

# NWABSD Regular Board Meeting

Tuesday, November 25, 2025 4:00 PM

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

1.	<u>CALL TO ORDER, ROLL CALL</u>	<b>Presenter:</b> Margaret Hansen, President
2.	<u>MOMENT OF SILENCE</u>	<b>Presenter:</b> Margaret Hansen, President
3.	<u>PLEDGE OF ALLEGIANCE</u>	<b>Presenter:</b> Margaret Hansen, President
4.	<u>INTRODUCTION OF GUESTS/STAFF</u>	<b>Presenter:</b> Margaret Hansen, President
5.	<u>PUBLIC COMMENTS</u>	<b>Presenter:</b> Margaret Hansen, President
6.	<u>APPROVAL OF AGENDA</u>	<b>Presenter:</b> Margaret Hansen, Board President
7.	<u>SCHOOL PRESENTATIONS</u>	<b>Presenter:</b> Terri Walker, Superintendent
8.	<u>RECOGNITION &amp; AWARDS</u>	<b>Presenter:</b> Terri Walker, Superintendent
9.	<u>SUPERINTENDENT'S REPORT</u>	<b>Presenter:</b> Terri Walker, Superintendent
10.	<u>EXECUTIVE SESSION</u>	<b>Presenter:</b> Margaret Hansen, Board President
11.	<u>NWABSD Memorandum 26-058 Recommendation of Student Expulsion</u>	
12.	<u>ADOPTION OF CONSENT AGENDA</u>	<b>Presenter:</b> Margaret Hansen, Board President
13.	<u>COMMUNICATIONS &amp; ITEMS INTRODUCED BY BOARD MEMBERS</u>	<b>Presenter:</b> Margaret Hansen, Board President
14.	<u>DATE, TIME, &amp; LOCATION OF NEXT MEETING</u>	<b>Presenter:</b> Margaret Hansen, Board President
15.	<u>ADJOURNMENT</u>	

## MEMORANDUM

---

**TO:** NWABSD Board of Education  
Members

**DATE:** November 25 2025

**NUMBER:**

**FR:** Office of the Superintendent

**SUBJECT:** Superintendent's Report

---

### K-12 Attendance

	<u>8/18/25- 9/19/25</u>	<u>8/18/25-10/31/25</u>
Ambler School	80.92%	82.50%
Buckland School	91.62%	89.76%
Deering School	92.99%	94.01%
Kiana School	80.57%	81.47%
Kisimigiugtuq School	78.15%	79.19%
Kobuk School	83.17%	88.72%
June Nelson Elementary	88.12%	87.31%
Kotzebue Middle/High School	81.04%	84.24%
Napaaqtugmiut School	83.57%	81.34%
Aqqaluk High/Noorvik Elementary	88.03%	87.14%
Davis-Ramoth School	87.17%	81.40%
Shungnak School	93.90%	86.60%
NWABSD Home School	100.00%	99.94%
District	83.53%	85.39%

A shout-out to Ambler, Deering, Kiana, Kivalina, Kobuk, and KMHS for increasing their attendance rate. Let's keep up the good work!

Jessica Heisler, KMHS principal and Superintendent Intern has been working on this incentive plan and here is what she has gathered:

- Many schools use incentives such as candy, bicycles, and public shoutouts to boost attendance.
- JNES rewards students with money for meeting attendance goals.
- Last year's district-wide fuel rewards didn't have the success we hoped for at all sites, so we will consider other options.

See the attached document as a starting point. We will continue to build on these ideas together as a committee. Your input is invaluable and appreciated, as everyone's efforts are focused on making attendance a priority for our students, staff, and community.

## **Enrollment**

Pre-K -12 grade enrollment is 1884 and K-12<sup>th</sup> grade enrollment is 1762, a decrease of 24 students since the September report.

## **Childcare Working Group Update**

Discussion with the Child Care Working Group continues. Dena Strait, Capital Projects, and Charlie Nelson, Maniilaq, are working on the design to determine the updates needed to the facility. We are also working on the language in the lease agreement with Iñiigaat Munaqsriyat for the use of the building to operate the childcare center and the Memorandum of Agreement (MOA) between Maniilaq and NWABSD for the remodel of the space.

## **NWALT**

NWALT will meet on December 18 to review the NWALT strategic plan with input from all four organizations.

## **Coalition for Education Equity (CEE)**

The Coalition for Education Equity Board of Directors Meeting on November 15, 2025 covered several key topics. See attached minutes.

## **Safe and Civil – Susan Isaacs**

Susan visited the upriver communities last week. She focused on school-wide expectations for students and staff to ensure consistent procedures in the hallways, cafeteria, and classrooms. This was her second visit to these sites this year, and she has seen progress in their structures.

## **National Indian Education Association (NIEA) Conference**

I focused on sessions on Language Immersion and Curriculum Development. The Immersion sessions focused on strengthening our program through simple, effective teaching strategies. Here is a recommended list.

- New reading and math program taught in the local language.
- Integrating seasonal-change books translated for students.
- Incorporating role-play and acting to support comprehension.
- Visual and kinesthetic supports—like mapping the six seasons, using sign language and gestures for key concepts, and creating “Who We Are” posters—help reinforce vocabulary and identity.
- Additional tools, such as a children’s app with songs, pictures, and words, further support language learning in engaging ways.

Even without fluency, teachers can effectively support language learning by teaching what they know and using practical tools, such as a five-senses app. Daily routines—like counting and using consistent transition phrases (e.g., “stand up,” “line up,” “push in your chairs”)—help reinforce language through repetition and everyday practice.

### Challenges, Successes, Behaviors of the Crow

- Challenges
  - We call it the language politics. Always someone who says, "You're saying it wrong."
  - Elders speak English, not crow to the children.
- Successes,
  - Can't just talk about it.
  - Need the right people to be involved.

- They take the time to create materials.
- Students who have gone through their program are on honor roll and well-behaved.
- Behaviors
  - Students in immersion classrooms didn't get in trouble as much.
  - In specials, they even said the students in the immersion class are well-behaved.
  - They do better on test scores.
  - Had a challenging class and played a song in the language to calm them down.

Since the Government was shut down at the time, many policy-related sessions were canceled.

Attached is my travel request.

Quyaanna,

Terri Walker, Superintendent

## **NWABSD Attendance Incentive Plan**

### **Board Meeting Handout – 2025–2026 School Year**

#### **Why Attendance Matters**

- Consistent attendance improves academic success, graduation rates, and long-term workforce readiness.
- Strong attendance builds routines, strengthens relationships, and reinforces responsibility.
- In NWABSD’s rural context, improving attendance requires family partnership, community support, and positive, inclusive practices.

#### **1. Weekly Classroom & Grade-Level Shout-Outs**

- Public recognition for classrooms achieving 90%+ weekly attendance.
- Builds positive culture and shared effort.

#### **2. Village Attendance Stars (Monthly)**

- 1 elementary, 1 middle, and 1 high school student recognized per village.
- Certificates, announcements, newsletter features, small rewards.

#### **3. Quarterly “Good Standing” Student Activities**

- Cultural activities, open gym, movie hour, or elder sessions for students with 90% attendance or documented improvement.

#### **4. “Strive for 5” Improvement Award**

- Recognizes students who improve attendance by 5% each quarter.
- Includes postcards home, small incentives, and recognition.

#### **5. Attendance Competitions**

- Classrooms earn points for days with 90%+ attendance.
- Rewards: pizza party, culture class, extra gym time.

#### **6. Family Attendance Champions**

- Monthly recognition of families supporting strong attendance.
- Featured in newsletters and announcements.

#### **7. Districtwide “Perfect Month Challenge”**

- Students with zero unexcused absences enter monthly drawing for NWABSD gear, artwork, books, or supplies.

## **8. Seasonal Attendance Drives**

- Themed campaigns: Warm Up to Winter (Nov), Iñua Challenge (Feb), Spring Forward (Apr).

## **9. Elder-Led Attendance Recognition**

- Elders participate in recognition ceremonies and sign certificates.

## **10. Staff Recognition: Attendance Heroes**

- Quarterly recognition for staff who support attendance improvements.

## **Implementation Timeline**

Q1 (Aug–Oct): Launch incentives, shout-outs, Strive for 5.

Q2 (Nov–Dec): Winter drive, first quarterly event, family awards.

Q3 (Jan–Mar): Iñua Challenge, second event, elder recognition.

Q4 (Apr–May): Spring Forward, final awards.

## **Expected Outcomes**

- Increased daily attendance.
- Stronger family-school partnerships.
- Improved academic engagement.
- Climate grounded in Inupiaq values.



**Coalition for Education Equity  
Board of Directors Meeting Minutes**

Thursday, November 15, 2025

Attendance:

Caroline Storm - Executive Director

Superintendents: Jamie Burgess (Nome) – Chair; Patrick Mayer (Alaska Gateway) – Vice Chair; Hannibal Anderson (LKSD) – Treasurer; Terri Walker (NWA) – Secretary; Scott Ballard (Yupitit) – Member at large; Madeline Aguiard (Kuspuk); Frank Hauser (Juneau); Robin Taylor (Petersburg)  
School Board Members: Petersburg and Northwest Arctic.

1. Meeting called to order at 12:07 pm
2. Director's Report: No questions on written report.
  - a. Lawsuit updates: CEE's legal counsel has all the data that they requested as of this week and plans to have a draft complaint done by the end of next week. At that time the plaintiffs and counsel will have a meeting to review the draft and discuss any inaccuracies or revisions. Once the complaint is close to final, a strictly confidential copy will be sent to members for their review.
    - i Filing date is still unclear, yet it has been recommended by a communications consultant to wait until after the new year. Our lobbyist suggested waiting for the first day of session to make a big media and legislative splash.
    - ii A request from a member for sanctioned talking points to use and provide to school board members. C.Storm to obtain from counsel.
  - b. Village energy costs: C.Storm addressed a perception issue from a few school board members that either school districts or school sites are "subsidizing" village power. C.Storm talked with Dr. Brian Hirsch a knowledgeable consultant for remote energy systems and clarified that schools do pay an enormous electricity bill due to their load and demand charges imposed by the utility, and because PCE does not get applied to schools, yet the rates are set and regulated by the RCA. It is true that a school likely does pay the majority share of the operations of a remote off-railbelt system due to the load, yet the school or district is not being unfairly charged. Among all the issues to consider in school funding, districts being directly reimbursed by the state for power and water may be worth recommending
  - c. Spike Jorgensen 2026 Scholarship Application was not included in the board packet and will be transmitted with the minutes. No applications were received this year.
  - d. C.Storm proposed that after all the Education Task Force "information gathering" meetings are over, that CEE puts forth our own official list of recommendations to the task force.
3. Legislative update and 2026 priorities

- a. Oil price projections had the State with a surplus in August of '25. Oil prices have dropped to \$65 a barrel that will leave the State with a deficit for FY26.
  - b. Reggie Joule relays the importance of the 2026 elections and the need to protect the bi-partisan coalitions. Voter turnout in remote Alaska is very low and we need to do our part to encourage participation.
  - c. Motion to approve CEE's legislative priorities as listed in the packet made and seconded. No discussion. No objection.
4. Member Comment Period:
- a. Need to increase membership. A presentation to new Chugach board members went well and they were very appreciative of our work. C.Storm to reach out to other districts and request to make a presentation to their boards. LYSD and Southwest Island were mentioned as good targets.
  - b. Regulation reduction: the blanket mandate from the governor's office has not come with any direction from DEED and Superintendents and commissions are being asked for suggestions. Superintendents do not have the time. CEE to reach out to ACSA and AASB to see who is working on some regulations to recommendations. The process by which projects are submitted for Major Maintenance funding should be considered if possible. C.Storm to reach out to Sen. Tobin's office and ask that the SEN EDU Committee have a meeting on any proposals that DEED may be looking at.
5. Motion to retain Board Officer slate as it stands made and seconded. Passed unopposed.
6. FY 25 financial Report: membership and fees have dropped however CEE has a lean budget and did ok in FY25 with a small draw from savings.
- a. CEE will be approaching the Resource Equity Funding Coalition for communications funding in 2026.
7. C.Storm reminds members that CEE now has a donation button on the website that members are free to share in their communities.
8. 2026 Spring meeting date: Proposal made to coincide with 2026 AASB Juneau fly-in in early February so that outreach can be made to School Boards: TBD Timing may be good because of lawsuit.
9. Adjourned at 1:01pm

## MEMORANDUM

---

**TO:** NWABSD Board of Education

**DATE:** September 30, 2025

**NUMBER:** 26-053

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Supt. Travel

### **ABSTRACT:**

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

### **ISSUE:**

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

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

Request for Out-of-District Travel by the Superintendent Upcoming Travel Dates:

- January 23-25, 2026 MTSS Conference, Anchorage Alaska
- February 7-10, 2026 AASB Legislative Fly-in, Juneau, Alaska
- March 28-April 1, 2026 ACSA Superintendent Legislative Fly -in, Juneau, Alaska

### **FUNDING SOURCE:**

General Funds: budgeted for FY26

### **ALTERNATIVES:**

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

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

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

## MEMORANDUM

---

**TO:** NWABSD Board of Education  
Members

**DATE:** November 25, 2025

**NUMBER:** 26-058

**FR:** Office of the Superintendent

**SUBJECT:** Recommendation of  
Student Expulsion

### **ABSTRACT:**

Per NWABSD Board Policy 5144.1, Board approval is required in instances of student expulsion.

### **ISSUE:**

A student threatened to bring a gun to school and shoot a teacher.

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

Per NWABSD Board Policy 5131.42 threats of violence are prohibited and no threat of violence will be considered a joke. Any threat of violence shall result in immediate discipline, including suspension and/or expulsion.

### **ALTERNATIVES:**

1. Approve of student expulsion for one year.
2. Approval of expulsion for an extended period to be determined.
3. Take no final action.

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

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

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

---

President Margaret Hansen called the special meeting of the Northwest Arctic Borough School District Board of Education to order at 1:03 p.m. on Monday, October 27, 2025.

Board Members present were:

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

Board Members excused were:

None

Board Members absent were:

None

A quorum was present.

Observed.

Observed.

Staff/guests present: Terri Walker-Superintendent; Jeff Alexander, Assistant Superintendent; James Stewart, Human Resources Director; Perrian Windhausen, Director of Student Services; Joy Cogburn-Smith, Director of State and Federal Programs; Amy Eaking, Director of Technology; Natalie Dickie, Director of Administrative Services; Mark Moore, Director of Property Services; Joseph Groves, Director of Alaska Technical Center; Debroah Lancaster, Director of Curriculum; Paulette Schuerch, Inupiaq Curriculum.

Joanne Harris was presented with an award of recognition of Board Service for nine years following her retirement this year from seat l.

Oath of office was administered by Secretary Kristen Walker for incoming, elected officers; Erica Nelson, seat i, Tillie Ticket, seat e, Jeanne Gerhardt-Cyrus, seat c.

Alice Adams moved that Lawrence Jones be appointed to seat d, seconded by Tillie Ticket. The motion passed unanimously by voice vote.

Oath of office was administered by Secretary Kristen Walker for appointed officer, Lawrence Joes, seat d.

Reading and signing was completed for Tillie Ticket, Jeanne Gerhardt-Cyrus, and Erica Nelson. A copy was sent to receive signatures for Lawrence Joes.

Marie Greene nominated Margaret Hansen as President and asked for unanimous consent. Alice Melton-Barr seconded, passed unanimously with a roll call vote.

CALL TO ORDER

ROLL CALL

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

INTRODUCTION OF  
STAFF/GUESTS

RECOGNITION OF  
BOARD SERVICE

OATH OF OFFICE,  
ELECTED BOARD  
MEMBERS

APPROVAL OF  
APPOINTED BOARD  
MEMBER, SEAT D

OATH OF OFFICE, TO  
APPOINTED BOARD  
MEMBER, SEAT D

READING AND SIGNING  
OF CODE OF ETHICS

REORGANIZATION OF  
THE BOARD

Tillie Ticket nominated Carol Schaeffer as Vice-President and asked for unanimous consent. Marie Greene seconded, passed unanimously with a roll call vote.

Alice Melton-Barr nominated Tillie Ticket as Secretary and asked for unanimous consent. Jeanne Gerhardt-Cyrus seconded, passed unanimously with a roll call vote.

Jeanne Gerhardt-Cyrus nominated Marie Greene as Treasurer and asked for unanimous consent. Alice Adams seconded, passed unanimously with a roll call vote.

Alice Adams nominated Millie Hawley as Parliamentarian. Jeanne Gerhardt-Cyrus seconded, passed unanimously with a roll call vote.

Carol Schaeffer moved that the Board go into Executive Session, seconded by Marie Greene. The motion passed unanimously by voice vote.

EXECUTIVE SESSION

The NWABSD Board of Education may go into Executive Session to discuss matters, the immediate knowledge of which would have an adverse effect upon the finance of the district or to discuss subjects that tend to prejudice the reputation and character of any person; or to discuss matter which by law, municipal charter, or ordinance are required to be confidential.

The board went into Executive Session at 1:30 p.m.

Executive Session ended at 2:10 p.m.

Regular Meeting November 24 and 25, virtually.

DATE & TIME OF NEXT MEETING

Alice Melton-Barr moved to adjourn the meeting, seconded by Alice Adams. Motion passed with unanimous consent.

ADJOURNMENT

The meeting adjourned at 2:26 p.m.

---

Tillie Ticket, Secretary

---

Kristen Walker, Recording Secretary

## MEMORANDUM

---

**TO:** NWABSD Board of Education  
Members

**DATE:** November 7, 2025

**NUMBER:** 26-045

**FR:** Office of the Superintendent

**SUBJECT:** Approval of FY26 MOA  
BCBA, Behavior & Autism  
Specialist

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

Student Learning: Strengthen student progress monitoring.

### **ABSTRACT:**

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

### **ISSUE:**

At issue is the Board's approval of the Memorandum of Agreement (MOA) with Access Behavioral Services. not to exceed \$94,000 as presented.

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

Access Behavioral Services, provides oversight, direct, and indirect services for children across the district with extreme behaviors, including autism. The consultants have a history of working effectively with staff and students in the special services program. Access Behavioral Services, will provide services to students, their teachers, and parents, in the regular and special education programs with challenging behaviors.

This contract will provide the opportunity to assist the district in providing services as to improve educational advantages for students in the district. Access Behavioral Services also consults with all staff, parents, and community members and agencies. The MOA, which includes travel, is for \$94,000 and will provide services that were originally contracted with Method Works. The Method works contract has been voided and services will now be provided by Access Behavioral Services

Funding Sources:

Fund 100 (Special Ed General Fund)= \$94,000

### **ALTERNATIVES:**

1. Approve the Memorandum of Agreement (MOA) for Access Behavioral Services, in the amount not to exceed \$94,000
2. Disapprove the MOA for Access Behavioral Services, as presented
3. Take no final action.

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

The administration recommends board approval of the MOA with Access Behavioral Services, in the amount not to exceed \$94,000 as presented.

## MEMORANDUM

---

**TO:** NWABSD Board of Education

**DATE:** September 16, 2025

**NUMBER:** 26-046

**FR:** Office of the Superintendent

**SUBJECT:** Human Resources

**STRATEGIC PLAN/BOARD GOAL:**

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

**ABSTRACT:**

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

**ISSUE:**

At issue is the approval of awareness of Human Resources actions for the District Office, Maintenance Department, Alaska Technical Center and school sites.

**BACKGROUND AND/OR PERTINENT INFORMATION:**

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

**ALTERNATIVES:**

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

**ADMINISTRATION RECOMMENDATION:**

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

**Human Resources  
September 25**

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

- a. Certified rehires F26
- b. Classified new hires FY26
- c. Certified new hires FY26
- d. Classified transfers F26
- e. Certified transfers F26
- f. Classified separations F26
- g. Certified separations F26

a) The administration recommends the approval of the following FY26 Certified Rehires

LOCATION&DATE	NAME	POSITION
<b><u>ATC</u></b>		
8/11/25	Cynthia Lincoln	Teacher

b) The administration recommends the approval of the following FY26 Classified New Hires

LOCATION&DATE	NAME	POSITION
<b><u>Ambler</u></b>		
11/01/25	Anita Griepentrog	Special Education Aid
<b><u>JNES</u></b>		
11/20/25	Naomi Whitaker	Instructional Aid
<b><u>Noorvik</u></b>		
9/1525	Elsie Sampson	Inupiaq Ilisautri
<b><u>District Office</u></b>		
10/20/25	Dora Hadley	Staff Development Spec.
12/5/25	Cassie Largo	Staff Development Spec.
11/24/25	Roberta Allen	Accounts Payable/Receivable

c) The administration recommends the approval of the following FY26 Certified New Hires

LOCATION&DATE	NAME	POSITION
<b><u>Buckland</u></b>		
9/12/25	Samantha Pacana	Teacher
<b><u>Deering</u></b>		
10/20/25	Joan Bidaure	Teacher
<b><u>Kivalina</u></b>		
10/20/25	Jay Jamin	Teacher
10/20/25	Sheena Jamin	Teacher

**Noorvik**

10/20/25

Sarah Ybanez

Teacher

d) The administration recommends the approval of the following FY26 Classified Transfers

LOCATION&DATE	NAME	POSITION
---------------	------	----------

**District Office**

11/01/25

Andrea Bailey

Assistant Payroll Officer

e) The administration recommends the approval of the following FY26 Certified Transfers

LOCATION&DATE	NAME	POSITION
---------------	------	----------

**KMHS**

11/10/25

Tim Bears

Teacher

f) The administration recommends the approval of the following FY26 Classified Separations

LOCATION&DATE	NAME	POSITION
---------------	------	----------

**JNES**

12/19/25

Tina Schrader

Instructional Aid

g) The administration recommends the approval of the following FY26 Certified Separations

LOCATION&DATE	NAME	POSITION
---------------	------	----------

**Kivalina**

10/10/25

Dominic Diing

Teacher

**KMHS**

12/19/25

Tim Bears

Teacher

**Shungnak**

12/19/25

Juvy Pamunag

Teacher

**MEMORANDUM**

---

**TO:** NWABSD Board of Education  
Members

**DATE:** November 25, 2025

**NUMBER:** 26-047

**FR:** Office of the Superintendent

**SUBJECT:** Approval to Amend Contract;  
Karen McCain

**ABSTRACT:**

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

**ISSUE:**

At issue is the Board's Approval to amend the Memorandum of Agreement (MOA) with Karen McCain of McCain Services for a total amount not to exceed \$224,827.17

**BACKGROUND AND/OR PERTINENT INFORMATION:**

Karen McCain of McCain Services serves as Project Evaluator for the District's Federal Grants. In addition to finding grant opportunities and assisting the district in writing grant proposals, her duties include evaluating and overseeing existing federal grant projects, data entry, and completing all required Federal Performance Reports. The amended MOA, which includes travel, is for a total of \$224,827.17

Funding for MOA	
General Grant Writing (general fund) Used when working on new grant applications only	\$15,000.00
Literacy Connection (LIT) Federal Grant (\$1,098,344) 7/01/2025 to 6/30/2026	\$59,996.72
Native Youth in Action (NYIA) Federal Grant (\$908,261) 7/01/2025 to 6/30/2026	\$31,621.05
Our Youth Positive Visions for the Future (OYVF) Federal Grant (\$1,391,733) 7/01/2025 to 6/30/2026	\$28,909.40
Alaska Native Education Ilisautri Project (\$1,186,243.00) 08/01/2025 to 7/31/2026	\$35,300.00
Iñupiatun Ilisaqta Project (TIIP) (\$509,007.00) 7/02/2025 to 7/01/2026	\$31,500.00
<b>Preparing Our Youth (POY) (\$499,617.00) NEW</b> <b>10/01/2025 to 6/30/2026</b>	<b>\$22,500.00</b>
Total	\$224,827.17

The grants Karen McCain assists the district in managing for the FY26 (including carryover) total \$6,434,171.00. Her outside evaluator costs for those grants equal 3.49%

**ALTERNATIVES:**

1. Approve the amendment to the Memorandum of Agreement (MOA) with Karen McCain of McCain Services for the amount not to exceed \$224,827.17 as presented;
2. Disapprove the amendment to the MOA for McCain Services for the amount not to exceed \$224,827.17 as presented;
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends board approval of the MOA with McCain Services for a total amount not to exceed \$224,827.17, as presented.

**NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT**

**ADDENDUM TO  
MEMORANDUM OF AGREEMENT**

MOA # 226026MOA

Between

Contractor Name: Karen McCain—McCain Services

Address: PO Box 520505

Big Lake, AK 99652-0505

and

**Northwest Arctic Borough School District**

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

	<u>Amount</u>
Account #: <u>100.099.510.000.410</u>	<u>\$15,000.00</u>
Account #: <u>353.099.350.000.410</u>	<u>\$59,996.72</u>
Account #: <u>354.099.350.000.410</u>	<u>\$31,621.05</u>
Account #: <u>367.099.320.000.410</u>	<u>\$28,909.40</u>
Account #: <u>365.099.350.000.410</u>	<u>\$35,300.00</u>
Account #: <u>366.099.350.000.410</u>	<u>\$31,500.00</u>
Account #: <u>358.099.350.000.410</u>	<u>\$22,500.00</u>
<b>NEW MOA Total:</b>	<u>\$224,827.17</u>

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

**Contractor Additionally Agrees:**

MOA is addended to include all contracted services for Preparing Our Youth (POY) grant awarded 10/01/2025. (fund 358)

**District Additionally Agrees:**

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

Date of Board Approval (if applicable):

Agreed to by:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## MEMORANDUM

---

**TO:** NWABSD Board of Education  
Members

**DATE:** November 25, 2025

**NUMBER:** 26-048

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Current  
Indian Policies and  
Procedures

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

Improve Stakeholder Communication

### **ABSTRACT:**

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

### **ISSUE:**

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

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

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

### **ALTERNATIVES:**

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

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

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

## E 6174.1 INDIAN POLICIES AND PROCEDURES

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

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

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

### ATTESTATIONS

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

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

### POLICIES AND PROCEDURES

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

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

#### **Procedure 1:**

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

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

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

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

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

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

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

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

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

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

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

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

## Procedure 2:

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

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

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

Tribal communication preferences are as follows:

Tribe	CONTACT METHOD	MATERIAL DELIVERY
Native Village of Ambler		Molly Brown Eva Henry
Primary	(907) 445-2196	nativevillageofambler@gmail.com, ivis.clerk@gmail.com
Native Village of Buckland		
Primary	(907) 494-2121	tribeadmin@nunachiak.org or cityofbucklandalaska@gmail.com
Native Village of Deering		
Primary	(907) 363-2138	g.carter@ipnatchiaq.org, tribeadmin@ipnatchiaq.org
Native Village of Kiana		
Primary	(907) 475-2109	tribedirector@katyaaq.org,
Native Village of Kivalina		
Primary	(907) 645-2201	tribeadmin@kivaliniq.org, mhawley@nwarctic.org
Native Village of Kobuk		
Primary	(907) 948-5010	tribeclerk@laugvik.org, eleanor.custer@laugvik.org
Secondary	(907) 948-2203	
Native Village of Kotzebue		
Primary	(907) 442-3467	christina.hensley@qira.org/kotzebueira@gmail.com markitah.cambell@qira.org
Secondary		
Native Village of Noatak		
Primary	(907) 485-2005	tribeadmin@nautaaq.org, tristen.ashby@nautaaq.org
Noorvik Native Community		
Primary	(907) 636-2144	tribemanager@nuurvik.org
Secondary		P.O. Box 209, Noorvik, Alaska, 99763
Native Village of Selawik		
Primary	(907) 484-2165	tribeadmin@akuligaq.org, tanya.ballot@akuligaq.org
Secondary		P.O. Box 59 Selawik, AK, 99770
Native Village of Shungnak		
Primary	(907) 437-2163/2304 (Justin Custer)	tribeadmin@issingnak.org, jcuster@issingnak.org

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

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

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

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

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

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

The District and Indian Parent Action Committee (IPAC) representatives will schedule meetings with the affected tribe or tribes to discuss ongoing programming goals.

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

- (i) Share relevant information related to Indian children's participation in the District's education program and activities with tribes and parents of Indian children; and
- (ii) Allow tribes and parents of Indian children the opportunity and time to review and comment on whether Indian children participate on an equal basis with non-Indian children.

### **Procedure 3:**

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

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

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

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

#### **Procedure 4:**

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

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

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

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

**Procedure 5:**

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

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

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

**Procedure 6:**

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

**Affirmation of Meaningful Consultation**

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

APPROVED BY:

Tribal Official Printed Name & Title	Signature	Dated
Superintendent Printed Name	Signature	Dated
School Board President Printed Name	Signature	Dated

## MEMORANDUM

---

**TO:** NWABSD Board of Education  
Members

**DATE:** November 25, 2025

**NUMBER:** 26-049

**FM:** Office of the Superintendent

**SUBJECT:** Approval of FY-26  
Contract; J & H Consulting

**STRATEGIC PLAN/BOARD GOAL:**

Support student-centered learning environments.

**ABSTRACT:**

Contracts exceeding \$50,000 requires Board approval.

**ISSUE:**

At issue is the approval of the FY-26 lobbyist contract with J & H Consulting in the amount not to exceed \$75,000.

**BACKGROUND AND/OR PERTINENT INFORMATION:**

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

The contracted amount for services and related expenses is a total not to exceed \$75,000. Contract to begin January 1, 2026 – December 31, 2026.

**ALTERNATIVES:**

1. Approve the FY-26 lobbyist contract J & H Consulting in the amount not to exceed \$75,000.00 as presented;
2. Disapprove the FY-26 lobbyist contract with J & H Consulting as presented;
3. Take no action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board approve the FY-26 lobbyist contact with J & H Consulting in the amount not to exceed \$75,000.00 as presented.

## **Instructions for Completing MOA Form**

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

Northwest Arctic Borough School District

P. O. Box 51 Kotzebue, AK 99752

MEMORANDUM OF AGREEMENT (MOA)

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

TAB BETWEEN FIELDS

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

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

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

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

01/01/2026 12/31/2026 W-9 Attached W-9 Submitted Previously
Start Date (mmdyy) End Date (mmdyy) Verify with Brad Eisel

Contractor Agrees To: SEE ATTACHED STATEMENT

If additional space is needed, indicate here See attachment

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

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

If additional space is needed, indicate here See attachment

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

If additional space is needed, indicate here See attachment

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

MOA Not to Exceed: \$ 75,000.00 Budget Authority Approval:

## Additional Conditions/Provisions

### **A - GENERAL INFORMATION**

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

### **B - CONTRACTOR RESPONSIBILITIES**

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

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

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

Natalie Dickey

Business Office Manager of Administrative Services Fiscal

Approval

Business Office Manager's Signature

Date (mm/dd/yy)

Terri Walker

Superintendent –Authorized Signer NWABSD

Superintendent's Signature

Date (mm/dd/yy)

Contractor

Contractor's Signature

Date (mm/dd/yy)

**PROPOSAL FOR  
NORTHWEST ARCTIC SCHOOL DISTRICT AND BOARD  
LOBBYING SERVICES  
Legislative Session 2026**

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

**Contact: Reggie Joule (907) 350-5057**

Greetings,

First, we would like to thank the Northwest Arctic Borough School District, all of the Board members, administration and Superintendent Walker for the opportunity to work with you the last eight years, it has been a pleasure. In fact, J&H Consulting is very proud that the NWABSD was one of our first clients. Our firm's objective is to work with our clients as partners in achieving your goals and objectives. We work with our clients in telling their unique story in such a way that targeted organizations want to assist our clients in reaching their goals. Luckily, the Northwest Arctic Borough School District (NWABSD) has a great story to tell with the district and Board successfully using innovative approaches for education delivery. For those of you that don't know us very well, the J&H principals are Christine Hess and Reggie Joule. Christine is an attorney, real estate developer, and lobbyist with extensive experience in state and local government. Reggie Joule served eight terms in the Alaska state legislature representing District 40, and one term as Mayor of the Northwest Arctic Borough. John Walsh has been lobbying many years and has roots in rural Alaska. The firm continues to maintain a wide network of relationships in the state capital and executive branch that provides access to timely information. This year will also be an election year which adds a different dynamic to the session. Several prominent legislators have announced their retirements and building and continuing relationships with their replacements will be important.

We appreciate you taking the time to review our proposal.

Best Regards,

*Reggie Joule and Christine Hess*

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

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

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

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

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

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

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

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

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

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

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

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

**Capital Budget Strategy:**

Capital budgets recently have been small and comprised mainly of projects that are federally funded, requiring only a state match. It is important to recognize this factor when planning strategies. Additionally, the recent severe flooding in Western Alaska will need addressing on an emergency basis and may take up much of the available funding this year. It will be important to provide legislators with a detailed and persuasive explanation of any proposed capital projects, and how it will benefit the NWABSD and State over the long term. Working with the NWABSD, we would develop a strong argument for any proposed capital project and how it will positively benefit both the economy of the area and of the State of Alaska as a whole. Next, working with the NWABSD, we would neatly package the information in a pamphlet or brochure that can be left with legislators and other staff. The same information will be used to input any projects into the capital legislative database, as projects must be in this database in order to be funded. Next, J&H Consulting will work with the NWABSD to inform key legislators and legislative leadership about the importance of funding the project. We would advocate funding the project through either the capital budget or any general obligation bond legislation. The last bond package was in 2012, and there has been discussion on advancing a bond package over the last several years. J&H Consulting will push for a bond package or a larger capital budget as a way to stimulate the economy and create jobs as Alaska bounces back from the pandemic. Another possibility of funding for any capital projects could be through federal legislation with funding coming either directly from the State of Alaska or the federal government. J&H Consulting has been tracking the proposed federal legislation proposed by President Biden to spend trillions on infrastructure. J&H Consulting will be ready to seek funding from this potential source as well. This strategy would be for any capital items that aren't included on DEED's school construction and maintenance lists that determine the order of funding for certain school projects. Advocacy for any DEED listed school construction or maintenance projects for the NWABSD will include advocating for enough funding that some of the school districts projects are included in the funding which has happened recently for several of NWABSD projects!

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

**Conclusion:**

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

Best regards,

*Christine Hess, John Walsh and Reggie Joule*

## MEMORANDUM

**TO:** NWABSD Board of Education Members

**DATE:** November 25, 2025

**NUMBER:** 26-050

**FR:** Office of the Superintendent

**SUBJECT:** Staff & Student Apple iPad Refresh Purchase

**STRATEGIC PLAN/BOARD GOAL:**

Goal 2: Operational Improvement

**ABSTRACT:**

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

**ISSUE:**

At issue is for the Board to approve the purchase of student and staff iPads and cases from Apple and Intellitech, respectively, for a total amount not to exceed \$524,965.00.

**BACKGROUND AND/OR PERTINENT INFORMATION:**

The original Staff and Student iPad fleet is scheduled for refreshing in 2025-2026. Technologies have changed and improved over the years and it is time to improve the classroom ecosystem as the current iPads will no longer be supported with operating system and security updates. Educational staff will get the refreshed iPad Air that has more room on the hard drive, capable of higher processing speeds, allows staff to run more applications at one time, and leverage Apple Intelligence tools which would save time weekly. Students will get refreshed iPads with updated capabilities.

These items have been budgeted using the Technology Capital Improvement funds.

Vendor	INTENT	Part Number	Item	Number	Unit Cost	Total	
APPLE Single-Source	Student iPad	MD6L4LL/A	iPad Wi-Fi 128GB - Silver (Packaged in a 10-pack)	900	\$ 324.00	\$ 291,600.00	
	Staff iPad	MCDY4LL/A	11-inch iPad Air Wi-Fi 128GB - Space Gray (Packaged in a 10-pack)	250	\$ 539.00	\$ 134,750.00	
						<b>Subtotal</b>	<b>\$ 426,350.00</b>
INTELLITECH (Lowest Cost from Comparison)	PK Case		Otterbox iPad (A16) and iPad (10th gen) Tablet Case with Screen Protector - Kids EasyGrab	95	\$ 39.00	\$ 3,705.00	
	K-2 Case	BV672LL/A	Brenthaven 360 for iPad (A16)	460	\$ 35.00	\$ 16,100.00	
	3-4th Case	HQ6P2ZM/A	Logitech Rugged Combo 4 Touch Case with Integrated Smart Connector Keyboard for iPad (A16) – Blue	310	\$ 96.00	\$ 29,760.00	
	Staff Case	HRH12ZM/A	Logitech Combo Touch Keyboard Case for iPad Air 11-inch (M3 and M2)	250	\$ 175.00	\$ 43,750.00	
				Shipping			\$ 5,300.00
						<b>Subtotal</b>	<b>\$ 98,615.00</b>
						<b>Full iPad Refresh Costs - Technology Capital Funds</b>	
							<b>\$ 524,965.00</b>

**ALTERNATIVES:**

1. Approve the purchase of student and staff iPads and cases from Apple and Intellitech, respectively, for a total amount not to exceed \$524,965.00 as presented;

2. Do not approve the purchase of student and staff iPads and cases presented;
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends Board approval of the purchase of student and staff iPads and cases from Apple and Intellitech, respectively, for a total amount not to exceed \$524,965.00 as presented.



# Apple Inc. Education Price Quote

**Customer:**

Amy Eakin  
 NORTHWEST ARCTIC BOROUGH SD ACCOUNTS  
 PAYABLE  
 Phone: 1907-442-3472  
 Email: aeakin@nwarctic.org

**Apple Inc:**

Ron DeWitt  
 Email: rdewitt2@apple.com

**Apple Quote:**

2213941968

**Quote Date:**

October 29, 2025

**Quote Valid Until:**

November 28, 2025

**Quote Comments:**

Item #	Details	Qty	Unit List Price	Extended List Price
1	<b>iPad Wi-Fi 128GB – Silver (Packaged in a 10-pack)</b> Part Number: MD6L4LL/A	900	\$324.00	\$291,600.00
2	<b>11-inch iPad Air Wi-Fi 128GB – Space Gray (Packaged in a 10-pack)</b> Part Number: MCDY4LL/A	250	\$539.00	\$134,750.00

<b>Education List Price Total</b>	<b>\$426,350.00</b>
Additional Tax	\$0.00
Estimated Tax	\$0.00
Total Tax	\$0.00
<b>Extended Total Price*</b>	<b>\$426,350.00</b>

*\*In most cases Extended Total Price does not include Sales Tax  
 \*If applicable, eWaste/Recycling Fees are included. Standard shipping is complimentary*

[Terms & Use](#) | [Privacy Policy](#) | [Return Policy](#)

# Disclosure

This document has been created for you as Apple Quote ID 2213941968.

Your institution's Authorized Purchaser may submit an order online at <https://ecommerce.apple.com>. Go to the Quote area of your Apple Online Store, click on it and convert to an order.

- If you're the authorized purchaser and need assistance in registering for access to the Apple Online Store, please contact your Apple Sales Representative.

**This is a quote for the sale of products or services. Your use of this quote is subject to the following provisions which can change on subsequent quotes:**

- A. Any order that you place in response to this Quote will be governed by the purchase agreement between Apple Inc. ("Apple") and you or another entity under which you're authorized to purchase under, in effect at the time you place the order.
  - If you do not have a purchase agreement in effect with Apple, please contact [csteam.edu@apple.com](mailto:csteam.edu@apple.com).
- B. All sales are final. Please review Return Policy below if you have any questions. If you use your institution's Purchase Order form to place an order in response to this Quote, Apple rejects any Terms set out on the Purchase Order that are inconsistent with or in addition to the Terms of the governing purchase agreement between the parties.
- C. Unless this Quote specifies otherwise, it remains in effect until the Quote Valid Until Date set forth above. Apple reserves the right to withdraw this Quote before an order is placed, modify, or cancel any provision of this Quote, or cancel any orders placed.

**QUOTE**

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



DATE	QUOTATION NO.
11/07/25	AE110725A-SP

CONTACT	BILLING	ACCOUNT REP	
<b>AMY EAKIN</b> <a href="mailto:AEAKIN@nwarctic.org">AEAKIN@nwarctic.org</a> <b>907-442-1830</b>	<b>Northwest Arctic School District</b> <b>744 Third Ave /PO BOX 51</b> <b>Kotzebue, AK 99752</b>  <b>Attn: Account Payable</b>	<b>Samantha Pilcher</b> <b>909-480-4459</b> <a href="mailto:samantha@intelli-tech.com">samantha@intelli-tech.com</a>	
RFQ #	SHIP	PURCHASE ORDER NO	TERMS
	<b>Northwest Arctic School District</b> <b>776 Third Ave /PO BOX 51</b> <b>Kotzebue, AK 99752</b> <b>Attn: AMY EAKIN</b>		NET 30
		DEPARTMENT	FOB
			<b>FGHT</b>

#	Qty	Part No.		ETA	Price	Extended
1	95	77-93871	OTTERBOX EASYGRAB CASE IPAD 10TH GEN/A16 NEVER BLUE	2-3 weeks	\$39.00	\$3,705.00
2	460	2906	BRENTHAVEN 360 for iPad 10th Gen	2-3 weeks	\$35.00	\$16,100.00
3	310	920-011130	Logitech Rugged Combo 4 Touch Rugged Keyboard/Cover Case (Folio) for 10.9" Apple iPad (10th Generation & A16) iPad, Stylus - Classic Blue - Drop Resistant - 0.8" Height x 10.1" Width x 7.7" Depth - 1 Pack	2-3 weeks	\$96.00	\$29,760.00
4	250	920-012626	Logitech Combo Touch iPad Air 11-inch (M2 & M3), iPad Air (5th gen) Keyboard Case - Detachable backlit keyboard with kickstand - Oxford Grey - Scuff Resistant, Scratch Resistant - 9.9" Height x 7.4" Width x 0.6" Depth	2-3 weeks	\$175.00	\$43,750.00
						\$ -

**NOTE: PRICING AND AVAILABILITY IS SUBJECT TO CHANGE WITHOUT NOTICE**

Sub-total	\$93,315.00
Sales Tax	\$ -
Estimated Freight	\$ 5,300.00
E-Waste Fee	
<b>Grand Total</b>	<b>\$ 98,615.00</b>

## MEMORANDUM

---

**TO:** NWABSD Board of Education  
Members

**DATE:** November 26, 2025

**NUMBER:** 26-051

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to BB 9120  
Officers and Duties;  
Second Reading

**STRATEGIC PLAN/BOARD GOAL:**

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

**ABSTRACT:**

Board policy revisions require Board approval.

**ISSUE:**

At issue is to approve the second reading of the proposed revisions to BB 9120 Officers and Duties.

**BACKGROUND AND/OR PERTINENT INFORMATION:**

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

This is the second reading of the proposed revisions to BB 9120 Officers and Duties within the Bylaws of the Board series.

This update includes additional language to clarify virtual/remote meetings.

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

**ALTERNATIVES:**

1. Approve the second reading of the proposed revisions to BB 9120 Officers and Duties as presented;
2. Do not approve the second reading of the proposed revisions to BB 9120 as presented;
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board approve the second reading of the proposed revisions to BB 9120 Officers and Duties as presented.

## BB 9120 OFFICERS AND DUTIES

Note: Pursuant to A.S. 14.08.091 and A.S. 14.14.070, the School Board must meet within seven days of the certification of election results in order to elect one of its members as president, one as clerk, and if necessary, one as treasurer.

At its organizational meeting, held within seven (7) days ~~after receipt~~ of the certification of the results of the election, the Board shall elect officers in the following order: President, Vice-President, Secretary and Treasurer. Before taking office, each new member shall sign the oath of office.

(cf. 9121 — ~~Board~~ President)

(cf. 9122 - Vice President/~~Clerk~~)

(cf. 9123 - Secretary/~~Treasurer~~)

Legal Reference:

### ALASKA STATUTES

[14.08.091](#) Administration

[14.12.110](#) Single body as assembly and school board

[14.14.070](#) Organization of school board

[29.20.300](#) School boards

Adoption Date: May 23, 1995

Revised:

**Northwest Arctic Borough School District**

## MEMORANDUM

---

**TO:** NWABSD Board of Education  
Members

**DATE:** November 25, 2025

**NUMBER:** 26-054

**FR:** Office of the Superintendent

**SUBJECT:** Approval of  
Design Contract for  
Districtwide Fire System  
Replacement, 6 sites

**ABSTRACT:**

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

**ISSUE:**

At issue is board approval of the award of contract for design services to RSA Engineering for the design of the Districtwide Fire System Replacement, 6 sites project not to exceed \$515,000.

**BACKGROUND AND/OR PERTINENT INFORMATION:**

A DEED FY26 grant has been awarded to the District to replace the fire alarm systems within 6 of the District Schools. Noorvik is one of the 6 and was replaced earlier this year. The remaining schools to get new fire alarm systems, a District standard system, includes Ambler, Buckland, June Nelson, KMHS, and Shungnak. This new system was also installed in Selawik in early 2025. Shungnak will also get a new sprinkler system.

RSA Engineering completed the Code and Condition Surveys of the existing fire alarm systems in fall 2024 to help secure the DEED grant. They are intimately familiar with the project, the District's operational and maintenance needs for the new systems and the District's inspection and repair contractor, Frontier Fire. In addition, they have been part of the design team on the vast majority, if not all, District projects over the last 5+ years. Because they completed the preliminary fire alarm replacement work for the 6 sites project, DEED allows them to be contracted to complete the design work.

Remaining design work includes producing construction documents and supporting the project during bidding and construction. Design will be completed in early 2026, then the project will be bid and move into construction.

Funding is from the DEED grant and the match was approved by the Board in August. There is potential federal money through Representative Begich's office that will instead provide the match. Administration requests Board approval to contract with RSA Engineering for the design and approve the delegation of contract and budget authority to the Superintendent.

**ALTERNATIVES:**

1. Approve the award of the contract for design to RSA Engineering for an amount not to exceed \$515,000 for the Districtwide Fire System Replacement, 6 sites project and approve the delegation of contract and budget authority to the Superintendent, as presented.

2. Do not approve the award of the contract for design to RSA Engineering for an amount not to exceed \$515,000 for the Districtwide Fire System Replacement, 6 sites project and do not approve the delegation of contract and budget authority to the Superintendent, as presented.
  
3. Take no final action.

**RECOMMENDATION:**

The administration recommends the Board approve the award of the contract for design to RSA Engineering for an amount not to exceed \$515,000 for the Districtwide Fire System Replacement, 6 sites project and approve the delegation of contract and budget authority to the Superintendent, as presented.

## MEMORANDUM

---

**TO:** NWABSD Board of Education  
Members

**DATE:** November 25, 2025

**NUMBER:** 26-055

**FR:** Office of the Superintendent

**SUBJECT:** Approval of  
Design Contract for HVAC  
Controls Upgrades, 8 sites

**ABSTRACT:**

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

**ISSUE:**

At issue is board approval of the award of contract for design services to RSA Engineering for the design of the HVAC Controls Upgrade, 8 sites project not to exceed \$610,000.

**BACKGROUND AND/OR PERTINENT INFORMATION:**

A DEED FY25 grant has been awarded to the District to replace the Direct Digital Controls, which control heating and ventilation equipment, in each of the following schools; Ambler, Kiana, June Nelson, KMHS, Noatak, Noorvik, Shungnak and Kobuk. Kobuk has the selected system in place and only requires some new components, not a completely new system.

RSA Engineering completed the Code and Condition Surveys at each school in early 2025 and are intimately familiar with the project. In addition, they have been part of the design team on the vast majority, if not all, District projects over the last 5+ years. RSA has supported the District in operating this new system in Buckland and designed the system in Kivalina. Because they completed the preliminary work for the 8 sites project, DEED allows them to be contracted to complete the design work.

Remaining design work includes producing construction documents and supporting the project during bidding and construction. Design will be completed in early 2026, then the project will be bid and move into construction.

Funding is from the DEED grant and the match is from an awarded VIF grant from the Borough. All project funding is secured. Administration requests Board approval to contract with RSA Engineering for the design and approve the delegation of contract and budget authority to the Superintendent.

**ALTERNATIVES:**

1. Approve the award of the contract for design to RSA Engineering for an amount not to exceed \$610,000 for the HVAC Controls Upgrade, 8 Sites project and approve the delegation of contract and budget authority to the Superintendent, as presented.
2. Do not approve the award of the contract for design to RSA Engineering for an amount not to exceed \$610,000 for the HVAC Controls Upgrade, 8 Sites project and do not approve the delegation of contract and budget authority to the Superintendent, as presented.

3. Take no final action.

**RECOMMENDATION:**

The administration recommends the Board approve the award of the contract for design to RSA Engineering for an amount not to exceed \$610,000 for the HVAC Controls Upgrade, 8 Sites project and approves the delegation of contract and budget authority to the Superintendent, as presented.

## MEMORANDUM

---

**TO:** NWABSD Board of Education  
Members

**DATE:** November 25, 2025

**NUMBER:** 26-056

**FR:** Office of the Superintendent

**SUBJECT:** Approval of  
Design Contract for  
Childcare Center

### **ABSTRACT:**

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

### **ISSUE:**

At issue is board approval of the award of contract for design services to Burkhart Croft Architects for design of the Childcare Center Renovation in the 6<sup>th</sup> Grade Pod of KMHS not to exceed \$150,000.

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

Maniilaq, as part of the Iñiigaat Munaqsriaviat Childcare Working Group, is working with the District to establish a Memorandum of Understanding to renovate part of KMHS into a childcare center. The center will renovate a 4 classroom pod and adjacent spaces to serve 42 children ages 6 months through Pre-School. Under the MOU, the District will utilize our design term contractor and CIP Manager contractor for the project. All funding is from Maniilaq.

Design work is needed for the renovation and Burkhart Croft is the District's current design term contractor, thus procurement is complete, and the work can begin immediately. Burkhart Croft completed a code and feasibility study for the work in early November. While the project budget is not yet established, \$150,000 in design should cover the vast majority, if not all, of the needed design phase of work. Because the contract is through the District, but funded from another source, Board approval of the contract is required.

Administration requests Board approval to contract with Burkhart Croft Architects for the design and approval of the delegation of contract and budget authority to the Superintendent.

### **ALTERNATIVES:**

1. Approve the award of the contract for design to Burkhart Croft Architects for an amount not to exceed \$150,000 for the Childcare Center Renovation and approve the delegation of contract and budget authority to the Superintendent, as presented.
2. Do not approve the award of the contract for design to Burkhart Croft Architects for an amount not to exceed \$150,000 for the Childcare Center Renovation and approve the delegation of contract and budget authority to the Superintendent, as presented.
3. Take no final action.

**RECOMMENDATION:**

The administration recommends the Board approve the award of the contract for design to Burkhart Croft Architects for an amount not to exceed \$150,000 for the Childcare Center Renovation and approve the delegation of contract and budget authority to the Superintendent, as presented.

## MEMORANDUM

---

**TO:** NWABSD Board of Education  
Members

**DATE:** November 25, 2025

**NUMBER:** 26-056

**FR:** Office of the Superintendent

**SUBJECT:** Approval of  
Design Contract for  
Childcare Center

**ABSTRACT:**

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

**ISSUE:**

At issue is board approval of the award of contract for design services to Burkhart Croft Architects for design of the Childcare Center Renovation in the 6<sup>th</sup> Grade Pod of KMHS not to exceed \$150,000, and to be reimbursed by Maniilaq.

**BACKGROUND AND/OR PERTINENT INFORMATION:**

Maniilaq, as part of the Ijilgaat Munaqsriyat Childcare Working Group, is working with the District to establish a Memorandum of Understanding to renovate part of KMHS into a childcare center. The center will renovate a 4 classroom pod and adjacent spaces to serve 42 children ages 6 months through Pre-School. Under the MOU, the District will utilize our design term contractor and CIP Manager contractor for the project. All funding is from Maniilaq through reimbursement to the District.

Design work is needed for the renovation and Burkhart Croft is the District's current design term contractor, thus procurement is complete, and the work can begin immediately. Burkhart Croft completed a code and feasibility study for the work in early November. While the project budget is not yet established, \$150,000 in design should cover the vast majority, if not all, of the needed design phase of work. Because the contract is through the District, but funded from another source, Board approval of the contract is required.

Administration requests Board approval to contract with Burkhart Croft Architects for the design and approval of the delegation of contract and budget authority to the Superintendent.

**ALTERNATIVES:**

1. Approve the award of the contract for design to Burkhart Croft Architects for an amount not to exceed \$150,000, to be reimbursed by Maniilaq, for the Childcare Center Renovation and to approve the delegation of contract and budget authority to the Superintendent, as presented.
2. Do not approve the award of the contract for design to Burkhart Croft Architects for an amount not to exceed \$150,000, to be reimbursed by Maniilaq, for the Childcare Center Renovation and do not approve the delegation of contract and budget authority to the Superintendent, as presented.

3. Take no final action.

**RECOMMENDATION:**

The administration recommends the Board approve the award of the contract for design to Burkhart Croft Architects for an amount not to exceed \$150,000, to be reimbursed by Manillaq, for the Childcare Center Renovation and approve the delegation of contract and budget authority to the Superintendent, as presented.

## MEMORANDUM

---

**TO:** NWABSD Board of Education  
Members

**DATE:** November 24, 2025

**NUMBER:** 26-057

**FR:** Office of the Superintendent

**SUBJECT:** Approval to extend  
Combs Insurance  
Employee Benefits  
service agreement

**STRATEGIC PLAN/BOARD GOAL:**

Goal 2: Operational Improvement; Objective 1: Optimize Business Operations

**ABSTRACT:**

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

**ISSUE:**

At issue is the approval to extend the Combs Insurance Employee Benefits services agreement for a total amount not to exceed \$158,733.00 over three-years as outlined below.

**BACKGROUND AND/OR PERTINENT INFORMATION:**

Combs Insurance was brought on for their Broker Services in December 2020 and has assisted in the continuous evaluation of NWABSD benefit programs, assists with plan design, reviews compliance needs, resolves claims and administrative issues, analyzes deductible and retention strategies, and monitors TPA performance. The agency also offers extensive administrative support—such as enrollment assistance, legislative updates, plan document review, and cost-monitoring through detailed data reporting—along with 24/7 access to risk management resources through its “Combs Connect” and “HR Connection” portals. Additionally, it provides employment-practices risk management services across key regulatory areas. Annual service cost is as follows:

December 1, 2025 through November 30, 2026	-	\$50,850.00
December 1, 2026 through November 30, 2027	-	\$52,884.00
December 1, 2027 through November 30, 2028	-	\$54,999.00

**FUNDING SOURCE:**

General Fund

**ALTERNATIVES:**

1. Approve to extend the Combs Insurance Employee Benefits services agreement for a total amount not to exceed \$158,733.00, over three-years as presented;
2. Disapprove as presented;
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends Board approval to extend the Employee Benefits services agreement between NNWABSD and Combs Insurance for a total amount not to exceed \$158,733.00 over three-years as presented.

**ATTACHMENT:**

Combs Broker Agreement 2025-2028



***Broker Services Agreement  
Combs Insurance Agency, Inc.  
and  
Northwest Arctic Borough School District  
and Northwest Arctic Borough  
Employee Benefits Insurance Program***

**Broker Services Agreement: Northwest Arctic Borough School District  
Northwest Arctic Borough  
PO Box 51  
Kotzebue, AK 99752  
Agreement term: December 1, 2025 through November 30, 2028**

**In addition to the Employee Benefits services agreement MOA signed 12-8-2020 effective 12-1-2020 , we will provide the following minimum broker services each term year to Northwest Arctic Borough School District and Northwest Arctic Borough (NWABSD/NWAB) as well as other traditional insurance and risk management services as a licensed insurance producer:**

- a. We will check the wording and accuracy of each policy, binders, certificates, endorsements, amendments or other documents that we issue or receive from insurers and Third-Party Administrators (TPA) and obtain revisions to such documents when needed,**
- b. We will verify all rates and premium charged for your cost allocation, accounting and audit purposes,**
- c. We will be available to answer related questions that the NWABSD/NWAB may have regarding their insurance program, including the TPA annual report,**
- d. We will review with administration personnel the current programs and discuss employee benefit insurance issues and services as needed,**

- e. We will review and comment on available third-party loss control services, especially regarding compliance requests and implementation scheduling,
- f. We will assist with the preparation and review of the NWABSD/NWAB Plan Document, Summary Plan Description and Summary of Benefits & Coverage for distribution to participants,
- g. We will assist, when requested by NWABSD/NWAB, with the review and settlement of any claims or losses that occur within the insurance program,
- h. We will provide NWABSD/NWAB with loss data information as supplied by the TPA and insurance markets,
- i. When requested or necessary, we will develop and solicit requests for TPA services contracts and advise NWABSD/NWAB of the offers received and recommendations for acceptance,
- j. We will request insurance premium quotations from reputable companies prior to the anniversary of each stop loss insurance contract, coverage or policy term, and advise NWABSD/NWAB of the expected costs, premiums and conditions,
- k. We will assist in determining the insurance reserve requirements for extended paid plan terms, if necessary,
- l. We will respond to any reasonable request that NWABSD/NWAB may have during the agreement terms to satisfy your employee benefit and risk management service needs,
- m. We propose the following broker services fee income schedule:

The broker fee services listed below were calculated using the following cost Information:

2022-2023 Stop Loss Premium (Sun Life)	\$2,032,556.36
2023-2024 Stop Loss Premium (Sun Life)	\$2,135,851.32
2024-2025 Stop Loss Premium (LifeWise)	\$1,933,593.60
Three year average:	\$2,034,003.76
All Stop Loss policies have been issued at 0% commission.	
Traditional 5% commission:	\$101,700.19
50% reduction to accommodate 3 year extension:	\$50,850.00

Extended Term: December 1, 2025 through November 30, 2028

December 1, 2025 through November 30, 2026	-	\$50,850.00
December 1, 2026 through November 30, 2027	-	\$52,884.00
December 1, 2027 through November 30, 2028	-	\$54,999.00
2026 and 2027 renewal include a 4% increase from previous broker fee		

All broker services fees income would be payable as invoiced for this term.

- n. This agreement is effective for the term listed above.
- o. This contract may be amended by mutual consent of both parties at any time during the contract term.

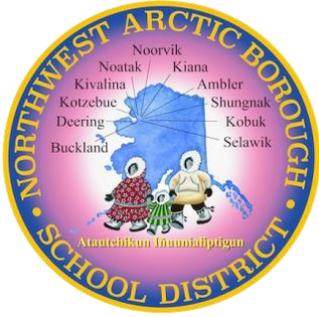
NWABSD/NWAB would agree to provide the following for each term:

- a. Sign and return this broker services agreement for the term listed above,
- b. Cooperate with Combs Insurance Agency, Inc. during the application and solicitation process each year, so that the necessary underwriting and other essential information can be obtained,
- c. Remit payment for the insurance policies, TPA contract costs and broker services fee income as invoiced,
- d. Allow broker authorized contact with NWABSD/NWAB administration personnel by any means available, including telephone, cellular phone, postal service mail, express mail services, facsimile, e-mail/internet and video.

Accepted: X \_\_\_\_\_ Date: \_\_\_\_\_.  
Northwest Arctic Borough School District  
Northwest Arctic Borough



Proposed by: \_\_\_\_\_ September 4, 2025  
Combs Insurance Agency, Inc.  
Michael F. Combs, CEO  
341 S Alaska Street  
Palmer, AK 99645



## 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

### NEWS RELEASE

**From:** The Office of the Superintendent,  
Terri Walker

**Date:** November 26, 2025

**Subject:** November 25, 2025, Board  
of Education Regular Meeting

The Northwest Arctic Borough School District Board of Education held a Regular Meeting on Tuesday, November 25, 2025.

#### **The Board took the following actions:**

- Approval of October 27, 2025 Special Meeting Minutes
- Approval of FY 26 MOA BCBA, Behavior & Autism Specialist
- Approval of Human Resources
- Approval of Addendum to MOA Karen McCain
- Approval 2026 Indian Policy and Procedures (IPP)
- Approval of J & H Consulting MOA Contract for calendar year 2026
- Approval of Staff & Student iPad Refresh Purchase
- Approval of BB 9120 Officers and Duties – Second Reading
- Approval of Superintendent's Travel
- Approval of Design Contract for Districtwide Fire System Replacement, 6 sites
- Approval of Design Contract for HVAC Controls Upgrades, 8 sites
- Approval of Design Contract for Childcare Center
- Approval of Approval to extend Combs Insurance Employee Benefits service agreement

All meeting materials can be found on the school district website.