Take no final action.

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

The administration recommends the Board approve the first reading to the proposed revisions to BP 3290, Business and Non-Instructional Operations, Gifts, Grants, and Bequests as presented and open for public comments.

## 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**

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** January 24, 2024

**NUMBER:** 24-068

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to BP 3305,  
Business and Non-  
Instructional Operations,  
Electronic Fund  
Transactions; First  
Reading

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

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

### **ABSTRACT:**

Board policy revisions require Board approval.

### **ISSUE:**

At issue is to approve the first reading of the proposed BP 3305, Business and Non-Instructional Operations, Electronic Fund Transactions and open for public comments.

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

The Superintendent/designee presents drafts or suggestions for board policy revisions when changes in law occur or when specific need occurs. Policy revisions shall normally be given two readings prior to adoption by the Board.

This is the first reading of the proposed BP 3305, Business and Non-Instructional Operations, Electronic Fund Transactions.

This is a new Board Policy.

The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.

### **ALTERNATIVES:**

1. Approve the first reading of the proposed BP 3305, Business and Non-Instructional Operations, Electronic Fund Transactions as presented and open for public comments;
2. Do not approve the first reading of the proposed BP 3305 as presented;
3. Take no final action.

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

The administration recommends the Board approve the first reading of the proposed BP 3305, Business and Non-Instructional Operations, Electronic Fund Transactions as presented and open for public comments.

# 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.

### 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

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

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** January 24, 2024

**NUMBER:** 24-069

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to BP 3311,  
Business and Non-  
Instructional Operations,  
Bids; First Reading

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

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

### **ABSTRACT:**

Board policy revisions require Board approval.

### **ISSUE:**

At issue is to approve the first reading of the proposed revisions to BP 3311, Business and Non-Instructional Operations, Bids and open for public comments.

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

The Superintendent/designee presents drafts or suggestions for board policy revisions when changes in law occur or when specific need occurs. Policy revisions shall normally be given two readings prior to adoption by the Board.

This is the first reading of the proposed revisions to BP 3311, Business and Non-Instructional Operations, Bids.

This update includes a list of items that are exempt from normal purchasing procedures. Items on this list may be removed (and be subject to normal purchasing procedures) at a Board's discretion.

The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.

### **ALTERNATIVES:**

1. Approve the first reading of the proposed revisions to BP 3311, Business and Non-Instructional Operations, Bids as presented and open for public comments;
2. Do not approve the first reading of the proposed revisions to BP 3311 as presented;
3. Take no final action.

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

The administration recommends the Board approve the first reading of the proposed revisions to BP 3311, Business and Non-Instructional Operations, Bids as presented and open for public comments.

## 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

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** January 24, 2024

**NUMBER:** 24-070

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to BP 3312,  
Business and Non-  
Instructional Operations,  
Contracts; First Reading

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

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

### **ABSTRACT:**

Board policy revisions require Board approval.

### **ISSUE:**

At issue is to approve the first reading of the proposed revisions to BP 3312, Business and Non-Instructional Operations, Contracts and open for public comments.

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

The Superintendent/designee presents drafts or suggestions for board policy revisions when changes in law occur or when specific need occurs. Policy revisions shall normally be given two readings prior to adoption by the Board.

This is the first reading of the proposed revisions to BP 3312, Business and Non-Instructional Operations, Contracts.

This update includes a provision that states an agreement or a contract may not be enforced by a district unless it was validly entered into under District policy. It also requires that the Superintendent or designee sign all contract entered into by the District.

The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.

### **ALTERNATIVES:**

1. Approve the first reading of the proposed revisions to BP 3312, Business and Non-Instructional Operations, Contracts as presented and open for public comments;
2. Do not approve the first reading of the proposed revisions to BP 3312 as presented;
3. Take no final action.

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

The administration recommends the Board approve the first reading of the proposed revisions to BP 3312, Business and Non-Instructional Operations, Contracts as presented and open for public comments.

## 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:*

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** January 24, 2024

**NUMBER:** 24-071

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to BP 3315,  
Business and Non-  
Instructional Operations,  
Relations with Vendors;  
First Reading

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

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

### **ABSTRACT:**

Board policy revisions require Board approval.

### **ISSUE:**

At issue is to approve the first reading of the proposed revisions to BP 3315, Business and Non-Instructional Operations, Relations with Vendors and open for public comments.

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

The Superintendent/designee presents drafts or suggestions for board policy revisions when changes in law occur or when specific need occurs. Policy revisions shall normally be given two readings prior to adoption by the Board.

This is the first reading of the proposed revisions to BP 3315, Business and Non-Instructional Operations, Relations with Vendors.

This update adds a conflict of interest provision for awards with federal funds.

The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.

### **ALTERNATIVES:**

1. Approve the first reading of the proposed revisions to BP 3315, Business and Non-Instructional Operations, Relations with Vendors as presented and open for public comments;
2. Do not approve the first reading of the proposed revisions to BP 3315 as presented;
3. Take no final action.

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

The administration recommends the Board approve the first reading of the proposed revisions to BP 3315, Business and Non-Instructional Operations, Relations with Vendors as presented and open for public comments.

## 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*

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** January 24, 2024

**NUMBER:** 24-072

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to 3550,  
Business and Non-  
Instructional Operations,  
Food Service; Second  
Reading

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

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

### **ABSTRACT:**

Board policy revisions require Board approval.

### **ISSUE:**

At issue is to approve the second reading of the proposed revisions to 3550, Business and Non-Instructional Operations, Food Service.

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

The Superintendent or designee presents drafts or suggestions for board policy revisions when changes in law occur or when specific need occurs. Policy revisions shall normally be given two readings prior to adoption by the Board.

This is the second reading of the proposed revisions to BP 3550, Business and Non-Instructional Operations, 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.

The Board Policy Committee reviewed the proposed changes and recommends approval.

### **ALTERNATIVES:**

1. Approve the second reading to the proposed revisions to 3550, Business and Non-Instructional Operations, Food Service as presented;
2. Do not approve the second reading to the proposed revisions to 3550, Business and Non-Instructional Operations, Food Service as presented;
3. Take no final action.

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

The administration recommends the Board approve the second reading to the proposed revisions to 3550, Business and Non-Instructional Operations, Food Service as presented.

## 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. \_\_\_\_\_~~
- ~~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.

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** January 24, 2024

**NUMBER:** 24-073

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to 3554,  
Business and Non-  
Instructional Operations,  
Other Food Sales; Second  
Reading

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

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

### **ABSTRACT:**

Board policy revisions require Board approval.

### **ISSUE:**

At issue is to approve the second reading of the proposed revisions to 3554, Business and Non-Instructional Operations, Other Food Sales.

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

The Superintendent or designee presents drafts or suggestions for board policy revisions when changes in law occur or when specific need occurs. Policy revisions shall normally be given two readings prior to adoption by the Board.

This is the second reading of the proposed revisions to BP 3554, Business and Non-Instructional Operations, Other Food Sales.

This update makes the food sale policy inclusive of all District programs.

The Board Policy Committee reviewed the proposed changes and recommends approval.

### **ALTERNATIVES:**

1. Approve the second reading to the proposed revisions to 3554, Business and Non-Instructional Operations, Other Food Sales as presented;
2. Do not approve the second reading to the proposed revisions to 3554, Business and Non-Instructional Operations, Other Food Sales as presented;
3. Take no final action.

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

The administration recommends the Board approve the second reading to the proposed revisions to 3554, Business and Non-Instructional Operations, Other Food Sales as presented.

## **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)

## MEMORANDUM

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**TO:** NWABSD Board of Education

**DATE:** January 24, 2024

**NUMBER:** 24-074

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Human Resources

**ABSTRACT:**

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

**ISSUE:**

At issue is the approval of Human Resources actions.

**BACKGROUND AND/OR PERTINENT INFORMATION:**

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

**ALTERNATIVES:**

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

**ADMINISTRATION RECOMMENDATION:**

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

**Human Resources  
January 2024**

The administration recommends approval of the following action items:

a) Certified new hires FY24

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

<u>LOCATION&amp;DATE</u>	<u>NAME</u>	<u>POSITION</u>
<b><u>Buckland</u></b>		
01/03/24	William Doty	MS/HS Social Studies
01/15/24	Katherine Hadley	CTE Teacher
<b><u>Noatak</u></b>		
01/03/24	Ashley Ort	Sp. Ed. Teacher

II The administration report on the following non action items:

a) The administration reports on the following Certified resignations:

<u>LOCATION &amp; DATE</u>	<u>NAME</u>	<u>POSITION</u>
<b><u>Buckland</u></b>		
11/28/23	Dana Strong	MS/HS Social Studies
<b><u>DO</u></b>		
01/19/24	Conor McCoy	Tech. Coordinator
<b><u>JNES</u></b>		
12/15/23	Jerry Hayes	PreK Teacher

b) The administration reports on the following Classified resignations:

<u>LOCATION&amp;DATE</u>	<u>NAME</u>	<u>POSITION</u>
<b><u>Buckland</u></b>		
01/05/24	Katherine Hadley.	Bilingual Instructor

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** January 24, 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 as presented;
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

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**TO:** NWABSD Board of Education  
Members

**DATE:** January 24, 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 as presented;
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

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**TO:** NWABSD Board of Education  
Members

**DATE:** January 24, 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

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**TO:** NWABSD Board of Education  
Members

**DATE:** January 24, 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 as presented;
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

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**TO:** NWABSD Board of Education  
Members

**DATE:** January 24, 2023

**NUMBER:** 24-079

**FR:** Office of the Superintendent

**SUBJECT:** Approval of FY24  
Memorandum of  
Agreement; Janelle  
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 as presented;
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

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**TO:** NWABSD Board of Education  
Members

**DATE:** January 24, 2024

**NUMBER:** 24-080

**FR:** Office of the Superintendent

**SUBJECT:** Approval of FY24  
Memorandum of  
Agreement; Kassie Bailey

**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 as presented;
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

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**TO:** NWABSD Board of Education  
Members

**DATE:** January 24, 2024

**NUMBER:** 24-081

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Job  
Description: Itinerant  
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 Itinerant 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.



## Northwest Arctic Borough School District

### HUMAN RESOURCES DEPARTMENT

P.O. BOX 51 • KOTZEBUE, AK 99752 • (907) 442-1800 • FAX (907) 442-2172

#### POSITION VACANCY ANNOUNCEMENT T19-058

**TITLE:** Itinernat Counseling Intern

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#### QUALIFICATIONS:

1. Alaska Type C or T Certification
2. Alaska Type B Administrative Certification or 5 years teaching experience
3. Experience working with youth in activity-based programs, & living in a cross-cultural, rural environments
4. Strong computer and data-based skills to accurately develop schedules, maintain records & compile necessary reports.
5. Experience in career counseling, behavior management, and crisis counseling.

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**REPORTS TO:** Director of Student Services and Principal

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**JOB GOAL:** The Counseling Intern will work with the School Principal to provide personal, crisis, behavioral, and career counseling services to students. As a professional, the Counseling Intern understands and responds to challenges presented by today's diverse student population. The Counseling Intern provides proactive and direct leadership support to engage all stakeholders in the delivery of programs and services to support the students' academic achievement, behavioral concerns, career choices, as well as personal and social development. The Counseling Intern will work cooperatively with the School Principal, Assistant Director of Student Services, Director of Student Services and Special Education, students, teachers, and parents towards a positive school climate.

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#### PERFORMANCE RESPONSIBILITIES:

- Plans and carries out an effective school guidance and counseling program.
- Demonstrate a knowledge of typical child and adolescent behavior.
- Assists in supervision of individual students in academic, career, & personal/social issues.
- Promote parental involvement & individual planning sessions.
- Monitors any Peer Counseling activities.
- Implement & use the written timeline & curriculum of the instructional program delivered & coordinated by School Counselors / Counseling Interns.
- Conducts in-service workshops for Peer Counselors and Classroom teachers.
- Ensure each student has a Student Success Plan documenting individual student progress that is reviewed & modified regularly throughout the student's school career.
- Attends parent/teacher conferences regarding student's performance (progress reports, report cards, failure notices, attendance, behavioral / social concerns) & document meetings & follow-up with staff & principals.
- Maintains an on-going dialogue with School Administrators, peer counselors, Assistant Director of Student Services, classroom teachers and students.
- Provides a variety of direct counseling services consistent with the needs of students.
- Makes referrals to district specialist and outside agencies as appropriate.
- Evidence of career planning for students transitioning from high school to post secondary setting, vocational technical setting or places of employment.
- Establish planned events for parents to promote school participation.
- Assist with school-based consultation, suicide prevention, and youth-centered leadership development.
- Consult & collaborate effectively with students, parents, staff, administrators & community-based organizations in understanding & meeting the needs of all students.
- Increase co-curricular and STAR program participation and integrity
- Obtain knowledge of the school & community resources that complement the provision of student services.
- Addresses student questions and concerns.
- Attends and supports student events.

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** January 24, 2024

**NUMBER:** 24-082

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Purchase of  
Two Trucks

### **ABSTRACT:**

Board approval is required to expend \$50,000 and higher.

### **ISSUE:**

At issue is to approve the purchase two trucks, one for Buckland and one for Deering.

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

The NWABSD Property Services department is requesting 2 trucks to haul staff, students, and freight from the airport to the school. Purchase is covered from grants.

1 for Buckland school and 1 for Deering school in the amount of \$114,800; with an additional shipping to Buckland \$14,472.07 and shipping to Deering \$13,471.25. Total amount not to exceed with shipping \$142,743.32 for both trucks.

### **ALTERNATIVES:**

1. Approve the purchase of two trucks for a total amount not to exceed \$142,743.32 as presented;
2. Disapprove the purchase of two trucks for a total amount not to exceed \$142,743.32 as presented;
3. Take no final action.

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

The administration recommends board that the Board approve the purchase of two trucks for a total amount not to exceed \$142,743.32 as presented.

**BUYER**

NW ARCTIC BOROUGH SCHOOL DISTRICT  
 776 THIRD STREET  
 KOTZEBUE, AK 99757  
 Cell #: (907) 447-1864  
 Email: hake@nwarctic.org

**CO-BUYER**

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

Salesperson: JORGE IGNACIO GARCIA

**VEHICLE**

<b>New</b> <input checked="" type="checkbox"/>	<b>Stock #:</b>	<b>Description:</b>	<b>VIN:</b>	<b>Mileage:</b>
<b>Used</b>	U12658	2023 FORD TRUCK F-150 SERIES	1FTEW1EP0PKF30628	
<b>Demo</b>				

**TRADE****AFTERMARKETS**

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

**BUYER**

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

**CO-BUYER**

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

Salesperson: JURGE IGNACIO GARCIA

**VEHICLE**

New	✓	Stock #:	Description:	VIN:	Mileage:
Used		U12660	2023 FORD TRUCK F-150 SERIES	1FTFW1EP1PKF60074	
Demo					

**TRADE****AFTERMARKETS**

		MSRP:	\$	52,355.00
		Discount:	\$	1,200.00
		<b>Sale Price:</b>	\$	<b>51,165.00</b>
		Total Financed Aftermarkets:	\$	0.00
		Total Trade Allowance:	\$	0.00
		<b>Trade Difference:</b>	\$	<b>51,165.00</b>
		Doc Fee:	\$	299.00
		State & Local Taxes:	\$	30.00
		Total License and Fees:	\$	280.00
		<b>Total Cash Price:</b>	\$	<b>51,774.00</b>
		Total Trade Payoff:	\$	0.00
<b>Total Aftermarkets:</b>	\$	<b>0.00</b>		
		<b>Delivered Price:</b>	\$	<b>51,774.00</b>
		Cash Down Payment + Deposit:	\$	0.00
		Total Resales:	\$	1,000.00
		<b>Sub Total:</b>	\$	<b>50,774.00</b>
		Service Agreement:	\$	0.00
		Maintenance Agreement:	\$	0.00
Rate:	5.99%	GAP Insurance:	\$	0.00
Amount Financed:	\$ 50,774.00	Credit Life, Accident & Health:	\$	0.00
		Other:	\$	0.00
		<b>Amount Financed:</b>	\$	<b>50,774.00</b>



10000 1st Avenue  
Seattle, WA 98104  
www.aml.com

Rate Quote **AML24010507**  
Quote Date **05 Jan 2024**

Requested by  
K. Farnach  
NW Anchorage School District  
Email: k.farnach@asdschools.org

Prepared by:  
Melissa  
Phone: 206-465-8155  
Email: Melissa@aml.com

Description: Vehicles

**Vehicles**

Origin	ORG	DST	Destination	Routing	Mode	Est. Departure					
Anchorage, AK	ANCHORAGE	BUCKLAND	Edina, AK	Dock - Dock	Water - Barge	2024					
Qty	Commodity	Pkg Type	Description	Dimensions (LxWxH)	Weight	Total Wt.	Min Qty	Rate	Basis	Rated As	Charge
1	VEHICLE	LT21	Truck chassis	202' x 10' x 8'	1200	1200	1	1021.00	TL		\$10,210.00
			Truck chassis (WAL) subject to inspection and approval					1024.00	TL		\$10,240.00
			Subtotal			1200					\$10,450.00

**Vehicles**

Origin	ORG	DST	Destination	Routing	Mode	Est. Departure					
Anchorage, AK	ANCHORAGE	OFFERING	Denning, AK	Dock - Dock	Water - Barge	2024					
Qty	Commodity	Pkg Type	Description	Dimensions (LxWxH)	Weight	Total Wt.	Min Qty	Rate	Basis	Rated As	Charge
1	VEHICLE	LT21	Truck chassis	202' x 10' x 8'	1200	1200	1	1021.00	TL		\$10,210.00
			Truck chassis (WAL) subject to inspection and approval					1024.00	TL		\$10,240.00
			Subtotal			1200					\$10,450.00

Estimated Total

1200

1024.00

\$27,943.32

**Commodity Notes**

ANCHORAGE to BUCKLAND, OFFERING

PASSENGER VEHICLES gas, diesel or hybrid powered, NK 22 L, not for hire

1. Rates are in dollars and apply per vehicle.
2. All shipments must be insured in full. Insured must be licensed in Alaska and the U.S.
3. The following conditions may apply to cargo under the provisions of the Alaska Marine Lines Bill of Lading: (a) Goods shipped for hire or transportation to Alaska.
4. The shipper is responsible for the condition of the vehicle and its contents. The shipper will be responsible for any damage to the cargo and its contents, including any damage to the cargo or its contents, during the voyage.
5. Vehicles received containing more than 100 lbs of fuel will be required to have fuel tanks drained and certified as empty before shipment. (b) 218 AKSR 100 - Alaska Rules for Alaska Marine Lines.
6. Certain vehicles may be subject to additional conditions, including but not limited to, the vehicle must be properly secured to the vessel and must be properly secured to the vessel.
7. Rates may be revised due to changes in fuel prices, which are subject to the market. Fuel prices are subject to change and are subject to the Alaska Marine Lines Bill of Lading.

Additional notes: In the event of a fire, the shipper is responsible for the cargo and its contents. The shipper is responsible for the cargo and its contents, including any damage to the cargo or its contents, during the voyage. The shipper is responsible for the cargo and its contents, including any damage to the cargo or its contents, during the voyage. The shipper is responsible for the cargo and its contents, including any damage to the cargo or its contents, during the voyage.

**General Quote Notes**

**Next Steps:**

1. **Make a booking** - Fill out [ready to book](#) or [ready to book](#) form and email to [bookings@aml.com](mailto:bookings@aml.com) or call [206-465-8155](tel:206-465-8155).
2. **Book a Shipment** - [www.aml.com](http://www.aml.com)
3. **Deliver your cargo in Seattle**  
 Alaska Marine Lines - Denning, AK  
 611 E. W. Morgan Way, Ste. 200  
 Seattle, WA 98104

Dropoff instructions:  
[www.aml.com](http://www.aml.com)

## MEMORANDUM

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**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.

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** January 24, 2024

**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 the waiver for the 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 the waiver for the 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:** 24-086

**FROM:** Office of the Superintendent

**SUBJECT:** Approval of Resolution 24-002  
in Support of Legislative  
Requests

### ABSTRACT

The administration requests a resolution from the School Board's supporting the FY 2025 Legislative Requests.

### ISSUE

Legislative requests for state funding are to be submitted annually using the CAPSIS online system. One of the requirements for state funding consideration is a resolution of support of the School Board identifying the prioritized funding requests.

### BACKGROUND AND/OR PERTINENT INFORMATION

The annual State funding requests will be submitted to the Legislature by mid-February. Anticipating limited funding and state funding, the administration recommends requesting funding for the district's highest-priority major maintenance projects that have the greatest impact on our operational needs.:

- 1 Selawik School Emergency Fire Alarm Replacement
2. Districtwide Fire Systems Replacement
- 3 Districtwide HVAC Controls Upgrade

Approval of the resolution in support of these projects is requested.

### ALTERNATIVES

1. Support the resolution prioritizing FY 25 Legislative requests, as presented.
2. Modify the prioritized FY 25 Legislative request recommendations.
3. Do not support the resolution and not apply for State FY 25 funding.

### ADMINISTRATION'S RECOMMENDATION

The administration recommends support of the resolution and the prioritization of projects.

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** January 24, 2024

**NUMBER:** 24-087

**FR:** Office of the Superintendent

**SUBJECT:** Approval of 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, 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 with district obligation not to exceed \$37,987.50 contingent on E-Rate funding as presented;
2. Do not approve the purchase of network infrastructure equipment for the amount not to exceed \$253,250 with district obligation not to exceed \$37,987.50 contingent on E-Rate funding as presented;
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 with district obligation not to exceed \$37,987.50 contingent on E-Rate funding as presented.