

Board of Education Worksession

Tuesday, November 19, 2024 8:30 AM

Microsoft Teams, 744 Third Ave., Kotzebue, AK 99752

1.	Departments Reports	
2.	Technology	Presenter: Amy Eakin, Director of Technology
3.	Human Resources	Presenter: Kathryn Self, Human Resources Director
4.	Administrative Services	Presenter: Natalie Dickey, Business Manager
5.	Curriculum	Presenter: Tracy Bell, Director
6.	Assistant Superintendent	Presenter: Jeff Alexander, Assistant Superintendent
7.	11:00 Indian Education	Presenter: Joy Cogburn-Smith, Director of State and Federal Programs
8.	1:15 Grow Our Own Overview - Strategic Plan Objective #	
9.	2:15 Review of Action Items	
10.	3:15 Advisory School Council Minutes	Presenter: Terri Walker, Superintendent
11.	Board Committee Meeting Reports	Presenter: Board Members

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: November 19, 2024

NUMBER: Worksession Item #I. e.

FR: Office of the Superintendent

SUBJECT: a.) Technology
Report

Amy Eakin, Director of Technology, reports on the following:

Track 1: Operational Improvements

Initiative: Optimize Business Practices

1. Agenda Item: Approval of DocuSign 3-Year Agreement Purchase
 - a. \$149,938.00 to provide electronic agreements and signing
 - b. Budgeted in General Funds for FY25
2. NWABSD Website & Social Media (Facebook via Hootsuite)
 - a. Website
 - b. Communicate for broadcasting announcements and emergencies:
 - i. Text Opt-in for Broadcasts
 1. 563 opted in (542 in September)
 2. 12 opted out (8 in September)
 3. Continue advertising for manually opt-in by texting "Y" to 67587
3. Digital Citizenship Week
 - a. October 14-18
 - b. **Digital Citizenship Week was better than ever this year! Our children and communities are truly living in unprecedented times digitally and talking through the navigation of this is imperative! Thank you all for your hard work!**

Staff Nominated for Individual Prizes and What Their Co-Workers Said About Them (in no particular order):

- **Terry Cooper, Elementary Teacher, June Nelson Elementary School**
 - "She volunteered to head up our digital citizenship week efforts and has not only communicated proactively with staff and the community, she has made sure our hallways contain important digital citizenship reminders for students and staff to see. She has prepared a short script each day and enlisted a student from different grade levels to come read it over the PA system, and yesterday one of our 4th graders was broadcast on KOTZ radio at 6 pm. She has been submitting photos on behalf of our site, and this week has gone well so far because of her efforts.
- **Dondee Valliente, Elementary Teacher, Buckland School**
 - "He dressed every day during the digital citizenship week, including his cultural attire. He also sent home notices to the parents in his class with the week's plans and most of his students participated in the digital citizenship week 😊"
- **Jonathan Wolfe, Special Education Aide, Napaaqtugmiut School**
 - "As our Tech Lead he organized the entire week. There were the dress up days, activities, movie night where we served popcorn and ice cream and raffled prizes. He put on a big pep rally for the entire school to celebrate digital citizenship week. He (and Roxi) worked themselves silly."
 - "He did a lot of heavy lifting with ensuring that this week went smoothly. In fact, he is always seen as the backbone of the school with events like this. There are

certainly a lot of staff members that deserve this; however, I don't think this would have been nearly as successful without Jonathan."

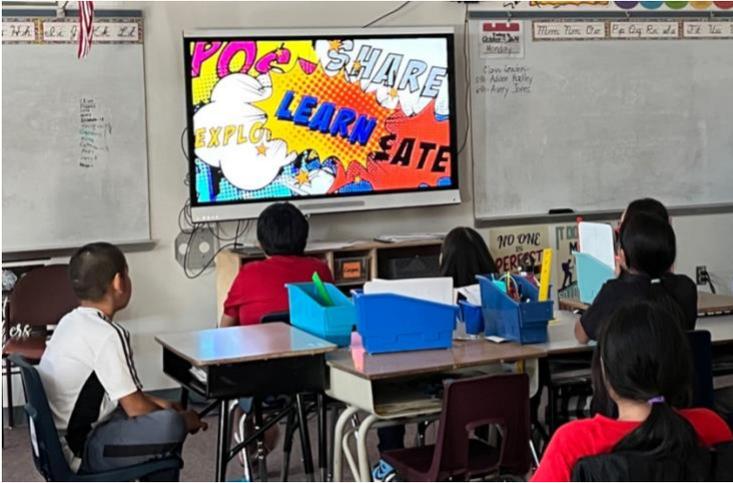
- **Aimee Webb, Special Education Teacher, Davis-Ramoth School**
 - "for her exceptional dedication in encouraging students, fellow educators and staff to engage in Digital Citizenship Week."
- **Victoria Morris, Elementary Teacher, Kiana School**
 - "Victoria Morris for always be helpful and supportive in our digital citizenship week spirit weeks."
- **Lynn Smith-Hawley, 6-12 Teacher, Kiana School**
 - "for her exceptional efforts during Digital Citizenship Week. Lynn went above and beyond to engage students in meaningful ways, starting with dedicated lessons on digital citizenship that taught essential online safety and responsibility skills. Her enthusiasm extended to the entire school community through pep rallies that emphasized these values and brought everyone together, making the week memorable and inclusive. Lynn also organized themed dress-up days, which added a fun, creative element that the students thoroughly enjoyed. Her dedication ensured that students not only learned about digital citizenship but did so in a way that was fun and impactful, making a positive difference in their understanding and engagement. Thanks to Lynn's leadership, students not only learned about digital citizenship but had a fantastic, immersive experience that left a lasting impact on their understanding of responsible digital behavior. She truly ROCKED Digital Citizenship Week!"
- **Dawn Davis, Elementary Teacher, Shungnak School**
 - "because despite with her busy schedule and task in school, she made effort in taking, sending pictures and talk about each topic of the Digital Citizenship Week."

The moment we've all been waiting for.....the winner is.....*drumroll please*.....June Nelson Elementary School AND Napaaqtugmiut School! Go Husky Pups and Lynx!!!

Here's what set them apart from the competition:

- Students and staff alike showed up with consistent participation for each daily theme!
- Community members were widely engaged!
- Showed "Elementary Screenagers"
- Photo booth
- VHF and Radio announcements – including student-led announcements and PSAs!
- Raffles! Flyers! Games! Assemblies!
- Lessons in class and items sent home!
- Teachers made a music video to the Common Sense song "Media Balance is Important"!
- MULTIPLE classroom videos!
- Student interviews!

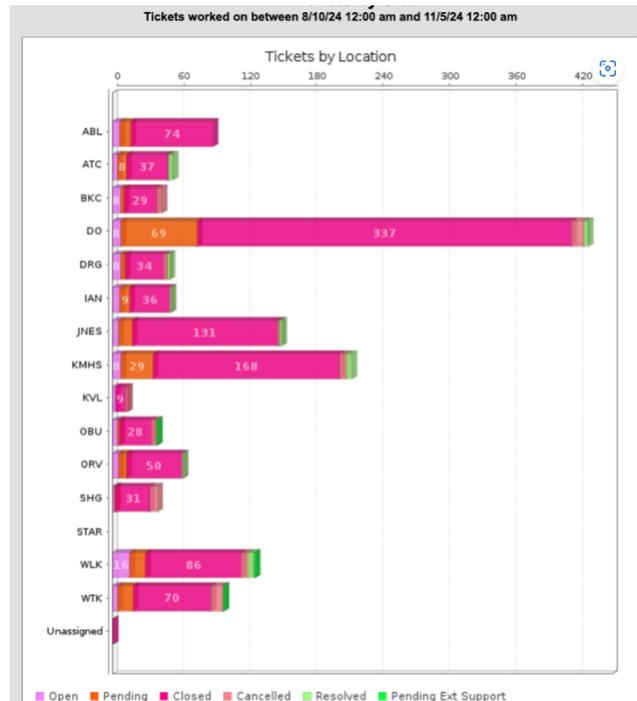




	Jan-Jul 2023	Aug-Dec 2023	Jan-Jul 2024	Aug-Dec 2024	Jan-Jul 2025	Aug-Dec 2025
High School Laptops	Refresh 2020					Refresh Fleet 2026
5-8 School Laptops	Refresh Fleet 2023 Purchase Cases					
SMARTBoards	Purchased 2014/2015; Warranty expired 6/30/20	10 Annually		10 Annually		10 Annually
Principal Laptop, Secretary/DO iMacs	Principals – purchased 8/2024; Secretary and DO iMac Refresh	Secretary iMac Refresh	Deploy Principal Refresh – Pro/Screen			
K-4 iPads (PK-4)	Refresh Fleet 2021; Refresh Apps			Refresh Apps		Refresh Fleet 2027
Staff iPads	Fleet Purchased 8/2020				Refresh Fleet 2025	
Staff Laptops	Refresh Fleet 2021					Refresh Fleet 2027
Computer Labs	ATC – partial update (5yr.)		ATC – partial update (5yr.)		ATC – partial update (5yr.)	
Network Infrastructure (Switches, Wireless)	402 Rack Replacement	Split OTZ Circuits Switches		C2 Install Wifi-6 APs in schools WLK, IAN, ORV	C2 Install Wifi-6 APs in schools BKC, DRG, OTZ	
Meraki Refresh		3yr. License Renewal				License Renewal 12/2025 (FY26)
Mitel Phone System	Partial Phone Refresh					
VTC	RUS Award 2020; Complete install of RUS awarded Infrastructure	Update Polycom Camera Software				
Servers	Refresh ABL/WTK/ORV	Refresh SHG	Refresh WLK			DO Server refresh 2027;
Windows Infrastructure	Windows 2019 Server Upgrade					

Additional work completed:
August 10, 2024 – November 5, 2024

- **Districtwide Staff Transitions**
Facilitated districtwide staff transitions by creating accounts for new hires and internal transfers. This included setting up Active Directory (AD) profiles, configuring email accounts, applying Microsoft licensing, and implementing specific Teams policies.
- **Districtwide Student Account Management**
Managed districtwide student changes by creating accounts for new students and processing student transfers. This involved setting up Active Directory (AD) profiles, configuring email accounts, applying Microsoft licensing, and implementing staff/student-specific Teams policies.
- **Single Sign-On (SSO) Integration**
Enabled Single Sign-On (SSO) across key educational platforms, including Clever, Vivi, McGraw Hill, mClass, Safe Schools, PowerSchool, Canvas, HMH, and Embrace, enhancing user access and streamlining login processes.
- **ClassLink Rostering**
Managed rostering in ClassLink for various platforms, including the Alaska Career Information System, Clever, and Mathia, ensuring accurate and up-to-date access for all users.
- **eRate-Funded Network Upgrades**
Deployed Category 2 eRate-funded network upgrades across multiple sites:
 - Buckland: Replaced 7 network switches.
 - Noatak: Replaced 6 network switches.
 - Noorvik: Replaced 8 network switches.
 - Deering: Replaced 2 network switches and 7 wireless access points.
- **Verkada Camera System Deployment**
Assisted with the deployment of the Verkada camera system in Kivalina. Completed testing and configuration of two bus camera networks and coordinated with the maintenance team for installation.



Memorandum

To: Regional School Board Members
FR: Office of the Superintendent

Date: November 19, 2024
Subject: Human Resources Report

Kathryn Self, Director of Human Resources (HR) reports on the following:

HR recruiters are currently recruiting for approximately 6 certified positions for FY25 and 8 classified positions (and additional temporary positions). HR recruiters and staff are interviewing candidates from Alaska Teacher Placement, Handshake, LinkedIn, RCC Staffing Solutions along with staff referrals.

Position vacancies by site FY25:

AMBLER	Certified: FULL	Classified: FULL
BUCKLAND	Certified: FULL	Classified: FULL
DEERING	Certified: FULL	Classified: FULL
JNES	Certified: Counselor/Social Worker	Classified:1 Instructional Aide
KIANA	Certified: FULL	Classified: FULL
KIVALINA	Certified: 1 Social Studies Teacher	Classified: 1 Bus Driver
KMHS	Certified: Asst. Principal	Classified: 2 SpEd Aides
KOBUK	Certified: FULL	Classified: FULL
NOATAK	Certified: FULL	Classified: 1Maintenance
NOORVIK	Certified: FULL	Classified: FULL
SELAWIK	Certified: FULL.	Classified: 1 Bilingual Instructor
SHUNGNAK	Certified: FULL	Classified: FULL
STAR of the NW	Certified: FULL	Classified: FULL
ATC	Certified: FULL	Classified: FULL
DISTRICT OFFICE	1 SpEd Itinerant, 1 Itinerant Social Worker, 1 Administrative Service Director, 1Journeyman Electrician, 1 Journeyman Plumber	

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: November 18, 2024

NUMBER: **Worksession**

FR: Office of the Superintendent

SUBJECT: Administrative Service
Update

Administrative Services Department Update:

The Administrative Services team has been busy completing quarterly reporting for first quarter (July-October) for grants, Payroll, Capital Improvement projects, and other miscellaneous quarterly reports.

Our Purchasing Agent has been travelling to sites to assist secretaries and principals with review and entry of student property information in PowerSchool for our FY26 Impact Aid application, due January 31, 2025, as well as training in the Purchase Order process.

Sites have been visited by our contracted Food Service Manager, who has been busy with reaching out about daily meal counts and troubleshooting issues as they come up. They have also travelled out to sites to do annual site reviews for the National School Lunch Program (NSLP). Local site reviews are required to make sure that Districts are following the NSLP's meal portion and serving requirements and are due mid-February.

I am beginning to work against the District's FY26 budget development schedule to be reviewed by the Budget committee at a later date, and to bring forward to the Board during the FY26 Budget Worksession.

The audited FY24 financial statements have not been approved by the board at the time of the creation of this memorandum.

FY25 Financial Narrative Report for the period July 1, 2024 – September 30, 2024

The monthly financial narrative report is included in your packet with highlights for the period ending September 30, 2024. The financial narrative report was discussed during the Budget Committee meeting.

Action Items:

MOA Increase – JLM, LLC
DocuSign 3-Yr Contract

Board Budget Summary

Board Stipends

FY25

	Stipend	Member:	# of time:	# of Day	TOTAL
NWALT Meeting - July 1, 2024	\$ 250.00	1	1	1	\$ 250.00
AASB Board Meeting in OTZ	\$ 250.00	1	1	3	\$ 750.00
Executive Committee Meeting	\$ 250.00	4	1	1	\$ 1,000.00
August Region Meeting	\$ 250.00	2	1	1	\$ 500.00
Monthly Board Meeting	\$ 250.00	11	2	2	\$ 11,000.00
September QUAD Meeting	\$ 250.00	7	1	2	\$ 4,000.00
TOTAL					\$ 17,500.00

Benefits

Health Insurance					\$ -
Other Benefits	#####				\$ 2,150.00
TOTAL					\$ 2,150.00

Professional & Technical Services

Lobbyists	\$ 11,666				\$ 11,666.00
AASB Registration	\$ 7,380				\$ 7,380.00
TOTAL					\$ 19,046.00

Travel & Perdiem

Airfare/Hotel/Car	\$2,308				\$2,308
Per-Diem	\$1,535				\$1,535
TOTAL					\$ 3,843.00

Miscellaneous Exp

Supplies, media and freight for Board & Board me	\$30				\$ 30.00
CEACC membership and AASB fees	\$13,700				\$ 13,700.00
Joint ASC meeting supplies (Teams meeting)	\$2,675				\$ 2,675.00
TOTAL					\$ 16,405.00

NOTES FOR FY25

	Grand Total	\$ 58,944.00
	Current Budget	\$ 642,793.00

Benefits

\$ 27,000.00	8.22%	m.hawley
\$ 27,000.00	8.22%	c.fields
\$ -	8.22%	c.schaeffer
\$ 27,000.00	8.22%	a.adams
\$ 27,000.00	8.22%	m.hansen
\$ 27,000.00	24.02%	b.reich
\$ 27,000.00	8.22%	m.greene
\$ 27,000.00	8.22%	s.melton
\$ 27,000.00	8.22%	l.jones
\$ 27,000.00	24.02%	j.harris
\$ 27,000.00	24.02%	t.ticcket
	137.82%	

\$ 270,000.00 12.53%

79000	1.45%	1145.5
61000	6.20%	3782
18000	22.00%	3960
79000	0.57%	450.3

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: November 18, 2024

NUMBER: 25-027

FR: Office of the Superintendent

SUBJECT: Approval of MOA
Addendum – JLM, LLC

ABSTRACT:

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

ISSUE:

At issue is the Board's Approval to amend the Memorandum of Agreement (MOA) with Jenny Martens of JLM, LLC for a total amount not to exceed \$75,000.00.

BACKGROUND AND/OR PERTINENT INFORMATION:

Jenny Martens of JLM, LLC provides professional school business services for the Northwest Arctic Borough School District business office. The original MOA was generated for the amount of \$35,000.00. The amended MOA, which entails additional business office services during the transition and training of the previous Director of Administrative Services to the current Assistant Director of Administrative Services/Administrative Services Business Manager team, will be increased by \$33,000.00 for the remainder of FY25, for a total not to exceed \$75,000.00.

ALTERNATIVES:

1. Approve the amendment to Memorandum of Agreement (MOA) with Jenny Martens of JLM, LLC for the amount not to exceed \$75,000.00 as presented;
2. Disapprove the amendment MOA for JLM, LLC as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of the MOA with JLM, LLC for a total amount not to exceed \$75,000.00 as presented.

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

**ADDENDUM TO
MEMORANDUM OF AGREEMENT**

MOA # 225-002

Between

Contractor Name: JENNY MARTENS

Address: PO BOX 2163

PETERSBURG, AK 99833

and

Northwest Arctic Borough School District

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

	<u>Amount</u>
Account #: <u>100.099.550.000.410</u>	<u>\$ 68,000.00</u>
Account #: <u>100.099.220.000.410</u>	<u>\$ 5,000.00</u>
Account #: <u>292.099.220.000.410</u>	<u>\$ 2,000.00</u>
Account #: _____	<u>\$ _____</u>
Account #: _____	<u>\$ _____</u>
NEW MOA Total:	<u>\$ 75,000.00</u>

Budget Authority Approval: _____

Budget Authority Approval: _____

Contractor Agrees: n/a

District Agrees: n/a

Date of Board Approval (if applicable): November 19, 2024

Agreed to by:

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

Superintendent- Authorized Signature, NWABSD _____
Date

Director of Administrative Services, NWABSD _____
Date

Instructions for Completing MOA Form

1. You should have all of the information needed before completing and submitting the MOA. Please review the two-page MOA and if you have questions, contact Brad Eisel at 907-442-1822 or beisel@nwarctic.org.
2. If you are not the budget authority (BA) for this MOA, please get the BA's approval as shown by their signature on page 1, prior to submitting for approvals.
3. In the "Contractor Agrees To" section, please be as detailed as possible in describing the services to be provided by the Contractor, such as number of training days, type of service, etc.
4. In the "District Agrees To" section, list in detail what the District is to provide the Contractor for their services, such as reimbursement of air travel, lodging, ground transportation, per diem, miscellaneous costs (i.e. copies and faxes), and cost of services, such as daily rate, flat fee, etc. Do not enter Payment terms in this section.
5. In the "Payment Terms" section, detail the instructions for the payment(s) to the Contractor (i.e. to be paid in 4 installments as work is performed and invoice is provided, or one payment at the completion of services when invoice is presented).
6. The MOA Control # is filled in on page 1 and on page 2 Section B, after MOA has all required approvals.
7. Remember to give yourself plenty of time to complete the MOA form and get the necessary approvals and signatures prior to having the services performed by the Contractor.
8. This contract may be terminated by either party with a 30-day written notice.

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: JLM, LLC (Jenny Martens) MOA Control #:
Name of Company Contact Brad Eisel for #

Address: P.O. Box 2163 Petersburg AK 99833
Street or POB City State Zip + four

907 650-7026 - jlmllcservices@gmail.com
Area Code Phone # Fax # E-mail Address

Federal ID #: Or Soc. Sec. #: 574-28-0401 Alaska Business License #:
Enter without Dashes Enter without Dashes

7/1/2024 6/30/2025 [X] W-9 Attached [] W-9 Submitted Previously
Start Date (mmddyy) End Date (mmddyy) Verify with Brad Eisel

Contractor Agrees To: May 25, 2024: Provide professional school business services as per proposal dated
May 25, 2024 and additional services as agreed upon.
November 18, 2024: (update) To assist Business Office with FY24 Per Pupil Expenditure
Report and support Administrative Services Business Manager with answers to questions
for day-to-day business office questions.

W-9 Attachment

If additional space is needed, indicate here [] See attachment

District Contact Person: Terri Walker Phone #: (907)442-1802 Ext
Email Address: twalker@nwarctic.org Fax #:

District Agrees To: Pay contractor for requested services billed at \$110 per hour.

If additional space is needed, indicate here [] See attachment

Payment Terms: Payment to be made for invoiced services.

If additional space is needed, indicate here [] See attachment

Table with 2 columns: Enter Account Code as: and Amount. Rows include Account #: 100.099.550.000.410 with Amount \$ 68,000.00 and a Total row with Amount \$ 68,000.00.

MOA Not to Exceed: \$68,000.00 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

Asst. Director of Administrative Services – Fiscal
Approval

Asst. Director's Signature

Date (mm/dd/yy)

Terri Walker

Superintendent – Authorized Signer NWABSD

Superintendent's Signature

Date (mm/dd/yy)

Jenny Martens

Contractor – JLM LLC.

Contractor's Signature

Date (mm/dd/yy)

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: November 19, 2024

NUMBER: 25-035

FR: Office of the Superintendent

SUBJECT: Approval of DocuSign 3-
Year Agreement
Purchase

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

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

ISSUE:

At issue is the purchase of the DocuSign 3-Year Agreement in the amount of \$149,938.00 to provide electronic agreements and signing as presented.

BACKGROUND AND/OR PERTINENT INFORMATION:

The NWABSD sought an electronic document signing program when the COVID-19 pandemic impacted in-person paper contract signing. The onboarding of DocuSign has continued and is currently used by schools and the following departments: Administrative Services, Technology, State & Federal Programs, Human Resources, Assistant Superintendent, and Student Services.

The 3-year agreement will allow the District to continue the DocuSign program with costs locked in and funding secured for the next three years through September 30, 2027.

Funding is available and budgeted in the FY25 Technology General Funds – Software .475.

ALTERNATIVES:

1. Purchase the DocuSign 3-Year Agreement in the amount of \$149,938.00 to provide electronic agreements and signatures as presented;
2. Do not purchase the DocuSign 3-Year Agreement as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends that the Board purchase the DocuSign 3-Year Agreement for \$149,938.00 to provide electronic agreements and signatures as presented.



DocuSign, Inc.
221 Main Street, Suite 1550
San Francisco, CA 94105

Offer Valid Through: Sep 30, 2024

Prepared By: Jennifer Drouillard

Quote Number: Q-01600940

ORDER FORM

Address Information

Bill To:

Northwest Arctic Borough School District
744 3rd Ave,
Kotzebue, AK, 99752
United States

Ship To:

Northwest Arctic Borough School District
P.O. BOX 51,
Kotzebue, AK, 99752-0051
United States

Billing Contact Name:

Accounts Payable

Billing Email Address:

accountspayable@nwarctic.org

Billing Phone:

+1.907.442.3472

Shipping Contact Name:

Amy Eakin

Shipping Email Address:

aeakin@nwarctic.org

Shipping Phone:

(907) 442-1830

Order Details

Order Start Date: Oct 1, 2024

Order End Date: Sep 30, 2027

Billing Frequency: Annual

Payment Method: Check

Payment Terms: Net 30

Currency: USD

Products

Product Name	Subscription No.	Start Date	End Date	Quantity	Net Price
eSignature Enterprise Pro Edition - Envelope Subs.	SUB-1533738-1	Oct 1, 2024	Sep 30, 2027	30,000	\$120,900.00
Multi-Channel Delivery	SUB-1533738-1	Oct 1, 2024	Sep 30, 2027	5,000	\$2,000.00
Enterprise Premier Support - eSign	SUB-1533738-1	Oct 1, 2024	Sep 30, 2027	1	\$27,038.00

Grand Total: \$149,938.00

Annualized Total

Year 1 Total: \$49,979.33

Year 2 Total: \$49,979.33

Year 3 Total: \$49,979.33

The annualized totals above are displayed for general guidance only and may differ from the total amounts displayed on an invoice. Please refer to the Order Details and Products sections above for complete and accurate totals.

Product Details

eSignature Envelope Allowance: 30,000

Overage/Usage Fees

eSignature Enterprise Pro Edition - Envelope Subs. (Per Transaction): \$8.80
Multi-Channel Delivery: \$0.50

Order Special Terms

Terms & Conditions

This Order Form is governed by the terms Master Services Agreement available online at: <https://www.docusign.com/legal/terms-and-conditions/msa/pub-sec> and the applicable Service Schedule(s) and Attachments for the Docusign Services described herein available online at <https://www.docusign.com/legal/terms-and-conditions/msa-service-schedules>.

Billing Information

Prices shown above do not include any sales, use, value added (VAT), goods and services (GST), and/or any other similar taxes, duties, levies and or charges of any nature that might be imposed or required to be collected (collectively "taxes") by Docusign. Any such taxes are the responsibility of the Customer and will appear on the final invoice(s), as applicable. Taxes are calculated based on the ship-to location listed on your order form.

Invoice(s) for this order will be emailed automatically from invoicing@erp.docusign.com.

Please make sure this email address is on an approved setting or safe senders list, so notifications do not go to a junk folder or get caught in a spam filter.

For U.S. Customers

Is the contracting entity exempt from sales tax?

Please select Yes or No:

If yes, please send the required tax exemption documents immediately to

taxexempt@docusign.com.

For Non U.S. Customers

Verify that the VAT, GST, TIN, or similar tax identification number below is correct, or provide the correct number to your Docusign contact. If the VAT, GST, or TIN identification number is not populated below, it will be assumed that you are not a VAT/GST registered taxpayer.

VAT, GST, TIN or similar tax identification number:

For other tax exemption requests, please email the applicable tax exemption documentation to taxexempt@docusign.com.

Purchase Order Information

Is a Purchase Order ("PO") required for the purchase or payment of the products on this Order Form?

Please select: Yes No

By marking "No", Customer agrees to process payment for any invoices issued pursuant to this Order Form without a PO Number.

If yes, please complete the following information, and attach your PO (if available), and the invoice will be issued referencing such PO Number:

PO Number:

Please attach PO Attachment here:

If "Yes" is marked, but a PO Number is not provided or a PO document is not attached, then Customer agrees to provide the PO information or PO document to Docusign at its earliest convenience by sending to POSubmission@docusign.com referencing this Quote Number, but agrees to still process payment per the agreed upon terms.

If Customer has attached a PO (or other document) to this Order Form, Customer acknowledges and agrees that any additional or conflicting terms appearing in such PO (or any other document) are invalid.

By signing this Agreement, I certify that I am authorized to sign on behalf of the Customer and agree to the Terms and Conditions of this Order Form and any documents incorporated herein.

Customer

Signature:

Name:

Job Title:

Date:

**DocuSign,
Inc.**

Signature:

Name:

Job Title:

Date:

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: November 6, 2024

FR: Office of the Superintendent

SUBJECT: Curriculum & Instruction

Tracy Bell, Director of Curriculum and Instruction, reports on the following:

Strategic Goal 2: Instructional Supports

Objective 1: Evaluation of Multi-Tiered Systems of Support (MTSS)

Our team has been actively working on strengthening instructional supports across several key areas, focusing on creating a well-rounded approach to early learning, student support, and professional development. Here are three main updates:

1. Early Learning Foundations

We are focusing on early literacy and social-emotional development by launching Creative Curriculum sessions this month. This includes providing teachers with resource packets and activities to integrate social-emotional learning into the classroom. Our four cornerstones—foundational development, inclusive learning environments, family engagement, and responsive curriculum—guide this work to ensure young learners start with a strong foundation.

2. Student-Centered Support and MTSS Implementation

For MTSS, we are rolling out targeted interventions that address individual student needs across academics, behavior, and social-emotional areas. This includes developing and distributing a comprehensive intervention plan, complete with data checkpoints to track student progress. Data-informed instruction, culturally relevant education, and individualized support help us ensure every student has equitable access to the help they need to succeed.

3. Professional Development and Teacher Support

Our professional development efforts this month center around data literacy and classroom interventions, helping teachers apply assessment data effectively in their instructional planning. We conducted a needs assessment to tailor these sessions, aligning them with teachers' instructional frameworks and promoting continuous improvement. This support enables our teachers to deliver high-quality, data-driven instruction that meets our students' diverse needs.

a. Multi-Tiered System of Support (MTSS)

- a. The district-level team continues to develop a workflow for the MTSS process and incorporating state-created tracking documentation and developing a data management system for MTSS.

- a IRIP System being implemented in PowerSchool to streamline compliance and documentation.
 - b MTSS documentation plug-in being pursued to streamline MTSS process outside the AK Reads Act.
- b. Students continue to receive support in the fall based on previous progress/tier and data collected by the current classroom teacher. Parents should be notified if a student enters or exits Tier II or Tier III.
 - a Middle of the Year Benchmarking begins December 2.
 - i A shift will be that any Kindergartener well-below proficient is to have a IRIP implemented.
- c. We are making significant strides in the evaluation and implementation of both the Multi-Tiered System of Supports (MTSS) and the Safe & Civil Schools framework. Our next steps include:
 - a **MTSS Fit and Feasibility Check:** We're continuing the assessment of districtwide MTSS alignment, focusing on resource allocation, monitoring systems, and addressing gaps. This includes developing a framework for academic, behavioral, and attendance data collection and progress monitoring. The evaluation will be complete Fall 2024, the Curriculum Department will use the evaluation to identify more specific milestones and action items.
 - b **MTSS Supports**
 - c **Safe & Civil Schools Refresh Focus:** Drafting Instructional Framework which articulates expectations

b. Staff Development Specialist Kim Addington

Support Areas: MTSS & Instructional Support (All Grades)

Kim leads our Multi-Tiered System of Supports (MTSS) initiatives, working closely with Student Services and teachers to monitor student progress and implement effective interventions. She manages the help ticket system to ensure timely support for teachers and prioritizes requests related to curriculum and instructional needs. Kim is a valuable resource for guidance on MTSS processes, documentation, and student support strategies.

Updates

1. Kim will begin facilitating data leads to support our MTSS process. Their objectives include:
 - a. **MTSS Alignment:** Kim will facilitate a monthly meeting to discuss NWABSD's MTSS process, focusing on the role of Data Leads in understanding RTI vs. MTSS, ensuring alignment with the district's MTSS system, and fostering collaboration with site administrators and stakeholders.
 - b. **AK Reads Act & Compliance Knowledge:** Develop a comprehensive understanding of the compliance requirements for the Alaska Reads Act and the goals of Individual Reading Improvement Plans (IRIP),

enabling Data Leads to guide colleagues in data-informed decisions that support reading interventions and track progress.

- c. **Data-Driven Instructional Support:** Data leads will conduct site-based data team meetings each semester to analyze student progress in academics, behavior, and social-emotional development. Use these insights to collaborate with colleagues on differentiated instruction, curriculum alignment, and achieving grade-level standards through targeted scaffolding and support.

c. **Jacob Ray – Staff Development Specialist**

Support Areas: Book Distribution & Parent Engagement

Jacob strengthens the connection between our schools and the community by organizing events that encourage parents to engage with their children's education. He oversees the distribution of books to students and gathers valuable feedback from parents to support educational improvements. Through these efforts, Jacob helps create a welcoming and supportive environment for families, enhancing the educational experience for students.

a. **Community Based Family Literacy Night Progress:**

- i. Buckland- 114 attendees
- ii. Deering- 54 attendees
- iii. Shungnak- 30 attendees
- iv. Selawik- 49 attendees
- v. Noorvik- 67 attendees
- vi. Ambler- 21 attendees
- vii. Kivalina- 65 attendees
- viii. Kiana- 14 attendees

b. **Upcoming Visits**

- i. Week of November 11th: Noatak
- ii. December reschedule: Kobuk

d. **Kristen Woodie – Staff Development Specialist**

Support Areas: Literacy Focused Professional Development (All Grades)

Kristen is dedicated to strengthening literacy instruction for students in grades K-12 across the district. She provides focused professional development, in-classroom coaching, and expert guidance on reading and writing strategies to boost student engagement and skills. As a key resource, Kristen supports educators with instructional techniques and offers valuable feedback on interventions to improve literacy outcomes.

Updates:

1. **Focused Reading Help for Struggling Students:** Give extra reading support to K-3 students who are well below grade level, using tools like

mClass and UFLI. Expand this help to 4th and 5th graders who need it. Make sure each student gets the specific support they need, based on their reading progress.

2. **Team Up to Support Students Across Grades:** Work with Data Leads, principals, and other tutors to decide which students should attend after-school tutoring and create a plan to track who shows up and how they're doing. For middle and high school students, provide tutoring for credit recovery, independent study, or online courses (like APEX), focusing on their unique academic needs.
3. **Track Progress and Communicate with Families:** Keep records of student attendance and progress in tutoring sessions, using this data to see what's working and where adjustments are needed. Work with Data Leads and the Curriculum Department to improve support and keep parents informed, especially for K-3 students.

e. Annivaq, Jennifer Greene – Staff Development Specialist

Support Areas: Iñupiaq Language Program, PK Immersion, Nuna Ilissaman Professional Learning Community

Jennifer leads the Iñupiaq Language Program, integrating language and culture into classrooms through direct support with Ilisautrit and Pre-K immersion. Resources or guidance for incorporating Iñupiaq language or culture into curriculum. Support for culturally responsive teaching or cultural events with Ilisautrit.

Updates

1. Continues to support the Pre-K immersion pilot at JNES and SHG, facilitate Monday collaboratives with Ilisautri from 9-11a, and will begin traveling out to sites to support the Iñupiaq Language Program and site activities. So far she has provided on the ground support to Ambler, Kivalina, and Selawik.

f. Zonda Martin – Staff Development Specialist

Support Areas: Nuna Ilissaman Place-Based Science Curriculum & Science Support

Zonda leads our place-based science curriculum, integrating local culture and environmental knowledge into science education to make learning more relevant and engaging for students. She collaborates with the Nuna Ilissaman Pilot Sites to support educators in connecting curriculum with community values and surroundings. Zonda is a key contact for resources and guidance on incorporating place-based learning into science instruction.

Strategic Goal 2: Instructional Supports

Objective 2: Safe and Civil Schools Refresh I

NWABSD is dedicated to creating safe, inclusive, and effective learning environments. Our focus this year is on aligning the district's Safe and Civil Schools initiatives by developing an Instructional Framework to support student success across all grade levels. Here are the main goals and updates:

1. **Consistent and Culturally Responsive Framework:** The NWABSD Instructional Framework will provide a structured approach to planning and delivering high-quality instruction, aligned with the Danielson Framework for Teaching. This framework reinforces a safe, respectful, and culturally responsive classroom environment by setting clear standards for classroom management, engagement, and academic rigor. Teachers are implementing practices that support inclusivity and address the unique needs of every student, contributing to a safe and civil school climate.
2. **Learner Outcomes and Positive Culture Development:** We emphasize four core learner outcomes: collaboration, communication, critical thinking, and growth. These guide teachers in fostering classroom communities where students feel respected and supported. By focusing on clear routines, respectful interactions, and culturally responsive teaching practices, we aim to create an equitable learning environment that promotes social and emotional development. Our instructional practices encourage every learner to achieve their full potential.
3. **Professional Development and Ongoing Evaluation:** To support the district's Safe and Civil Schools objectives, we will structure our professional development offerings in culturally responsive teaching, classroom management, and social-emotional learning. These areas, informed by ongoing evaluations and feedback, will continue to guide our professional development plans to address emerging needs and best practices. By ensuring teachers are equipped to build positive, inclusive classroom communities, we foster a school culture that promotes safety, respect, and academic growth.

Upcoming Site Visits with Susan Isaacs

1. **Safe and Civil Trainings Continue:** Susan Isaacs will be visiting the following sites during her travel schedule in the first semester. During these visits, she works closely with principals and staff to refine and finetune the implementation of schoolwide procedures and positive behavioral supports.
 1. **December 2, 3, 4, 5, 6: Selawik, DO/ILT (Inservice Planning, FY26 PD Planning)**
 2. **January 6, 7, 8, 9, 10: Kiana, JNES, DO/ILT (Inservice Planning, FY26 PD Planning)**

Other Curriculum Information:

Nuna Iljissimman Development

The Nuna Iljissaman project is dedicated to developing a culturally and regionally relevant Physical Earth Science curriculum for Northwest Arctic Borough School District students. This course combines traditional Iñupiaq knowledge with Western science to create a curriculum that reflects local perspectives, making science more relevant and meaningful to our students.

Key Progress in 2024-2025

Summer Development

In June, Iñupiaq teachers gathered in Kotzebue for intensive curriculum development.

They conducted a page-by-page review of materials, focusing on language integration, cultural relevance, and developing 20 culturally connected science activities. These activities are being enhanced with scientific content to deepen understanding.

Teacher Training and Course Preparation

In August, science teachers participated in training sessions to prepare for the curriculum launch. Training included using the Canvas course platform, working with Iñupiaq teachers, safety protocols, and understanding the course's scope and sequence. The course was loaded into Canvas, ensuring it was ready for use on day one.

Ongoing Collaboration

From September through November, Monday collaborative meetings were held with science teachers to discuss pacing, course effectiveness, and collaboration with Iñupiaq teachers. These meetings help refine the curriculum, ensuring alignment with student needs and cultural goals.

November Professional Development (November 18-21)

Upcoming professional development in Kotzebue will bring together Iñupiaq and science teachers. Goals include:

- Setting a monthly collaborative schedule at each site.
- Identifying community knowledge bearers and local resources for site-specific learning.
- Developing a list of culturally integrated activities and creating a template for unit lessons.
- Reviewing course content, unit objectives, and Canvas implementation to streamline resources for teachers.

Looking Ahead

In late spring, we'll conduct a follow-up professional development session to review content and plan for the next steps. Key resources in development include an Iñupiaq/English Science Dictionary, Elder videos, and community-based projects.

Early Learning Program

Our Early Learning Program is dedicated to fostering foundational skills and social-emotional growth for our youngest learners through a structured and quality-focused approach. Here are the key developments:

- **Expanded Access and Grant Support:** We now offer Pre-Kindergarten classes at all ten district sites, with registration open for the 2024-2025 school year. Additionally, NWABSD has been awarded the Districtwide Early Learning Program (DWEEL) state grant, providing essential funding for program improvements and supporting our goal to meet quality standards in early education.
- **Quality Standards and Continuous Improvement:** As part of the Learn and Grow program, teachers and paraprofessionals are undergoing training focused on developmental best practices and positive behavior support, aided by resources from the Alaska SEED Registry, Creative Curriculum, and the Ages and Stages Questionnaire (ASQ). These initiatives ensure we meet state standards for early childhood education and support individualized growth.
- **Enhanced Assessment with Teaching Strategies GOLD (TS GOLD):** We have integrated TS GOLD to observe and assess each child's development in key areas. Our first checkpoint, due November 30, will complete the fall assessment cycle. Fourteen of nineteen staff members have achieved Interrater Reliability (IRR) certification, ensuring consistency in evaluation across classrooms.

Inupiaq Language Program Program

Our Inupiaq Language Program is focused on creating a comprehensive pathway for language fluency and cultural knowledge, with the goal of strengthening and expanding Inupiaq language instruction. Here are the key initiatives underway:

1. **Professional Development and Curriculum Alignment:** We are conducting professional development to ensure a clear plan for meeting our students' language and cultural needs. Staff are aligning core elements of our curriculum—including Uqayusralikun, Uqapiaqta, the PK Language Program, and our Seasonal Calendar—into a unified program that supports fluency and cultural knowledge.
2. **Building an Assessment and Learning Pathway for Fluency:** A major focus this year is establishing an assessment framework that tracks students' language progress and proficiency. This learning pathway will guide students as they develop their Inupiaq fluency, providing benchmarks to support consistent growth across grades.
3. **Community and Elder Collaboration:** We are deepening relationships with local communities and Elders, documenting traditional knowledge, and incorporating it into our curriculum. Elders play a key role in our immersion programs, offering invaluable support to instructors and helping to bring authentic cultural insights into the classroom.

Career and Technical Education (CTE) Program

The Northwest Arctic Borough School District is moving forward with our comprehensive

Career and Technical Education (CTE) planning under the Perkins V guidelines, focusing on creating meaningful pathways for students that align with regional job needs and postsecondary success. Here are the key points:

1. **Comprehensive Local Needs Assessment (CLNA) and Four-Year Plan:** Our district-wide needs assessment was completed and submitted on September 30th to evaluate student performance, program quality, access to CTE programs, and educator support. This assessment informs our Four-Year Plan, which outlines action steps and budget priorities to strengthen our CTE offerings. The CLNA helps us set SMART goals for improving student outcomes, with a focus on industry alignment and equitable access to high-quality CTE programs. Our CTE 4 Year Plan was accepted by the state.
2. **Improving CTE Pathways and Access:** The district is committed to enhancing CTE pathways to ensure they meet industry standards and provide students with hands-on, work-based learning experiences. We are expanding access to dual enrollment, internships, and soft skills training across our district, including in smaller and remote schools. Programs like Readistar bring CTE opportunities to schools without on-site instructors, ensuring that all students have access to valuable career preparation.
3. **Support and Development for teachers of CTE Courses:** Professional development is prioritized for CTE instructors to align teaching practices with current industry standards. We will be investing in mentorship, training workshops, and certifications for educators, funded through Perkins grants, to help them deliver relevant and engaging CTE instruction. Additional support for recruitment and retention will ensure we can attract and maintain skilled educators to guide our students effectively.

e. Curriculum Review & Purchase Cycle

<i>Curriculum Area</i>	<i>Curriculum Review</i>	<i>Purchase Textbooks & Materials</i>	<i>Implementation</i>
Inupiaq Physical Science, Biology, and Environmental Science	2020-2025	Spring 2022-25 (Development)	2023-2026
Math	2023-2024	Spring 2024	2024-2025
Social Studies/Health	2025-2026	Spring 2026	2026-2027
Science K-8, HS Physics & Chemistry	2025-2026	Spring 2026	2026-2027
English Language Arts 7-12	2029-2030	Spring 2029	2030-2031
English Language Arts K-6	2029-2030	Spring 2029	2030-2031

****Supplemental resources are reviewed and purchased as needed.

g. Help Ticket System:

- a 08/14/2024: 49 tickets
- b 09/13/2024: 296 tickets

c 11/18/2024: 225 tickets

- **Types of Requests:** The tickets cover various areas, including Curriculum, Technology, PowerSchool, and assessment tools (e.g., ALEKS, Clear Math, and Canvas).
- **Common Issues:** Curriculum Access and Materials: Many requests involve missing or delayed curriculum materials, especially math books and resources for both students and teachers across grades. Examples include requests for Clear Math and Reveal Math books, ALEKS access, ThinkCentral, and Canvas access for specific classrooms.
- **Roster and Access Problems:** Multiple tickets pertain to issues with student and teacher access in platforms like mClass, PowerSchool, StudySync, and class rosters.
- **Technical Assistance:** Some tickets request help with software issues, such as login problems, uploading lesson plans on Canvas, or unblocking websites.
- **Pending Tickets:** Several tickets are marked pending due to reassignments or needing follow-ups.

MEMORANDUM

TO: Regional School
Board Members

DATE: November 18, 2024

FR: Office of the Superintendent

SUBJECT: Asst. Supt. Report

Jeff Alexander, Assistant Superintendent reports on the following:

Safety is still the major focus point this year. We are working on updating our Safety Plan for each site including ATC and the District Office. I have completed eight out of fourteen site visits. Each site has its own individual needs and we will try to address those needs as we visit. Each site has created a rally point in the event of a school evacuation. We are planning on creating scenarios which will require each site to practice meeting at the evacuation site.

Our staff has been trained in Nonviolent Crisis Intervention-CPI Training, Cybersecurity, Drug Free Workplace, and other safety trainings. At our October in-service our staff completed ALICE Training. We also had in-service training for Naloxone, which is the drug administered for anyone who Overdoses. Each site has completed a monthly fire drill for August, September, and October with 100% of schools completing the forms in Canvas. Thank you, principals for your hard work in achieving that goal!

New emergency buckets have arrived and we are in the process of updating and replacing expired materials for each classroom. First Aid Kits have also arrived we are sending those out to the schools as well. Maniilaq has been assisting with updating pads and replacing batteries for all of our AED machines in each school and the District Office.

MEMORANDUM

TO: NWABSD Board of Education Members	DATE: November 18, 2024
	NUMBER: Work session
FR: Office of the Superintendent	SUBJECT: Indian Education Committee

Joy Cogburn-Smith, Director of State & Federal Programs

As determined at the March 2024 meeting, the Regional School Board will begin a committee to act as the Indian Education Committee for the 2024-2025 school year. Having a board committee act as the Indian Education Committee will streamline our application process, standardize the processes and focus our application with more meaningful feedback.

Following this Memo are draft copies of the Indian Education Committee Bylaws, based on the Department of Education template, and sample interview questions for the at-large nominees.

If the nomination and committee structure outlined in the bylaws is acceptable for our purposes without major revisions, an invite will be sent to Advisory School Counsels to submit nominations by the January Board meeting. The first meeting will be held at that time to appoint members, and an additional meeting will be held in April in preparation for the district's FY26 Indian Education application.

Attachments:

Draft Indian Education Bylaws

Draft interview questions for at-large committee members

DRAFT

Northwest Arctic Borough School District Indian Education Action Committee (IEC) Bylaws

ARTICLE I: Name of Entity

The name of the Indian Education Action Committee (IEC) for the Northwest Arctic Borough School District's Indian education program shall be the "Indian Parent Action Committee" (IPAC).

ARTICLE II: Purpose

The IPAC ensures consistent planning, implementation, and evaluation of Title VI programs for Alaska Native and Native American students within the district. Its objective is to create programs that support Title VI-eligible students in reaching their highest academic potential. The IPAC's work complies with Title VI regulations (20 U.S.C. §7401 et seq.).

ARTICLE III: Powers and Duties

Section 1: Powers

The IPAC collaborates with the district to support the academic, cultural, and wellness needs of Native students by:

1. Meeting with the State & Federal Programs Department at least twice a year to review and develop the Indian Education Program and Application
2. Reviewing the district's annual assessment data and providing recommendations for the Indian Education Program

Section 2: Duties

IPAC duties include:

1. Recommending Title VI funding allocation plans.
2. Endorsing applications and budgets for Superintendent and Board review.
3. Participating in at least one annual public hearing.
4. Accessing program-related documents for review and adhering to confidentiality policies.
5. Representing only individual viewpoints and shall not speak on behalf of the Committee without prior IPAC authorization.
6. Exercising authority solely during official IPAC meetings.
7. Members will attend all meetings in full for quorum and voting participation.
8. Complying with district policies without authority beyond IPAC bylaws.

DRAFT

ARTICLE IV: Membership

Section 1: Composition

IPAC membership requires at least eight members, including:

- A majority (51%) of parents/guardians of Native students.
- Four School Board members with tribal affiliation
- One at-large parent
- One at-large teacher or counselor
- High school students: current student member(s) of the board who meet the tribal affiliation requirement will automatically serve on the IPAC Committee
- One at-large tribal representative
- The Director of State & Federal Programs as a non-voting member

Section 2: Member Definitions

- **Parent:** A parent or family member of a Native student with an ED 506 Form on file.
- **Teacher/Counselor:** Staff member employed by Northwest Arctic Borough School District in either a teacher or counselor position.
- **Student:** A high school student with an ED 506 Form.
- **Tribal Representative:** A representative of a local tribe within the Northwest Arctic Borough School District
- **District Representative:** The non-voting Director of State & Federal Programs.

Section 3: Selection

IPAC members are nominated by school advisory councils and elected at an open meeting. The Regional School Board Members will make the final selection from nominated candidates through a written or in-person interview process. Members' terms will take effect immediately on the election.

Section 4: Terms of Office

- Parents, Teachers/Counselors and Tribal members will serve three-year terms.
- Students serve a one-year term, contingent on enrollment.
- School Board members serve terms determined annually.
- Officers serve one-year terms and are elected annually.

Section 5: Voting Rights

Each member has one vote. A quorum (51%) is required for votes on business matters.

Section 6: Attendance

Members are expected to attend all meetings, with absences excused if reported in advance.

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Section 7: Termination

Members may be removed for three unexcused absences, professional conduct issues, or loss of eligibility.

Section 8: Vacancies

The Vice-Chair assumes the Chair position if it becomes vacant. Other vacancies are filled by election.

ARTICLE V: Officer Elections, Terms, and Duties

Section 1: Officers

The IPAC officers are the Chairperson, Vice-Chairperson, and Secretary.

Section 2: Elections & Terms

Officers are elected by majority vote at the school year's first meeting and serve a one-year term.

Section 3: Officer Duties

- **Chair:** Leads meetings, signs official documents, and represents IPAC.
- **Vice-Chair:** Assumes duties of the Chair when necessary.
- **Secretary:** Records and distributes meeting minutes and maintains records.

Section 4: Member Duties

- **Parents/Guardians:** Provide input on programs and curriculum.
- **Teachers/Counselors:** Offer feedback on IPAC initiatives.
- **Students:** Share input on school-related issues.
- **Tribal Representatives:** Advice on culturally responsive education.

ARTICLE VI: Meetings

Section 1: Schedule

The School Board, in collaboration with the State & Federal Programs Department, determines the IPAC's annual meeting schedule.

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Section 2: Regular Meetings

IPAC meetings will align with regularly scheduled Regional School Board meetings and are open to the public, following district procedures for advertising.

Section 3: Special Meetings

Special meetings may be called by the Chair or Indian Education Director, with prior notification.

Section 5: Quorum

A quorum of five is required for voting.

Section 6: Open Meetings

Meetings are open to the public

Section 7: Meeting Rules

Robert's Rules of Order apply, with training provided for new members as needed.

Section 8: Agenda and Minutes

Agendas and minutes are shared with IPAC members prior to meetings.

ARTICLE VII: Updating and Amending Bylaws

Section 1: Updates

IPAC can update bylaws by a two-thirds majority, ensuring alignment with Title VI regulations.

Section 2: Amendments

Amendments require mutual consent and a majority vote.

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Indian Education Committee Interview Questions

1. **Commitment to Native Education**

What motivates you to serve on the Indian Education Committee, and how do you envision contributing to the academic success of Native American students in this district?

2. **Equity and Advocacy**

What are the greatest challenges facing Native American students in our district, and how would you advocate for programs and resources to address these needs?

3. **Previous Experience and Insights**

Have you served in a similar capacity on other committees or community organizations? If so, what did you learn from that experience that you would bring to this role?

4. **Educational Goals and Vision**

What specific goals do you have for improving the academic and personal success of Native American students in this district? How would you measure success in this role?

5. **Commitment to Attendance and Participation**

Are you able to commit the necessary time to attend meetings, participate in discussions, and fulfill the responsibilities of this committee? How do you plan to balance this role with other obligations?

6. **Ideas for Program Improvement**

What improvements or initiatives would you like to see introduced to support Native American education in our district?

7. **Committee Roles and Governance**

How familiar are you with committee governance, including Robert's Rules of Order? Are you comfortable working within a structured framework for decision-making?

8. **Open-Ended Question for Additional Thoughts**

Is there anything else you would like us to know about your background, experience, or vision for this role on the Indian Education Committee?

**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 431ST. regular meeting of the Northwest Arctic Borough School District Board of Education to order at 3:00 p.m. on Tuesday, September 24, 2024, in person meeting held in Kotzebue, Alaska.</p> <p>Board Members present were:</p> <ul style="list-style-type: none">Alice AdamsTillie TicketNellie BallotJoanne HarrisCarol SchaefferMargaret HansenLawrence Jones Sr.Millie HawleyShannon MeltonMarie Greene <p>Board Member Absent Excused - Alice Melton-Barr</p> <p>Observed.</p> <p>A quorum was present.</p> <p>Observed.</p> <p>Staff present: Terri Walker-Superintendent; Jeff Alexander, Assistant Superintendent; Dave Arp, Business Office; Janelle Schaeffer, June Nelson Elementary School; Veronica Ferguson, June Nelson Elementary School; Amy Eakin, Director of Technology; Robert Sheldon II, Student Services Coordinator; Dena Strait, Capital Projects; Joseph Groves, Director of ATC; Brandon Blackham, Director of Property Services; Joy Cogburn-Smith, Director of State and Federal Services; Jeremy Millard, Kivalina Principal.</p> <p>No public comments.</p> <p>Eric Hart, Kobuk School Principal gave a video presentation about the Kobuk School.</p> <p>Employee of the month: Janelle Schaeffer and Veronica Ferguson, Secretaries for the June Nelson Elementary School.</p> <ul style="list-style-type: none">• Margaret Hansen: I know you have been with our school for a long time, and I thank you for that, the kids deserve people like you two who really care for them so much, and the teachers sure appreciate you. Thank you so much for all you do for our schools.• Carol Schaeffer: Couple other things that weren't mentioned are snacks, they always have snacks in their office for kids. They make sure the building is locked down after hours. Giving hugs to students, and the kids call them auntie. <p>Superintendent Terri Walker presented her report.</p> <ul style="list-style-type: none">• Alice Adams: I know were early in the school year, it's good to see the attendance right off the bat. If we could see other changes with the other sites in our villages are there any changes with their monthly attendance. And if we can try to capture those right off the bat fi they start to drop and try to make a local effort and try to keep it higher than normal. Thank you.• Terri Walker: As I have looked through past superintendent reports from other superintendent's, in the past it's always been enrollment and attendance any reports from conferences and meetings I have attended. I wonder if there is anything else that you would like to see consistently like Alice just asked for specific attendance from other sites. Just let me know if you have something in mind now or in the future if there is something I should be reporting on monthly. Thank you. <p>Marie Greene made a motion to pull Memorandum 25-026, Selection of Student Representative's to the Northwest Arctic Borough of Education. Margaret Hansen, does anyone want to make a motion to adopt the consent agenda as amended. Millie Hawley made a motion to adopt the consent agenda as amended, pulling Memorandum 25-026. Carol Schaeffer seconded the motion.</p> <p>Passed by roll call vote.</p> <p>Board approval is required for contracts that exceed \$50,000. Alaska Humanities Forum (AKHF) will facilitate and oversee major components of the New Alaska Native Education Iliisautri 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 Iliisautri Project. 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.</p>	<p>CALL TO ORDER</p> <p>ROLL CALL</p> <p>MOMENT OF SILENCE</p> <p>PLEDGE OF ALLEGIANCE</p> <p>INTRODUCTION OF STAFF/GUESTS</p> <p>PUBLIC COMMENTS</p> <p>RECOGNITION AND AWARDS</p> <p>SUPERINTENDENT'S REPORT</p> <p>ADOPTION OF CONSENT AGENDA</p> <p>APPROVAL OF CONTACT 2024-2025 ALASKA HUMANITIES FORUM</p>
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Board approval is required for purchases that exceed \$50,000. 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. 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.

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

Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the second reading of the proposed revisions to BP 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. The administration recommends the Board approve the second reading of the proposed revisions to BP 3540 - Transportation 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 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. The administration recommends the Board approve the second reading of the proposed revisions to BP 3541.2 Transportation for Children with Disabilities 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 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. 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.

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

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

Carol Schaeffer made a motion to go into Executive Session, to discuss matter in immediate knowledge of which would have an adverse effect on the finances of the district or discuss subjects that tend to prejudice the reputation and character of any person and are required to be confidential. Millie Hawley Seconded the motion. No objection.

The board went into Executive Session at 3:32 P.M. Executive Session ended at 4:06 P.M. Margaret Hansen: What's the wishes of the board? Carol Schaeffer, I make a motion to appoint Jaylon Pungalik and Zamara Ticket as student representatives to the NWABSD Board of Education as presented. Marie Greene Seconded the motion. Margaret Hanses, please make a note for the record that they get all the packet of information every month. Margaret Hansen, Memorandum 25-026. Roll call vote please. Passed by rollcall vote

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

APPROVAL OF BIG RAY'S PURCHASE

BP 3515.6 APPROVAL OF PROPOSED REVISIONS, USE OF SCHOOL SAFETY VIDEO SURVEILLANCE MONITORING SYSTEMS, SECOND READING

BP 3540 APPROVAL OF PROPOSED REVISIONS, TRANSPORTATION; SECOND READING

BP 3541.2 APPROVAL OF PROPOSED REVISIONS, TRANSPORTATION FOR CHILDREN WITH DISABILITIES; SECOND READING

BP 4133/4233/4333 APPROVAL OF PROPOSED REVISIONS, ALL PERSONAL-TRAVEL EXPENSES; FIRST READING

APPROVAL OF PURCHASE HMH INTO READING MATERIALS

APPROVAL OF HUMAN REASOURCES

EXECUTIVE SESSION

APPROVAL OF SELECTION OF STUDENT REPRESENTATIVE TO THE NWABSD BOARD OF EDUCATION

Margaret Hansen: Well Lawrence we are going to miss you, I know this is your last meeting. You could be there at the reorganization. Call in at the reorganization October 14th, and once we swear in the new member, and if you choose not to run as a member as a write in and step aside and the new person will take your place. There is still time Lawrence. Thank you for your service, we sure appreciate you and all you do for your community and all the kids.

Lawrence Jones: Thank you, madam chair, it's been a pleasure working with you all and learning and still learning and I know its busy for your guys. This past term I still have two kids in school, and I felt that I need to work, and I missed some meetings due to that, and I feel someone young and energetic will be ready to take this role. I can continue to support my kids that are still in school I just have to work and focus on my family right now. Thank you all.

Margaret Hansen: We have two more days of meetings, thank you all for your persistence and making sure this happens. It's been a long time.

The next Special Board meeting of the NWABSD Board of Education will be held on October 14, is the reorganization of the board, here in Kotzebue, in person. The Board Retreat is October 25 and 26 here in Kotzebue, in person.

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

Motion passed with unanimous consent. The meeting adjourned at 4:20 p.m.

Tillie Ticket, Secretary

Amy Eakin, Recording Secretary

COMMUNICATONS & ITEMS
INTRODUCED BY BOARD MEMBERS

DATE/TIME OF NEXT BOARD MEETING

ADJOURNMENT

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

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

President, Margaret Hansen, called the special meeting of the Northwest Arctic Borough School District Board of Education to order at 11:35 a.m. on Monday, October 14, 2024.

Board Members present were:

Alice Melton-Barr
Millie Hawley
Tillie Ticket
Carol Schaeffer
Marie Greene
Alice Adams
Shannon Melton
Lawrence Jones
Margaret Hansen
Joanne Harris

Board Members absent and excused were:

Nellie Ballot

A quorum was present.

Observed.

Those present participated in the Pledge of Allegiance.

Staff/guests present: Terri Walker-Superintendent; Jeff Alexander, Assistant Superintendent; Joy Cogburn-Smith-Director of State/Federal Programs, Natalie Dickie, Business Manager; Amy Eakin-Director of Technology, Shayne Pungowiyi, Executive Assistant; Jeanne Gerhardt-Cyrus, New Board Member Elected; Robert Sheldon II, Activities Coordinator; Dena Strait, Capital Projects;

Northwest Arctic Borough School District Board Secretary, Shayne Pungowiyi, swore in re-elected Board Members: Millie Hawley of Kivalina Alaska, Alice Adams of Noatak Alaska, and Shannon Melton of Buckland Alaska. Newly-elected Board Member: Jeanne Gerhardt-Cyrus, Kiana Alaska; Raymond Woods, Shungnak Alaska.

Congratulations to the elected Board Members were given.

Margaret Hansen thanked Lawrence Jones Sr. and Nellie Ballot for the time they have given to support the students of the Northwest Arctic Borough School District.

President, Margaret Hansen, called for nominations for *President*.

Carol Schaeffer nominated Margaret Hansen as President, seconded by Alice Adams, Marie Greene asked for unanimous consent. Margaret Hansen was unanimously voted in as President.

Margaret Hansen resumes the position as President.

President, Margaret Hansen called for nominations for *Vice-President*.

Alice Melton-Barr nominated Marie Greene as Vice-President, Marie Greene Declined nomination. Margaret Hansen Nominated Carol Schaeffer as Vice-President, Marie Greene made a motion for Nominations to be closed, Alice Melton-Barr Seconded the motion and asked for unanimous consent. Carol Schaeffer was elected as Vice-President.

CALL TO ORDER

ROLL CALL

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

INTRODUCTION OF
STAFF/GUESTS

OATH OF OFFICE

REORGANIZATION OF
THE BOARD

President, Margaret Hansen, called for nominations for *Secretary*.

Millie Hawley nominated Alice Adams, Margaret Hansen nominated Tillie Ticket, Marie Greene moved to close the nominations, Alice Melton-Barr seconded the motion. Tillie Ticket was unanimously voted in as Secretary.

President, Margaret Hansen, called for nominations for *Treasurer*.

Alice Melton-Barr nominated Alice Adams as Treasurer, Alice Adams declined nomination. Carol Schaeffer Nominated Marie Greene, Margaret Hansen asked for unanimous consent, seconded by Alice Melton-Barr. Marie Greene was unanimously voted in as Treasurer.

President, Margaret Hansen, calls for nominations for *Parliamentarian*.

Alice Adams nominated Millie Hawley, Marie Greene requested nominations be closed. Millie Hawley was unanimously voted in as Parliamentarian.

Board Members are requested to send their selection for Board Committee's to President Margaret Hansen.

The next Board meeting of the NWABSD Board of Education will be the Board Retreat held October 25 & 26 in Kotzebue, AK.

Tillie Ticket moved to adjourn the meeting, seconded by Millie Hawley.

Motion passed with unanimous consent.

The meeting adjourned at 12:06 pm.

Tillie Ticket, Secretary

Shayne Pungowiyi, Recording Secretary

DATE/TIME OF NEXT
BOARD MEETING

ADJOURNMENT

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

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

President Margaret Hansen called the special meeting of the Northwest Arctic Borough School District Board of Education to order at 1:00 p.m. on Thursday, November 7, 2024 in Anchorage Alaska.

Board Members present were:

Margaret Hansen
Carol Schaeffer
Marie Greene
Tillie Ticket
Alice Melton-Barr
Jeanne Gerhardt-Cyrus
Shannon Melton
Joanne Harris

Board Members absent and excused were:

Alice Adams and Millie Hawley

A quorum was present.

Observed.

Observed.

Staff/guests present: Terri Walker-Superintendent; Natalie Dickie, Administrative Services; Shayne Pungowiyi-Executive Assistant;

No Executive Session needed.

Margaret Hansen, item for discussion is memorandum 25-028 Approval of FY24 Audited Financial Statements. What are the wishes of the board?

Carol Schaeffer, I move to approve the FY24 Audited Financial Statements as presented, Alice Melton-Barr seconded the motion. The motion was passed by Roll call vote.

Margaret Hansen, memorandum 25-029 Approval of Resolution 25-002 State Board Appointment. Jeanne Gerhardt-Cyrus, I make a motion to approve NWABSD Memorandum 25-029 approval of Resolution 25-002 State Board Appointment as Ammended, seconded by Tillie Ticket. The motion was passed by Roll call vote.

Margaret Hansen, memorandum 25-030 Approval of the letter to the Governor on State Board Appointment. Tillie Ticket, I make a motion to approve NWABSD Memorandum 25-030 as amendend approval of the letter to the Governor on State Board Appointement, seconded by Marie Greene. The motion was passed by Roll call vote.

CALL TO ORDER

ROLL CALL

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

INTRODUCTION OF
STAFF/GUESTS

EXECUTIVE SESSION

ACTION

ACTION

ACTION

November 18-19, regular meeting virtual.

Margaret Hansen moved to adjourn the meeting, seconded by Tillie Ticket.

Motion passed with unanimous consent.

The meeting adjourned at 1:06 pm.

Tillie Ticket, Secretary

Shayne Pungowihi, Recording Secretary

DATE, TIME, & LOCATION
OF NEXT MEETING

ADJOURNMENT

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: November 18, 2024

NUMBER: 25-027

FR: Office of the Superintendent

SUBJECT: Approval of MOA
Addendum – JLM, LLC

ABSTRACT:

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

ISSUE:

At issue is the Board's Approval to amend the Memorandum of Agreement (MOA) with Jenny Martens of JLM, LLC for a total amount not to exceed \$75,000.00.

BACKGROUND AND/OR PERTINENT INFORMATION:

Jenny Martens of JLM, LLC provides professional school business services for the Northwest Arctic Borough School District business office. The original MOA was generated for the amount of \$35,000.00. The amended MOA, which entails additional business office services during the transition and training of the previous Director of Administrative Services to the current Assistant Director of Administrative Services/Administrative Services Business Manager team, will be increased by \$33,000.00 for the remainder of FY25, for a total not to exceed \$75,000.00.

ALTERNATIVES:

1. Approve the amendment to Memorandum of Agreement (MOA) with Jenny Martens of JLM, LLC for the amount not to exceed \$75,000.00 as presented;
2. Disapprove the amendment MOA for JLM, LLC as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of the MOA with JLM, LLC for a total amount not to exceed \$75,000.00 as presented.

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

**ADDENDUM TO
MEMORANDUM OF AGREEMENT**

MOA # 225-002

Between

Contractor Name: JENNY MARTENS

Address: PO BOX 2163

PETERSBURG, AK 99833

and

Northwest Arctic Borough School District

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

	<u>Amount</u>
Account #: <u>100.099.550.000.410</u>	<u>\$ 68,000.00</u>
Account #: <u>100.099.220.000.410</u>	<u>\$ 5,000.00</u>
Account #: <u>292.099.220.000.410</u>	<u>\$ 2,000.00</u>
Account #: _____	<u>\$ _____</u>
Account #: _____	<u>\$ _____</u>
NEW MOA Total:	<u>\$ 75,000.00</u>

Budget Authority Approval: _____

Budget Authority Approval: _____

Contractor Agrees: n/a

District Agrees: n/a

Date of Board Approval (if applicable): November 19, 2024

Agreed to by:

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

Superintendent- Authorized Signature, NWABSD _____
Date

Director of Administrative Services, NWABSD _____
Date

Instructions for Completing MOA Form

1. You should have all of the information needed before completing and submitting the MOA. Please review the two-page MOA and if you have questions, contact Brad Eisel at 907-442-1822 or beisel@nwarctic.org.
2. If you are not the budget authority (BA) for this MOA, please get the BA's approval as shown by their signature on page 1, prior to submitting for approvals.
3. In the "Contractor Agrees To" section, please be as detailed as possible in describing the services to be provided by the Contractor, such as number of training days, type of service, etc.
4. In the "District Agrees To" section, list in detail what the District is to provide the Contractor for their services, such as reimbursement of air travel, lodging, ground transportation, per diem, miscellaneous costs (i.e. copies and faxes), and cost of services, such as daily rate, flat fee, etc. Do not enter Payment terms in this section.
5. In the "Payment Terms" section, detail the instructions for the payment(s) to the Contractor (i.e. to be paid in 4 installments as work is performed and invoice is provided, or one payment at the completion of services when invoice is presented).
6. The MOA Control # is filled in on page 1 and on page 2 Section B, after MOA has all required approvals.
7. Remember to give yourself plenty of time to complete the MOA form and get the necessary approvals and signatures prior to having the services performed by the Contractor.
8. This contract may be terminated by either party with a 30-day written notice.

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: JLM, LLC (Jenny Martens) MOA Control #:
Name of Company Contact Brad Eisel for #

Address: P.O. Box 2163 Petersburg AK 99833
Street or POB City State Zip + four

907 650-7026 - jlmllcservices@gmail.com
Area Code Phone # Fax # E-mail Address

Federal ID #: Or Soc. Sec. #: 574-28-0401 Alaska Business License #:
Enter without Dashes Enter without Dashes

7/1/2024 6/30/2025 [X] W-9 Attached [] W-9 Submitted Previously
Start Date (mmddyy) End Date (mmddyy) Verify with Brad Eisel

Contractor Agrees To: May 25, 2024: Provide professional school business services as per proposal dated
May 25, 2024 and additional services as agreed upon.
November 18, 2024: (update) To assist Business Office with FY24 Per Pupil Expenditure
Report and support Administrative Services Business Manager with answers to questions
for day-to-day business office questions.

W-9 Attachment

If additional space is needed, indicate here [] See attachment

District Contact Person: Terri Walker Phone #: (907)442-1802 Ext
Email Address: twalker@nwarctic.org Fax #:

District Agrees To: Pay contractor for requested services billed at \$110 per hour.

If additional space is needed, indicate here [] See attachment

Payment Terms: Payment to be made for invoiced services.

If additional space is needed, indicate here [] See attachment

Table with 2 columns: Enter Account Code as: and Amount. Rows include Account #: 100.099.550.000.410 (\$ 68,000.00), Account #: (blank) (\$), and Total: (\$ 68,000.00)

MOA Not to Exceed: \$68,000.00 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

Asst. Director of Administrative Services – Fiscal
Approval

Asst. Director's Signature

Date (mm/dd/yy)

Terri Walker

Superintendent – Authorized Signer NWABSD

Superintendent's Signature

Date (mm/dd/yy)

Jenny Martens

Contractor – JLM LLC.

Contractor's Signature

Date (mm/dd/yy)

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: November 19, 2024

NUMBER: 25-031

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. This update also adds out-of-district travel to require Superintendent approval to be aligned to current practice.

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-statedistrict travel for employees must have Superintendent or designee approval. All out-of-districtstate 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]: moved 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: November 19, 2024

NUMBER: 25-032

FR: Office of the Superintendent

SUBJECT: Approval of Proposed
Revisions to BP 5123
Promotion/Acceleration/Re-
tention; 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 5123 Promotion/Acceleration/Retention 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 5123 Promotion/Acceleration/Retention within the Students series.

This update revises the policy to reflect the student retention procedures required by the Alaska Reads Act.

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 5123 Promotion/Acceleration/Retention as presented and open for public comments;
2. Do not approve the first reading of the proposed revisions to BP 5123 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 5123 Promotion/Acceleration/Retention as presented and open for public comments.

BP 5123 PROMOTION/ACCELERATION/RETENTION

The School Board desires to see students progress with their peers through the school system's-district's grade levels. To accomplish this, instruction should accommodate the varying interests and growth patterns of individual children and include strategies for providing extra attention or assistance when needed.

Promotion

Students shall progress through the school system's-district's grade levels by demonstrating growth in learning the required basic skills.

Progress toward high school graduation shall be based on the student's ability to pass the subjects and electives necessary to earn the required number of credits.

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.5 - Differential Requirements for Individuals with Exceptional Needs)

Acceleration

Acceleration is possible when high academic achievement is evident. However, the student's social and emotional growth shall be taken into consideration before placing him/her in a higher grade.

Retention

The School Board recognizes that research indicates that very few children benefit from being retained during the elementary and middle grades. The Superintendent or designee shall promote alternatives to retention among certificated staff.

Note: Strategies for reducing retention rates may include reading intervention programs, tutorial programs, and the use of ungraded schools, combination classes, year-round education, and developmentally appropriate primary curriculum designed to meet the needs of children at their own developmental stage.

Note: The following paragraph requires the use of a student intervention team when retention is recommended.

When a teacher believes that retention is necessary to meet a student's needs, he/she shall ask the site administrator to establish a student intervention team to consider the child's academic, social and emotional performance. The student's parent/guardian shall be invited to participate on the student intervention team.

Retention may be considered when the student has not acquired appropriate and necessary skills and knowledge. Alternatives to retention shall be considered.

Under the Alaska Reads Act, a student retained due to a reading deficiency must be provided the process set forth in BP 6147 and AS 14.30.765(d) – (m).

(cf. 5121 - Assessment/Evaluation of Student Achievement)

(cf. 6141 - Curriculum Development and Evaluation)

~~*(cf. 6164.5 - Intervention/Assistance Teams)*~~

(cf. 6147 – Alaska Reads Act Intervention Programs)

Legal Reference:

ALASKA STATUTES

AS 14.30.760 Statewide screening and support

AS 14.30.765 Reading intervention services and strategies; progression

ALASKA ADMINISTRATIVE CODE

4 AAC 06.400 Statewide literacy screening and support

4 AAC 06.405 Reading intervention services and strategies

4 AAC 06.410 Individual reading improvement plan

4 AAC 06.415 Student Progression

4 AAC 06.490 Definitions

Adopted: July 25, 2006

Revised:

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: November 19, 2024

NUMBER: 25-033

FR: Office of the Superintendent

SUBJECT: Approval of Proposed
Revisions to BB 9400
Board Self-Evaluation;
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 BB 9400 Board Self-Evaluation 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 BB 9400 Board Self-Evaluation within the Board Bylaw series.

This update is based on the Board's consideration of self-evaluating every other year.

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 BB 9400 Board Self-Evaluation as presented and open for public comments;
2. Do not approve the first reading of the proposed revisions to BB 9400 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading of the proposed revisions to BB 9400 Board Self-Evaluation as presented and open for public comments.

BB 9400 BOARD SELF-EVALUATION

Effective ~~and~~, efficient, and ethical School Board operations are an integral part of creating a successful educational program. In order to measure progress towards ~~its~~ Board standards and its stated goals and objectives, biennially (every other year) the Board will ~~annually~~ schedule a time and place at which all its members may participate in a formal self-evaluation.

The Board shall be evaluated as a whole and not as individuals. The evaluation will focus on the internal operations and performance of the Board. The Board members shall develop goals and objectives against which the Board will be evaluated. A self-evaluation instrument will be based on these goals and objectives and not on goals set for the district.

Each Board member will complete the self-evaluation instrument independently. The ensuing evaluation will be based on the resulting composite picture of Board strengths and weaknesses. The Board will discuss the tabulated results as a group.

The evaluation process should include the establishment of strategies for improving Board performance. Revised priorities and new goals will be set for the following year's evaluation.

Note: Language below is optional. Some School Boards invite public input to help assess School Board achievements believing that expectations developed and shared by both the School Board and community contribute to better communication and a successful school program.

The Board may invite the Superintendent or others to participate in the evaluation and suggest specific criteria to measure Board success as a governing body.

The Board recognizes that adequate opportunities for Board member orientation and inservice are an essential component of conducting meaningful self-evaluation. The evaluation process shall include suggestions for continued Board member development.

(cf. 9240 - Board Development)

(cf. 9230 - Orientation)

(cf. 9240 - School Board Development)

Adoption Date: May 23, 1995

Revised:

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: November 19, 2024

NUMBER: 25-034

FR: Office of the Superintendent

SUBJECT: Approval of Current
Indian Policies and
Procedures

STRATEGIC PLAN/BOARD GOAL:

Improve Stakeholder Communication

ABSTRACT:

Board approval of the District's Indian Policies and Procedures (IPP) as required each year per Impact Aid Regulations

ISSUE:

At issue is the approval of amended Indian Policies and Procedures as required each year per Impact Aid regulations

BACKGROUND AND/OR PERTINENT INFORMATION:

Each year, the Northwest Arctic Borough School District submits the Impact Aid Application to the U.S. Department of Education. The annual application requires the submission of updated Indian Policies and Procedures. The IPP is revised and renewed after consultation with regional Tribal leaders and parents of impacted communities. The IPP meets the established federal requirements according to Section 7004 of the Impact Aid Law.

ALTERNATIVES:

1. Approve Indian Policies and Procedures as presented;
2. Disapprove Indian Policies and Procedures as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve Indian Policies and Procedures as presented

E 6174.1 INDIAN POLICIES AND PROCEDURES

The Northwest Arctic Borough School District's goal under the Indian Policies and Procedures [IPP] is to ensure that all American Indian children of school age have equal access to all programs, services, and activities provided by the school district.

The District will establish policies and procedures to ensure that children residing on Indian lands participate in programs and activities supported by impact aid funds on an equal basis with all other children. Parents of these children will be provided an opportunity to present their views on these programs and activities, including the chance to make recommendations on the needs of those children and how the District may help these children realize the benefits of these programs and activities. Parents and Indian Tribes will be consulted and involved in the planning and development of these programs and activities. The relevant applications, evaluations, and program plans will be disseminated to the parents and the Indian Tribes.

It is the intent of the District to fully comply with all requirements of Title VIII (Impact Aid Program) of the Elementary and Secondary Education Act of 1965 (formerly [Public Law 81-874](#), amended 8/2/02), [34 CFR 222.94](#), and to that end, the Governing Board has adopted as policy these Indian Policies and Procedures (IPPs). The IPPs by intent and by School Board action supersedes all previous School Board action and are intended to bind the Governing Board, administration, and staff of the District.

ATTESTATIONS

The Northwest Arctic Borough School District attests that it has established Indian Policies and Procedures (IPPs) as required in section 7004 of the Impact Aid law for any children claimed who reside on eligible Indian lands. The IPPs have been adequately disseminated to the tribes and parents of children residing on eligible Indian lands. A copy of the current policies and procedures was attached to the FY26 Impact Aid application.

The Northwest Arctic Borough School District attests that it has provided a copy of written responses to comments, concerns, and recommendations received from tribal leaders and parents of Indian children through the Indian policies and procedures consultation process and disseminated these responses to tribal leaders and parents of Indian children prior to the submission of their FY26 Impact Aid application.

POLICIES AND PROCEDURES

The following Indian policies and procedures become effective upon school board approval.

POLICY 1: The Northwest Arctic Borough School District will disseminate relevant applications, evaluations, program plans, and information related to the District's education program and activities with sufficient advance notice to allow tribes and parents of Indian children the opportunity to review and make recommendations.

Procedure 1:

The District Administrator/designee will, as soon as reasonably possible after such information becomes available, but no later than one week in advance of any meeting, to Indian parents and Tribal officials a copy of the following documents by preferred method:

Impact Aid Current Fiscal Year application (full application will be sent out by email)
Indian Policy and Procedures and
Evaluation of all educational programs; and
Plans for education programs the District intends to initiate or eliminate.

In addition, information regarding these materials will be included in the District's monthly newsletter, if appropriate.

Parents of Indian children, tribal officials, and the public will be given notice of all meetings related to equal participation or the content of the educational program by including information about meeting times and locations in the questionnaire to be disseminated in January of each school year. The location, date, and time of any meeting described above shall be posted in the same manner as a legally posted School Board meeting.

The District will disseminate information and seek timely input and meaningful consultation with all Tribes regarding the following programs on its educational program (including, but not limited to): Title I, Part A, Title I, Part C, Title I, Part D, Title II, Part A, Title III, Part A, Title IV, Part A, Title IV, Part B, Title V, Part B subpart 2, Title VI, Part A, subpart 1, Title VII-Impact Aid programs, and Johnson O'Malley programming.

The completed applications, evaluations, and program planning will be made available to parents of Indian children through their preferred contact information, which is available in the District's student information system.

Tribal officials and the Indian Education Committee will receive a prepared summary of all materials, which will be disseminated (per Tribal preferred contact method) one week in advance of public hearings held in January and April (to afford all interested parties the opportunity to review the documents with sufficient time to provide thoughtful input at the public meetings. These hearings will be publicly advertised by radio, advertisement, newsletter, or in writing to allow all interested parties to attend. In addition, representatives from the District and Indian Education Committee will schedule meetings with the local tribe to seek input.

Parents of Indian children, tribal officials, the Indian Education Committee, and any other interested persons can review assessment data to help develop or modify educational programs and services, allowing for the participation of Indian students on an equal basis in the District.

Minutes from the Indian Education meetings will be posted on the District's website for all patrons and Tribal officials to review. This will allow for the ongoing dissemination of information.

POLICY (2): The Northwest Arctic Borough School District will provide an opportunity for the affected tribe or tribes and parents of Indian children to provide their views on the District's educational program and activities, including recommendations on the needs of their children and on how the District may help those children realize the benefits of the educational programs and activities.

(i) Notify tribes and the parents of Indian children of the opportunity to submit comments and recommendations, considering the tribe's preference for a method of communication and

(ii) Modify the method of and time for soliciting Indian views, if necessary, to ensure the maximum participation of tribes and parents of Indian children.

Procedure 2:

In order to allow Indian parents and tribal officials to make commentary concerning (1) the needs of their children and the ways in which they can assist them in realizing the benefits of the education programs; (2) the overall operation of the District's education program; and (3) the degree of parental participation allowed in the same, parents of Indian children and Tribal officials will receive via the preferred method of contact a questionnaire requesting their input and recommendations during January of each school year and will thereafter hold an annual Board meeting where any such commentary may be reviewed by Indian parents, Tribal officials, and the School Board.

Indian parents and Tribal officials will be given notice of all meetings by including in the above-referred questionnaire to be disseminated in January of each school year information as to the location of legally posted School Board notices. The location, date, and time of any meeting described above shall be posted in the same manner as a legally posted School Board meeting, and all meetings are open to the public.

Once the preferred method of communication has been decided, the tribe and parents of Indian children communication method will be used throughout the consultation process. Any changes to the method will happen through additional consultation with tribes and parents. The District will, to the greatest extent possible, take the tribe's preferred method of communication into consideration for all correspondence with the tribe and the parents of Indian children.

Tribal communication preferences are as follows:

Tribe	CONTACT METHOD	MATERIAL DELIVERY
Native Village of Ambler		Molly Brown Eva Henry
Primary	(907) 445-2030	nativevillageofambler@gmail.com nativevillageofambler@ivisaappaat.org
Native Village of Buckland		
Primary	Mona @ 494-2121 After 1pm	tribeadmin@nunachiak.org or cityofbucklandalaska@gmail.com
Native Village of Deering		
Primary	(907) 363-2138	tribeadmin@ipnatchiaq.org
Native Village of Kiana		
Primary	(907) 475-2109	tribedirector@katyaaq.org
Native Village of Kivalina		
Primary	(907) 645-2201	tribeadmin@kivaliniq.org
Native Village of Kobuk		
Primary	tribeclerk@laugvik.org	tribeclerk@laugvik.org
Secondary	(907) 948-2217	
Native Village of Kotzebue		
Primary	(907) 442-3467	christina.hensley@gira.org/kotzebueira@gmail.com
Native Village of Noatak		
Primary	(907) 485-2173, 2005	tribeadmin@nautaaq.org
Noorvik Native Community		
Primary	(907) 636-2144	tribemanager@nuurvik.org
Secondary		P.O. Box 209, Noorvik, Alaska, 99763
Native Village of Selawik		
Primary	(907) 484-2165	tribeadmin@akuligaq.org
Secondary		P.O. Box 59 Selawik, AK, 99770
Native Village of Shungnak		
Primary	(907) 437-2163/2304 (Kathy Custer)	tribeadmin@issingnak.org (Kathy Custer)

If the consultation participation by parents of Indian children and tribes is low, the Northwest Arctic Borough School District will re-evaluate its consultation process. Specifically, the District will take the following measures to improve or enhance participation:

- Consult with parents of Indian children and tribes
- Change communication method based on consultation
- Change the time of meetings

The Indian Education Committee (Parent Advisory Committee) of the District will meet in April of each school year for the purpose of addressing comments and concerns of parents of Indian children regarding the District's educational programs and activities. The meeting agendas shall be posted, and all meetings shall be open to the public allowing for tribal officials as well as parents of Indian children the opportunity to submit comments and recommendations for consideration.

A school board representative is a non-voting member of the Indian Education Committee (Parent Advisory Committee). This representation allows for the discussion of the needs of the students and ideas to be brought forward to both the Indian Education Committee as well as the School Board.

At each of the regularly scheduled school board meetings, a section of time is set aside for communications from the public. This is a time to offer comments and suggestions regarding programming for Indian students. In addition, two public hearings are scheduled in January and April, which are specifically devoted to addressing questions regarding federal programs. Based upon suggestions, preferred methods of communication, as well as ways to maximize participation from tribal officials as well as parents of Indian children will be seriously considered.

Information will be included in student handbooks/enrollment packets regarding opportunities to provide input to the District.

The District and Indian Education Committee representatives will schedule meetings with the affected tribe or tribes to discuss ongoing programming goals.

POLICY (3): The Northwest Arctic Borough School District will annually assess the extent to which Indian children participate on an equal 6174.1 basis with non-Indian children in the District's education program and activities.

(i) Share relevant information related to Indian children's participation in the District's education program and activities with tribes and parents of Indian children; and

(ii) Allow tribes and parents of Indian children the opportunity and time to review and comment on whether Indian children participate on an equal basis with non-Indian children.

Procedure 3:

The District will take the following measures to annually assess the extent to which Indian children participate on an equal basis with non-Indian children in the District's education program and activities.

- The District will monitor and calculate the ratio of Indian student participation in all academic and co-curricular activities annually based on school district data. Student participation in co-curricular activities is monitored through the District's Student Information System.
- The District will share its assessment of district funding, Indian student participation, related academic achievements, and other related data with the parents of Indian children and tribal officials through preferred contact methods, posting at tribal and school offices, and on the district website. This information will be shared at least one week in advance of any meeting.
- Parents of Indian children, tribal officials, and other interested parties may express their views on participation through direct communication with the school district, at any regular school board meeting which are held bi-monthly, and during the Indian Education Committee (Parent Advisory Committee) meetings, which are held in January and April of each school year. All meetings are open to the public, and official minutes are maintained as part of the public record.
- Annually, the District Administrator (or a designee), administrators, staff members, the Indian Education Committee (Parent Advisory Committee), Indian parents, and Tribal officials will hold a meeting to assess the extent of Indian children's participation in the educational program. At such meeting, attendees will analyze the school data and Tribal/parental commentary to determine the extent of equality of Indian children's participation with other children. This information and any reports will be made available to the parents of Indian children, tribal officials, and the Indian Education Committee (Parental Advisory Committee) via the preferred method at least one week in advance. They will publicly be available on the District's website.

If it is determined that there are gaps in Indian participation in the educational program or activities, the School Board, in consultation with the Indian Education Committee (Parent Advisory Committee) tribal officials and parents of Indian Children will modify its education program in such a way as to improve Indian participation.

POLICY (4): The Northwest Arctic Borough School District will modify the IPPs if necessary, based upon the results of any assessment or input described in this document.

Procedure 4:

The Northwest Arctic Borough School Board will schedule meetings in January and April to discuss the content of the IPPs, equal participation, and educational program and activities. Parents of Indian children and tribes will be notified via preferred method, email, and notification will be posted on the District's website regarding these meetings and the ability to submit comments.

The Northwest Arctic Borough School Board, in coordination with Indian Education Committee (Parent Advisory Committee) will evaluate all recommendations for any changes based on the result of assessment from all relevant input received and will make a determination of all recommended revisions.

The revised IPPs will become effective immediately upon adoption by the full School Board. The School District will disseminate copies of the revised IPPs to the Tribes and parents of Indian children via preferred method, email, and the revised policy will be publicly available on the District's website within 30 days of adoption by the Northwest Arctic Borough School Board.

POLICY (5): The Northwest Arctic Borough School District will respond at least annually in writing to comments and recommendations made by tribes or parents of Indian children and disseminate the responses to the tribe and parents of Indian children prior to the submission of the IPPs by the District.

Procedure 5:

The Northwest Arctic Borough School District will annually keep track of and assemble all comments and suggestions received through the various consultation processes. All received comments will be collected, stored, and analyzed by the Department of State of Federal Programs with consultation from other appropriate district leadership.

The Northwest Arctic Borough School District will at least annually respond in writing to comments and recommendations made by tribes or parents of Indian children, and disseminate all responses per preferred communication method to all parties and information will be made through official School Board announcements prior to the submission of the IPPs by the District.

POLICY (6): The Northwest Arctic Borough School District will provide a copy of the IPPs annually to the affected tribe or tribes.

Procedure 6:

The District will annually provide a copy of the current Indian Policies and Procedures to each local tribe via the identified preferred contact method (listed above).

Affirmation of Meaningful Consultation

Upon signing, the Tribal Official agrees that timely and meaningful consultation occurred for the 2025-2026 school year and that the Northwest Arctic Borough School district provided the opportunity to provide input and to contribute to the school district's ESEA programs listed under Policy 1 of this document. (as applicable).

APPROVED BY:

Sign & Print Name: Tribal Official

Dated

Sign & Print Name: Superintendent

Dated

Sign & Print Name: School Board President

Dated

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: November 19, 2024

NUMBER: 25-035

FR: Office of the Superintendent

SUBJECT: Approval of DocuSign 3-
Year Agreement
Purchase

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

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

ISSUE:

At issue is the purchase of the DocuSign 3-Year Agreement in the amount of \$149,938.00 to provide electronic agreements and signing as presented.

BACKGROUND AND/OR PERTINENT INFORMATION:

The NWABSD sought an electronic document signing program when the COVID-19 pandemic impacted in-person paper contract signing. The onboarding of DocuSign has continued and is currently used by schools and the following departments: Administrative Services, Technology, State & Federal Programs, Human Resources, Assistant Superintendent, and Student Services.

The 3-year agreement will allow the District to continue the DocuSign program with costs locked in and funding secured for the next three years through September 30, 2027.

Funding is available and budgeted in the FY25 Technology General Funds – Software .475.

ALTERNATIVES:

1. Purchase the DocuSign 3-Year Agreement in the amount of \$149,938.00 to provide electronic agreements and signatures as presented;
2. Do not purchase the DocuSign 3-Year Agreement as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends that the Board purchase the DocuSign 3-Year Agreement for \$149,938.00 to provide electronic agreements and signatures as presented.



DocuSign, Inc.
221 Main Street, Suite 1550
San Francisco, CA 94105

Offer Valid Through: Sep 30, 2024

Prepared By: Jennifer Drouillard

Quote Number: Q-01600940

ORDER FORM

Address Information

Bill To:

Northwest Arctic Borough School District
744 3rd Ave,
Kotzebue, AK, 99752
United States

Ship To:

Northwest Arctic Borough School District
P.O. BOX 51,
Kotzebue, AK, 99752-0051
United States

Billing Contact Name:

Accounts Payable

Billing Email Address:

accountspayable@nwarctic.org

Billing Phone:

+1.907.442.3472

Shipping Contact Name:

Amy Eakin

Shipping Email Address:

aeakin@nwarctic.org

Shipping Phone:

(907) 442-1830

Order Details

Order Start Date: Oct 1, 2024

Order End Date: Sep 30, 2027

Billing Frequency: Annual

Payment Method: Check

Payment Terms: Net 30

Currency: USD

Products

Product Name	Subscription No.	Start Date	End Date	Quantity	Net Price
eSignature Enterprise Pro Edition - Envelope Subs.	SUB-1533738-1	Oct 1, 2024	Sep 30, 2027	30,000	\$120,900.00
Multi-Channel Delivery	SUB-1533738-1	Oct 1, 2024	Sep 30, 2027	5,000	\$2,000.00
Enterprise Premier Support - eSign	SUB-1533738-1	Oct 1, 2024	Sep 30, 2027	1	\$27,038.00

Grand Total: \$149,938.00

Annualized Total

Year 1 Total: \$49,979.33

Year 2 Total: \$49,979.33

Year 3 Total: \$49,979.33

The annualized totals above are displayed for general guidance only and may differ from the total amounts displayed on an invoice. Please refer to the Order Details and Products sections above for complete and accurate totals.

Product Details

eSignature Envelope Allowance: 30,000

Overage/Usage Fees

eSignature Enterprise Pro Edition - Envelope Subs. (Per Transaction): \$8.80
Multi-Channel Delivery: \$0.50

Order Special Terms

Terms & Conditions

This Order Form is governed by the terms Master Services Agreement available online at: <https://www.docusign.com/legal/terms-and-conditions/msa/pub-sec> and the applicable Service Schedule(s) and Attachments for the Docusign Services described herein available online at <https://www.docusign.com/legal/terms-and-conditions/msa-service-schedules>.

Billing Information

Prices shown above do not include any sales, use, value added (VAT), goods and services (GST), and/or any other similar taxes, duties, levies and or charges of any nature that might be imposed or required to be collected (collectively "taxes") by Docusign. Any such taxes are the responsibility of the Customer and will appear on the final invoice(s), as applicable. Taxes are calculated based on the ship-to location listed on your order form.

Invoice(s) for this order will be emailed automatically from invoicing@erp.docusign.com.

Please make sure this email address is on an approved setting or safe senders list, so notifications do not go to a junk folder or get caught in a spam filter.

For U.S. Customers

Is the contracting entity exempt from sales tax?

Please select Yes or No:

If yes, please send the required tax exemption documents immediately to

taxexempt@docusign.com.

For Non U.S. Customers

Verify that the VAT, GST, TIN, or similar tax identification number below is correct, or provide the correct number to your Docusign contact. If the VAT, GST, or TIN identification number is not populated below, it will be assumed that you are not a VAT/GST registered taxpayer.

VAT, GST, TIN or similar tax identification number:

For other tax exemption requests, please email the applicable tax exemption documentation to taxexempt@docusign.com.

Purchase Order Information

Is a Purchase Order ("PO") required for the purchase or payment of the products on this Order Form?

Please select: Yes No

By marking "No", Customer agrees to process payment for any invoices issued pursuant to this Order Form without a PO Number.

If yes, please complete the following information, and attach your PO (if available), and the invoice will be issued referencing such PO Number:

PO Number:

Please attach PO Attachment here:

If "Yes" is marked, but a PO Number is not provided or a PO document is not attached, then Customer agrees to provide the PO information or PO document to Docusign at its earliest convenience by sending to POSubmission@docusign.com referencing this Quote Number, but agrees to still process payment per the agreed upon terms.

If Customer has attached a PO (or other document) to this Order Form, Customer acknowledges and agrees that any additional or conflicting terms appearing in such PO (or any other document) are invalid.

By signing this Agreement, I certify that I am authorized to sign on behalf of the Customer and agree to the Terms and Conditions of this Order Form and any documents incorporated herein.

Customer

Signature:

Name:

Job Title:

Date:

**DocuSign,
Inc.**

Signature:

Name:

Job Title:

Date:

MEMORANDUM

TO: NWABSD Board of Education

DATE: November 19, 2024

NUMBER: 25-036

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
November 2024**

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

a) Classified new hires FY25

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

<u>LOCATION&DATE</u>	<u>NAME</u>	<u>POSITION</u>
<u>JNES</u>		
10/3/24	Tina Shrader	Instructional Aide
<u>KOTZEBUE</u>		
9/23/24	Dena Ferguson	Secretary
<u>KOBUK</u>		
8/12/24	Lawrence Garfield	SpEd Aide
<u>ATC/STAR MAGNET</u>		
9/5/24	Anthony Sweet	Dorm Attendant
<u>DISTRICT OFFICE</u>		
10/7/24	Andrea Bailey	Accts Pay/Rec Clerk

II. The administration report on the following non-action items:

- a) Classified transfers FY25
- b) Classified resignations FY25
- c) Certified openings FY25
- d) Classified openings FY25

a) The administration reports on the following Classified transfers:

<u>LOCATION&DATE</u>	<u>NAME</u>	<u>POSITION</u>
<u>KIANA</u>		
10/11/24	Caleigh Jo Self	Migrant Aide
10/11/24	Autumn Simmons	Instructional Aide

b) The administration reports on the following Classified resignations:

LOCATION&DATE	NAME	POSITION
<u>SELAWIK</u>		
10/11/24	Mildred Greist	Bilingual Instructor

c) The administration reports on the following Certified openings:

JNES

1 Counselor/Social Worker

KIVALINA

1 Teacher

KOTZEBUE

1 Assistant Principal

DISTRICT OFFICE

1 Itinerant SpEd, 1 Itinerant Social Worker, 1 Administrative Director

d) The administration reports on the following Classified opening:

JNES

1 Instructional Aide

KIVALINA

1 Bus Driver

KOTZEBUE

2 SpEd Aide

NOATAK

1 Maintenance

SELAWIK

1 Bilingual Instructor

MAINTENANCE

1 Journeyman Plumber

1 Journeyman Electrician

ACTION ITEM

TO: NWABSD Board of Education
Members

DATE: Nov 18, 2024

NUMBER: 25-037

FROM: Office of the Superintendent

SUBJECT: Approval of acceptance of
DEED FY 25 Funding
Davis-Ramoth K-12
School Renovation

ABSTRACT

Acceptance of award of funding from the State of Alaska Department of Education and Early Development for Davis-Ramoth K-12 School Renovation by the School Board is required.

ISSUE

At issue is acceptance of funding for the renovation of Davis-Ramoth School and delegation of contracting authority to the Superintendent for this work.

BACKGROUND AND/OR PERTINENT INFORMATION

In Summer 2023, Capital Projects Managers submitted an FY25 application for funding to the state for this project. In June 2024, this project was included in the state fiscal budget. Project total is \$9,424,172, State share is \$7,539,338 and required local match is \$1,884,834. A budget that matches the grant agreement is attached.

The project Scope of Work is primarily focused on the replacement or upgrade of mechanical and electrical systems including new building controls, new cabinet and unit heaters, ventilation refurbishment, replacing the shop dust collector, replacing the hot water generator and fire pumps, replacing the generator and associated support items, replacing exterior lighting, replacing electrical receptacles to meet code and new fire pumps and monitoring connections to various ventilation components. Architectural work includes providing a door to close off access from the gym to the rest of the school during night activities, replacing window cranks and exterior door replacement, code upgrades for under sink plumbing, replacement of damaged siding at select locations, repair to boardwalks and guardrails and resurfacing the structural piles. Construction work will bid summer 2025 and begin in the fall or early 2026.

District has five years to complete the project and three years to provide the matching amount. The participating share for any district may be satisfied by money from federal, local, or other sources, or with locally contributed labor, material, or equipment. Potential match sources known to date include \$405,000 in Borough funding for fire alarm replacement, and some portion of the roughly \$1M in local funds currently dedicated to Kivalina School Replacement once that project is closed and with Board approval. District Administration needs Board approval for accepting the funding from DEED.

ALTERNATIVES

1. Approve the award of funding **not to exceed \$9,424,172, including a State share of \$7,539,338 and local match of \$1,884,834**, from the Department of Education and Early Development for Davis-Ramoth K-12 School Renovation and delegation of authority to the Superintendent to establish the project budgets, as presented.
2. Do not approve acceptance of the award of funding **not to exceed \$9,424,172, including a**

State share of \$7,539,338 and local match of \$1,884,834, from the Department of Education and Early Development for Davis-Ramoth K-12 School Renovation and delegation of authority to the Superintendent to establish the project budget, as presented.

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION

The administration recommends that the Board approve the acceptance of the award of funding **not to exceed \$9,424,172, including a State share of \$7,539,338 and local match of \$1,884,834**, from the Department of Education and Early Development for Davis-Ramoth K-12 School Renovation and delegation of authority to the Superintendent to establish the project budgets, as presented.

ATTACHMENT

Davis Ramoth Renovation Budget

Davis-Ramoth K-12 School Renovation

Admin (District)	\$459,639.00	
Site Investigation	\$0.00	
Design	\$612,852.00	
Construction	\$7,660,649.00	
FFE	\$154,787.00	
Technology	\$0.00	
Art	\$0.00	
Contingency	\$383,032.00	
Construction Mng Consult	\$153,213.00	
	<hr/>	
	\$9,424,172.00	
FY25 DEED grant	\$7,539,338.00	
Local share total	\$1,884,834.00	
Borough Contribution Memo 25-017		\$405,000.00
District Reserve Fund June 2, 2020		\$75,000.00

ACTION ITEM

TO: NWABSD Board of Education
Members

DATE: Nov 18, 2024

NUMBER: 25-038

FROM: Office of the Superintendent

SUBJECT: Approval of acceptance of
DEED FY 25 Funding
HVAC Controls Upgrades,
8 Sites

ABSTRACT

Acceptance of award of funding from the State of Alaska Department of Education and Early Development for HVAC Controls Upgrades, 8 sites by the School Board is required.

ISSUE

At issue is acceptance of funding for the replacement of the Heating, Ventilation and Air Conditioning (HVAC) controls at eight District schools, and delegation of contracting authority to the Superintendent for this work.

BACKGROUND AND/OR PERTINENT INFORMATION

In Summer 2023, Capital Projects Managers submitted an FY25 application for funding to the state for this project. In June 2024, this project was included in the state fiscal budget. Project total is \$9,838,153, State share is \$7,870,522 and required local match is \$1,967,631. A budget that matches the grant agreement is below. A budget that matches the grant agreement is attached.

The project Scope of Work provides a Direct Digital Control (DDC) system to control the HVAC equipment in eight district schools. Schools to receive the DDC systems include: Amber, Kiana, June Nelson Elementary, Kotzebue Middle/High School, Noatak, Noorvik, and Shungnak. A new graphics-compatible front-end computer will be provided in Kobuk, but it does not receive a new DDC system. Noatak will get the DDC system and three new variable frequency drives (VFD), for air handler fans. Essentially, all upgrades will increase system energy efficiency and provide system control which currently doesn't exist in most cases. Construction work will bid summer 2025 and begin in the fall or early 2026.

District has five years to complete the project and three years to provide the matching amount. The participating share for any district may be satisfied by money from federal, local, or other sources, or with locally contributed labor, material, or equipment. A potential match source is a Congressional Delegated Spending grant through Representative Peltola's office which we applied for in March, which is still working its way through Congress. In addition, some portion of the roughly \$1.1M in local funds currently dedicated to Kivalina School Replacement could be reallocated toward this match once that project is closed and with Board approval. District Administration needs Board approval for accepting the funding from DEED.

ALTERNATIVES

1. Approve the award of funding **not to exceed \$9,838,153, including a State share is \$7,870,522 and local match of \$1,967,631**, from the Department of Education and Early Development for HVAC Controls Upgrade, 8 Sites and delegation of authority to the Superintendent to establish the project budgets, as presented.

2. Do not approve acceptance of the award of funding **not to exceed \$9,838,153, including a State share is \$7,870,522 and local match of \$1,967,631**, from the Department of Education and Early Development for HVAC Controls Upgrade, 8 Sites and delegation of authority to the Superintendent to establish the project budget, as presented.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION

The administration recommends that the Board approve the acceptance of the award of funding **not to exceed \$9,838,153, including a State share is \$7,870,522 and local match of \$1,967,631**, from the Department of Education and Early Development for HVAC Controls Upgrade, 8 Sites and delegation of authority to the Superintendent to establish the project budgets, as presented.

ATTACHMENT

HVAC Controls Upgrades, 8 Sites Budget

HVAC Controls Upgrades, 8 Sites

Admin (District)	\$84,812.00
Site Investigation	\$0.00
Design	\$678,493.00
Construction	\$8,481,167.00
FFE	\$0.00
Technology	\$0.00
Art	\$0.00
Contingency	\$424,058.00
Construction Mng Consult	\$169,623.00
	<hr/>
	\$9,838,153.00
Pending FY25 DEED grant	\$7,870,522.00
Local share total requirement	\$1,967,631.00
	<hr/>
	\$9,838,153.00

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: November 15, 2024

NUMBER: 25-039

FM: Office of the Superintendent

SUBJECT: Approval of FY-25
Contract; J & H Consulting

STRATEGIC PLAN/BOARD GOAL:

Support student-centered learning environments.

ABSTRACT:

Contracts exceeding \$50,000 requires Board approval.

ISSUE:

At issue is the approval of the FY-25 lobbyist contract with J & H Consulting in the amount not to exceed \$75,000.

BACKGROUND AND/OR PERTINENT INFORMATION:

The NWABSD has contracted with J & H Consulting, Reggie Joule and Christine Hess, to assist administration with NWABSD lobbying and legislative priorities during the legislative session. Critical issues to be addressed include adequate funding for possible construction, coordination of the legislative fly-ins and the legislative priorities of the NWABSD. Administration believes it is crucial that the school district maintain a presence with Juneau year-round to assist our representatives and lobbyists with district issues.

The contracted amount for services and related expenses is a total not to exceed \$75,000. Contract to begin January 1, 2025 – December 31, 2025.

ALTERNATIVES:

1. Approve the FY-25 lobbyist contract J & H Consulting in the amount not to exceed \$75,000.00 as presented;
2. Disapprove the FY-25 lobbyist contract with J & H Consulting as presented;
3. Take no action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the FY-25 lobbyist contact with J & H Consulting in the amount not to exceed \$75,000.00 as presented.

Instructions for Completing MOA Form

1. You should have all of the information needed before completing and submitting the MOA. Please review the two-page MOA and if you have questions, contact Brad Eisel at 907-442-1822 or beisel@nwarctic.org.
2. If you are not the budget authority (BA) for this MOA, please get the BA's approval as shown by their signature on page 1, prior to submitting for approvals.
3. In the "Contractor Agrees To" section, please be as detailed as possible in describing the services to be provided by the Contractor, such as number of training days, type of service, etc.
4. In the "District Agrees To" section, list in detail what the District is to provide the Contractor for their services, such as reimbursement of air travel, lodging, ground transportation, per diem, miscellaneous costs (i.e. copies and faxes), and cost of services, such as daily rate, flat fee, etc. Do not enter Payment terms in this section.
5. In the "Payment Terms" section, detail the instructions for the payment(s) to the Contractor (i.e. to be paid in 4 installments as work is performed and invoice is provided, or one payment at the completion of services when invoice is presented).
6. The MOA Control # is filled in on page 1 and on page 2 Section B, after MOA has all required approvals.
7. Remember to give yourself plenty of time to complete the MOA form and get the necessary approvals and signatures prior to having the services performed by the Contractor.
8. This contract may be terminated by either party with a 30-day written notice.

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: J&H Consulting LLC. MOA Control #:
Name of Company Contact Brad Eisel for #

Address: PO BOX 23293 JUNEAU AK 99802
Street or POB City State Zip + four

907 350-5057 -
Area Code Phone # Fax # E-mail Address

Federal ID #: Or Soc. Sec. #: Alaska Business License #:
Enter without Dashes Enter without Dashes

01/01/2024 12/31/2025 W-9 Attached W-9 Submitted Previously
Start Date (mmddyy) End Date (mmddyy) Verify with Brad Eisel

Contractor Agrees To: SEE ATTACHED STATEMENT

If additional space is needed, indicate here See attachment

District Contact Person: Terri Walker Phone #: 907-442-1802 Ext
Email Address: twalker@nwarctic.org Fax #: (907)442-2246

District Agrees To: Provide information as requested in order for the contractor to perform his services as
District Lobbyist and Consultant.

If additional space is needed, indicate here See attachment

Payment Terms: Payable upon completed work and submission of invoice(s).
Pay reimbursement as appropriate for any travel relevant to District needs as requested by the
Superintendent.

If additional space is needed, indicate here See attachment

Table with 2 columns: Account Code and Amount. Total: \$ 75,000.00

MOA Not to Exceed: \$ 75,000.00 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.

Natalie Dickey

Business Office Manager of Administrative Services Fiscal
Approval

Business Office Manager's Signature

Date (mm/dd/yy)

Terri Walker

Superintendent –Authorized Signer NWABSD

Superintendent's Signature

Date (mm/dd/yy)

Contractor

Contractor's Signature

Date (mm/dd/yy)

**PROPOSAL FOR
NORTHWEST ARCTIC SCHOOL DISTRICT AND BOARD
LOBBYING SERVICES
Legislative Session 2025**

**J&H Consulting, LLC
P.O. Box 23293
Juneau, AK 99802
and
P.O. Box 673
Kotzebue, AK 99752**

Contact: Reggie Joule (907) 350-5057

Greetings,

First, we would like to thank the Northwest Arctic Borough School District, all of the Board members, administration and Superintendent Walker for the opportunity to work with you the last seven years, it has been a pleasure. In fact, J&H Consulting is very proud that the NWABSD was one of our first clients. Our firm's objective is to work with our clients as partners in achieving your goals and objectives. We work with our clients in telling their unique story in such a way that targeted organizations want to assist our clients in reaching their goals. Luckily, the Northwest Arctic Borough School District (NWABSD) has a great story to tell with the district and Board successfully using innovative approaches for education delivery. For those of you that don't know us very well, the J&H principals are Christine Hess and Reggie Joule. Christine is an attorney, real estate developer, and lobbyist with extensive experience in state and local government. Reggie Joule served eight terms in the Alaska state legislature representing District 40, and one term as Mayor of the Northwest Arctic Borough. John Walsh has been lobbying many years and has roots in rural Alaska. The firm continues to maintain a wide network of relationships in the state capital and executive branch that provides access to timely information. J&H is one of the few lobbying firms that has lobbying experience on three levels: from within the legislature, from within a local government, and on behalf of private clients. This experience helps J&H effectively advance our clients' priorities.

We appreciate you taking the time to review our proposal.

Best Regards,

Reggie Joule and Christine Hess

Reggie Joule and Christine Hess, Partners
J&H Consulting LLC

J&H uses a variety of methods and approaches to effectively lobby for our clients. First and foremost, we have established a large network within the legislature, the governor's office, and executive branch agencies, many of whom we have worked with for over twenty years. The J&H team has a reputation for working across party lines and meeting and respecting both the minority and majority caucuses, regardless of how political winds shift. We are known for finding common ground and building bridges between diverse groups and political positions to find commonsense solutions to problems. This work history brings the J&H team significant good will in Juneau. We have a history of working quietly behind the scenes to get results. We respect and pay attention to people at all levels of the political process, including the most junior staffers and even building staff, and we often gain unexpected access to information from this network. We utilize our network to help advance our clients' priorities.

J&H also believes that an important part of lobbying is effective messaging. Working with our clients, we analyze the client's history, priorities, and achievements, and then develop a clear message. We develop printed materials supporting the message and use these materials as tools during visits to the Capitol, leaving them in legislative offices to reinforce our face-to-face communications.

During session, J&H arranges client visits with legislators and the administration both in and out of the Capitol building. With our office location less than a block from the Capitol, informal sidewalk and coffee shop meetings have always enhanced our effectiveness. We work with our clients to reemphasize the developed message, maintain focus on client priorities, and to repeat the message as often as possible to decision makers. Throughout the session we maintain frequent contact with key legislators, the administration and our clients. We monitor all bills and budget items important to our clients.

J&H Consulting approaches the session in three quarters. For the upcoming year and legislative session, J&H Consulting proposes the following approach and strategy to accomplish its priorities:

Phase One - Preliminary Start, December 15th to January 30th. During phase one of the legislative session, J&H will work with the school district to accomplish the following:

- Establish priorities and goals, and meet with the NWABSD to ensure that we have a firm understanding of your needs;
- Establish a written and oral communication schedule with the NWABSD for the legislative session;
- Determine if there are any partners to work with in achieving the NWABSD's priorities like NWALT, conduct outreach, set up meetings to advance the client's interest;
- Develop a strategy to advance awareness of the NWABSD's accomplishments, priorities, and funding needs;
- Review all bills, including the operating and capital budgets, and flag bills to monitor and review with the school NWABSD. Determine whether bill amendments are needed, or legislation needs to be introduced and draft any needed language. Find sponsors to advance legislation or needed changes;

- Schedule an initial round of legislative and administrative visits to advance the NWABSD's priorities;
- Notify the school district of any meetings it should attend or chances to testify or provide written comments as appropriate, and assist with any written material as requested;
- Work with the representatives from the school district and board on advancing the NWABSD's priorities;
- Ensure the NWABSD's capital projects are included in the legislative budget database or are on DEED's capital construction and maintenance lists;
- Advocate on all levels for the NWABSDs outlined priorities;
- Attend relevant meetings and report to the NWABSD;
- Provide written and oral updates to client, maintaining a close working relationship with the NWABSD;
- When needed, engage in outreach and communication with the administration, state agencies, or other entities;
- Touch bases with legislative leadership on the strategy and plans for the legislative session; and
- Seek alliances with other organizations with similar priorities and perform outreach.

Phase Two - Middle Zone, February 1st to March 1st: This period is the monitoring period, when it is necessary to ensure that any legislation, including budgets, are making steady progress through the committee process. If any legislation is being held up, J&H will work to resolve problems and move the legislation forward. Adjustments to strategy may occur as needed and in consultation with the NWABSD. If a first round of visits did not occur by January 30th, it is essential that legislative and administrative visits take place at this point. If visits did take place, a second round of visits may occur to follow up on questions and to meet with a different group of legislators. During this phase, J&H will continue performing the tasks outlined above and also perform the following:

- Monitor all targeted bills and budget items and notify NWABSD of any progress;
- Bring any newly relevant introduced legislation to the NWABSD's attention. Propose, draft and find sponsors for any needed amendments;
- Attend relevant meetings and report to NWABSD. Provide written and oral updates to NWABSD;
- Schedule needed meetings with legislators or administration officials to keep priority legislation moving through the process, with a focus on committee members that are hearing or will hear priority legislation;
- Notify the NWABSD of any meetings it should attend or chances to testify or provide written comments as appropriate, and assist with any written material as requested;
- Revise legislative strategy as needed with client;
- Advocate for the NWABSD's priorities on all levels;
- Touch basis with legislative leadership on the strategy and plans for the legislative session;
- Continue to build relationships and alliances with legislators, the administration, and other organizations; and
- Provide written and oral updates to the client and maintain a close working relationship with the NWABSD.

End Game, March 1st to End of Session: This final phase of session requires a daily physical presence in the Capitol and active monitoring of all legislation and budgets, as legislation can change quickly and with little notice, especially after the 24-hour rule goes into effect. J&H will actively keep in contact with the NWABSD and any legislator carrying legislation or a capital or operating item that is a client priority, as well as checking in frequently with the leadership offices on the end game strategy. Any last-minute strategy adjustments will be made in consultation with the NWABSD. A final round of legislative visits may be arranged with a select group of key legislators or the administration as needed to get legislation passed. Contact with the NWABSD will be significantly increased during this period. All of the work outlined above will continue on an accelerated schedule. All work performed under the scope of work will be conducted with frequent client consultation. After session concludes, J&H Consulting will provide a final written presentation and an in-person presentation summarizing the legislative session. J&H would perform the same services for any special sessions.

Toward the end of session, planning for a legislative trip should begin. If the NWABSD wants J&H Consulting can work with other local organizations to arrange a legislative and administrative visit to the region.

Capital Budget Strategy:

With the exception of last year, capital budgets recently have been small and comprised mainly of projects that are federally funded, requiring only a state match. It is important to recognize this factor when planning strategies. It will be important to provide legislators with a detailed and persuasive explanation of any proposed capital projects, and how it will benefit the NWABSD and State over the long term. Working with the NWABSD, we would develop a strong argument for any proposed capital project and how it will positively benefit both the economy of the area and of the State of Alaska as a whole. Next, working with the NWABSD, we would neatly package the information in a pamphlet or brochure that can be left with legislators and other staff. The same information will be used to input any projects into the capital legislative database, as projects must be in this database in order to be funded. Next, J&H Consulting will work with the NWABSD to inform key legislators and legislative leadership about the importance of funding the project. We would advocate funding the project through either the capital budget or any general obligation bond legislation. The last bond package was in 2012, and there has been discussion on advancing a bond package over the last several years. J&H Consulting will push for a bond package or a larger capital budget as a way to stimulate the economy and create jobs as Alaska bounces back from the pandemic.

Another possibility of funding for any capital projects could be through grants or federal legislation. J&H Consulting will monitor proposed federal legislation that may impact schools and possible grant opportunities from the federal government and other entities. J&H Consulting will be ready to forward funding opportunities from these potential sources to the NWABSD team. This strategy would be for any capital items that aren't included on DEED's school construction and maintenance lists that determine the order of funding for certain school projects. Advocacy for any DEED listed school construction or maintenance projects for the NWABSD will include advocating for enough funding that some of the school districts projects are included in the funding which happened last year for 2 of NWABSD projects!

Federal Visit: If requested by the client, J&H Consulting can arrange a visit to Washington, DC with the federal delegation, Department of Education, and other organizations. This would include setting up all visits, assisting with priorities and any written materials, meeting preparation, and accompanying the NWABSD team members on the visits. J&H Consulting would not be directly lobbying but assisting in the federal process.

Fee Proposal: We would propose a fee of \$70,000.00 for the year and direct reimbursement for airfare and hotel for any trips to Washington, D.C., Anchorage or Kotzebue for a legislative tour with a not to exceed amount of \$5,000.00. J&H Consulting will be fully responsible for paying our subcontractor, John Walsh.

Conclusion:

J&H is one of the few lobbying firms with experience on three levels: from within the state legislature as an elected official and chief of staff; from a local government perspective as a mayor, attorney, and government affairs director; and as a lobbying firm lobbying for the interests of private clients. Reggie has a total of 20 years of experience in advocacy or lobbying work on behalf of his constituents and clients. Christine has a total of 17 years of advocacy or lobbying work on behalf of constituents and clients, and a number of years of experience as an attorney advocating for the education community. John brings more years of experience and roots in rural Alaska. Many of our combined years of advocacy have been focused on the Northwest Arctic region. J&H Consulting is a small firm with a strong commitment to working with our clients to achieve their priorities. J&H Consulting thanks the NWABSD and Board for the opportunity to submit this proposal. We have really enjoyed working with the NWABSD and Board over the years. Together we have accomplished many of our goals!

Best regards,

Christine Hess, John Walsh and Reggie Joule

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: November 19, 2024

NUMBER: 25-040

FR: Office of the Superintendent

SUBJECT: Approval of
Superintendent's Out-of-
District Travel

ABSTRACT:

Superintendent's out-of-district travel requires Board approval.

ISSUE:

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

BACKGROUND AND/OR PERTINENT INFORMATION:

Request for Out-of-District Travel by the Superintendent

Upcoming Travel Dates:

- December 13-14, 2024: AASB Winter Academy, Anchorage
- January 24-26, 2025: RTI/MTSS Conference, Anchorage
- February 6-8, 2025: AASB Legislative Fly-in, Juneau
- March 6-8, 2025: National Superintendent's Conference, New Orleans
- March 29-April 2, 2025: Superintendent's Legislative Fly-in, Juneau
- Dates to be Determined: NWALT Lobbying, Juneau/DC

ALTERNATIVES:

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

ADMINISTRATION'S RECOMMENDATION:

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

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: November 19, 2024

NUMBER:

FR: Office of the Superintendent

SUBJECT: Superintendent's Report

ATTENDANCE:

The district attendance rate is at 83% with Deering and Kobuk leading with 91%.

Attendance Committee:

No updates from the committee

ENROLLMENT:

As of November 11, the K-12's current enrollment is 1847, an increase of 1 student since September's report.

PreK – 12th grade enrollment is 1961, an increase of 1 student since September'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	4	4	8	2	1	2	4	61
BKC	2	12	18	14	20	16	17	17	16	16	20	17	14	13	20	232
DRG	1	6	2	2	5	5	2	9	0	4	4	3	4	3	6	56
IAN	1	5	3	9	9	7	4	5	8	10	5	4	9	5	6	90
KVL	0	2	5	10	7	8	8	19	15	11	13	13	13	12	15	151
OBU	0	3	3	3	4	0	7	2	4	4	3	5	3	0	1	42
KMHS	0	0	0	0	0	0	0	0	47	47	46	48	27	43	39	297
HSCH	0	0	1	2	2	0	2	1	2	2	3	4	9	5	7	40
JNES	5	40	48	44	49	47	30	44	0	0	0	0	0	0	0	307
WTK	0	5	19	13	15	11	5	12	9	7	9	15	15	8	19	162
ORV	1	10	13	9	17	13	24	18	19	19	15	10	15	9	13	205
WLK	0	10	18	11	19	18	16	18	17	25	12	22	18	21	23	248
SHG	1	3	4	5	8	4	5	5	7	7	3	5	3	3	7	70

GRADE_LEVEL	# STUDENTS
-2	11
-1	103
0	138
1	128
2	161
3	132
4	125
5	155
6	148
7	156
8	141
9	148
10	131
11	124

Travel:

October 8-12 – National Indian Education Conference
 Native Language summit

At Wednesday's Native Language Summit, the event opened with a local tribe's welcoming song and dance, honoring their language and cultural traditions. Attendees were encouraged to acknowledge the healing process in their personal journeys and to embrace mistakes as part of learning. Key takeaways were crafting an elevator pitch, building partnerships with local tribes to sustain efforts, and starting with a clear vision. Language is highlighted as the cornerstone of cultural preservation and a right, not a privilege. The Blackfoot greeting language project, *ukkii*, demonstrates how language connects people to the land and breathes life into culture. Active involvement in learning is essential: "Tell me, and I may forget; show me, and I may not remember; involve me, and I will remember.

Educator's Day

The Braiding Funding panel emphasized the importance of prioritizing community needs, as demonstrated by the American Language Development Institute, which focuses on understanding challenges and successes at the local level. Philanthropy was identified as critical to storytelling and awareness-building, with actionable steps urging collective effort rather than waiting for funding. We have begun these efforts to build partnerships with tribes and other organizations. Workforce development, curriculum creation, and online learning platforms are important for language revitalization, alongside breaking barriers rooted in historical trauma.

Throughout the day, discussions emphasized the importance of the ties between language, land, and identity, with initiatives like Native language teacher certification programs, two-year degree pathways, and cultural and language content integration into education. The Native American Resource Center and the Office of Economic Development support growing Native language programs and grants from organizations like the Institute of Museum and Library Services provide funding.

Technological tools like language learning apps and economic development frameworks tied to cultural knowledge were also explored. The Pratt Experiment session underscored relationship-building as key to securing funding, focusing on leasing school spaces through Section 105(I) and

271 grants. Leveraging resources like 477 funds for workforce training and economic development through language and culture were discussed.

Conference sessions Thursday – Saturday

Tribal Governed Teacher Certification – the focus was on empowering local leaders to recognize students' strengths and supporting tribal sovereignty in teacher preparation. Highlights included initiatives like the State Tribal Education Compact Schools (STEC) and a bill advocating tribally-operated teacher prep programs. Emphasizing cultural values, speakers noted that every child is gifted in their own way, and nations have the right to certify teachers by their standards.

Resetting the Aim of Indian Education – discussions centered on the persistent lack of academic progress since the boarding school era and the need to redefine educational goals. Communities were asked what they want their children to learn, how to measure success and their 15-year vision. The session called for integrating curriculum with culture and developing indigenous accreditation models to replace Westernized systems, with Nakona University cited as an example.

Curriculum Development rooted in Language and Culture – upcoming discussions in Washington, D.C., on regulatory changes. Language was celebrated as a vital connection to identity and a source of healing, described as "our medicine" that nourishes the soul.

Utilizing NEA Community Advocacy and Partnership Engagement (CAPE), the focus was on leveraging NEA's CAPE grant to support educational initiatives. Key topics included the six major federal policy periods for Native Americans and the Transformational Indigenous Praxis Model, which outlines its definition, key components, implementation strategies, and goals. Additionally, the discussion emphasized the importance of creating partnerships to provide traditional meals for teachers, fostering cultural integration and support.

The *Balanced Assessment Systems* session focused on redefining how students are assessed, emphasizing the need for evaluations that measure the whole child. The purpose of assessments was divided into two categories: assessments *for* learning (to guide progress) and *of* learning (to evaluate outcomes). We talked about the impact assessments can have—either encouraging or discouraging students. They suggested a book to read called *Pedagogy of the Oppressed*, which highlights the importance of equity in education.

The session introduced a balanced assessment framework, including strategies to help students behind grade level improve. Attendees were encouraged to view assessments as tools for empowerment, integrating components that consider the broader needs of students.

Overall, I thoroughly enjoyed being in the presence of Native American Leaders whose focus is on the education and welfare of Native American students.

October 17-19 – AFN Theme: Our Children, Our Future, Our Future Ancestors which celebrates the importance of nurturing and guiding our children as they are the future inheritors of traditions, values, and legacy. It highlights the role of each individual in shaping the future through their influence on the younger generation. We are responsible for transferring our knowledge to the next generation. One Education resolution passed on the floor. It called for priority funding for public education to ensure timely, reliable, and predictable funding for Alaska schools, educators, and students.

November 8-10 – AASB Annual Conference

I worked with the board on resolutions.

Site visits to Selawik, Ambler, Shungnak, and Kobuk – Met with high school students about their plans for the future and talked about the importance of our values. Met with staff for a meet and greet and to answer questions. Attended either an ASC meeting or Community meet and greet to present the strategic plan and how the district made ends meet this year fiscally. I also answered questions they had. I visited all classrooms and had multiple conversations with the principals. In Selawik, at the ASC meeting, Dena Strait and Joanne Burkhart Croft attended to discuss the state grant and what was going to get fixed up or replaced. Overall, everyone appreciated my visit.

Superintendent's upcoming out-of-district travel request

- | | | |
|--------------------------|--------------------------------------|-------------|
| - December 13/14, 2024 | AASB Winter Academy | Anchorage |
| - January 24-26, 2025 | RTI/MTSS Conference | Anchorage |
| - February 6-8, 2025 | AASB Legislative Fly-in | Juneau |
| - March 6-8, 2025 | National Superintendent's Conference | New Orleans |
| - March 29-April 2, 2025 | Superintendent's legislative Fly-in | Juneau |
| - Dates to be determined | NWALT lobbying | Juneau/DC |

Terri Walker, Superintendent

September 24, 2024

Good morning,

I know these are past the due date for the meeting, but we had a heck of a time writing them all up after such a lengthy discussion, and two subsequent meetings with Mr. Alexander when he was in Kivalina, and the Community Leadership Meeting (ASC, City Council, IRA council).

I wanted to include updates to the minutes regarding the two subsequent meetings, but I also wanted to keep those meetings separate from each other.

The meeting when Mr. Alexander was here was, essentially, a carbon copy of the original ASC meeting, except Becky Norton was in attendance. There were no new concerns addressed, but I was able to inform the group that the district had received at least one quote for cameras and I was going to meet with a group the next day to get another one. They were happy that there was movement on that front, but still wanted it to happen quickly. We continued to emphasize that the school district WANTS to provide transportation as much as we are able, but that there is no legal obligation to do so. The meeting discussed the food concerns that were being discussed via social media. I was able to explain that there are certain requirements that we must follow because the food process is a federal program, not just local or state. I also explained that when I unloaded the last load of kitchen freight, I noticed some new items and those items were being included on the menus for September. We were able to explain some of the communication difficulties with the school phones and VHF. I have, and still am, been working with Brandon and Property services to install a better antenna for our school VHF. Brandon has sent materials that we will be able to install soon. Finally, when discussing the issues around employees not getting paid, the members of the group explained that they were NMS employees from previous years.

In the community leadership meeting that occurred on Monday, Sept. 16th at the NANA building in town, I was able to explain the need for cameras to the members of the community leadership. There were still questions regarding the need for cameras now and not before. I addressed those questions by explaining that the first busses were so old we didn't want to invest the money into them knowing that they were going to be gone in a year, and that last year it slipped through the cracks because of all the budget issues we were facing. I further explained that the need for cameras is in the best interest of all those on the bus. It enables us to make sure stories don't get changed over time through social media, and it allows us the ability to keep everyone safe. The discussion quickly turned to the Alaska Administrative Code that I printed out and shared with the group. It states that the district MAY develop a route, but it does not say "must" or "will". There was still a lot of confusion about why that says that. Some members of the IRA council wanted to see the

code that says “will”...what “will” the district provide. I agreed with this member, but said that sounds like a change to the Administrative Code. While that is absolutely something that could be done, it would take a lot of time and a much longer process than the task we should be focusing on: finding more qualified bus drivers. I emphasized, as I had at the previous meeting, that the capacity of one bus driving two routes is less than what we need for all the students. I emphasized that with only one bus driver, if he gets sick or leaves, we’re in the same situation as we are now. I mentioned that members of the ASC have frequently scolded me for not asking for help, and that I am here, now, asking for that help. We need to develop a plan to supplement the bus for now, and train drivers to be qualified as soon as possible.

Various members of the meeting stressed that there are people in town who are capable of driving, and I pleaded with them to get me their names so that I can reach out. I explained that the district is willing to pay for the training and the process for getting that training started is to APPLY for the job. Again, I stated that I needed those names!

Finally, the IRA council asked what it was exactly that I was asking for. I explained that I was asking for a plan to help those who are currently driving multiple trips up and down every day to get kids to school. The IRA and City agreed to put money into gas rebates of those who are volunteering their time and vehicles to drive. This was to be announced and posted throughout the community. Furthermore, at the request of Myra Wesley, the City and IRA are going to work on the applications for VIF and VEI monies to purchase 16 passenger vans for the next barge (most likely the summer already).

This is a very long email, and I apologize for the time it took, but I wanted to make sure I got as much info included from all of the meetings.

Jeremy Millard
Principal
Kisimgiugtuq School
Kivalina, Alaska 99750
907.645.2125--



KISIMGIUGTUQ SCHOOL

General Delivery • Kivalina, Alaska 99750 • (907) 645-2125

Date: August 30th, 2024

Time: 7:00pm

Principal: Jeremy Millard

ASC Members: Becky Norton (AE), Enoch Swan (P), Replogle Swan (P), Myra Wesley (P), Charles Tinker (Absent)

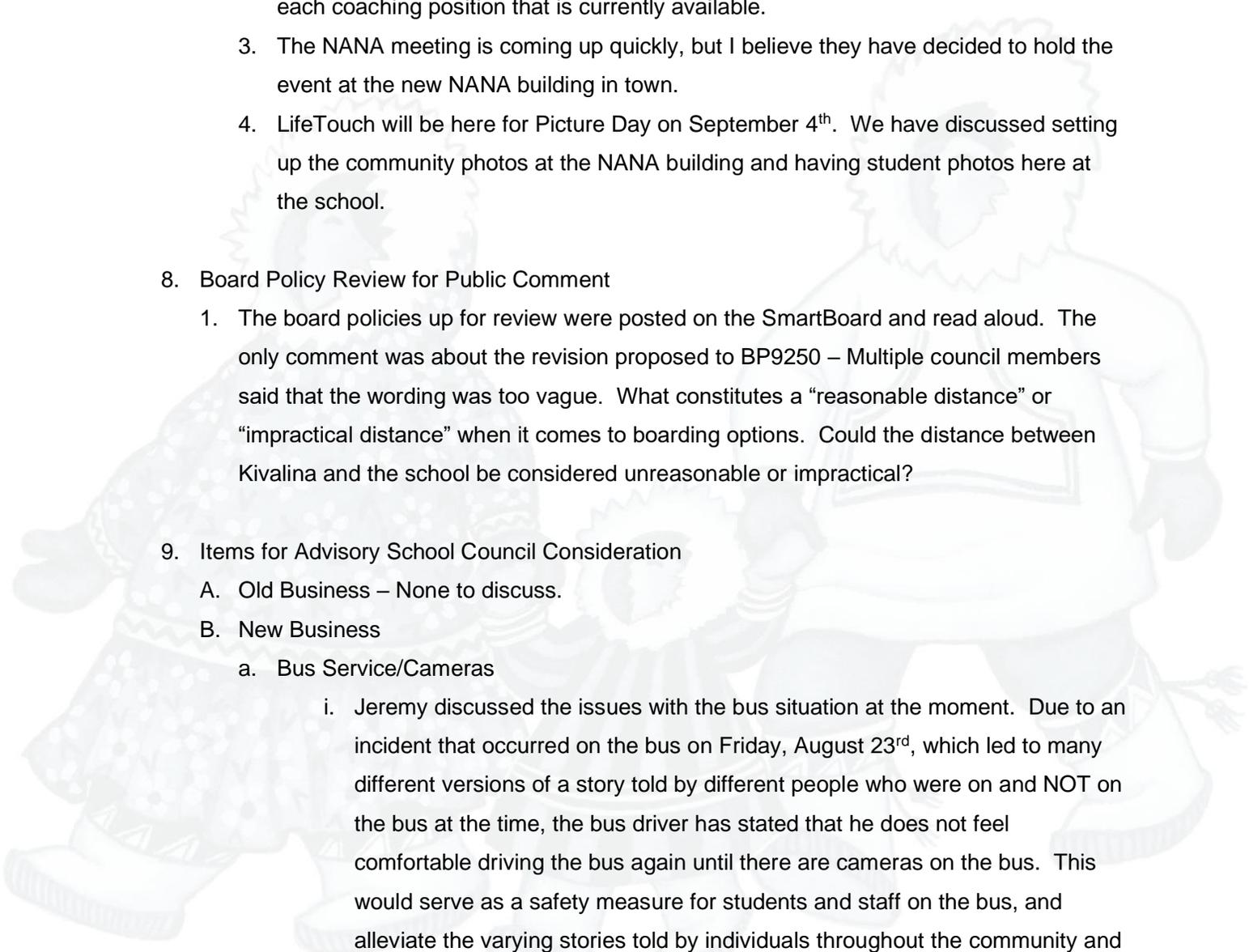
Quorum Established: Yes

1. Call to order - 7:12 PM
2. Roll call – Becky Norton (AE), Enoch Swan (P), Replogle Swan (P), Myra Wesley (P), Charles Tinker (Absent)
3. Moment of silence
4. Pledge of Allegiance
5. Introduction of Staff and Guests – Keziah Millard, Meilvie Castro, Lucilyn Sahibol, Grace Menor, Coy Castro, Jenissa Magbanua, Dolly Swan)
6. Approval of Agenda – Add 'f' under New Business – Elections. Moved by Reppie, 2nd Myra
7. Principal reports
 - A. Student Activities & Funds Update
 1. Current Student Activities account has \$53,000. We used funds last year for clothing that was given to students throughout the year, we used some funds to pay for an extra plane during volleyball regionals, and we used some funds to supplement the Senior trip to Los Angeles. We could purchase more clothing this year with different logo options, but we wouldn't need to purchase quite as much. Myra asked about the purchase of ping pong tables, and Jeremy sad he'd look into the costs and shipping.
 - B. Student Attendance & Enrollment
 1. Student enrollment is steady at 150. It is down slightly from last year (160), but we are seeing some students return from other places, and Jeremy's kids are out to visit their mom. Numbers could make it back to 160, or close throughout the year.
 - C. Upcoming Events
 1. Cross country is happening now, but Jeremy hasn't received any applications for coaching. There is still time to find a coach and compete, but it would have to happen quickly. Volleyball and Basketball coaching positions are also currently open with only one applicant, so far, for volleyball. Those positions need to be filled before the season starts in order to have the most time to prepare.

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

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- 
2. Myra inquired about the pay scale for coaching, and Jeremy shared the numbers for each coaching position that is currently available.
 3. The NANA meeting is coming up quickly, but I believe they have decided to hold the event at the new NANA building in town.
 4. LifeTouch will be here for Picture Day on September 4th. We have discussed setting up the community photos at the NANA building and having student photos here at the school.
8. Board Policy Review for Public Comment
1. The board policies up for review were posted on the SmartBoard and read aloud. The only comment was about the revision proposed to BP9250 – Multiple council members said that the wording was too vague. What constitutes a “reasonable distance” or “impractical distance” when it comes to boarding options. Could the distance between Kivalina and the school be considered unreasonable or impractical?
9. Items for Advisory School Council Consideration
- A. Old Business – None to discuss.
 - B. New Business
 - a. Bus Service/Cameras
 - i. Jeremy discussed the issues with the bus situation at the moment. Due to an incident that occurred on the bus on Friday, August 23rd, which led to many different versions of a story told by different people who were on and NOT on the bus at the time, the bus driver has stated that he does not feel comfortable driving the bus again until there are cameras on the bus. This would serve as a safety measure for students and staff on the bus, and alleviate the varying stories told by individuals throughout the community and on social media. Security cameras have been a reality in all of our schools, and we have discussed the possibility of cameras on the busses in the past. This instance, however, has caused a bit of concern in the community, and we want to remedy the situation as quickly as possible. Jeremy reminded the committee that the school district wants to provide transportation as long as we are able and it is safe for everyone involved. However, the school district

is not legally required to provide transportation. As a community, we need to find alternative ways to get students back and forth to school. Jeremy continued to explain that even at the full capacity of our bus routes and driver, we are not able to fit every enrolled student on the bus. Jeremy emphasized that we HAVE to have an alternative form of transportation to supplement the current bus/bus driver situation.

1. Enoch said that he feels like many members of the community do not know that the district is not legally required to transport students. He feels that members of the community believe that all transportation should be the responsibility of the school/district.
 - a. Jeremy chimed in to remind the ASC that he feels like it's part of the duties of the ASC to be the voice of this type of information for the district. Jeremy emphasized that communication in the community is, sometimes, better received from community leaders as opposed to school staff.
 - i. Enoch agreed but stated that sometimes they want to hear it from "the horse's mouth".
 - b. Members suggested that maybe the members of the local leadership (IRA, City Council, ASC, Borough, etc...) could have a meeting so that Jeremy could explain this information and ask the community for help. Jeremy firmly agreed to meet with the leadership and asked that such a meeting be scheduled prior to the next ASC meeting so that the discussions from that meeting could be discussed at the regular ASC meeting. Jeremy further explained that the next ASC meeting happen in the community, instead of the school, so that more community members could have the opportunity to attend. All members agreed and Enoch offered the Episcopal Church as a venue for the
 - ii. Going back to the cameras, Myra asked why it would take so long to get the cameras, and if there was any way the school could use Student activity funds to purchase them to make the process go faster. Jeremy responded

that the process is going to take some time, he doesn't know exactly how long, but he knows that there's a process for getting bids and contracts and then determining where the funds come from, so even though there is no definite timeline, Jeremy is erring on the side of longer just to be safe. As far as using student activity funds, Jeremy said he'd have to look into that, because there might be some differences in how much we can spend on that and what we're allowed to put in the bus with our own funds versus what the district can buy and allow. He said he'd check.

b. Attendance Policy

- i. Jeremy printed off the board policy for attendance and excused absences. He asked the council to help him with the understanding of the policy and how to adhere to that policy during this time (without a bus). According to the policy, Jeremy has the prevue to excuse absences as he sees fit as long as a parent or guardian communicates with the school that their child(ren) are absent. Jeremy asked about the number of potential absences that will pile up for students who do not have a ride. There are already some students who have over 5 absences, and letters are beginning to go out. Jeremy fears that if he excuses every absence, then there will be no incentive for students to come to school. However, Jeremy expresses his concern for families that legitimately do not have the means to transport students up and back.
- ii. Jeremy further explained that he fears some folks misunderstand the term "excused absence". They feel that the excused absence excuses students from the work during the time the missed. That is not the case. Jeremy emphasized that the teachers will need to work with students and families in allowing students to make up missed work, but it will continue to add up more and more. Jeremy further discussed the AR that accompanies the Board Policy that discusses the potential for alternative placement (MS/HS) and alternative interventions (elementary) for students who miss 16 or more days in a semester (excused or not). While this would be a last resort, and hopefully bus service is returned by then, Jeremy said it might be an option

for students and families to consider the district homeschool option if they truly have no way to commute their students.

- iii. ASC members asked about the use of “remote learning” during this time as well. Jeremy discussed the background of “remote learning” as it was intended during COVID. The district is trying to only use “remote learning” for weather related emergencies or when there is no way to hold in-person learning. As it stands, Jeremy explained, we are getting close to half or more of students in the building, so remote wouldn’t be an option he’s looking at right now.

c. Community Assistance with rides

- i. Jeremy further emphasized the importance of the community helping with driving students to school. He, again, explained the situation of not having enough space on the bus for every student even if things were running optimally (for the current time). Jeremy suggested the community could seek funds for fuel and oil from various entities in the community, or possibly the community could look into purchasing vans/busses and investing in a more long-term solution.

1. Myra mentioned the availability of VIF funds and/or VEI funds as an option to look into. They could potentially look at paying for fuel or buying vehicles of their own.
2. Enoch and Replogle agreed and said that the City and the IRA could look into the process of submitting those plans. These are things that could be discussed with the community leadership at the meeting they have discussed.

d. Potential bus drivers interested in training

- i. Jeremy made it clear that the best solution right now is to have more qualified bus drivers. Jeremy shared the upcoming ATC classes for CDLs and the process for acquiring the passenger and school bus endorsements.
 1. ASC members suggested that there are people in town who are able to drive, even some that have CDLs already.

- a. Jeremy asked for the ASC/community to get him those names as soon as possible so that he can get them through the process.

e. Open House Date

- i. The ASC and Jeremy felt like mid-November would be a good time to have the open house. They could have it as a Thanksgiving Feast. It would encourage people to the school if they could bring and share food.

10. Items for next meeting's agenda

1. First and foremost, the community leadership meeting needs to be set, and then the next meeting could be scheduled.
2. Jeremy is continuing the funding search for the YONDR phone pouches. He has discussed this Joy in the district office and is currently working on the write-up necessary to fund them.

11. Public Comments

1. None

12. ASC member comments

1. Myra asked for clarification on what the student activity funds could be used for.
 1. Jeremy explained that they are used a lot for sports travel or purchases. Sometimes they are the starter funds for the student store purchases and then it is reimbursed.
 2. Myra asked about the purchase of Ping Pong tables, treadmill, or other workout equipment.
 1. Jeremy said those are definitely things that would fall under that funding source, and that he could look into the purchase of those types of items.

13. Time and Place of next meeting

1. Tentatively set for September 12th at the Episcopal Church at 7:00pm (pending the community leadership meeting has occurred by then).

14. Approval of Minutes

1. Approved with no objections.

15. Adjournment

1. 10:07pm



SHUNGNAK SCHOOL

PO BOX 79 • Shungnak, Alaska 99773 • (907) 437-2151

Date: September 20, 2024

Time: 1:20pm

Principal: Eddie Williams Jr.

ASC Members: Genenvieve Norris, Maynard Wood, Eddie Williams, Lizzie Commack, Nellie Griest

Quorum Established: **Yes** / No

1. Call to order: 1:20pm
2. Roll call: Genenvieve Norris, Maynard Wood, Eddie Williams, Lizzie Commack, Nellie Griest(Absent)
3. Moment of silence: Yes
4. Pledge of Allegiance
5. Introduction of Staff and Guests: Yes, no guest
6. Approval of Agenda: Yes
7. Approval of past meeting minutes: No minutes from last meeting
8. Public Comments: No
9. Correspondence: none
10. Reports from committees: No
11. Principal reports
 - A. Student Activities & Funds Update- Discussed with committee that school has held two fundraisers for seniors' trip at end of year.
 - B. Student Attendance & Enrollment: Attendance has been very good for elementary and middle school students, but kind of low for high school students. I'm in discussion with site leadership team and ASC members to develop strategies on how to improve attendance for all students.
 - C. Upcoming Events: We'll be having our parent teacher conference (PTC) on 30 Sept., our school open house on 4 Oct. Our plan is to start open GYM on 5 Oct. for community members. I'm looking forward to seeing all this basketball talents in the community.
12. Board Policy Review for Public Comment: None
13. Items for Advisory School Council Consideration
 - A. Old Business: None
 - B. New Business: Ms. Genenvieve discussed the importance of students going to school and getting a great education to allow them choices in life. She also emphasized the importance of students learning their Inupiaq culture, language.

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14. Items for next meeting's agenda: 1. Discuss attendance strategies, 2. Inupiaq culture and language

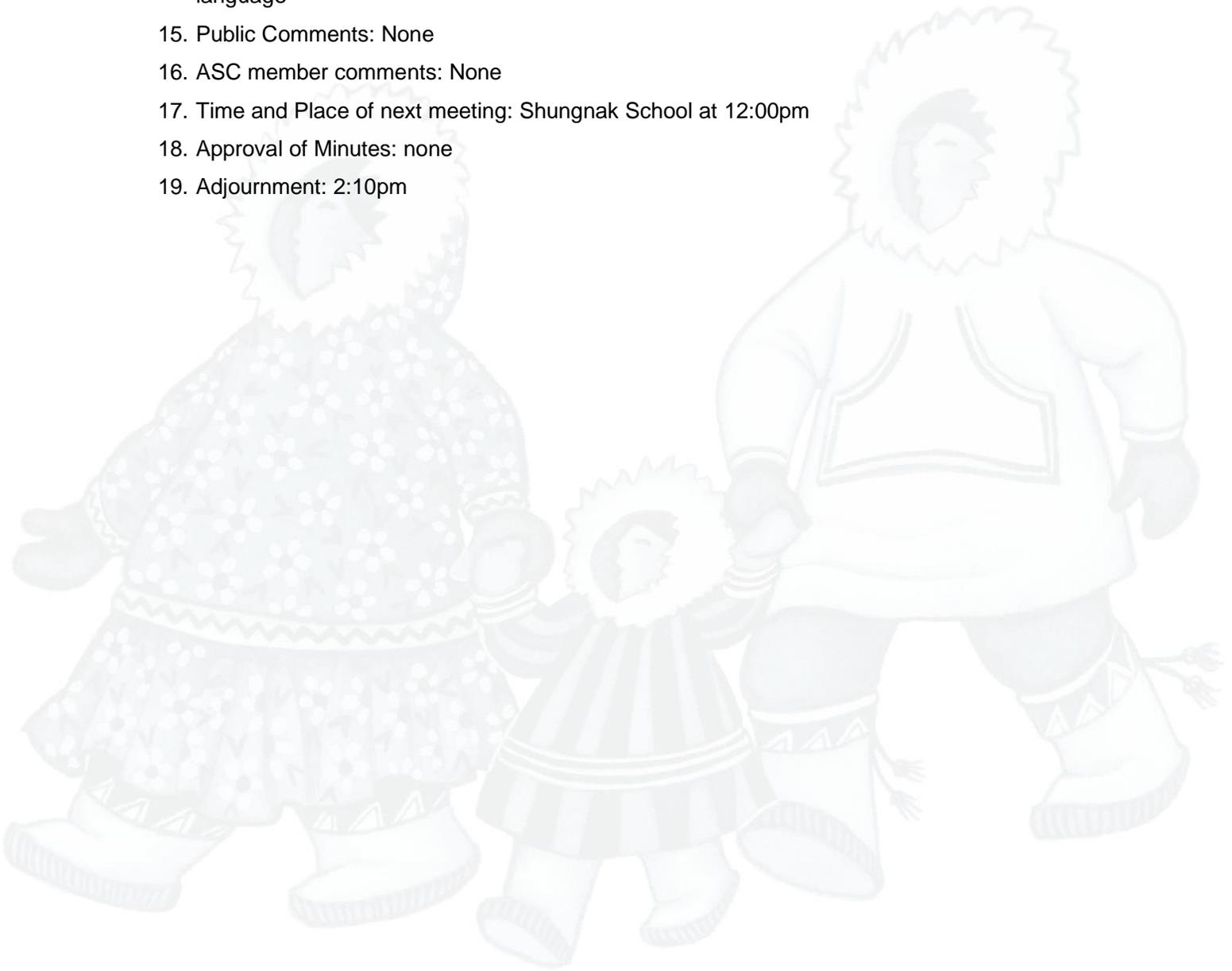
15. Public Comments: None

16. ASC member comments: None

17. Time and Place of next meeting: Shungnak School at 12:00pm

18. Approval of Minutes: none

19. Adjournment: 2:10pm





SHUNGNAK SCHOOL

PO BOX 79 • Shungnak, Alaska 99773 • (907) 437-2151

Date: November 12, 2024

Time: 12:30pm

Principal: Eddie Williams Jr.

ASC Members: Genevieve Norris(A), Nellie Griest(B), Wynona Jones(C), Justin Custer(D),
Lizzie Commack(E)

Quorum Established: **Yes** / No

1. Call to order: 12:58pm
2. Roll call: Genevieve Norris, Nellie Griest, Wynona Jones, Justin Custer, Lizzie Commack, M
3. Moment of silence: Yes
4. Pledge of Allegiance
5. Swearing in of new members: Nellie Griest, Wyona, Jones, Justin Custer
6. Introduction of Staff and Guests: Yes, Superintendent Terri Walker
7. Approval of Agenda: Yes
8. Approval of past meeting minutes: Yes
9. Public Comments: Yes. Fred Sun, Sr., Shungnak IRA President, says we should have a counselor come up to school to talk to students about college scholarships, vocational trades. He also emphasized the important of having a military recruiter visit school to share with students the skills that can be learned serving their country in the military. The student council representatives had concerned about students caught with vaping not being quickly suspended for violating student/parent handbook policy. Student council brought up that every Friday; students with perfect attendance/good attitude should be given a prize. Nellie Griest suggested we should have a cultural week at school. Ms. Walker, District Superintendent, said we need to have more knowledge bearers from the community to share cultural knowledge with our students. She also indicated the district should start growing our own teachers. Seniors advisory committee suggested they should be allowed to go home for lunch with good grades. I reminded them that we had a close campus with ASC approval, and no one is allowed to leave school without parent permission. IRA President Fred Sun, Sr. supported the closed campus.
10. Correspondence: none
11. Reports from committees: None
12. Principal reports
 - A. Student Activities & Funds Update- Discussed with committee that school has held two fundraisers for seniors' trip at end of year.

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- B. Student Attendance & Enrollment: Attendance has been very good for elementary and middle school students, but kind of low for high school students. So, our overall attendance is little low because of high school absences. I'm in discussion with site leadership team and ASC members to develop strategies on how to improve attendance for all students.
- C. One of the strategies is to make list of students with excessive absences/behavior problems, and give to Ms. Norris, one of our elder, to talk to parents, students.
- D. Another strategy is for me, the principal, to invite all parents to school or visit individual homes.
- E. Upcoming Events: November 28, Community Thanksgiving; December 18, Holiday program, elders birthday celebration; January 25 Winter cardinal (tentative) I'm looking forward to seeing all this basketball talents in the community. I will be talking with Mr. Thomas Upwater about becoming a coach in one of our sports at school.

13. Board Policy Review for Public Comment: None

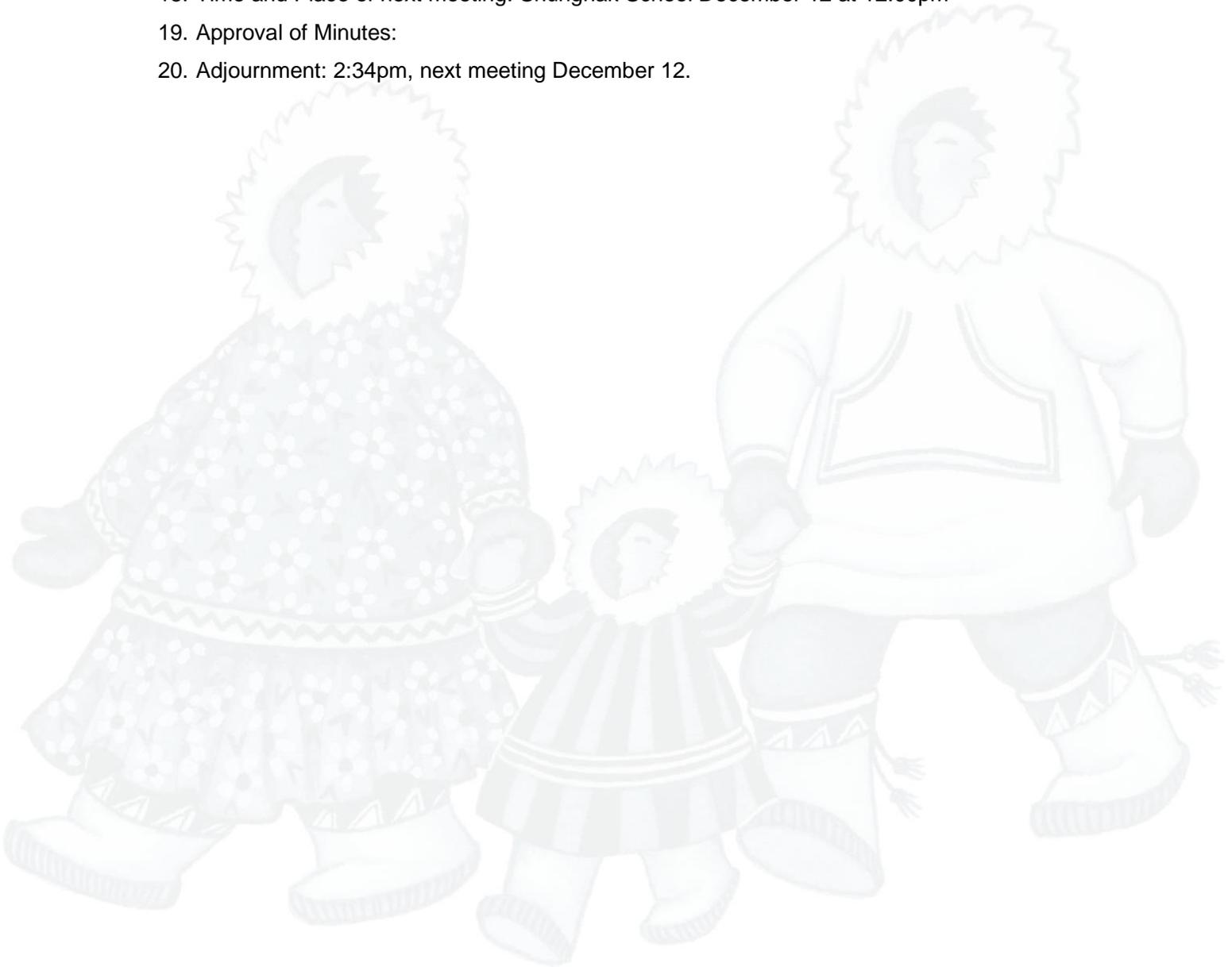
14. Items for Advisory School Council Consideration

- A. Old Business: Ms. Genevieve discussed the importance of students going to school and getting a great education to allow them choices in life. She also emphasized the importance of students learning their Inupiaq culture, language.
- B. New Business: The ASC board members will discuss, vote on their board officer leadership positions. The board will discuss what activities the community will teach to students during monthly Inupiaq day starting in January 2025.
- C. Ms. Nellie Griest commented that community needs to tie up their dogs so they're not running around being a threat in the community.
- D. Ms. Lizzie Commack asked about the form to evaluate principal. I informed her that I will work with her to come up with form to evaluate principal.
- E. Justin Custer suggested that we should have a best attendance reward for a student to win a bicycle at end of school year.

15. Items for next meeting's agenda: 1. Discuss attendance strategies, 2. Inupiaq culture and language 3. Highschool council also said they would like for vapes to be installed in bathrooms. 4. Seniors council wants privilege for drinks all week instead of just Fridays.

16.

17. ASC member comments: Yes, see new business 14 A&B
18. Time and Place of next meeting: Shungnak School December 12 at 12:00pm
19. Approval of Minutes:
20. Adjournment: 2:34pm, next meeting December 12.





KOBUK SCHOOL

PO BOX 40 • Kobuk, Alaska 99751 • (907) 948-2231

November 7, 2024

Kobuk Advisory School Council Agenda Sept 26, 2024

I. Call to order. 5:04

II. Pledge of allegiance

III. Roll Call

- _____ Seat A vacant
- _____ Seat B. vacant
- _____ Seat C, Della Gooden. End term 2025
- _____ Seat D, Minnie Wood End Term 2027
- _____ Seat E, Herbert Wood End Term 2027

IV. Approval of agenda

V. Review/Approve minutes of last meeting

VI. Review of candidates for election

VII. Principals Report

- a. Student enrollment: 42 students (
- b. Student Attendance 90%
- c. Upcoming Events. Maniliq presentation—Healthy relationships, Oct.
- d. NANA meeting Monday. 5-7
- e. Walk for Life-Friday at 2:00
- f. Parent Teacher conferences Monday—no school

VIII. Old Business

IX. New Business

- A. Open janitor position/Cook
- B. Open SPED aide
- C. Review of cell phone policy

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X. Open comments from Community:

Upriver hunters, VB this year? Yes, they will practice—we have 3 interested students.

Request for full time secretary? Chelsie is PT secretary

Where is trash barrel that was on playground? Will be brought around from front

Cell phone policy? We allow students to turn in at the beginning of class.

Locks for lockers? On the way

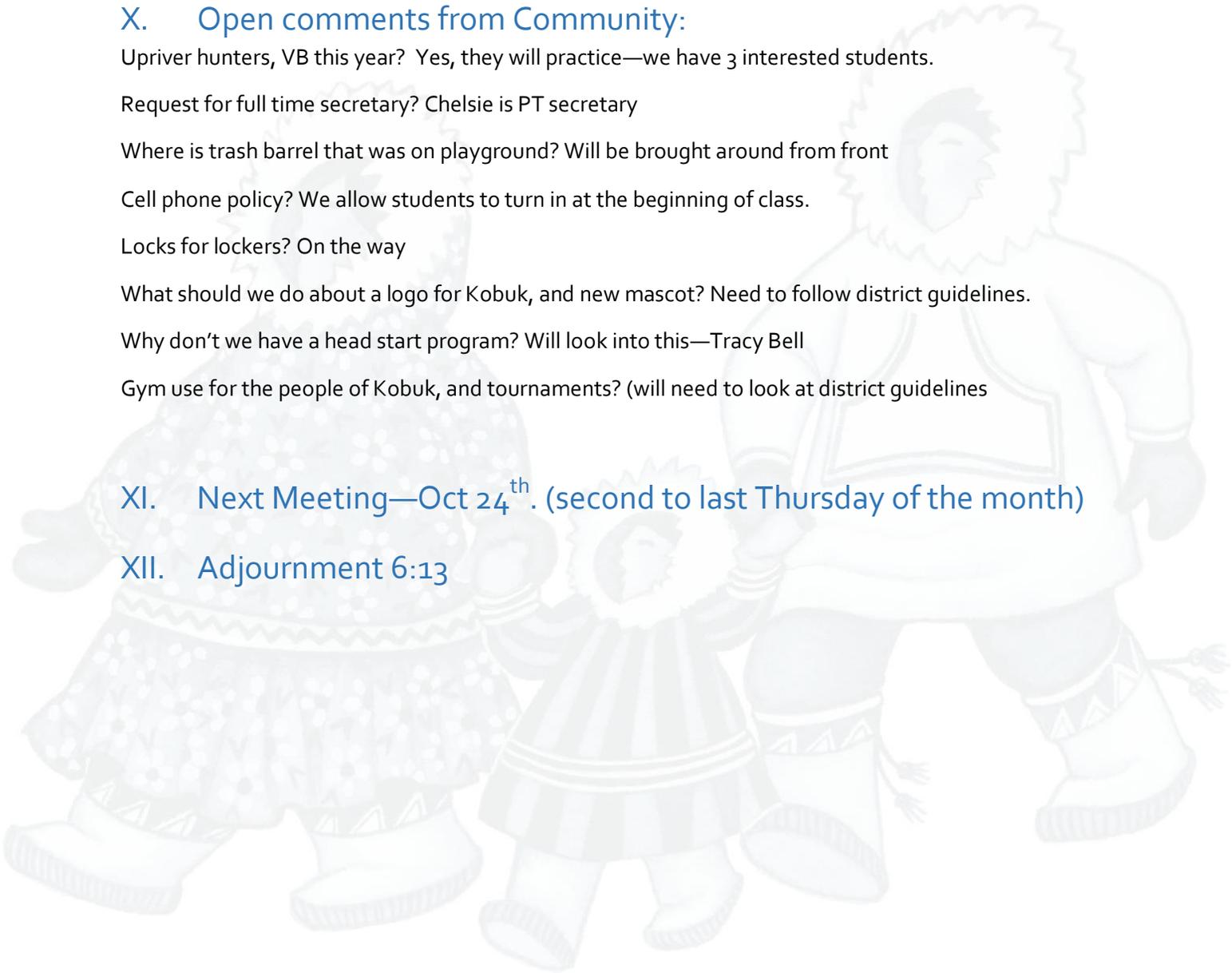
What should we do about a logo for Kobuk, and new mascot? Need to follow district guidelines.

Why don't we have a head start program? Will look into this—Tracy Bell

Gym use for the people of Kobuk, and tournaments? (will need to look at district guidelines)

XI. Next Meeting—Oct 24th. (second to last Thursday of the month)

XII. Adjournment 6:13





KOBUK SCHOOL

PO BOX 40 • Kobuk, Alaska 99751 • (907) 948-2231

October 30, 2024

Kobuk Advisory School Council Agenda Oct 30, 2024

- I. Call to order
- II. Pledge of allegiance
- III. Roll Call

- ~~_____ Seat A vacant~~
- ~~_____ Seat B vacant~~
- ~~_____ Seat C, Della Gooden. End term 2025~~
- ~~_____ Seat D, Minnie Wood End Term 2027~~
- ~~_____ Seat E, Herbert Wood End Term 2027~~
- Others present:

cancelled due to people zone.

IV. Approval of agenda. (make a motion)

V. Review of candidates for election

We will have election on Tuesday November 5th. Candidates that wish to have their name on a ballot will need to sign an affidavit.

VI. Principals Report

- a. Student enrollment: 40
- b. Student Attendance 88%
- c. Upcoming Events—Fall Festival on Halloween, and Thanksgiving Feast Nov 27th
- d. Red Dog Mine update—Employment opportunities, and visit to mine in the Spring?
- e. End of Quarter was Oct 18th, End of the Semester is Dec. 20th

VII. Old Business

- A. Open janitor position/Cook—one candidate
- B. Open SPED aide--hired
- C. Review of cell phone policy---phones turned into teacher

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VIII. New Business

- A. Volleyball—Upriver Hunters
 - B. Fall Festival --Halloween
 - C. Election—November 5th, two seats vacant. (anyone to nominate?)
 - d. *New Graduation May 15th*
 - e. *Behavioral Incentive System/*
 - e. *After School Activities*
- IX. Open comments from Community:

X. Next Meeting—November 21th. (second to last Thursday of the month)

XI. Adjournment—motion.



AMBLER SCHOOL

PO BOX 109 • Ambler, Alaska 99786 • (907) 445-2154

Advisory School Counsel Minutes

Date: 10/14/2024

Time: 3:40 PM

Principal: Kevin D. Matthews

ASC Members: Nellie Cleveland
 Clara Cleveland
 Frances Williams
 Mary Douglas
 Gladys Jones - absent

Quorum Established: Yes No

1. Call to order – 3:41
2. Roll call – 3:42
3. Moment of silence
4. Introduction of Staff and Guests - No guest, Mr. Matthews present
5. Approval of Agenda – Mary Douglas made motion to approve agenda with a note to check on 6.2, with a second Frances Williams - approved
6. Correspondence – Clara Cleveland asked about communication with District Board.
 1. Community member called the District Office about Lice Policy
 2. Facebook post about Lice Policy – (make sure the FB is secure) (tagging school)
 3. Parent inquired about policy about when a student leaves the school
7. Reports from committees
n/a
8. Principal reports
 - A. Student Activities & Funds Update
 1. Activity Fund. - \$44K (not sure about the breakdowns)(\$39K from summer work crew that stayed in the school)
 2. \$7,300 for Concession Supplies
 3. Cross Country – completed
 4. ANSEP Middle School Academy (one student attending)
 5. Mr. Matthews attended the 58th Annual Principal's Conference in Anchorage
 6. Senior Class Fundraising. (\$780.91)(\$659 in the account)



AMBLER SCHOOL

PO BOX 109 • Ambler, Alaska 99786 • (907) 445-2154

7. Fund Raising for underclasses and other student groups - \$300.75 for Prom - \$100 for NYO - \$1,210 for Volleyball - \$985.81 for Boys Basketball
8. Youth Leaders
 1. Weekly meetings
 2. Travel to Anchorage

B. Student Attendance & Enrollment

59 students total

Pre-K 7

K-6 31

MS 12

HS 9 (Four Seniors)

Clara Cleveland asked about daily attendance rate from the district and power school. Mr. Matthews commented on the reports from DO. There are daily reports that are sent to Mr. Matthews.

C. Upcoming Events

ASC Elections - elections will be held with the national election in November.

Halloween Carnival

End of 1st Quarter – Report Cards

9. Youth Leader Report – (none – attending conference)
10. Board Policy Review for Public Comment –
 1. The Northwest Arctic Borough School District Board of Education held a Regular Meeting on Tuesday, September 24, 2024. - Attached
 2. The Northwest Arctic Borough School District (NWABSD) Board of Education will hold a special meeting on Monday, October 14, 2024, at 11:30 a.m. CALL-IN NUMBER: 1-833-682-3239 ACCESS CODE: 748 090 754#
11. Items for Advisory School Council Consideration
 - A. Old Business - none
 - B. New Business



AMBLER SCHOOL

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- Establish working committee to address issues – Lice, attendance, etc...
- Facilities Use Agreements – HDL Engineering, LLC. – NW Arctic Borough – Deerstone Consulting
- Lice Policy – add date to form add page # from handbook – Clara Cleveland and Nellie Cleveland continued discussion on clearing, noted that it was reported that the child was not actually checked, just cleared. Clara Cleveland asked about the possibility of hotline issue for persistent recurrence. Nellie Cleveland continued to talk about issues. Are parents aware of the extent. Mr. Matthews discussed the prospect of adding a working committee. Mr. Matthews discussed adding an EDC if staff members are to check.
- ASC Elections
- By-Laws (referenced in last meeting)- Mr. Matthews asked the ASC to look at policy and procedures.
- The ASC has requested some kind of detailed report on school activities, (Culture Camp). Invite teachers to provide reports at ASC meetings.

Attachments for ASC:

- a. NWABSD Report - 10/24/2024
- b. ASC Minutes – 9/11/2024
- c. Article 8 Advisory School Councils (from district website)

12. Public Comments – no one present – Nellie Cleveland asked if the ASC had any thing to add from the public.
13. ASC member comments – Nellie Cleveland, thank you for getting the information. Nellie Cleveland stated that she liked the new time frame for the meeting. Clara Cleveland – Thank you for the information. Clara Cleveland- use the handbook. Clara Cleveland – check on reports, ranking, incentives for students, rank classes, look for chronic letter issues. Clara Cleveland continued to talk about the policy and procedures. Clubs, including morning gym. Academic Clubs, Grizzly Gear Club, etc... space issues. Clara Cleveland– Reading Club – how much time is required. Mr. Matthews – requested Clara Cleveland to send an email to make sure we clarify the club times and information. Clara Cleveland glad we are past the early part of the year. Clara Cleveland – another night of open gym, morning gym



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has taken off from last year. Encourage other to sign up for ASC election. Francese Williams – Monday Schedule -

14. Time and Place of next meeting

Monday Nov. 4th at 3:40

15. Approval of Minutes – Clara Cleveland motion to approve, Francese Williams, seconded... approved

16. Adjournment - 4:55



STAR OF THE NORTHWEST
MAGNET SCHOOL



**Kotzebue Schools
Advisory School Council
Tuesday, October 29th, 2024
6:00 PM JNES Library or Via Teams / Call in Audio**

The public can also join the Kotzebue ASC meetings via TEAMS meeting.
Please see the call in information below.

1. Calling of meeting to Order, Roll Call call to order at 6:07pm by Paula
2. Swearing-In of Recently Elected Members- Swearing in of Victoria Ferguson and Kris Rose, Jade is not present
3. Establishment of Quorum – Bree Swanson P, Kis Rose- P, Paula Octuck- P, Victoria Ferguson- P, Ray Troyer – Excused Jade Hill- absent
4. Approval of the Agenda- Motion by Bree, 2nd by Victoria, Motion carries
5. Appointment for Vacancy (Seat C)- Memebers will email Cory their choice for Seat C, We are requesting to see if we can add another seat to the advisory committee
6. Reorganization of Council- tabvled to next meeting when we have a full council Motion by Bree, 2nd by Victoria
7. Pledge of Allegiance/Moment of Silence
8. Introduction of Guests- Matt Bergen, Ron Johnson, Cory Jackson, Faith Jurs, Margie Baker, Corey Shepard, Jessica Heisler, Ms Prophetess, Mr. Kirber, Dolly Toche, Darleia Caldwell, Shirley Dukes
9. Correspondence
10. Reports
 - a. Principal and Activity Reports: JNES, KMHS, STAR of the Northwest Magnet School, ATC, Homeschool
 - Jnes :Kris- I liked the cross country assemblies quick and nice, Short , sweet and just a positive
 - Bree- how is the low attendance going to affect our upcoming funding, since October is the count that counts for state funding
 - Paula- Thanking Ashley Hansen for getting activites going for our youth, Thank you too the school for incentivies for attendance.
 - KMHS: Victoria- when are your morning meetings? Jessica – we decided to switch the time around cause we saw kids attendance being effected, its been a little funky with our schedules but we will get the text messages out.
 - Bree- Thank you for trying to host intersquad middle school games this weekend before the Dillingham Games
 - STAR: no verbal report given
 - b. Discussion Items
 - i. BP 5113 on Attendance- Discussion on the tardy policy, asking for a revision changing the time of 30 mins not to be counted as a absent, just to have our data reflect the true narture of tardy vs absent. We would like to recommend changing the 30 mins to 1.5 hours tardy before counted as a absence- ASC recommends this change

- ii. KMHS Concessions- All of the equipment is in (Popcorn, Slushy, Hot Dogs, Ice Cream, and Pop machine is all ready to go). We are asking that its ok to charge a cleaning fee for the team that was running it that didn't clean it
Victoria- Maybe a facility use agreement for each event would allow us to be able to hold groups accountable.- Lots of discussion regarding concessions- doing away with Husky bucks as lots have gone missing –
Paula – recommending good communication to the public around the new payment options for concessions
- iii. Housing for Teachers- a few teachers have secured housing in the community, we would like to recommend a policy overhaul of the 1 yr limit in teacher housing the current policy does not encourage retention. We need to have a strong returning workforce and so we need to relook at this policy as why not allow the teachers in there to stay in housing so we don't have a new work force every year. Teacher housing is more affordable than local community housing and this is also a issue with retention. Housing needs to be addressed

11. Action Items

- a. Facility Use Agreements
 - i. Food Bank of Alaska- Motion by Bree, Kris 2nd - approved
 - ii. Brittany Sweeney/DanceFit- Motion by Bree, Victoria 2nd- Approved
- b. KMHS Graduation Date – May 10, 2025 -Motion by Paula, Victoria 2nd - Approved

12. Items for ASC Consideration

- a. Board Policy Revisions and/or new policies
- b. Old Business
- c. New Business

13. Public Comments- Darlea- Support of the change for tardy language to be changed from 30 mins to 1.5 mins

Matt Bergan- Here as a representative the New Parks and Rec committee, We do not have a community rec center, so we rely on the schools facility to be able to have recreational activities for youth and adults. Who can we work with at the school so we can have more activities for people in the community. How can we revitalize healthy activities for our community, what gym times are available , Advocay is needed to reinvest in our community rec center, -

Ron Johnson- As a city representative we can work really well together, We have so many students calling me asking about activities as well as adults. The challenge I have is that we recognize the schools priority is the school activities but if we can be part of the team to figure out when times are available so we can get activities going. We would really like to work together
Paula- We do support the city working with the school , we would like to see school administration to work with the city because during the summer community is not allowed into the school and that limits what the community can host.

Matt Bergan -Would like to see more use of the sign outside of the school, We need it to tell about events

14. Council Comments-

Paula- Thank you so much to all our hard work, your reports and everything this team is doing to make our school great.

Kris- great meeting and great reports, Thanks Corey for bringing the attendance issues forward, Huge thank you to Jessica Heisler love your enthusiasm and all the things you are doing, your willingness to learn and work within our community

Bree- Huge thank you to the staff, Especially the hard work to make improvements within the school concessions and new sporting uniforms. Its exciting to see new KMHS and JNES administration being so willing to make improvements

Victoria- Great meeting, appreciate flexibility and community coming together during things like our flood, support the city trying to get activities going in the community. I really appreciate the staff as JNES , as part of the team I really just enjoy it. I would be in support of allowing the community in the schools I understand that there are concerns about vandalism but we can get safety measures in place.

- 15. Date for Next Meeting- Nov 19th KHMS Libarary
- 16. Approval of Minutes- Motion by Kris , 2nd Victoria- Approved
- 17. Adjournment 8:02pm

BP 8321 The Advisory School Committee may not hold executive sessions.

ASC Members 2024-2025			
Bree Swanson	Seat A	2025	Victoria Ferguson
Jade Hill	Seat B	2027	Ray Troyer
	Seat C	2026	Paula Octuck
Kristofer Rose	Seat D	2027	Seat E 2027
			Seat F 2025
			Seat G 2026



AMBLER SCHOOL
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Advisory School Counsel Minutes

Date: 11/04/2024

Time: 3:40 PM

Principal: Kevin D. Matthews

ASC Members: igj Nellie Cleveland
igi Clara Cleveland
igj Frances Williams
 Mary Douglas - absent
 Gladys Jones - absent

Quorum Established: igi Yes No

1. Call to order - 3:41
2. Roll call-
3. Moment of silence
4. Introduction of Staff and Guests - Marvin Sheldon (Youth Leaders) and Mr. Matthews
5. Approval of Agenda - Clara Cleveland made a motion to approve - Frances Williams seconded the motion - approved
6. Correspondence -
 1. none
7. Principal Report
 - A. Student Activities & Funds Update
 1. Activity Fund. - \$44K (unchanged, pending deposit of current receipts)
 2. \$7,300 for Concession Supplies (purchased and received)
 3. Volleyball
 4. ANSEP Middle School Academy - Our student and staff member were unable to attend because of weather - rescheduled for early Dec.
 5. Senior Class Fundraising. (\$1,368.51) (\$659 in the account pending current revenues)
 6. Halloween Carnival - (\$1,200 for the activity fund)
 7. Fire Drill - see attached
 8. Youth Leaders
 1. Weekly meetings



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2. Travel to Anchorage - unable to attend because of weather
- 3.

B. Student Attendance & Enrollment

60 students total

Pre-K	7
K-6	33
MS	11
HS	9 (Four Seniors)

C. Upcoming Events

ASC Elections - elections will be held with the national election in November.

Terri Walker visit- Special ASC Meeting - **Wednesday Nov. 14th at 3:40**

(Special)(pending)- Clara Cleveland noted that if we call an official meeting we can swear in new members

NWAB Fire Department 11/18/2024 - Ambler Community Grill

Thanksgiving

MAPS Testing

(Clara Cleveland - noted that previous administrators posted information on wall Calander for staff to keep track of events)(smores for community grill)

8. Youth Leader Report - Marvin Sheldon - good afternoon, lead advisor - they have a new coordinator (Cheyenne Ticket-Foote)- because we had a late start, didn't have captains retreat and meeting- Youth Leaders are hosting open gym every Thursday, gym list applies - trash pick went well, need to plan multiple trash pickups before it snows- one captain went to AFN and Elders and youth conference - Mr. Sheldon also attended - goals for the next few months/semester - mini tournament - movie night, spring district wide retreat for Youth Leader (staff and students)(should be High School but most of our leaders are Middle School) - Clara Cleveland asked about sign in sheets and attendance for the weekly meetings. Mr. Sheldon has the students sign in for the weekly meeting and keeps notes from the meeting. - movie night, Clara Cleveland hopes the additional events will help in addressing issues like attendance, school improvement, add something positive - Nellie Cleveland added to the comment- Clara Cleveland suggested having Youth Leaders do the



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afternoon announcements to help the build confidence for other events were they will have to speak and give presentations. Nellie Cleveland commented that we could have students help in the morning meeting, encourage students to help as role models for the younger students. Clara Cleveland told Mr. Sheldon that he was doing a good job. Nellie Cleveland Thanked Mr. Sheldon. Clara Cleveland suggested having students come do the ASC Report at the next meeting.

9. Board Policy Review for Public Comment -

1. Scheduled for 11/18/2024 - Agenda not posted yet.

10. Items for Advisory School Council Consideration

A. Old Business

- a. Facebook Update - "tagging" - see attachment
- b. Lice Policy - updated as requested - attached. (Clara Cleveland spoke with a parent, parents understand why we implemented the letter, suggested adding a fact sheet to make sure parents know how to deal with the issue. Nellie Cleveland aggregated.
- c. Attendance Reports - The district office was able to provide part of the report, the other was created using a spreadsheet to calculate the rankings. This is not in Power School.

B. New Business

Facilities Use Agreements - NW Arctic Borough Fire - NANA Construction (currently here, emailed last week). - Revival group will be here in a few weeks (check the notes) Nellie Cleveland asked about where we will house them. Mr. Matthews noted that we had been using the library but that we would try to use the science lab.

ASC Elections (tomorrow)

Attachments for ASC:

- a. ASC Minutes - 10/14/2024
- b. Updated Head Lice Form



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- c. Fire Drill
- d. Attendance - email and samples

11. Public Comments - none

12. ASC member comments - Clara Cleveland stated, "good meeting, thank you" "Thank you Mr. Matthews for putting it all together." Nellie Cleveland asked if we could move the meeting to the second Monday of the month. Frances William asked about celebrating attendance (slushy and popcorn/gym or something to award students for good attendance -)

13. Time and Place of next meeting

Wednesday Nov. 14th at 3:40 (Special)(pending)

Monday Dec. 9nd at 3:40 (moved to the second Monday as requested)

14. Approval of Minutes - Clara Cleveland made a motion - Frances Williams - seconded the motion - approved

15. Adjournment - 4:22



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Head Lice Information - Ambler School

Name:

Date: _____

Head Lice

If a child in school is discovered to have head lice, contact the parent or guardian and send the child home. Send a note stating that the prompt and proper treatment of head lice is in the best interest and health of the child, family, and classmates. The child may return to school once the child's head is cleared of lice and verified by a **Health Aide** or designated school employee (aide, teacher, or administrator). (Handbook page 31)

For additional information contact your local clinic.

Note: School employees will not be cleaning or clearing students for return to school, unless approved by the Ambler School ASC.

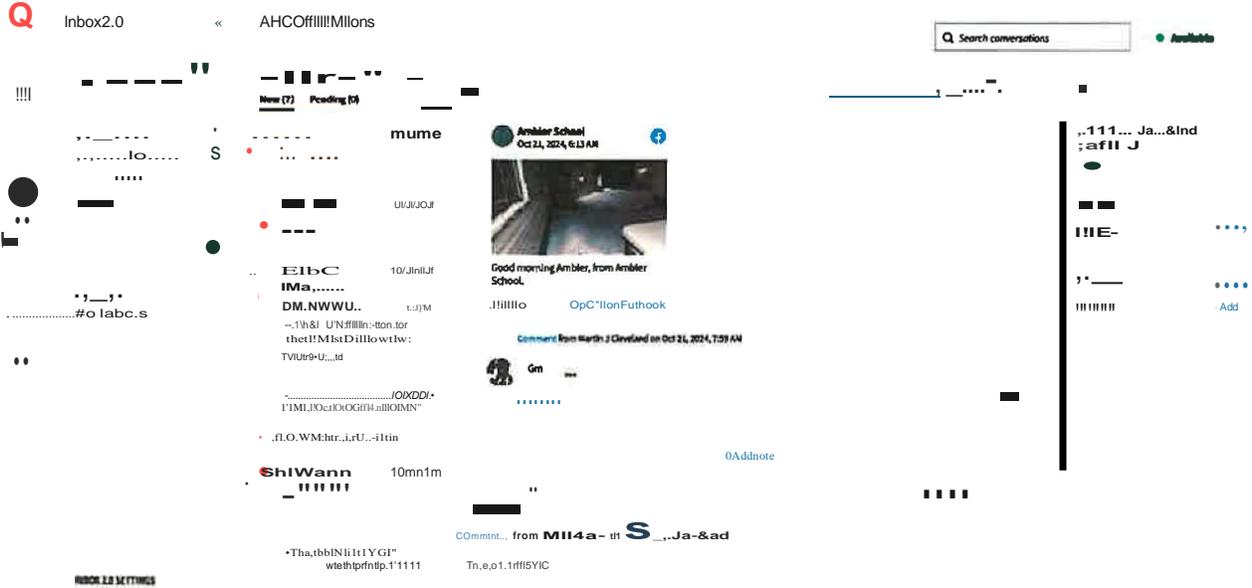
The student has been cleared to return to school -

Health Aid Signature _____ Date: _____



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Last month, there was a question raised about the school being tagged on Facebook. I have looked through the Facebook page and through Hootsuite. I know that the page was tagged because it was shared with me but I can't find any evidence that it made it to the page.

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



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Fire Drill 10.30.2024-Ambler School

Fire Safety for our grade school students.



Followed by our monthly fire drill.

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



Northwest Arctic Borough School District Monthly Fire Evacuation Drill Report

Fire drills are required each month of the school year:

1. School

Ambler School v

2. Date of Rre Drill

10/30/2024 @)

3. Type of Drll

@ Scheduled Drill

Q Unscheduled Drill

4. Building **Evacuation** lime (in minutes)

2:00

s. Did office pe,sonnel take the Grab & Go Emergency Notebook with them?

@ Yes

Q No

6. Did teachers take student rosters with them?

@ Yes

Q No

7. Was attendance taken after evacuation?

@ Yes

Q No

8. Were all students present and accounted for?

@ Yes

Q No

9. Were teachers notified prior to drill?

@ Yes

Q No

0 Other

10. Were all doors and windows closed?

Yes

No

Other

11. WAS the local fire department notified?

Yes

No

Other

12. Did the local fire department participate?

Yes

No

Other

13. Response time of local fire department

The fire chief did a presentation with our grade school children,

14. From what station or device was the alarm tested?

Panel in teacher workroom

15. How did you determine that all students arrived at the evacuation meeting point?

yes

16. What would you do different?

Enter your answer

17. Did you have to move to the secondary evacuation point?

Yes

No

18. Additional Comments

Enter your answer

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It is the owner's responsibility to ensure that the data submitted to the Microsoft 365 service is accurate and complete. Microsoft is not responsible for the accuracy or completeness of the data submitted to the Microsoft 365 service. Microsoft is not responsible for the accuracy or completeness of the data submitted to the Microsoft 365 service.

Microsoft 365

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Outlook

Attendance Reports

From Kevin Matthews <kmatthews@nwarctic.org>

Date Sun 2024-11-03 10:24 AM

To Perrian Windhausen <pwindhausen@nwarctic.org>

I 1 attachments (135 KB)

0793_001.pdf;

One of my ASC Members has requested these two reports and I have no idea how to generate them.



Mr. Matthews - Principal Ambler School

PO Box 109

109 Ambler Drive, Ambler, AK 99786

Phone:907-445-2154

Fax: 844-845-0939

907.445.5046 Cell Phone

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From: canon <canon@nwarctic.org>

Sent: Sunday, November 3, 2024 10:20 AM

To: Kevin Matthews <kmatthews@nwarctic.org>

Subject: ABL Canon 617

Ambler School

08/22/2023 to 04/30/2024 = 153 school days

Grade Level	Carry Fwd	Gain	Mult Gain	Loss	Ending	Actual Days	OffTrack	Days N/E	Days Absent	Days Attd	ADA	ADA%	
	-2	0	3	0	0	3	459	0	246	0	213	1.39	100.00%
	-1	0	4	0	0	4	612	0	1	148	463	3.02	75.77%
	0	0	6	0	0	6	918	0	32	144.5	741.5	4.84	83.69%
Subtotal		0	13	0	0	13	1989	0	279	292.5	1417.5	9.25	82.8996
	1	0	9	1	2	7	1224	0	80	158.5	985.5	6.44	86.14%
	2	0	4	0	1	3	612	0	119	105.5	387.5	2.53	78.60%
Subtotal		0	18	1	3	15	2601	0	199	417	1985	12.97	82.6396
	4	0	6	0	1	5	918	0	135	73	710	4.64	90.67%
	5	0	6	0	0	6	918	0	32	141	745	4.86	84.08%
Subtotal		0	18	0	3	15	2754	0	382	269.5	2102.5	13.73	88.6396
	7	0	9	0	0	9	1377	0	32	146.05	1198.95	7.83	89.14%
Subtotal		0	15	0	1	14	2295	0	249	212.33	1833.67	11.97	89.6296
	9	0	7	2	2	5	765	0	143	137.17	484.83	3.16	77.94%
	10	0	2	0	1	1	306	0	74	16.31	215.69	1.4	92.96%
	11	0	2	0	1	1	306	0	48	21.54	236.46	1.54	91.65%
SUbttotal		0	3	1	1	2	306	0	0	18.95	287.05	1.87	93.80%
GrandTotal	0	14	78	4	12	66	11322	0	265	193.97	1224.03	7.97	86.3296
K-12Attend	0	71	4	12	59	10251	0	1127	1237.3	7886.7	51 48	86.440/o	

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Report Calculations

((Carry Fwd + Gain - Mult. Gain) X School Days) = Actual Days

Actual Days - (Off Track + Days N/E + Days Absent) = Days Attd

[Days Attd / (Actual Days - Off Track - Days N/E)] X 100 = ADA%

[Note: Multiple gains are for students that entered more than one time during the report time span.]

NWABSD

08/22/2023 to 04/30/2024 = 153 school days

**K-12 Attendance
8/22/23 - 4/30/24**

Grade	Carry	Mult			Actual		Days	Days	Days			
Level	Fwd	Gain	Gain	Loss	Ending	Days	OffTrack	N/E	Absent	Attd	ADA	ADA%
PK3	0	12	0	0	12	1836	0	815	0	1021	6.64	100.00%
PK4	0	131	1	11	120	19872	0	1670	4194	14008	91.58	76.96%
KG	0	143	2	14	129	21474	0	2081	4278	15115	99.16	77.94%
Subtotal	0	286	3	25	261	43182	0	4566	8472	30144	197.38	78.06%
1	0	176	5	18	158	26064	0	2036	5120.5	18907.5	123.88	78.69%
2	0	133	2	10	123	19962	0	1352	3212	15327	100.46	82.36%
3	0	148	3	15	133	22122	0	1471	3382.5	17268.5	113.16	83.62%
Subtotal	0	457	10	43	414	68148	0	4859	11715	51503	337.5	81.38%
4	0	159	1	10	149	24003	0	1100	3048	19855	130.67	86.69%
5	0	159	3	15	144	23742	0	1353	3456.5	18932.5	124.29	84.56%
6	0	181	4	24	157	26964	0	2167	3355.76	21441.24	140.68	86.47%
Subtotal	0	499	8	49	450	74709	0	4620	9860.26	60228.74	395.64	85.930%
7	0	163	5	19	144	24039	0	2359	3505.37	18174.63	119.42	83.83%
8	1	186	7	24	163	27432	0	2418	4636.45	20377.55	133.72	81.46%
Subtotal	1	349	12	43	307	51471	0	4777	8141.82	38552.18	253.14	82.56%
9	0	186	13	43	143	26343	Q	4815	5413.85	16114.15	105.95	74.85%
10	0	176	9	46	130	25425	0	5224	5064.17	15136.83	99.52	74.93%
11	0	216	30	76	140	28323	0	6576	5438.08	16290.92	107.02	74.91%
12	1	237	73	115	123	25146	0	4997	5522.24	14626.76	96.07	72.59%
Subtotal	1	815	125	280	536	105237	0	21612	21438.3	62168.66	408.56	74.34%
Grand Total	-2	2406	158	440	1.963	342747	0	40434	59627.4	242596.6	1592.2	80.25%
K--12Attend	2	2263	157	429	1836	321039	0	37949	55433.4	227567.6	1494	80.390/a

Ambler School	86.44%
Buckland School	85.01%
Deering School	87.58%
Kiana School	72.44%
Kisimngiugtuq School	80.15%
Kobuk School	87.27%
June Nelson Elementary	84.38%
Kotzebue Middle/High School	79.64%
Napaaqtugmiut School	79.37%
Aqqaluk High/Noorvik Elementary	77.47%
Davis-Ramoth School	74.08%
Shungnak School	79.47%
NWABSD Home School	99.58%
District	80.39%

CO
"7"

Report Calculations

$$\left(\frac{\text{Actual Days} - (\text{Off Track} + \text{Days N/E} + \text{Days Absent})}{\text{Actual Days}} \right) \times 100 = \text{ADA\%}$$

[Note: Multiple gains are for students that entered more than one time during the report time span]

%

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cJ)