

## NWABSD Regular Board Meeting

Tuesday, April 30, 2024 4:00 PM

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

1.	<u>I.</u>	<u>CALL TO ORDER, ROLL CALL</u>	<b>Presenter:</b> Margaret Hansen, President
2.	<u>II.</u>	<u>MOMENT OF SILENCE</u>	<b>Presenter:</b> Margaret Hansen, President
3.	<u>III.</u>	<u>PLEDGE OF ALLEGIANCE</u>	<b>Presenter:</b> Margaret Hansen, President
4.	<u>IV.</u>	<u>INTRODUCTION OF GUESTS/STAFF</u>	<b>Presenter:</b> Margaret Hansen, President
5.	<u>V.</u>	<u>PUBLIC COMMENTS</u>	<b>Presenter:</b> Margaret Hansen, President
6.	<u>VI.</u>	<u>RECOGNITION &amp; AWARDS</u>	<b>Presenter:</b> Terri Walker, Superintendent
7.	<u>VII.</u>	<u>SUPERINTENDENT'S REPORT</u>	<b>Presenter:</b> Terri Walker, Superintendent
8.	<u>VIII.</u>	<u>EXECUTIVE SESSION</u>	<b>Presenter:</b> Margaret Hansen, President
9.	<u>IX.</u>	<u>ADOPTION OF CONSENT AGENDA</u>	
10.	<u>X.</u>	<u>COMMUNICATIONS &amp; ITEMS INTRODUCED BY BOARD MEMBERS</u>	<b>Presenter:</b> Board Members
11.	<u>XI.</u>	<u>DATE, TIME, &amp; LOCATION OF NEXT MEETING</u>	

## MEMORANDUM

**TO:** NWABSD Board of Education  
Members

**DATE:** April 30, 2024

**NUMBER:**

**FR:** Office of the Superintendent

**SUBJECT:** Superintendent's Report

### ATTENDANCE:

The district's attendance rate for K-12 is currently 79.92%. The district continues to work towards creating a district wide approach to increase our attendance rates. Data, such as the one below, is used to assist.

<b>90-100</b>	<b>80-89</b>	<b>70-79</b>	<b>60-69</b>	<b>50-59</b>	<b>40-49</b>	<b>0-39</b>	<b>Total</b>
Ambler	28	17	12	4	2	0	<b>63</b>
Aqaluk	54	56	45	17	8	8	<b>205</b>
Buckland	97	70	30	13	4	3	<b>219</b>
Selawik	69	46	64	30	20	12	<b>263</b>
Deering	32	15	2	1	0	0	<b>50</b>
JNES	132	103	33	20	7	3	<b>300</b>
Kiana	14	30	26	9	5	5	<b>96</b>
Kivalina	48	56	28	8	7	7	<b>159</b>
Kobuk	11	17	5	2	0	0	<b>35</b>
KMHS	108	99	43	20	12	9	<b>302</b>
Noatak	36	66	33	20	4	3	<b>166</b>
HomeSchl	15	6	6	4	3	4	<b>39</b>
Shungna	19	24	13	4	9	1	<b>73</b>
<b>Total</b>	<b>663</b>	<b>605</b>	<b>340</b>	<b>152</b>	<b>81</b>	<b>55</b>	<b>1970</b>

### **Attendance Committee Report:**

The school's guidance counselors are currently administering an anonymous attendance survey to students. Once the responses are collect and analyzed we will better understand student absenteeism.

A subcommittee is reviewing the attendance policy and will recommend potential changes to the student handbook and board policies if they see a need.

Another subcommittee is developing procedures for in-service training on attendance tracking to improve data accuracy.

We're also exploring better ways to communicate with parents about their child's attendance and when to keep them home from school.

Working with teachers, principals, and counselors on this issue has been exciting, and progress in emphasizing the importance of attendance for student success is incremental and rewarding at the same time. I appreciate the work of this committee.

### **ENROLLMENT:**

K-12's current enrollment is 1854 a increase of six students since March count.  
PreK – 12<sup>th</sup> grade enrollment is 1985 a increase of nine students.

SCHOOL	PK3	PK4	KG	1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	9TH	10TH	11TH	12TH	TOTAL
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ABL	3	4	6	7	3	5	5	6	4	9	5	5	1	1	2	66
BKC	0	15	12	19	15	15	17	16	15	20	17	12	14	18	16	221
DRG	0	2	3	5	5	2	9	0	4	4	3	5	2	6	0	50
IAN	1	2	9	10	7	6	5	7	10	5	7	14	5	7	2	97
KVL	0	2	11	9	8	7	19	14	12	14	12	14	14	13	10	159
OBU	0	4	3	3	0	6	2	3	3	2	4	1	2	1	1	35
HSCH	0	0	0	1	0	0	1	1	3	1	2	7	5	9	9	39
JNES	5	41	48	48	46	31	38	48	0	0	0	0	0	0	0	305
KMHS	0	0	0	0	0	0	0	0	53	46	53	33	39	38	41	303
WTK	0	18	12	12	9	6	15	9	8	11	17	15	9	16	9	166
ORV	1	13	8	15	13	24	16	19	19	14	18	17	9	10	11	207
WLK	0	15	11	21	12	25	17	16	24	16	21	19	26	19	21	263
SHG	1	4	5	7	4	8	5	7	6	2	7	4	4	6	4	74

### Grow your own – Apprenticeship Model

Partnering with the Arctic Slope Community Foundation, the NWABSD is providing an opportunity for classified staff to work towards certification in teaching.

1. Two 2-Year DOL Apprenticeships that Run Consecutively
  - A. Tribal Educator I (with Interim Certificate)
  - B. Tribal Educator II (with Certificate)
2. 2031.5 Hours of On-the-Job Learning (OJL) Each
3. Onsite Mentorship and Online (as needed)
4. 288 Hours of College Coursework (Minimum) Each
5. Training Stipends and Salary Increases Upon Completion

Currently, this program is only for early childhood education certification. They are working to expand to all grades. We have 14 interested classified staff and six have already turned in their applications. I have attached the flyer.

### Travel Report

Superintendent's out-of-district travel

- Native Language Summit (DEED) April 18, 2024
- Nome Immersion School visit May 7-8, 2024
- AK Schools Leadership Institute May 29-31, 2024

Kivalina Openhouse is scheduled for May 9, 2024.

Terri Walker,  
Superintendent



# BACKGROUND

THE ARCTIC SLOPE COMMUNITY FOUNDATION WILL SPONSOR A ALASKA DEPARTMENT OF LABOR APPROVED TRIBAL EDUCATOR APPRENTICESHIP, TO BEGIN IN JANUARY 2024.

THIS PROGRAM WILL BE AVAILABLE TO NEW EDUCATORS WORKING IN SCHOOLS ACROSS THE NORTH SLOPE REGION OF ALASKA. THE APPRENTICESHIP WILL PREPARE TRIBAL EDUCATORS TO BE LICENSED IN ALASKA AS EDUCATORS WITH AN ENDORSEMENT IN EARLY CHILDHOOD.

THE ALASKA EARLY CHILDHOOD EDUCATOR ENDORSEMENT IS FOR PRE-K THROUGH GRADE 3.

THE APPRENTICESHIP WILL HAVE TWO PHASES. AT THE END OF PHASE I, COMPLETERS WILL BE PREPARED TO WORK WITH PRIMARY STUDENTS (GRADES K-3) AS A TRIBAL EDUCATOR (PARAPROFESSIONAL) OR TO WORK WITH PRESCHOOL STUDENTS IN HEAD START PROGRAMS OR IN PUBLIC SCHOOL PRESCHOOLS.

THE TRIBAL EDUCATOR WILL RECEIVE MENTORING AND COLLEGE COURSES TO DEVELOP THE NEEDED SKILLS AND UNDERSTANDING TO INCORPORATE THE IÑUPIAQ CULTURE INTO INSTRUCTION FOR YOUNG CHILDREN AS WELL AS COMPLEMENTARY WESTERN PEDAGOGY WHERE APPLICABLE.

## TRIBAL EDUCATOR I:

- 2 Years
- 2000 Hours On-The-Job Learning (OJL)
- A minimum of 288 hours of coursework
- Mentorship
- Participatory stipend in addition to regular pay
- Completion earns a Department of Labor Tribal Educator I Credential

## TRIBAL EDUCATOR II:

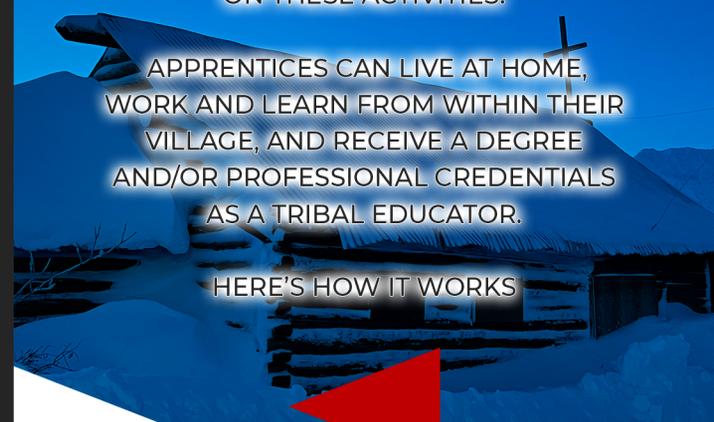
- 2 Years
- 2000 Hours On-The-Job Learning (OJL)
- A minimum of 288 hours of coursework
- Mentorship
- Participatory stipend in addition to regular pay
- Completion earns a bachelor's degree, a teaching certificate with Early Childhood Endorsement, and a Department of Labor Tribal Educator II Credential

## TRIBAL EDUCATOR APPRENTICESHIP

A TRIBAL EDUCATOR APPRENTICE IS A FULL-TIME EMPLOYEE OF A SCHOOL OR EARLY CHILDHOOD PROGRAM. THE APPRENTICE HAS A FORMAL RELATIONSHIP WITH AND RECEIVES REGULAR SUPPORT FROM A MENTOR.

THE APPRENTICE TAKES COLLEGE COURSES SPECIFICALLY DESIGNED TO OFFER OPPORTUNITIES TO DEMONSTRATE APPLICATION OF SKILLS.

TIME FOR COLLEGE COURSEWORK AND MENTOR MEETINGS ARE BUILT INTO THE APPRENTICE'S REGULAR WORKDAY AND THE APPRENTICE IS FULLY COMPENSATED FOR THEIR TIME SPENT ON THESE ACTIVITIES.



APPRENTICES CAN LIVE AT HOME, WORK AND LEARN FROM WITHIN THEIR VILLAGE, AND RECEIVE A DEGREE AND/OR PROFESSIONAL CREDENTIALS AS A TRIBAL EDUCATOR.

HERE'S HOW IT WORKS



# Tribal Educator Definition

A tribal educator is an individual who shares the same tribal and/or cultural affiliation as the students being taught.

A tribal educator understands the tribe's education pedagogy, its traditions and is familiar with its language.

A certificated Tribal Educator is able to combine a deep understanding of traditional education methodologies and contemporary Western practices to achieve desired outcomes for students.

A certificated Tribal Educator can assume the same classroom responsibilities as a classroom teacher certificated through a traditional pathway.

At the end of the apprenticeship, the Tribal Educator will be eligible to apply for an Alaska Teaching Certificate with an early childhood endorsement.



For more information, please contact  
**Jason Christensen, Federal Grants  
Manager at 907-250-4956 or  
[jason@arcticslopecommunity.org](mailto:jason@arcticslopecommunity.org)**



ARCTIC SLOPE  
COMMUNITY FOUNDATION

**TRIBAL  
EDUCATOR  
APPRENTICESHIP**

**UNADOPTED MINUTES  
OF THE NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT**

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."

President Margaret Hansen called the 427<sup>th</sup> regular meeting of the Northwest Arctic Borough School District Board of Education to order at 4:02 p.m. on Friday, March 8, 2024, in the NWABSD Boardroom in Kotzebue, AK.

Board Members present were:

Margaret Hansen  
Millie Hawley  
Tillie Ticket  
Carol Schaeffer  
Marie Greene  
Nellie Ballot  
Alice Adams  
Shannon Melton  
Alice Melton-Barr

Board Member absent and excused was:  
Lawrence Jones Sr. and Joanne Harris

A quorum was present.

Observed.

Those present participated in the Pledge of Allegiance.

Staff present: Terri Walker-Superintendent; Megan Williams, Director of Administration Services, Perrian Windhausen, Director of Student Services, Tracy Bell, Director of Curriculum/Instruction, Jeff Alexander, Director of Human Resources; Amy Eakin, Director of Technology, Shayne Schaeffer, Assistant to the Superintendent, Dena Strait, Capitol Projects, Kathy Christy, Capitol Projects, Brandon Blackham, Director of Property Services, Caroline Storm, Representing EEC, Jay Panlilio, Representing Youth Leaders KMHS, Alice Gregg, Youth Leader, Lori Lungard-Hall, Noatak Principal,

Alice Gregg, Youth Leader for KMHS gave a presentation about her trip to Juneau Alaska.

The March 2024 Employee of the Month awardees that were recognized:

- Roxi Wolfe, 4<sup>th</sup> Grade Teacher of Noatak Alaska
- Tommy Wells, BPO Kiana Alaska
- Jenissa Magbanua, Language Arts Teacher Kivalina Alaska
- Lottie Ballot, Instructional Aide Selawik Alaska
- Tammy Wells, Migrant Education Aide Noorvik Alaska

School Presentations:

- Kivalina School gave a video presentation.
- Noatak School gave a video presentation.

Superintendent Terri Walker presented her report.

Carol Schaeffer asked to move the Executive Session to item X. and approve the consent agenda as presented. Marie Greene seconded the motion. Margaret Hansen motioned to move the executive session after the consent agenda and adopt the consent agenda as presented. Alice Melton-Barr seconded the motion. Motion Passed unanimously by roll call vote.

CALL TO ORDER

ROLL CALL

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

INTRODUCTION OF  
STAFF/GUESTS

PUBLIC COMMENTS

RECOGNITION AND AWARDS

SCHOOL PRESENTATION

SUPERINTENDENT'S REPORT

ADOPTION OF CONSENT  
AGENDA

Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 3311 Bids within the Business and Non-Instructional Operations series. This update includes a list of items that are exempt from normal purchasing procedures. Items on this list may be removed (and be subject to normal purchasing procedures) at a Board's discretion. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments. The administration recommends the Board approve the first reading of the proposed revisions to BP 3311 Bids as presented and open for public comments.

APPROVAL OF PROPOSED REVISIONS TO BP 3311 BIDS; FIRST READING

Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the second reading of the proposed revisions to BP 3290, Business and Non-Instructional Operations, Gifts, Grants, and Bequests within the Business and Non-Instructional Operations series of Board Policy. Updates are to ensure appropriate oversight; this update establishes that all donations greater than \$1,000 shall be brought before the Board. It also states that the Superintendent may apply for special revenue grants. The Board Policy Committee reviewed the proposed changes and recommends approval. The administration recommends the Board approve the second reading of the proposed revisions to BP 3290 Gifts, Grants, and Bequests as presented.

APPROVAL OF PROPOSED REVISIONS TO BP 3290 GIFTS, GRANTS AND BEQUESTS; SECOND READING

Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when law changes occur, or specific need occurs. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the second reading of the proposed BP 3305 Electronic Fund Transactions within the Business and Non-Instructional Operations series of Board Policy. This is a new Board Policy. The Board Policy Committee reviewed the proposed changes and recommends approval. The administration recommends the Board approve the second reading of the proposed BP3305 Electronic Fund Transactions as presented.

APPROVAL OF PROPOSED REVISIONS TO BP 3305 ELECTRONIC FUND TRANSACTIONS; SECOND READING

Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the second reading of the proposed revisions to BP 3312 Contracts/Memoranda of Agreements within the Business and Non-Instructional Operations series of Board Policy. This update includes a provision that states an agreement, or a contract may not be enforced by a district unless it was validly entered into under District policy. It also requires that the Superintendent or designee sign all Contracts/Memoranda of Agreements entered into by the district. The Board Policy Committee reviewed the proposed changes and recommends approval. The administration recommends the Board approve the second reading of the proposed revisions to BP 3312 Contracts/Memoranda of Agreements as presented.

APPROVAL OF PROPOSED REVISIONS TO 3312 CONTRACTS/MEMORANDA OF AGREEMENTS; SECOND READING

Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the second reading of the proposed revisions to BP 3315 Relations with Vendors. This update adds a conflict-of-interest provision for awards with federal funds. The Board Policy Committee reviewed the proposed changes and recommends approval. The administration recommends the Board approve the second reading of the proposed revisions to BP 3315 Relations with Vendors as presented.

APPROVAL OF PROPOSED REVISIONS TO 3315 RELATIONS WITH VENDORS; SECOND READING

Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 3541.1 School-related Trips within the Business and Non-Instructional Operations series. 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. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments. The administration recommends the Board approve the first reading of the proposed revisions to BP 3541.1 School-related Trips as presented and open for public comments.

APPROVAL OF PROPOSED REVISIONS TO 3541.1 SCHOOL-RELATED TRIPS; FIRST READING

Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 4222 Classified Personnel - Teacher Aides/Paraprofessionals within the Personnel series. 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. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments. The administration recommends the Board approve the first reading of the proposed revisions to BP 4222 Classified Personnel - Teacher Aides/Paraprofessionals as presented and open for public comments.

APPROVAL OF PROPOSED REVISIONS TO 4222 TEACHER AIDES-PARAPROFESSIONALS; FIRST READING

Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of BP 5124.1 Family Engagement within the Students series. This new board policy addresses family engagement and the efforts districts should take to coordinate with parents. The policy is broad-based and may be edited based on specific district needs. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments. The administration recommends the Board approve the first reading of BP 5124.1 Family Engagement as presented and open it for public comments.

APPROVAL OF PROPOSED REVISIONS TO 5124.1 FAMILY ENGAGEMENT; FIRST READING

Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 5131.9 Academic Honesty within the Students series. This update is a substantial revision to the model academic honesty policy, incorporating modern best practices and addressing the use of artificial intelligence programs. The Board Policy Committee reviewed the proposed changes, recommends approval, and to open for public comments. The administration recommends the Board approve the first reading of the proposed revisions to BP 5131.9 Academic Honesty as presented and open it for public comments.

APPROVAL OF PROPOSED REVISIONS TO 5131.9 ACADEMIC HONESTY; FIRST READING

Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 6112 School Day within the Instruction series. This update includes a new provision that requires a kindergarten day in session to include at least two hours of instruction. The Board Policy Committee reviewed the proposed changes, recommends approval, and to open it for public comments. The administration recommends the Board approve the first reading of the proposed revisions to BP 6112 School Day as presented and open it for public comments.

APPROVAL OF PROPOSED REVISIONS TO 6112 SCHOOL DAY; FIRST READING

Board approval is required to expend \$50,000.00 and higher. Deering K-12 Replacement School is ranked #5 on DEED's School Construction list. The project total is \$46,255,576 with \$9,251,115 as local share. This project is not included in the Governor's budget, and it is not expected to be funded in FY 25. However, it is important that this project improve its ranking for FY 26 consideration. There are two significant infrastructure projects in planning and design for the community of Deering. Alaska Department of Transportation (DOT) is seeking FY25 funding to build a new road between the airport and the community. Alaska Native Tribal Health Consortium is in the design phase for replacement and extension of the water and sewer systems within Deering. Both of these projects impact the school project both physically as well as in timing of their construction. The selected site of the new school is off the yet to be built DOT road. The new school site will need utility services extended to it in order to serve the school. District Capital Projects Managers have been coordinating with these two projects for the last two years. We are now to the point that we need to confirm the selected site is a good site to build the 50-year school upon. The community approved this site last April. School site utilities, driveway access and overall site planning and design need to be completed to continue coordination with the DOT and ANTHC projects. In addition, DEED does not pay for work off the school site such as utility extensions. Therefore, we need to design these extensions, in coordination with the ANTHC project, and then seek funding other than DEED funding to get them constructed. Close coordination is required with both projects as the school requires road access and utilities. DOT's road project is planned to get FY25 funding, start construction in Fall 2025 and be completed in Fall 2027. The earliest ANTHC's water and sewer project would be under construction is 2025, but it will likely be 2026. The district will continue to utilize the Burkhart Croft Architects and their

APPROVAL OF BUDGET AND CONTRACT AWARD DEERING REPLACEMENT SCHOOL

engineers as the design team of record for the project. BCA was selected for this work under a competitive term contract procurement. The administration recommends the Board approve the allocation of \$175,000 to the Deering Replacement School Project and the delegation of authority to the Superintendent to contract with Burkhardt Croft Architects, as presented.

Award of contract for emergency replacement of Davis-Ramoth fire alarm system. At the January meeting Board Memorandum 24-085 approved emergency procurement procedures for the replacement of the failed Selawik fire alarm system and delegation of contracting authority to the Superintendent. The district coordinated with the Department of Education and Early Development (DEED) and achieved approval for a shortened bid period. RSA Engineering, Inc. prepared the technical specifications for the work. The district advertised the project for 14 days. The bid opening occurred March 8 at 11:00am. Three bids were received. Sturgeon Electric Company, Inc. is the apparent low bidder at \$213,000. Sturgeon Electric has performed well as the current contractor on the Buckland HVAC/Energy Upgrade project. Bids Received:

Sturgeon Electric	\$215,000.00
Wolverine Supply	\$270,000.00
B&B Electric	\$299,195.00

Although the Board has already approved the delegation of contracting authority to the Superintendent at the January meeting, because this is an unusual and unexpected situation the Superintendent wants to keep the Board fully informed and provide the opportunity for Board input regarding the award of contract. The Northwest Arctic Borough is considering a commitment of providing \$750,000 for the replacement of the fire alarm system. It is recommended that a project budget of \$350,000 be allocated to this project to cover the total project costs including design, overhead and contingency. It is critical that the district quickly perform the fire alarm system replacement to remedy this safety issue at the school. To do so, the Superintendent requires a delegation of authority to approve changes to the construction contract.

Each month various Human Resources actions occur which require Board action or cognizance. On a monthly basis the administration recommends Board approval of new certified/classified hires, position reclassifications, and new or revised job descriptions. In addition, the administration informs the Board of resignations, transfers, and terminations throughout the district. The administration recommends the Board approve the Human Resources actions as presented.

Board approval is required for expenditures that exceed \$50,000. Kobuk school has not had a backup generator since the new school was built and remodeled. This would give the school and part of the housing back up power during the power outages. The administration recommends approval of the administration's request to award the Backup generator for the Kobuk school to NC Power Systems in the amount of \$53,330.00, with final shipping costs not to exceed \$10,000.00, (final installation costs to be determined)

Contracts exceeding \$50,000 requires Board approval. The NWABSD has contracted with J & H Consulting, Reggie Joule, and Christine Hess, to assist administration with NWABSD lobbying and legislative priorities during the legislative session. Critical issues to be addressed include adequate funding for possible construction, coordination of the legislative fly-ins and the legislative priorities of the NWABSD. Administration believes it is crucial that the school district maintain a presence with Juneau year-round to assist our representatives and lobbyists with district issues. The contracted amount for services and related expenses is a total not to exceed \$75,000. Contract to begin January 1, 2024 – December 31, 2024. The administration recommends the Board approve the FY-24 lobbyist contact with J & H Consulting in the amount not to exceed \$75,000.00 as presented.

Board approval is required for purchases that exceed \$50,000. The administration is requesting the purchase of a new cargo vehicle for use at the district office in Kotzebue. It will be used to transport materials and supplies to and from the airport for delivery to the villages. Awaiting quotes for actual costs. The estimated amount will be similar to other vehicles recently purchased, not to exceed \$80,000 (includes freight costs) Funding: ESSER III Fund 252 The administration recommends board approval of the purchase of a District Office Cargo Vehicle purchase for an amount of \$80,000 as presented.

Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BB 9322 Agenda/Meeting Materials within the Bylaws of the Board series. This update adds a reference to State Statute, defines a timeline for board and public access to meeting materials, and adds a section for Board member preparation. The

AWARD OF CONTRACT DAVIS-RAMOTH SCHOOL FIRE ALARM REPLACEMENT AND DELEGATION OF CONTRACTING AUTHORITY

APPROVAL OF HUMAN RESOURCES

APPROVAL OF KOBUK GENERATOR

APPROVAL OF J&H CONSULTING MOA

APPROVAL OF CARGO VEHICLE

APPROVAL OF PROPOSED REVISIONS BB 9322 AGENDA-MEETING MATERIALS; FIRST READING

Board Policy Committee reviewed the proposed changes, recommends approval, and to open it for public comments. The administration recommends the Board approve the first reading of the proposed revisions to BB 9322 Agenda/Meeting Materials as presented and open it for public comments.

Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BB 9322 Agenda/Meeting Materials within the Bylaws of the Board series. This update adds a reference to State Statute, defines a timeline for board and public access to meeting materials, and adds a section for Board member preparation. The Board Policy Committee reviewed the proposed changes, recommends approval, and to open it for public comments. The administration recommends the Board approve the first reading of the proposed revisions to BB 9322 Agenda/Meeting Materials as presented and open it for public comments.

Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 1100 Communication with the Public within the Community Relations series. This update adds the Alaska Statute and a report card to the public statement in the references and updates inclusivity verbiage. The Board Policy Committee reviewed the proposed changes, recommends approval, and to open it for public comments. The administration recommends the Board approve the first reading of the proposed revisions to BP 1100 Communication with the Public as presented and open it for public comments.

Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 3270 Sale and Disposal of Books, Equipment, and Supplies within the Business and Non-Instructional Operations series. This update moves a majority of the previously passed BP 3270 to an Administrative Regulation and aligns the updates with the Association of Alaska School Boards Model policy. This update also provides the Superintendent greater discretion to dispose of used District property, in an amount up to \$5,000 and the addition of "federal" law. Finally, 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. The title of the policy is also being updated from Sale and Disposal of Books, Equipment, and Supplies (Personal Property) to Sale and Disposal of Books, Equipment, and Supplies. The Board Policy Committee reviewed the proposed changes, recommends approval and to open it for public comments. The administration recommends the Board approve the first reading of the proposed revisions to BP 3270 Sale and Disposal of Books, Equipment, and Supplies as presented and open it for public comments.

Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed BP 3590 Electronic Signatures to be within the Business and Non-Instructional Operations series. This new policy establishes guidelines for how to utilize and accept electronic signatures in business, noninstructional, and instructional settings. The Board Policy Committee reviewed the new policy, recommends approval and to open it for public comments. The administration recommends the Board approve the first reading of the proposed BP 3590 Electronic Signatures as presented and open it for public comments.

Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed BP 5141.43 Uniform Investigations to be within the student's series. This new 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 Board Policy Committee reviewed the new policy, recommends approval and to open it for public comments. The administration recommends the Board approve the first reading of the proposed BP 5141.43 Uniform Investigations as presented and open it for public comments.

Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 6020 Parent Involvement within the Instruction series.

APPROVAL OF PROPOSED REVISIONS BB 1100 COMMUNICATION WITH THE PUBLIC; FIRST READING

APPROVAL OF PROPOSED REVISIONS BP 1325 ADVERTISING AND PROMOTION; FIRST READING

APPROVAL OF PROPOSED REVISIONS BP 3270 SALE AND DISPOSAL BOOKS EQUIPMENT; FIRST READING

APPROVAL OF PROPOSED REVISIONS BP 3590 ELECTRONIC SIGNATURES; FIRST READING

APPROVAL OF PROPOSED REVISIONS BP 5141.43 UNIFORM INVESTIGATIONS; FIRST READING

APPROVAL OF PROPOSED REVISIONS BP 6020 PARENT INVOLVEMENT; FIRST READING

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. 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. The Board Policy Committee reviewed the proposed changes, recommends approval and to open it for public comments. The administration recommends the Board approve the first reading of the proposed revisions to BP 6020 Parent Involvement as presented and open it for public comments.

Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed BP 6147 Alaska Reads Act Intervention Program to be within the student's series. This new 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. The Board Policy Committee reviewed the new policy, recommends approval and to open it for public comments. The administration recommends the Board approve the first reading of the proposed BP 6147 Alaska Reads Act Intervention Program as presented and open it for public comments.

Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed BP 6148 Early Education Programs to be within the student's series. This new policy implements the early education grant program under the Alaska Reads Act. It sets forth the compliance requirements for a district that opts for an early education grant under the Alaska Reads Act. The Board Policy Committee reviewed the new policy, recommends approval and to open it for public comments. The administration recommends the Board approve the first reading of the proposed BP 6148 Early Education Programs as presented and open it for public comments.

Each month various Curriculum Department actions occur which require Board action or cognizance. On a monthly basis the administration recommends Board approval of new certified/classified hires, position reclassifications, and new or revised job descriptions. In addition, the administration informs the Board of resignations, transfers, and terminations throughout the district. The Human Resources action item for Board approval of the job description for Iñupiaq Language Instructor and Classroom Interventionist. The administration recommends the Board approve the *Iñupiaq Iñisautri* job description action as presented.

APPROVAL OF PROPOSED REVISIONS 6147 ALASKA READS ACT INTERVENTION PROGRAMS; FIRST READING

APPROVAL OF PROPOSED REVISIONS 6148 EARLY EDUCATION PROGRAMS; FIRST READING

APPROVAL OF JOB DESCRIPTIONS; INUPIAQ LANGUAGE INSTRUCTOR

APPROVAL OF PURCHASE OF MATH MATERIALS

Board approval is required for purchases that exceed \$50,000. **Committee's Recommendations for Adoption**

Publisher	Program	Grade Levels
Carnegie	<i>Clear Math</i> <i>6-year student online subscription bundle.</i>	K-5
Carnegie	MATHia Adventure (Supplement) <i>6-year student online subscription bundle</i>	K-5
Innovative Concepts, Inc.	TouchMath (Intervention) <i>3-year print &amp; digital subscription bundle.</i>	PK-8
Mind Education	ST Math (Supplemental)	K-5
McGraw-Hill	<i>Reveal Math Algebra 1, Algebra 2, Geometry, and Integrated Math</i> <i>6-year student online subscription bundle.</i>	6-12

These items were budgeted for and approved as part of our ESSER spending provided by the U.S. Department of Education. Funding: ESSER III Fund 252. The administration recommends the board approves math adoption expenses from publishers Carnegie, Innovative Concepts, Inc, Mind Education, and McGraw-Hill to adopt math program materials and textbooks. Total purchase is not to exceed \$975,000.

After careful review and analysis, the middle/high school curriculum review team strongly recommends the adoption of McGraw-Hill's Reveal Math learning program for 6-12 implementation across our district. This program has been identified as the most suitable solution to meet the diverse needs of our students within the NWABSD. In considering the adoption of the proposed McGraw Hill – Reveal Math materials, the board should consider several key features that align with our educational goals and instructional strategies.

1. **Scope & Sequences:** The provided scope and sequences offer a structured framework that ensures comprehensive coverage of mathematical concepts, fostering a coherent learning progression for students.
2. **Suggested Pacing:** The suggested pacing guides provide educators with a roadmap for effectively managing instructional time and ensuring adequate coverage of content throughout the academic year.
3. **Assessment Tools:** The array of assessment tools, including diagnostic, formative, and summative assessments, empowers teachers to effectively monitor student progress, identify areas of strength and weakness, and adjust instruction accordingly.
4. **Scope & Sequences:** The provided scope and sequences offer a structured framework that ensures comprehensive coverage of mathematical concepts, fostering a coherent learning progression for students.
5. **Suggested Pacing:** The suggested pacing guides provide educators with a roadmap for effectively managing instructional time and ensuring adequate coverage of content throughout the academic year.
6. **Scope & Sequences:** The provided scope and sequences offer a structured framework that ensures comprehensive coverage of mathematical concepts, fostering a coherent learning progression for students.
7. **Suggested Pacing:** The suggested pacing guides provide educators with a roadmap for effectively managing instructional time and ensuring adequate coverage of content throughout the academic year.
8. **Assessment Tools:** The array of assessment tools, including diagnostic, formative, and summative assessments, empowers teachers to effectively monitor student progress, identify areas of strength and weakness, and adjust instruction accordingly.
9. **Interactive Presentations:** Interactive presentations engage students in active learning experiences, promoting deeper understanding and retention of mathematical concepts through dynamic, multimedia resources.
10. **Print Interactive Student Edition:** The print interactive student edition offers students a tangible resource that complements digital learning experiences, catering to diverse learning preferences and needs.
11. **Differentiation Activities:** Differentiation activities provide opportunities for personalized learning, allowing educators to tailor instruction to individual student needs and abilities.
12. **CCSS Standard Alignment:** Alignment with Common Core State Standards ensures that instructional materials are grounded in rigorous academic expectations, facilitating consistency and coherence across classrooms.
13. **Technology-Based Tools:** Integration of technology-based tools such as LearnSmart, ALEKS, Web Sketchpad Activities, and Desmos enhances the learning experience by providing adaptive instruction, visualization support, and interactive problem-solving tools.
  - a. **LearnSmart:** Adaptive learning technology compiles student data and offers tailored resources to support mastery of mathematical concepts.
  - b. **ALEKS:** Integrated instructionally actionable data enables targeted instruction for individual students, groups, or the entire classroom.
  - c. **Web Sketchpad:** Visualization software fosters problem-solving skills and aids in conceptual understanding.
  - d. **Desmos:** Digital graphing calculator enhances mathematical

exploration and analysis.

- 14. **Instructional Model:** The provided instructional model offers a structured framework for lesson delivery, encompassing key elements such as warm-ups, exploration, examples, reflection, and assessment, promoting a balanced approach to teaching and learning.
- 15. **Assessment Options:** A variety of assessment options, including diagnostic, formative, and summative assessments, cater to diverse assessment needs and provide comprehensive insight into student learning and achievement.

In summary, the adoption of McGraw Hill – Reveal Math materials offers a comprehensive and well-rounded instructional package that aligns with our educational objectives, supports teacher effectiveness, and enhances student learning experiences in mathematics.

Each month various Human Resources actions occur which require Board action or cognizance. On a monthly basis the administration recommends Board approval of new certified/classified hires, position reclassifications, and new or revised job descriptions. In addition, the administration informs the Board of resignations, transfers, and terminations throughout the district. The Human Resources action item for Board approval of the job description for Iñupiaq Language Instructor and Classroom Interventionist. The administration recommends the Board approve the Human Resources actions as presented.

APPROVAL OF JOB DESCRIPTION; CLASSROOM INTERVENTIONIST

The allocation of funding to provide engineering services to support preparation of FY 26 grant applications to the Department of Education and Early Development (DEED) and approval of contracts over \$50,000 require approval of the Board. The Districtwide Fire System Repair and Replacement at six sites was the district's second priority application but it only ranked 54<sup>th</sup> on the DEED FY 25 Major Maintenance list. The Districtwide DDC Control Upgrades at eight sites was the district's fifth priority and was ranked 21<sup>st</sup>. Both applications can benefit from additional engineer support. Without more detailed third-party documentation these important projects can be anticipated to receive similar scores in the next grant cycle. The applications will achieve higher scores if the applications include condition surveys and documentation of the specific needs at each site provided by professional engineers. An allocation of funding is required to acquire these services. The Joint Maintenance and Construction Committee discussed the need to improve the scores for these applications at its March 7 meeting. The JMCC recommended that the Regional School Board approve an allocation of \$75,000 for engineering services in support of these applications at the March 8 meeting. With the approval of funding the district will advertise for a term contract for engineering services. So that engineering work in support of DEED applications can begin promptly a delegation of authority to the Superintendent to award a contract is recommended. The administration recommends the Board approve the allocation of \$75,000 for engineering services in support of FY 26 DEED grant applications and the delegation of contracting authority to the Superintendent, as presented.

APPROVAL OF FUNDING FOR ENGINEERING SERVICES SUPPORTING FY 26 DEED; APPLICATIONS AND DELEGATION OF CONTRACTING AUTHORITY

Margaret Hansen: Thank you staff for all the hard work and time you put into this and the board, great discussions. In the committee meetings I reported the latest committee wellness task force minutes in there. There next meeting is in Shungnak, I have been invited to attend that as well. Brandon was there, as well as Karl Kawolski representing over teleconference, and he did an amazing job.

BOARD COMMENTS

Carol Schaeffer: Madam Chair I was just reading through the youth leaders report that was just presented to us, and there is a statement in here. Thomas Baker when he introduced our youth leader captains and youth leaders' program to the house of representatives, he marked that he was a participant in the youth leaders' program while a student at KMHS that lead him on his political journey.

Board discussion, Kivalina open house site visit. May 1<sup>st</sup>.

Alice Melton-Barr: Thank you for the excusal, I really appreciate it.

EXECUTIVE SESSION

Alice Melton-Barr made a motion to go into Executive Session, seconded by Millie Hawley. Motion Passed unanimously by roll call vote. Went into Executive Session at 4:46. Executive Session ended at 6:39.

The Budget Work session will be held on March 20, 2024, at 1:00 p.m. virtually.

The next regular Board meeting of the NWABSD Board of Education will be held on April 29,30, 2024, virtual.

Marie Greene moved to adjourn the meeting, seconded by Alice Adams.

Motion passed with unanimous consent. The meeting adjourned at 6:43 p.m.

\_\_\_\_\_  
Tillie Ticket, Secretary

\_\_\_\_\_  
Shayne Schaeffer, Recording Secretary

DATE/TIME OF NEXT BOARD MEETING

ADJOURNMENT

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** April 30, 2024

**NUMBER:** 24-116

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to BP 1100  
Communication with the  
Public; Second Reading

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

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

### **ABSTRACT:**

Board policy revisions require Board approval.

### **ISSUE:**

At issue is to approve the second reading of the proposed revisions to BP 1100 Communication with the Public.

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

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

This is the second reading of the proposed revisions to BP 1100 Communication with the Public within the Community Relations series.

This update adds the Alaska Statute and a report card to the public statement in the references and updates inclusivity verbiage.

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

### **ALTERNATIVES:**

1. Approve the second reading of the proposed revisions to BP 1100 Communication with the Public as presented;
2. Do not approve the second reading of the proposed revisions to BP 1100 as presented;
3. Take no final action.

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

The administration recommends the Board approve the second reading of the proposed revisions to BP 1100 Communication with the Public as presented.

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** April 30, 2024

**NUMBER:** 24-117

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to BP 1325  
Advertising and  
Promotion; Second  
Reading

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

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

### **ABSTRACT:**

Board policy revisions require Board approval.

### **ISSUE:**

At issue is to approve the second reading of the proposed revisions to BP 1325 Advertising and Promotion.

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

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

This is the second reading of the proposed revisions to BP 1325 Advertising and Promotion within the Community Relations series.

This update adds a closed forum clarification.

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

### **ALTERNATIVES:**

1. Approve the second reading of the proposed revisions to BP 1325 Advertising and Promotion as presented;
2. Do not approve the second reading of the proposed revisions to BP 1325 as presented;
3. Take no final action.

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

The administration recommends the Board approve the second reading of the proposed revisions to BP 1325 Advertising and Promotion as presented.

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** April 30, 2024

**NUMBER:** 24-118

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to BP 3270 Sale  
and Disposal of Books,  
Equipment, and Supplies;  
Second Reading

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

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

### **ABSTRACT:**

Board policy revisions require Board approval.

### **ISSUE:**

At issue is to approve the second reading of the proposed revisions to BP 3270 Sale and Disposal of Books, Equipment, and Supplies.

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

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

This is the second reading of the proposed revisions to BP 3270 Sale and Disposal of Books, Equipment, and Supplies within the Business and Non-Instructional Operations series.

This update moves a majority of the previously passed BP 3270 to an Administrative Regulation and aligns the updates with the Association of Alaska School Boards Model policy. This update also provides the Superintendent greater discretion to dispose of used District property, in an amount up to \$5,000 and the addition of "federal" law. Finally, 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. The title of the policy is also being updated from Sale and Disposal of Books, Equipment, and Supplies (Personal Property) to Sale and Disposal of Books, Equipment, and Supplies.

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

### **ALTERNATIVES:**

1. Approve the second reading of the proposed revisions to BP 3270 Sale and Disposal of Books, Equipment, and Supplies as presented;
2. Do not approve the second reading of the proposed revisions to BP 3270 as presented;
3. Take no final action.

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

The administration recommends the Board approve the second reading of the proposed revisions to BP 3270 Sale and Disposal of Books, Equipment, and Supplies as presented.

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** April 30, 2024

**NUMBER:** 24-119

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to BP 3311  
Bids; Second Reading

**STRATEGIC PLAN/BOARD GOAL:**

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

**ABSTRACT:**

Board policy revisions require Board approval.

**ISSUE:**

At issue is to approve the second reading of the proposed revisions to BP 3311 Bids.

**BACKGROUND AND/OR PERTINENT INFORMATION:**

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

This is the second reading of the proposed revisions to BP 3311 Bids within the Business and Non-Instructional Operations series.

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

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

**ALTERNATIVES:**

1. Approve the second reading of the proposed revisions to BP 3311 Bids as presented;
2. Do not approve the second reading of the proposed revisions to BP 3311 as presented;
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board approve the second reading of the proposed revisions to BP 3311 Bids as presented.

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** April 30, 2024

**NUMBER:** 24-120

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to BP 3541.1  
School-related Trips;  
Second Reading

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

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

### **ABSTRACT:**

Board policy revisions require Board approval.

### **ISSUE:**

At issue is to approve the second reading of the proposed revisions to BP 3541.1 School-related Trips.

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

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

This is the second reading of the proposed revisions to BP 3541.1 School-related Trips within the Business and Non-Instructional Operations series.

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.

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

### **ALTERNATIVES:**

1. Approve the second reading of the proposed revisions to BP 3541.1 School-related Trips as presented;
2. Do not approve the second reading of the proposed revisions to BP 3541.1 as presented;
3. Take no final action.

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

The administration recommends the Board approve the second reading of the proposed revisions to BP 3541.1 School-related Trips as presented.

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** April 30, 2024

**NUMBER:** 24-121

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed BP  
3590 Electronic  
Signatures; Second  
Reading

**STRATEGIC PLAN/BOARD GOAL:**

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

**ABSTRACT:**

Board policy revisions require Board approval.

**ISSUE:**

At issue is to approve the second reading of the proposed BP 3590 Electronic Signatures.

**BACKGROUND AND/OR PERTINENT INFORMATION:**

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

This is the second reading of the proposed BP 3590 Electronic Signatures to be within the Business and Non-Instructional Operations series.

This new policy establishes guidelines for how to utilize and accept electronic signatures in business, noninstructional, and instructional settings.

The Board Policy Committee reviewed the new policy and recommended approval.

**ALTERNATIVES:**

1. Approve the second reading of the proposed BP 3590 Electronic Signatures as presented;
2. Do not approve the second reading of the proposed BP 3590 as presented;
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board approve the second reading of the proposed BP 3590 Electronic Signatures as presented.

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** April 30, 2024

**NUMBER:** 24-122

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to BP 4222  
Classified Personnel -  
Teacher  
Aides/Paraprofessionals;  
Second Reading

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

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

### **ABSTRACT:**

Board policy revisions require Board approval.

### **ISSUE:**

At issue is to approve the second reading of the proposed revisions to BP 4222 Classified Personnel - Teacher Aides/Paraprofessionals.

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

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

This is the second reading of the proposed revisions to BP 4222 Classified Personnel - Teacher Aides/Paraprofessionals within the Personnel series.

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.

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

### **ALTERNATIVES:**

1. Approve the second reading of the proposed revisions to BP 4222 Classified Personnel - Teacher Aides/Paraprofessionals as presented;
2. Do not approve the second reading of the proposed revisions to BP 4222 as presented;
3. Take no final action.

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

The administration recommends the Board approve the second reading of the proposed revisions to BP 4222 Classified Personnel - Teacher Aides/Paraprofessionals as presented.

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** April 30, 2024

**NUMBER:** 24-123

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to BP 5124.1  
Family Engagement;  
Second Reading

**STRATEGIC PLAN/BOARD GOAL:**

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

**ABSTRACT:**

Board policy revisions require Board approval.

**ISSUE:**

At issue is to approve the second reading of BP 5124.1 Family Engagement.

**BACKGROUND AND/OR PERTINENT INFORMATION:**

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

This is the second reading of BP 5124.1 Family Engagement within the Students series.

This new board policy addresses family engagement and the efforts districts should take to coordinate with parents. The policy is broad-based and may be edited based on specific district needs.

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

**ALTERNATIVES:**

1. Approve the second reading of BP 5124.1 Family Engagement as presented;
2. Do not approve the second reading of BP 5124.1 as presented;
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board approve the second reading of BP 5124.1 Family Engagement as presented.

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** April 30, 2024

**NUMBER:** 24-124

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to BP 5131.9  
Academic Honesty;  
Second Reading

**STRATEGIC PLAN/BOARD GOAL:**

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

**ABSTRACT:**

Board policy revisions require Board approval.

**ISSUE:**

At issue is to approve the second reading of the proposed revisions to BP 5131.9 Academic Honesty.

**BACKGROUND AND/OR PERTINENT INFORMATION:**

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

This is the second reading of the proposed revisions to BP 5131.9 Academic Honesty within the Students series.

This update is a substantial revision to the model academic honesty policy, incorporating modern best practices and addressing the use of artificial intelligence programs.

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

**ALTERNATIVES:**

1. Approve the second reading of the proposed revisions to BP 5131.9 Academic Honesty as presented;
2. Do not approve the second reading of the proposed revisions to BP 5131.9 as presented;
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board approve the second reading of the proposed revisions to BP 5131.9 Academic Honesty as presented.

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** April 30, 2024

**NUMBER:** 24-125

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed BP  
5141.43 Uniform  
Investigations; Second  
Reading

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

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

### **ABSTRACT:**

Board policy revisions require Board approval.

### **ISSUE:**

At issue is to approve the second reading of the proposed BP 5141.43 Uniform Investigations.

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

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

This is the second reading of the proposed BP 5141.43 Uniform Investigations to be within the Students series.

This new 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 Board Policy Committee reviewed the new policy and recommends approval.

### **ALTERNATIVES:**

1. Approve the second reading of the proposed BP 5141.43 Uniform Investigations as presented;
2. Do not approve the second reading of the proposed BP 5141.43 as presented;
3. Take no final action.

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

The administration recommends the Board approve the second reading of the proposed BP 5141.43 Uniform Investigations as presented.

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** April 30, 2024

**NUMBER:** 24-126

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to BP 6020  
Parent Involvement;  
Second Reading

**STRATEGIC PLAN/BOARD GOAL:**

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

**ABSTRACT:**

Board policy revisions require Board approval.

**ISSUE:**

At issue is to approve the second reading of the proposed revisions to BP 6020 Parent Involvement.

**BACKGROUND AND/OR PERTINENT INFORMATION:**

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

This is the second reading of the proposed revisions to BP 6020 Parent Involvement within the Instruction series.

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.

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.

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

**ALTERNATIVES:**

1. Approve the second reading of the proposed revisions to BP 6020 Parent Involvement as presented;
2. Do not approve the second reading of the proposed revisions to BP 6020 as presented;
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board approve the second reading of the proposed revisions to BP 6020 Parent Involvement as presented.

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** April 30, 2024

**NUMBER:** 24-127

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to BP 6112  
School Day; Second  
Reading

**STRATEGIC PLAN/BOARD GOAL:**

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

**ABSTRACT:**

Board policy revisions require Board approval.

**ISSUE:**

At issue is to approve the second reading of the proposed revisions to BP 6112 School Day.

**BACKGROUND AND/OR PERTINENT INFORMATION:**

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

This is the second reading of the proposed revisions to BP 6112 School Day within the Instruction series.

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

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

**ALTERNATIVES:**

1. Approve the second reading of the proposed revisions to BP 6112 School Day as presented;
2. Do not approve the second reading of the proposed revisions to BP 6112 as presented;
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board approve the second reading of the proposed revisions to BP 6112 School Day as presented.

## MEMORANDUM

---

**TO:** NWABSD Board of Education  
Members

**DATE:** April 30, 2024

**NUMBER:** 24-128

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed BP  
6147 Alaska Reads Act  
Intervention Program;  
Second Reading

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

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

### **ABSTRACT:**

Board policy revisions require Board approval.

### **ISSUE:**

At issue is to approve the second reading of the proposed BP 6147 Alaska Reads Act Intervention Program.

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

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

This is the second reading of the proposed BP 6147 Alaska Reads Act Intervention Program to be within the Students series.

This new 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.

The Board Policy Committee reviewed the new policy and recommended approval.

### **ALTERNATIVES:**

1. Approve the second reading of the proposed BP 6147 Alaska Reads Act Intervention Program as presented;
2. Do not approve the second reading of the proposed BP 6147 as presented;
3. Take no final action.

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

The administration recommends the Board approve the second reading of the proposed BP 6147 Alaska Reads Act Intervention Program as presented.

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** April 30, 2024

**NUMBER:** 24-129

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed BP  
6148 Early Education  
Programs; Second  
Reading

**STRATEGIC PLAN/BOARD GOAL:**

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

**ABSTRACT:**

Board policy revisions require Board approval.

**ISSUE:**

At issue is to approve the second reading of the proposed BP 6148 Early Education Programs.

**BACKGROUND AND/OR PERTINENT INFORMATION:**

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

This is the second reading of the proposed BP 6148 Early Education Programs to be within the Students series.

This new policy implements the early education grant program under the Alaska Reads Act. It sets forth the compliance requirements for a district that opts for an early education grant under the Alaska Reads Act.

The Board Policy Committee reviewed the new policy and recommends approval.

**ALTERNATIVES:**

1. Approve the second reading of the proposed BP 6148 Early Education Programs as presented;
2. Do not approve the second reading of the proposed BP 6148 as presented;
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board approve the second reading of the proposed BP 6148 Early Education Programs as presented.

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** April 30, 2024

**NUMBER:** 24-130

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to BB 9322  
Agenda/Meeting Materials;  
Second Reading

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

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

### **ABSTRACT:**

Board policy revisions require Board approval.

### **ISSUE:**

At issue is to approve the second reading of the proposed revisions to BB 9322 Agenda/Meeting Materials.

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

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

This is the second reading of the proposed revisions to BB 9322 Agenda/Meeting Materials within the Bylaws of the Board series.

This update adds a reference to State Statute, defines a timeline for board and public access to meeting materials, and adds a section for Board member preparation.

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

### **ALTERNATIVES:**

1. Approve the second reading of the proposed revisions to BB 9322 Agenda/Meeting Materials as presented;
2. Do not approve the second reading of the proposed revisions to BP 9322 as presented;
3. Take no final action.

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

The administration recommends the Board approve the second reading of the proposed revisions to BB 9322 Agenda/Meeting Materials as presented.

## MEMORANDUM

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**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  
7873

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>
<b>Total:</b>	<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

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

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

P.O. No.	Project

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

## MEMORANDUM

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**TO:** NWABSD Board of Education

**DATE:** April 30, 2024

**NUMBER:** 24-132

**FR:** Office of the Superintendent

**SUBJECT:** Approval of 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.

**FUNDING SOURCE:**

General Fund.

**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

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TO: NWABSD Board of Education  
Members

DATE: April 30,2024

NUMBER: 24-133

FR: Office of the Superintendent

SUBJECT: Approval of 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.

**FUNDING SOURCE:**

General Fund.

**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

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TO: NWABSD Board of Education

DATE: April 30, 2024

NUMBER: **24-134**

FR: Office of the Superintendent

SUBJECT: Approval of 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 has helped us keep our generators running at the Shungnak School, Kotzebue School, and the ATC and get them back into service. They are also working with us on the Kobuk school generator.

**FUNDING SOURCE:**

General Fund.

**ALTERNATIVES:**

1. Approve the administration's request to pay NC Power Systems for their continued efforts at each site as needed and not to exceed \$50,000.00 for school year 24/25.
2. Disapprove the administration's request to pay NC Power Systems for their continued efforts at each site, as needed and not to exceed \$50,000.00 for school year 24/25.
2. 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 and not to exceed \$50,000.00 for school year 24/25.

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** April 30, 2024

**NUMBER:** 24-135

**FR:** Office of the Superintendent

**SUBJECT:** Approval of  
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.

### **FUNDING SOURCE:**

General Fund.

### **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

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**TO:** NWABSD Board of Education

**DATE:** April 30, 2024

**NUMBER:** 24-136

**FR:** Office of the Superintendent

**SUBJECT:** Approval of RESCON

**ABSTRACT:**

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

**ISSUE:**

At issue is board approval for RESCON for the heating fuel spill clean up for Noorvik and Kivalina, for a cost not to exceed \$150,000.00 for the school year 24/25

**BACKGROUND AND/OR PERTINENT INFORMATION:**

In the Spring of 2022 and 2023, the district had fuel spills in Kivalina on the old teacher housing campus and in Noorvik behind the teacher housing 6-plex on the hill. RESCON was brought in to assess the spills and make a plan to monitor and dispose of the spilled heating fuel. They have been working directly with the ADEC on the two spills and have a cost for both villages.

**FUNDING SOURCE:**

General Fund.

**ALTERNATIVES:**

1. Approve the administration's request to pay RESCON for their continued efforts at each site as per attached not to exceed \$150,000.00 for the school year 24/25.
2. Disapprove the administration's request to pay RESCON for their continued efforts at each site, as per attached not to exceed \$150,000.00 for the school year 24/25.
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 not to exceed \$150,000.00 for the school year 24/25.

## MEMORANDUM

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TO: NWABSD Board of Education  
Members

DATE: April 30, 2024

NUMBER: **24-137**

FR: Office of the Superintendent

SUBJECT: Approval of 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 this summer's new builds.

### **FUNDING SOURCE:**

General Fund.

### **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 to pay Drake Construction Inc. \$150,000.00 to perform the move from Selawik to Buckland not to exceed \$150,000.00 to perform the move from Selawik to Buckland.

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** April 30,2024

**NUMBER:** 24-138

**FR:** Office of the Superintendent

**SUBJECT:** Approval of 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 requests 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. Forty thousand gallons of fuel from Everts Air Fuel FOB Fairbanks to Noatak will cost **\$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 to Noatak in the amount not to exceed \$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 not to exceed \$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 not to exceed \$366,577.92.

**MEMORANDUM**

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**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
<b>Our Youth Our Future (OYOF) Federal Grant FY24 (fund 367)</b> <b><i>January 1, 2024 to December 31, 2024</i></b>	<b>\$30,100</b>
Total	<b>\$133,785.35</b>

**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 #: <b><u>367.099.320.224.410</u></b>	<b><u>\$ 30,100</u></b>
<b>NEW MOA Total:</b>	<b><u>\$133,785.35</u></b>

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

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**TO:** NWABSD Board of Education  
Members

**DATE:** April 30, 2024

**NUMBER:** 24-140

**FR:** Office of the Superintendent

**SUBJECT:** Approval to Accept  
Grant Award

**ABSTRACT:**

Board Acceptance of New Grants

**ISSUE:**

At issue is the Board's Approval to accept a newly awarded grant for FY25-27

**BACKGROUND AND/OR PERTINENT INFORMATION:**

In February, the district applied for a 3-year grant through the Alaska Department of Education and Early Development (DEED) for our Pre-Elementary Program. The purpose of this 3-year grant is for the district to improve its PreK program to comply with the Alaska Early Education Program Standards. Compliance with the Alaska Early Education Program Standards are a requirement in order for the district to apply for DEED's .5 ADM/Formula Funding Application. We received notification from DEED on March 18<sup>th</sup> that we had been awarded \$496,971 for each Fiscal Year 2025, 2026, and 2027.

Attached is the Notice of Intent to Award

**ALTERNATIVES:**

1. Approve the acceptance of the Alaska Early Education Program Grant in the amount of \$496,971 for each of the Fiscal Years 2025, 2026, and 2027 as presented;
2. Disapprove the acceptance of the Alaska Early Education Program Grant as presented;
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends that the board approve the acceptance of the Alaska Early Education Program Grant in the amount of \$496,971 for each of the Fiscal Years 2025, 2026, and 2027 as presented;



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

## Department of Education & Early Development

DIVISION OF INNOVATION &  
EDUCATION EXCELLENCE

P.O. Box 110500  
Juneau, Alaska 99811-0500  
Main: 907.465.2830  
Fax: 907.465.6760

March 18, 2024

Terri Walker, Superintendent  
Northwest Arctic Borough School District  
PO Box 51  
Kotzebue, Alaska 99753

### NOTICE OF INTENT TO AWARD

Dear Superintendent Walker,

The Department of Education and Early Development (DEED) is pleased to inform you that your district-wide early education program has been selected to receive the Alaska Early Education Program Grant in the amount of \$496,971 for each of the Fiscal Years 2025, 2026, and 2027.

The awarded amount is not equal to the amount requested in your district's application; it was adjusted due to the amount of funding allocated through AS 14.03.410(c). To receive the funding, your district will need to submit an updated plan and budget for its district-wide early education program incorporating the new funding amount and any necessary adjustments by May 30, 2024.

The 30-day appeal period begins March 18, 2024. More information about this process may be found at <http://www.akleg.gov/basis/aac.asp#4.40.020>. If no successful appeals are received, DEED intends to make the awarded funding available on July 1, 2024. Awarded funds may be used for expenditures made July 1, 2024 to June 30, 2025. Subsequent awards will be released at the beginning of each fiscal year. As mentioned in the grant application, "the state reserves the right to modify annual awards based on the actual amount of legislative appropriation towards this grant program. All grant awards are subject to that appropriation."

DEED looks forward to collaborating with you in creating and maintaining a high-quality early education program that meets Alaska's Early Education Program Standards. If you have any questions concerning this award, please contact DEED at the information below.

Respectfully,

*M. Jayne McFarland*  
Jayne McFarland, Education Specialist II  
[jayne.mcfarland@alaska.gov](mailto:jayne.mcfarland@alaska.gov) (907) 269-7974

cc: Tracy Bell, Director of Curriculum and Instruction  
Joy Cogburn-Smith, Director of State and Federal Programs  
Megan Williams, Director of Administrative Services  
Becky Moren, Early Learning Administrator

## MEMORANDUM

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**TO:** NWABSD Board of Education Members                      **DATE:** April 30, 2024  
**FR:** Office of the Superintendent                                      **NUMBER:** 24-141  
**SUBJECT:** Approval of Superintendent's Out-of-District Travel

### **ABSTRACT:**

Superintendent's out-of-District travel require Board approval.

### **ISSUE:**

At issue is to approve the Superintendent's request for out-of-district travel as presented.

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

The Superintendent's request for out-of-district travel request:

Superintendent's out-of-district travel

- Native Language Summit (DEED)                      April 18, 2024
- Nome Immersion School visit                                      May 7-8, 2024
- AK Schools Leadership Institute                                      May 29-31, 2024

Kivalina Open house is scheduled for May 9, 2024.

### **ALTERNATIVES:**

1. Approve the Superintendent's request for out-of-district travel as presented;
2. Do not approve the Superintendent's request for out-of-district travel as presented;
3. Take no final action.

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

The administration recommends the Board approve the Superintendent's request for out-off-district travel as presented.

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** April 30th, 2024

**NUMBER:** 24-142

**FR:** Office of the Superintendent

**SUBJECT:** Approval of  
June Nelson Scholarship  
recipients

**ABSTRACT:**

Board approval is required for NWABSD June Nelson Scholarship recipients.

**ISSUE:**

Discussion to review applicants and determine recipients of the 2024 NWABSD June Nelson Scholarship. Selection of recipients of the June Nelson Scholarship 2024, application materials will be presented during executive session due to FERPA.

**BACKGROUND AND/OR PERTINENT INFORMATION:**

This year we had eight students apply for the NWABSD June Nelson Scholarship. However, only four applicants met the Scholarship criteria. Review of the four qualifying applications and discussion will take place in executive session due to privacy considerations.

**ALTERNATIVES:**

1. Approve the Memorandum
2. Disapprove the Memorandum
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends board approval of the qualified applicants per discussion/selection in executive session.

MEMORANDUM

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TO: NWABSD Board of Education

DATE: April 30, 2024

NUMBER: 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.

Funding Source: General Funds

ALTERNATIVES:

1. Approve the administration's request to award the NWABSD FY24 heating fuel bid to Crowley Petroleum Distribution for ten (10) sites not to exceed \$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 not to exceed \$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 not to exceed \$2,905,861.90

## MEMORANDUM

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**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

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**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 FY25	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.

## MEMORANDUM

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**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

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**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 7<sup>th</sup> & 8<sup>th</sup>, 2024, and went out to the community for feedback via a survey. The Board held a meeting to review survey results in early April and then held a Budget hearing on April 22<sup>nd</sup> to receive public feedback. The Board of Education and Superintendent created the FY25 Proposed Operating Fund Budget based off 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 – Planning on at least 30 employees to opt out of plan.
- Reduction to meal program – Cut seconds
- Reduction to student activities – Middle School sports
- Reduced curriculum supplies

This Proposed Budget includes the use of estimated fund balance and assumed increases to revenue:

- \$300 increase to Base Student Allocation (BSA) - \$2,067,704
- NANA Contribution - \$1,500,000
- Estimated fund balance - \$4,972,495

At this time, the Board of Education has built the budget to include the items below:

- Breakfast and Lunch provided to all students
- High School Student Activities district wide
- Classroom sizes will remain the same

*Further reductions may be needed if revenue and fund balance actuals differ from projections*

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.

## MEMORANDUM

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**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](mailto: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 29<sup>th</sup>, 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

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** April 30, 2024

**NUMBER:** 24-149

**FM:** Office of the Superintendent

**SUBJECT:** Approval Contract  
increase; DD Strait, LLC

### **ABSTRACT**

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

### **ISSUE**

The time and materials contract for DD Strait Consulting, LLC, needs to be increased from \$49,800 not to exceed the amount of \$79,800 to cover the cost of project management services for FY 2024.

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

Starting in May 2022 Dena Strait, through DD Strait Consulting, LLC, (DDSC) has supported the District's capital projects under the mentorship of long-time Capital Projects Manager Kathy Christy as she phased into retirement.

In June 2023 Dena Strait was given a contract for \$49,800 to take the lead in completing DEED grant applications and provide project management support while the District advertised for a replacement for Ms. Christy. That funding was only intended to go through the end of September 2023, but DD Strait Consulting, LLC is just now nearing the end of that funding. For reference, Kathy Christy typically requested \$95,000/year.

In early 2024 DD Strait Consulting, LLC was selected as the replacement capital projects manager following a competitive request for proposal process. DD Strait took on increased project management responsibilities as Kathy stepped back and she also prepared additional grant applications. Grant applications submitted since January 2024 include CAPSIS, Congressional Direct Spending (earmarks) to Representative Peltola's and Senator Murkowski's offices, and Denali Commission funding. Multiple projects were submitted for each of these funding sources. In addition, DD Strait Consulting is managing design and construction for Buckland, and the design and procurement for the replacement of the fire alarm systems at Selawik and Noorvik. DDSC has also supported the district in efforts related to AHFC funding that went to the City of Kotzebue. Additional pending duties are listed on the following page.

No additional funding has been added to the DDSC contract beyond the \$49,800 intended to fund the position through the end of September 2023. The DD Strait contract needs to be amended to reflect the increased responsibilities, extended length of contract, and corresponding compensation.

Funding for capital project management comes from the capital projects fund balance. Project Management efforts expended prior to a project being funded, such as grant writing, are charged to the capital budget. When a specific project is subsequently funded, the project budget pays for those project management services, thus reimbursing the district's capital budget.

The total contract is not to exceed \$79,800 and will cover all services in FY24. The amount includes both direct costs and reimbursable costs, such as travel and printing of grant applications. As a contractor instead of a district employee, DDSC does not receive District benefits. The capital project management contract is a Time and Materials contract and only direct time spent on District work is charged. Below is a chart showing budgetary numbers for the activities yet to occur in FY24, which was used to determine the requested amount for this contract increase.

Estimated Fee needed for April, May and June to complete FY24 work		Reimbursed by Grant if awarded?	
Selawik & Noorvik Fire Alarm bidding and contract award	\$3,000	yes	
Buckland Phase II (Summer '24) construction management	\$4,000	yes	
Buckland Phase III Grant application to Denali Commission (submitted in April)	\$2,000	yes	
Districtwide DDC application- Denali Commission April grant application and DEED FY26 application	\$3,500	yes	
Districtwide Fire Alarm application- Denali Commission April grant application, managing engineering and design to advance project, & DEED FY26 application	\$4,500	yes	
Deering – Managing design team and DEED FY26 grant application	\$8,000	yes	
General Assistance as requested by the District, attendance at Board meetings, etc.	\$5,000	No, but from capital budget	
	\$30,000		

**ALTERNATIVES:**

1. Approve increasing the DD Strait Consulting, LLC contract for capital project management services not to exceed \$79,800, as presented.
2. Do not approve increasing the DD Strait Consulting, LLC contract for capital project management services not to exceed \$79,800, as presented.
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board approve increasing the DD Strait Consulting, LLC contract for capital project management services not to exceed \$79,800, as presented.

**NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT**

**ADDENDUM TO  
MEMORANDUM OF AGREEMENT**

MOA # 22401

Between

Contractor Name: DD Strait Consulting LLC

Address: 3705 ARCTIC BLVD # 1348

ANCHORAGE AK 99503

and

**Northwest Arctic Borough School District**

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

MOA Addendum:

	<u>Amount</u>
Account #: <u>555.099.884.224.410 Original</u>	<u>\$ 49,800.00</u>
Account #: <u>555.099.884.224.410 Increase</u>	<u>\$ 30,000.00</u>
Account #: _____	<u>\$ _____</u>
Account #: _____	<u>\$ _____</u>
Account #: _____	<u>\$ _____</u>
<b>NEW MOA Total:</b>	<u>\$ 79,800.00</u>

Budget Authority Approval: \_\_\_\_\_

**Contractor Additionally Agrees:**

Additional Funds needed for capital projects FY24  
\_\_\_\_\_  
\_\_\_\_\_

**District Additionally Agrees:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Board Approval (if applicable): \_\_\_\_\_

Agreed to by:

\_\_\_\_\_  
Contractor, (Sign and Return to Program Contact Person) Date

\_\_\_\_\_  
Superintendent- Authorized Signature, NWABSD Date

\_\_\_\_\_  
Director of Administrative Services, NWABSD Date

## MEMORANDUM

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**TO:** NWABSD Board of Education

**DATE:** April 30, 2024

**NUMBER:** 24-150

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Human Resources

### ABSTRACT:

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

### ISSUE:

At issue is the approval of Human Resources actions.

### BACKGROUND AND/OR PERTINENT INFORMATION:

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

### ALTERNATIVES:

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

### ADMINISTRATION RECOMMENDATION:

The administration recommends the Board approve the Human Resources actions as present

**Addendum  
Human Resources  
April 2024**

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

- a) Certified New Hires FY24
- b) Classified New Hires FY24
- c) Certified New Hires FY25
- d) Certified Rehires FY25

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

LOCATION & DATE	NAME	POSITION
<b><u>District Office</u></b>		
05/28/2024	Sheryl Alexander	Literacy Specialist

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

LOCATION & DATE	NAME	POSITION
<b><u>Kivalina</u></b>		
03/2024	Glenn Sahibol	Maintenance B.P.O

c) The administration recommends approval of the following FY25 Certified New Hires:

LOCATION & DATE	NAME	POSITION
<b><u>Ambler</u></b>		
08/2024	Kevin Matthews	Principal/Teacher
	Mary Palmer	Pre-K/1 Teacher
<b><u>Buckland</u></b>		
8/2024	Richard Andrews	SPED PreK-12 Teacher
	Carey Halnier	Itinerant Counselor/Intern
	Philip Harkins	MS-HS Math Teacher
<b><u>Deering</u></b>		
08/2024	Mary Romano	PreK/K/1 <sup>st</sup> Grade Teacher
	Danilo Guillemer	4 <sup>th</sup> /5 <sup>th</sup> /6 <sup>th</sup> Grade Teacher
	Carey Halnier	Itinerant Counselor Intern
<b><u>JNES</u></b>		
08/2024	Shelley Applegate	SPED PreK-12 Teacher
	Dolly Toche	5 <sup>th</sup> Grade Teacher
	May Geneston	Kindergarten Teacher
	Elle Espino	5 <sup>th</sup> Grade Teacher
	Vernon Ceballos	2 <sup>nd</sup> Grade Teacher
<b><u>KMHS</u></b>		
08/2024	Jane Quinones	HS Lang. Arts Teacher
<b><u>Kobuk</u></b>		
08/2024	Jaz Ramirez	MS/HS Lang. Arts, SS Teacher
	Jean Loredo	MS/HS Math, Science Teacher

**Addendum  
Human Resources  
April 2024**

**Noatak**

08/2024

Lea Guleng	MS/HS Math Teacher
Daphne Rashid-Tadeo	MS/HS Lang. Arts Teacher
Ivy Coritina	PreK Teacher
Lowell Bisenio	4 <sup>th</sup> 5 <sup>th</sup> Grade Teacher

**Selawik**

08/2024

Haley Lloyd	MS-HS Math/Science Teacher
Paul Ramos	SPED PreK-12 Teacher
Justy Tuquib	MS/HS Lang. Arts Teacher
Miraflor Tugupa	2 <sup>nd</sup> Grade Teacher
Harold Dino	SPED PreK-12 Teacher

d) The administration recommends approval of the following FY25 Certified Rehires:

LOCATION & DATE

NAME

POSITION

**Ambler**

08/2024

Nina Duallo	MS/HS Math & science Teacher
Grace Felisilda	2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> Grade Teacher
Ruth Simplicio	MS/HS Lang. Arts & Social Studies Teacher

**Buckland**

08/2024

William Doty	HS Social Studies Teacher
Matthew Berlin	1 <sup>st</sup> Grade Teacher
Dondee Valliente	2 <sup>nd</sup> Grade Teacher
Denise Keys	MS/HS Science Teacher
Joseph Spink	3 <sup>rd</sup> , 4 <sup>th</sup> Grade Teacher
Silmarie Actub	MS/HS Lang. Arts Teacher
Weismily Pangilinan	4 <sup>th</sup> Grade Teacher
Evelyn Cortes	PreK Teacher
Aileen Ederango	5 <sup>th</sup> , 6 <sup>th</sup> Grade Teacher

**Deering**

08/2024

Brenda Noe	Principal
Brent Noe	MS/HS Math & Science Teacher
Rebecca Moran-Scoratow	MS/HS Lang. Arts & Social Studies Teacher

**JNES**

08/2024

Faith Jurs	Principal
Laurel Blackham	SPED PreK-12 Teacher
Herbert Sweezey	3 <sup>rd</sup> Grade Teacher
Darleia Caldwell	2 <sup>nd</sup> Grade Teacher
Ashley Hansen	1 <sup>st</sup> Grade Teacher
Terry Cooper	1 <sup>st</sup> Grade Teacher
Remia Luspo	4 <sup>th</sup> Grade Teacher
Edilyn Medina	4 <sup>th</sup> Grade Teacher
Elizabeth McPadden	1 <sup>st</sup> Grade Teacher
Aletha Duchene	3 <sup>rd</sup> Grade Teacher

**Addendum  
Human Resources  
April 2024**

**Kiana**

08/2024

Marjorie Baker  
Shirley Dukes  
Mary Norton

Kindergarten Teacher  
JNES/KMHS Counselor Intern  
SPED PreK-12 Teacher

James Stewart  
Tracey Hyatt  
Ronnie Hawley  
Billie Jo Bellamy  
Victoria Morris  
Megan Strong  
Lynn Smith  
Janeil Stewart

Principal  
SPED PreK-12 Teacher  
CTE Teacher  
PreK/Kindergarten  
3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> Grade Teacher  
1<sup>st</sup>, 2<sup>nd</sup> Grade Teacher  
MS/HS Math & Science Teacher  
Counselor Intern

**Kivalina**

08/2024

Jeremy Millard  
Meilve Castro  
Lucilyn Sahibol  
Alvin Altares  
Jenissa Magbanua  
Grace Menor  
Maria Mabaylan  
Keziah Diablo  
Chloe Mae Nasibog

Principal  
SPED PreK-12 Teacher  
PreK, Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup> Grade Teacher  
MS/HS Science Teacher  
MS/HS Lang. Arts Teacher  
PreK/Kindergarten Teacher  
4<sup>th</sup>, 5<sup>th</sup> Grade Teacher  
3<sup>rd</sup>, 4<sup>th</sup> Grade Teacher  
5<sup>th</sup>, 6<sup>th</sup> Grade Teacher

**KMHS**

08/2024

Gary Perkins  
Windilinda Ybanez  
Matthew Brown  
Marylinda Puzon  
Jacqueline Labial  
Conrad Kerber  
Clayton Gindt  
Jusan Catalan  
Barbara Harper  
Chris Parker  
Socrates Embesan  
Adonis Capulong  
Mellissia Troyer  
Aubrey Johnson  
Shirley Dukes

Principal  
SPED PreK-12 Teacher  
SPED PreK-12 Teacher  
SPED PreK-12 Teacher  
HS Math Teacher  
HS Science Teacher  
HS Lang. Arts Teacher  
MS Math Teacher  
MS Science Teacher  
MS/HS Art Teacher  
HS Science Teacher  
MS Lang. Arts Teacher  
Counselor Intern  
HS Social Studies Teacher  
JNES/KMHS Counselor Intern

**Kobuk**

08/2024

Kelli Tallman  
Jacqueline McManus

3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> Grade Teacher  
Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup> Grade Teacher

**Addendum  
Human Resources  
April 2024**

**Noatak**

08/2024

Lori Lungarrd-Hall	Principal
Ashley Ort	SPED PreK-12 Teacher
Nadene Parshall	SPED PreK-12 Teacher
Roxiann Wolfe	4 <sup>th</sup> Grade Teacher
Benjamin Heebner	MS/HS Social Studies Teacher
Tyler Graham	MS/HS Science Teacher
Kayla Pietila	1 <sup>st</sup> , 2 <sup>nd</sup> Grade Teacher
Sarah Dallingay	Kindergarten Teacher
Careene Bravo	2 <sup>ND</sup> , 3 <sup>RD</sup> Grade Teacher

**Noorvik**

08/2024

Judylinda Alvarez	SPED PreK-12 Teacher
Catherine Stroup	4 <sup>th</sup> Grade Teacher
Ronnie Carroll	HS Social Studies Teacher
Uzziel Irog-Irog	Kindergarten, 1 <sup>st</sup> Grade Teacher
Ariel Lehayen	Kindergarten, 1 <sup>st</sup> Grade Teacher
Tamara Milner	2 <sup>nd</sup> Grade Teacher
Irvin Irog-Irog	5 <sup>th</sup> Grade Teacher
Jilbert Jaurigue	HS Lang. Arts Teacher
Mary Flor Babia	MS/HS Math Teacher

**Selawik**

08/2024

Jamie Cowart	Principal
Karen Wells	SPED PreK-12 Teacher
Bradley Schott	CTE Teacher
Geronimo Ruiz-Muro	MS/HS Math Teacher
James Taylor	5 <sup>th</sup> Grade Teacher
Ricky Cowart	MS/HS Social Studies Teacher
Kirk Bergen	4 <sup>th</sup> Grade Teacher
Jane Solas	3 <sup>rd</sup> Grade Teacher
Larel Woods	Kindergarten Teacher
Chelsey Goodwin	Counselor Intern

**Shungnak**

08/2024

April De La Cruz	SPED PreK-12 Teacher
Juvy Pamunag	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Grade Teacher
MHadelle Lugod	MS/HS Math & Science Teacher
Cheryl Mae Abejuela	PreK, Kindergarten, 1 <sup>st</sup> Grade Teacher
Dawn Davis	3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> Grade Teacher

**Star of the North**

08/2024

Joseph Groves	Principal
Clay Beck	CTE Teacher
Marc Tumaneng	CTE Teacher

**ATC**

07/2024

Ivy Shelton	ATC/STAR Assistant Director
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08/2024

Jay Harold Panlilio	Health Occupations
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**Addendum  
Human Resources  
April 2024**

**District Office**

07/2024	Kimberly Addington	Staff Development Specialist
	Francis Gage	SPED Specialist Teacher
	Emily Davis	SPED Specialist Teacher
	Scott Martin	Program & Staff Dev. Specialist
	Angela Eisel	SPED PreK-12 Itinerant Teacher
	Zonda Martin	Staff Development Specialist
	Tracey Schaeffer	Clinical Coordinator
	Paul Wood	Assistant Director of Technology
	Deborah Walker	Assistant Director of Admin. Services
	Perrian Windhausen	Director of Special Services
	Joy Cogburn-Smith	Director of State & Federal Programs
	Jeff Alexander	Director of Human Resources
	Amy Eakin	Technology Director
	Tracy Bell	Curriculum Director
	Ron Malcolm	Assistant Director of Special Services
	Kathryn Self	Assistant Director of Human Resources
	Kristen Woodie	Literacy Specialist

II. The administration reports the following non-action items:

- a) Certified Resignations FY24
- b) Classified Resignations FY24
- c) Certified Transfers FY25
- d) Classified Transfers FY24
- a) The administration reports on the following FY24 Certified Resignations:

LOCATION & DATE	NAME	POSITION
<b><u>Ambler</u></b>		
05/2024	Jeffrey Osborn	5/6 <sup>th</sup> Grade Teacher
06/2024	Sarah Hutchison	Principal
<b><u>Buckland</u></b>		
05/2024	Kelly Halkyard	SPED PreK-12 Teacher
06/2024	Cherita Williams	Principal
<b><u>Deering</u></b>		
04/2024	Timothy Caraway	4/5/6 <sup>th</sup> Grade Teacher
05/2024	Darci Shane	2/3 <sup>rd</sup> Grade Teacher
<b><u>JNES</u></b>		
10/2023	Tammy Hoke	Kindergarten Teacher
05/2024	Madeline Hewston	2 <sup>nd</sup> Grade Teacher
06/2024	Scott Lefebvre	Assistant Principal
<b><u>Kivalina</u></b>		
05/2024	Stephen Lindsey	MS/HS Math Teacher

**Addendum  
Human Resources  
April 2024**

**KMHS**

05/2024	Alyosha Monson	HS Language Arts
05/2024	Shelbi Garrett	SPED PreK-12 Teacher
06/2024	Cassius Brown	Assistant Principal

**Kobuk**

05/2024	Lorrie Wilson	MS/HS Math & Science Teacher
05/2024	Rolando Posada	MS/HS Lang.Arts & Social Studies Teacher
06/2024	Julie Shotwell	Principal

**Noatak**

05/2024	Brett Pietila	CTE Teacher
05/2024	Brent Hostetter	MS/HS Lang. Arts Teacher
05/2024	Joseph Chapman	5 <sup>th</sup> & 6 <sup>th</sup> Grade Teacher

**Noorvik**

03/2024	Alana Woolsey (Williams)	SPED PreK-12 Teacher
05/2024	Andea Zink	Dean of Students, Teacher
05/2024	Michael Dibble	3 <sup>rd</sup> Grade Teacher

**Selawik**

05/2024	Bradley Johnson	MS/HS Science Teacher
05/2024	David O'Connor	SPED PreK-12 Teacher
05/2024	Jacob Ray	2 <sup>nd</sup> Grade Teacher

**Shungnak**

06/2024	Roger Franklin	Principal
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**District Office**

06/2024	Robin Gage	DATA Specialist Teacher
06/2024	Brett Slaathaug	Student Activities Coordinator

b) The administration reports on the following FY24 Classified Resignations:

LOCATION & DATE	NAME	POSITION
<b><u>ATC</u></b>		
06/30/2024	Karl Kowalski	ATC/STAR Director
<b><u>District Office</u></b>		
06/30/2024	Brandon Blackham	Property Services Director
06/30/2024	Megan Williams	Director of Admin Services
<b><u>Deering</u></b>		
02/23/2024	James Cleveland	Special Ed. Aide
04/01/2024	Kelly Caraway	Migrant Ed. Aide
<b><u>KMHS</u></b>		
05/2024	Josh Labial	Migrant Ed. Aide
<b><u>Kivalina</u></b>		
03/24/2024	Lisa Sage	Secretary

**Addendum  
Human Resources  
April 2024**

c) The administration reports on the following FY25 Certified Transfers:

LOCATION & DATE	NAME	POSITION
<b><u>Buckland</u></b>		
08/2024	Charles Esmailka	SPED PreK-12 Teacher
<b><u>Deering</u></b>		
08/2024	Patricia Houser	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Grade Teacher
<b><u>JNES</u></b>		
07/2024	Corey Shepherd	Assistant Principal
<b><u>Kivalina</u></b>		
08/2024	Dominic Diing	MS/HS Math Teacher
<b><u>KMHS</u></b>		
08/2024	Merle Greene	MS Math & Science Teacher
<b><u>Noorvik</u></b>		
07/2024	Leslie Zibell	Principal
<b><u>Selawik</u></b>		
08/2024	Cathy Brown	1 <sup>st</sup> Grade Teacher
	William Johnson	HS Science Teacher
<b><u>Shungnak</u></b>		
07/2024	Eddie Williams	Principal
<b><u>District Office</u></b>		
08/2024	Rita Short	SPED PreK-12 Itinerant Teacher

d) The administration reports on the following FY24 Classified Transfers:

LOCATION & DATE	NAME	POSITION
<b><u>District Office</u></b>		
04/15/2024	Vernon Nelson	Heating Controls Technician

**Addendum  
Changes and Additions  
Human Resources  
April 2024**

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

- a) Certified new hires FY25
- b) Certified Rehires FY25

a) The administration recommends approval of the following FY25 Certified New Hires:

LOCATION&DATE	NAME	POSITION
<b><u>Ambler</u></b> 07/2024	Kevin Matthews	Principal
<b><u>JNES</u></b> 08/2024	Myrcelynn Libres	3 <sup>rd</sup> Grade Teacher
<b><u>KMHS</u></b> 08/2024	Joe Bullock Geoffrey Frix	Teacher MS/ SS Teacher HS/SS
<b>DISTRICT OFFICE</b> 07/2024	Bobby Applegate Sheryl Alexander	Asst. Superintendent Literacy Specialist

b) The administration recommends approval of the following FY25 Certified Rehires:

LOCATION&DATE	NAME	POSITION
<b><u>BUCKLAND</u></b> 08/2024	Charles Esmailka	Sped Provider/Teacher
<b><u>DEERING</u></b> 08/2024	Patricia Houser	2/3 Grade Teacher
<b><u>JNES</u></b> 08/2024	Mary Norton Marjorie Baker	Sped PreK-12 Teacher Kindergarten Teacher
<b><u>SELAWIK</u></b> 07/2024	Rachel Harmon	Asst. Principal

II The administration report on the following non action items:

a) The administration reports on the following Certified resignations:

LOCATION & DATE	NAME	POSITION
<b><u>KMHS</u></b> 05/2024	Michael Sanchez	CTE Teacher
<b><u>NOATAK</u></b> 05/2024	Scott Myers	MS/HS Math

b) The administration reports on the following Certified Transfers:

LOCATION&DATE	NAME	POSITION
<b><u>SHUNGNAK</u></b> 08/2024	Bridgette Burris	MS/HS LA/SS Teacher
<b><u>DISTRICT OFFICE</u></b> 07/2024	Sable Marandi	Teacher-Data Specialist

Memorandum

To: Regional School Board Members

Date: April 19, 2024

FR: Office of the Superintendent

Subject: Human Resources Report

Jeff Alexander, Director of Human Resources (HR) reports on the following:

HR recruiters are currently recruiting for approximately 22 certified positions for FY25 and 20 classified positions (and additional temporary positions). HR recruiters and staff are interviewing candidates from Alaska Teacher Placement, Handshake, LinkedIn, RCC Staffing Solutions along with staff referrals. We also have 20 H1B teachers coming in August.

Position vacancies by site FY25:

AMBLER	Certified: MS/HS English	Classified: Sped Aide
BUCKLAND	Certified: Principal K Teacher	Classified: Bilingual Teacher
DEERING	Certified: Full	Classified: Sped Aide, Migrant Ed.
JNES	Certified: Sped Teacher PreK Teacher K Teacher 1 <sup>st</sup> Teacher 5 <sup>th</sup> Teacher	Classified: full
KIANA	Certified: full	Classified: migrant ed.
KIVALINA	Certified: MS/HS Soc. St.	Classified: Bus Driver Maintenance Secretary Instr. Aide
KMHS	Certified: Asst. Principal, SPED Teacher	Classified: full
KOBUK	Certified: Principal/Teacher	Classified: full
NOATAK	Certified: full	Classified: full
NOORVIK	Certified: Asst. Principal Sped Teacher PreK Teacher 3 <sup>rd</sup> Teacher MS/HS Science	Classified: Sped Aide

SELAWIK	Certified: 2 <sup>nd</sup> Teacher Elem. Teacher 6 <sup>th</sup> Teacher	Classified: full
Shungnak	Certified: Full	Classified: Migrant
STAR of the NW	Certified: full	Classified: Dorm Attendant
ATC	Certified: full	Classified: ATC Director, Dorm Attendant
DISTRICT OFFICE:	Certified: Activities Specialist Data & Assessment Specialist	Classified: Director of Administrative Services, Director of Property Services, Journeyman Carpenter Journeyman Electrician Journeyman Plumber Maintenance Person Iñupiaq Curriculum