

NWABSD Regular Board Meeting

Tuesday, September 24, 2024 3:00 PM

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

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

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: September 24, 2024

NUMBER:

FR: Office of the Superintendent

SUBJECT: Superintendent's Report

ATTENDANCE:

The district attendance rate is at 83% with Deering leading with a 93% followed by Kobuk with a 91%.

Attendance Committee:

No updates at this time

ENROLLMENT:

As of Sept. 16, the K-12's current enrollment is 1846, a decrease of 13 students since August's report.

PreK – 12th grade enrollment is 1960, a increase of 72 students since August's report.

SCHOOL	PK3	PK4	KG	1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	9TH	10TH	11TH	12TH	TOTAL
ABL	0	7	4	6	6	3	5	5	5	4	9	2	2	1	3	62
BKC	0	10	18	14	20	16	18	17	16	15	20	17	12	12	20	225
DRG	1	6	2	2	5	5	2	9	0	4	4	3	5	3	6	57
IAN	1	5	3	10	9	8	4	5	8	10	5	4	11	6	7	96
KVL	0	2	3	10	8	8	7	19	15	11	14	13	13	12	15	150
OBU	0	3	3	3	4	0	7	2	3	4	3	5	2	1	1	41
HSCH	0	0	1	0	1	0	0	1	1	0	2	1	6	1	6	20
JNES	5	40	49	46	47	45	30	43	0	0	0	0	0	0	0	305
KMHS	0	0	0	0	0	0	0	0	48	48	44	49	25	47	39	300
WTK	0	7	20	12	14	12	5	12	11	7	10	16	15	9	19	169
ORV	1	10	13	8	17	14	25	17	20	19	14	11	16	10	14	209
WLK	0	12	18	12	19	16	18	18	17	26	12	22	19	20	24	253
SHG	1	3	4	5	8	4	5	5	7	7	3	6	3	5	7	73

GRADE_LEVEL	# STUDENTS
-2	9
-1	105
0	138
1	128
2	158
3	131
4	126
5	153
6	151
7	155
8	140
9	149
10	129
11	127
12	161

The Quad Board meeting will be held September 25/26 at the KMHS Gymnasium.

Terri Walker,
Superintendent

**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."

<p>President Margaret Hansen called the 430th regular meeting of the Northwest Arctic Borough School District Board of Education to order at 4:20 p.m. on Tuesday, August 27, 2024, held Virtually.</p> <p>Board Members present were:</p> <ul style="list-style-type: none"> Millie Hawley Tillie Ticket Carol Schaeffer Marie Greene Nellie Ballot Alice Adams Shannon Melton Lawrence Jones Sr. Joanne Harris Alice Melton-Barr Margaret Hansen <p>A quorum was present.</p> <p>Observed.</p> <p>Millie Hawley moved to approve the consent agenda as presented, seconded by Alice Melton-Barr. Carol Schaeffer made a motion to pull Memorandum 25-008 approval of contract Alaska Humanities Forum and table that until the September Board Meeting, also pull memorandum 25-014 for Approval of Human Resources. No objection.</p> <p>Staff present: Terri Walker-Superintendent; Tracy Bell, Director of Curriculum/Instruction; Joy Cogburn-Smith, Director of State and Federal Programs; Perrian Windhausen, Director of Student Services; Amy Eakin, Director of Technology; Natalie Dickey, Business office Manager; Dave Arp, consultant for the Business Office; Kathryn Self, Director of HR; Shayne Schaeffer, Executive Administrative Assistant to the Superintendent and Board of Education; Brandon Blackham, Property Services Director; Joseph Groves, Director of ATC; Robert Sheldon II, Student Activates Coordinator;</p> <p>Enoch Adams, Bus Issues, Lunch Program, Clinic next to the school for emergency purposes since the clinic is located in town. Becky Norton, Meals at the school, all staff needs to be better with communication, Bus driver taking better safety precautions while driving students.</p> <ul style="list-style-type: none"> • Margaret Hansen: We have directed our Superintendent all the facts and to get to the bottom of these issues, were sorry if any of the students got scared. As far as the food, we know and we are having discussion on how to deal with that, although we have included reinstated the seconds in our budget and a salad bar, we know we still have to improve. That is something we are working on. <p>Educators Rising for the past three years. Annie Downey, Julianna Hernandez and Jennie Jackson, became Kotzebue's second state champions with their third place at Nationals they became our highest placed winners in the ten years of our program. So, we have the distinction of being the first national placed winners in the state of Alaska. Annie Downey and Jennie Jackson will be attending UAA this fall, and Julianna Hernandez will be attending UCLA.</p> <p>Superintendent Terri Walker presented her report.</p> <ul style="list-style-type: none"> • Terri Walker: At the time the report was due the enrollment was at eighteen thousand, fifty-nine for K-12, I received an update yesterday the attendance yesterday for K-12 is at nineteen thousand and six. Between a week ago and now there has been quite an enrollment. • Marie Greene: Immediately I was very grateful that the focus is on attendance. Thank you for that and the sub committees' efforts, the one thing that I was very pleased with was the student survey and the responses of over four hundred. And of course, making the challenges visible for us with regards to the common reasons of being absent and finally putting a PSA. Thank you so much for that focus and let's hope this new school year moving forward our attendance in each of our schools will continue to increase and even be better than this past school year. • Margaret Hansen: I was concerned about the decrease of seventy-seven students, although it sounds like were heading up there. • Terri Walker: Yeah, enrollment is increasing, and we expect it to especially with the Pre-K. Pre-K is down yet, now that school started were hoping parents get their four-year-olds enrolled. 	<p>CALL TO ORDER</p> <p>ROLL CALL</p> <p>MOMENT OF SILENCE</p> <p>PLEDGE OF ALLEGIANCE</p> <p>APPROVAL OF AGENDA</p> <p>INTRODUCTION OF STAFF/GUESTS</p> <p>PUBLIC COMMENTS</p> <p>RECOGNITION AND AWARDS</p> <p>SUPERINTENDENT'S REPORT</p>
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No Executive Session needed.

Millie Hawley moved to approve the consent agenda as presented, Margaret Hansen, we wanted to table Memorandum 25-008 for further information that we need. Also, discussion Memorandum 25-014 Human Resources. Seconded by Marie Greene. Motion passed unanimously by roll call vote. Margaret Hansen, Memorandum 25-008 is tabled until the next meeting, and now for discussion under Memorandum 25-014 approval of Human Resources.

- Carol Schaeffer: I would like to abstain from the vote on this action item as a conflict of interest with my daughter living at home with me and being one of the employees considered for rehire.

Margaret Hansen is there a motion to approve the Memorandum 25-014, approval of the Human Resources as presented. Marie Greene made the motion as stated by Margaret Hansen, Tillie Ticket seconded the motion. Margaret Hansen, part of the discussion we had during our worksession, it's good to see the number of positions we still have open, but good to know that that we have made a difference. Motion passed by roll call vote.

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 BB 9250 Renumeration, Reimbursement, and Other Benefits within the Board Bylaw series. This update includes setting Board per diem annually to reflect current rates reported in www.gsa.gov. The Board Policy Committee reviewed the proposed changes, recommends approval. The administration recommends the Board approve the second reading of the proposed revisions to BB 9250 Renumeration, Reimbursement, and Other Benefits 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 BP 3515.6 Use of School Safety Video Surveillance Monitoring Systems within the Business and Non-Instructional Operations series. This update adds FERPA language and revises subpoena language to follow applicable laws. Subpoenas are not required in every situation, as previously stated. 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 3515.6 Use of School Safety Video Surveillance Monitoring Systems as presented and open 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 3540 Transportation within the Business and Non-Instructional Operations series. NWABSD has BP 3540 labeled as TRAVEL, not Transportation. This update aligns BP3540 with the AASB Transportation policy and moves staff travel verbiage to the appropriate BP 4133. 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 3540 Transportation as presented and open 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 3541.2 Transportation for Children with Disabilities within the Business and Non-Instructional Operations series. This update includes additional inclusive language and updated references. 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 3541.2 Transportation for Children with Disabilities as presented and open 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 4112.10 Employment of Retired Teachers within the Personnel series. The NWABSD does not currently have this policy adopted. It was added by AASB in 2020. This BP is required for Districts who hire retired teachers. The Board Policy Committee reviewed the proposed changes, recommends approval and to waive the second reading. The administration recommends the Board approve the first reading of the proposed revisions to BP 4112.10 Employment of Retired Teachers as presented and waive the second reading.

Board Acceptance of New Grants. This Spring, the district applied for a 3-year grant through the Alaska Native Education Program. The Ilisautri Project (*Ilisautri*) is a partnership between the Northwest Arctic Borough School District and the Alaska Humanities Forum. *Ilisautri's* goal is to increase Alaska Native student achievement and engagement in school by increasing educator retention, improving school cultural responsiveness, and building school-community relationships. Included is the project abstract and Grant Award Notification

08/01/2024 – 7/31/2025 \$1,186,243
08/01/2024 – 7/31/2025 \$1,215,087
08/01/2024 – 7/31/2025 \$1,237,238
Total Grant Funding \$3,638,568.

The administration recommends that the board approve the acceptance of the Alaska Native Education Ilisautri Project Grant for the total amount over 3 years of \$3,638,568 as presented;

EXECUTIVE SESSION

ADOPTION OF CONSENT AGENDA

APPROVAL OF PROPOSED REVISIONS TO BB 9250 RENUMERATION, REIMBURSEMENT, AND OTHER BENEFITS; SECOND READING

APPROVAL OF PROPOSED REVISIONS TO BP 3515.6 USE OF SCHOOL SAFETY VIDEO SURVEILLANCE MONITORING SYSTEMS; FIRST READING

APPROVAL OF PROPOSED REVISIONS TO BP 3540 TRANSPORTATION; FIRST READING

APPROVAL OF PROPOSED REVISIONS TO BP 3541.2 TRANSPORTATION FOR CHILDREN WITH DISABILITIES; FIRST READING

APPROVAL OF PROPOSED REVISIONS TO BP 4112.10 EMPLOYMENT OF RETIRED TEACHERS; FIRST READING, WAIVE SECOND READING

APPROVAL TO ACCEPT GRANT AWARD-ALASKA NATIVE EDUCATION

Board approval is required for contracts that exceed \$50,000. 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 \$162,509.04.

Funding for MOA	
General Grant Writing (general fund) Used when working on new grant applications only	\$15,000.00
Literacy Connection (LIT) Federal Grant FY24/25 (\$766,591) 7/01/2024 to 6/30/2025	\$48,054.82
Native Youth in Action (NYIA) Federal Grant FY24/25 (\$458,584) 7/01/2024 to 6/30/2025	\$25,478.80
Our Youth Our Future (OYOF) Federal Grant FY24/25 (\$972,211) 7/01/2024 to 6/30/2025	\$38,675.42
Alaska Native Education Ilisautri Project (NEW) FY25 (\$1,186,243.00) 08/01/2024 to 7/31/2025	\$35,300.00
Total	\$162,509.04

The grants Karen McCain assists the district in managing for the FY25 school year total \$3,383,629.00. Her outside evaluator costs for those grants equals 4.35%. The administration recommends board approval of the MOA with McCain Services for a total amount not to exceed \$162,509.04, as presented.

Board approval is required for contracts that exceed \$50,000. Each school year, middle school students across the district participate in the Middle School Academy through the University of Alaska Anchorage's Alaska Native Science and Engineering Program (ANSEP). The cost includes salaries, benefits, services, airfare, and supplies, totaling \$160,000 for 54 students. Acceleration Academy for up to 20 students; Acceleration Academy (Full-Time) is a full school day opportunity during the academic year. Students in grades 9 through 12 take free University courses and earn three years of college credits towards any degree by high school graduation. The cost includes tuition and fees for up to 20 students for \$60,000. ANSEP STEM Ready Academy our fifth-grade students with engagement in hands-on Science, Technology, Engineering, and Mathematics (STEM) career exploration projects. These sessions are school district-specific. The cost includes salaries, benefits, services, and supplies for up to 30 students for \$30,000. Funding: Native Youth in Action (NYIA) Fund 354. The administration recommends board approval of payment to University of Alaska Anchorage for Middle School Academy costs for a total of \$250,000

Department of Education and Early Development (DEED) School Construction Grant applications for FY 2026 are due September 2, 2024. Board approval of the Capital Improvement Plan (CIP) priorities is a requirement of the application process. Department of Education and Early Development (DEED) School Construction Grant applications for FY 2026 are due by September 1, 2024, and Board approval of the Capital Improvement Plan (CIP) priorities is a requirement of the application process. The Six-Year CIP is used to prioritize projects and establish the order of construction for District capital improvement projects. The School Board annually updates the Six-Year CIP. The District submits grant applications for the projects identified for the first year of the plan. The Regional School Board and the Joint Maintenance and Construction Committee approved the preliminary Six-Year CIP in June so that applications for the prioritized projects could be prepared over the summer. The JMCC's recommendations were presented to the Board and approved at their June meeting. Since the June meetings, two projects received funding, Davis-Ramoth K-12 School Renovation and HVAC Controls Upgrades, 8 sites. Therefore, these were removed from the 6-year CIP list and the priority numbering was modified accordingly. Board approval of the final list is now required for it to be submitted to the Department of Education and Early Development by 9-1-24. Attached is a proposed Final FY 2026 – FY 2031 CIP that includes a description of the proposed projects, and their anticipated costs. This document was presented to the JMCC at their August 26, 2024 meeting for their concurrence. The administration recommends approval of the Final FY26 Six-Year Capital Improvement Plan.

Board approval is required to expend \$50,000.00 and higher. Davis-Ramoth K-12 School Renovation was approved within the state FY25 budget at the end of June. The pending grant award is for a total of \$9,424,172 with \$7,539,339 from the state and \$1,884,834 of local match. While the grant is not yet signed, the district can move forward with planning and design and still be reimbursed for work completed. It is anticipated that the grant agreement will be finalized no later than September. In 2020 the District advertised for competitive proposals for a term contract to provide districtwide design services. Burkhart Croft Architects (BCA) was the highest ranked proposer. Term contracts are renewable for a total of five years. Since that time and through a previous term contract, they have provided various design documents to support grant applications to the Department of Education and Early Development (DEED) for the Davis-Ramoth School Renewal. It is recommended that BCA continue providing design services for this project. In anticipation of the project bidding in the spring of 2025, the Administration recommends allocating \$650,000 to the design budget now to continue design efforts in preparation for the construction phase. This expense is reimbursable through the grant. It is recommended that the Superintendent be delegated authority to contract with Burkhart Croft Architects for further development of the Davis-Ramoth K-12 School Renovation project within the project budget. BCA has performed well, has a good understanding of the project, and has successfully designed other rural schools for the State. The administration recommends the Board approve the \$650,000 design budget for the Davis-Ramoth K-12 School Renovation Project and the delegation of authority to the Superintendent to contract with Burkhart Croft Architects, within this budget.

APPROVAL TO AMEND CONTRACT;
KAREN MCCAIN

APPROVAL OF PAYMENT TO THE
UNIVERSITY OF ALASKA ANCHORAGE
FOR 2024-2025 ANSEP

APPROVAL OF FINAL FY-26 SIX-YEAR
CAPITAL IMPROVEMENT PLAN

APPROVAL OF BUDGET AND DESIGN
CONTRACT AWARD
DAVIS-RAMOTH K-12 SCHOOL
RENOVATION

The administration requests approval of a Resolution supporting application for funding to provide additional teacher and professional housing at Noatak and committing funding for the District share of required matching funds. The Alaska Housing Finance Corporation (AHFC) currently has approximately \$6 million in available funding. Applications are due October 25th for funding consideration. The program provides for housing to be developed by school districts, government entities or third parties in partnership with Districts. The AHFC program provides funding for new construction, renovation of buildings into housing and upgrade of existing housing. The grants currently reimburse up to 85 percent of the total cost of the renovation projects with a limit of \$700,000 in AHFC funding per application. There are additional points for multiple units and projects that involve more than one agency or will house more than one type of professional. However, this year there are no additional points for a greater than 15% match as there have been in previous years. The District needs three housing units for teachers and the Administration is discussing the Borough's potential need for a unit for a public safety officer or other professional in Noatak. At this time the total cost of the project has not been confirmed. However, the recently completed Selawik duplex cost roughly \$550,000. Because Noatak does not have barge service, and escalation has increased the cost of construction, each duplex is estimated to cost \$1.1M. The cost of two duplexes for Noatak can be assumed to be at least \$2.2 million. A potential application approach would be to submit one application for two duplexes. The maximum AHFC grant award for this approach would be \$700k, and the required match to be covered by NWAB and NWABSD would be \$1.4M. An alternative approach, which would maximize the grant award, and minimize the local match, would be to submit two separate applications, with each potentially receiving \$700k, or a total of \$1.4M, from AHFC. This would entail the District and the Borough submitting a joint application for one duplex, and the District submitting a separate application for the other duplex. The grant solely funded by the District would not receive points for partnership, but the projects would be eligible for more AHFC funding while potentially increasing the budgets of each project. Three units would be occupied by teachers. It is planned that the units be constructed by the District using temporary labor. This approach was successful for the Buckland grant applications. The minimum match requirement is 15%, which is \$105,000 per \$700k grant award. However, it is believed the final cost will be above \$805,000 per duplex. To adequately cover the anticipated project costs, a match of \$400,000 is needed for each duplex, or \$200,000 for each unit. A total of \$800,000, is needed to fully fund both duplexes through two applications. The applications must include a letter of commitment for the local share of costs as recommended by the Board, and the Assembly as applicable. The District match would be funded from capital reserves. Applications also require Board and Assembly resolutions supporting the applications for funding. The resolution must also name the person authorized to submit the application. The Administration recommends that Dena Strait, the District's Capital Projects Manager, be authorized to provide application information on behalf of the District. She will work with Kathy Christy who has prepared and submitted several successful grant applications to AHFC including for Kivalina, Selawik, and Buckland. The administration recommends the Board adopt Resolution 25-012 approving application to AHFC for funding for Rural Professional Housing in Noatak; approve the District submission of two applications – preferably Alternative #1 as a joint project with the Northwest Arctic Borough, but if the Borough is not able to participate, approval is granted for Alternate #2; with a local share commitment of up to \$800,00; and authorize Dena Strait to provide application information on behalf of the Board, as presented.

ADOPTION OF RESOLUTION 25-001;
APPROVAL FOR AHFC RURAL
PROFESSIONAL HOUSING GRANTS
FOR NOATAK

The School Board shall establish and maintain a balanced budget. The FY25 District Operating Fund Budget was approved and adopted at the April 30, 2024, Regular School Board meeting with expenditures in the amount of \$66,535,595. Presented to you is Budget Revision #1 for the FY25 Operating Fund Budget. Revision #1 is based on a review of revenues and expenditures.

APPROVAL OF FY25 DISTRICT
OPERATING BUDGET REVISION #1

In summary, Revision #1 includes: **Revenues:** \$67,624,192 **Expenditures:** \$67,675,903 **Transfer in from Other Funds:** \$0 **Transfers out to Other Funds:** \$2,568,000.

This budget revision includes an increase in revenue of \$3,744,932, an increase in expenditures of \$1,140,308, and an increase in transfer out of \$251,840.

The administration recommends the Board approve Revision #1 of the FY25 District Operating Fund Budget as presented.

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.

APPROVAL OF HUMAN RESOURCES

Superintendent's out-of-district travel requires Board approval. The Superintendent's request for out-of-district travel request:

APPROVAL OF SUPERINTENDENT
TRAVEL

National Indian Education Conference Palm Springs, CA. October 7-12

AK Federation of Natives Conference Anchorage, AK. October 16-18

AASB Annual Conference Anchorage, AK. November 7-10

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

Board approval is required for expenditures over \$50,000.00 and to increase project budgets. In January 2023, the Board approved the award of contract to Sturgeon Electric for Phase I of the Buckland HVAC/Energy Upgrade Project. It was recognized at that time that additional funding was required to complete the project. The Board approved a delegation of authority to the Superintendent to seek additional funding to be added to the project. In April of 2023, the District applied for federal funding from the Denali Commission. In July of 2023 the Denali Commission awarded \$1,041,860 for the project. No additional matching funds were required for this grant, as they accepted prior expenditures for Phase I, from both the Borough and the District, to act as the match for the new Denal Commission grant. At question is Board approval to support utilization of the Denali Commission grant for Phase II work, not to exceed \$1,041,860. Several contracts will be required for this work including to Sturgeon Electric, RSA Engineering, EHS Environmental Services and for Project Management Services by Dena Strait. Utilization of these grant funds will get all Phase II work completed by early 2025. It is recommended that the Board approve a delegation of contracting authority to the Superintendent in an amount not to exceed \$1,401,860. The administration recommends the Board approve

APPROVAL OF GRANT FUNDING FOR
BUCKLAND HVAC/ENERGY UPGRADES
PHASE II AND DELEGATION OF
CONTRACTING AUTHORITY TO THE
SUPERINTENDENT

acceptance of the Denali Commission grant for the Buckland HVAC/Energy Upgrades Phase II project and approve delegation of authority to the Superintendent to manage contracts up to an additional \$1,041,860 in project funding.

Award of funding from the Borough for replacement of Davis-Ramoth and Noorvik fire alarm systems requires Board Approval. 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. It was intended funding would be from the Northwest Arctic Borough. Since that time, Noorvik has been added to the project due to ongoing issues with that system. The District has been working with the Borough to secure project funding for several months. In their upcoming August 27-28, 2024 meeting, the Assembly will vote on approval of an award of \$860,000 to replace the fire alarm systems in both Selawik and Noorvik. This amount is the project budget to cover construction, design, project management and contingency for both schools. The Borough's funding for the Selawik portion, will count toward the required match for the Davis- Ramoth Renovation project which was awarded FY25 funding through Department of Education and Early Development (DEED). The Noorvik portion of the Borough funding could be used as match if the Districtwide Fire System project is awarded DEED funding in the future. District Administration needs board approval to accept the funding from the Borough and to allocate it as appropriate to accomplish the upgrade of the fire alarms. Because of the emergency nature of this work, the project was designed and a bid solicited. The award of contract is addressed in a separate board memo. With approval of the contract award Selawik's work would occur in December of this year. Noorvik's work would begin in early January and be completed by the end of that month. The Administration is most appreciative of the Borough's assistance with this critical work. The administration recommends that the Board approve the acceptance of the award of funding from the NW Arctic Borough for replacement of Selawik and Noorvik fire alarm systems and delegation of authority to the Superintendent to establish the project budgets as presented.

Award of funding from the Borough for replacement of Davis-Ramoth and Noorvik fire alarm systems requires Board Approval. 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. It was intended funding would be from the Northwest Arctic Borough. Since that time, Noorvik has been added to the project due to ongoing issues with that system. The District has been working with the Borough to secure project funding for several months. In their upcoming August 27-28, 2024 meeting, the Assembly will vote on approval of an award of \$860,000 to replace the fire alarm systems in both Selawik and Noorvik. This amount is the project budget to cover construction, design, project management and contingency for both schools. The Borough's funding for the Selawik portion, will count toward the required match for the Davis- Ramoth Renovation project which was awarded FY25 funding through Department of Education and Early Development (DEED). The Noorvik portion of the Borough funding could be used as match if the Districtwide Fire System project is awarded DEED funding in the future. District Administration needs board approval to accept the funding from the Borough and to allocate it as appropriate to accomplish the upgrade of the fire alarms. Because of the emergency nature of this work, the project was designed and a bid solicited. The award of contract is addressed in a separate board memo. With approval of the contract award Selawik's work would occur in December of this year. Noorvik's work would begin in early January and be completed by the end of that month. The Administration is most appreciative of the Borough's assistance with this critical work. The administration recommends that the Board approve the acceptance of the award of funding from the NW Arctic Borough for replacement of Selawik and Noorvik fire alarm systems and delegation of authority to the Superintendent to establish the project budgets as presented.

Millie Hawley: Thank you for accommodating Becky Norton and Enoch Adams Jr. Allowing them to comment. I appreciate you allowing them to do that, thank you. Good meeting.

- **Margaret Hansen:** Thank you, Millie, we have also discussed trying to get to Kivalina for the Open house, and we know that artwork is being worked on now.
- **Terri Walker:** Millie I just want to say and maybe Enoch and Becky are still on. The concerns your raised are very legitimate concerns, and we will do our best especially in the area concerning the safety of our children. I don't sleep well at night knowing that student's safety is in jeopardy and so we are looking into this matter, and we would like to work with you to address the concerns that you have are all legitimate concerns and I will make sure to get back with you this week.

Alice Adams: Thank you for this meeting, it's good to come together. And I also want to say thank you after walking through the school the first week the teachers were getting ready in the classrooms, it's just so much positive energy there because their home for in-service. To see them in that state it was good they were able to use that VTC and engage all together in the library. Thank you for making all this happen, taikuu.

Joanne Harris: I am glad I was finally able to attend the meeting, I know I didn't attend the last two meetings because I was out. I just wanted to make a comment about our meals, we talk about them every meeting. Let's figure out what we need to do and not continue to just talk about what we're going to do. We're going to be doing Informal's, and I will report back to you all and I'm sure they're going to bring up NMS, and it is NMS for NANA, we contract with them to do the work. Let's figure out something let's not go another year with the complaints on our meals we can't continue to do this. Let's find solutions and ways to give our kids something else and not what we see pictured. And it might not be that way all the time but it's going to be similar. Great work let's put our heads together to try and figure out how we can resolve this issue because it's been an issue for years. I know you guys work hard to do this but let's huddle together and find a solution for this. Thank you.

- **Margaret Hansen:** Thank you, Joanne, I like the idea of talking to those other districts that possibly don't have those issues, we all agree let's find a way to get to the bottom of this. And we know costs are one of the issues, were waiting and trying to get information from USDA they told us they are going to do a survey to find out what the costs are throughout Alaska and hopefully that we can get them to increase the amount where were imbursed cause after the EESER grant as we all know were having to come up with 1.2 Million to pay above and beyond what we do. So, let's figure out how we can meet those standards but yet come up with a healthy good meal our kids will want to eat.

APPROVAL OF PHASE II
CONCURRENCE WITH ACCEPTANCE
OF NWAB FUNDING FOR SELAWIK AND
NOORVIK FIRE ALARM REPLACEMENT

APPROVAL OF AWARD OF CONTRACT
TO STURGEON ELECTRIC FOR
SELAWIK AND NOORVIK FIRE ALARM
REPLACEMENT

COMMUNICATIONS & ITEMS
INTRODUCED BY BOARD MEMBERS

- **Joanne Harris:** Is there a way we can meet with NMS to see the choices that we have to feed our kids? I am sure there are other items in our selection that we can change to try and help. We can have our cooks start cooking at the hospital at long-term, their able to cook meals. Let's get back to that and not have heat ups, I know it's easier to do but there are healthy choices that we can meet and try to feed our kids better. Maybe that extra cost for seconds would have to happen if we can start feeding our kids meat, chicken, beef, but yet be healthy about it.

Margaret Hansen: I am very excited looking forward to the QUAD Board meeting, planning is very important. We're trying our hardest to make sure everything is coming together. It's going to be a great meeting with all four boards here in Kotzebue. I am hoping we all with be there present and ready to go and come out with a vision and a plan a strategy for the whole region. Thank you.

Tillie Ticket: Just a quick thank you to all the staff, for all their hard work putting all the information in for this meeting. Especially to Human Resources, I think our school started out almost being fully staffed and it was so good to see so many teachers at the school on the first day. And I'm sure it was like that for all the other schools. I just want to say thank you to everyone for all the hard work.

- **Margaret Hansen:** We all know how hard it is to find teachers who want to come to rural Alaska to help teach our children, and we know there is questions and comments about international folks. We are happy to get them here, it's better to have a teacher in the classroom, we had some that were subs and it's been hard on our students so thank you to HR. their doing a great job filling those positions, and we know your continuing working at it. We see on Facebook "how come NMS, we don't have local people hired" well folks we listen to KOTZ radio, and that list is long, we've advertised and were trying to get people hired in those positions. We need to find ways to get our local people and encourage them, help them to figure out a way to qualify for those jobs. We try so hard to do that, that was one of the issues we had before contracting out to NMS. Our staff here were constantly working filling those positions trying to find temporaries and we know their having the same issues. Thank you for understanding.

The next regular Board meeting of the NWABSD Board of Education will be held on September 23, and 24, here in Kotzebue, in person. Quad Board meeting September 25, and 26.

Marie Greene moved to adjourn the meeting, seconded by Tillie Ticket.

Motion passed with unanimous consent. The meeting adjourned at 5:08 p.m.

Tillie Ticket, Secretary

Shayne Schaeffer, Recording Secretary

DATE/TIME OF NEXT BOARD MEETING

ADJOURNMENT

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: September 24, 2024

NUMBER: 25-008

FR: Office of the Superintendent

SUBJECT: Approval of Contact
2024-2025 Alaska Humanities Forum

ABSTRACT:

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

ISSUE:

At issue is the Board's approval of the 2024-2025 Memorandum of Agreement (MOA) with the Alaska Humanities Forum for a cost not to exceed \$537,035.50

BACKGROUND AND/OR PERTINENT INFORMATION:

Alaska Humanities Forum (AKHF) will facilitate and oversee major components of the New Alaska Native Education Ilisautri Project, including managing the cultural Immersion (Culture Camp/Orientation) for new teachers, 2 gatherings in Kotzebue for C3 educators each year of the grant, and Partnership Meetings. This includes arranging and paying for travel costs associated with these activities. The total cost of these services, including partial salary/benefits for the AKHF C3 Program Director, Manager, and Coordinator, is \$537,035.50 for the 2024-2025 grant year (08/01/2024 to 07/31/2025)

Detailed Budget Included

Fully funding by grant fund 365 ANE C3 Ilisautri Project

ALTERNATIVES:

1. Approve the 2024-2025 Memorandum of Agreement (MOA) with Alaska Humanities Forum for the amount not to exceed \$537,035.50 as presented;
2. Disapprove the 2024-2025 Memorandum of Agreement (MOA) with Alaska Humanities Forum for the amount not to exceed \$537,035.50 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of the Memorandum of Agreement (MOA) with Alaska Humanities Forum for the amount not to exceed \$537,035.50 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: ALASKA HUMANITIES FORUM MOA Control #: _____
Name of Company Contact Brad Eisel for #

Address: 421 WEST 1ST AVENUE SUITE 200 ANCHORAGE AK 99501
Street or POB City State Zip + four

(907) 770-8420 _____
Area Code Phone # Fax # E-mail Address

Federal ID #: _____ Or Soc. Sec. #: _____ Alaska Business License #: 974062
Enter without Dashes 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: Along with the attached Memorandum of Understanding (MOU), the contractor will consult with Superintendent Terri Walker regarding the hiring of the Program Coordinator and Program Manager to carry out grant activities. The contractor will also provide a list of any qualified applicants for consideration for these positions. Any non-consumable supplies will revert to the school district at the end of the project period.
If additional space is needed, indicate here **See attachment**

District Contact Person: Joy Cogburn-Smith Phone #: 907-442-1814 Ext _____
Email Address: jcogburn@nwarctic.org Fax #: (907)

District Agrees To: In addition to the attached Memorandum of Understanding (MOU) the district will pay for all billed services in a timely manner
If additional space is needed, indicate here **See attachment**

Payment Terms: The consultant will submit service and expenses invoices to the district at least once a month for the amount of work, supplies or travel that has taken place within the specified timeframe.
If additional space is needed, indicate here **See attachment**

Enter Account Code as:	<u>XXX.XXX.XXX.XXX.410</u>	<u>Amount</u>
Account #:	<u>364.099.350.225.410</u>	<u>\$ 537,035.50</u>
	Total:	<u>\$537,035.50</u>

MOA Not to Exceed: \$537,035.50 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.

Deborah Walker

Administrative Services – Fiscal Approval

Director's Signature

Date (mm/dd/yy)

Terri Walker

Superintendent –Authorized Signer NWABSD

Superintendent's Signature

Date (mm/dd/yy)

Kameron Perez-Verdia

Contractor

Contractor's Signature

Date (mm/dd/yy)

Memorandum of Understanding (MOU)

Between

The Northwest Arctic Borough School District (NWABSD)

and the Alaska Humanities Forum (AKHF)

This Memorandum of Understanding (MOU) is made and entered into by and between The Northwest Arctic Borough School District (NWABSD), herein referred to as "Lead Fiscal Entity," and the Alaska Humanities Forum (AKHF), herein referred to as "Partner Organization."

Article 1: Purpose

The purpose of this MOU is to establish a formal partnership between NWABSD and AKHF for the implementation of the Ilisautri Project (IL), aimed at increasing Alaska Native student achievement and engagement in Northwest Arctic (NWA) by decreasing educator turnover, improving school cultural responsiveness, and building strong school-community relationships through three core programs.

Article 2: Background

Ilisautri, meaning "teacher" or "to teach" in Iñupiaq, represents a collaboration that leverages the strengths of both organizations to benefit the students and educators of NWA. The project will implement the following core programs:

Creating Cultural Competence (C3) Model: Implemented by AKHF, this program aims to increase the cultural competence of educators in their first through fifth years with NWABSD. Activities include direct mentorship, coursework, and participation in a local culture camp.

EdRising Program: NWABSD facilitates this program for high school students. Through intra-curricular activities and expanded program offerings, it aims to cultivate a cohort of future educators from the local community.

Education Program at the Alaska Technical Center: Developed by NWABSD, this program targets adults, especially paraprofessionals, supporting their pursuit of teacher certification through a cohort model involving virtual coursework, mentorship, and in-person gatherings.

Article 3: Roles and Responsibilities

3.1 NWABSD (Lead Fiscal Entity) Responsibilities:

Serve as the primary financial overseer for the Ilisautri Project.
Implement the EdRising and Education Program at the Alaska Technical Center.
Provide necessary support and resources to facilitate the programs under this MOU.
Coordinate with AKHF to ensure program objectives are met.

3.2 AKHF Responsibilities:

Implement the C3 model to enhance cultural competence among NWABSD educators.
Collaborate with NWABSD in planning, execution, and evaluation of the C3 model.
Provide expertise and resources for the successful execution of cultural competence training.

Article 4: Financial Arrangements

The NWABSD, acting as the Lead Fiscal Entity, will manage all financial transactions and disbursements related to the Ilisautri Project. Both parties agree to comply with all financial reporting requirements and ensure transparency and accountability in the use of funds.

Article 5: Term and Termination

This MOU shall be effective, beginning with the date of the last signature hereon, and if the grant is received, ending upon the expiration of the grant project period, or upon mutual agreement of the parties, whichever occurs first.

Article 6: Amendments

This MOU may be amended or modified only by a written agreement signed by both parties.

Article 7: Signatures

This MOU is executed as of the latest date of signature below and indicates the agreement of both NWABSD and AKHF to the terms outlined herein.

For the Northwest Arctic Borough
School District

Name: Mrs. Terri Walker
Title: Superintendent of Schools
Date: 2/8/2024

Signature:

DocuSigned by:

E75EE113972A4A0...

For the Alaska Humanities Forum

Name: Kameron Perez-Verdia
Title: President & CEO
Date: 2/8/2024

Signature:

DocuSigned by:

6475279B301342F...

ALASKA
HUMANITIES
FORUM

**C3 Program Coordinator
Job Description**

The Alaska Humanities Forum

The Alaska Humanities Forum (the Forum) is dedicated to connecting Alaskans and strengthening communities across the state. Using the humanities - literature and storytelling, history, art, music, philosophy, our shared cultural heritage - we create the space for Alaskans to share their stories, ideas, and perspectives so that they may better understand themselves, one another, and the human experience. Since 1974, the Forum has represented and served Alaska as one of 56 state and territorial councils supported by the National Endowment for the Humanities (NEH) and as a member of the Federation of State Humanities Councils.

The Forum's work falls into three main categories:

1. We utilize cultural immersion, reflective learning, and place-based exploration to better prepare and connect educators and youth in rural and urban communities across Alaska.
2. Our leadership programs build capacity across industries and sectors to grow a statewide network of thoughtful, engaged, ethical, and courageous leaders for Alaska.
3. The Forum leads, hosts, and funds public events, programs, and community discussions. We empower Alaskans as co-creators in our state's history, narrative, and future.

Cross-Cultural Programs

The Forum leads programming for adults and youth that supports participants in building resilient cultural identities and reflecting on how those identities show up in their personal and professional lives. One of these programs, C3 (Creating Cultural Competence), works with educators new to the Northwest Arctic Region to guide them through a cultural induction program that includes a cultural immersion experience, supportive gatherings during the school year, a graduate-level university course, and community mentorship.

Position Summary

The C3 Program Coordinator will help plan and implement the Forum's portion of the *Ilisautri* Project, a partnership with the Northwest Arctic Borough School District. They will be responsible for helping to facilitate gatherings and meetings, ensuring regular communication and coordinating travel arrangements for participating educators, scheduling and facilitating monthly partner meetings, being the main point of contact for liaising with the partners, and supporting the development of new education and cross-cultural programs at the Forum. This position will

report to the C3 Program Manager.

Essential Job Functions

Management & Communications

- Co-plan Midyear Gatherings, Orientations, Debriefs and other gatherings
- In coordination with the C3 Program Manager, develop strong relationship with partner culture camps
- Plan and participate in partner meetings via teleconference and occasionally in-person in region

Relationship Management

- Cultivate strong relationships with program partners, participants, community advisory group members, and Culture Bearers
- Cultivate strong relationships of collaboration with Forum staff

Learning Development and Facilitation

- Co-plan and co-facilitate gatherings and meetings following Forum-approved methodologies for gathering
- Ensure program events follow the Forum's preferred methodologies for gathering, such as The Art of Hosting, World Cafe and other models of convening and dialogue
- Contribute to Forum team of facilitators by facilitating C3 Program and Forum internal convenings as opportunities arise

Program Design, Development, and Continuous Improvement

- Co-develop new program components to help deepen teacher connections within and across regions
- Regularly collect program feedback (including but not limited to participant surveys) and liaise with Project Evaluator
- Support writing new program grants through partner engagement, research and information coordination
- Contribute to Cross-Cultural Programs Team work broadly, deepening alignment between youth and adult programming
- Additional duties as assigned

Program Coordination

- Coordinate with program evaluators, partner organization staff, partner school districts, and culture camp staff to schedule gatherings and partner meetings
- Host monthly partner meetings
- Coordinate with program partners to book educator travel and accommodation for

gatherings

- Prepare for and effectively manage daily, weekly and monthly duties within project timeline
- Perform data collection, project evaluation and reporting functions, including logging participant information and activities
- Participate in weekly Forum staff meetings and team meetings
- Travel to summer culture camp in Northwest Arctic Region and act as Forum staff representative, as opportunities arise

Other duties as assigned.

Qualifications and Experience

Candidates for the position should have an interest in education in rural Alaska and ideally, experience as a student in rural Alaska. Experience as an educator and/or student in the Northwest Arctic Region is preferred. Candidates should have demonstrated interest in improving experiences of Alaska Native students in schools. Candidates must have the ability to lift 35 lbs, the ability to lead and participate in video conferences for up to four consecutive hours, and the ability to work at a remote campsite without access to running water for up to five consecutive days. Applicants must be able to pass state and federal background checks.

Knowledge, Skills and Abilities

- Curiosity and motivation to dig into complex questions about culture, education and institutions
- Ability to navigate the ambiguity of starting a new program
- Capacity to work independently
- Self-directed initiative, problem solver
- Strong listening and inquiry skills
- Resourcefulness and creativity
- Capacity to work well both collaboratively and independently
- Ability to lead and participate in videoconferences for up to four consecutive hours

Conditions of Employment

The C3 Program Coordinator position is an exempt, full-time position with a regular weekday work schedule of 40 hours per week, 8:30 a.m. to 5:00 p.m., with 30 minutes for lunch. This position will include some weekends and some offsite travel. The yearly salary range for this position is \$50,000-60,000. Benefits include medical and dental, nine paid holidays per year, nine earned paid time off hours each pay period, and a 403(b) retirement plan (after six months). The position is based at the Alaska Humanities Forum offices in Anchorage, with occasional overnight travel.

Equal Opportunity Statement

At the Alaska Humanities Forum, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and employees without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law. We believe that diversity and inclusion among our employees is critical to our success, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

ALASKA
HUMANITIES
FORUM

**C3 Program Manager
Job Description**

The Alaska Humanities Forum

The Alaska Humanities Forum (the Forum) is dedicated to connecting Alaskans and strengthening communities across the state. Using the humanities - literature and storytelling, history, art, music, philosophy, our shared cultural heritage - we create the space for Alaskans to share their stories, ideas, and perspectives so that they may better understand themselves, one another, and the human experience. Since 1974, the Forum has represented and served Alaska as one of 56 state and territorial councils supported by the National Endowment for the Humanities (NEH) and as a member of the Federation of State Humanities Councils.

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1. We utilize cultural immersion, reflective learning, and place-based exploration to better prepare and connect educators and youth in rural and urban communities across Alaska. 2. Our leadership programs build capacity across industries and sectors to grow a statewide network of thoughtful, engaged, ethical, and courageous leaders for Alaska. 3. The Forum leads, hosts, and funds public events, programs, and community discussions. We empower Alaskans as co-creators in our state's history, narrative, and future.

Cross-Cultural Programs

The Forum leads programming for adults and youth that supports participants in building resilient cultural identities and reflecting on how those identities show up in their personal and professional lives. One of these programs, C3 (Creating Cultural Competence), works with educators new to the Northwest Arctic Region to guide them through a cultural induction program that includes a cultural immersion experience, supportive gatherings during the school year, a graduate-level university course, and community mentorship.

Position Summary

The C3 Program Manager will manage the Forum's portion of the *Ilisautri* Project, a partnership with the Northwest Arctic Borough School District, and supervise the C3 Program Coordinator. The Manager will also support the development of new education and cross-cultural programs at the Forum. This position will report to the Director of C3 Programs.

Essential Job Functions

Program Management

- Cultivate strong relationships with program partners, participants, community advisory group members, and Culture Bearers

- Manage program budget, including drafting budget narratives and amendments
- Ensure program works to meet goals outlined in grant and draft performance reports
- Draft and manage contracts

Management & Supervision

- Supervise C3 Program Coordinator
- Conduct weekly one-on-ones with all direct reports and provide regular performance reviews and feedback
- Coordinate weekly team meetings
- Review and approve timesheets, leave requests, overtime requests, as well as expenditure and reimbursement requests
- Lead program hiring efforts and assume responsibility for developing staffing schedules for programming

Cross-Regional Program Leadership

- Present at statewide education conferences, including the annual Alaska Superintendents Association conference

Learning Development and Facilitation

- Co-plan with program partners and facilitate gatherings for *Ilisautri* educator participants, both virtual and in-person
- Ensure program events follow the Forum's preferred methodologies for gathering, such as The Art of Hosting, World Cafe and other models of convening and dialogue
- Contribute to Forum team of facilitators by facilitating C3 Program and Forum internal convenings as opportunities arise

Program Design, Development, and Continuous Improvement

- Co-develop new program components to help deepen teacher connections within and across regions
- Collaborate with Director of C3 Programs, Vice President of Programs and other program managers to develop new programming in response to need, funding opportunities, and Forum capacity
- Identify opportunities to streamline programs for greater efficiency and sustainability ● Support efforts to seek funding for new and existing initiatives by offering insight into Alaska's educational landscape
- Support writing new program grants through partner engagement, research and information coordination
- Contribute to Cross-Cultural Programs Team work broadly, deepening alignment between youth and adult programming

Program Coordination

- Coordinate with program evaluators, partner organization staff, partner school districts, and

culture camp staff to schedule gatherings and partner meetings

- Host monthly partner meetings
- Coordinate with program partners to book educator travel and accommodation for gatherings
- Prepare for and effectively manage daily, weekly and monthly duties within project timeline
- Perform data collection, project evaluation and reporting functions, including logging participant information and activities
- Participate in weekly Forum staff meetings and team meetings
- Travel to summer culture camp in Northwest Arctic Region and act as Forum staff representative, as opportunities arise

Other duties as assigned.

Qualifications and Experience

Candidates for the position should have a bachelor's degree, with a background in education in rural Alaska. Experience as an educator and/or student in the Northwest Arctic Region is preferred, as is two years minimum experience designing and delivering programming for educators. Candidates should have demonstrated performance in managing projects with school districts and Alaska Native organizations, the ability to lift 35 lbs, the ability to lead and participate in video conferences for up to four consecutive hours, and the ability to work at a remote campsite without access to running water for up to five consecutive days. Applicants must be able to pass state and federal background checks.

Knowledge, Skills and Abilities

- Demonstrated experience successfully planning and managing a project that takes place in remote Alaska
- Awareness and understanding of education in rural Alaska
- Curiosity and motivation to dig into complex questions about culture, education and institutions
- Ability to navigate the ambiguity of starting a new program
- Capacity to work independently
- Self-directed initiative, problem solver
- Strong listening and inquiry skills
- Resourcefulness and creativity
- Capacity to work well both collaboratively and independently
- Ability to lead and participate in videoconferences for up to four consecutive hours

Conditions of Employment

The C3 Program Manager position is an exempt, full-time position with a regular weekday work schedule of 40 hours per week, 8:30 a.m. to 5:00 p.m., with 30 minutes for lunch. This position will include some weekends and some offsite travel. The yearly salary range for this position is \$60,000-65,000. Benefits include medical and dental, nine paid holidays per year, nine earned paid

time off hours each pay period, and a 403(b) retirement plan (after six months). The position is based at the Alaska Humanities Forum offices in Anchorage, with occasional overnight travel.

Equal Opportunity Statement

At the Alaska Humanities Forum, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and employees without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law. We believe that diversity and inclusion among our employees is critical to our success, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: September 24, 2024

NUMBER: 25-019

FR: Office of the Superintendent

SUBJECT: Approval of Purchase
Big Ray's The Alaskan Outfitters

STRATEGIC PLAN/BOARD GOAL:

Goal 3: Family Support and Engagement

ABSTRACT:

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

ISSUE:

At issue is the Board's approval of the purchases of migrant education student services winter clothing from Big Ray's Anchorage for an amount not to exceed \$105,000

BACKGROUND AND/OR PERTINENT INFORMATION:

Migrant student clothing orders are being finalized and purchased by site according to orders received from parents. The total purchase cost will not exceed \$105,000 as budgeted.

These items were fully budgeted for and approved by the Alaska Department of Education as part of NWABSD's Migrant Title 1-C application.

Funding: Migrant Education Fund 263

ALTERNATIVES:

1. Approval of the purchase of migrant education student services clothing from Big Ray's The Alaskan Outfitters for an amount not to exceed the budgeted amount of \$105,000 as presented.
2. Disapproval of the purchase of migrant education student services clothing from Big Ray's The Alaskan Outfitters for an amount not to exceed the budgeted amount of \$105,000 as presented.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of the purchase of migrant education student services clothing from Big Ray's The Alaskan Outfitters for an amount not to exceed the budgeted amount of \$105,000 as presented.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: August 24, 2024

NUMBER: 25-020

FR: Office of the Superintendent

SUBJECT: Approval of Proposed
Revisions to BP 3515.6
Use of School Safety
Video Surveillance
Monitoring Systems;
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 3515.6 Use of School Safety Video Surveillance Monitoring Systems.

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 3515.6 Use of School Safety Video Surveillance Monitoring Systems within the Business and Noninstructional Operations series.

This update adds FERPA language and revises subpoena language to follow applicable laws. Subpoenas are not required in every situation, as previously stated.

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

ALTERNATIVES:

1. Approve the second reading of the proposed revisions to BP 3515.6 Use of School Safety Video Surveillance Monitoring Systems as presented;
2. Do not approve the second reading of the proposed revisions to BP 3515.6 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 3515.6 Use of School Safety Video Surveillance Monitoring Systems as presented.

BP 3515.6 USE OF SCHOOL SAFETY VIDEO SURVEILLANCE MONITORING SYSTEMS

The School Board authorizes the use of video surveillance equipment on school district property, school vehicles, and school contracted vehicles to ensure health, welfare, and safety of all staff, students, and visitors to district property and/or passenger in district contracted or authorized vehicles and to deter inappropriate behavior. Cameras will also be utilized to safeguard district facilities and equipment, as well as equipment owned by staff or students.

In dealing with surveillance of students and employees, the Board recognizes both its obligation to provide appropriate levels of supervision in the interest of safety and the fact that students and employees have privacy rights that are reduced~~s~~ but not eliminated while under the supervision of the school. Thus, video surveillance, like other forms of supervision, must be carried out in a way that respects privacy rights.

The Superintendent or designee is responsible for determining whether video recordings are educational records as defined by the Family Educational Rights and Privacy Act (FERPA) , 20 U.S.C. § 1232g and 34 CFR Part 99.

School safety video recordings which are not education records may be disclosed as provided in the Alaska Public Records Act, [AS § 40.25.110 – 40.25.125](#).

Use

Video surveillance cameras may be used to monitor and/or record in locations authorized by the ~~School Site Administrator or the officials of the school district~~Superintendent or designee. Public notification signs must be prominently displayed, indicating the use of video surveillance. The district shall also notify staff and students through student/parent and staff handbooks that security cameras are in place within district property.

Camera Placement

The security camera system will be installed in public areas only. These areas include school buses, grounds, athletic areas such as the gymnasium and weight room, exterior entrances or exits to school buildings and large gathering spaces such as classroom corridors, cafeteria, lobby, and main entrances. Classrooms, restrooms, changing rooms, private offices, nurse's offices, and locker rooms are excluded from surveillance camera use. Security camera usage is prohibited in any space where ~~this~~there is a reasonable expectation for privacy.

Security

Only a designated employee or agent of the school district will install surveillance cameras. Only designated school officials shall have access to the camera equipment and operations system. For the purposes of this policy, school officials are the

Superintendent or his/her expressly authorized designees. Only these school officials shall handle the camera or copies of the video segments. Video copies shall be stored in a secure area. Video copies may never be sold, publicly viewed or distributed in any other fashion except as approved for by this policy and/or relevant to legislation. Law enforcement personnel may review camera recordings, when available, to investigate criminal conduct ~~through a subpoena~~ in accordance with applicable law.

Viewing of Video Recordings

Video monitors used to view video recordings should not be located in a position that enables public viewing. Video recordings may only be viewed by school site administrators, school official, or school staff members with direct involvement with the recorded contents of the specific video recording or employees or agents responsible for the technical operation of the system (for technical purposes only). Parents may submit a written request to view video recordings that pertain only to their children in relation to a disciplinary issue, but the viewing may be approved only if it does not violate the privacy of other students (see next paragraph).

Use of Video Recordings for Disciplinary Action

Video recordings may be used as a basis for student or employee disciplinary action. Video surveillance recordings involving students are considered to be educational records under FERPA. Therefore, consent must be given in order to disclose information contained on video recordings obtained through video surveillance, except to the extent that FERPA authorizes disclosure without consent. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, give rise to a concern for the safety of a third party or where protected from disclosure by law. All viewing requests must be submitted in writing.

Retention of Video Recordings

A copy of a video recording shall be made when an incident results in a long-term suspension, a student injury, or there is a prospect of a legal claim against the district. The copy of the video recording shall be sent to the Superintendent or designee to be kept in a secure location. If a recording is used in the making of a decision about a student or employee, the recording must be kept for a minimum of one year, unless earlier erasure is authorized by or on behalf of the individual or the relevant appeals periods have been expired.

Video recordings shall be maintained for no more than 30 days and then erased unless they are being retained as indicated in the preceding paragraph or at the request of the school site administrator. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

Review

Each school site administrator is responsible for the proper implementation and control of the video surveillance system. The Superintendent of Schools or designee shall develop regulations governing the use of video recordings in accordance with applicable law and board policy.

(*cf.* 1340 – Access to District Records)

(*cf.* 3515 – School Safety and Security)

(*cf.* 3580 – District Records)

(*cf.* 5125 – Student Records)

Legal References:

UNITED STATES CODE

[20 U.S.C. 1232g](#)

UNITED STATES CODE OF FEDERAL REGULATIONS

[34 CFR Part 99](#)

ALASKA STATUTES

[40.21.070](#) *Records Management for Local Records*

[40.25.110-250](#) *Public Records Act*

ALASKA ADMINISTRATIVE CODE

[2 AAC 96.100-370](#) *Public Information*

~~*Revised 10/2021*~~

~~*Revised: June 6, 2023*~~

**AASB POLICY REFERENCE MANUAL
9/92**

Adopted: June 6, 2023

~~*Revised 10/2021*~~

~~*Revised: June 6, 2023*~~

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: August 24, 2024

NUMBER: 25-021

FR: Office of the Superintendent

SUBJECT: Approval of Proposed
Revisions to BP 3540 -
Transportation; 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 3540 - Transportation.

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 3540 - Transportation within the Business and Noninstructional Operations series.

This update aligns BP3540 with the AASB Transportation policy and moves staff travel verbiage to the appropriate BP 4133.

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

ALTERNATIVES:

1. Approve the second reading of the proposed revisions to BP 3540 - Transportation as presented;
2. Do not approve the second reading of the proposed revisions to BP 3540 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 3540 - Transportation as presented.

BP 3540 ~~TRAVEL~~TRANSPORTATION

~~Employees shall be reimbursed for travel expenses incurred while away from their station overnight on approved District business. Travel status shall be approved in advance by the Superintendent or his/her designee.~~

~~Per diem shall be paid as determined by the Superintendent, prior to travel, except as listed;~~

~~per diem shall not be paid to any employee who does not attend workshops, sessions, classes, etc. for which leave is intended;~~

~~any District employee or board member(s) who does not attend session, for which leave is intended, will not be allowed to attend future workshops for the District;~~

~~per diem and travel shall not be paid to employees or board members attending District approved workshops or meetings, who arrive at meetings in a state of intoxication. Employees in this case will be asked to leave immediately.~~

~~Adopted: February 25, 1994~~

The School Board desires to provide transportation for eligible students in accordance with state and federal law.

The goals of the transportation service are:

1. to provide maximum safety for students between home and school and on school-sponsored trips.
2. to promote desirable student behavior and respect for traffic safety.
3. to provide assistance and/or transportation for ~~handicapped~~ qualifying students with disabilities.

(cf. 3312 - Contracts)

(cf. 3541.5 - Alternative Transportation Arrangements)

Note: Secondary students who do not have daily access to school by being transported a reasonable distance must be offered a boarding program pursuant to 4 AAC 09.050.

When necessary, the Board shall make available a boarding program for secondary students whose transportation needs make daily access to school impractical and who are not participating in an alternative educational program.

(cf. 6182 - Secondary Boarding Program)

(cf. 5112.6 – Education For Homeless Children and Children in Foster Care)

Legal Reference:

ALASKA STATUTES

14.09.010 Transportation of pupils

14.09.030 School buses

14.30.347 Transportation of exception children

ALASKA ADMINISTRATIVE CODE

4 AAC 09.050 Secondary Boarding Programs

4 AAC 27.006-990 Transportation

Adopted: February 25, 1994

Revised:

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: August 24, 2024

NUMBER: 25-022

FR: Office of the Superintendent

SUBJECT: Approval of Proposed
Revisions to BP 3541.2
Transportation for Children
with Disabilities; 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 3541.2 Transportation for Children with Disabilities.

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 3541.2 Transportation for Children with Disabilities within the Business and Noninstructional Operations series.

This update includes additional inclusive language and updated references.

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

ALTERNATIVES:

1. Approve the second reading of the proposed revisions to BP 3541.2 Transportation for Children with Disabilities as presented;
2. Do not approve the second reading of the proposed revisions to BP 3541.2 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 3541.2 Transportation for Children with Disabilities as presented.

BP 3541.2 TRANSPORTATION FOR SPECIAL EDUCATION STUDENTS CHILDREN WITH DISABILITIES

Note: Children with disabilities must be transported with other non-disabled children if the district provides transportation to other students in the district. Separate transportation for an exceptional child is authorized only when it is in the best interest of that child due to the nature of the physical or mental disability. AS 14.30.347.

The School Board recognizes its responsibility to provide transportation services which give handicapped students access to appropriate education programs and services. The district shall provide transportation for students with disabilities ~~for exceptional students~~ in accordance with needs specified in their Individualized Education Program (IEP).

In selecting the most appropriate mode of transportation, IEP teams shall consider the student's unique safety and health needs, the availability of equipment, existing transportation schedules, and the extent to which transportation arrangements may help the student develop independent mobility skills.

Whenever possible, children with disabilities shall be transported with students without disabilities.

(cf. 3540 - Transportation)

(cf. 3541.5 - Alternative Transportation Arrangements)

(cf. 6172 - Special Education)

Legal Reference:

ALASKA STATUTES

[14.30.278](#) *Individualized education program*

[14.30.347](#) *Transportation of exceptional children*

ALASKA ADMINISTRATIVE CODE

[4 AAC 27.020](#) *Establishment of special education routes*

[4 AAC 27.045](#) *General provisions for regular and other conveyance routes, route extensions and in-lieu-of agreements*

[4 AAC 52.730](#) *State aid for transportation*

[4 AAC 27.021](#) *Establishment of special education routes*

Adopted: February 25, 1994

Revised:

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: September 24, 2024

NUMBER: 25-023

FR: Office of the Superintendent

SUBJECT: Approval of Proposed
Revisions to BP
4133/4233/4333 All
Personnel – Travel
Expenses; First Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the first reading of the proposed revisions to BP 4133/4233/4333 All Personnel – Travel Expenses and open for public comments.

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 first reading of the proposed revisions to BP 4133/4233/4333 All Personnel – Travel Expenses within the Personnel series.

This update includes verbiage from the former duplicate travel policy - BP 3540 and removes reference to Board Members.

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

ALTERNATIVES:

1. Approve the first reading of the proposed revisions to BP 4133/4233/4333 All Personnel – Travel Expenses as presented and open for public comments;
2. Do not approve the first reading of the proposed revisions to BP 4133/4233/4333 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading of the proposed revisions to BP 4133/4233/4333 All Personnel – Travel Expenses as presented and open for public comments.

BP 4133/4233/4333 ALL PERSONNEL - TRAVEL EXPENSES

Note: The following optional policy delegates duties related to employee travel and reimbursement to the Superintendent or designee and may be revised to reflect district practice.

The School Board shall pay for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the district. Expenses shall be reimbursed within limits established by the Board.

The Superintendent or designee may approve employee requests to attend meetings in accordance with the adopted budget.

All out-of-state travel for employees must have Superintendent or designee approval. All out-of-~~district~~state travel for the Superintendent must have Board ~~President or designee~~ approval. All unexpected out-of-district Superintendent travel may be approved by the Board President with notification to the full board. Travel expenses not previously budgeted must be approved on an individual basis by the Board.

The Superintendent or designee may authorize an advance of funds to cover necessary expenses. The Superintendent or designee shall establish procedures for the submission and verification of expense claims.

The Board may establish an allowance on either a mileage or monthly basis to reimburse designated employees for the use of their own vehicles in the performance of assigned duties.

(cf. 3300 - Expenditures/Expending Authority)

Per Diem

Per diem shall be paid as determined by the Superintendent, prior to travel, except as listed;

per diem shall not be paid to any employee who does not attend workshops, sessions, classes, etc. for which leave is intended;

any District employee ~~or board member(s)~~ who does not attend a session, for which leave is intended, will not be allowed to attend future workshops for the District;

Per diem and travel shall not be paid to employees ~~or board members~~ attending District approved workshops or meetings, who arrive at meetings in a state of intoxication. Employees in this case will be asked to leave immediately.

Commented [AE1]: Move to Board Bylaws

Commented [AE2]: Move to Board Bylaws

Revised: November 15, 2019

Adopted: June 09, 2004

Revised: November 15, 2019

Revised:

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: September 3, 2024

NUMBER: 25-024

FR: Office of the Superintendent

SUBJECT: Approval of Purchase-
HMH Into Reading Materials

STRATEGIC PLAN/BOARD GOAL:

NWABSD Strategic Goal 2: Instructional Supports

ABSTRACT:

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

ISSUE:

At issue is the Board's approval of AK CLSD grant expenses from Houghton Mifflin Harcourt to provide decodable readers and sound-spelling cards to support beginning readers in grades K-3 not to exceed \$120,000.

BACKGROUND AND/OR PERTINENT INFORMATION:

Houghton Mifflin Harcourt is the publisher of our core English Language Arts program, *Into Reading*. The Start Right Readers, sound-spelling cards, and grade-level decodable practice materials will equip teachers to implement the program with fidelity, maximizing small-group time for differentiated support. These resources align with the Structured Literacy and Science of Reading approaches essential for early literacy and the support the goals of the Alaska Reads Act. The total purchase cost for these materials is budgeted not to exceed \$120,000.

Funding: State AK Literacy Grant Fund 305

ALTERNATIVES:

1. Approval of purchase additional core literacy materials provided by Houghton Mifflin Harcourt for K-3 classrooms not to exceed \$120,000.
2. Disapproval of purchase additional core literacy materials provided by Houghton Mifflin Harcourt for K-3 classrooms not to exceed \$120,000.

Take no final action

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the board approves the purchase additional core literacy materials provided by Houghton Mifflin Harcourt for K-3 classrooms not to exceed \$120,000.



Houghton Mifflin Harcourt

Proposal #009131861

Prepared For

Northwest Arctic Borough SD

Attention:

Tracy Bell

tbell@nwarctic.org

For the Purchase of:

Into Reading Version 2 K-2

HMH order to be processed through NWTD.

Prepared By

Debra White

debbie.white@hnhco.com

Please submit this proposal with your purchase order.

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

For greater detail, the complete Terms of Purchases may be reviewed here:

<http://www.hnhco.com/common/terms-conditions>

Send **Check Payments** to:
Houghton Mifflin Harcourt Publishing Company
14046 Collections Center Drive
Chicago, IL 60693

Attention:
Tracy Bell
tbell@nwarctic.org

Send **Orders** to:
orders@hnhco.com
FAX: 800-269-5232

HMH Confidential and Proprietary

Proposal for Northwest Arctic Borough SD

ISBN	Title	Price	Quantity	Value of All Materials
Grade K				
A la Carte Items Available for Purchase				
Teacher Materials				
1742471 9780358056287	Into Reading Instructional Card Kit Grade K	\$76.65	25	\$1,916.25
1738477 9780358019831	Into Reading Start Right Reader Set of 6 Grade K	\$170.10	155	\$26,365.50
Total for A la Carte Items Available for Purchase				

Total for Grade K **\$28,281.75**

Grade 1				
A la Carte Items Available for Purchase				
Teacher Materials				
1742472 9780358056294	Into Reading Instructional Card Kit Grade 1	\$76.65	25	\$1,916.25
1738478 9780358019848	Into Reading Start Right Reader Set of 6 Grade 1	\$272.20	155	\$42,191.00
Total for A la Carte Items Available for Purchase				

Total for Grade 1 **\$44,107.25**

Grade 2				
A la Carte Items Available for Purchase				
Teacher Materials				
1742513 9780358056300	Into Reading Instructional Card Kit Grade 2	\$76.65	25	\$1,916.25
1738479 9780358019855	Into Reading Start Right Reader Set of 6 Grade 2	\$181.45	155	\$28,124.75
Total for A la Carte Items Available for Purchase				

Total for Grade 2 **\$30,041.00**

<i>Total Savings:</i>	\$0.00
<i>Subtotal Purchase Amount:</i>	\$102,430.00
Total Cost of Proposal (PO Amount):	\$102,430.00 + Shipping (Not Included)
	Please add proper sales tax to your order

Send **Check Payments** to:
 Houghton Mifflin Harcourt Publishing Company
 14046 Collections Center Drive
 Chicago, IL 60693

Attention:
 Tracy Bell
 tbell@nwarctic.org

Send **Orders** to:
 orders@hnhco.com
 FAX: 800-269-5232

Total Cost of Proposal (PO Amount): \$102,430.00

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
 - o Point of Contact for Print materials
 - o Point of Contact for Digital materials
 - o Point of Contact for Scheduling Professional Development

Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to:

Northwest Arctic Borough SD

Kotzebue, AK 99752-0051

Sold to:

Northwest Arctic Borough SD

Kotzebue, AK 99752-0051

- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Shipping Point.
- Any proposed shipping or tax amount provided on this proposal, is based on the Ship To account location quoted within.
- If the location of your delivery changes, please include the proper sales tax and shipping charges for that location in the applicable Purchase Order
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase.

Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.

For greater detail, the complete Terms of Purchase may be reviewed here: <http://www.hmhco.com/common/terms-conditions>

Date of Proposal: 8/20/2024**Proposal Expiration Date: 10/4/2024**

Houghton Mifflin Harcourt

Send **Check Payments** to:
Houghton Mifflin Harcourt Publishing Company
14046 Collections Center Drive
Chicago, IL 60693

Attention:
Tracy Bell
tbell@nwarctic.org

Send **Orders** to:
orders@hnhco.com
FAX: 800-269-5232

HMH Confidential and Proprietary

MEMORANDUM

TO: NWABSD Board of Education

DATE: September 25, 2024

NUMBER: 25-025

FR: Office of Superintendent

SUBJECT: Approval of Human Resources

ABSTRACT:

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

ISSUE:

At issue is the approval of Human Resources actions.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

ALTERNATIVES:

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

ADMINISTRATION RECOMMENDATION:

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

**Human Resources
September 2024**

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

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

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

LOCATION&DATE	NAME	POSITION
<u>AMBLER</u>		
8/8/24	Linda Skadowski	Teacher MS/HS LA/SS
<u>BUCKLAND</u>		
8/8/24	Madalyn Morgan	Teacher Elem SpEd
8/8/24	Carey Halnier	Counselor Intern
<u>JNES</u>		
8/8/24	Vernon Ceballas	Teacher 3
8/18/24	Myrcelynn Libres	Teacher 3
8/21/24	Analie Frix	Teacher 5
7/29/24	Corey Shepherd	Assistant Principal
<u>KMHS</u>		
8/8/24	Joe Bullock	Teacher MS/HS SS/SC
8/12/24	David Hebert	Teacher SpEd LTS
<u>NOORVIK</u>		
8/8/24	Don Thurman	Teacher MS/HS Sc LTS

b) The administration recommends approval of the following FY25 Classified New Hires:

LOCATION&DATE	NAME	POSITION
<u>AMBLER</u>		
8/12/24	Frances Williams	SpEd Aide
<u>BUCKLAND</u>		
8/22/24	Kiarah Melton	SpEd Aide
<u>DEERING</u>		
8/12/24	Dionne Wells	SpEd Aide

JNES

8/12/24	Shayauna Bukowski	SpEd Aide
8/12/24	Dreamland Tolbert	SpEd Aide
8/26/24	Mechelle Zanoria	Instructional Aide

KIVALINA

8/23/24	Jasmine Swan	Instructional Aide
9/3/24	Julia Koonook	Instructional Aide
8/22/24	Sally Luther	Secretary

NOORVIK

8/21/24	Robert Allen	SpEd Aide
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SELAWIK

8/12/24	Michelle Larkin	SpEd Aide
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DISTRICT OFFICE

8/8/24	Amanda Riste-Saltzman	SpEd Social Worker
8/19/24	Hunter Lonewolf	PC Support Technician
8/1/24	Andrea Thrash	Secretary

II The administration report on the following non action items:

- a) Classified resignations FY25
- b) Certified transfers FY25
- c) Classified transfers FY25
- d) Certified openings FY25
- e) Classified openings FY25
- f) International Hires

a) The administration reports on the following Classified resignations:

<u>LOCATION&DATE</u>	<u>NAME</u>	<u>POSITION</u>
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KMHS

08/12/24	Allie Bieseimeier	Secretary I
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b) The administration reports on the following Certified transfers:

KIVALINA

8/12/24 Dr. Dominic Diing Teacher MS/HS Math

KMHS

8/12/24 Merle Green Teacher MS Math/Science

c) The administration reports on the following Classified transfers:

BUCKLAND

8/12/24 Florence Nolton/E. Cert Teacher PreK

JNES

8/12/24 Miranda Eakin/E. Cert Teacher 2
8/12/24 Laurel Ellsworth Teacher SpEd PreK-12

KIVALINA

8/12/24 Genevieve Swan Bilingual Instructor

SHUNGNAK

8/12/24 Eddie Williams Principal

d) The administration reports on the following Certified openings:

KIVALINA

1 Teacher

KMHS

1 Teacher

e) The administration reports on the following Classified opening:

JNES

1 Instructional Aide

KIVALINA

1 Bus Driver

KMHS

1 Secretary

NOORVIK

1 SpEd Aide

DISTRICT OFFICE

1 Director of Administrative Services

1 Accts Payable Clerk

MAINTENANCE

1 Assistant Director Property Services

1 Journeyman Electrician

The administration reports on the following International hires:

AMBLER

2 Teacher

BUCKLAND

4 Teacher

DEERING

2 Teacher

JNES

7 Teacher

KIVALINA

8 Teacher

KMHS

8 Teacher

KOBUK

2 Teacher

NOATAK

6 Teacher

NOORVIK

6 Teacher

SELAWIK

6 Teacher

SHUNGNAK

4 Teacher

DISTRICT CERTIFIED INTERNATIONAL RATIO – 30%

STATE OF ALASKA INTERNATIONAL RATIO –

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: September 24, 2024

NUMBER: 25-026

FR: Office of the Superintendent

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

STRATEGIC PLAN/BOARD GOAL:

Improve Stakeholder Communication.

ABSTRACT:

Selection of Student Representative to the NWABSD Board of Education shall be selected by Board.

ISSUE:

At issue is for the Board to select up to two student representatives and one alternate student representative to the NWABSD Board of Education.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

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

Applications will be provided for review and consideration in Executive Session.

ALTERNATIVES:

1. Select up to two Student Representatives and one Alternate Student Representative to the NWABSD Board of Education as presented;
2. Do not select Student Representative and Alternate Student Representative to the NWABSD Board of Education as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board select up to two Student Representatives and one Alternate Student Representative to the NWABSD Board of Education as presented.