

NWABSD Board of Education Committee Meeting

Monday, February 24, 2025 8:15 AM

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

- | | |
|---|--|
| 1. 8:15 a.m. Indian Education Committee | Presenter: Joy
Cogburn-Smith,
Director of State and
Federal Programs |
| 2. 10:00 a.m. Board Policy Committee | Presenter: Amy Eakin,
Director of
Technology |
| 3. 1:00 p.m. Technology Committee | Presenter: Amy Eakin,
Director of
Technology |
| 4. 2:00 p.m. Budget Committee | Presenter: Natalie
Dickey, Director of
Business Office |



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

Ambler · Buckland · Deering · Kiana · Kivalina · Kobuk · Kotzebue · Noatak · Noorvik · Selawik · Shungnak
PO Box 51 · Kotzebue, Alaska 99752 · Phone (907) 442-1800

Indian Parent Action Committee (IPAC) Monday, February 24, 2025

8:15 AM

Teams Meeting or Call In

Dial in by phone 1-833-682-3239 Passcode 274 674 647#

AGENDA

- A. Call to Order
- B. Moment of Silence
- C. Introductions of Committee Members & Guests
- D. Review/Approval of Nominations
 - a. Nomination from Buckland
- E. Organization of Committee
- F. Approval of By-Laws
- G. FY26 Indian Education Application/Discussion
 - a. FY26 Indian Education Application Approval
- H. District Overview of Educational Programs Presentation
- I. Committee Comments on Educational Programs
- J. Public Comments/Feedback
- K. Adjournment

Committee Members:

Margaret Hansen,
Tillie Ticket,
Alice Adams,
Alice Melton Barr
Zamariah Ticket (student rep)
Joy Cogburn-Smith (non-voting)

Passcode 274 674 647#

Dial in by phone

+ 1-833-682-3239

Team Link



SCAN ME

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

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: February 24, 2025

NUMBER: IPAC - 01

FR: Office of the Superintendent

SUBJECT: Approval of Indian
Education Committee Bylaws

ABSTRACT:

Indian Education Committee approval of the District's Indian Education Bylaws

ISSUE:

At issue is the approval of the amended Indian Education Bylaws as required by Title VI of the Elementary and Secondary Education Act (ESEA)

BACKGROUND AND/OR PERTINENT INFORMATION:

Each year, the Northwest Arctic Borough School District submits an Indian Education application for funding under Title VI of the Elementary and Secondary Education Act (ESEA). The annual application requires Indian Education bylaws to be approved and on file within 90 days of the grant award.

ALTERNATIVES:

1. Approve Indian Education Bylaws as presented;
2. Disapprove Indian Education Bylaws as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Committee approve the Indian Education Bylaws as presented

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 shall be encouraged to attend all meetings in full for quorum and voting participation.
8. Complying with district policies without authority beyond IPAC bylaws.

ARTICLE IV: Membership

Section 1: Composition

IPAC membership requires at least eight voting 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. If a sufficient number of nominations from ASCs are not received for any vacancies, nominations can be made by a Regional School Board member or a school principal. 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.

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*
*The district representative will maintain all records for reporting purposes and assist in taking minutes and creating agendas.

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.

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 of current members, ensuring alignment with Title VI regulations.

Section 2: Amendments

Amendments require mutual consent and a majority vote.



Northwest Arctic Borough School District

District Overview of Educational Programs

February 2025

1



Purpose:

Each school year, parents, tribal leadership, and other interest parties are given the opportunity to review and make recommendations on the school district's educational programs.

2



Current Educational Programs

- **Title I, Part A** - Improving Basic Educational Programs
- **Title I, Part C** - Migrant Education
- **Title II, Part A** - Supporting Effective Instruction
- **Title IV, Part A** – Student Support and Academic Enrichment
- **Title VI, Part A** - Indian Education
- **Title VII** - Impact Aid
- Johnson-O'Malley Program (JOM)

3

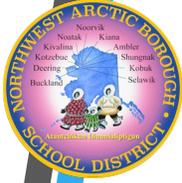


The Elementary and Secondary Education Act or ESEA is a major federal law related to public education that authorizes an important group of educational programs administered by the states, known as Title Programs

These programs:

- provide supplemental support to schools and districts to raise the academic achievement of struggling learners
- emphasizes equal access to education
- sets high standards for academic performance
- demands a rigorous level of accountability from schools and districts
- address the complex challenges that arise among students who live with:
 - disabilities
 - mobility problems
 - learning difficulties
 - poverty and transience

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Title I, Part A Improving Basic Educational Programs

\$1,757,180

- Certified Teacher Salaries, Classroom Instructional Paraprofessionals, and Counseling Staff
- Classroom Supplies and Textbooks
- Monies for School Parent Engagement

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Title I-C Migrant Education

The Migrant Education Program provides academic support to identified students engaged in migrant activities.

This program does not support migrant activities but supports the student's education if time is lost from the classroom.

The program:

- ensures student academic success
- enables students to graduate with a high school diploma (or complete a GED)
- provides educational opportunities outside of the school day with activities such as tutoring and summer school

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Title I-C Migrant Education

\$1,405,500

- Classroom Instructional Paraprofessionals
- Migrant Summer School (2 weeks in May/June)
- Support Services for Migrant Families (winter clothing)

7



Title II, Part A

Supporting Effective Instruction

\$323,290

- Provides Funding for Staff Professional Development
- Professional Development Conferences
- Reimbursement for Required Assessment for Certifications
- Professional Development Courses Credit

8



Title IV, Part A – Student Support and Academic Enrichment

\$213,097

The purpose of Title IV is to provide all students with access to a well-rounded education, improve school conditions for student learning and to improve the use of technology to improve the academic achievement and digital literacy of all students.

- Technology Professional Development and On-Site Support
- Student Safety and Counselor Support
- Readistar & STAR of the Northwest Magnet School

9



Title VI Indian Education

\$ 687,941

Purpose: to support schools in meeting the unique educational and culturally related academic needs of American Indian and Alaska Native students so that such students can meet the same challenging state student academic achievement standards

- Classroom Instructional Paraprofessionals
- Inupiaq Science Curriculum Development
- Curriculum & Cultural Supplies
- PD Travel related to Indian education or Inupiaq Culture

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Title VII - Impact Aid

Varies typically \$2 to \$4 million annually

Purpose: to provide financial assistance to local education agencies (LEAs) in order to compensate school districts that have lost property tax revenue due to the presence of tax-exempt federal property or that have experienced increased expenditures due to the enrollment of federally connected children, such as military and Indian students.

- Funds received by the Impact Aid Program become part of the school district's general fund budget and are used to support all district programs and activities.

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Johnson O'Malley Program

\$135,000

The Johnson-O'Malley (JOM) program is designed to meet the unique educational needs of Indian and Alaska Native children through the use of supplemental education programs designed at the local level.

JOM funds are awarded to each of the eleven tribes in the District.

Resolutions were signed by nine of the eleven tribal organizations in the spring of 2000 authorizing the NWABSD to apply for, receive and distribute JOM funds for educational purposes.

- Cultural Activities at Schools– sewing, making mittens, preparing and cooking traditional foods, cultural trips, cultural calendars
- Parent Engagement
- Student Academic Recognitions and Incentives
- Afterschool Support
- Alaska Native Education Support

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Questions and Comments?

Your input is valuable and appreciated.

Please provide written comments or views on the district's educational programs and activities and make recommendations based on the needs of children within the Northwest Arctic Borough Region

Survey available through the below link
or scan the QR code

<https://forms.office.com/r/3n6Gz8s38c>



Additional written comments can be submitted to
grants@nwarctic.org

Thank you!

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: February 24, 2025

NUMBER: IPAC - 02

FR: Office of the Superintendent

SUBJECT: Approval of Indian Education
Application

ABSTRACT:

Indian Education Committee approval of the District's Indian Education FY26 Application

ISSUE:

At issue is the approval of the amended Indian Education Application and Budget as required by Title VI of the Elementary and Secondary Education Act (ESEA)

BACKGROUND AND/OR PERTINENT INFORMATION:

Each year, the Northwest Arctic Borough School District submits an Indian Education application for funding under Title VI of the Elementary and Secondary Education Act (ESEA). The annual application requires approval from the Indian Parent Action Committee (IPAC).

FY2026 Priorities for Indian ED

- The district will continue supporting the Native Language/Cultural program, with continued emphasis on professional development for the district's Native Language teachers in best practices in instruction. The district will also continue supporting cultural classrooms and providing teachers with professional development in creating culturally relevant instruction and making cultural connections within the classroom.
- Continued Development of local place-based Inupiaq Science Curriculum for 9-12 grades
 - Identify resources and supply needs and complete mapping of new curricula.
 - The project development and advisory teams meet to develop plans, needs, and community involvement.
 - Develop a website with information concerning the project.
 - Develop course materials for Science Courses
 - Incorporate place-based professional development for staff

Indian ED Budget Considerations (actual budget will be based on funding which has not yet been allocated) Typically \$650,000 to \$725,000 annually

Staffing

- Inupiaq Staff Development Specialist—Classified
- Staff Development Specialist for Placed-Based Science Curriculum—Certified
- 2 classified classroom paraprofessionals (Indian ED Parapros, Noorvik & Selawik)
- 1 FTE Inupiaq Iñisautri (Native Language Teachers)

ALTERNATIVES:

1. Approve Indian Education Application Budget as presented;
2. Disapprove Indian Education Application Budget as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Committee approve the Indian Education Application as presented



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

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PO Box 51 · Kotzebue, Alaska 99752 · Phone (907) 442-1800

NWABSD BOARD OF EDUCATION

Board Policy Committee Meeting

Conducted via Teams and in the NWABSD Boardroom

Agenda

February 24, 2025

1. Roll Call
2. Items for 2nd Reading (Public Comment has been sought via the [District Website](#))
 - a. **BP 5121 Grades/Evaluation of Student Achievement**
 - i. This policy update reflects AASB's determination that automatically assigning failing grades to students for truancy is not in best practice. This is because:
 1. If a student has earned a grade by demonstrating mastery of the content, they should be able to keep the grade they have earned.
 2. Some districts maintain policies where multiple tardies result in unexcused absences and the result of this could mean that multiple tardies result in a failing grade.
 3. The final paragraph of the policy, which has not been removed, provides accountability for student learning and grades.
 - b. ***REMOVE* BP 5125.3 Withholding Grades, Diplomas, or Transcripts**
 - i. As with BP 5121, AASB believes this policy, which permits the withholding of grades, transcripts, and diplomas if a student is indebted to a district for lost or damaged items, does not reflect best practice. AASB recommends removing and archiving this policy in its entirety for the following reasons:
 1. Withholding grades, diplomas, or transcripts can have significant long-term consequences for students and their post-secondary employment or education opportunities, and in turn, for their families and communities.
 2. Students earn their grades and diplomas by demonstrating mastery of the content. If a student has earned their grades or diploma, they should not be withheld as a punishment or deterrence.
 3. School districts have other means to seek reparations or recover losses from equipment or property damages, rather than withholding grades, diplomas, or transcripts.
 4. The language suggesting that students who are unable to pay for assessed damages should provide voluntary work

Committee Members: Carol Schaeffer (Chairperson), Jeanne Gerhardt-Cyrus, Marie Greene, Millie Hawley, Alice Melton Barr

Technology Director: Amy Eakin

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

instead is inequitable. Voluntary work and community service can be an appropriate assignment for all students. Those students whose parents can afford to pay for damages should not be exempt from community service if the district deems this an appropriate response to property or equipment damage.

- ii. The model policy has been updated to remove this policy in its entirety.

c. BP 5131.1 Bus Conduct

- i. This minor update revises the language of the policy to clarify expectations for students riding the bus.

d. BP 5131.5 Vandalism, Theft and Graffiti

- i. This policy has been updated to reflect the removal of BP 5125.3.

e. BP 5131.6 Alcohol and Other Drugs

- i. This revision updates BP 5131.6 to be in compliance with House Bill 202, which passed the legislature and became law this summer. The bill will become effective in December of 2024, but this policy revision may be made now. The bill and policy update requires that districts have opioid overdose drugs available at each main school building and at school-sponsored events. It also requires that a district have at least one person trained to administer the drugs at each main school site.

f. BP 5141.3 Health Examinations

- i. This minor update revises language regarding health examinations for students and clarifies that districts may require health examinations for student participation in extracurricular activities.

g. BP 5141.31 Immunizations

- i. This update clarifies that under state law, personal or philosophical opposition to vaccinations is not sufficient to receive an exemption from the state's mandatory vaccination requirements for students. The only exemptions permitted are for medical or religious reasons. The update also provides that students who are considered homeless under the McKinney-Vento Homeless Assistance Act may be provisionally admitted to school even without a vaccination record.

h. BP 5141.51 At-Risk Youths

- i. This minor update updates the model policy on At-Risk Youths to utilize best practice language and clarify districts should be an active participant in identifying students in need of aid.

i. BP 8120 Elections

- i. This update includes 2014 AASB revision recommendations on qualifications and procedures.

3. Items for 1st Reading:

a. BP 1250 Volunteer Assistance

c. BP 5141.22 Infectious Disease

i. This update includes updates in law and removes HIV verbiage.

d. BP 5148 Childcare **NEW**

i. This policy is not currently adopted and is recommended by administration.

e. BP 6115 Ceremonies and Observances

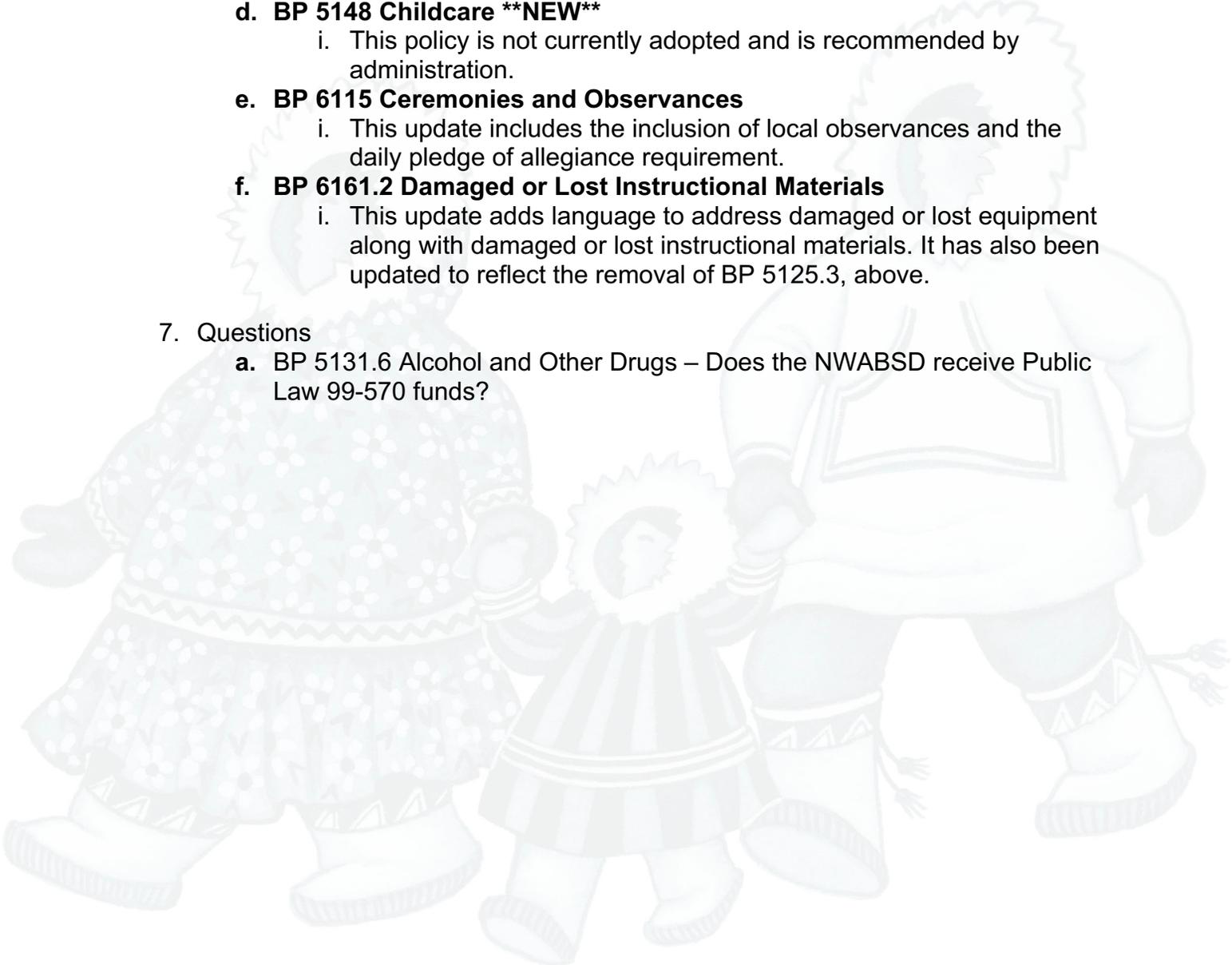
i. This update includes the inclusion of local observances and the daily pledge of allegiance requirement.

f. BP 6161.2 Damaged or Lost Instructional Materials

i. This update adds language to address damaged or lost equipment along with damaged or lost instructional materials. It has also been updated to reflect the removal of BP 5125.3, above.

7. Questions

a. BP 5131.6 Alcohol and Other Drugs – Does the NWABSD receive Public Law 99-570 funds?



BP 5121 GRADES/EVALUATION OF STUDENT ACHIEVEMENT

The School Board believes that students and parents/guardians have the right to receive course grades that represent an accurate evaluation of the student's achievement. Teachers shall evaluate a student's work in relation to standards which apply to all students at his/her grade level, not in relation to the work of other students in one particular class.

Grades should be based on impartial, consistent observation of the quality of the student's work and his/her mastery of course content and objectives as demonstrated through classroom participation, homework and tests. The student's behavior and effort shall be reported in separate evaluations, not in his/her academic grade.

(cf. 5113 - Absences and Excuses)

(cf. 5123 - Promotion/Acceleration/Retention)

(cf. 5124 - Communication with Parents/Guardians)

(cf. 5125.3 - Challenging Student Records)

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

Note: The following optional paragraph requires performance or skill-based evaluations rather than letter grades for children in the early elementary grades and may be revised as desired to reflect district philosophy and needs.

In order to promote self-esteem and experiences of success, students in kindergarten through second grade shall receive narrative performance or skill-based evaluations rather than letter grades.

The Superintendent or designee shall establish and regularly evaluate a uniform grading system. Principals shall ensure that student grades conform to this system.

Unexcused Absences

Note: The following optional policy authorizes teachers to modify grades for students who have excessive unexcused absences and may be revised or deleted as desired. While the use of academic penalties for truancy is probably permissible, districts must bear in mind that academic penalties are a severe form of sanction with the potential for permanent harm. In adopting such a policy, several precautions should be followed. First, the school policy must be applied fairly and consistently among students; there should be no question about arbitrary or capricious enforcement. Second, the severity of the academic penalty should correspond to the gravity of the offense. Third, students should be warned ahead of time of all requirements and consequences pertaining to the use of academic penalties. Finally, students should be accorded due process before penalties are consummated, including an opportunity for the student to explain his or her conduct.

If a student misses class without an excuse and does not subsequently turn in homework, take a test, or fulfill another class requirement that they missed, the teacher may lower the student's grade for nonperformance. Teachers shall inform students about the class grading system at the beginning of the semester.

~~Revised: March 29, 2006~~

Adopted: April 28, 2004

Revised: March 29, 2006

Revised:

Northwest Arctic Borough School District

~~BP 5125.3 WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS~~

~~**Note:** The following optional policy is intended as a means to obtain reparation for damages or losses to district property.~~

~~When school property has been willfully damaged or not returned upon demand, the Superintendent or designee shall inform the parent/guardian in writing of the responsible student's alleged misconduct and the reparation that is due.~~

~~This notice shall include a statement that the district may withhold grades, progress reports, diploma or transcripts from the student and parent/guardian until reparation is made, except that records will be released to another school district to which the student has transferred.~~

~~(cf. 5131.5 – Vandalism, Theft and Graffiti)~~

~~(cf. 6161.2 – Damaged or Lost Instructional Materials)~~

~~Upon notification that grades, progress reports, diploma, and/or transcript will be withheld, the student, parents or guardian may request an opportunity to meet with the appropriate school official to receive an explanation of the evidence of property damage and to provide their own evidence disputing the cause of the property damage and/or the amount of damage. This meeting must be requested within five (5) school days of the student/parents' receipt of the notice, or the right to a meeting is waived.~~

~~If the student and parent/guardian are unable to pay for the damages or return the property, the Superintendent or designee shall provide a program of voluntary work for the student. When this voluntary work is completed, the student's grades, progress reports, diploma or transcripts shall be released. Alternatively, at the Superintendent's discretion, the district may release grades, progress reports, diploma, or transcript if the student and parent/guardian are unable to pay reparations due to severe financial hardship.~~

~~**Note:** School districts may bring a civil action against one or both parents of a student who knowingly or intentionally destroys district property. Parents are liable for damages in an amount not to exceed \$15,000 and are also responsible for the court costs incurred by the district in bringing the action. If the parents have insurance that covers the damages claimed by a school district, and the policy limit is in excess of \$15,000, the district can recover up to \$25,000, or the policy limits, whichever amount is lower.~~

~~Nothing in this policy is intended to prevent inspection of a student's records by his or her parents or guardians, or by the student if 18 or older.~~

~~Legal Reference:~~

ALASKA STATUTES

~~09.65.255~~ ~~Liability for acts of minors~~

~~14.03.115~~ ~~Access to school records by parent, foster parent or guardian~~

~~14.30.710~~ ~~Required records upon transfer~~

UNITED STATES CODE

~~20 USC 1232g~~, ~~Family Educational Rights & Privacy Act~~

CODE OF FEDERAL REGULATIONS

~~34 C.F.R. 99.10~~, ~~Parent inspection of education records~~

Revised: August 31, 2010

Adopted: April 28, 2004

Northwest Arctic Borough School District

BP 5131.1 BUS CONDUCT

~~Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.~~

Positive, civil, and respectful behavior contributes to the safety and well-being of school bus passengers, drivers, and others. While preparing to ride, riding, or leaving the bus, students are required to observe school behavioral rules, bus safety regulations, and standards of conduct that provide for their safety and welfare, and the safety and welfare of others. Serious and/or repeated disciplinary problems on the bus may result in a student having their riding privileges suspended.

The Superintendent or designee shall inform parents/guardians and students ~~regarding~~ of regulations related to bus conduct, bus driver authority, and the suspension of riding privileges.

(cf. 3540 et seq. - Transportation)

Adopted: April 28, 2004

Revised:

Northwest Arctic Borough School District

BP 5131.5 VANDALISM, THEFT AND GRAFFITI

The School Board considers vandalism a very serious matter. Vandalism includes the negligent, willful, or unlawful damaging or theft of any district-owned real or personal property, including the writing of graffiti.

(cf. 3515.4 - Recovery for Property Loss or Damage)

Any district student who commits an act of vandalism shall be subject to disciplinary action, reparation for damages, and may be reported to law enforcement. ~~If reparation of damages is not made, the district also may withhold the student's grades, diploma and/or transcripts.~~

~~*(cf. 5125.3 - Withholding Grades, Diploma or Transcripts)*~~

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Legal Reference:

ALASKA STATUTES

[09.65.255](#) *Liability for acts of minors*

[14.33.130](#) *Enforcement of approved program [school disciplinary & safety program]; additional safety obligations*

~~*Revised: April 05, 2010*~~

Adopted: April 28, 2004

~~*Revised: April 05, 2010*~~

~~*Revised:*~~

Northwest Arctic Borough School District

BP 5131.6 ALCOHOL AND OTHER DRUGS

Note: Districts must have in place written standards to address the needs of students for whom mental health or substance abuse may be a contributing factor to noncompliance with the school disciplinary and safety program. [AS 14.33.120\(a\)\(6\)](#). In addition, districts receiving funds for prevention programs pursuant to the Drug-Free Schools and Community Act of 1986, as amended by the Every Student Succeeds of 2015 Act, are required to have a policy on drug abuse prevention instruction and procedures for eliminating the sale or use of alcohol and other drugs. ESSA also requires that those districts inform and involve parents in violence and drug prevention efforts. Districts must make reasonable efforts to inform parents of the content of safe and drug-free school programs and activities other than classroom instruction. If a parent objects in writing, the district must withdraw the student from the program or activity. [AS 14.30.360](#) encourages districts to provide K-12 health education, including alcohol and drug abuse education. The following sample policy may be revised as appropriate.

Note: Despite the passage of [AS 17.38](#), effective February of 2015, which authorizes the use of marijuana under certain conditions, all use, possession and distribution of marijuana by those under 21 is illegal. In addition, as a recipient of federal funds, the district is obligated to maintain a drug-free workplace consistent with federal law, which prohibits the manufacture, distribution, possession and sale of marijuana for all individuals, regardless of age. For purposes of the district's policy and legal obligation, marijuana is prohibited.

(cf. E 4020 – Drug and Alcohol – Free Workplace Notice to Employees)

Because the use of alcohol and other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences, the School Board intends to keep district schools free of alcohol and prohibited drugs.

Alcohol, marijuana, and other controlled substances are prohibited for use or possession by students. The School Board desires that every effort be made to reduce the chances that our students will begin or continue the use of alcohol and other drugs. The Superintendent or designee shall develop a comprehensive prevention program that includes instruction, intervention, recovering student support, and enforcement/discipline. The Superintendent or designee shall clearly communicate to students, staff and parents/guardians all School Board policies, regulations, procedures and school rules related to this prevention program. Special efforts shall be made to ensure that these materials are understood by parents/guardians and students of limited literacy or limited English proficiency.

Note: Drug use by students is not limited to illegal drugs and can also include abuse of prescription drugs and over-the-counter medications. There is also a growing problem of youth using what are commonly referred to as designer or synthetic drugs. Designer or synthetic drugs come in various forms and may be a chemical compound, a plant-based substance, or a combination. Common names for these drugs include bath salts, K2, spice, salvia, and synthetic marijuana. These drugs have serious and dangerous effects. Synthetic marijuana is an illegal substance in Alaska. [AS 11.71.040-050](#), [11.71.160](#). The following optional language prohibits the possession, use, or distribution of “prohibited drugs,” which includes all dangerous substances that pose a risk to district students.

Specifically, the Board prohibits the actual or attempted sale, distribution, use, or possession by a student of alcohol, prohibited drugs or inhalants, drug paraphernalia, substances that are designed to look or act like prohibited drugs or alcohol, or substances purported to be prohibited drugs or alcohol. Prohibited drugs are defined as:

1. Drugs that are illegal if possessed by those under 21, under any local, state, or federal law; or any drug that can be legally obtained but which has been obtained through illegal means.
2. Alternatives to illegal drugs such as designer or synthetic drugs, whether or not prohibited by law, which are purported to, designed to, or which do impair, restrict, or alter normal cognitive function when absorbed, ingested, injected, or inhaled.
3. Prescription drugs that are not legally obtained or prescribed, are not being used for the prescribed purpose, are being used in excess of the prescribed amount, are being used by other than the person to whom prescribed, or are being sold, traded or distributed.

Recognizing that keeping schools free of alcohol and other drugs is a concern common to the district and community, the School Board supports cooperation among schools, parents/guardians, law enforcement and other appropriate community organizations involved in preventing alcohol and drug abuse.

(cf. 1410 Interagency Cooperation for Student & Staff Safety)

Note: Districts are required to establish a citizen advisory committee in order to receive [Public Law 99-570](#) funds. Additionally, [AS 14.33.110](#) requires that the school disciplinary and safety program maintain community standards of school behavior that are developed by members of each school, including students, parents, teachers, school administrators, and other responsible persons.

To obtain the widest possible input and support for district policies and programs, the School Board shall appoint a districtwide school-community advisory committee to make recommendations related to the prevention of alcohol and other drug abuse. The committee should make its recommendations based on input from students, parents,

teachers, school administrators, and community members. The School Board also encourages the use of site-level advisory groups in this area.

(cf. 1220 - Citizen Advisory Committees)

Opioid Overdose Protection

In accordance with AS 14.30.145, the Superintendent shall ensure that:

- 1) A person trained to administer an emergency opioid overdose drug is on site when the main school building of each school in the school district is open to students or staff, including periods when the school building is open before and after school hours and during weekend activities; and during each school-sponsored event conducted on school grounds.
- 2) The main school building of each school in the school district has at least two doses of an emergency opioid overdose drug available on site; and
- 3) At least one dose of an emergency opioid overdose drug is available during a school-sponsored event conducted on school grounds.

Per AS 14.30.145, a school district, school, or individual is not liable for civil damages for an injury to another individual resulting from a failure to possess or maintain an emergency opioid overdose drug as required by the statute.

Instruction

The district shall provide preventative instruction which helps students avoid the use of alcohol, marijuana, or other drugs and teaches students how to influence their peers to avoid and/or discontinue the use of alcohol or drugs. Instruction shall be designed to answer students' questions related to alcohol and drugs.

The instructional programs will help students obtain and use current and accurate information, develop and maintain a positive self-concept, take positive actions to cope with stress, and use appropriate social and personal skills to resist involvement with alcohol and drugs.

The curriculum will be K-12, comprehensive and sequential in nature and suited to meet the needs of students at their respective grade levels. All instruction and related materials shall stress the concept that alcohol and prohibited drugs can be dangerous and should never be used when such use is illegal.

The School Board encourages staff to display attitudes and behaviors which make them positive role models for students with regard to alcohol, marijuana and other drugs. Staff should help students see themselves as responsible partners in efforts to maintain a safe, constructive school climate.

The School Board recognizes that children exposed to alcohol or other drugs prior to birth may have disabilities requiring special attention and modifications in the regular education program. The Superintendent or designee shall provide appropriate staff training in the needs of such students as required by law.

Note: [AS 14.20.680](#) requires training for teachers, administrators, counselors and specialists on the needs of students with alcohol or drug-related disabilities, including medical and psychological characteristics, family issues, and specific educational needs.

(cf. 6142.2 - AIDS Instruction)

(cf. 6143 - Courses of Study)

(cf. 6159 - Individualized Education Program)

Intervention

The School Board recognizes that there are students on our campuses who use alcohol and other drugs and can benefit from intervention. The School Board supports intervention programs that include the involvement of students, parents/guardians and community agencies/organizations.

School personnel should be trained to identify symptoms which may indicate use of alcohol and other drugs. The Superintendent or designee shall identify responsibilities of staff in working with, intervening, and reporting students suspected of alcohol and other drug use.

Students and parents/guardians shall be informed about the signs of alcohol and other drug use and about appropriate agencies offering counseling.

Nonpunitive Self-Referral

The School Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or with any staff member. Students who self-disclose past use of alcohol or other drugs in order to seek help to quit using shall not be punished or disciplined for such past use. State and local extra-curricular activities eligibility rules may apply further conditions related to the admission of drug or alcohol use.

Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol and prohibited drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. Students possessing, selling and/or using alcohol,

marijuana or other drugs or related paraphernalia shall be subject to disciplinary procedures which may result in suspension or expulsion.

(cf. 5144.1 - Suspension and Expulsion/Due Process)

School authorities may search students and school properties, such as student lockers, for the possession of alcohol, marijuana and other drugs as long as such searches are conducted in accordance with law.

(cf. 5145.12 - Search and Seizure)

Legal Reference:

ALASKA STATUTES

[04.16.080](#) *Sales or consumption at school events*

[14.20.680](#) *Required alcohol and drug related disabilities training*

[14.30.145](#) *Opioid overdose drugs*

[14.30.360](#) *Curriculum (Health and Safety Education)*

[14.33.110-140](#) *Required school disciplinary and safety program*

[17.38.010-900](#) *The regulation of marijuana*

[47.37.045](#) *Community action against substance abuse grant fund*

UNITED STATES CODE

Elementary and Secondary Education Act of 1965, [20 U.S.C. §§ 7116, 7163](#), as amended by the Every Student Succeeds of 2015 Act [P.L. 114-95 P.L. 107-110](#),

Adopted: April 28, 2004

Revised: November 17, 2015

Revised: August 30, 2023

Revised:

Northwest Arctic Borough School District

BP 5141.3 HEALTH EXAMINATIONS

Note: Effective June 30, 2016, districts are no longer required by state law to provide for or require each child to have a physical examination and a vision and hearing screening examination upon entry into school and at regular intervals as determined by the school board. While districts are no longer required to provide for and require physical examinations of every child attending school, the Department of Health ~~and Social Services~~ may require the district to conduct physical examinations it considers necessary and may reimburse the district for examinations. The following optional policy may be revised or deleted as needed.

~~**Note:** If a school district will be using federal money to perform exams or screenings on students, the district must annually notify parents of the exam or screening, except for hearing, vision, or scoliosis screenings. The following language implements federal law.~~

The School Board recognizes the importance of and encourages periodic comprehensive physical health examinations, especially upon entry into school at the beginning of the school year. In order to identify barriers to learning, and determine whether treatment or special adaptations of the school program may be necessary, the School Board shall may require vision and hearing screening examinations upon entry into school or as soon as practical, and at regular intervals, as necessary. All personnel employed to examine students shall exercise proper care of each student being examined and shall ensure that the examination results are kept confidential.

~~**Note:** If a school district will be using federal money to perform exams or screenings on students, the district must annually notify parents of the exam or screening, except for hearing, vision, or scoliosis screenings. The following language implements federal law.~~

The district will annually notify parents of physical exams or screenings of students, except for routine vision, hearing, or scoliosis screenings.

Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity.

(cf. 6145.2 – Interscholastic Competition)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5141.22 - Infectious Diseases)

Legal Reference:

ALASKA STATUTES

[14.30.065](#) *Supervision*

[14.30.070](#) *Physical examination required*

[14.30.127](#) *Vision and hearing screening examinations*

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.055](#) *Immunizations required*

UNITED STATES CODE

[42 U.S.C. §§ 12101](#) *et seq. (2014)*

[20 U.S.C. §§ 1232G](#) (2013)

[20 U.S.C. §§ 1232h](#) (2002)

[29 U.S.C. § 794\(a\)](#) (2002)

CODE OF FEDERAL REGULATIONS

[34 C.F.R pt.99](#) (2011)

Revised: August 30, 2016

Adopted: April 28, 2004

Revised: August 30, 2016

Revised:

Northwest Arctic Borough School District

BP 5141.31 IMMUNIZATIONS

Note: *Effective July 1, 2009, school children must be immunized against varicella. ~~one additional immunization will be required for school children: varicella.~~*

Prior to first entry into school, a child must be fully immunized as required by law against diphtheria, pertussis, tetanus, polio, measles, rubella, mumps, hepatitis A, ~~and hepatitis B, and varicella.~~ Children over the age of 12 shall not be required to be immunized against rubella (4 AAC 06.055); ~~and beginning July 1, 2009 a child must be fully immunized as required by law against varicella (4 AAC 06.055).~~

Any student who does not show evidence of required immunization or who does not present a letter or affidavit from the parent/guardian or physician, physician's assistant, or advanced nurse practitioner stating reasons for exemption based on medical reasons or ~~personal religious~~ beliefs, as set forth in 4 AAC 06.055(b), shall be excluded from school until such time as the immunization is obtained or affidavit of exemption has been filed with the school. Exemptions must be renewed annually. Personal or philosophical objections to immunizations are not permitted per 4 AAC 06.055.

The Superintendent or designee shall exclude those students who fail to meet immunization requirements as required by law.

Provisional Admission

Where regular weekly medical services are not available, the Superintendent or designee may grant provisional admission to students in exceptional circumstances for up to 90 days.

Homeless students, under the definition of the McKinney-Vento Homeless Assistance Act, who do not have a record of required immunizations may be provisionally enrolled for up to 30 days if a parent or legal guardian attests in writing that they have received the required immunizations.

(cf. 5112.2 - Exclusion)

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

Note: *Pursuant to 4 AAC 06.055 immunizations must be provided by state or federal health services if otherwise unavailable in the district or if unaffordable.*

Provisional admissions shall be reported to the Department of Health ~~and Social Services~~. The Superintendent or designee shall inform parents/guardians of available immunization services and state or federal assistance.

Legal Reference:

ALASKA STATUTES

[14.30.065](#) Supervision

[14.30.125](#) Immunization

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.055](#) Immunizations required

~~Revised: January 27, 2009~~

Adopted: April 28, 2004

Revised: January 27, 2009

Revised:

Northwest Arctic Borough School District

BP 5141.51 AT-RISK YOUTHS

The School Board recognizes that personal, social, economic, and health circumstances of children and families may contribute to students' risk of school failure. believes that, in order to benefit from a learning environment, students must be as free as possible from the dilemma imposed by personal and societal problems. Danger signs for the various at-risk categories must be taken seriously. District personnel must be concerned for the personal development of students, as well as their academic development. District assessments and evaluations shall be used to identify students performing well below grade-level or at risk of failing to meet district standards.

The Superintendent or designee shall investigate and recommend programs that which will address the needs of at-risk youths. At-risk youths include, but are not limited to, those students who abuse drugs or alcohol, are suicidal engage in self-harm or express suicidal ideations, exhibit have serious attendance problems, drop out of school, are abused or neglected, disadvantaged children are experiencing homelessness, or are pregnant or parenting minors.

Program planning should examine, but is not limited, to the following:

1. Classroom learning experiences and the integration of primary prevention programs into the classroom.
2. Staff professional development requirements.
3. District liability.
4. Community resources.
5. Crisis response/intervention teams.
6. Peer counseling.
7. Parent/guardian education.
8. Student Study Teams.
9. Kindergarten through 12 counseling and guidance curriculum.
10. Attendance and policy procedures.
11. Student discipline.
12. Alternative programs.

(cf. 5131.6 - Drugs, Alcohol and Tobacco)

(cf. 5141.4 - Child Abuse and Neglect)

(cf. 5141.52 - Suicide Prevention)

(c.f. 5141.41 - Sexual Abuse, Sexual Assault and Dating Violence Awareness and Prevention)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 5147 - Dropout Prevention Program)

(cf. 5148 - Child Care)

~~Revised: June 2017~~

Adopted: April 28, 2004

Revised: June 2017

Revised:

Northwest Arctic Borough School District

BP 8120 ELECTIONS

Note: Pursuant to AS 14.08.115 and AS 14.12.035, the school board prescribes the manner of selecting advisory boards. Effective 2014, regional educational attendance areas ("REAA") may request that advisory school board elections be conducted by the Division of Elections ("Division"). If a request is made, the election will be held on the first Tuesday in October. AS 14.08.071(e). In such a case, the role of the Division is limited and REAAs retain most of the obligations for conducting the election. In addition, the Division will only conduct advisory school board elections in those communities where the Division is already scheduled to conduct an in-person election for the regional school board. The following policy provides optional language for REAAs desiring to have the Division conduct advisory school board elections. That language incorporates the requirements of 6 AAC 27.180, Advisory school board elections.

All qualified and interested individuals are encouraged to serve the district and its students by seeking election to the advisory school council. The district shall be responsible for conducting advisory school council elections for the respective attendance areas.

~~Second class cities within the district shall be responsible for conducting all phases of Advisory School Council elections for their respective attendance areas. The city council of each second class city shall certify and forward the election results to the School Board. The 40% election requirement of AS 29.28.040 does not apply to the Advisory School Council Elections.~~

The Superintendent or designee shall make the necessary procedures, forms and staff assignments for the conduct of elections ~~for those portions of the district not organized into second class cities.~~

Qualifications for Candidates and Voters

An individual is eligible to seek election to the advisory school council if the person meets the voter qualifications set forth below, and has never been convicted of a crime requiring registration on any sexual offender list, or a crime against children.

An individual ~~must qualify with respect to~~ the following ~~elements before he/she may~~ qualifications is eligible to vote in an Advisory School Council election:

- ~~The voter or candidate must be~~ is a United States citizen;-
- ~~The voter or candidate must be at least~~ is 18 years of age ~~on the date of the election or older~~;-
- ~~2.3.~~ is a registered voter in the State of Alaska;
- ~~The voter or candidate must be~~ has been a resident of the ~~municipality or~~ school attendance area for at least 30 days before the date of the election; and

3-5. _____ is not disqualified from voting due to: a) conviction of a felony involving moral turpitude, assuming voting rights have not been restored; or b) a court finding of incompetency, unless the disability no longer exists.-

Note: The following language should be utilized if the School Board has determined that student members are permitted to serve on advisory school councils.

A district student is eligible for appointment as a Student Advisory School Council Member without meeting the above qualifications.

An individual must qualify with respect to the following elements before he/she may be a candidate for an Advisory School Council seat:

1. The candidate must be qualified to vote in the Advisory School Council Election.
2. The candidate must not have been convicted of any sex-related crime.

Note: The following options may be selected based on district philosophy and needs.

School board members may hold concurrent membership on both the School Board and local Advisory School Council.

Note: The following optional language may be used by regional educational attendance areas that desire to have advisory school board elections conducted by the Division of Elections. The written request must be made by the Superintendent to the Division of Elections at least 150 days before the election date. The request needs to include a list of communities where the advisory school board elections are to be conducted and the name and contact number for each site administrator or designee. The list can only include those communities where the Division is already scheduled to conduct a simultaneous in-person Regional School Board election. In addition, the request must include the district's agreement to do the following: 1) be responsible for all advertising and public notices for the election; 2) printing the advisory school board ballots on colored paper and delivering them to the polling sites; 3) retrieving the voted ballots from the Division representative when the polls close; 4) tallying the ballots and notifying the public of election results; and 5) certifying the election and notifying the candidates of certification. Finally, the Superintendent can request a separate list of voters registered in the precinct for use during the advisory school board election. AS 14.08.071; 6 AAC 27.180.

Election Procedures

The Superintendent may make a timely request that the Division of Elections conduct the advisory school council elections at the same time as the Regional School Board election, occurring annually on the first Tuesday in October. The advisory school council and regional school board elections shall be conducted separately. The Superintendent shall oversee the district's obligations for the advisory school council elections, including

advertising, printing and delivering of ballots, tallying of ballots, and certification of the advisory school council elections.

Legal Reference:

ALASKA STATUTES

[14.08.071 Elections, advisory votes](#)

[14.08.115 Advisory school boards in REAA](#)

[14.12.035 Advisory school boards in borough school districts](#)

ALASKA ADMINISTRATIVE CODE

[6 AAC 27.180 Advisory school board elections](#)

~~*Revised: October 29, 2002*~~

Adopted: March 28, 1995

Revised: October 29, 2002

Revised:

Northwest Arctic Borough School District

BP 1250 VOLUNTEER ASSISTANCE

~~The Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students. The wealth of experience available in the community is a resource that should be used in appropriate ways to enrich the educational program and strengthen our schools' relationships with homes, businesses, public agencies and private institutions. By their presence, volunteers also can make school environments safer and more closely supervised. The School Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students.~~

The Superintendent or designee may authorize the use of volunteers. The Superintendent or designee shall establish regulations to protect the safety of both students and volunteers. ~~Including background check for crimes involving moral turpitude.~~

Note: The following optional paragraph is offered for districts that wish to provide students the greatest possible protection, and should be revised or deleted based on the district's needs and ability to implement this policy.

All persons who wish to volunteer service with or around students must undergo a background check.

Like employees and students, volunteers shall act in accordance with district policies and regulations.

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

(cf. 1260 - Visits to the school)

(cf. 5141.42 – Professional Boundaries of Staff with Students)

(cf. 4112.5 / 4212.5 / 4312.5 – All Personnel Security Check)

(cf. AR 4112.5 Security Check)

Legal Reference:

ALASKA STATUTES

[20AAC 10035](#) - Regulation defining crimes of moral turpitude

Adopted: June 09, 2004

Revised:

Northwest Arctic Borough School District

BB 9020 BOARD STANDARDS

The School Board believes that it should hold itself to high standards of the Iñupiat Iitqusiatic, performance, accountability and conduct in order to meet the public trust that has bestowed by the public election of each member.

Therefore, the School Board has adopted the Board Standards established by the Association of Alaska School Boards, which provide a framework for effective school governance and keep the School Board's focus on cultural responsiveness and student achievement.

Regular efforts will be made to orient new board members to the board standards, provide on-going board development opportunities to assist all board members in meeting those standards, and assess board performance to measure the School Board's effectiveness in meeting them.

(cf. 9000 - Role of School Board and Members)

(cf. 9230 - Orientation)

(cf. 9240 - School Board Development)

(cf. 9400 - School Board Self-Evaluation)

Added 9/99

9/92 Adopted:

Northwest Arctic Borough School District

AASB Policy Reference Manual

BB 9223 BOARD VACANCIES

Note: The following provisions apply to school boards pursuant to AS 14.08.045. Item 1 below could apply to a write-in candidate whose qualifications were not verified prior to election or to a district employee who fails to resign their employment after election.

The School Board may declare a regional school board seat vacant if the person elected:

1. fails to qualify for Board membership within 30 days of certification of the election,
2. refuses to take office,
3. resigns,
4. is convicted of a felony involving moral turpitude or a violation of the oath of office while serving as a School Board member,
5. no longer resides within the boundaries which he/she was elected to represent and a two-thirds vote of the Board declares the seat vacant.

(cf. 9220 - School Board Election)

Note: The following is provided for borough and city school boards and may be revised as appropriate.

The school board shall declare a vacancy on the Board for any actions which disqualify a member from service in accordance with state laws and local ordinances.

Note: A.S. 14.14.080 allows a school board to declare a board vacancy when a member fails to attend three consecutive regular board meetings without being excused by the Board President.

Three consecutive unexcused absences from regular board meetings shall be sufficient cause for the Board to declare a Board vacancy.

(cf. 9121 - President)

cf. 9320 - Meetings)

Appointment to the Board

Note: The following optional bylaws may be deleted or revised as desired.

A vacancy on the Board shall be filled within 30 days of the vacancy by Board appointment. When making an appointment to the Board, the Board desires to draw from the widest possible number of candidates.

The Board shall:

1. Advertise the vacancy in suitable local media.
2. Solicit applications or nominations of any legally qualified citizen interested in serving on the School Board.
- ~~1.3.~~ Provide candidates with appropriate information regarding Board member responsibilities.
- ~~2.4.~~ Announce names of candidates and accept public input either in writing or at a public meeting.
- ~~3.5.~~ Interview the candidates at a public meeting.
- ~~4.6.~~ Select the provisional appointee by majority vote at a public meeting.

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment.

Legal Reference:

ALASKA STATUTES

[14.08.041](#) *Regional school boards*

[14.08.045](#) *Vacancies*

[14.08.081](#) *Recall*

[14.12.070](#) *Vacancies*

[14.14.080](#) *Declaring a school board vacancy*

[29.26.240 - 29.26.360](#) *Recall*

Adoption Date: May 23, 1995

Revised:

Northwest Arctic Borough School District

BB 9270 CONFLICT OF INTEREST

Note: [Alaska Statute 29.20.010](#) requires each municipality to adopt a conflict of interest code. [Alaska Statute 39.50.145](#) authorizes a municipality to exempt municipal officers from state conflict of interest financial reporting requirements. Accordingly, districts should consult local law to determine if additional conflict of interest requirements must be addressed. The following sample bylaw should be revised as appropriate to reflect district philosophy and needs.

In order to instill public confidence in public office and provide public accountability, School Board members shall disclose and avoid conflicts of interest involving any matter pending before the School Board. A conflict of interest exists when a member has a personal or financial interest on a matter coming before the Board that could render the member unable to devote complete loyalty and singleness of purpose to the public interest. School Board members owe the public a duty to act in the best interests of the district.

Decision making. The Board recognizes that when no conflict of interest requires abstention and/or recusal, its members must vote on issues before the Board. If a board member or their immediate family member (husband/wife, father, mother, son, daughter, brother, or sister) may benefit personally or financially from a Board decision, that board member must provide full disclosure of the conflict or potential conflict of interest to the Board. The Board, without that member's participation, will then approve or disapprove of the member's deliberations and voting on the issue. If the Board determines a conflict of interest prohibits participation, the member shall recuse themselves and abstain from deliberations and voting.

Appearance of impropriety. When a situation may create the appearance of impropriety, even where state and federal laws do not require any action, the board member shall fully disclose the circumstances. The Board, without that member's participation, will then approve or disapprove of the member's deliberations and voting.

Board members who have an actual or potential conflict of interest requiring disclosure shall not seek to influence the decisions of staff or other board members on the underlying matter, or on the member's participation in the matter.

Other duties. School Board members are expected to avoid conflicts of interest in their other duties. This includes:

- a. **Confidential information.** School Board members shall not disclose or use confidential information acquired during the performance of official duties as a means to further their own personal or financial interests or the interests of a family member.
- b. **Gifts.** School Board members shall not accept a gift or economic benefit that would tend to improperly influence a reasonable person or where board members

know or should know the gift is offered for the purpose of influencing or rewarding official action.

- c. **Business dealings with staff.** School Board members shall not engage in financial transactions for private business purposes with district staff whom board members directly or indirectly supervise.
- d. **Compensation for services.** School Board members shall not receive any compensation for services rendered to the district from any source, except compensation for serving on the School Board and reimbursement of expenses incurred as a board member, as allowed by policy and law.

Other legal obligations. School Board members shall comply with state and federal laws pertaining to conflicts of interest. Nothing in this policy restricts or affects board members' duties to comply with those laws.

(cf. 3115 - Relations with Vendors)

(cf. 4112.8 - Employment of Relatives)

(cf. 2300 - Conflict of Interest Code: Designated Personnel)

Legal Reference:

ALASKA STATUTES

[14.08.131](#) *Disqualification from voting for conflict of interest*

[14.14.140](#) *Restriction on employment*

[11.56.100 - 11.56.130](#) *Bribery and related offenses*

[29.20.010](#) *Conflict of interest*

ADMINISTRATIVE CODE

[4 AAC 18.031](#) *Employment of members of immediate families of school board members*

[4 AAC 18.900](#) *Definitions*

Adopted: May 23, 1995

Revised: August 30, 2016

Revised: June 6, 2023

Revised:

Northwest Arctic Borough School District

BB 9320 MEETINGS

Note: Alaska's Open Meetings Act A.S. 44.62.310-.312 requires meetings of the Board to be open to the public except as allowed by law and requires reasonable public notice of such meetings. 1994 revisions to the Act are reflected in this sample policy.

Meetings of the Board are conducted for the purpose of accomplishing district business. A meeting of the Board shall consist of any gathering of the members of the Board when more than three members of the Board, or a majority of the members, whichever is less, are present and collectively consider a matter upon which the Board is empowered to act. As a matter of district policy and state law, meetings ordinarily shall be open to the public. The Board may meet in closed sessions only to discuss certain matters as permitted or required by Alaska's Open Meetings Act. All business of the Board must be conducted at a duly convened meeting of the Board. Poll voting between meetings is not allowed. All meetings of the School Board shall be open to the public, except for executive sessions authorized in accordance with law.

(cf. 9321 - Executive Sessions)

Reasonable public notice shall be given for all meetings of the Board in accordance with law and district practice, and shall be posted at all regular district and school sites before the meeting. The Superintendent or designee shall provide reasonable public notice of open meetings of the Board. Such notice shall include the date, time and place of the meeting, and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used. shall be provided to the local news media and posted at district and school sites before the meeting. Public Meetings may not be held in a private home or private business.

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

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

Regular Meetings

The Board shall adopt a yearly calendar specifying the date, time and place of each regular meeting. The local media shall be provided with the annual calendar of regular Board meetings and shall be notified of any changes to the calendar.

Regular meetings shall be held on the last Tuesday of every month, unless otherwise determined by the Board. The meetings will convene at the appointed time, providing a quorum is present. Notice of regular meetings shall be posted at least five (5) days prior to the meeting.

Commented [AE1]: Model state: The Board shall hold ___ regular meetings each month. Unless changed by the Board, regular meetings shall be held at ___ p.m. at _____.

Continued Meetings

The Board, by official action, may recess a regular or special meeting and designate a future date for the purpose of continuing the consideration of one (1) or more topics, provided that:

the total number of days for the session, including all those added after recess, shall not exceed the statutory limitations of fifteen (15) days for a regular meeting and five (5) days for a special meeting;

public notification shall be made of the recess;

any absent members of the Board shall be notified of the recess.

Special Meetings

Special meetings of the Board may be called by the presiding officer or a majority of the Board members.

Except in cases of an emergency, notice of special meetings shall be ~~delivered provided~~ at least 24 hours before the meeting. ~~to all Board members, the Superintendent, and to the local media. This notice shall specify the date, time, place and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used. Such notice shall be given to all Board members, the superintendent and to the local news media.~~ This notice also shall be posted at district and school sites at least 24 hours before the meeting. ~~This notice shall specify the date, time and place of the meeting.~~

Notice of special meeting shall include a statement of the purpose of the meeting. No business may be transacted at this special meeting, other than that which is specifically stated in the notice of the meeting.

Emergency Special Meetings

The Board president or designee shall give notice of an emergency special meeting to the local media by telephone before the meeting. If telephone services are not functioning, the notice requirement is waived. In that event, As soon after the meeting as possiblepracticable, the Board shall notify the local media that the meeting was held and shall describe the purpose of the meeting and any action taken by the Board.

Board Action Between Meetings

~~When, in the opinion of the Superintendent, circumstances arise of such an urgent nature as to require Board action prior to the regular or special meetings, and the President of the Board, or in the President's unavailability, the Vice-President, concurs with this opinion, a poll vote by phone may be taken of Board members. In taking such a poll, the following conditions shall apply:~~

1. ~~There shall be twenty-four (24) hours advance public notice of the poll vote given by public radio, unless the urgent matter prevents a twenty-four (24) hour delay of the vote. In such an event, at least three (3) hours advance notice shall be given by public radio;~~
2. ~~The public notice will state the question being voted upon. In addition, the notice will advise the public of their right to be present at the time and place when the poll vote is being conducted by the Board's Recording Secretary;~~
3. ~~The poll vote will be conducted by the Board's Recording Secretary in the Boardroom at the District Office. As many Board members as possible will be placed on a conference call that will be broadcast via speaker phone into the Boardroom. Board members who are not on the conference call shall be called individually and that phone call shall also be broadcast by speaker phone into the Boardroom;~~
4. ~~The Board shall confirm the results of the poll vote by a vote taken at the next regular or special meeting.~~

Teleconferencing/Video-Conferencing

Recognizing the inherent responsibility and statutory duties of Board members, the Board strongly encourages Board members to attend and participate at meetings of the Board. Though great importance is given to the physical presence of Board members at meetings, the attendance and participation of members by teleconference is authorized whenever physical presence is not practicable. All votes at a meeting of members attending by teleconference shall be taken by roll call.

The Board also authorizes the use of teleconferences for Board meetings when receiving public comment or testimony, and during Board deliberations.

Whenever possible, meeting agendas and supporting materials shall be available at all teleconference facilities used for the Board meeting.

~~The Board may use teleconferences/and or video-conferences, if available, for Board meetings when receiving public comment or testimony and during Board deliberations. Agendas and supporting materials shall be available at conference locations.~~

Legal Reference:

ALASKA STATUTES

[14.08.091](#) Administration

[14.14.070](#) Organization of school board

[14.14.080](#) Declaring a school board vacancy

[29.20.020](#) Meetings public

[44.62.310](#) Agency meetings public

[44.62.312](#) State policy regarding meetings

~~Revised: March 27, 2007~~

Adoption Date: May 23, 1995

Revised: March 27, 2007

Revised:

Northwest Arctic Borough School District

BB 9322 AGENDA/MEETING MATERIALS

Construction of Agenda

The Superintendent, at the direction of the President of the Board, shall prepare all agendas for meetings of the Board.

(cf. 9121 - President)

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

(cf. 9320 - Meetings)

Note: [A.S. 29.20.020](#) requires governing bodies provide a reasonable opportunity for the public to be heard.

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

When constructing the agenda, the Board president and Superintendent will decide whether a request is within the subject matter jurisdiction of the Board and whether the agenda item is appropriate for discussion in open or executive session. The Board president and Superintendent have the discretion to carefully consider and decide whether to include public requests on the agenda.

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

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

(cf. 9323 - Meeting Conduct)

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

(cf. 1312 - 1312.3 - Complaints Concerning Schools)

School Board Member Preparation

Commented [AEI]: AASB verbiage: The Board president and Superintendent may reject a public request for a matter to be added to the agenda for any reason.

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

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

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

(cf. 9200 - School Board Members)

Legal Reference:

ALASKA STATUTES

[29.20.020](#) Meetings public

Adoption Date: May 23, 1995

Revised: April 30, 2024

Revised:

Northwest Arctic Borough School District

BB 9200 BOARD MEMBERS

Limits of Board Members Authority

The School Board has broad but clearly limited powers. The exercise of its authority is restricted to the functions required or permitted by law, and then only when it acts in a legally constituted meeting. Board members have authority only in regularly called meetings of the Board, or when delegated specific tasks by Board action. Individual Board members shall submit requests for research or administrative studies to the entire Board for consideration.

The Board is the unit of authority. An individual Board member is a part of the governing body which represents and acts for the community as a whole. Apart from the normal function as part of the unit, the Board member has no individual authority. No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools; nor, as an individual, command the services of any school employee. Individually, the Board member may not commit the district to any policy, act or expenditure.

School visits by Board members are encouraged. Site Administrators should receive a courtesy call in advance of a visit. Board members, as with all visitors, must check in with the school office. Board members who visit schools of their own volition have no more authority than any other citizen. Board members have authority only in regularly called meetings of the Board, or when delegated specific tasks by Board action.

(cf. 1250 - Visits to the Schools)

Note: The following is an optional process for Board members to make information requests.

Board Member Requests for Information

Board members should make informed decisions on matters before them for a vote. The Superintendent or designee is responsible for providing the Board with relevant materials to inform the Board on those matters on which it is to act. If Board members desire further information, a request for information shall be directed to the Superintendent, pursuant to the following guidelines:

1. Requests for simple facts. Any Board member may make a request for simple facts to the Superintendent who will forward the request to the appropriate staff member. All responses to requests for simple facts will be provided to the requesting Board member and copied to the Board President.

2. Requests for reports, research, administrative studies, detailed information, or for information relating to a problem or a potential problem in the District. Some information requests require significant administrative time and explanation to provide the requested response. Individual Board members shall submit such requests to the full

Board for consideration. Upon [concurrence of the other board members/majority request of the Board], the request shall then be forwarded to the Superintendent for response.

3. Complaints regarding personnel. Board members may have their own concerns and complaints regarding District personnel. Informal concerns should be privately communicated to the Superintendent. Formal complaints should be in writing and follow the District complaint policies. Board members may notify the Superintendent that they have filed a formal complaint.

4. When Board members receive complaints or requests for action from staff, students or members of the public, the Board members will direct the staff, students, members of the public to the appropriate complaint policy. Such information will be conveyed to the Superintendent.

5. Requests for legal advice or opinions by a Board member that will incur a cost for the district must be approved by a majority vote of the Board before the request is made to legal counsel. Legal counsel is responsible to the Board.

(cf. 6162.8 - Research)

(cf. 9322 - Agenda/Meeting Materials)

~~The Board is the unit of authority. An individual Board member is a part of the governing body which represents and acts for the community as a whole. Apart from the normal function as part of the unit, the Board member has no individual authority. No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools; nor, as an individual, command the services of any school employee. Individually, the Board member may not commit the district to any policy, act or expenditure.~~

No members of the Board shall be asked to perform any routine or clerical duties which may be assigned to an employee, nor shall any Board member become an employee of his/her district while serving on the Board.

A Board member should resign from the Board before seeking to secure district employment. In no event shall a final decision for hire be made prior to receiving the Board member's resignation.

(cf. 9250 - Remuneration, Reimbursement and other Benefits)

(cf. 9270 - Conflict of Interest)

~~Board members who visit schools of their own volition have no more authority than any other citizen. Board members have authority only in regularly called meetings of the Board, or when delegated specific tasks by Board action.~~

Commented [AE1]: This is not in the AASB Model BB 9200.

~~(cf. 1250 – Visits to the Schools)~~

Obligations of Members

Members of the Board must ~~endeavor~~ ~~make strong efforts~~ ~~make strong efforts~~ to attend all meetings, study all materials presented with the agenda prior to attending the meeting, participate in the discussion of any items which come before the Board, and vote on all motions and resolutions, abstaining only for compelling reasons. If no compelling reason requires abstention, members of the Board shall not abstain.

If a Board Member knows they will be unable to attend scheduled meetings, worksession, or committee assignments they must notify the Board President ~~or and the Superintendent's Office of this intended absence. If a Board Member notifies the Superintendent's Office with a request for an excused absence, this information will be communicated to the Board President for his/her decision and action.~~

Commented [AE2]: This is not in the Model AASB policy.

The Board member should not ~~place subordinate the education of children and youth to any~~ partisan principle, group interest, or the member's own personal interest ~~above the education of children and youth.~~

The Board member should be prepared and willing to devote a sufficient amount of time to the study of the problems of education in the district, the state, and the nation in order to interpret them to the people of the district.

~~(cf. 9230 - Meetings)~~

Legal Reference:

ALASKA STATUTES

[14.14.140](#) *Restrictions on employment*

Adoption Date: May 23, 1995

Revision Date: June 6, 2023

Revision Date:

Northwest Arctic Borough School District

BP 4313.1 MANAGEMENT AND SUPERVISORY PERSONNEL - LOAD/SCHEDULING/HOURS OF EMPLOYMENT

The School Board designates, in accordance with law, salaried positions which are exempt from overtime. Persons holding these positions work whatever hours are necessary in order to fulfill their assignments. Their positions are set apart from other positions by virtue of the duties, flexibility of hours, salary, benefit structure and authority which they entail.

Exempt designations are governed by the rules of the Fair Labor Standards Act, 29 U.S.C. 201-216 and 29 C.F.R. Part 541. Where an employee has been determined to be exempt, their exempt status should be listed on their contract.

Employees in exempt positions shall not be subject to salary deductions for absences of less than a day.

Legal Reference:

UNITED STATES CODE

Fair Labor Standards Act [29 U.S.C. 201-216](#)

CODE OF FEDERAL REGULATIONS

Department of Labor Relations [29 C.F.R. Parts 511-800](#)

Adopted: June 09, 2004

Revised:

Northwest Arctic Borough School District

BP 5040 STUDENT NUTRITION AND PHYSICAL ACTIVITY

Note: -This policy was developed by the State of Alaska Obesity Prevention and Control Program and the Alaska Department of Education & Early Development Child Nutrition Program and meets all federal requirements for Local School Wellness Policies. It is intended to provide a framework for developing a wellness policy. The policy adopted by your School Board must be developed with the involvement of the identified advisory group discussed in Section A.

The School Board recognizes that schools are in a position to promote healthy lifestyle choices by students that can affect their lifelong wellness. Therefore, the School District will provide environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating, physical, and subsistence activity.

The School Board understands that:

- (a) Teaching about food and nutrition should support students in both the local community and other community contexts.
- (b) Traditional knowledge of food and harvesting teaches values and skills to all Alaskan students.
- (c) Food nutrition should link students positively to their cultures and ways of life in Alaska or countries of origin.
- (d) Tribal governments and tribal members have extensive indigenous nutrition, scientific, resource management, and legal knowledge about harvesting foods.
- (e) Offering subsistence and local food harvesting opportunities contributes to nutritional health, but also supports cultural identity, improved physical and mental health, and deepens students understanding of an ecosystem.
- (f) Familiar and cultural foods can create cultural safety and contribute to a positive learning environment.

Schools will provide nutrition promotion and education, physical education, and other school-based activities to foster lifelong habits of healthy eating and physical activity, and will establish linkages between nutrition education, school meal, and local food programs.

(cf. 1020 – Youth Services)

A. Planning and Periodic Review by Stakeholders

The school district and when appropriate individual schools within the district will create or work with an existing advisory group that will assist in developing,

implementing, monitoring, reviewing and, as necessary, revising school nutrition and physical activity goals.

The school district will permit and encourage the participation of students, parents, food service personnel, School Board members, school administrators, school health professionals, physical education teachers, local SNAP-Ed coordinators and other interested community members in the advisory group. The district will promote opportunities to participate in the advisory group at least once a year through parent and stakeholder communication, which may include newsletters, public announcements, web-postings, parent communication, etc.

The school district will provide the advisory group with appropriate information and clear guidelines to assist in the development and/or revision of relevant policies and nutrition and physical activity goals. Goals will be based on available scientific evidence for improving school nutrition and physical activity programs. Goals and progress toward achievement will be presented to the School Board on an annual basis.

School districts will add ~~in~~ a pathway during planning to submit a local foods nutritional plan and an opportunity to determine how donated local foods can meet with occupational health and safety regulations.

(cf. 1000 – Concepts and Roles)

B. Nutrition

All foods available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity.

All foods and beverages provided through the National School Lunch or School Breakfast Programs shall meet nutritional requirements of the National School Lunch Act. ([7 C.F.R. Parts 210](#) and [220](#)) To the extent practicable, all schools in the district will participate in available federal school meal programs.

All other foods and beverages made available on school campus (including, but not limited to vending, franchise vendors, concessions, a la carte, student stores, classroom parties, fundraising, and foods and beverages that are not for sale) during the school day, between the hours of 12:00 AM and 30 minutes after the conclusion of the instructional day, shall meet nutritional requirements of the National School Lunch Act, Nutrition Standards for All Foods Sold in Schools also known as Smart Snacks in School. For the purpose of this policy, the school campus is defined as all property under the jurisdiction of the school district that is accessible to students.

Schools will provide students with access to a variety of affordable, nutritious and appealing foods that meet the health and nutrition needs of students; will accommodate, as much as possible, the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe and pleasant settings and adequate time for students to eat.

Traditional cultural foods may be exempted from ~~the~~ nutritional requirements when offered free of charge and for educational purposes. Traditional cultural foods offered for sale or as a part of the school breakfast or lunch program must meet nutritional requirements.

~~Foods and beverages will not be offered as a reward for students' performance or behavior.~~

Schools will provide free potable water in the place where meals are served and elsewhere throughout the school buildings.

When practicable, Alaska farm and fish products will be utilized in meals and snacks.

Schools will encourage all students to participate in federal school meal programs and protect the identity of students who eat free and reduced priced meals.

Schools will encourage all students to eat healthy and nutritious meals within the school dining environment and will, to the extent practicable, involve students in menu planning.

To the extent practicable, schools will schedule lunch as close to the middle of the school day as possible. Schools are encouraged to provide opportunities for mid-morning or mid-afternoon healthy snack breaks.

Schools will limit food and beverage marketing on campus to the promotion of foods and beverages that meet the National School Lunch Act, Nutritional Guidelines for All Foods Sold in Schools.

Schools will work to provide age-appropriate nutrition education as part of the health and physical education curricula that respects and integrates the cultural practices of students. Schools will provide opportunities for students to practice nutrition and harvesting skills both inside and outside the school setting. The District will seek to provide evidence-based nutrition education curricula and intergenerational knowledge on local foods that fosters lifelong healthy eating behaviors integrated into comprehensive school health education.

To the extent practicable:

(a) Students in grades pre-K-12 shall receive nutrition education that teaches the skills needed to adopt lifelong healthy eating behaviors.

(b) Classroom nutrition education shall be reinforced in the school dining room or cafeteria setting as well as in the classroom, with coordination among the nutrition service staff, administrators, local advisory group, and teachers.

(c) Students shall receive consistent nutrition messages from schools and the district. This includes in classrooms, on field trips, cafeterias, outreach programs and other school-based activities.

(d) Nutrition education ~~shall~~should be taught by a certified/licensed health education teacher, and should include input and guest instruction by a locally endorsed Elder or culture bearer.

(e) Schools will strive to establish or support opportunities to learn about local plants, harvesting, hunting and gardening to provide students with experiences in planting, harvesting, preparing, serving and tasting healthy, nutritious and Alaskan foods.

(cf. 0210 – Goals for Student Learning)

(cf. 3550 – Food Service)

(cf. 3551 – Food Service Operations)

(cf. 3552 – Regular Lunch Program)

(cf. 3553 – Free and Reduced Price Meals)

(cf. 3554 – Other Food Sales)

C. Mandatory Physical Activity

Pursuant to [AS 14.30.360](#), a district shall establish guidelines for schools in the district to provide opportunities during each full school day for students in grades kindergarten through 8 for a minimum of 90 percent of the daily amount of physical activity recommended for children and adolescents in the physical activity guides by the Centers for Disease Control and Prevention. The time provided for physical activity may involve physical education classes and unstructured physical activity, such as recess. The district shall adopt guidelines that allow students to be excused from physical activity due to medical and health and safety reasons, such as inclement weather.

Note: Section D: Physical Activity and Section E: Physical Education are optional policies that provide physical education and physical activity goals that meet the requirements of state and federal law. The District's policies may differ from Sections D and E provided the policies meet the requirements of AS 14.30.360, as described in Section C: Mandatory Physical Activity Guidelines. While federal law does not require the language in Section C: Physical Education and Section D: Physical Activity. The following optional policy language provides additional physical education and physical activity goals.

D. ~~Optional~~ Physical Education

Physical education will be closely coordinated with the overall school health program, especially health education, so that students thoroughly understand the benefits of being physically active and master the self-management skills needed to stay active for a lifetime.

To the extent practicable, all schools will provide daily physical education opportunities for all students. All elementary students will be provided at least the National Association for Sport and Physical Education (NASPE) recommendation of 150 minutes (determined by district capacity) of physical education per week, for the entire school year.

Middle and high school students shall be provided at least the National Association for Sport and Physical Education (NASPE) recommendation of 225 minutes (determined by district capacity) of physical education per week, for the entire school year.

All elementary and middle-school students will be required to participate in physical education for all years of enrollment ~~in~~ through middle school. All high school students shall be required to participate in physical education for one full year. Physical education shall be exclusive of health education and shall be available for all four years of high school. Each district/school will adopt a physical education curriculum that aligns with the Alaska State Standards for Physical Education for grades K-12, with grade level benchmarks. The curriculum shall be reviewed in accordance with the regular curriculum review and adoption schedule of the District.

E. Physical Activity

All students in grades kindergarten through eight will be provided with at least 54 minutes each day of physical activity. Elementary and middle school students will be provided with at least 45 minutes each day of physical activity, not including time spent in physical education. This time may be accumulated throughout the school day and may include physical education, recess and classroom based~~before/after school sponsored~~ activities. Whenever possible, all students shall be given opportunities for physical activity through a range of programs

including, but not limited to, intramurals, interscholastic athletics and physical activity clubs. Elementary students will be provided at least 20 minutes each day of structured, active recess. Classroom based physical activity is encouraged and counts toward the ~~45~~54 minute requirement as long as it does not replace recess.

When practicable, recess shall be scheduled before lunch periods and take place outdoors.

Indoor and outdoor facilities shall be available so that physical activity is safe and not dependent on the weather. Physical activity equipment shall be age-appropriate, inviting, and available in sufficient quantities for all students to be active. Equipment shall be inspected regularly (at least weekly) for safety and replaced when needed.

Using physical activity as punishment, or withholding physical activity/physical education time as a means of discipline, is prohibited.

The district/school will promote strategies/events designed to generate interest in and support active transport to school (walking school busses, 'bicycle trains,' Walk/Bike to School Day, Safe Routes to School Programs).

Schools are encouraged to negotiate mutually acceptable and fiscally responsible arrangements with community agencies and organizations to keep school spaces and facilities available to students, staff, and community members before, during, and after the school day, on weekends, and during school vacations.

(cf. 1330 – Community use of school facilities)

F. Communication with Parents

The district/school will regularly, at least annually, inform and update the public, including students, parents, and the community, about the content, implementation of, and progress towards goals in this policy. Parents will be actively notified through email or other notification processes and provided access to this policy and all subsequent reports and updates.

The district must make available to the public the wellness policy, including any updates to and about the wellness policy, at least annually. The district must also make available the 3-year assessment described in Section G, including progress toward meeting the goals of the policy.

The district/school will support the efforts of parents to provide a healthy diet and daily physical activity for their children. Schools will encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet nutrition standards. The district will provide parents & the public with information on healthy foods that meet the requirements of the National

School Lunch Act, Nutrition Standards for All Foods Sold in Schools also known as Smart Snacks in School, and ideas for policy compliant foods for vending, concessions, a la carte, student stores, classroom parties and fundraising activities.

The district/school will provide information about physical education and other school-based physical activity opportunities before, during and after the school day; and support the efforts of parents to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information through a website, newsletter, or other take-home materials, special events, or physical education homework.

(cf. 6020 – Parent Involvement)

G. Monitoring, Compliance and Evaluation

The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies and administrative regulations. Administrative regulations may be developed to ensure that information will be gathered to assist the School Board and district in evaluating implementation of these policies and to ensure that necessary documentation is maintained in preparation for the triennial administrative review conducted by Child Nutrition Programs, Department of Education & Early Development.

The Superintendent or designee will designate one or more persons to be responsible for ensuring that each school within the district complies with this policy, and that school activities, including fundraisers and celebrations, are consistent with district nutrition and physical activity goals.

The School Board will receive an annual summary report on district-wide compliance with the established nutrition and physical activity policies, and the progress made in attaining the district nutrition and physical activity goals, based on input from the schools within the district. The report will also be distributed to advisory councils, parent/teacher organizations, school principals, and school health services personnel, and will be made available to the public.

The district must conduct an assessment of wellness policy every 3 years, at a minimum. The assessment must determine: compliance with the wellness policy, how the wellness policy compares to model wellness policies, and progress made in attaining the goals of the wellness policy. The policy must be updated as appropriate.

Legal Reference:

UNITED STATES CODE

Richard B. Russell National School Lunch Act, [42 U.S.C. 1751-1769j](#)

Child Nutrition Act of 1996, [42 U.S.C. 1771-1793](#)

CODE OF FEDERAL REGULATIONS

[7 C.F.R. Parts 210](#) and [220](#), National School Lunch Program and Breakfast Program

FEDERAL REGISTER

Nutrition Standards for All Foods Sold in Schools (“Smart Snacks in School”), Vol. 78, No. 125, Part II, Department of Agriculture (2013)

ALASKA STATUTES

[AS 14.30.360](#) Health education curriculum; physical activity guidelines

~~Revised: September 29, 2015~~

~~May 01, 2018~~

~~August 25, 2020~~

ADOPTED: MAY 03, 2006

~~Revised: September 29, 2015~~

~~Revised: May 01, 2018~~

~~Revised: August 25, 2020~~

~~Revised:~~

Northwest Arctic Borough School District

BP 5141.22 INFECTIOUS DISEASES

The School Board recognizes its dual responsibility to protect the health of students from risks posed by infectious diseases and to uphold the right of students to a free and appropriate education. The district requires all staff to routinely observe universal precautions to prevent exposure to bloodborne pathogens and prevent the spread of all infectious disease.

(cf. 4119.43 - Universal Precautions)

(cf. 4119.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 5141.23 - Infectious Disease Prevention)

The admission of a student with an infectious disease identified by state health officials shall be determined by the Superintendent or designee according to standard health procedures. The Superintendent or designee shall consult with the student's parent/guardian and, as required, with the student's physician and/or the local health department.

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5141.3 - Health Examinations)

Students with Bloodborne Pathogen Infections

Note: Under 4 AAC 06.060, a student diagnosed with AIDS or HIV does not have a condition that 'will cause the attendance of the child to be inimical to the welfare of other pupils,' as required for the suspension or removal of a student due to a medical condition under AS 14.30.045. A student's removal because of AIDS or HIV is only allowed if the student has uncoverable oozing lesions or other symptoms, or displays behavior, such as biting, which in the opinion of a team, substantially increases the risk of transmission to other pupils. That team must be made up of the student's physician, public health personnel, the parent or guardian, and school personnel associated with the child's placement. ~~Of the 250,000 cases of Acquired Immune Deficiency Syndrome (AIDS) reported to the Centers for Disease Control as of January 1993, there were no reported cases of HIV transmission in school or day care settings. However, school districts are required to enact Exposure Control Plans and Universal Precautions for the prevention of contact with potentially infectious body fluids which may contain pathogens such as the hepatitis B virus (HBV) and the human immunodeficiency virus (HIV). The following section addresses the placement of students with HIV infection and AIDS (Acquired Immune Deficiency Syndrome). AIDS is a handicap pursuant to Section 504 of the Rehabilitation Act (29 U.S.C.794);~~

~~and a student with AIDS cannot be excluded from regular class without evidence that the student poses a risk of transmission of the HIV virus to classmates or teachers.~~

~~Whether HIV infection or AIDS is a handicap under the Education for All Handicapped Children Act (EAHCA) (20 U.S.C. 1400 et seq.) must be decided on a case-by-case basis. If AIDS adversely affects a child's educational performance, the child is treated as handicapped and entitled to an individualized education plan (IEP) under the EAHCA. (Doe v. Belleville Public School District)~~

~~We recommend that a review panel, including one or more physicians, help in determining the placement of these children on a case-by-case basis.~~

~~The following identifies the Superintendent or designee as the person to be contacted with the information that a student has HIV infection and/or AIDS. All staff should know who in the district serves in this capacity.~~

~~The Board recognizes that HIV and hepatitis B virus are bloodborne pathogens and not casually transmitted. Students with bloodborne pathogens are entitled to the rights and services accorded to other students. The sole presence of bloodborne pathogens is not sufficient reason to exclude students from attending school.~~

~~Parents/guardians are encouraged to inform the Superintendent or designee if their child has HIV infection and/or AIDS so that any such child will have access to appropriate district programs and services. The Superintendent or designee shall convene a review panel to make recommendations regarding appropriate programs and services for the student.~~

~~Students with bloodborne pathogens are entitled to the rights and services accorded to other students. The sole presence of bloodborne pathogens is not sufficient reason to exclude students from attending school. Parents/guardians of students whose educational performance is adversely affected by an infectious disease are encouraged to inform the Superintendent or designee so that any such child will have access to appropriate district programs and services. The Superintendent or designee shall convene a review panel to make recommendations regarding appropriate programs and services for the student.~~

The Superintendent or designee shall ensure that all of the student's rights to confidentiality are strictly observed in accordance with law.

The Superintendent or designee shall request that parents/guardians sign a release form to provide confidential medical information and records to the review panel.

Legal Reference:

ALASKA STATUTES

[14.30.045](#) *Grounds for suspension or denial of admission*

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.060](#) *Suspension or denial of admission*

[4 AAC 06.150](#) *Confidentiality of AIDS information*

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

[20 United States Code, 1232g](#)

NONDISCRIMINATION UNDER REHABILITATION ACT OF 1973

[20 United States Code, 794](#)

UNITED STATES CODE

Education For All Handicapped Children [20 United States Code, 1400 et seq.](#)

Federal Family Educational Rights And Privacy Act [20 United States Code, 1232g](#)

Nondiscrimination Under Rehabilitation Act Of 1973 [20 United States Code, 794](#)

U.S. SUPREME COURT

~~Doe v. Belleville Public School District, 672 F. Supp. 342~~

~~Thomas v. Atascadero Unified School District, 662 F. Supp. 376~~

~~Phipps v. Saddleback Valley Unified School District (1988), 204 Cal. App. 3d 1110~~

Adopted: April 28, 2004

Revised:

Northwest Arctic Borough School District

BP 5148 CHILDCARE

Note: This optional policy addresses community needs for childcare and may be revised or deleted as needed.

The School Board recognizes that childcare and supervision are a necessity for many working families. The Board is deeply concerned about our community's need for childcare.

As part of our efforts to ensure the well-being of the community's children, the district shall work cooperatively with public and private agencies to provide childcare alternatives to the community. Besides serving community needs, the Board anticipates that these alternatives will generate increased parental involvement and support for the schools.

The Superintendent or designee shall identify locations both at operating and future facilities where daycare programs might be placed without adverse impact on the district instructional program.

(cf. 0430 - Community School Program)

(cf. 1020 - Youth Services)

(cf. 1330 - Use of School Facilities)

(cf. 3280 - Sale, Lease, Rental of District-owned Real Property)

Adopted:

Northwest Arctic Borough School District

BP 6115 CEREMONIES AND OBSERVANCES

Patriotic Exercises

Note: By state law, the Pledge of Allegiance must be recited daily. AS 14.03.130. A person/student is permitted to recite the salute to the flag or to maintain a respectful silence.

The School Board encourages activities that instill pride in our country, state, borough, town or village. The Pledge of Allegiance shall be recited or patriotic exercises conducted ~~on a regular basis as determined by the School Board each day~~. The Board encourages students and staff to recite the Pledge of Allegiance in their indigenous language if they desire.

The district respects the legal right of individuals not to participate in the salute to the flag for personal reasons. An individual not participating in the salute to the flag must maintain a respectful silence.

The School Board recognizes the potential importance and relevance of local ceremonies in addition to the Pledge of Allegiance. With Board approval, and provided that such ceremonies do not contravene state or federal law, the Board encourages such local ceremonies as a way of celebrating and recognizing place and local culture as an important part of the educational day.

(cf. 5145.2 - Freedom of Speech/Expression)

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

(cf. 6141.6 - Multicultural Education)

Special Days and Events

District schools shall commemorate special days and events in accordance with law. Schools are encouraged to recognize days and events of local significance.

District schools shall be closed in observance of Labor Day, Thanksgiving Day and the day after, Christmas Day, New Year's Day, Memorial Day, and the Fourth of July.

Holidays which fall on a Sunday shall be observed the following Monday. Holidays which fall on a Saturday shall be observed the preceding Friday.

Furthermore, the Board specifically recognizes the cultural and civic importance of the following people or events and encourages school leaders and students to incorporate celebrations or recognition within the school's activities and curriculum. These people or events for the Northwest Arctic Borough School District to recognize are Della Keats Day, and Indigenous People's Day.

(cf. 6111 - School Calendar)

Legal Reference:

ALASKA STATUTES

[14.03.050](#) School holidays

[14.03.130](#) Display of flag and pledge of allegiance

[41.15.900](#) Observance of Arbor Day

U.S. SUPREME COURT

[West Virginia State Board of Education, et al . v. Burnette, et al](#) 319 U.S. 624 (1943)

Banks v. Board of Public Instruction, 314 F. Supp. 285

Hanover v. Northrup, 325 F. Supp. 170

Adopted: April 28, 2004

Revised:

Northwest Arctic Borough School District

BP 6161.2 DAMAGED OR LOST INSTRUCTIONAL MATERIALS AND EQUIPMENT

Note: The following sample policy may be revised or deleted to reflect district philosophy and needs

The School Board recognizes that instructional materials are an expensive district resource. The Superintendent or designee may establish procedures in accordance with law to protect instructional materials from damage or loss.

Instructional materials and equipment provided for use by students and staff remain the property of the district. Students and staff are responsible for maintaining and returning materials in good condition, with no more wear and tear than usually results from normal use.

When materials and equipment are lost or so damaged that they are no longer usable, the student or staff shall be responsible for reparation equal to the current replacement cost of the materials. When materials are damaged but still usable, the Superintendent or designee shall determine a lesser charge.

If it can be demonstrated to the Superintendent or designee's satisfaction that the student or staff has taken all reasonable precautions to safeguard instructional materials and equipment issued to them, the Superintendent or designee may excuse the student/parent/guardian/staff from payment of reparation.

(cf. 5131.5 - Vandalism, Theft and Graffiti)

(cf. 3515.4 Recovery for Property Loss or Damage)

Adopted: April 28, 2004

Revised:

Northwest Arctic Borough School District



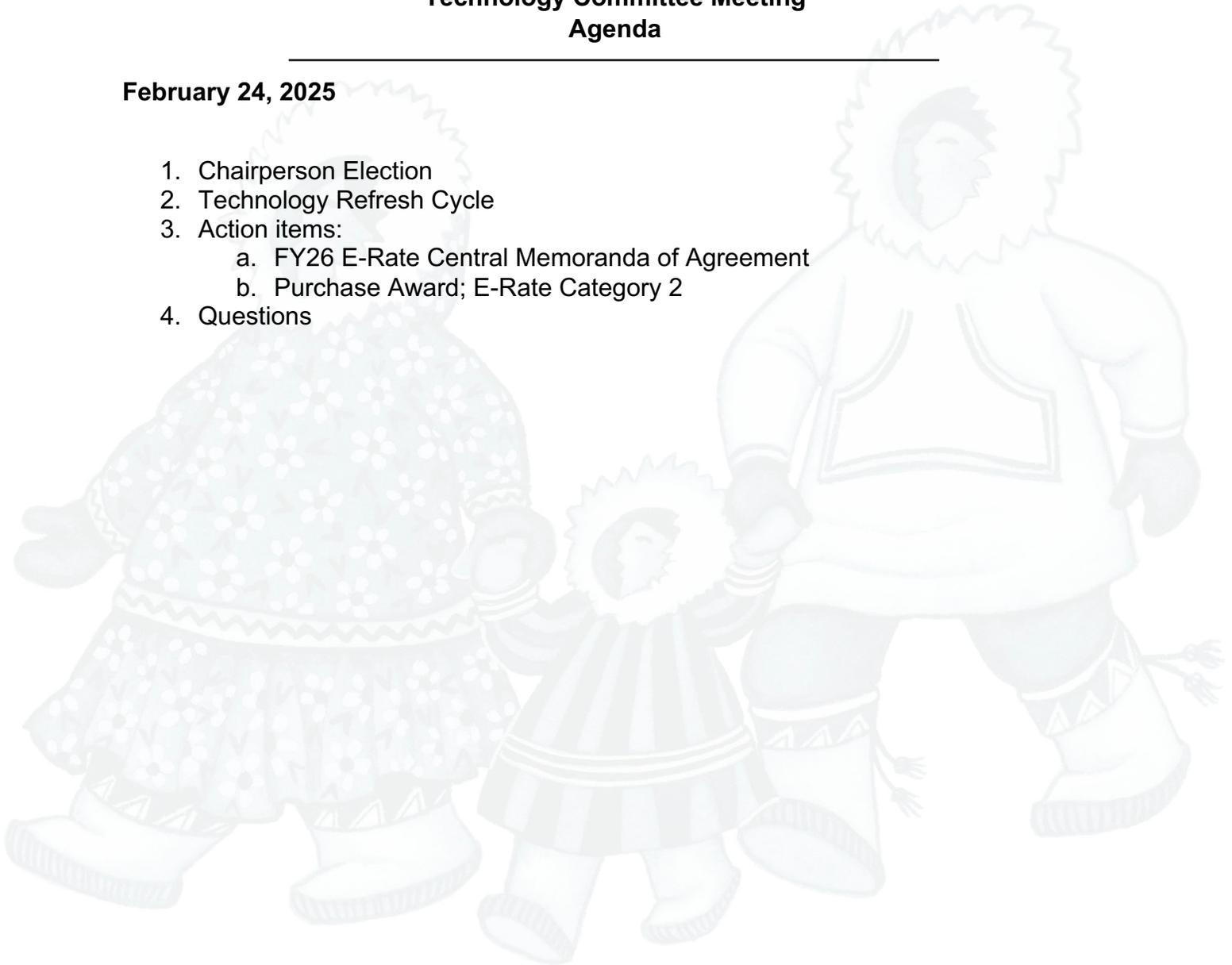
NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

Ambler · Buckland · Deering · Kiana · Kivalina · Kobuk · Kotzebue · Noatak · Noorvik · Selawik · Shungnak
PO Box 51 · Kotzebue, Alaska 99752 · Phone (907) 442-1800

NWABSD BOARD OF EDUCATION Technology Committee Meeting Agenda

February 24, 2025

1. Chairperson Election
2. Technology Refresh Cycle
3. Action items:
 - a. FY26 E-Rate Central Memoranda of Agreement
 - b. Purchase Award; E-Rate Category 2
4. Questions



Committee Members: Millie Hawley, Carol Schaeffer, Tillie Ticket
Technology Director: Amy Eakin

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



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT
Ataatchikun Iñuuniatigun (Through Our Way of Life Together as One)

Providing A Learning Environment That Inspires and Challenges Students and Employees to Excel

TECHNOLOGY COMMITTEE

February 24, 2025

NWABSD Regional Board Members:

Millie Hawley

Carol Schaeffer

Tillie Ticket



Agenda:

- Chairperson Election
- Technology Refresh Schedule
- ACTION ITEMS
 - FY26 E-Rate Central Memorandum of Agreement
 - Purchase Award; E-Rate Category 2 (Hardware)
- Questions



Technology Refresh Schedule

	Aug-Dec 2023	Jan-Jul 2024	Aug-Dec 2024	Jan-Jul 2025	Aug-Dec 2025	Jan-Jul 2026	Aug-Dec 2026	Jan-Jul 2027	Aug-Dec 2027	
5-12 Laptops	6-12 Refresh 2020 (Intel); 5-8 Refresh 2023 (M1)		5-8 & 6-12 Fleets Merged					Refresh 5-12 Fleet/Cases 2027	Deploy 5-12 Fleet	
SMARTBoards	Purchased 2014/2015; Warranty expired 6/30/20		10 Annually		10 Annually		10 Annually		10 Annually	
Principal Laptop, Secretary/DO iMacs	Secretary and DO iMac Refresh 2023		Principal Refresh/Deploy Pro/Screen 2024						Refresh Fleet 2030	
PK-4 iPads	Refresh Fleet 2021	Prepare for App Refresh	Refresh Apps				Refresh Fleet; Prepare for App Refresh	Refresh Apps		
Staff iPads	Fleet Purchased 8/2020						Refresh PK-4 Teacher Fleet			
Staff Laptops	Refresh Fleet 2021 (M1/Intel)							Refresh Fleet 2027	Deploy Refreshed Fleet 2027	
Computer Labs	ATC – partial update (5yr.)			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 IAN, ORV, BKC, DRG	C2 Install Wifi-6 APs in SHG, ABL; ATC, DO, KMHS Switches	C2 Install Wifi-6 WLK, OBU, KVL	C2 Install Wifi-6 JNES, DRG, KMHS				
Meraki Refresh	3yr. License Renewal 2023						License Renewal 9/29/2026			
Mitel Phone System	Partial Phone Refresh 2023			Partial Phone Refresh			Partial Phone Refresh			
VTC	RUS Award 2020; Complete install of RUS awarded Infrastructure		Update Polycom Camera Software							
Servers	Refresh SHG	Refresh WLK	Research Village Virtualization Servers	Purchase Pilot Servers; Plan Refresh				DO Server Refresh 2027		
Windows Infrastructure	Windows 2019 Server Upgrade 2023			Purchase Windows Server 2022						3



Technology Refresh Schedule:

- Largely reliant on Capital Improvement funds
 - \$1,134,480.84 balance
 - FY26 – iPad Refresh for Students & Staff (~\$500 ea.)
- Fleet life has been extended
- Some fleets have been combined
- Other funds have been sought over time
- Funds are used for technology grant-matching



E-Rate Central Memorandum of Agreement



ITEM	AMOUNT	FUND
2025-2025 E-Rate Consultation	\$89,000.00	GEN 100

Services Provided in 2024-2025:

- Assist with Category 1 and 2 RFP processes
- Assistance with the 2025-2026 School Internet procurement process
- No raise to cost from FY25 to FY26
- Assistance with the USAC filings for E-Rate resulting in roughly \$19M in NWABSD revenue
- Budgeted in FY26 General Funds



Purchase Award:

1. The funding cycle for Category 2 is from 2021 to 2025. This RFP was to expend all \$118,501.33 of the remaining awarded funds while providing the District with much-needed networking hardware.
2. December 2024 through January 2025 Request for Proposal (RFP) for Category 2 items
 - a. Bidding matrix weighed the cost, compatibility, technical ability, past performance, and vendor experience
 - b. 11 eligible bids were received
 - c. Intellitech scored the highest overall
3. 85% of the cost will be applied for through E-Rate
4. The total district cost will not exceed \$18,316.87
5. Funds are available in the Technology Capital Improvement Project fund balance
6. The purchase of this equipment is contingent on Board approval and the E-Rate funding award



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

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

Track 1: Operational Improvements Initiative: Optimize Business Practices

Assessment Worksheet

Entity:	Northwest Arctic Borough School District (S41645)	Products/Services Assessed:	126 BMAPS & Licenses, Shipping
Funding Year:	2025-2026	Evaluator Name and Title:	Amy Sakin, Director of Technology, Paul Wood, Assistant Director of Technology, Kwang Hong, PC Support Technician
Form #308:	25006871	Date Evaluation Completed:	Friday, January 31, 2025
Close Date:	Tuesday, January 21, 2025		

Vendor Scoring

Selection Criteria	Weight	Baypoints		Corkum Network		Intelli-Tech		Northriver IT-Meraki		Northriver IT-Extreme Networks		Optimus Technology Company-MRSE		Optimus Technology Company-MRSE		SGV International, LLC		SMI		Structured-Jumper		Qualityity	
		Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score
Cost of E-Rate Eligible Products/Services*	40%	8.01	32.05%	8.54	34.18%	7.31	29.23%	8.44	33.75%	18.00	40.00%	5.83	23.31%	4.95	19.80%	6.25	25.00%	7.03	28.18%	4.79	19.17%	8.85	27.43%
Cost of E-Rate Ineligible Products/Services	10%	10.00	10.00%	10.00	10.00%	10.00	10.00%	10.00	10.00%	10.00	10.00%	10.00	10.00%	10.00	10.00%	10.00	10.00%	10.00	10.00%	10.00	10.00%	10.00	10.00%
Interoperability/Compatibility with Existing Network	15%	10.00	15.00%	10.00	15.00%	10.00	15.00%	10.00	15.00%	10.00	15.00%	10.00	15.00%	10.00	15.00%	10.00	15.00%	10.00	15.00%	10.00	15.00%	10.00	15.00%
Unified Network Administration	15%	10.00	15.00%	10.00	15.00%	10.00	15.00%	10.00	15.00%	10.00	15.00%	10.00	15.00%	10.00	15.00%	10.00	15.00%	10.00	15.00%	10.00	15.00%	10.00	15.00%
Previous Experience with the District	10%	1.00	1.00%	1.00	1.00%	10.00	10.00%	1.00	1.00%	1.00	1.00%	1.00	1.00%	1.00	1.00%	1.00	1.00%	6.33	6.33%	4.67	4.67%	1.00	1.00%
Cost to train or certify staff on new or existing Manufacturer's equipment.	10%	10.00	10.00%	10.00	10.00%	10.00	10.00%	10.00	10.00%	10.00	10.00%	10.00	10.00%	10.00	10.00%	10.00	10.00%	10.00	10.00%	10.00	10.00%	10.00	10.00%
Overall Ranking	500%		82.05%		85.18%		89.23%		84.75%		55.00%		74.31%		70.80%		76.00%		84.63%		37.84%		78.41%

Assessment Notes:	
Baypoints	We already use Meraki and the Meraki Dashboard, no cost to train, no experience with the vendor.
Corkum Network	We already use Meraki and the Meraki Dashboard, no cost to train, no experience with the vendor.
Intelli-Tech	We already use Meraki and the Meraki Dashboard, no cost to train, experience with the vendor.
Northriver IT-Meraki	We already use Meraki and the Meraki Dashboard, no cost to train, no experience with the vendor.
Northriver IT-Extreme Networks	Not interoperable with current system or dashboard, cost to train, no experience with the vendor.
Optimus Technology Company-MRSE	We already use Meraki and the Meraki Dashboard, no cost to train, no experience with the vendor.
Optimus Technology Company-MRSE	We already use Meraki and the Meraki Dashboard, no cost to train, no experience with the vendor.
SGV International, LLC	We already use Meraki and the Meraki Dashboard, no cost to train, no experience with the vendor.
SMI	We already use Meraki and the Meraki Dashboard, no cost to train, some experience with the vendor.
Structured-Jumper	Not interoperable with current system or dashboard, cost to train, some experience with the vendor.
Qualityity	We already use Meraki and the Meraki Dashboard, no cost to train, no experience with the vendor.

Scoring Notes:	
* Cost of E-Rate eligible products/services is the primary consideration.	
** Raw scores for eligible products is based on the formula (lowest cost) being compared to others.	
*** Raw scores for ineligible products based on same formula; however, if a SE ineligible response exists, the next lowest ineligible vendor receives a score of 0 and the formula is adjusted for all others to a base 0 formula.	
**** All other raw scores based on a scale of 0 to 10; 0 lowest, 10 highest/next possible.	



Questions?





NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

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PO Box 51 · Kotzebue, Alaska 99752 · Phone (907) 442-1800

NWABSD BOARD OF EDUCATION

Budget Committee Meeting

Conducted via Teleconference

Call 1-833-682-3239, enter code:274 674 647#

Agenda

February 24, 2025

2:00 p.m.

- I. FY25 Financial Report as of December 31, 2024
- II. FY25 Audit Schedule (no attachment)
 - Preliminary Audit - June 9-13, 2025
 - Final Audit – August 11-15, 2025
- III. Action Items with Budget impact:
 - 25-087 Memorandum of Agreement; E-Rate Central Consulting Services
 - 25-088 Purchase Award; E-Rate
- IV. Future Business:
 - FY26 Budget

Director of Administrative Services: Natalie Dickey

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

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

Included in the attached report are the reports for General Fund Revenue & Expenditures, Board Expenditures, and the Investment Account balance for month ending 12/31/2024. The Board last received a report January 21, 2025 with expenditures and revenue through November 30, 2024.

For the purposes of this report, we are approximately 50% through the fiscal year and have expended 39% of our general operating budget, as well as received 47% of our budgeted general fund revenue. 67% of our General Fund budget is expended and encumbered. The percent reported for expended and encumbered from the General Fund budget has reflected a reduction from the previous report of 82% due to the adjustments made in Budget Revision #2.

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

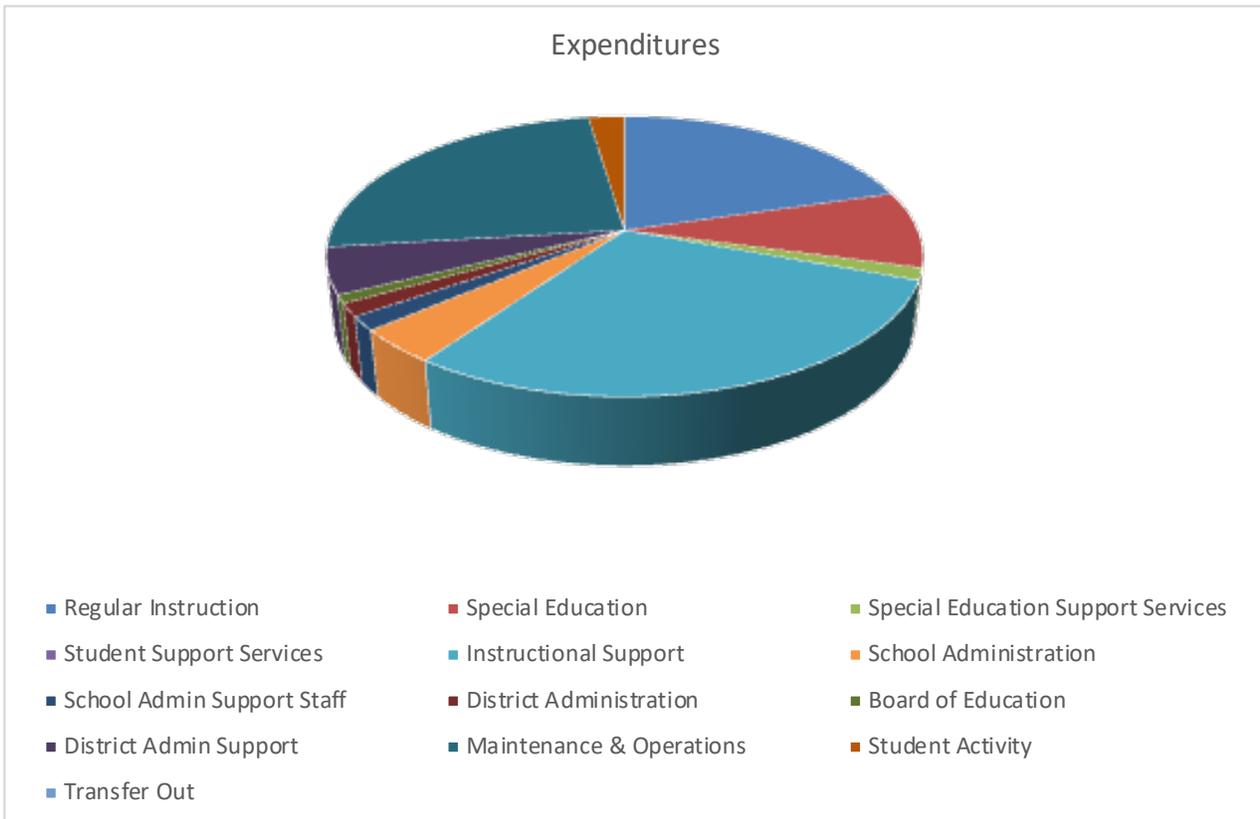
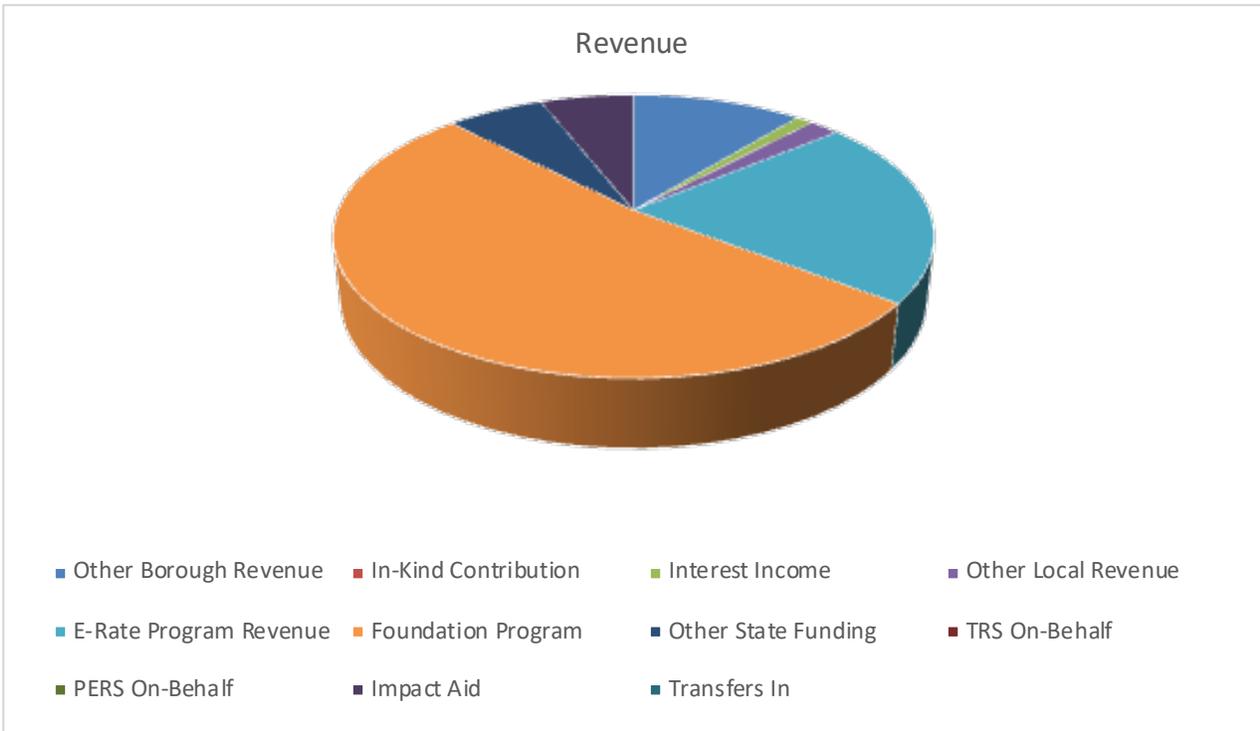
		Approved				
		<u>Budgeted</u>	<u>Year to Date Exp</u>	<u>Encumbrance</u>	<u>Variance</u>	<u>% of Budget</u>
Revenues By Object:						
011	Other Borough Revenue	8,068,263	3,946,423	-	4,121,840	49%
012	In-Kind Contribution	-	-	-	-	NA
030	Interest Income	770,000	399,060	-	370,940	52%
040	Other Local Revenue	2,100,000	704,501	-	1,395,499	34%
047	E-Rate Program Revenue	19,452,945	7,724,016	8,282,283	3,446,646	40%
051	Foundation Program	36,379,653	18,907,944	-	17,471,709	52%
090	Other State Funding	4,796,196	2,255,778	-	2,540,418	47%
056	TRS On-Behalf	2,505,160	-	-	2,505,160	0%
057	PERS On-Behalf	447,788	-	-	447,788	0%
111	Impact Aid	3,441,882	2,166,115	-	1,275,767	63%
250	Transfers In	(1,500,000)	-	-	(1,500,000)	0%
Revenue Totals		76,461,887	36,103,837	8,282,283	32,075,767	47%
			47% % Received to date			

Percentage of All Funds Total Budget Expended:	38.92%
Percentage of Year Passed:	50.00%
General Checking Account Ending Balance	\$8,398,197.29
Wells Fargo IILD Account	\$15,619,766.20
JNES Scholarship Account	\$4,186.77
Month End Cash In Bank Account	<u><u>\$24,022,150</u></u>

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

		<u>Approved</u>				
		<u>Budget</u>	<u>Year to Date Exp</u>	<u>Encumbrance</u>	<u>Variance</u>	<u>% of Budget</u>
Expenditures By Object:						
310	Certificated Salaries	15,558,907	6,407,653	7,280,316	1,870,938	41%
320	Non-Certificated Salaries	9,280,698	3,630,469	3,014,449	2,635,780	39%
331	Leave Pay Out	300,000	57,528	903	241,569	19%
333	Stipends	99,750	78,250	-	21,500	78%
360	Employee Benefits	12,659,639	4,867,330	659,398	7,132,912	38%
367	TRS On-behalf	2,505,160	-	-	2,505,160	0%
368	PERS On-behalf	447,788	-	-	447,788	0%
SUBTOTAL: Personnel		40,851,942	15,041,229	10,955,066	14,855,646	37%
410	Professional & Technical Services	4,857,047	1,778,372	811,379	2,267,297	37%
420	Staff Travel	435,000	162,709	5,207	267,084	37%
420	Board Travel	83,852	36,814	4,312	42,725	44%
425	Student Travel	1,143,775	542,720	15,868	585,187	47%
430	Utility Services	21,696,384	8,828,896	9,395,633	3,471,854	41%
435	Energy-includes electricity & fuel	4,323,719	3,010,545	1,010,162	303,012	70%
440	Other Purchased Services	4,469,056	1,152,249	2,238,847	1,077,960	26%
445	Property & Liability Insurance	1,396,451	1,396,451	-	0	100%
450	Supplies, Materials & Media	1,757,358	800,979	223,943	732,436	46%
480	Tuition	40,000	-	8,984	31,016	0%
490	Dues & Fees	89,280	54,217	34,958	104	61%
510	Inventoried Equipment	55,000	-	13,830	55,000	0%
495	Indirect Cost Recovery	(250,000)	(133,053)	-	(248,211)	53%
SUBTOTAL: Non-Personnel		40,096,922	17,630,900	13,763,124	8,585,464	44%
550	Transfer Out	3,005,214	-	-	3,005,214	0%
Expense Totals		83,954,077	32,672,129	24,718,190	26,446,325	68%
		39% Expended to date				
		<u>Budgeted</u>	<u>Year to Date Exp</u>	<u>Encumbrance</u>	<u>Variance</u>	<u>% of Budget</u>
Expenditures by Function						
100	Regular Instruction	18,052,307	6,671,184	5,100,912	6,280,211	37%
200	Special Education	8,627,583	2,886,925	1,884,324	3,856,334	33%
220	Special Education Support Services	1,260,998	442,465	492,373	326,159	35%
300	Student Support Services	297,660	6,747	-	290,913	2%
350	Instructional Support	23,650,260	9,523,246	9,812,755	4,314,258	40%
400	School Administration	3,334,747	1,294,242	1,317,024	723,481	39%
450	School Admin Support Staff	1,459,652	522,611	291,247	645,793	36%
510	District Administration	1,258,159	481,190	336,469	440,501	38%
511	Board of Education	642,793	305,990	66,682	270,121	48%
550	District Admin Support	3,143,276	1,745,379	722,617	675,281	56%
600	Maintenance & Operations	17,407,241	8,026,570	4,488,460	4,892,211	46%
700	Student Activity	1,814,189	765,691	205,326	843,171	42%
900	Transfer Out	3,005,214	-	-	3,005,214	0%
Total Expenditures		83,954,078	32,672,239	24,718,190	26,563,650	68%

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



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

		Approved			
Expenditures by Object		<u>Budgeted</u>	<u>Year to Date Exp</u>	<u>Variance</u>	<u>% of Budget</u>
333	Stipends	87,750	46,250	41,500	53%
36?	Benefits	290,511	140,424	150,087	48%
410	Professional & Technical Services	109,000	46,932	62,068	43%
420	Travel	83,852	36,814	47,038	44%
425	Student Travel	25,000	14,002	10,998	56%
450	Supplies	6,000	5,192	808	87%
490	Other Expenses (Dues & Fees)	40,680	16,375	24,305	40%
Total Expenditures		\$ 642,793	\$ 305,990	\$ 336,803	48%

Board Budget Summary

Board Stipends

Stipend	Members	# of times	# of Days	FY25 TOTAL
\$ 250 NWALT Meeting - July 1, 2024		1	1	\$ 250
\$ 250 AASB Board Meeting in OTZ		1	1	\$ 750
\$ 250 Executive Committee Meeting		4	1	\$ 1,000
\$ 250 August Region Meeting		2	1	\$ 500
\$ 250 Monthly Board Meeting		11	5	\$ 28,250
\$ 250 September QUAD Meeting		7	1	\$ 3,500
\$ 250 October Retreat		10	1	\$ 5,000
\$ 250 Fall Boardmanship Training		7	1	\$ 7,000
TOTAL				\$ 46,250

Benefits

\$ 2,250 Health Insurance	10	6	1	\$ 135,000
\$ 5,424 Other Benefits				\$ 5,424
TOTAL				\$ 140,424

Professional & Technical Services

\$ 11,666 Lobbyists				\$ 35,472
\$ 7,380 AASB Annual Meeting Services				\$ 7,380
\$ 580 AASB Registration	7			\$ 4,080
TOTAL				\$ 46,932

Travel & Perdiem

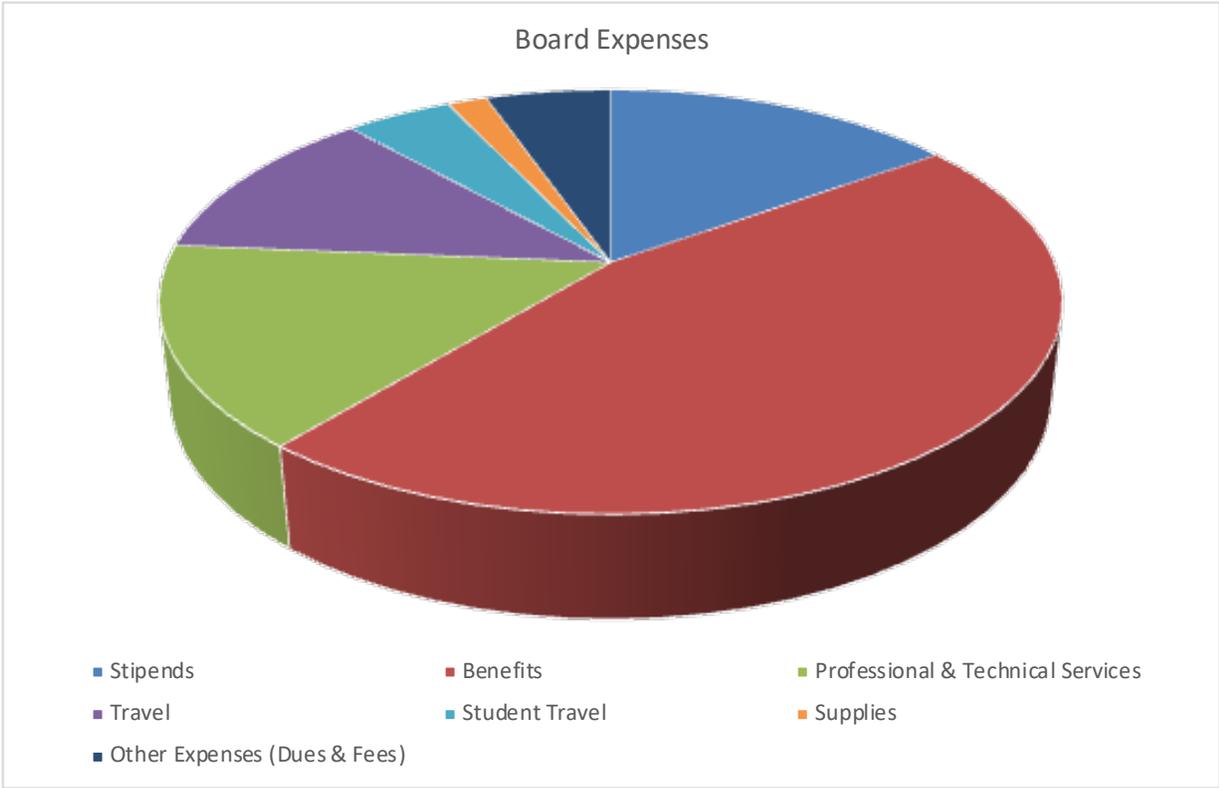
\$ 2,308 Airfare/Hotel/Car				\$ 29,161
\$ 7,654 Per-Diem				\$ 7,654
TOTAL				\$ 36,814

Miscellaneous Exp

\$ 1,196 Supplies, media and freight for Board & Board meetings				\$ 1,196.44
\$ 3,996 MacBook Air				\$ 3,996.00
\$ 13,700 CEE membership and AASB fees				\$ 13,700.00
\$ 2,675 National School Board Association				\$ 2,675.00
TOTAL				\$ 21,567

Grand Total \$ 305,990

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



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

	Fiscal Year	IILD GF Earnings	IILD CIP Earnings	Total Earnings	
1	FY19	\$ 112,675.74	\$ -	\$ 112,675.74	
2	FY20	\$ 134,699.78	\$ -	\$ 134,699.78	
3	FY21	\$ 1,694.94	\$ 2,564.11	\$ 4,259.05	
4	FY22	\$ 13,734.29	\$ 12,012.88	\$ 25,747.17	
5	FY23	\$ 316,919.38	\$ 17,754.50	\$ 334,673.88	
6	FY24	\$ 692,319.01	\$ -	\$ 692,319.01	
7	FY25	\$ 381,247.20	\$ -	\$ 381,247.20	Year to date
		\$ 1,653,290.34	\$ 32,331.49	\$ 1,685,621.83	

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: February 25, 2025

NUMBER: 25-087

FR: Office of the Superintendent

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

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

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

ISSUE:

Approve E-Rate Central Consulting Services MOA for \$89,000 to be funded by Technology FY26 General funds.

BACKGROUND AND/OR PERTINENT INFORMATION:

E-Rate Central provides consulting services to ensure the Universal Service Administrative Company (USAC) programs are followed and all proper documentation is filed in a timely manner when procuring qualified services. The District is applying for funding under E-Rate services for the 2025-2026 school internet.

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

E-Rate Central supports timely and accurate filing of required E-Rate paperwork, program integrity assurance, and audit support. E-Rate Central has successfully supported the District in this capacity since 2012 with no increase to our annual costs until this year. The amount of E-Rate funding the District has sought from the Federal Government has increased from roughly \$4M to over \$19M in the past 13 years. Consequently, due to the requested high dollar amounts, the district has been subject to more audits, Payment Quality Assurances (PQAs), and heightened scrutiny, which require more senior resources from E-Rate Central.

The E-Rate Central 2025-2026 MOA is \$89,000 for E-Rate consulting on school internet.

ALTERNATIVES:

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

ADMINISTRATION'S RECOMMENDATION:

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

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

P. O. Box 51 Kotzebue, AK 99752

MEMORANDUM OF AGREEMENT (MOA)

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

TAB BETWEEN FIELDS

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

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

516 801-7803 516-801- ilegg@e-ratecentral.com
Area Code Phone # Fax # E-mail Address
7873

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

07/01/2025 06/30/2026 W-9 Attached W-9 Submitted Previously
Start Date (mmddyy) End Date (mmddyy) Verify with Brad Eisel

Contractor Agrees To: Support timely and accurate filing of required E-Rate paperwork, program integrity assurance, document management, vendor management, invoice and billing support, and 2025-2026 school internet E-Rate program.

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

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

District Agrees To: _____

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

Payment Terms: _____

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

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

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

Additional Conditions/Provisions

A - GENERAL INFORMATION

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

B - CONTRACTOR RESPONSIBILITIES

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

I HEREBY ACCEPT THIS MOA AND THE CONDITIONS/PROVISIONS CONTAINED HEREIN.

Any changes in the terms of this MOA must be on an ADDENDUM FORM prior to any services being performed. The ADDENDUM FORM must be approved by all parties.

Natalie Dickey

Director of Administrative Services – Fiscal

Approval

Director's Signature

Date (mm/dd/yy)

Terri Walker

Interim Superintendent –Authorized Signer

NWABSD

Superintendent's Signature

Date (mm/dd/yy)

Julia Legg

Contractor

Contractor's Signature

Date (mm/dd/yy)

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

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

Quote

Date	Quote. No.
2/10/2025	NWAB 2025

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

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

P.O. No.	Project

Description	Ordered	Rate	Amount
E-Rate consulting – Category 1 and 2 for schools 2025/2026		89,000.00	89,000.00
		Total	\$89,000.00

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: February 25, 2025

NUMBER: 25-088

FR: Office of the Superintendent

SUBJECT: Purchase Award; E-Rate

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

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

ISSUE:

At issue is the E-Rate purchase award to Intellitech to provide network infrastructure equipment for the amount not to exceed \$119,340.00, with the District's obligation not to exceed \$18,316.87 contingent on E-Rate funding.

BACKGROUND AND/OR PERTINENT INFORMATION:

The Federal Communications Commission (FCC) adopted the E-Rate Modernization order in July 2014 to assist school districts in providing internet. A five-year funding cycle for Category 2 for hardware that supports the internet began in 2021 and runs through 2025. From October through December 2023, the NWABSD went through the Request for Proposal (RFP) process for Category 2 items to supplement the regional Meraki infrastructure. The improved infrastructure allows more devices to connect to the internet simultaneously and have a higher-quality network connection.

As a result of the RFP process that included a bidding matrix that weighed the cost, compatibility, technical ability, past performance, and manufacturer experience, Intellitech was awarded the bid by the NWABSD. From this process, the District submits the request for funding to USAC so the Federal Government can commit to paying 85% of the needed hardware cost to continue upgrading our Districtwide Infrastructure. USAC provides funding to improve the infrastructure of all schools in our region through Category 2 proportionate to the student count at each school. Category 2 funding is the partner to USAC's E-Rate funding that supports the internet for our District.

The District anticipates an E-Rate discount of \$100,726.13 for this equipment such that the total district cost will not exceed \$18,316.87. Funds will come from the available Technology Capital Improvement Project fund balance. The District anticipates receiving the Funding Commitment Decision Letter (FCDL) from USAC later this spring. The purchase of this equipment is contingent on Board approval and the USAC funding award and would expend all remaining Category 2 funding allocated to the District for the 2021-2025 window.

ALTERNATIVES:

1. Approve the purchase of network infrastructure equipment for the amount not to exceed \$119,340.00, with the District's obligation not to exceed \$18,316.87 contingent on E-Rate funding;
2. Do not approve the network infrastructure equipment for the amount not to exceed \$119,340.00, with the District's obligation not to exceed \$18,316.87 contingent on E-Rate funding;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the purchase of network infrastructure equipment for the amount not to exceed \$119,340.00, with the District's obligation not to exceed \$18,316.87 contingent on E-Rate funding as presented.

QUOTE

1652 Yeager Avenue
 La Verne, CA 91750
 (909) 394-5188
 fax (909) 394-5190



DATE	QUOTATION NO.
02/10/25	AE010925A-SP

CONTACT	BILLING	ACCOUNT REP
AMY EAKIN AEAKIN@nwarctic.org 907-442-1830	Northwest Arctic School District / USAC 744 Third Ave / PO BOX 51 Kotzebue, AK 99752 Attn: Account Payable	Samantha Pilcher 909-480-4459 samantha@intelli-tech.com
RFQ #	SHIP	PURCHASE ORDER NO
ERATE	Northwest Arctic School District 744 Third Ave / PO BOX 51 Kotzebue, AK 99752 Attn: AMY EAKIN / PAUL WOOD	
		TERMS
		NET 30
		DEPARTMENT
		FOB
		DROP SHIP

#	Qty	Part No.		ETA	Price	Extended
1	102	MR46-HW	Meraki MR46 Wi-Fi 6 Indoor AP	7-10 DAYS	\$ 820.00	\$ 83,640.00
2	102	LIC-ENT-5YR	Meraki MR Enterprise License, 5YR	7-10 DAYS	\$ 350.00	\$ 35,700.00

SPIN NUMBER 143017403 RESPONSE TO RFP 2025-12 2025 NWABSD C2 Equipment ERATE
 FORM 470 250006971 BEN #145645

Sub-total	\$ 119,340.00
Sales Tax	N/A
Estimated Freight	N/C
E-Waste Fee	N/A
Grand Total	\$ 119,340.00