

NWABSD Board of Education Committee Meeting

Monday, April 29, 2024 8:30 AM

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

1.	8:30 a.m. - Student Activities	Presenter: Brett Slaathaug, Student Activities Coordinator
2.	9:30 a.m. - Board Policy	Presenter: Amy Eakin, Director of Technology
3.	10:45 a.m. - Budget Committee Meeting	Presenter: Megan Williams, Director of Administrative Services
4.	1:30 a.m. - Inupiaq Language Presentation	Presenter: Tracy Bell, Director
5.	2:30 p.m. Homeschool Overview	Presenter: Joseph Groves, Homeschool Principal
6.	3:00 p.m. Data Review	Presenter: Perrian Windhausen, 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 Student Activities Committee Meeting Conducted via Microsoft Teams & Teleconference Agenda

**April 29, 2024
8:15 A.M.**

- I. Alaska Schools Activities Association Update
- II. Sr. Native Youth Olympics
April 19/20 District NYO Meet @ Kotzebue
***results will be present at the meeting*
April 25-27 State NYO Meet @ Anchorage
***results will be present at the meeting*
- III. Parent-Student Handbook
 - a. Survival Bags (Page 56)

SURVIVAL EQUIPMENT

- 1. All students traveling by any means other than commercial jet must have access to a district survival kit.

Notes:

- All local airlines are legally required to keep a survival bag in case of a crash that accommodates for all people on the aircraft.
- District bags are quite large, heavy, and take of a lot of space where bags, sleeping bags, etc could go instead.
- Every site doesn't have enough survival bags when there are so many different groups and teams traveling in the same period.

Consideration:

Line 1 is amended to the following:

- 1. All students traveling by means of snowmachine/ATV/boat must have access to a district survival kit.

Committee Members: Tillie Ticket (chair), Alice Melton Barr, Joanne Harris, Shannon Melton, & Lawrence Jones Sr.

Student Activities Coordinator: Brett Slaathaug

MISSION: To provide a learning environment that inspires and challenges students and employees to excel.
VISION: To graduate all students with the knowledge, skills, and attitudes necessary for a successful future.

IV. Parent-Student Handbook

a. Cold Weather Policy (Page 55)

COLD WEATHE TRAVEL PROCEDURES

AR 6153 The following procedures were developed to avoid unnecessary risk to students and staff during winter travel.

1. **Student travel** will not be allowed in temperatures **below -35° F** and/or adverse weather conditions as determined by the principal/coach/Superintendent or Superintendent's designee.
2. **Staff travel** is not required at temperatures **below -35° F**.
3. Traveling out of district-provided students are in Kotzebue when the temperature drops below the allowable level for travel and the jet arrives (Alaska Airlines) students may travel.
4. All students, staff, and chaperones are required to wear clothing appropriate for existing and anticipated weather conditions.
5. Students, staff, and chaperones will not be allowed to travel in cold weather without head cover, gloves, mitts, insulated boots or mukluks, insulated pants and jacket, and other cold weather gear as determined necessary by the chaperone.

Hazard Check

Staff must check with local search and rescue for any known hazards along the travel route 24 hours before travel takes place.

Notes:

- Bering Air's cutoff for Caravans is -50° F.
- Smaller planes typically are cut off at -30° F
- We are only District that still have a cut off line that doesn't follow the airlines.

Consideration:

To delete line items 1, 2, and 3 which would in essence be saying, if the airline flies, anyone can fly.

V. Region 1: Academic Excellence Award (>3.7 GPA, Q1-Q3)

BUCKLAND SCHOOL

1. Melton, Kiah
2. Jones III, Tony
3. Jones, Alexander
4. Berlin, Jacinta
5. Hadley, Crista

KIANA SCHOOL

1. Barr, Keira

KISIMGIUGTUQ SCHOOL

1. Adams, Matthias **
2. Sahibol, Gave
3. Swan, Melanie **
4. Swan, David

KOTZEBUE MIDDLE HIGH SCHOOL

1. Andrews, McKenzie **
2. Hernandez, Julianna **
3. Marcus, Benjamin James **
4. McConnell, Mylie **
5. Piper, Katelyn **
6. Roetman, Zachary **
7. Lambert, Anthony
8. Kenworthy, Joseph
9. Lie, Blaze
10. Lie, Aubrey
11. Huffman, Bristol
12. Pugh, Logan

NAPAAQTUGMIUT SCHOOL

1. Walton, Paul
2. Swan, Sherry
3. Schaeffer, Brooke
4. Onalik, Danielle Connie **

AQQALUK NOORVIK SCHOOL

1. Sampson, Andrew

DAVIS-RAMOTH SCHOOL

1. Larkin, Robert
2. Gooden, Lucy
3. Ticket, Allen
4. Dexter, Zevadiah

VI. Other



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NWABSD BOARD OF EDUCATION

Board Policy Committee Meeting

Conducted via Teams and in the NWABSD Boardroom

Agenda

April 29, 2024

1. Roll Call
2. Items for 2nd Reading (Public Comment has been sought via the [District Website](#))
 - a. **MEMO 24-116 → BP 1100 Communication with the Public**
 - i. Missing AK Statute and report card to the public statement in the references; updated inclusivity verbiage
 - b. **MEMO 24-117 → BP 1325 Advertising and Promotion**
 - i. This update adds clarifications on closed forums
 - c. **MEMO 24-118 → BP 3270 Sale and Disposal of Books, Equipment, and Supplies (Personal Property)**
 - i. The administration recommended moving the current BP to an AR and adopting the AASB Model BP as policy. See extreme, red-lined version.
 - 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.
 - iv. Topics separate by Federal fund section headers
 - d. **MEMO 24-119 → BP 3311 Bids**
 - i. Administrative Services to draft an Administrative Regulation (AR)
 - ii. Administrative Services to add an Exhibit (E) with a sole source statement.
 - iii. Clarify "adequate number of" as "two (2) or more"
 - e. **MEMO 24-120 → 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.
 - f. **MEMO 24-121 → BP 3590 Electronic Signatures **NEW POLICY****
 - i. This policy establishes guidelines for how to utilize and accept electronic signatures in business, noninstructional, and instructional settings.

Committee Members: Carol Schaeffer (Chairperson), 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.

- g. MEMO 24-122 → BP 4222 Classified Personnel - 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.
- h. MEMO 24-123 → BP 5124.1 Family Engagement – *NEW POLICY***
- 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.
- i. MEMO 24-124 → 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.
- j. MEMO 24-125 → BP 5141.43 Uniform Investigations **NEW POLICY****
- i. This policy establishes a model investigative policy for professional boundaries violations. It does not supersede current investigatory procedures but provides best practices when conducting investigations under various existing policies. The new AR further develops best practices for conducting investigations set forth in the model investigations policy.
- k. MEMO 24-126 → BP 6020 Parent Involvement**
- i. AASB developed and distributed BP 6020 Parent Involvement to member school districts in 2016 in response to AS 14.03.016, *A parent's right to direct the education of a parent's child*. AS 14.03.016 requires school districts to have policies promoting the involvement of parents in schools. Among other provisions, it sets forth parental notification requirements for any activity, class, or program that includes content involving human reproduction or sexual matters.
 - ii. The model policy was vetted by legal counsel and is a complete response to the provisions of AS 14.03.016. Adopting the model policy BP 6020 will help guide district operations appropriately and will help ensure your board policies align with state law.
- l. MEMO 24-127 → 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.
- m. MEMO 24-128 → BP 6147 Alaska Reads Act Intervention Program **NEW POLICY****
- i. This policy implements the reading intervention plans required by the new Alaska Reads Act. It addresses what must be included in the intervention program, individual reading plans, notification requirements, and progression goals.
- n. MEMO 24-129 → BP 6148 Early Education Programs **NEW****

a. **None currently.**

7. Questions



BP 1100 COMMUNICATION WITH THE PUBLIC

~~**Note:** AS 14.03.120 requires every public school to prepare an annual report card on the school's performance and the performance of its students. The report must include: 1) information on accreditation; 2) results on non-referenced achievement tests; 3) results of state standards-based assessments in reading, writing, and mathematics; 4) a description of student, parent, community, and business involvement in student learning; 5) a description of the school's attendance, retention, drop out, and graduation rates; 6) the annual percentage of enrollment change. The report must be presented in a public meeting of parents, students, and community members. Comments from this public meeting must be submitted, along with the report, to the School Board.~~

The School Board appreciates the importance of community involvement and therefore shall strive to keep the community informed of developments within the school system in timely and understandable ways.

The Superintendent or designee shall use the most appropriate means of communication to keep the public aware of the goals, programs, achievements and needs of our schools. Members of the community shall have opportunities to become involved in the schools and to express their interests and concerns.

The district shall seek to communicate in ways that accommodate the needs of all members of the public, ~~including the visually or hearing impaired, those who do not understand English, and those who do not read.~~ including those with disabilities and those who are non-English speakers.

(cf. 0420 - School-Based Management/School Advisory Boards)

(cf. 1000 - Concepts & Roles)

(cf. 1340 - Access to District Records)

(cf. 5145.6 - Notifications Required by Law)

(cf. 9320 - Board Meetings)

(cf. 0510 - School District Report Card)

Legal Reference:

ALASKA STATUTES

[14.03.120](#) Education Planning

ALASKA ADMINISTRATIVE CODE

4 AAC 06.895 Report card to the public

Adopted: June 09, 2004

Northwest Arctic Borough School District

BP 1325 ADVERTISING AND PROMOTION

Public Information

The School Board desires to cooperate in publicizing community services, special events and public meetings of interest to students and parents/guardians. The Superintendent or designee may approve the publicity of public events or distribution of promotional materials which extend cultural, recreational, artistic or educational opportunities to the community and which do not promote any particular commercial interest or religious belief.

(cf. 0100 - Purpose)

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

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

(cf. 5145.2 - Freedom of Speech/Expression: Publications Code)

(cf. 6145.5 - Student Organizations and Equal Access)

(cf. 6162.8 - Research)

Paid Advertisements

Note: The school district may determine whether or not it will accept paid advertising in school-sponsored publications, and if so, under what conditions.

Advertising copy may be solicited to the extent that this process furthers the educational well-being of the students involved and does not interfere with school-community relations.

The district shall not accept advertising copy which:

1. Is obscene, libelous, or slanderous, or which incites students to commit unlawful acts, violate school rules, or disrupt the school's orderly operation.
2. Attacks or denigrates any group on account of sex, race, color, religion, ancestry, national origin, handicap or disadvantage.
3. Promotes the use or sale of materials or services which are illegal or inconsistent with school objectives. Ads for tobacco, intoxicants, and x-rated movies or products shall not be used.
4. Announces the meetings of non-curricular student-initiated groups, unless an open forum has been established for such groups pursuant to federal law.

The district will not unlawfully discriminate against advertisers who meet the requirements of Board policy and administrative regulations and procedures.

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

Adopted: June 09, 2004

Revised:

Northwest Arctic Borough School District

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

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

~~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.~~

~~The School Board recognizes that the district may own 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. 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. Inoperable items remaining after a sale may be disposed of properly.~~

~~The Superintendent or designee shall identify to the School Board all inventoried property not needed by the district, together with the estimated value and recommended disposition. With School Board approval, the 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 sState and federal law.~~

Federally Funded Purchases

~~Surplus equipment \$5000 or greater, purchased with Federal Funds 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.~~

~~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 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.~~

~~(cf. 3440- Inventories)~~

~~*Revised: January 18, 2022*~~

Adopted: February 25, 1994

~~*Revised: January 18, 2022*~~

~~Revised:~~

Northwest Arctic Borough School District

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~~ two (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~~ closing 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 two (2) or more 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 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 3590_District Use of Electronic Signatures

When not practical or possible to have an approved individual physically sign a document, and not otherwise prohibited by applicable law, the Board authorizes the use of electronic signatures. Electronic signatures may satisfy the requirement of a written signature when transacting business with and/or for the District and/or with parents/guardians when the authenticity and reliability of such electronic signature(s) meets the provisions of this policy. In such instances, the electronic signature shall have the full force and effect of a manual signature.

The Superintendent or designee will identify methods that are secure and practical, and in compliance with State and Federal law and the District's procedures. An "electronic signature" is defined as an electronic sound, symbol, or process attached to or logically associated with a record, and executed or adopted by a person with the intent to sign the record.

In order to qualify for acceptance of an electronic signature the following additional requirements are applicable:

1. The electronic signature identifies the individual signing the document by his or her name and title;
2. The identity of the individual signing the document with an electronic signature is capable of being validated through the use of an audit trail;
3. The electronic signature, as well as the documents to which it is affixed, cannot be altered once the electronic signature is affixed. If the document needs to be altered, a new electronic signature must be obtained; and,
4. The electronic signature conforms to all other provisions of this policy.

The District shall maintain District electronically signed records in a manner consistent with the District's document retention policies yet also capable of accurate and complete reproduction of the electronic records and signatures in their original form. Such retention should include a process whereby the District can verify the attribution of a signature to a specific individual, detect changes or errors in the information contained in the record submitted electronically and protect and prevent access and/or manipulation or access/use by an unauthorized person.

~~The District shall maintain a hardcopy of the actual signature of any District employee authorized to provide an electronic signature in connection with school board business.~~

Abuse of the electronic signature protocols by any District employee serves as grounds for disciplinary action up to and including termination.

Parent/Student Use of Electronic Signatures

With regard to documentation received by the District with an electronic signature from a parent/legal guardian, so long as the following provisions are met, the District may receive and accept such electronic signature as an original document:

1. Such communication with signature, on its face, appears to be authentic and unique to the person using such signature;
2. The District is unaware of any specific reason to believe that the signature has been forged;

3. The District is unaware of any specific reason to believe the document has been altered subsequent to the electronic signature; and
4. The signature is capable of verification.

The District's Superintendent or designee may, at their discretion, request that an original of the electronic communication, signed manually by hand, be forwarded to the District in a timely manner.

District personnel may periodically audit the authenticity of such signature via a security procedure including such acts as making follow-up inquiry to the individual/entity who has submitted an electronic signature.

Should it be discovered that a student has falsified a parent's electronic signature on an official District document, the student may be subjected to discipline and the District Administration is authorized, at their discretion, to thereafter only accept manual signatures associated with any submitted school document.

(cf. BP 3523 Electronic E-mail)

(cf. BP 6161.4 – Internet)

(cf. BP 3580 – District Records)

Legal Reference:

ALASKA STATUTES

09.80.010 - .195 Alaska Uniform Electronic Transactions Act

Adopted:

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 strive to:

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:

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

The purpose of this policy is to provide guidance and procedures for conducting fair, thorough, and consistent investigations within the District. This policy is designed to ensure the safety, well-being, and rights of all students, staff, and stakeholders involved in the investigative process. It aims to foster a safe and inclusive learning environment where concerns and allegations are taken seriously, investigated promptly, and resolved appropriately.

By implementing the Administrative Regulation associated with this uniform investigation policy, the district is committed to maintaining a safe, respectful, and inclusive learning environment for all. Through fair and thorough investigations, we strive to address concerns, promote accountability, and protect the rights and well-being of our students and staff.

*(cf. 5141.42 – Professional Boundaries of Staff with Students
cf. 1312 – Public Complaints Concerning the Schools
cf. 1312.3 – Public Complaints Concerning Discrimination
cf. 4118 – Certificated Personnel – Suspension/Disciplinary Action
cf. 4119.11 – All Personnel – Sexual Harassment
cf. 4144/4244/4344 – Complaints*

This policy is designed to supplement and reinforce the mandatory reporting requirements of AS 47.17, the reporting requirements of AS 14.33.210, and the concepts of Professional Boundaries of Staff with Students. This policy is not designed to replace or impact investigations conducted by the Professional Teaching Practices Commission pursuant to AS 14.20.

The associated Administrative Regulation has been developed to assist school administrators when it is necessary to investigate complaints or allegations of misconduct against school staff, including volunteers. These investigations are referred to as administrative investigations.

Legal Reference:

ALASKA STATUTES

AS 14.20 *Teacher and School Personnel*
AS 40.25 *Public Record Disclosure*
AS 47.17 *Child Protection*
AS 14.33.210 *Reporting of Incidents of Harassment, Intimidation, or Bullying*

ALASKA ADMINISTRATIVE CODE

4 AAC 12.210 *Reporting Instances of Prohibited Sexual Conduct*
4 AAC 12.220 *Failure to Report Instances of Prohibited Sexual Conduct*
20 AAC 10.020(b)(4)(A) *Code of Ethics and Teaching Standards*
20 AAC 10.020(b)(4)(B) *Code of Ethics and Teaching Standards*

Adopted:

BP 6020 PARENT INVOLVEMENT

Note: The following policy implements AS 14.03.016 which requires school districts to have policies promoting the involvement of parents in the education program. For those districts receiving Title I funds, a policy on parental involvement is also mandatory. (See BP/AR 6171)

The School Board recognizes that parents/guardians are their children's first and most influential teachers and that continued parental involvement in the education of children contributes greatly to student achievement and conduct. Parents/guardians can directly affect academic success by reinforcing their children's motivation and commitment to education. The district shall include parent/guardian involvement strategies as a component of instructional planning.

In exercising their roles in the education of their students, parents/guardians have the following specific rights:

- A. The right to object to and withdraw their student from a standards-based assessment or test required by the State of Alaska.
- B. The right to object to and withdraw their student from an activity, class or program.
- C. The right to be notified at least two weeks before any activity, class, or program is provided to their student that includes content involving human reproduction or sexual matters, except this right does not extend to training provided to students on awareness and prevention of sexual abuse, sexual assault, and dating violence and abuse.
- D. The right to withdraw their student from an activity, class, program, or standards-based assessment or test required by the State of Alaska for a religious holiday, as defined by the parent/guardian.
- E. The right to review the content of an activity, class, performance standard or program.

In exercising the rights above, parents/guardians must object each time the parent/guardian wishes to withdraw their student from an activity, class, program, or standards-based assessment or test required by the State of Alaska. Categorical objections and withdrawals from all activities, classes, programs, or assessments are not permitted.

Students will not be penalized when withdrawn by parents/guardians from an activity, class, program, or standards-based assessment or test. Absences based on parent objection and withdrawal will be excused and, as appropriate, alternative work assigned.

(cf. 5141.41 - Sexual Abuse, Sexual Assault and Dating Violence and Prevention)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

(cf. 6142.1 - Family Life/Sex Education)

(cf. 6142.2 - AIDS Instruction)

(cf. 6162.5 - Standardized Testing)

Teachers and parents/guardians can better understand and meet student needs if they work together. All of our schools have a duty to communicate frequently with the home and to help parents/guardians develop skills and family management techniques which support classroom learning. Administrators and teachers shall keep parents/guardians well informed about school expectations and tell them when and how they can assist their children in support of classroom learning activities. The Board encourages staff training in effective communication with the home.

The Board encourages parents/guardians to serve as volunteers in the schools and to attend student performances and school meetings.

(cf. 1240 - Volunteer Assistance)

(cf. 1250 - Visits to the Schools)

(cf. 5124 - Reporting to Parents)

(cf. 6154 - Homework/Make-Up Work)

(cf. 6171 - Title 1 Programs)

Legal Reference:

ALASKA STATUTES

14.03.016 A parent's right to direct the education of the parent's child

14.30.361 Sex education, human reproductive education, and human sexuality education

14.30.355 Sexual abuse and sexual assault awareness and prevention

14.30.356 Dating violence and abuse policy, training, awareness, prevention, and notices

Adopted: April 28, 2004

Revised:

Northwest Arctic Borough School District

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

Note: The purpose of this policy is to implement the intervention programs set forth in the Alaska Reads Act, HB 114.

The Superintendent shall coordinate the establishment of a District-wide reading intervention program in accordance with AS 14.30.765. The services provided under this program must, to the extent practicable:

1. Be provided by a district reading teacher, or paraprofessional under the supervision of a reading teacher, to all students in grades kindergarten through three who are determined to have a reading deficiency based on the statewide screening tool provided by the Department.
2. Provide explicit and systematic instruction in phonemic awareness, phonics, vocabulary development, reading fluency, oral language skills, and reading comprehension, as necessary.
3. Use evidence-based reading intervention methods that have shown proven results in accelerating student reading achievement within a single school year.
4. Include instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error correction and feedback.
5. Incorporate daily targeted small group reading instruction based on student needs, either in person or online.
6. Monitor the reading progress of each student's reading skills throughout the school year and adjust instruction according to student needs.
7. Be implemented during regular school hours through any available method, including in person or through online delivery by teachers or specialty reading coaches.
8. Be implemented outside of regular school hours, as directed in the student's individual reading improvement plan, for a student who scores at the lowest achievement level on the statewide screening tool.
9. Be reviewed based on a department-approved response to intervention or multi-tiered system support models, addressing additional support and services needed to remedy identified needs.
10. Support reading intervention at home by parents or guardians by offering a list of adult literacy resources and organizations, providing opportunities for parent or guardian participation in training workshops, and encouraging regular parent or guardian-guided home reading activities.

Individual Reading Improvement Plans

The District shall provide each student in grades kindergarten through three who is determined to have a reading deficiency based on the statewide screening tool an individual reading improvement plan. This plan must be in accordance with the provisions set forth in AS 14.30.765(b).

Notice Requirements

If at any time during the school year a student in grades kindergarten through three demonstrates a reading deficiency, a District representative shall notify the student's parent or guardian. This notification must be not later than fifteen (15) days after

identification of the reading deficiency and include the information described in AS 14.30.765(c).

Progression

Students identified with a reading deficiency shall progress through grades as set forth under AS 14.30.765(d) – (m).

Legal Reference:

ALASKA STATUTES

AS 14.30.760 *Statewide screening and support*

AS 14.30.765 *Reading intervention services and strategies; progression*

ALASKA ADMINISTRATIVE CODE

4 AAC 06.400 *Statewide literacy screening and support*

4 AAC 06.405 *Reading intervention services and strategies*

4 AAC 06.410 *Individual reading improvement plan*

4 AAC 06.415 *Student Progression*

4 AAC 06.490 *Definitions*

Approved:

Note: The purpose of this policy is to implement early education programs established by the Alaska Reads Act, HB 114. Early education programs are voluntary, and grant funds can be used to either develop a Pre-K program or improve upon an existing program.

The Superintendent, in consideration of appropriate District need, may seek a grant for an early education program under AS 14.03.410 and 4 AAC 60.200. Before applying for a grant, the District shall, to avoid duplicate programs and facilitate resource sharing to improve early education within the district, consult with each local and tribal head start program within the district's boundaries. The Superintendent must ensure that the District has the resources and intent to create an early education program.

The District-wide early education program must:

1. Adopt an evidence-based program of learning.
2. Have a certificated teacher in charge of the program.
3. Implement the guidelines for an early education program described in the department's *State of Alaska Early Learning Guidelines* under 4 AAC 60.170.
4. Have a minimum day in session of two (2) hours per day, five (5) days per week.
5. Accommodate the early education needs of district children and their families, regardless of socioeconomic circumstances.

The District shall provide an annual ADM assurances report regarding its early education program in a format prescribed by the Department of Education and Early Development.

During the grant period, a school district that receives a grant award under 4 AAC 60.200 must demonstrate progress towards meeting or exceeding the standards for a high quality early education program under AS 14.07.165(a)(5) and 4 AAC 60.190 by complying with the department's grant reporting requirements and submitting a year-end report to the department.

The District's early education program must also comply with the requirements under 4 AAC 60.205.

Legal References:

ALASKA STATUTES

AS 14.03.410 *Early education programs; grants*

ALASKA ADMINISTRATIVE CODE

4 AAC 60.190 *High quality early education program standards*

4 AAC 60.195 *District accountability; revocation of approval of district-wide early education program*

4 AAC 60.20 *District-wide early education program grants; applications; duration; award determinations*

4 AAC 60.205 *District-wide early education program grant recipient obligations*

4 AAC 60.210 *Criteria for inclusion of district-wide early education program students within a district's ADM*

4 AAC 60.990 *Definitions*

Adopted:

BB 9322 AGENDA/MEETING MATERIALS

Construction of Agenda

The Superintendent, at the direction of the President of the Board, shall prepare all agendas for meetings of the Board. ~~The agenda shall be distributed to board members at least ten (10) days prior to regular meetings and, if practical, one (1) week prior to special meetings.~~

(cf. 9121 - President)

All agendas shall include the meeting time and place and a description of each business item to be transacted or discussed. All agendas shall be posted for public review prior to the meeting.

(cf. 9320 - Meetings)

Note: A.S. 29.20.020 requires governing bodies provide a reasonable opportunity for the public to be heard.

Any member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request must be in writing and submitted to the Superintendent with supporting documents and information, if any, at least ten working days before the scheduled meeting date.

When constructing the agenda, the Board president and Superintendent will decide whether a request is within the subject matter jurisdiction of the Board and whether the agenda item is appropriate for discussion in open or executive session.

The Board shall also give members of the public the opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. An agenda item for such input shall be included on Board agendas. The Board shall not take action on such matters at that meeting.

(cf. 9012 - Communications To and From the School Board)

(cf. 9323 - Meeting Conduct)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

(cf. 1312 - 1312.3 - Complaints Concerning Schools)

School Board Member Preparation

A copy of the agenda shall be forwarded to each Board member at least ten (10) business days before each regular meeting date. All meeting materials will be publicly available at least five (5) business days prior to the meeting.

When special meetings are called, the Superintendent and President shall make every effort to get the agenda and support materials to School Board members one (1) week prior to special meetings or as soon as possible.

School Board members shall review all meeting materials before each meeting. Individual members may confer directly with the Superintendent or designee to obtain specific information on agenda items.

(cf. 9200 - School Board Members)

Legal Reference:

ALASKA STATUTES

29.20.020 Meetings public

Adoption Date: May 23, 1995

Revised:

Northwest Arctic Borough School District

BB 9250 REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS

Note: A.S. 14.14.140 authorizes the School Board to compensate its members as provided by board resolution. The following optional bylaw may be revised or deleted to reflect district philosophy and needs.

The School Board recognizes the time and personal effort School Board members give to the district.

Commented [AE1]: Add language for an annual review

Compensation

Board members are entitled to an honorarium of \$250.00 per day the Board is conducting board approved District business. District business is defined as: regular meetings, special meetings, work sessions, budget hearings, NWABSD committee assignment, official assignments such as regular meetings of the Association of Alaska School Boards and National Association of School Boards appointments; and attendance at a convention, conference, workshop or similar gathering as allocation in the Board's budget allows.

Board members who are required to travel from their normal place of residence for District business shall be entitled to actual transportation, hotel expenses and per diem for meals. Per diem shall be ~~at the rate of sixty dollars for all travel within the boundaries of the School District and eighty dollars for all travel outside the boundaries of the School District, determined annually per the Nationwide Per Diem rates website: www.gsa.gov.~~

Commented [AE2]: This section varies greatly from the AASB Model.

Commented [AE3R2]: Stipend

OPTION 1: The School Board views School Board service as a voluntary contribution to the community and does not approve compensation for School Board members under current circumstances.

OPTION 2: The School Board recognizes the time and personal effort School Board members give to the district. Each member of the School Board may receive a monthly or per meeting stipend as determined annually by School Board resolution.

Reimbursement of Expenses

School Board members shall be reimbursed for expenses incurred in attending any meetings or in making any trips on official business of the school district when so authorized in advance by the School Board.
(cf. 9240 - School Board Development)

Health and Welfare Benefits

Board members may participate in the health and welfare benefits program as provided for district employees.

The district shall pay the cost of all premiums required for Board members electing to participate in the district health and welfare benefits program.

Legal Reference:

ALASKA STATUTES

[14.14.140](#) Restriction on employment

Commented [AE4]: Consider a flat rate OR GSA.gov and cost out.

Adoption Date: May 23, 1995

Revised: July 26, 2011

Revised: April 27, 2021

Revised:

Northwest Arctic Borough School District



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

Budget Committee Meeting

Conducted via Teleconference

Call 1-833-682-3239, enter code: 878-773-51#

Agenda

April 29, 2024

10:45 a.m.

- I. FY24 Financial Report as of March 31, 2024
- II. Action Items with Budget impact:
 - 24-131 E-Rate Central 2024-25 MOA
 - 24-132 Approval of Door Systems of Alaska
 - 24-133 Approval of Frontier Fire Protection
 - 24-134 Approval of NC Power Systems
 - 24-135 Approval of Refrigerated Solutions
 - 24-136 Approval of RESCON
 - 24-137 Approval of Drake Construction
 - 24-138 Approval of Noatak Fuel
 - 24-139 Approval to amend Contract, Karen McCain
 - 24-143 Approval of Fuel Purchase from Crowley
 - 24-144 Approval of External Audit Services
 - 24-145 Approval of Food Service Contract for all K-12 Sites
 - 24-146 Approval of Custodial Services
 - 24-147 Adoption of FY25 Proposed Operating Fund Budget
 - 24-148 Approval of Contracted Business Services – Food Service
- III. Future Business:
 - FY24 Operating Fund Budget Revision #3
 - FY24 Audited Financial Statement
 - FY25 General Operating Budget Revision #1

Committee Members: Marie Greene (Chair), Alice Adams, Margaret Hansen, Joanne Harris
Director of administrative Service: Megan Williams

MISSION: To provide a learning environment that inspires and challenges students and employees to excel.
VISION: To graduate all students with the knowledge, skills, and attitudes necessary for a successful future.

**Northwest Arctic Borough School District
Financial Narrative
For Month Ending March 31, 2024**

Included in the attached report are the reports for General Fund Revenue & Expenditures, Board Expenditures, and the Investment Account balance for month ending 3/31/2024.

The Board last received a report in March of 2024 with expenditures and revenue through January 31, 2024.

We are 75% through the fiscal year and have expended 62% of our general operating budget, and received 78% of our budgeted general fund revenue. 84% of our General Fund budget is expended and encumbered.

**Northwest Arctic Borough School District
General Fund Revenue
For Month Ending March 31, 2024**

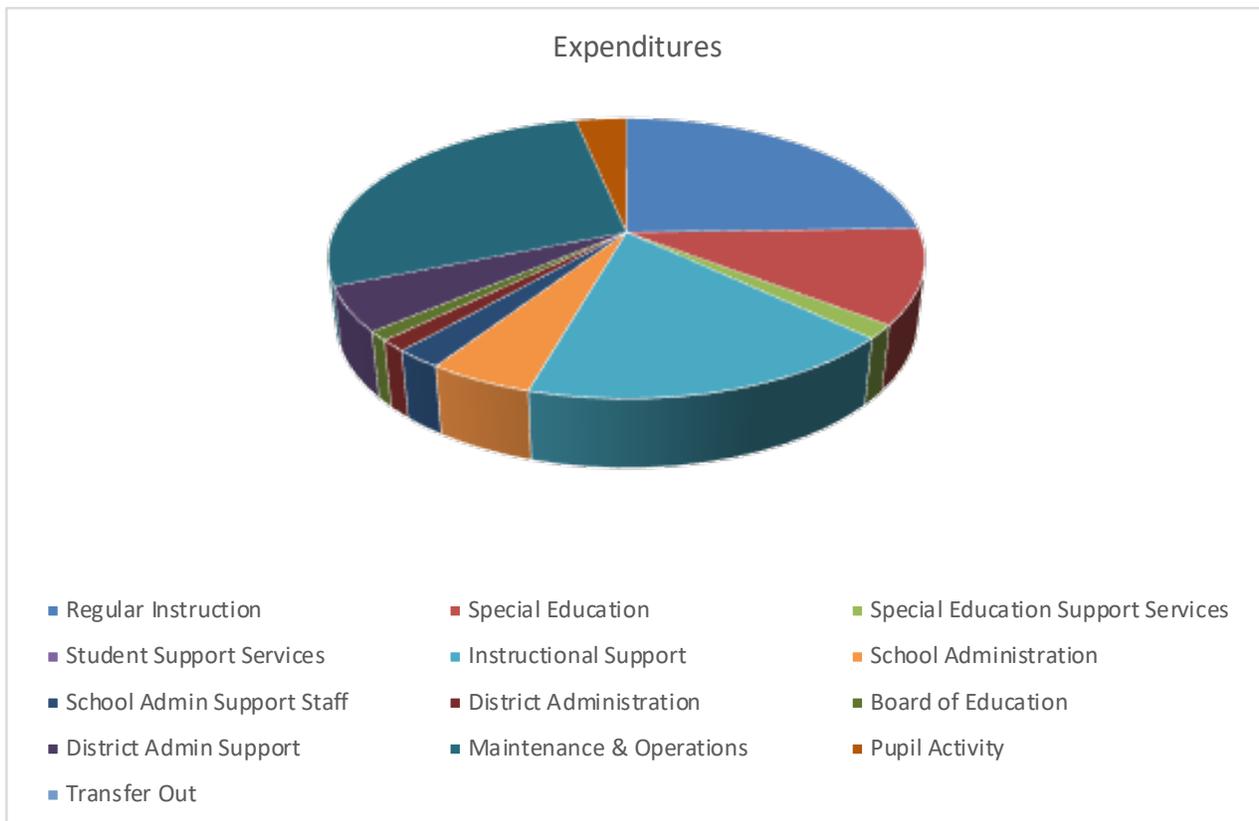
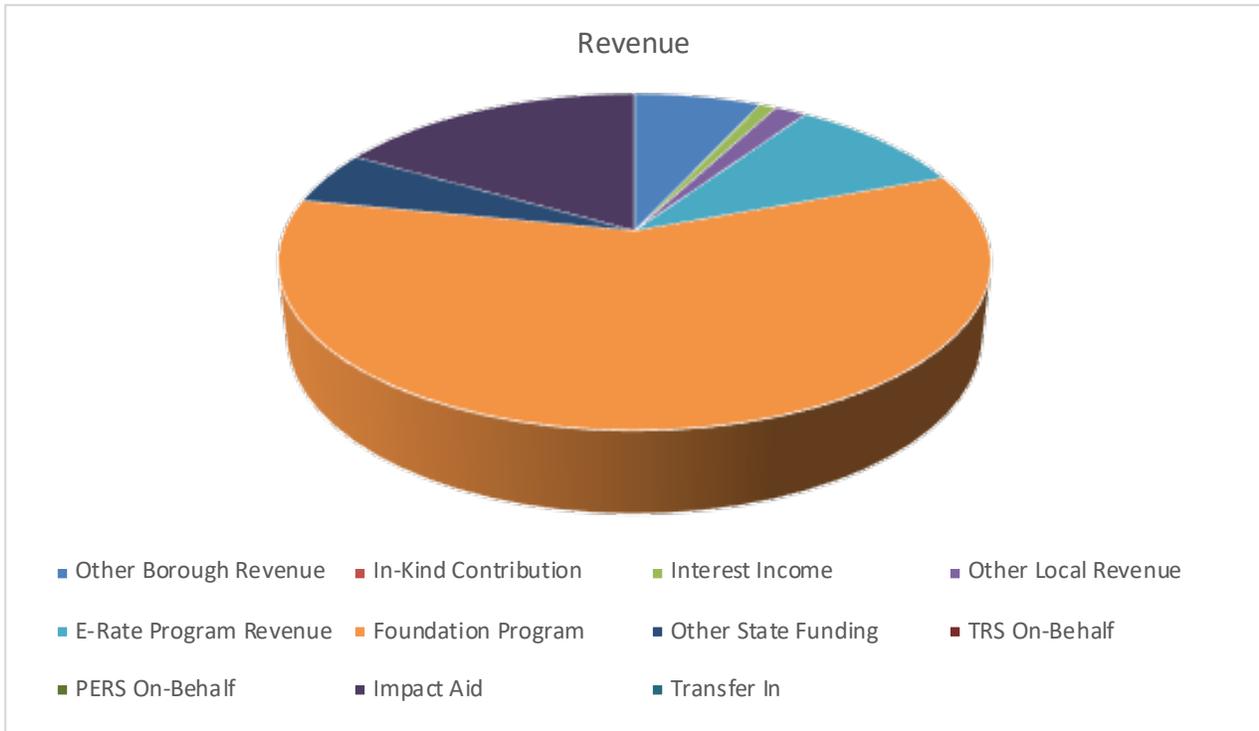
		Approved				
		<u>Budgeted</u>	<u>Year to Date Exp</u>	<u>Encumbrance</u>	<u>Variance</u>	<u>% of Budget</u>
Revenues By Object:						
011	Other Borough Revenue	6,645,111	3,322,556	-	3,322,556	50%
012	In-Kind Contribution	-	-	-	-	NA
030	Interest Income	600,000	442,217	-	157,783	74%
040	Other Local Revenue	725,000	834,845	-	(109,845)	115%
047	E-Rate Program Revenue	7,205,220	4,749,480	2,717,901	(262,161)	66%
051	Foundation Program	37,434,458	28,341,234	-	9,093,224	76%
090	Other State Funding	124,952	2,492,370	-	(2,367,418)	1995%
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	48,279,041	2,717,901	10,530,713	78%
		78% % Received to date				

Percentage of All Funds Total Budget Expended:	61.66%	
Percentage of Year Passed:	75.00%	
General Checking Account Ending Balance	\$11,568,872	
Wells Fargo IILD Account	\$11,994,827	
JNES Scholarship Account	\$31,235	This balance looks odd, checking into it with the Bank.
Month End Cash In Bank Account	<u>\$23,594,934</u>	

**Northwest Arctic Borough School District
General Fund Expenditures by Object & Function
For Month Ending March 31, 2024**

		<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	9,162,235	4,163,229	1,517,647	62%
320	Non-Certificated Salaries	9,458,729	5,883,632	1,507,444	2,067,653	62%
331	Leave Pay Out	196,654	49,216	6,363	141,076	25%
333	Board Stipends	87,750	59,500	-	28,250	68%
360	Employee Benefits	10,395,005	7,424,639	1,787,875	1,182,491	71%
367	TRS On-behalf	1,955,492	-	-	1,955,492	0%
368	PERS On-behalf	326,903	-	-	326,903	0%
	SUBTOTAL: Personnel	37,263,644	22,579,222	7,464,911	7,219,512	61%
410	Professional & Technical Services	3,887,267	1,771,539	1,983,396	132,332	46%
420	Staff Travel	452,250	269,551	20,003	162,696	60%
420	Board Travel	108,852	59,313	18,306	31,234	54%
425	Student Travel	1,144,775	959,376	27,165	158,234	84%
430	Utility Services	8,387,769	5,733,746	3,291,634	(637,611)	68%
435	Energy-includes electricity & fuel	4,928,070	4,534,878	536,342	(143,150)	92%
440	Other Purchased Services	4,460,051	2,290,005	1,073,671	1,096,375	51%
445	Property & Liability Insurance	1,305,616	1,306,397	-	(781)	100%
450	Supplies, Materials & Media	1,504,821	743,647	155,613	605,561	49%
480	Tuition	20,000	6,945	-	13,055	35%
490	Dues & Fees	134,719	104,875	23,054	6,790	78%
510	Inventoried Equipment	25,000	19,843	-	5,157	79%
495	Indirect Cost Recovery	(315,000)	(220,687)	-	(94,313)	70%
	SUBTOTAL: Non-Personnel	26,044,189	17,579,427	7,129,183	1,335,579	67%
550	Transfer Out	1,825,000	-	-	1,825,000	0%
Expense Totals		65,132,834	40,158,648	14,594,094	10,380,091	84%
		62% 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	9,847,273	3,606,201	3,132,424	59%
200	Special Education	6,980,017	4,373,269	1,335,732	1,271,015	63%
220	Special Education Support Services	1,491,768	637,867	190,007	663,894	43%
300	Student Support Services	4,000	3,378	-	622	84%
350	Instructional Support	10,515,699	6,999,683	3,599,501	(83,485)	67%
400	School Administration	3,379,262	1,934,256	863,295	581,711	57%
450	School Admin Support Staff	1,329,141	875,914	217,870	235,357	66%
510	District Administration	797,755	529,969	146,850	120,937	66%
511	Board of Education	630,427	424,327	55,177	150,923	67%
550	District Admin Support	2,668,113	2,056,992	513,117	98,004	77%
600	Maintenance & Operations	17,165,708	11,156,516	3,893,685	2,115,507	65%
700	Pupil Activity	1,760,045	1,319,203	172,659	268,182	75%
900	Transfer Out	1,825,000	-	-	1,825,000	0%
Total Expenditures		65,132,834	40,158,648	14,594,094	10,380,091	84%

Northwest Arctic Borough School District General Fund Revenue & Expenditures by Function For Month Ending March 31, 2024



**Northwest Arctic Borough School District
Board Expenditures
For Month Ending March 31, 2024**

		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	59,500	28,250	68%
36?	Benefits	280,995	209,644	71,351	75%
410	Professional & Technical Services	108,150	69,300	38,850	64%
420	Travel	108,852	59,313	49,539	54%
450	Supplies	5,000	5,896	(896)	118%
490	Other Expenses (Dues & Fees)	39,680	20,675	19,005	52%
Total Expenditures		\$ 630,427.08	\$ 424,327.32	\$ 206,099.76	67%

Board Stipends

<u>Stipend</u>		<u>Members</u>	<u># of times</u>	<u># of Days</u>	<u>FY24 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

Benefits

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

Professional & Technical Services

\$ 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

Travel & Perdiem

\$ 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

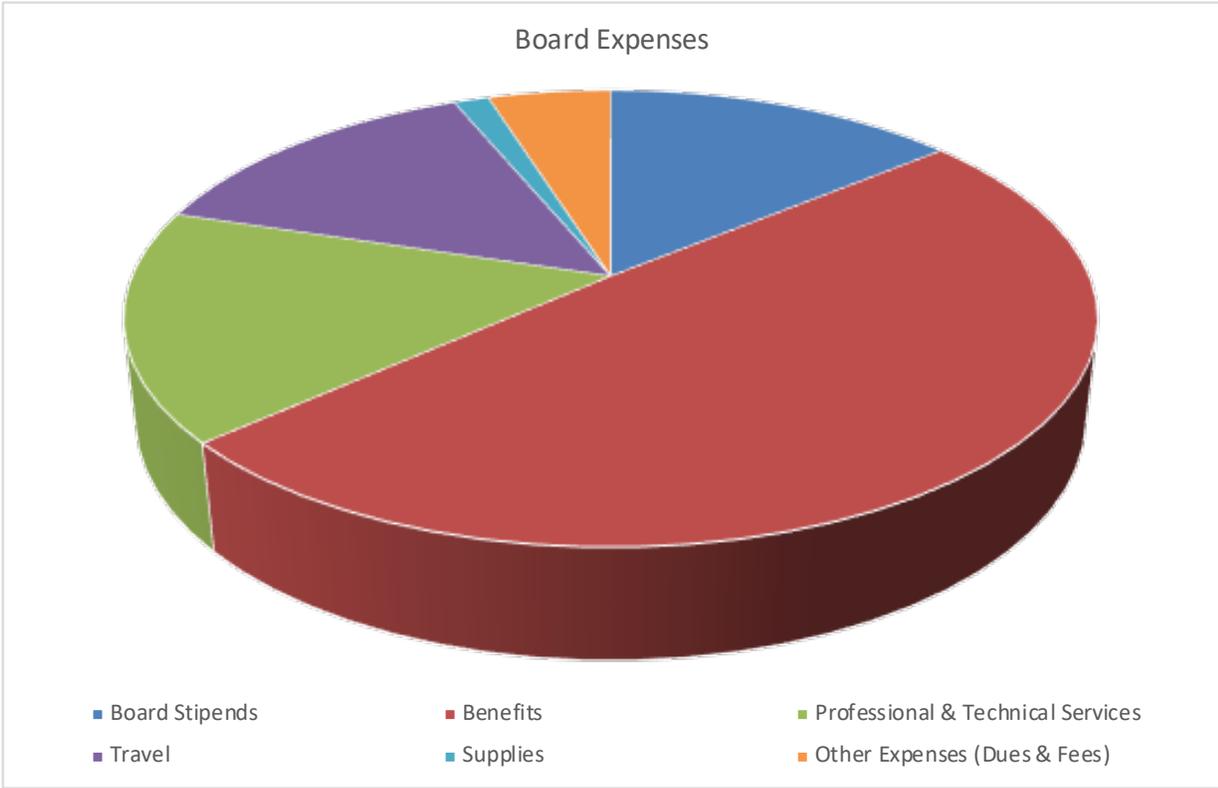
TOTAL \$ 108,852.00

Miscellaneous Exp

\$ 5,000.00	Supplies, media and freight for Board & Board meetings				\$ 5,000.00
\$ 39,680.00	CEE 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 March 31, 2024**



**Northwest Arctic Borough School District
Investment Account Earnings
For Month Ending March 31, 2024**

	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	\$ 459,521.91	\$ -	\$ 459,521.91	Year to date
		\$ 1,039,246.04	\$ 32,331.49	\$ 1,071,577.53	

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT
Account Number: 1BC42815

Deposit Activities

INST INSURED LIQ DEPOSIT SAVINGS A000MK6

*As of February 29, 2024

Interest earned
this period

50,399.62

Transaction Date	Activity	Principal	Market Value (\$)	Interest Amount	Principal Balance
	Beginning Balance				11,944,426.96
02/29/24	Interest Rate 5.2998000%			50,399.62	11,994,826.58
	Ending Balance				11,994,826.58

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

Account Number: 1BC42815

Deposit Activities

INST INSURED LIQ DEPOSIT SAVINGS A000MK6

*As of March 31, 2024

**Interest earned
this period**

0.00

Transaction Date	Activity	Principal	Market Value (\$)	Interest Amount	Principal Balance
	Beginning Balance				11,994,826.58
	Ending Balance				11,994,826.58

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 30, 2024

NUMBER: 24-131

FR: Office of the Superintendent

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

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

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

ISSUE:

Approve E-Rate Central Consulting Services MOA for \$89,000 to be funded by Technology FY25 General funds.

BACKGROUND AND/OR PERTINENT INFORMATION:

E-Rate Central provides consulting services to ensure the Universal Service Administrative Company (USAC) programs are followed and all proper documentation is filed in a timely manner when procuring qualified services. The District is applying for funding under E-Rate services for the 2024-2025 school internet.

The E-rate program provides funding for 90% of our school internet charges.

E-Rate Central supports timely and accurate filing of required E-Rate paperwork, program integrity assurance, and audit support. E-Rate Central has successfully supported the District in this capacity since 2012 with no increase to our annual costs until this year. The amount of E-Rate funding the District has sought from the Federal Government has increased from roughly \$4M to over \$19M in the past 12 years. Consequently, due to the requested high dollar amounts, the district has been subject to more audits, Payment Quality Assurances (PQAs), and heightened scrutiny, which require more senior resources from E-Rate Central.

The E-Rate Central 2024-2025 MOA is \$89,000 for E-Rate consulting on school internet.

ALTERNATIVES:

1. Approve the MOA with E-Rate Central Consulting Services for \$89,000 as presented.
2. Do not approve the presented MOA with E-Rate Central Consulting Services for \$89,000.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends Board approval of the E-Rate Central Consulting Services MOA for \$89,000 as presented.

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

P. O. Box 51 Kotzebue, AK 99752

MEMORANDUM OF AGREEMENT (MOA)

MOA's for more than \$50,000 must be approved by the School Board prior to start of Contract
In a fiscal year MOA's to the same Contractor totaling more than \$50,000 must be approved by the School Board prior to start of Contract
Remember to follow federal procurement regulations when using federal funds to support the MOA

TAB BETWEEN FIELDS

Contractor: E-Rate Central MOA Control #: _____
Name of Company Contact Brad Eisel for #

Address: 400 Post Avenue, Suite 410 Westbury NY 11590-2291
Street or POB City State Zip + four

516 801-7803 516-801- jlegg@e-ratecentral.com
Area Code Phone # Fax # E-mail Address

Federal ID #: 11-2907608 O Soc. Sec. #: _____ Alaska Business License #: _____
Enter without Dashes r Enter without Dashes

07/01/2024 06/30/2025 W-9 Attached W-9 Submitted Previously
Start Date (mmddyy) End Date (mmddyy) Verify with Brad Eisel

Contractor Agrees To: Support timely and accurate filing of required E-Rate paperwork, program integrity assurance, document management, vendor management, invoice and billing support, and 2024-2025 school internet E-Rate program.

If additional space is needed, indicate here **See attachment**

District Contact Person: Amy Eakin Phone #: 907-442-1830 Ext _____
Email Address: aeakin@nwarctic.org Fax #: _____

District Agrees To: _____

If additional space is needed, indicate here **See attachment**

Payment Terms: _____

If additional space is needed, indicate here **See attachment**

Enter Account Code as:	<u>Amount</u>
Account #: _____	<u>\$ 89,000</u>
Account #: _____	<u>\$</u>
Total:	<u>\$ 89,000</u>

MOA Not to Exceed: \$89,000 Budget Authority Approval: _____

Additional Conditions/Provisions

A - GENERAL INFORMATION

1. All associated costs, not limited to fees and reimbursables, must be included in the MOA. All MOA's for more than \$50,000 require prior School Board approval before Contractor provides any service. (BP 3312)
2. The account to be charged must be determined and approved by the individual with budget authority prior to submission of the MOA to Brad Eisel. It is important to verify funds are available before submitting.
3. Prior to the starting date of the contracted services and/or activities, the Contractor and NWABSD must sign the MOA. The Contractor is not to be given a notice to proceed unless all the appropriate parties have approved and signed the MOA.
4. The District Contact Person will be responsible for obtaining the Contractor's signature and submitting the original MOA to Brad Eisel along with a W-9 for tax purposes.
5. The District Contact Person must approve for payment all Contractor invoices and verify receipts and backup documentation prior to submission for payment to the Accounting Department.
6. The Contractor must pay all expenses, and submit receipts for reimbursement, (airline receipt, hotel receipt, other travel related expenses). Mileage tickets are not eligible for reimbursement.
7. MOA's cannot be used for employee contracts or work agreements.
8. Any NWABSD employee who authorizes services prior to the required approvals may be subject to disciplinary action up to and including termination. (BP 4118, 4218)

B - CONTRACTOR RESPONSIBILITIES

1. Check the MOA for contents and completeness. If the terms are agreeable, sign the agreement and return to the individual named as the Contact Person.
2. In accordance with the payment terms set forth on page 1, the Contractor shall submit a detailed invoice with the dates the services were provided and the appropriate documentation (copies of itineraries, airline tickets, hotel bills, ground transportation, etc.) to the District Contact Person for approval of payment. This **MOA Control #:** must be on the invoice.
3. As a condition of performance, the Contractor must pay all federal, state, and local taxes incurred by the Contractor.
4. A W-9 must be on file with the NWABSD or submitted with this MOA.
5. The Contractor must provide proof of any liability insurance coverage required on page 1 of this MOA.
6. To the extent allowed by law, the Contractor shall indemnify, defend, and hold the NWABSD harmless from any liability resulting from or arising out of the acts of the Contractor in the performance of this MOA.
7. This contract may be terminated by either party with a 30-day written notice.

I HEREBY ACCEPT THIS MOA AND THE CONDITIONS/PROVISIONS CONTAINED HEREIN.
Any changes in the terms of this MOA must be on an ADDENDUM FORM prior to any services being performed. The ADDENDUM FORM must be approved by all parties.

Megan Williams

Director of Administrative Services – Fiscal
Approval

Director's Signature

Date (mm/dd/yy)

Terri Walker

Interim Superintendent –Authorized Signer
NWABSD

Superintendent's Signature

Date (mm/dd/yy)

Julia Legg

Contractor

Contractor's Signature

Date (mm/dd/yy)

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

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

Quote

Date	Quote. No.
4/17/2024	NWAB 2024

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

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

P.O. No.	Project

Description	Ordered	Rate	Amount
E-Rate consulting – Category 1 and 2 for schools 2024/2025		89,000.00	89,000.00
		Total	\$89,000.00

MEMORANDUM

TO: NWABSD Board of Education

DATE: April 28, 2024

NUMBER: 24-132

FR: Office of the Superintendent

SUBJECT: Door Systems of Alaska

ABSTRACT:

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

ISSUE:

At issue is board approval of Door Systems of Alaska to fix our overhead doors as needed, for a cost not to exceed \$50,000.00 for school year 24/25

BACKGROUND AND/OR PERTINENT INFORMATION:

This winter we had Kotzebue, Ambler, Kiana, Noorvik overhead doors no longer function, Door systems of Alaska came out and got us back on track and the doors working.

ALTERNATIVES:

1. Approve the administration's request to pay Door Systems of Alaska for their continued efforts at each site as needed
2. Disapprove the administration's request to pay Door Systems of Alaska for their continued efforts at each site, as needed.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The Administration recommends Board approval to continue with Door Systems of Alaska to continue to handle our overhead door issues.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 28,2024

NUMBER: 24-133

FR: Office of the Superintendent

SUBJECT: Frontier Fire Protection

ABSTRACT:

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

ISSUE:

At issue is board approval of the administrations request to pay Frontier Fire Protection an amount not to exceed \$200,000.00 to inspect, certify and make repairs to district fire protection equipment in FY24/25 school year.

BACKGROUND AND/OR PERTINENT INFORMATION:

Alaska law mandates that public schools have their fire protection equipment inspected and certified by a licensed and bonded company each year. Frontier Fire Protection has performed the inspections and service work on our fire alarm systems, sprinkler systems, handheld fire extinguishers and range hood extinguisher systems for the past 23 years. The inspections are performed during the summer months when school is out of session. Frequently during the inspection process mechanical deficiencies are identified and noted on the inspection forms. Once the inspections are completed the list of equipment deficiencies is forwarded to the property services director and the State Fire Marshal. Upon receiving the list of deficiencies, the Fire Marshall issues a directive to the school district to make corrections by a specified date. The administration is requesting the school board's authorization to contract with Frontier Fire Protection for an amount not to exceed 200,000 to perform all inspections and make repairs on fire safety equipment at sites needing service work in FY24/25 school year.

ALTERNATIVES:

1. Approve the administrations request to pay Frontier Fire Protection an amount not to exceed \$200,000.00 to perform inspections and make repairs on fire safety equipment at NWABSD sites in FY24/25 school year.
2. Disapprove the administrations request to pay Frontier Fire Protection an amount not to exceed \$200,000.00 to perform inspections and make repairs on fire safety equipment at NWABSD sites in FY24/25 school year.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of the administrations request to pay Frontier Fire Protection an amount not to exceed \$200,000.00 to perform inspections and make repairs on fire safety equipment at NWABSD sites in FY24/25 school year.

MEMORANDUM

TO: NWABSD Board of Education

DATE: April 28,2024

NUMBER: 24-134

FR: Office of the Superintendent

SUBJECT: NC Power Systems

ABSTRACT:

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

ISSUE:

At issue is board approval of NC Power Systems to help with our Generators as needed , for a cost not to exceed \$50,000.00 for school year 24/25

BACKGROUND AND/OR PERTINENT INFORMATION:

NC power systems hve helpedus on the Shungnak school, Kotzebue School, and the ATC with keeping our generators running and or getting them back into service. They are also working with us on the Kobuk school generator.

ALTERNATIVES:

1. Approve the administration's request to pay NC Power Systems for their continued efforts at each site as needed
2. Disapprove the administration's request to pay NC Power Systems for their continued afforts at each site, as needed.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The Administration recommends Board approval to continue with NC Power Systems to continue to handle our generator issues as needed.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 28, 2024

NUMBER: 24-135

FR: Office of the Superintendent

SUBJECT: Refrigerated Solutions

ABSTRACT:

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

ISSUE:

At issue is board approval of the administrations request to pay \$100,000 to Refrigerated Solutions to service and repair the NWABSD's commercial refrigeration equipment in FY24/25.

BACKGROUND AND/OR PERTINENT INFORMATION:

The NWABSD Property Services department uses Refrigerated Solutions to service and repair our commercial refrigeration equipment. The property services department is requesting authorization to pay Refrigerated Solutions an amount not to exceed \$100,000 to service and repair our refrigeration equipment in FY24/25.

ALTERNATIVES:

1. Approve the administration's request to pay Refrigerated Solutions an amount not to exceed \$100,000 to service and repair NWABSD refrigeration equipment in FY24/25.
2. Disapprove the administrations request to pay Refrigerated Solutions an amount not to exceed \$100,000 to service and repair NWABSD refrigeration equipment in FY24/25.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of the administration's request to pay Refrigerated Solutions an amount not to exceed \$100,000 to service and repair NWABSD refrigeration equipment in FY24/25.

MEMORANDUM

TO: NWABSD Board of Education

DATE: April 29,2024

NUMBER: 24-136

FR: Office of the Superintendent

SUBJECT: RESCON

ABSTRACT:

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

ISSUE:

At issue is board approval fro RESCON Heating Fuel Spill Clean up for Noorvik and Kivalina, for a cost of \$150,000.00 for school year 24/25

BACKGROUND AND/OR PERTINENT INFORMATION:

Spring of 2022 and 23 the district had fule spills in Kivalina on the teacher housing campus old site, and in Noorvik behind teacher housing 6 plex on the hill.RESCON was brought in to assess the spills and make aplan to monitor and or dispose of the spilled heating fuel. They havce bee working directly with the ADEC on the two spills and have a cost for both villages.

ALTERNATIVES:

1. Approve the administration's request to pay RESCON for there continued efforts at each site as per attached.
2. Disapprove the administration's request to pay RESCON for their continued afforts at each site, as per attached.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The Administration recommends Board approval to continue with RESCON to continue and finish the fuel spill clean up at each site as per attached.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 29,2024

NUMBER: 24-137

FR: Office of the Superintendent

SUBJECT: Drake Construction Inc.

ABSTRACT:

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

ISSUE:

At issue is the Selawik building material and Conex cans that need to be moved to Buckland, for the new duplex build.

BACKGROUND AND/OR PERTINENT INFORMATION:

Drake construction has the barge and ability to move the Conex cans from Selawik to Buckland for the new builds this summer.

ALTERNATIVES:

1. Approve the administrations request to pay Drake Construction Inc. an amount not to exceed \$150,000.00 to perform the move from Selawik to Buckland.
2. Disapprove the administrations request to pay Drake Construction Inc. an amount not to exceed \$150,000.00 to perform the move from Selawik to Buckland
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of the administrations request to pay Drake construction Inc. \$150,000.00 to perform the move from Selawik to Buckland.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 29,2024

NUMBER: 24-138

FR: Office of the Superintendent

SUBJECT: Noatak Fuel

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 fuel for the Noatak School

BACKGROUND AND/OR PERTINENT INFORMATION:

The administration is requesting the school board's approval to purchase 40,000 gallons of Fuel at \$9.219 per gallon for the Noatak School. Vendors did not bid on providing fuel to Noatak, therefore fuel to Noatak was not included in the approval of bulk fuel purchase through Crowley. The fuel is required to be flown in via Everts Air Fuel out of Fairbanks. The cost of 40,000 gallons of fuel from Everts Air Fuel FOB Fairbanks to Noatak will be \$366,577.92.

Funding Source: General Fund

ALTERNATIVES:

1. Approve the administration's request to purchase 40,000 gallons of fuel from Everts Air Fuel out of Fairbanks. FOB Fairbanks to Noatak in the amount of \$366,577.92.
2. Disapprove the administration's request to purchase 40,000 gallons of Fuel from Everts Air Fuel out of Fairbanks to Noatak in the amount of \$366,577.92.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of the request to purchase 40,000 gallons of Fuel form Everts Air Fuel for Noatak in the amount of \$366,577.92.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 30, 2024

NUMBER: 24-139

FR: Office of the Superintendent

SUBJECT: Approval to Amend
Contract; Karen McCain

ABSTRACT:

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

ISSUE:

At issue is the Board's Approval to amend the Memorandum of Agreement (MOA) with Karen McCain of McCain Services for a total amount not to exceed \$133,785.35

BACKGROUND AND/OR PERTINENT INFORMATION:

Karen McCain of McCain Services serves as Project Evaluator for the District's Federal Grants. In addition to finding grant opportunities and assisting the district in writing grant proposals, her duties include evaluating and overseeing existing federal grant projects, data entry, and completing all required Federal Performance Reports. The amended MOA, which includes travel, is for a total of \$133,785.35.

Funding for amended MOA --	
General Grant Writing (general fund)	\$10,000.00
Literacy Connection (LIT) Federal Grant FY23 <i>October 1, 2022 to September 30, 2023 (fund 353)</i>	\$16,543.41
Literacy Connection (LIT) Federal Grant FY24 <i>October 1, 2023 to September 30, 2024 (fund 353)</i>	\$29,800.00
Native Youth in Action (NYIA) Federal Grant FY23 (fund 354) <i>October 1, 2002 to September 20, 2023</i>	\$8,578.80
Native Youth in Action (NYIA) Federal Grant FY24 (fund 354) <i>October 1, 2023 to September 20, 2024</i>	\$15,200.00
Our Youth Our Future (OYOF) Federal Grant FY23 (fund 367) <i>January 1, 2023 to December 31, 2023</i>	\$23,563.14
Our Youth Our Future (OYOF) Federal Grant FY24 (fund 367) <i>January 1, 2024 to December 31, 2024</i>	\$30,100
Total	\$133,785.35

ALTERNATIVES:

1. Approve the amendment to the Memorandum of Agreement (MOA) with Karen McCain of McCain Services for the amount not to exceed \$133,785.35 as presented;
2. Disapprove the amendment MOA for McCain Service as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of the MOA with McCain Services for a total amount not to exceed \$133,785.35 as presented.

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

**ADDENDUM TO
MEMORANDUM OF AGREEMENT**

MOA # 223021MOA

Between

Contractor Name: Karen McCain—McCain Services

Address: PO Box 520505

Big Lake, AK 99652-0505

and

Northwest Arctic Borough School District

The above referenced Memorandum of Agreement is hereby amended as follows:
MOA Addendum:

	<u>Amount</u>
Account #: <u>100.099.510.000.410</u>	<u>\$ 10,000</u>
Account #: <u>353.099.350.223.410</u>	<u>\$ 16,543.41</u>
Account #: <u>354.099.350.223.410</u>	<u>\$ 8,578.80</u>
Account #: <u>367.099.320.223.410</u>	<u>\$ 23,563.14</u>
Account #: <u>353.099.320.224.410</u>	<u>\$ 29,800</u>
Account #: <u>354.099.350.224.410</u>	<u>\$ 15,200</u>
Account #: <u>367.099.320.224.410</u>	<u>\$ 30,100</u>
NEW MOA Total:	<u>\$133,785.35</u>

Budget Authority Approval: Joy Coryburn-Smith

Contractor Additionally Agrees:

MOA is addended to include consulting services for the 2024 Our Youth Our Future Grant 1/1/2024 to 12/31/2024. Karen McCain completes all Federal reporting requirements for this grant for the total cost through December 31, 2024 not to exceed \$30,100.

District Additionally Agrees:

Pay for all billed services in a timely manner, contractor is also provided a school district laptop for district related work and has access to district technology services as required as a contractor.

Date of Board Approval (if applicable): April 2024

Agreed to by:

Contractor, (Sign and Return to Program Contact Person)

Date

Superintendent- Authorized Signature, NWABSD

Date

Director of Administrative Services, NWABSD

Date

MEMORANDUM

TO: NWABSD Board of Education

DATE: April 29, 2024

NUMBER: [OBJ] 24-143

FR: Office of the Superintendent

SUBJECT: FY24 Heating Fuel Purchase

ABSTRACT:

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

ISSUE:

At issue is board approval to award the Northwest Arctic Borough School District's FY24 heating fuel order to the lowest bidder by site.

BACKGROUND AND/OR PERTINENT INFORMATION:

On April 01, 2024, the Property Services department issued an RFP to fuel vendors for the purchase and delivery of approximately 523,800 gallons of #1 heating fuel to ten (10) NWABSD school sites in summer 2024. The RFP was sent to the only two vendors that deliver fuel within the Northwest Arctic Borough, Crowley Petroleum Distribution and Vitus Fuel Services. The deadline for submitting bids was Sunday April 28, at 4:00 p.m. The lowest bidder by site will be awarded the fuel bid(s). Crowley Petroleum Distribution was the only bidder for ten (10) sites and Vitus Fuel Services declined to bid. The bid prices by site are attached. The administration recommends board approval to award Crowley Petroleum Distribution our fuel bid for ten (10) sites.

Crowley's bid for all ten sites \$2,905,861.90

ALTERNATIVES:

1. Approve the administration's request to award the NWABSD FY24 heating fuel bid to Crowley Petroleum Distribution for ten (10) sites @ **\$2,905,861.90**.

2. Disapprove the administration's request to award the NWABSD FY24 heating fuel bid to Crowley Petroleum Distribution for ten (10) sites @ **\$2,905,861.90**.

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The Administration recommends Board approval to award the NWABSD FY24 heating fuel bid to Crowley Marine Distribution for ten (10) sites @ **\$2,905,861.90**

NORTHWEST ARCTIC SCHOOL DISTRICT – 2024 FUEL REQUIREMENTS

Fuel Delivery Location	Quantity Required (Gallons)	Proposal Price Per Gallon*	Extended Proposal Price	NOTES
Buckland	55,000	\$5.9005	\$324,527.50	Heating Fuel
Deering	15,000	\$5.0105	\$75,157.50	Heating Fuel
Kivalina	48,000	\$6.2505	\$300,024.00	Heating Fuel/ULSD1
Kivalina	5,000	\$6.3005	\$31,502.50	Gasoline
Kotzebue	120,000	\$5.2005	\$624,060.00	Heating Fuel
ATC - Kotzebue	30,000	\$5.2005	\$156,015.00	Heating Fuel
Kiana	45,000	\$5.4005	\$243,022.50	Heating Fuel
Noorvik	60,000	\$5.0105	\$300,630.00	Heating Fuel
Selawik	65,000	\$5.0105	\$325,682.50	Heating Fuel
Ambler	40,000	\$6.5005	\$260,020.00	See Special instructions below
Kobuk	13,800	\$6.5005	\$89,706.90	See Special instructions below
Shungnak	27,000	\$6.5005	\$175,513.50	See Special instructions below
			\$2,905,861.90	

**PRICING INCLUDES ALL TAXES*

Special instructions related to this Area:

- Delivery to the communities of Ambler, Kobuk and Shungnak is predicated on receiving the award for all three locations.
- Delivery to the communities of Ambler, Kobuk and Shungnak are extremely dependent on the water level of the river. Please refer to the Force Majeure clause identified in Attachment B, Standard Terms and Conditions, Section 6, Exceptions.
- Under any Force Majeure situation, the NWABSD will allow Crowley an opportunity to cure any obligation before NWABSD seeks substitute performance from any other party.
- NWABSD will be required to nominate final quantities prior to May 15, 2024
- Prices valid until close of business 05/01/2024

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 30, 2023

NUMBER: 24-144

FR: Office of the Superintendent

SUBJECT: Approval of FY25
Memorandum of
Agreement; External
Audit Services

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 Altman, Rogers & Co. for Fiscal Year 2023-2024, not to exceed \$79,000 for auditing and financial statement services.

BACKGROUND AND/OR PERTINENT INFORMATION:

The District sent our requests for proposals to auditors to perform the annual audit and complete the required financial statements. For the purposes of conducting the FY23 audit, Altman, Rogers & Co. has been selected to provide the auditing service that is required by State of Alaska Statute and federal reporting requirement.

Auditing services will include out-of pocket expenses, for the work associated with the FY24 audit, preparation of the FY24 financial statements and presentation of the audit to the Board in FY25.

ALTERNATIVES:

1. Approve the MOA for Altman, Rogers & Co. for the FY24 audit and financial statements, not to exceed \$79,000;
2. Disapprove the MOA for Altman, Rogers & Co. for FY24 audit and financial statements;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATIONS:

The Administration recommends that the Board approve the MOA for Altman, Rogers & Co. for the FY24 annual audit and completion of the FY24 financial statements, not to exceed \$79,000.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 30, 2024

NUMBER: 24-145

FR: Office of the Superintendent

SUBJECT: Approval of FY25
Contract; NANA
Management Services,
Food Service for All K-12
Sites

ABSTRACT:

Board approval is required for all service contracts over \$50,000.

ISSUE:

At issue is the approval of the Food Service Contract between NWABSD and NANA Management LLC (NMS) for Fiscal Year 2024-2025, not to exceed \$3,400,000.00

BACKGROUND AND/OR PERTINENT INFORMATION:

The School District went out to Request for Proposals for Food Service Management for FY22 with the option to renew the contract for up to four (4) years through FY26. Nana Management Services, LLC was the single proposer that the district had, and is offering competitive prices for their services (see below).

Meal	Current Pricing	Pricing for FY24	Increase
Breakfast	\$5.28	\$5.28	0%
Lunch	\$9.76	\$9.76	0%
Seconds	\$3.50	\$3.50	0%

The breakfast and lunch meals are partially reimbursed through the National School Lunch Program, Summer Food Service Program, or Single Summer Option. The District is not reimbursed for seconds; therefore, those costs are supported by the District's food service program which in a typical year is a transfer from the general operating fund.

Recognizing the District's current financial challenges, as the District's partner, NMS is not requesting an increase in meal pricing for the FY25 school year as long as the scope of services remains the same.

From FY15 through FY23 the average amount paid to NMS for meals is approximately \$2,700,000, \$2.3 million being the lowest and \$3.1 million being the highest. I suggest setting the not to exceed contract amount at \$3,400,000 to cover any large upticks in student meals.

ALTERNATIVES:

1. Approve the All K-12 Sites Food Service Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2024-2025, as presented.
2. Disapprove the All K-12 Sites Food Service Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2024-2025, as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The Administration recommends the Board approve the All-Sites Food Service Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2024-2025, not to exceed \$3,400,000, as presented.

**ADDENDUM 4 to
Food Services
Management Agreement
with
Northwest Arctic Borough School District**

This Addendum No. 4 to the "Food Services Management Agreement" entered into by and between NANA Management Services, LLC ("NMS") and Northwest Arctic Borough School District ("the School District") is effective July 1, 2024.

In consideration of the mutual promises set out in the Agreement, the Parties enter into this Addendum, effective upon the date first written above.

The following changes are made to the Agreement:

3.1) Term of Agreement:

Agreement is amended to reflect the commencement of Renewal Year Three (3 of 4) with a period of performance: (1 July 2024 to June 30, 2025), unless sooner terminated in accordance with the terms of the Agreement.

Continuation of Services Agreement. Except as specifically amended pursuant to the foregoing, the Agreement shall continue in full force and effect in accordance with the terms in existence as of the date of this Amendment. After the date of this Amendment, any reference to the Agreement shall mean the Agreement as amended by this Amendment.

IN WITNESS WHEREOF, the Parties have caused this Amendment to be signed by their authorized agents on the dates below.

Party: NANA Management Services, LLC

Party: NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

By: _____

By: _____

Name: _____

Name: Megan Williams

Title: _____

Title: Director of Administrative Services

Date: _____

Date: _____

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 30, 2024

NUMBER: 24-146

FR: Office of the Superintendent

SUBJECT: Approval of Custodial
Services Contract for
Fiscal Year 2024-2025;
NANA Management
Services LLC

ABSTRACT:

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

ISSUE:

At issue is the approval of a one-year renewal to the Districtwide Custodial Services contract between NWABSD and NANA Management LLC (NMS) for the Fiscal Year 2024-2025, not to exceed \$2,511,227.

BACKGROUND AND/OR PERTINENT INFORMATION:

The School District went out to Request for Proposals for Custodial Service Management for FY22 with the option to renew the contract for up to four (4) years through FY26. Nana Management Services, LLC was the single proposer that the district had, and is offering competitive prices for their services despite the increase noted below.

FY24 amount \$2,511,227

Requested FY24 amount \$2,511,227

Recognizing the District's current financial challenges, as the District's partner, NMS Custodial Services has not requested an increase for the FY25 year as long as the scope of services remains the same.

ALTERNATIVES:

1. Approve the Custodial Services Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2024-2025, not to exceed \$2,511,227, as presented;
2. Disapprove the Custodial Services Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2024-2025, as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The Administration recommends the Board approve the Custodial Services Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2024-2025, not to exceed \$2,511,227, as presented.

**ADDENDUM 3 to
Custodial Services Contract
with
Northwest Arctic Borough School District**

This Addendum No. 3 to the “Custodial Services Contract” dated July 1, 2021 (the “Contract”) is entered into by and between NANA Management Services, LLC (“NMS”) and Northwest Arctic Borough School District (“the School District”), effective July 1, 2024.

In consideration of the mutual promises set out in the Agreement, the Parties enter into this Addendum, effective upon the date first written above.

The following changes are made to the Agreement:

3.1) Term of Agreement:

Contract is amended to reflect the commencement of Renewal Year Three (3 of 4) with a period of performance: (1 July 2024 to June 30, 2025), unless sooner terminated in accordance with the terms of the Contract.

Continuation of Services Contract. Except as specifically amended pursuant to the foregoing, the Contract shall continue in full force and effect in accordance with the terms in existence as of the date of this Addendum. After the date of this Addendum, any reference to the Contract shall mean the Contract as amended by this Addendum.

IN WITNESS WHEREOF, the Parties have caused this Addendum to be signed by their authorized agents on the dates below.

Party: NANA Management Services, LLC

Party: NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

By: _____

By: _____

Name: _____

Name: Megan Williams

Title: _____

Title: Director of Administrative Services

Date: _____

Date: _____

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: April 30, 2024

NUMBER: 24-147

FR: Office of the Superintendent

SUBJECT: Adoption of FY25 Proposed Operating Fund Budget

ABSTRACT:

The School Board shall establish and maintain a balanced budget.

ISSUE:

At issue is the adoption of the Fiscal Year 2024-2025 Proposed Operating Fund Budget.

BACKGROUND AND/OR PERTINENT INFORMATION:

The FY25 Proposed Operating Fund Budget is being presented for adoption. The preliminary FY25 Operating Fund Budget was reviewed with the Budget Committee in January. Proposed Actions to balance the FY25 Budget were presented and discussed in detail at the budget work session on Wednesday March 7th & 8th, 2024, and went out to the community for feedback via a survey. The Board of Education and Superintendent created the FY25 Proposed Operating Fund Budget based off of the survey results and estimated increases to revenue.

Presented to you for adoption is the FY25 Proposed Operating Fund Budget, which includes:

- Revenue Plan of \$63,879,260
- Expenditure Plan of \$66,535,595
- Transfer to Other Funds in the amount of \$2,316,160
- Use of Fund balance in the amount of \$4,972,495

The FY25 Proposed Operating Budget includes reductions to the overall budget:

- 22.5 Full Time Equivalent positions reduced based on higher Student to Teacher Ratio and other staffing reductions.
- Reductions to grant supplies and software, travel (professional development), and extra duty contracts
- Reductions to District health plan costs
- Reduction to meal program – cut seconds
- Reduction to student activities – Middle School sports
- Reduced curriculum supplies

The District Administration will continue to look for revenue sources to pay for these important programs.

ALTERNATIVES:

1. Adopt the FY25 Proposed Operating Fund Budget as presented;

2. Disapprove the FY25 Proposed Operating Fund Budget as presented;
3. Take no action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board adopt the FY25 Proposed Operating Fund Budget as presented.

**Northwest Arctic Borough School District
FY25 PROPOSED Operating Budget**

	FY25	FY25	FY25	Changes	NOTES
	<u>PRELIMINARY Budget</u>	<u>PROJECTED Budget</u>	<u>PROPOSED Budget</u>		
REVENUE					
Other Local Revenue	\$600,000	\$600,000	\$2,100,000	\$1,500,000	Added NANA Contribution
Earnings on Investments	\$600,000	\$770,000	\$770,000	\$0	Based on current FY24 earnings
Donations/Contributions	\$0	\$0	\$0	\$0	
Borough Appropriation	\$6,568,263	\$6,645,111	\$6,645,111	\$0	
E-rate Program	\$7,205,220	\$7,205,220	\$7,205,220	\$0	
State Foundation	\$37,599,723	\$37,806,494	\$39,874,198	\$2,067,704	Based on enrollment projection & \$300 BSA increase
Quality Schools	\$110,278	\$110,278	\$110,278	\$0	Based on enrollment projection
TRS On-behalf	\$2,752,336	\$2,505,160	\$2,505,160	\$0	Does not have an effect on budget
PERS On-behalf	\$406,275	\$447,788	\$447,788	\$0	Does not have an effect on budget
Revenue - Other State Sources	\$15,000	\$15,000	\$15,000	\$0	PFD raffle
Impact Aid Program	\$4,206,505	\$4,206,505	\$4,206,505	\$0	VERY Rough Estimate
TOTAL REVENUES	\$60,063,600	\$60,311,556	\$63,879,260	\$3,567,704	
TRANSFERS IN					
District Technology Fund	\$0	\$0	\$0	\$0	
Locally Funded Maintenance CIP Fund	\$0	\$0	\$0	\$0	
NW Magnet School Expansion	\$0	\$0	\$0	\$0	
Magnet School Dormitory	\$0	\$0	\$0	\$0	
CIP Reserved Local Share	\$0	\$0	\$0	\$0	
TOTAL TRANSFERS IN	\$0	\$0	\$0		
EXPENSES					
Certificated Salaries	\$17,115,823	\$15,627,947	\$15,513,620	(\$114,327)	
Non-Certificated Salaries	\$9,442,316	\$9,103,370	\$9,038,039	(\$65,331)	
Leave Pay Out	\$285,000	\$285,000	\$285,000	\$0	5 year average
Board Stipends	\$87,750	\$87,750	\$87,750	\$0	
Employee Benefits	\$14,875,099	\$12,630,390	\$12,537,839	(\$92,550)	
TRS On-behalf	\$2,752,336	\$2,505,160	\$2,505,160	\$0	Does not have an effect on budget
PERS On-behalf	\$406,275	\$447,788	\$447,788	\$0	Does not have an effect on budget
SUBTOTAL: Personnel	\$44,964,599	\$40,687,404	\$40,415,196	(\$272,209)	
Professional & Technical Services	\$3,910,267	\$4,502,827	\$4,502,827	\$0	Increase - Maintenance & recruiting needs
Staff Travel	\$452,250	\$424,000	\$424,000	\$0	
Board Travel	\$108,852	\$108,852	\$108,852	\$0	
Student Travel	\$1,144,775	\$1,144,775	\$892,775	(\$252,000)	Reduced Middle School Sports
Utility Services	\$8,387,769	\$8,410,727	\$8,410,727	\$0	
Energy-includes electricity & fuel	\$4,928,070	\$4,323,719	\$4,323,719	\$0	Based on usage & cost of services
Other Purchased Services	\$4,492,051	\$4,470,556	\$4,470,556	\$0	Based on usage & cost of services
Property & Liability Insurance	\$1,305,616	\$1,350,000	\$1,350,000	\$0	pending estimate from Broker
Supplies, Materials & Media	\$1,479,821	\$1,736,504	\$1,704,263	(\$32,241)	Reduce Curriculum Supplies
Tuition	\$20,000	\$40,000	\$40,000	\$0	
Dues & Fees	\$134,719	\$87,680	\$87,680	\$0	
Inventoried Equipment	\$25,000	\$55,000	\$55,000	\$0	
Indirect Cost Recovery	(\$250,000)	(\$250,000)	(\$250,000)	\$0	Need to estimate without ESSER
SUBTOTAL: Non-Personnel	\$26,139,190	\$26,404,640	\$26,120,399	(\$284,241)	
TOTAL EXPENSES	\$71,103,789	\$67,092,044	\$66,535,595	(\$556,450)	
TRANSFERS OUT					
Food Service Fund	\$1,200,000	\$1,200,000	\$948,160	(\$251,840)	Reduce Seconds for meals Moved position to grant & RIF position
ATC	\$1,150,000	\$668,000	\$668,000	\$0	
Star of the Northwest - Magnet School	\$100,000	\$100,000	\$100,000	\$0	
Teacher Housing Fund	\$450,000	\$450,000	\$450,000	\$0	
Special Revenue Fund	\$150,000	\$150,000	\$150,000	\$0	
TOTAL TRANSFERS OUT	\$3,050,000	\$2,568,000	\$2,316,160	(\$251,840)	
INCREASE (DECREASE)-UNRESERVED FB	(\$14,090,189)	(\$9,348,488)	(\$4,972,495)		USE OF FUND BALANCE IN FY25
Estimated FY24 Fund Balance	\$4,972,495	\$4,972,495	\$4,972,495		Estimated Fund Balance
Budgeted (Increase) Decrease above	\$14,090,189	\$9,348,488	\$4,972,495		
Projected FY25 Fund Balance	(\$9,117,694)	(\$4,375,993)	\$0	0.00%	

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 30, 2024

NUMBER: 24-148

FR: Office of the Superintendent

SUBJECT: Approval of FY25
Contracted Business
Services – Food Service

ABSTRACT:

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

ISSUE:

At issue is the approval of a Memorandum of Agreement (MOA) between NWABSD and Amber Colvin, DBA: Savory Solutions for Fiscal Year 2024-2025, not to exceed \$128,000 for contracted business services – food service.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

Savory Solutions offers contracted business services for food service management at a reasonable daily rate and is located in Nome, AK, a short flight from our region. The District must employ or contract a Food Service Manager to comply with all of the requirements that the District's Food Service program brings (see attached request & list of duties). This employee or contractor must meet the minimum education requirements listed in the Hiring Standards for School Nutrition Directors in Alaska Dept of Ed School Nutrition Programs Administrative Handbook.

This is a contract increase of \$18,000 from FY24-FY25

Contracted Business Services for Food Service costs include payment at a daily rate of \$510 and reimbursement for out-of pocket travel expenses, for the work associated with managing the District's Food Service program. The MOA, which includes costs for travel, is not to exceed \$128,000.

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

ALTERNATIVES:

1. Approve the MOA for Contracted Business Services – Food Service with Savory Solutions not to exceed \$128,000;
2. Disapprove the MOA for Contracted Business Services – Food Service with Savory Solutions;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATIONS:

The Administration recommends that the Board approve the MOA for Contracted Business Services – Food Service with Savory Solutions not to exceed \$128,000.



March 19, 2024

Amber Colvin
Phone: 907-203-2474
Email: acolvin@nwartic.org
PO Box 458, Nome, AK 99762

Megan Williams, Director of Administrative Services
PO Box 51
Kotzebue, AK 99752

Dear Northwest Artic Borough School District,

Thank you very much for allowing me to present this work proposal for a renewed contract as the food service department manager position. My proposal is for work that runs from July 1st, 2024, to June 13th, 2025, for a total of 220 working days. A schedule of proposed workdays is attached. The contracted rate would be \$510 per day without any district paid benefits and includes a 7% cost of living adjustment. Any holidays where the schools are closed would be unpaid holidays.

The contractor would schedule travel into the district as specified by the Director of Administrative Services. The USDA requires that each school site serving meals have a yearly in-person review of services scheduled to ensure compliance. Travel would be scheduled to each site to complete these reviews and in-person training and support for any secretaries, principals, and point of service personnel would be provided. Travel days would be compensated at the specified regular daily rate plus a per diem of \$60/day. Additional site visits may be scheduled as deemed necessary by the Director of Administrative Services. The NWABSD would provide reimbursement for travel, and lodging expenses.

NWABSD will provide electronic equipment for business purposes to include a laptop, scanner, and a small printer. The technology department of the NWABSD will enable access to the food service department shared drive so necessary files can be viewed and uploaded for district use. Any necessary postage fees and small office supplies will be reimbursable by the district with provided receipts. As an independent contractor, I would be responsible for ensuring the availability of internet access, and a working phone line for contact purposes.

In order to ensure that the food service department stays informed of program changes and updates, professional development is key. This includes attendance to the DEED school nutrition program annual training from July 29th, through April 2nd, 2024, and the Alaska School Nutrition Association conference in January 2025 in Anchorage, AK. Receipts, proof of participation and any applicable completion certificates will be supplied along with reimbursement requests. NWABSD would reimburse travel, lodging, and per diem.

Should either party decide to discontinue this agreement, a minimum of 30 days' notice shall be given. See attachment for a list of department duties to be performed. Thank you for your time and consideration.

Sincerely,

Amber Colvin

Savory Solutions

Food Service Department Duties

DAILY

Review and respond to all food service department emails and phone calls

Manage the Revtrak system

- Accept credit/debit payments
- Notify payee and Accounting Department of payments
- Document Food Service payments in the Power Lunch System

WEEKLY

Review weekly meal counts

- Save weekly meal counts out of Power Lunch System or sent by sites
- Notify sites of any missing counts
- Attend all weekly state round table meetings and/or any mandatory trainings
- Update the Director of Administrative Services with any new information

BI-WEEKLY

- Place FFVP Orders with contractor vendor
- Notify sites of FFVP delivery (weekly/biweekly)
- Send monthly newsletters to teachers and students (weekly/biweekly)

MONTHLY

- Process NSLP Claims for all sites by CNP deadline
- Check Primero Edge program for student matches and updates and update daily as needed
- Save all State program bulletins, announcements, claims, and billings to share drive
- Send out staff meal account billings with transaction reports
- Ensure that all payments were added to Power Lunch System
- Notify staff of any changes to individual accounts

ANNUALLY

- Provide Inservice Training to all district staff with food service involvement
- Perform annual reviews for NSLP/SBP for all district school sites
- Complete Site Review Summary Report for NSLP/SBP
- Complete the annual DEC site inspection food safety report
- Document Professional Standards Training
- Complete NSLP/SBP program renewal forms
- Evaluate departments for needed equipment
- Request inventory from NMS at year end
- Work with the Food Bank of AK to coordinate AK Meals to You program enrollment and food deliveries to enrolled students during the summer of 2024 and 2025



Iñupiatun Language

April 30, 2024

Re: School Board Presentation

Agenda Iñupiatun Language

- A. Pledge- Nellie
- B. Understanding simple directions and instructions-Nellie
- C. My Country Tis of Thee (song)- All
- D. Calendar- Anniviaq
- E. Numbers & Colors- Niġruagruk
- F. Sounds in the Atchagat and Sing the Atchagat- Saumik
- G. Coastal Tatqitch song- Anniviaq
- H. Kobuk Tatqitch- Nellie
- I. Weather- Anniviaq
- J. Teach a Lesson on Qaluk (fish) (The group)

- K. Sing the Songs:
 - Ukalliatchiaq
 - Saiyuġviuruna
 - Qulit Iñupiat
 - Aarivak Mayuqtuq
 - Aarigaa

Conclusion with Q & A

Atautchikun Iñuunialiptigun (Through Our Way of Life Together as One)



NWABSD Home School Program Overview

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

Atautchikun Iñuuniałiptigun
(Through Our Way of Life Together as One)

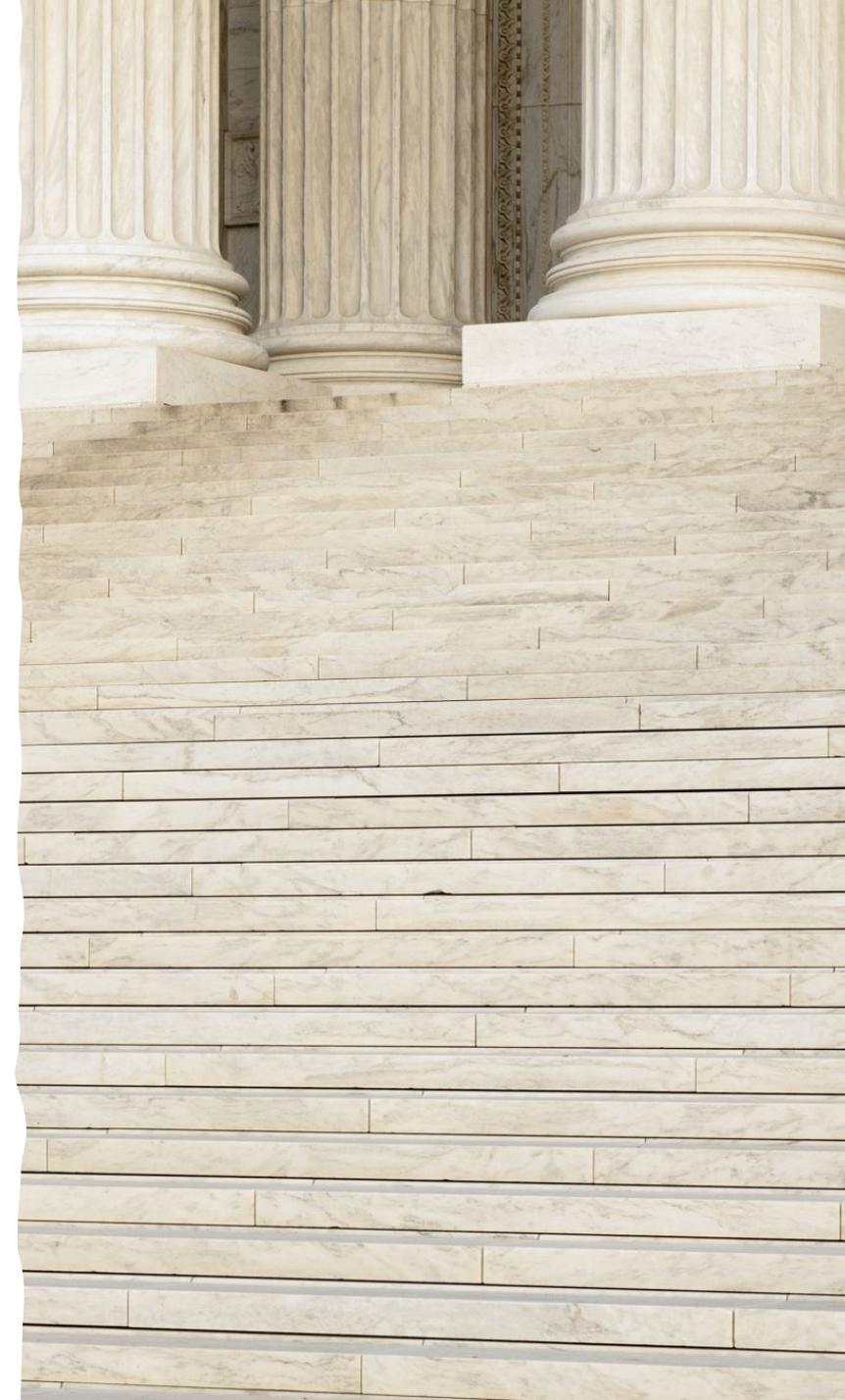
Vision

*To graduate all students with the knowledge, skills, and attitudes
necessary for a successful future*



Individual Learning Plan

Superior Court Ruling in Alexander v. Teshner addressing Correspondence Study Programs



2023-2024
Enrollment

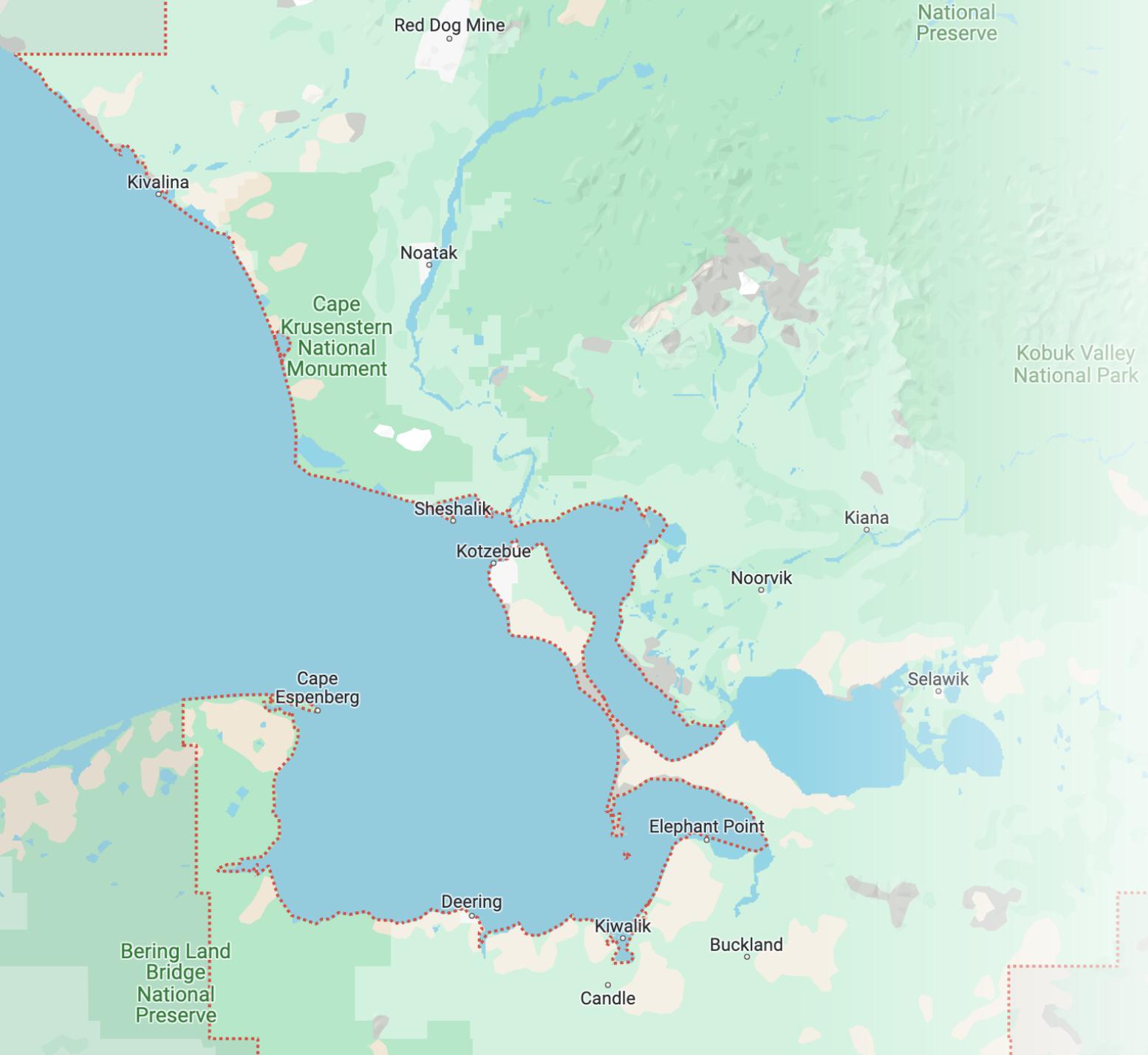
43 Enrolled Students

K-3 Grade – 1 Student

4th-through 5th Grade – 2 Students

6th through 8th Grade – 6 Students

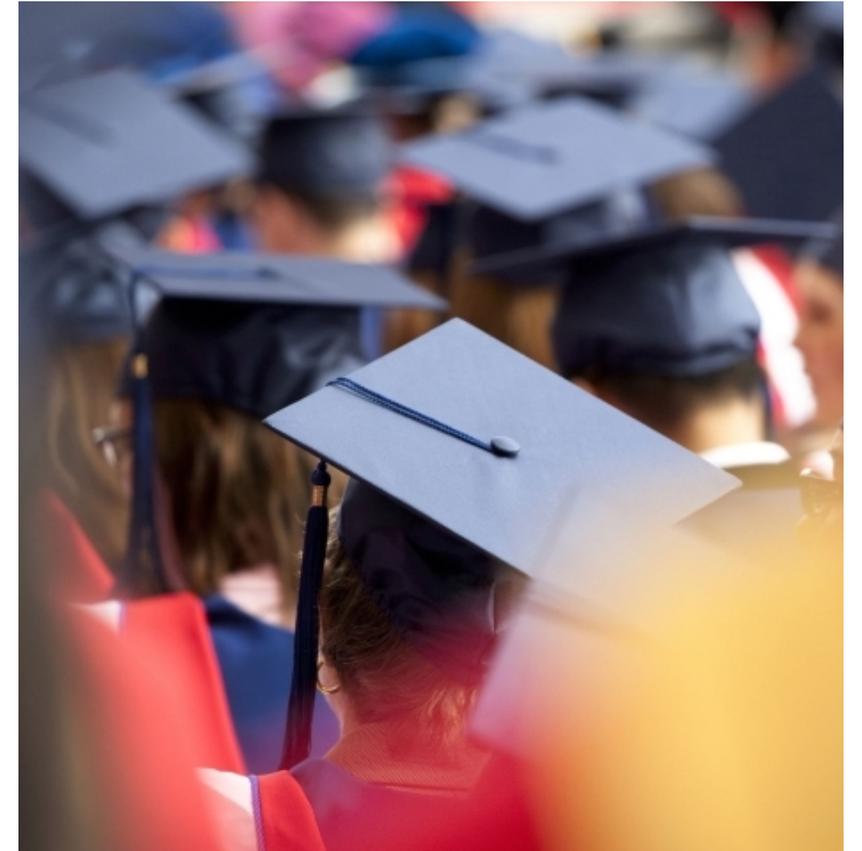
9th through 12 Grade – 34 Students



- Kotzebue - 23
- Noorvik - 4
- Noatak - 3
- Kivalina - 3
- Buckland - 2
- Camp - 2
- Deering - 1
- Shungnak - 1
- Kivalina - 1
- Ambler - 1
- Kobuk - 1
- Selawik - 1

2023-2024 Graduates

- 10 High School Graduates in the 2023-2024 School Year (13 Enrolled)
- 2 additional Seniors plan to complete by the fall of 2024
- 2022-2023 Graduation Rate 80% (4 Year)
- 2023-2024 Expected 4 Year Graduation Rate 77%-90%
- Approximately 10% of NWABSD enrolled Seniors graduate from the Home School Program





NWABSD
Home School
Partnered
with ATC GED
Program

GED PROGRAM



1

2

3

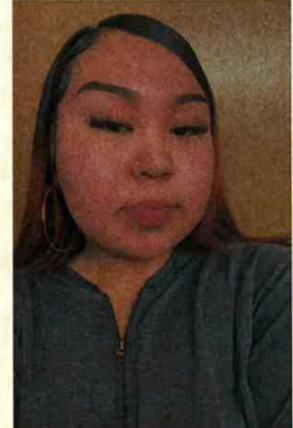


YOU'RE
INVITED
TO

Karissa's

*Graduation
Ceremony*

MAY 18
KOTZEBUE HIGH SCHOOL



Student Presentation



District Wide Apex

- 2023-2024 Apex Course Enrollment 573
- 242 Courses have been Completed
- 294 Active Courses
- 73 of the above courses are 0Hr.





Service Learning

16 Students in 2023-2024

Selawik

Kiana

NWABSD Home

School

Noorvik

Ambler

Buckland

Kotzebue

Shungnak

Year	District	ELA % Proficient	ELA Participation	Math % Proficient	Math Participation
2023	Statewide	31.80%	81.50%	32.53%	81.27%
2023	NWABSD	4.12%	93.86%	4.16%	93.11%
2023	Bering Strait	6.30%	95.93%	6.65%	95.43%
2023	Kuspuk	3.61%	93.26%	4.82%	93.26%
2023	Lower Kuskokwim	3.71%	96.46%	4.24%	95.97%
2023	Lower Yukon	0.99%	95.82%	1.09%	95.53%
2023	North Slope	6.88%	94.30%	7.87%	93.61%
2023	SW Region	4.04%	93.65%	4.39%	93.33%
2023	Yukon Flats	Less than 5%	94.64%	Less than 5%	94.64%
2023	Yukon-Koyukuk	26.46%	31.45%	23.33%	31.32%

2023 ELA/Math Proficiency by District

