NWABSD Regular Board Meeting

Tuesday, June 23, 2026 4:00 PM
Teleconference

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

ALASKA LEGISLATURE

HONORING

ALASKA SCHOOL BOARDS AND MEMBERS

The members of the Thirty-Third Alaska State Legislature honor and celebrate elected school board members and Alaska School Boards.

Section 1 of the Alaska Constitution directs the Legislature to, "establish and maintain a system of public schools open to all children of the state." By law, the Legislature has vested the governance of Alaska's public school system in boards of locally elected citizens. Alaska's fifty-three locally elected school boards are the core of the public education governance system in our state.

School board members are dedicated to the success of Alaska's public education system, children, and youth who attend them. They work closely with families, students, educational professionals, and other community members to provide support in student learning and academic achievement. They look at achievement gaps in student learning and identify strategic plans to address student needs and provide public school choice options. They must make hard decisions on student safety and wellness, budgets, and policies.

School board members contribute their time and talents to their communities and offer a vision and voice of advocacy for public school students. School boards in Alaska serve as an important function in the education system—they communicate the needs of Alaska's students and schools, serve as bridges between the school district and the public, and uphold the mission of advancing public education for the prosperity of Alaska's youth. Alaska school board members also serve a crucial function in communicating the needs of students and schools to public policy makers, and in turn, the expectations of the public to employees in the district.

School board members work on strategic plans with their educational staff and communities, including tribes, businesses, and other state education entities. They offer perspectives to the Legislature from their communities on the effects of proposed and enacted legislative policy on students and families under their responsibility to deliver a quality education. They work with statewide and national school board associations to stay informed on current nationwide issues and educational reforms.

School board members are to be commended on working closely with the Association of Alaska School Boards, the Alaska Counsel of School Administrators, and other educational entities to collaborate and align policy between all levels of educational groups that deal with education issues. Their community engagement efforts are vital, as working with families and communities is thought to be the biggest factor in positive student achievement outcomes.

The members of the Thirty-Third Alaska State Legislature honor local school boards across the state. Members also encourage all Alaskans to recognize the hard work and dedication of school board members, and to join them in creating and supporting an education system that meets the individual needs of Alaska's students.

THE SEAL OF THE STATE OF ALASKA

CATHY TILTON
SPEAKER OF THE HOUSE

GARY STEVENS
PRESIDENT OF THE SENATE

REP. ANDI STORY
SPONSOR

REP. SARA HANNAN
CO-SPONSOR

SEN. JESSE KIEHL
CO-SPONSOR

Date: May 7, 2024

ALASKA LEGISLATURE

HONORING

BUTCH LINCOLN
ALASKA SPORTS HALL OF FAMER

The members of the Thirty-Fourth Alaska State Legislature commend Butch Lincoln on his recent induction to the 2026 Class of the Alaska Sports Hall of Fame for his lasting impact and memorable game performances in high school and collegiate basketball.

Born and raised in Kotzebue, the Iñupiaq point guard's basketball career started on the dirt basketball courts of Kotzebue, where Butch's retired high school jersey, number twelve, hangs in the rafters of the Kotzebue Middle-High School Gymnasium. In 1990, Butch was instrumental in leading the Kotzebue Huskies to their first, and only, state championship game appearance. Reflecting on that experience in a recent interview, he noted the outcome of that game taught him humility, the importance of being an exceptional teammate, and valuing the relationships you build with those you care about.

Butch is best known in rural Alaska sports history as the first Alaska Native student to earn a full athletic scholarship to play basketball at the University of Alaska Anchorage (UAA). During his time at UAA, he helped the Seawolves win three Pacific West Conference titles. The Seawolves won a total of seventy-seven games during his college career. As a first-generation college graduate, he embraced the student-athlete experience, graduating from UAA with degrees in finance and accounting and later received a master's of business administration from Duke University's Fuqua School of Business in 2002.

Standing five feet seven inches tall, Butch was an energetic and decisive player who was known for his vision and court awareness—often getting around defenses with ease. His three hundred and twenty-five career collegiate assists rank him seventh on the all-time list at UAA. In 1999, *Sport Illustrated* named Butch as one of the top fifty greatest Alaskan sports figures of the twentieth century.

Though Butch no longer plays basketball competitively, his leadership skills and talents that were honed on the basketball court continue to shine in the work he does. He currently serves Arctic Slope Regional Corporation as their executive vice president and chief operating officer. In this role he has helped build teams that have grown the organization, diversified their investments, and developed a long-term strategy for the corporation. His aptitude for leading by example has made him a positive role model for future generations.

The members of the Thirty-Fourth Alaska State Legislature congratulate Butch Lincoln on his achievements within the basketball community in Alaska and his place in the Alaska Sports Hall of Fame as an inductee of their eighteenth class.

BRYCE EDGMON
SPEAKER OF THE HOUSE

GARY STEVENS
PRESIDENT OF THE SENATE

REP. ROBYN NIAYUQ FRIER
SPONSOR

SEN. DONNY OLSON
CO-SPONSOR

SEN. MIKE CRONK
CO-SPONSOR

Date: March 12, 2026

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23 2026

NUMBER:

FR: Office of the Superintendent

SUBJECT: Superintendent's Report

Attendance

K-12 Attendance

	9/19/25	10/31/25	12/20/25	1/30/26	3/31/26	5/19/26
AMB	80.92%	82.50%	81.06%	81.13%	80.13%	77.91%
BKC	91.62%	89.76%	87.18%	85.97%	86.15%	85.40%
DRG	92.99%	94.01%	91.81%	89.90%	89.61%	88.56%
IAN	80.57%	81.47%	77.39%	76.74%	76.37%	75.71%
KVL	78.15%	79.19%	76.15%	76.25%	76.73%	76.69%
OBU	83.17%	88.72%	89.32%	89.50%	88.94%	89.57%
JNES	88.12%	87.31%	85.60%	84.75%	83.86%	83.66%
KMHS	81.04%	84.24%	82.01%	81.77%	80.85	79.37%
WTK	83.57%	81.34%	78.84%	77.19%	77.14%	77.28%
ORV	88.03%	87.14%	83.48%	81.53%	82.75%	81.75%
WLK	87.17%	81.40%	79.33%	77.72%	75.63%	74.05%
SHG	93.90%	86.60%	87.09%	87.67%	82.97%	83.11%
DIST	83.53%	85.39%	83.04%	82.50%	81.76%	80.99%

Enrollment

Pre-K -12 grade enrollment is 1828, and K-12th grade enrollment is 1716, a decrease of 46 students since the February report.

Enrollment TOTAL

SCHOOL	beginning	middle	end
ABL	63	61	62
BKC	218	217	213
DRG	51	56	57
IAN	94	91	87
KVL	135	136	126
OBU	37	41	39
HSCH	30	28	32
JNES	323	318	306
KMHS	249	244	231
WTK	149	154	144
ORV	202	217	206
WLK	246	245	234
SHG	57	74	61

PK-12	1854	1872	1798
K-12	1759	1757	1691

From the beginning to the end of the year, enrollment decreased by 68 students.

All principals have completed their school close out and are done for this summer. They begin on July 27 with in-service.

The instructional leadership team has been finalizing the in-service schedule for all staff at the beginning of next year. Principals will come in for their in-service. New teachers will also come in for in-service. Whole staff in-service training will happen at sites.

The Physical and Earth Science curriculum—grounded in Native ways of knowing, language, and culture and designed through place-based learning—is nearing completion for pilot implementation. During the upcoming year, the curriculum will be in draft form as three sites implement and provide feedback on the pilot.

ICC (Inuit Circumpolar Council) has asked me to deliver the keynote address at an upcoming ICC General Assembly in Iqaluit, Nunavut, July 22-25. The presentation will highlight the Northwest Arctic Borough School District's efforts in Cultural Language, Immersion, and Curriculum.

Quyaanna,

Terri Walker, Superintendent

MEMORANDUM

TO:	NWABSD Board of Education	**DATE:**	June 23, 2026
		NUMBER:	**26-202**
FR:	Office of the Superintendent	**SUBJECT:**	Approval of Superintendent 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:

The Inuit Circumpolar Council (ICC) has requested that Superintendent Walker deliver the keynote address at an upcoming ICC General Assembly in Iqaluit, Nunavut, July 22-25. The presentation will highlight the Northwest Arctic Borough School District's efforts in Cultural Language, Immersion, and Curriculum.

The General Assembly will be held July 21–26 in Canada. ICC will cover all travel expenses.

FUNDING SOURCE:

ICC Circumpolar Council (ICC)

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.

UNADOPTED MINUTES
OF THE NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

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

CALL TO ORDER

President Margaret Hansen called the 442nd regular meeting of the Northwest Arctic Borough School District Board of Education to order at 4:16 p.m. on Tuesday, February 24, 2026, District Office Board Room, 744 Third Avenue, Kotzebue, Alaska.

ROLL CALL

Board Members present were:
- Millie Hawley
- Carol Schaeffer
- Marie Greene
- Jeanne Gerhardt-Cyrus
- Alice Adams
- Erica Nelson
- Shannon Melton
- Margaret Hansen
- Tillie Ticket

Board Members absent and excused were Alice Melton-Barr and Lawrence Jones.

A quorum was present.

MOMENT OF SILENCE

Observed.

PLEDGE OF ALLEGIANCE

Those present participated in the Pledge of Allegiance.

INTRODUCTION OF STAFF/GUESTS

Staff present: Terri Walker-Superintendent, Jeff Alexander, Assistant Superintendent; Joy Cogburn-Smith-Director of State/Federal Programs; James Stewart, Human Resources Director; Joseph Groves, Director of ATC; Dena Strait, Capital Projects Manager; Deborah Landcaster, Director of Curriculum; Amy Eakin, Director of Technology; Mark Moore, Director of Property Services; Kristen Walker, Executive Assistant.

APPROVAL OF AGENDA

Carol Schaeffer motioned to adopt the agenda. Tillie Ticket seconded the motion. Motion passed unanimously.

EXECUTIVE SESSION

Carol Schaeffer moved that the Board go into an executive session at 4:26 p.m.; Seconded by Marie Greene. Unanimously approved. The Board reconvened from executive session at 6:50 p.m.

ADOPTION OF CONSENT AGENDA

Marie Greene motioned to adopt the consent agenda. Jeanne Gerhardt-Cyrus seconded the motion and was unanimously approved.

ADOPTION OF JANUARY 19, 2026, SPECIAL MEETING MINUTES

Approved with the correction of minor grammar errors.

ADOPTION OF JANUARY 21, 2026, REGULAR MEETING MINUTES

Approved with the correction of minor grammar errors.

BP 5138 STUDENT POSSESSION AND USE OF PORTABLE ELECTRONIC DEVICES INCLUDING CELLULAR PHONES- SECOND READING

Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the second reading of the proposed revisions to BP 5138 Student Possession and Use of Portable Electronic Devices Including Cellular Phones within the Students series. This policy makes a number of changes to the model cell phone policy, in light of HB 57. It provides districts several options on how to regulate cell phones in schools, and provides clarifying definitions. The Board Policy Committee reviewed the proposed changes and recommends approval. The administration recommends the Board approve the second reading of the proposed revisions to BP 5138 Student Possession and Use of Portable Electronic Devices Including Cellular Phones as presented.

Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the second reading of the proposed revisions to BP 6151 Class Size within the Instruction Board series. This new policy establishes the class size requirement provisions that districts must create under HB 57. The Board Policy Committee reviewed the proposed changes and recommends approval. The administration recommends the Board approve the second reading of the proposed revisions to BP 6151 Class Size as presented.	BP 6151 CLASS SIZE – SECOND READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 5111 Admission within the Students series. This policy update reflects current statutory rules on when a student may begin school, based on their age at admission. It also includes the statutory provision stating that students who are suspended or expelled are not guaranteed admission. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments. The administration recommends the Board approve the first reading of the proposed revisions to BP 5111 Admission as presented and open for public comments.	BP 5111 ADMISSION – FIRST READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 10000 Concepts and Roles within the Charter Schools series. This is a new policy that establishes the concepts and roles of a charter school within the NWABSD. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments. The administration recommends the Board approve the first reading of the proposed revisions to BP 10000 Concepts and Roles as presented and open for public comments.	BP 10000 CONCEPTS AND ROLES – FIRST READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 10010 Establishment of Charter Schools within the Charter Schools series. This is a new policy that outlines the process for establishing a charter school. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments. The administration recommends the Board approve the first reading of the proposed revisions to BP 10010 Establishment of Charter Schools as presented and open for public comments.	BP 10010 ESTABLISHMENT OF CHARTER SCHOOLS – FIRST READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 10020 Charter School Application within the Charter Schools series. This is a new policy that outlines the application process for establishing a charter school. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments. The administration recommends the Board approve the first reading of the proposed revisions to BP 10020 Charter School Application as presented and open for public comments.	BP 10020 CHARTER SCHOOL APPLICATION – FIRST READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 10021 Charter School Application Appeals within the Charter Schools series. This is a new policy that outlines the appeals process for denied charter school application. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments. The administration recommends the Board approve the first reading of the proposed revisions to BP 10021 Charter School Application Appeals as presented and open for public comments.	BP 10021 CHARTER SCHOOL APPLICATION APPEALS – FIRST READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 10040 Academic Policy Committee within the Charter Schools series. This is a new policy that outlines the establishment and role of an academic policy committee. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments. The administration recommends the Board approve the first reading of the proposed revisions to BP 10040 Academic Policy Committee as presented and open for public comments.	BP 10040 ACADEMIC POLICY COMMTTEE – FIRST READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 10050 Principal Lead Teacher	BP 10050 PRINCIPAL LEAD TEACHER – FIRST READING

within the Charter Schools series. This is a new policy that outlines the contract and qualifications of a Charter School principal or lead teacher. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments. The administration recommends the Board approve the first reading of the proposed revisions to BP 10050 Principal Lead Teacher as presented and open for public comments.	
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 10060 Meetings within the Charter Schools series. This is a new policy that outlines meetings for the Academic Policy Committee. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments. The administration recommends the Board approve the first reading of the proposed revisions to BP 10060 Meetings as presented and open for public comments.	BP 10060 MEETINGS – FIRST READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 10070 Review of the Charter School within the Charter Schools series. This is a new policy that outlines the annual review process of established charter schools. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments. The administration recommends the Board approve the first reading of the proposed revisions to BP 10070 Review of the Charter School as presented and open for public comments.	BP 10070 REVIEW OF THE CHARTER SCHOOL – FIRST READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 10080 Amendment of Charter and Termination of Contract within the Charter Schools series. This is a new policy that outlines amendments and terminations of charter school contracts. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments. The administration recommends the Board approve the first reading of the proposed revisions to BP 10080 Amendment of Charter and Termination of Contract as presented and open for public comments.	BP 10080 APENDMENT OF CHARTER AND TERMINATION OF CONTRACT – FIRST READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 10090 Communication within the Charter Schools series. This is a new policy that outlines roles and responsibilities of the District and charter schools. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments. The administration recommends the Board approve the first reading of the proposed revisions to BP 10090 Communication as presented and open for public comments.	BP 10090 COMMUNICATION – FIRST READING
Board approval is required for contracts that exceed $50,000. GSD Educational Services provides reporting services to meet state and federal requirements. The consultant has a history of working effectively within our district and throughout the state to produce required federal and state reports. PowerSchool support to include Configuration & support, Customization, Documentation, Technical assistance, per GSD contract. Services included in this MOA: Gathering and preparation of information necessary to complete the federal Civil Rights Data Collection, Completion and submission of the Alaska Fall OASIS report and preparation of the FY28 Projected Enrollment, Completion of the Migrant Course History report twice annually, Completion, and submission of the Alaska Summer OASIS report. Aggregation of data for, and submission of the Alaska Report Card Data Collection, Preparation of rosters for the AK STAR and Alaska Science tests, Import of test scores into PowerSchool, PowerSchool support for district staff. Funding Sources: Fund 100 Assessment and Data $66,077.52. The administration recommends board approval of the MOA with GSD Educational Services, in the amount not to exceed $66,077.52 as presented.	FY 27 MEMORANDUM OF AGREEMENT – GSD EDUCATIONAL SERVICES
Board approval is required for contracts that exceed $50,000. An RFP was announced in the fall of 2025 to seek assistance in the creation and refinement of the Inupiaq place-based science curriculum project. Two individuals applied, and the RFP was awarded to Redgrave Education LLC for an initial amount of $40,000. We are seeking to amend the current MOA for an additional $42,000 for activities through the end of June 2026. Redgrave Education LLC will support the coordination and oversee project activities related to the creation and refinement of the Inupiaq place-based science curriculum. Funded by grant fund 360, Indian Education. The administration recommends board approval of the addendum to the 2025-2026 Memorandum of Agreement (MOA) with Redgrave Education LLC for the amount not to exceed $82,000 as presented.	MOA ADDENDUM CRYSTAL REDGRAVE

Board approval is required for contracts that exceed $50,000. Aqqaluk Trust will collaborate with the school district on project activities related to the creation, refinement, and organization of Iñupiaq-language and cultural instructional and curricular materials. The contractor will assist in providing access to Knowledge Bearers, Native Language Speakers and cultural activities that support the use of the Iñupiaq language and traditional practices in schools and classrooms throughout the Northwest Arctic Borough School District. Funded by grant fund 366, The Iñupiatun Ilisaqta Project (TIIP). The administration recommends board approval of the Memorandum of Agreement (MOA) with Aqqaluk Trust for the amount not to exceed $51,000 as presented.	APPROVAL OF CONTRACT 2025-2026 AQQALUK TRUST
Expenditures over $50,000 require the approval of the Board. E-Rate Central provides consulting services to ensure the Universal Service Administrative Company (USAC) programs are followed and all proper documentation is filed in a timely manner when procuring qualified services. The District is applying for funding under E-Rate services for the 2026-2027 school internet. The E-rate program provides funding for 90% of our school internet charges. E-Rate Central supports timely and accurate filing of required E-Rate paperwork, program integrity assurance, and audit support. E-Rate Central has successfully supported the District in this capacity since 2012. The E-Rate Central 2026-2027 MOA is $89,000 for E-Rate consulting on school internet which is the same cost as the 2026-2026 was. Funding Source: FY27 Technology General Fund. The administration recommends Board approval of the E-Rate Central Consulting Services MOA for $89,000 as presented.	MEMORANDUM OF AGREEMENT; E-RATE CENTRAL CONSULTING SERVICES
Each month various Human Resources actions occur, which require Board action or cognizance. At issue is the approval of awareness of Human Resources actions for the District Office, Maintenance Department, Alaska Technical Center and school sites. 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. The administration recommends the Board approve the Human Resources actions as presented.	APPROVAL OF HUMAN RESOURCES
Board approval is required for purchases that exceed $50,000. The administration is requesting approval of a contract to H Construction, LLC of Palmer for the above noted project. H Construction was determined to be the low, responsive and responsible bidder. Three bids were received and the bid tab form is provided as an attachment. Additive Alternate #1, emergency water storage, may be added in the future dependent on 2026 work. Construction will begin this summer with a focus on exterior boardwalks, siding, building fencing and pile repainting. Summer 2027 work will be focused on interior, mechanical and electrical work. The majority of the work is scheduled to occur outside of the school calendar year. Funding source: State of Alaska DEED Grant and Capital Improvement Funds. The administration recommends the Board Approve Contract for Construction for Davis-Ramoth K-12 School Renovation to H Construction, LLC not to exceed $7,250,000 as presented.	CONTRACT FOR CONSTRUCTION FOR DAVIS-RAMOTH K-12 SCHOOL RENOVATION
Board approval is required for purchases that exceed $50,000. At issue is the Board's approval of Safe and Civil consulting and professional development expenses with Susan Isaacs to enhance positive behavior strategies and support at all sites. This initiative includes training and materials to support the effective implementation of PBIS across the district. Total expenditure not to exceed $89,500, which includes actual travel costs. Funding: FY27 Title 1 Professional Development Set Aside (fund 267) and FY27 Quality School Grant. The administration recommends Approval of Safe and Civil consulting and professional development expenses with Susan Isaacs to enhance positive behavior strategies and support at all sites, not to exceed $89,500 as presented.	MOA 2026-2027 SAFE & CIVIL SCHOOLS
Board approval is required for expenditures that exceed $50,000.00. At issue is Board approval for an addendum to Memo 25-155 RESCON for heating fuel spill clean-up for Noorvik for a cost not to exceed $98,409.00 for FY26. In 2021, 2023, & 2025, the district had fuel spills in Kivalina on the old teacher housing campus, in Noorvik behind the teacher housing 6-plex on the hill (which are not closed out) and in Kotzebue the fuel tank used for the bus barn developed a leak in April 2025. RESCON was and still is being used to mitigate the spill issues in Kivalina and Noorvik and currently addressing the spill in Kotzebue and monitoring the dispose of spilled heating fuel. They have been working directly with the ADEC on the three spills. We also need to retain their services in the event of any spills we would need immediate support with. Funding source: General Fund: budgeted for FY 26. The Administration recommends Board approval to continue with RESCON to continue and finish the fuel spill clean-up in Noorvik as per attached, not to exceed $98,409.00 for FY26.	MOA RESCON ADDENDUM
The School Board shall establish and maintain a balanced budget. The FY26 GF Operating Budget was approved and adopted at the April 28th, 2025: Revenues: $65,877,405 Expenditures: $70,727,105 Transfer in from Other Funds: $2,300,000	FY 26 OPERATING FUND BUDGET REVISION #3

Transfers out to Other Funds: $675,000
The FY26 GF Budget Revision #1, was approved and adopted at the August 26th, 2025:
Revenues: $73,280,013
Expenditures: $74,983,853
Transfer in from Other Funds: $2,300,000
Transfers out to Other Funds: $2,815,000
The FY26 GF Budget Revision #3, was approved and adopted at the January 22nd, 2026:
Revenues: $73,280,013
Expenditures: $73,389,518
Transfer in from Other Funds: $2,300,000
Transfers out to Other Funds: $2,815,000
Presented to you is Budget Revision #3 for the FY26 Operating Fund Budget:
Revenues: $73,280,013
Expenditures: $74,049,141
Transfer in from Other Funds: $2,300,000
Transfers out to Other Funds: $2,815,000
This revision is a clean-up of the accounting system, adjusting from projections to encumbered amounts for personnel and non-personnel costs. Also included is the release of salaries for closed positions and unused benefits. The administration recommends the Board approve Revision #3 of the FY26 General Fund Operating Budget as presented.

SUPERINTENDENT'S TRAVEL

Superintendent's out-of-district travel requires Board approval. Federal Lobbying with the Northwest Arctic Leadership Team in Washington D.C., March 25-27, 2026. ASCA Lobbying in Juneau, March 28-April 1, 2026. Funding source: general fund operating budget FY 26. The administration recommends the Board approve the Superintendent's request for out-of-district travel as presented.

COMMUNICATION AND ITEMS PRESENTED BY BOARD MEMBERS

Board members shared closing comments.

DATE/TIME OF NEXT BOARD MEETINGS

The next Board meeting of the NWABSD Board of Education will be held March 23, 2026, via Microsoft Teams with time TBA. The budget public hearing is scheduled for Monday, April 6, 2026.

ADJOURNMENT

Jeanne Gerhardt-Cyrus moved to adjourn the meeting, seconded by Alice Adams. Motion passed with unanimous consent. The meeting adjourned at 7:01 p.m.

_____
Tillie Ticket, Secretary

_____
Kristen Walker, Recording Secretary

UNADOPTED MINUTES
OF THE NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

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

CALL TO ORDER

President Margaret Hansen called the 443rd regular meeting of the Northwest Arctic Borough School District Board of Education to order at 4:16 p.m. on Tuesday, March 3, 2026, District Office Board Room, 744 Third Avenue, Kotzebue, Alaska.

ROLL CALL

Board Members present were:
Tillie Ticket
Carol Schaeffer
Marie Greene
Jeanne Gerhardt-Cyrus
Alice Adams
Shannon Melton
Lawrence Jones
Erica Nelson
Margaret Hansen
Millie Hawley
Board Members absent and excused were Alice Melton-Barr.

A quorum was present.

MOMENT OF SILENCE

Observed.

PLEDGE OF ALLEGIANCE

Those present participated in the Pledge of Allegiance.

INTRODUCTION OF STAFF/GUESTS

Staff present: Terri Walker-Superintendent, Jeff Alexander, Assistant Superintendent; Joseph Groves, Director of ATC; Perrian Windhausen, Director of Student Services; Deborah Landcaster, Director of Curriculum; Amy Eakin, Director of Technology; Mark Moore, Director of Property Services; Kristen Walker, Executive Assistant; Joy Cogburn-Smith, Director of State & Federal Programs.

EXECUTIVE SESSION

Marie Greene motioned that the Board go into an executive session at 9:19 a.m..; Seconded by Alice Adams. Unanimously approved. The Board reconvened from executive session at 12:00 p.m.

DATE/TIME OF NEXT BOARD MEETINGS

The next Board meeting of the NWABSD Board of Education will be held March 23, 2026, via Microsoft Teams with time at 9:00 a.m. The budget public hearing is scheduled for Monday, April 6, 2026.

ADJOURNMENT

Tillie Ticket moved to adjourn the meeting, seconded by Erica Nelson. Motion passed with unanimous consent. The meeting adjourned at 12:05 p.m.

_____
Tillie Ticket, Secretary

_____
Kristen Walker, Recording Secretary

UNADOPTED MINUTES
OF THE NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

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

CALL TO ORDER

President Margaret Hansen called the 443rd special meeting of the Northwest Arctic Borough School District Board of Education to order at 10:30 a.m. on Monday, March 23, 2026, District Office Katima Room, 744 Third Avenue, Kotzebue, Alaska.

ROLL CALL

Board Members present were:
Tillie Ticket
Carol Schaeffer
Marie Greene
Jeanne Gerhardt-Cyrus
Alice Adams
Lawrence Jones
Erica Nelson
Margaret Hansen
Millie Halwey
Board Members absent and excused were Alice Melton-Barr, Shannon Melton.

A quorum was present.

MOMENT OF SILENCE

Observed.

PLEDGE OF ALLEGIANCE

Those present participated in the Pledge of Allegiance.

INTRODUCTION OF STAFF/GUESTS

Staff and guests present: Terri Walker-Superintendent; Joseph Groves, Director of ATC; Perrian Windhausen, Director of Student Services; Deborah Landcaster, Director of Curriculum; Amy Eakin, Director of Technology; Mark Moore, Director of Property Services; Kristen Walker, Executive Assistant; Joy Cogburn-Smith, Director of State & Federal Programs. Robin Reich, Chris Wolpert w/ Solstice Alaska Consulting, Inc.

APPROVAL OF AGENDA

Marie Greene motioned that the Board go into an executive session at 9:19 a.m..; Seconded by Alice Adams. Unanimously approved. The Board reconvened from executive session at 12:00 p.m.

EXECUTIVE SESSION

Erica Nelson motioned to go into executive session. Seconded by Marie Greene. Unanimously approved. Executive session started at 10:34 a.m. and ended at 2:12 p.m.

ADOPTION OF CONSENT AGENDA

Marie Greene motioned to adopt the consent agenda. Jeanne Gerhardt-Cyrus seconded the motion and was unanimously approved.

MEMORANDUM 26-106 APPROVAL OF MOA WITH CAT SIMULATORS – SIMFORMOTION

The administration requests School Board approval to enter into a contract with Simformotion, Cat Simulators, in the amount of $186,902.81 to upgrade the current CAT simulators and purchase a new large wheel loader. Simformotion staff will install the simulators. At issue is the approval of a Memorandum of Agreement (MOA) with Simformotion, Cat Simulators. All MOAs that exceed $50,000 require Board approval. This Memorandum of Agreement (MOA) will allocate funds from the Technical Vocational Education Program (TVEP). The CAT simulators at the ATC are approximately fourteen years old and currently out of service. The dozer and excavator simulators can be upgraded with Gen2 technology. ATC is seeking to establish an agreement with Simformotion to upgrade two existing Cat Simulators at ATC with new computers, software, and screen components. Additionally, a third simulator, a large wheel loader, will be added. Staff from Simformotion will be onsite to install and set up the simulators and to train staff in operating the equipment. Funding source-TVEP Grant.

MEMORANDUM 26-107 NOATAK BULK FUEL FACILITY AGREEMENT

Board approval is required for services that exceed $50,000. At issue is the approval of the agreement with AVEC and the Native Village of Noatak for the Noatak Bulk Fuel tank farm. July 2025, the Denali Commission received a $100 million Environmental Protection Agency grant authorized under the Clean Air Act to upgrade aging bulk fuel tank farms in 10 rural Alaska communities, and the funding is being managed by the Alaska Native Tribal Health Consortium (ANTHC) and must be spent before July 2028. Noatak was one of the communities selected to receive EPA funding to replace and relocate its community bulk fuel tanks because the tanks are in poor condition and at risk of eroding into the Noatak River, leaving residents without heating fuel and gasoline and the potential for fuel spills. Alaska Village Electric Cooperative, Inc. (AVEC) was selected to receive EPA funding to replace its diesel fuel tank farm and plans to relocate its power plant in Noatak because the facilities' proximity to the Noatak River's eroding bank has high potential for failure resulting in disruption to essential power service and fuel spills; Northwest Arctic Borough School District's (NWABSD) existing bulk fuel storage at the Noatak School is in poor condition and must be replaced, and because the tanks will no longer be able to be filled via pipeline from the existing airport once fuel delivery operations shift to the new airport; AVEC to lead the effort to replace and relocate the Tribe's

community tank farm concurrent with the power plant and fuel tanks' relocation; Alaska Department of Transportation and Public Facilities is planning a new airport in Noatak, and the existing airport fuel header and fill pipes will be relocated within the new airport; the most feasible location for a new community tank farm, AVEC power plant and tank farm, and new NWABSD storage tanks is near the new airport header; the Native Village of Noatak, AVEC, and the NWABSD have worked cooperatively to plan new bulk fuel and energy facilities.

None at this time.

COMMUNICATIONS & ITEMS INTRODUCED BY BOARD MEMBERS

The budget public hearing is scheduled for Monday, April 6, 2026, via Microsoft Teams.

DATE/TIME OF NEXT BOARD MEETINGS

Tillie Ticket moved to adjourn the meeting, seconded by Erica Nelson. Motion passed with unanimous consent. The meeting adjourned at 12:05 p.m.

ADJOURNMENT

_____
Tillie Ticket, Secretary

_____
Kristen Walker, Recording Secretary

UNADOPTED MINUTES
OF THE NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

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

President Margaret Hansen called the 444th regular meeting of the Northwest Arctic Borough School District Board of Education to order at 4:15 p.m. on Tuesday, April 28, 2026, in person.	CALL TO ORDER
Board Members present were: Alice Melton-Barr Tillie Ticket Carol Schaeffer Marie Greene Jeanne Gerhardt-Cyrus Lawrence Jones Erica Nelson Margaret Hansen Board Members absent and excused were Shannon Melton, Millie Hawley, and Alice Adams.	ROLL CALL
A quorum was present.	
Observed.	MOMENT OF SILENCE
Those present participated in the Pledge of Allegiance.	PLEDGE OF ALLEGIANCE
Staff and guests present: Terri Walker-Superintendent, Jeff Alexander, Assistant Superintendent; Joy Cogburn-Smith-Director of State/Federal Programs; James Stewart, Human Resources Director; Joseph Groves, Director of ATC; Deborah Landcaster, Director of Curriculum; Amy Eakin, Director of Technology; Paulette Schuerch, Director of Inupiaq Curriculum. Natalie Dickey, Director of Administrative Services; Jeremy Millard, Kivalina Principal; Jamie Cowart, Selawik Principal; Jessica Heisler, KMHS Principal; Kristen Walker, Executive Assistant. Victoria Ferguson, Kotzebue ASC member; Elizabeth Hensley, parent; Rita Short, Iḷiḷgaat Munaqsriviat Childcare Center; Kathy Hensen, Teacher; Jenny Paajanen, Teacher.	INTRODUCTION OF STAFF/GUESTS
Elizabeth Hensley, parent, requested more open communication with meeting information with upcoming important items such as budget hearings and combining classes as an example so that parents have a better idea of how they may assist and help with decisions. Jenny Paajanen, is concerned with the classroom ratio size and safety and requests that the District involves parents more in communications for awareness; she wondered if background checks were conducted of our custodians and if the schools were actually being cleaned (such as the gym floor); she would also like to know where the Board is with the discussions of participation by home school students in sports.	PUBLIC COMMENTS
Marie Greene motioned to approve the agenda with moving the Executive Session up from #9 to #7 following the approval of the agenda. Carol Schaeffer seconded the motion. Unanimously approved.	APPROVAL OF AGENDA
Carol Schaeffer motioned to go into Executive Session, seconded by Erica Nelson and was unanimously approved. Executive Session started at 4:35 p.m. and ended at 6:47 p.m.	EXECUTIVE SESSION
Superintendent Walker presented recognition awards.	RECOGNITION AND AWARDS
Superintendent Walker presented her report.	SUPERINTENDENT'S REPORT
Erica Nelson motioned to adopt the consent agenda pulling Memorandum 26-108 & 26-146. Marie Greene seconded the motion and passed unanimously.	ADOPTION OF CONSENT AGENDA
A RESOLUTION OF THE NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT (NWABSD) IN SUPPORT OF COMPREHENSIVE TOBACCO PREVENTION AND CONTROL PROGRAM AND POLICY	TOBACCO PREVENTION POLICY RESOLUTION 26-003

Each month various Human Resources actions occur, which require Board action or cognizance. At issue is the approval of awareness of Human Resources actions for the District Office, Maintenance Department, Alaska Technical Center and school sites. 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.	APPROVAL OF HUMAN RESOURCES
Board approval is required for contracts that exceed $50,000. This school year, the district was billed for outstanding invoices from previous years that were incorrectly sent to the wrong district, increasing our overall payment to ANSEP above the approved amount of $250,000 from August. All costs are fully covered by existing grant funding under the Native Youth in Action Project. Funding: Native Youth in Action (NYIA) Fund 354.	APPROVAL OF UNIVERSITY OF ALASKA ANCHORAGE 2025-2026 ANSEP PAYMENT
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the second reading of the proposed revisions to BP 10000 Concepts and Roles within the Charter Schools series. This is a new policy that establishes the concepts and roles of a charter school within the NWABSD. The Board Policy Committee reviewed the proposed changes and recommends approval.	APPROVAL OF BP 10000 CONCEPTS AND ROLES – SECOND READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the second reading of the proposed revisions to BP 10010 Establishment of Charter Schools within the Charter Schools series. This is a new policy that outlines the process for establishing a charter school. The Board Policy Committee reviewed the proposed changes and recommends approval.	APPROVAL OF BP 10010 ESTABLISTMENT OF CHARTER SCHOOLS – SECOND READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the second reading of the proposed revisions to BP 10021 Charter School Application Appeals within the Charter Schools series. This is a new policy that outlines the appeals process for a denied charter school application. The Board Policy Committee reviewed the proposed changes and recommends approval.	APPROVAL OF BP 10021 CHARTER SCHOOL APPLICATION APPEALS – SECOND READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the second reading of the proposed revisions to BP 10040 Academic Policy Committee within the Charter Schools series. This is a new policy that outlines the establishment and role of an academic policy committee. The Board Policy Committee reviewed the proposed changes and recommends approval.	APPROVAL OF BP 10040 ACADEMIC POLICY COMMITTEE – SECOND READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the second reading of the proposed revisions to BP 10050 Principal Lead Teacher within the Charter Schools series. This is a new policy that outlines the contract and qualifications of a Charter School principal or lead teacher. The Board Policy Committee reviewed the proposed changes and recommends approval.	APPROVAL OF BP 10050 PRINCIPAL LEAD TEACHER – SECOND READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the second reading of the proposed revisions to BP 10060 Meetings within the Charter Schools series. This is a new policy that outlines meetings for the Academic Policy Committee. The Board Policy Committee reviewed the proposed changes and recommends approval.	APPROVAL OF BP 10060 MEETINGS – SECOND READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the second reading of the proposed revisions to BP 10070 Review of the Charter School within the Charter Schools series. This is a new policy that outlines the annual review process of established charter schools. The Board Policy Committee reviewed the proposed changes and recommends approval.	APPROVAL OF BP 10070 REVIEW OF THE CHARTER SCHOOL – SECOND READING

Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the second reading of the proposed revisions to BP 10080 Amendment of Charter and Termination of Contract within the Charter Schools series. This is a new policy that outlines amendments and terminations of charter school contracts. The Board Policy Committee reviewed the proposed changes and recommends approval.	APPROVAL OF BP 10080 AMENDMENT OF CHARTER AND TERMINATION OF CONTRACT – SECOND READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the second reading of the proposed revisions to BP 10090 Communication within the Charter Schools series. This is a new policy that outlines roles and responsibilities of the District and charter schools. The Board Policy Committee reviewed the proposed changes and recommends approval.	APPROVAL OF BP 10090 COMMUNICATION – SECOND READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 4021 Drug and Alcohol Testing for School Bus Drivers within the Personnel series. This update clarifies that school bus driver testing may be accomplished through contracting with the transportation services provider. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.	APPROVAL OF BP 4021 DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS – FIRST READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 4111/4211/4311 All Personnel - Recruitment and Selection within the Personnel series. This update merges BP 4111 and BP 4211. This update clarifies language regarding inquiries into protected information when hiring. It also authorizes the board to delegate the authority to make classified hires to the superintendent. This policy merges the previous BP 4211 into a single policy. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.	APPROVAL OF BP 4111/4211/4311 CLASSIFIED PERSONNEL – RECRUITMENT AND SELECTION – FIRST READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 4211 Classified Personnel - Recruitment Selection and Appointment within the Personnel series. This update removes this BP since it is merging with BP 4111/4211/4311. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.	APPROVAL OF BP 4211 CLASSIFIED PERSONNEL- RECRUITMENT SELECTION AND APPOINTMENT – FIRST READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 4112.5/4212.5/4312.5 All Personnel – Security Check within the Personnel series. This update clarifies that school district volunteers must be subject to a background check, and that an omission on an application can be grounds for denial of hire (or dismissal). The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.	APPROVAL OF BP 4112.5/4212.5/4312.5 ALL PERSONNEL – SECURITY CHECK – FIRST READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 4112.6/4212.6/4312.6 All Personnel - Personnel Records – Security Check within the Personnel series. This update clarifies when and how board members may review employee records and information. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.	APPROVAL OF BP 4112.6/4212.6/4312.6 ALL PERSONNEL – PERSONNEL RECORDS – FIRST READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 4113 Certificated Personnel - Assignment – Security Check within the Personnel series. This update provides additional guidance regarding the assignment of certificated personnel. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.	APPROVAL OF BP 4113 CERTIFICATED PERSONNEL – ASSIGNMENT – FIRST READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 4115 Certificated	APPROVAL OF BP 4115 CERTIFICATED PERSONNEL –

Personnel - Evaluation/Supervision – Security Check within the Personnel series. This update adds language clarifying that employees who evaluate certificated personnel in the District must hold a Type B administrator certificate. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.	EVALUATION / SUPERVISION – FIRST READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 4117.2/4217.2/4317.2 All Personnel - Resignation within the Personnel series. This update merges BP 4117.2 and BP 4217.2. This update simplifies the process for an employee to resign and merges the classified and certified resignation policies. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.	APPROVAL OF BP 4117.2/4217.2/4317.2 ALL PERSONNEL – RESIGNATION – FIRST READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 4217.2 Resignation within the Personnel series. This update removes this BP since it is merging with BP 4117.2/4217.2/4317.2. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.	APPROVAL OF BP 4217.2 RESIGNATION – FIRST READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 4117.4 Certificated Personnel – Dismissal within the Personnel series. This update codifies the requirement established by the Alaska Supreme Court that certified employees may call witnesses at a pre-termination hearing. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.	APPROVAL OF BP 4117.4 CERTIFICATED PERSONNEL – DISMISSAL – FIRST READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 4118 Certificated Personnel – Suspension-Disciplinary Action within the Personnel series. This update clarifies what constitutes progressive discipline, and that reassignment is not necessarily disciplinary. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.	APPROVAL OF BP 4118 CERIFICATED PERSONNEL – SUSPENSION – DISCIPLINARY ACTION – FIRST READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 4119.3/4219.3/4319.3 All Personnel – Duties of Personnel within the Personnel series. This update requires that, as a best practice, job descriptions should be reviewed annually as part of the evaluation process. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.	APPROVAL OF BP 4119.3/4219.3/4319.3 ALL PERSONNEL – DUTIES OF PERSONNEL – FIRST READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 4119.12/4219.12/4319.12 All Personnel – Harassment within the Personnel series. This update updates harassment language to fit best practices, including that it relates to all school district activities and facilities. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.	APPROVAL OF BP 4119.12/4219.12/4319.12 ALL PERSONNEL – HARASSMENT – FIRST READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 4119.22/4219.22/4319.22 All Personnel – Dress and Grooming within the Personnel series. This update simplifies the model dress code policy, and applies it to all personnel. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.	APPROVAL OF BP 4119.22/4219.22/4319.22 ALL PERSSONEL – DRESS AND GROOMING – FIRST READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 4119.23/4219.23/4319.23 All Personnel – Unauthorized Release of Confidential Information within the Personnel series. This update clarifies best practices regarding the release of unauthorized District information. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.	APPROVAL OF BP 4119.23/4219.23/4319.23 ALL PERSONNEL – UNAUTHORIZED RELEASE OF CONFIDENTIAL INFORMATION – FIRST READING

Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 4119.25/4219.25/4319.25 All Personnel - Political Activities of Employees within the Personnel series. This update clarifies that the District may regulate political activity on school property at any time (not just during the instructional day) in accordance with law. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.	APPROVAL OF BP 4119.25/4219.25/4319.25 ALL PERSONNEL – POLITICAL ACTIVITIES OF EMPLOYEES – FIRST READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 4122 Certificated Personnel - Student Teachers within the Personnel series. This update requires that the superintendent establish criteria for a student teacher program. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.	APPROVAL OF BP 4122 CERTIFICATED PERSONNEL – STUDENT TEACHERS – FIRST READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 4141.6/4241.6 Certificated and Classified Personnel - Concerted Activity-Work Stoppage within the Personnel series. This update aligns to model policy language and updates the title. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.	APPROVAL OF BP 4141.6/4241.6 CERIFICATED AND CLASSIFIED PERSONNEL – CONCERTED ACTIVITY – WORK STOPPAGE – FIRST READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 4158/4258/4358 All Personnel - Employee Security within the Personnel series. This update requires that the superintendent or designee is made aware of all police reports made by personnel in the course of their duties. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.	APPROVAL OF BP 4158/4258/4358 ALL PERSONNEL – EMPLOYEE SECURITY – FIRST READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 4159/4259/4359 All Personnel – Employee Assistance Programs within the Personnel series. This update includes best practice language regarding employee mental health support. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.	APPROVAL OF BP 4159/4259/4359 ALL PERSONNEL – EMPLOYEE ASSISTANCE PROGRAMS – FIRST READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 4161/4261/4361 All Personnel - Leaves within the Personnel series. This update aligns with the model policy and removes language that is duplicated in employee negotiated agreements. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.	APPROVAL OF BP 4161/4261/4361 ALL PERSONNEL – LEAVES – FIRST READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 4180/4280/4280 All Personnel - Residency and Remote Work - Leaves within the Personnel series. This policy is new and recommended by AASB to formally establish that employees may be permitted to work remotely, if permitted by the District. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.	APPROVAL OF BP 4180/4280/4380 ALL PERSONNEL – RESIDENCY AND REMOTE WORK – FIRST READING
Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BB 9320 Meetings within the Board Bylaw series. This update includes additional language to clarify virtual/remote meetings. This update also includes "virtual" by all references to "teleconference" for clarity and the addition of language to notify the Board President/Superintendent when attending an in-person meeting virtually. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.	APPROVAL OF BP 9320 MEETINGS – FIRST READING

Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 10020 Charter School Application within the Charter School series. This is a new policy that outlines the application process for establishing a charter school with an update to require the Superintendent to consult legal prior to Board review. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.	APPROVAL OF BP 10020 CHARTER SCHOOL APPLICATION – FIRST READING
The School Board shall establish and maintain a balanced budget. The FY26 GF Operating Budget was approved and adopted on April 28, 2025: Revenues: $65,877,405 Expenditures: $70,727,105 Transfer in from Other Funds: $2,300,000 Transfers out to Other Funds: $675,000 Use of Fund Balance: $3,224,699 The FY26 GF Budget Revision #1, was approved and adopted on August 26, 2025: Revenues: $73,280,013 Expenditures: $74,983,853 Transfer in from Other Funds: $2,300,000 Transfers out to Other Funds: $2,815,000 Use of Fund Balance: $2,218,840 The FY26 GF Budget Revision #2, was approved and adopted on January 22, 2026: Revenues: $73,280,013 Expenditures: $73,389,518 Transfer in from Other Funds: $2,300,000 Transfers out to Other Funds: $2,815,000 Use of Fund Balance: $624,505 The FY26 GF Budget Revision #3, was approved and adopted on February 24, 2026: Revenues: $73,280,013 Expenditures: $74,049,141 Transfer in from Other Funds: $2,300,000 Transfers out to Other Funds: $2,815,000 Use of Fund Balance: $1,284,127 Presented to you is Budget Revision #4 for the FY26 Operating Fund Budget: Revenues: $72,404,421 Expenditures: $74,049,141 Transfer in from Other Funds: $2,300,000 Transfers out to Other Funds: $2,815,000 Use of Fund Balance: $2,159,719 This revision is a reflection of the State's foundation closeout figures for FY26 to reconcile the District's FY26 Total State Entitlement.	APPROVAL OF FY 26 BUDGET REVISION #4
Board approval is required for purchases that exceed $50,000. At issue is the Board's approval of the purchase of books from Scholastic Education for an amount not to exceed $190,000. Through the Literacy Connection (LIT) Grant, we will complete one additional book distribution to students in September of 2026. Books will be shipped directly to sites in late July or early August. Funding Literacy Connection (LIT) Grant Fund 353.	APPROVAL OF SCHOLASTIC PURCHASE
Board approval is required for NWABSD June Nelson Scholarship recipients. Discussion to review applicants and determine recipients of the 2026 NWABSD June Nelson Scholarship. Selection of recipients of the June Nelson Scholarship 2026, application materials will be presented during executive session due to FERPA. This year we have six students applying for the NWABSD June Nelson Scholarship. Review of the application and discussion will take place in executive session due to privacy considerations.	APPROVAL OF JUNE NELSON SCHOLARSHIP RECIPIENTS
Board approval is required for purchases that exceed $50,000. At issue is board approval of a contract increase for Burkhart Croft Architects for construction administrative services, and potential on-site cultural resources work for Deering Gravel Production and in an amount not to exceed $290,000, an increase of $100,000. In April 2025, through Memo 25-125, the Board approved a contract for site design, cultural resources desktop survey, topographic survey, and permitting assistance. Topo survey work was completed last fall, and the remaining work is in progress. Contract amount was not to exceed $190,000. However, Construction Administrative services for the design team put their overall contract amount above $190,000. A contract increase, not to exceed an additional $100,000 is needed to contract for their services during negotiations for the gravel production and services during that phase of the project. In addition, dependent on the findings of the cultural desktop survey, on-site work may be needed this summer. The increase in the Not to Exceed contract amount includes this service if needed. State of Alaska DEED Grant and Capital Improvement Funds.	APPROVAL OF CONTRACT ADDENDUM FOR DEERING DESIGN CONSTRUCTION ADMINISTRATION SERVICES – GRAVEL PRODUCTION

Board approval is required for purchases that exceed $50,000. A DEED grant was awarded in 2025 to replace the Fire Systems in six schools. Noorvik's was replaced in 2025. Schools remaining to receive a new Fire Alarm system are Ambler, Buckland June Nelson Elementary and Kotzebue Middle High School. System will be a non-proprietary system, Potter, to match that installed in Noorvik and Selawik. While Shungnak is included in the grant, it may need a need a new sprinkler system in addition to the fire alarm system, thus it has been separated off as a different project. As a system replacement project, the District can utilize the Sourcewell contract awarded to Convergint through a nationwide competitive bid process. This solicitation basically creates a per unit contract. As a member of Sourcewell, the District can utilize this existing contract saving time and money on procurement. Both DEED and District legal counsel approve the use of this contract format. Funding Source: State of Alaska DEED Grant and USDA Community Facilities Grant through Rep. Begich office.	APPROVAL OF CONTRACT CONSTUCTION FOR FIRE SYSTEM REPLACEMENT, 4 SITES
Board approval is required for purchases that exceed $50,000. At issue is an increase in contract amount for DD Strait Consulting for Capital Projects Management Services in an amount Not to Exceed $71,000 for a total contract amount Not to Exceed $206,000. New capital projects and related efforts have arisen since the approval of Capital Projects Manager DD Strait Consulting, LLC's contract approval in August 2025. Additionally, several building permits are needed for pending projects and SOA Fire Marshal's new system requires online payment to begin the review. DD Strait Consulting, LLC pays for this and is then reimbursed. The majority of CIP management services and expenses are reimbursed by active grants or can be retroactively reimbursed when a grant is awarded. In early 2024 DD Strait Consulting, LLC was selected as the replacement capital projects manager following a competitive request for proposal process. That contract may be renewed up to four additional years, and the position must be advertised every five years. Scope of Work for the position includes grant applications to various entities, management of any funded projects, and additional duties as requested. The current contract not to exceed amount is $135,000. This increase will revise that to a Not to Exceed amount of $206,000, with over $35,000of it as building permit expenses. The contract includes both direct costs and reimbursable costs, such as travel, printing or postage, etc. as they arise. As a contractor instead of a district employee, DDSC does not receive District benefits. Funding source: Various grants and District funds.	APPROVAL OF FY 26 CONTRACT INCREASE DD STRAIGHT CONSULTING
Board approval is required to accept grant funding. In June 2025, District applied to the Borough's VIF fund to secure the match for the DEED funded HVAC Controls Upgrades, 8 Site project. This grant was awarded but has not been accepted by the Board. Funding covers Phase I work in Ambler, Kiana, Noatak, Noorvik, and Kobuk, Phase II work in June Nelson Elementary and Kotzebue Middle High School and HVAC controls replacement in Shungnak. Funding source: Northwest Arctic Borough Village Improvement Fund (VIF) grant.	APPROVAL OF BOROUGH VIF FUNDS FOR HVAC CONTROLS, 8 SITES
Board approval is required for purchases that exceed $50,000. At issue is Board approval for the contract for construction of Phase I HVAC Controls Upgrades, 8 Sites in an amount Not to Exceed $6,000,000.00. Convergint is the Alaskan Distributor for Alerton Controls systems. Alerton is the controls system currently installed in Kivalina and Buckland. The district is standardizing around this system to streamline management, maintenance and operations. District personnel can receive factory training on the system. A DEED grant to replace the controls systems in eight schools was awarded in 2024. Selawik is also being replaced with an Alerton System under a separate project. A Borough VIF grant was awarded in 2025, providing the District's match and completing all funding needs. Phase I construction is ready to begin in Summer '26 and will include Ambler, Kiana, Noatak, Noorvik, and Kobuk. Phase II and Shungnak work will occur in 2027. District is utilizing Convergint's Sourcewell Contract, which was awarded through a nationwide competitive bid process. It is essentially a per unit contract. The Sourcewell contract allows other governmental entities to use the contract without a separate procurement. District is a member of Sourcewell and this is an acceptable contract to DEED and District legal counsel. Funding source: State of Alaska DEED Grant and Northwest Arctic Borough Village Improvement Funds (VIF).	APPROVAL OF CONTRACT FOR CONSTRUCTION HVAC CONTROLS UPGRADES, 8 SITES
Board approval is required for purchases that exceed $50,000. Three bid proposals were received by the District on April 22, 2026, through a competitive bid process. Results of the bid are attached. Wolverine Supply, Inc. was determined to be the lowest responsible and responsive bidder. 10-Day Protest Period ends May 4th. Actual contract amount will be less than the Not to Exceed contract amount. Contract is to renovate roughly 6,100 square feet of space within KMHS, the former 6th grade pod, into a childcare center that will offer services to the Kotzebue Community. On-site construction could begin mid-May, is to be Substantially Complete by 9-1-26 and contractor is to be out of the suite by 9-30-26. All contract paperwork will be complete by the end of the year. Funding source: Maniilaq Association.	APPROVAL OF CONTRACT CONSTRUCTION FOR IḶIḶGAAT MUNAQSRIVIAT CHILDCARE CENTER
Board approval is required for purchases that exceed $50,000. Burkhart Croft is the prime contractor for the IḶIḶGAAT MUNAQSRIVIAT Childcare Design Team. Current services do not include 100% construction documents or construction administration services. We cannot get a building permit through the State Fire Marshal's office without 100% signed construction documents. Design Team services are critical during construction to review products and materials to be used in the construction, to answer Contractor questions and to perform completion inspections. At the end of construction, the Design Team produces Record Drawings of what	APPROVAL OF CONTRACT FOR IḶIḶGAAT MUNAQSRIVIAT CHILDCARE DESIGN COMPLETION AND CONSTRUCTION ADMINISTRATION SERVICES

was actually built and reviews contractor provided Operations and Maintenance manuals used by the District for the life of the construction. Funding source: Maniilaq Association.

Board approval is required to enter into contracts over $50,000. The attached, unapproved lease has been negotiated between the District and representatives for IḶIḶGAAT MUNAQSRIVIAT Childcare Center. IḶIḶGAAT MUNAQSRIVIAT Board of Directors have approved the lease as attached. Draft lease has been reviewed by legal counsel for both parties. Insurance requirements were provided by the District insurer and accepted by IḶIḶGAAT MUNAQSRIVIAT as presented. Construction will be completed by September 30, 2026. Lease begins October 1, 2026, and ends June 30, 2028, unless otherwise extended. Annual renewals may be approved after the initial roughly 21 month lease expires. Childcare operations will occur each month except June and July when the facility is mechanically shut down. Monthly lease of $10,995.00/month will be paid for each of the ten months of operation per year. Lease rate was calculated to cover the district's cost to operate that area of the building. Funding source: Iḷiḷgaat Munaqsriviat.	APPROVAL OF IḶIḶGAAT MUNAQSRIVIAT CHILDCARE CENTER LEASE AGREEMENT
Per NWABSD Board Policy 5144.1, Board approval is required in instances of student expulsion. Per NWABSD Board Policy 5131.7 and AS14.03.160(a) (1) the Board shall expel any student who brings a firearm to school in violation of the policy and AS11.61.210(a)(8) while possessing a firearm, as that term is defined under 18 U.S.C. 921, for a period of not less than one(1) calendar year.	APPROVAL OF STUDENT EXPULSION
Closing remarks and expressions of thanks offered by each Board member in attendance.	COMMUNICATION AND ITEMS PRESENTED BY BOARD MEMBERS
The next regular meeting of the NWABSD Board of Education will be held virtually June 2, 2026.	DATE/TIME OF NEXT BOARD MEETINGS
Marie Greene moved to adjourn the meeting, seconded by Jeanne Gerhardt-Cyrus.	
Motion passed with unanimous consent. The meeting adjourned at 7:08 pm.	ADJOURNMENT

_____
Tillie Ticket, Secretary

_____
Kristen Walker, Recording Secretary

UNADOPTED MINUTES
OF THE NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

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

President Margaret Hansen called the 445th special meeting of the Northwest Arctic Borough School District Board of Education to order at 4:01 p.m. on Friday, May 1, 2026, District Office Katima Room, 744 Third Avenue, Kotzebue, Alaska.	CALL TO ORDER
Board Members present were: Tillie Ticket Carol Schaeffer Marie Greene Jeanne Gerhardt-Cyrus Alice Adams Lawrence Jones Erica Nelson Margaret Hansen Alice Melton-Barr Board Members absent and excused were Millie Hawley and Shannon Melton. A quorum was present.	ROLL CALL
Observed.	MOMENT OF SILENCE
Those present participated in the Pledge of Allegiance.	PLEDGE OF ALLEGIANCE
Staff and Guests present: Terri Walker, Superintendent; Jeff Alexander, Assistant Superintendent; James Stewart, Director of Human Resources; Perrian Windhausen, Director of Student Services; Natalie Dickie, Director of Administrative Services; Mark Moore, Director of Property Services; Joy Cogburn-Smith, Director of State and Federal Programs; Joe Groves, Director of Alaska Technical Center; Sable Marandi, Homeschool Principal; Paulette Schuerch, Director of Inupiaq Programs; David Westenhover, Principal of Buckland; Jenny Paiyanan, Naomi Whitiker, Terri Cooper, Margaret Stalker, McCenna Bauers, Kathy Hansen, Terri Cooper, Melissa Winnifred, Richard Monroe, Ta'Shona Pernell-Hayes, Lisa Ungry	INTRODUCTION OF STAFF/GUESTS
Margaret Hansen motioned that the Board go into an executive session at 4:12 p.m.; Seconded by Erica Nelson. Unanimously approved. The Board reconvened from executive session at 5:06 p.m.	EXECUTIVE SESSION
Marie Greene motioned to adopt the consent agenda. Carol Schaeffer seconded the motion and was unanimously approved.	ADOPTION OF CONSENT AGENDA
Margaret Hansen motioned that memo 26-157 be open for discussion, Marie Greene seconded. Motion passed. Margaret elaborated on local anticipated funds to the FY27 General Operating Budget. Superintendent Walker explained the preliminary budget adjustments made due to the anticipated revenue; including adding meals back into the budget. Should additional funds be contributed, the Board stated that student activities will be at the top of the list. Margaret stated the different steps the Board has taken to reduce the budget in FY26 through FY27 and the continued Lobbying efforts by the Board. Marie Greene concurs with President Hansen with all that has been shared and expressed the appreciation of not only the Board in stepping up with what needed to be done, including Superintendent Walker and her team who volunteered to make some changes that helped reaching a balanced budget. Marie further states that it's critical to hear from the parents and people interested in providing education to our students. She thanks President Hansen for her dedication and leadership on behalf of the District. Jeanne Gerhardt-Cyrus agrees and thanks the people that showed up to the meeting and states the importance of hearing from them. No further comments were made. The School Board shall establish and maintain a balanced budget. The FY27 Operating Fund Budget is being presented for adoption. Proposed actions to balance the budget were presented and discussed at the budget work session on March 23, 2026. The Board of Education and Superintendent created the FY27 Operating Fund Budget based off estimated increases to expenditures and decrease to revenues. Presented to you for adoption is the FY27 Operating Fund Budget, which includes: • Revenue Plan of $73,049,090 • Expenditure Plan of $72,046,090 • Transfer In from Investment Account in the amount of $3,000,000 • Transfers Out to Other Funds in the amount of $1,753,000 The FY27 Operating Budget includes the following: • Increase targeted student:teacher ratio	MEMO 26-157 FY 27 GENERAL OPERATING BUDGET

• Reduce Student Activities
• Reduce Property Services budget
• Reduce DO Administrator contracts
• Reduce Board of Education budget
Further reductions may be needed if revenue and fund balance actuals differ from projections
The District Administration will continue to look for revenue sources to pay for these important programs.

DATE/TIME OF NEXT BOARD MEETINGS

The next regular meeting of the NWABSD Board of Education will be held June 2, 2026, via Microsoft Teams with time at 4:00 p.m.

ADJOURNMENT

Marie Greene motioned to adjourn the meeting, seconded by Alice Melton-Barr. Motion passed with unanimous consent. The meeting adjourned at 5:30 p.m.

_____
Tillie Ticket, Secretary

_____
Kristen Walker, Recording Secretary

UNADOPTED MINUTES
OF THE NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

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

Vice President Carol Schaeffer called the 446rd special meeting of the Northwest Arctic Borough School District Board of Education to order at 8:30 a.m. on Friday, May 29, 2026, District Office Katima Room, 744 Third Avenue, Kotzebue, Alaska.	CALL TO ORDER
Board Members present were: Tillie Ticket Carol Schaeffer Marie Greene Jeanne Gerhardt-Cyrus Alice Adams Lawrence Jones Erica Nelson Margaret Hansen Alice Melton-Barr Millie Hawley Shannon Melton A quorum was present.	ROLL CALL
Observed.	MOMENT OF SILENCE
Those present participated in the Pledge of Allegiance.	PLEDGE OF ALLEGIANCE
Staff and guests present: Terri Walker-Superintendent; Natalie Dickey, Director of Administrative Services; Amy Eakin, Director of Technology; Mark Moore, Director of Property Services; Perrian Windhausen, Director of Student Services; Deana Straight, Capital Projects Manager; Kristen Walker, Executive Assistant.	INTRODUCTION OF STAFF/GUESTS
A motion was made by Marie Greene to approve the agenda. Seconded by Alice Adams. Unanimously approved.	APPROVAL OF AGENDA
An executive Session was not needed.	EXECUTIVE SESSION
Marie Greene motioned to adopt the consent agenda. Alice. Melton-Barr seconded the motion and was unanimously approved.	ADOPTION OF CONSENT AGENDA
Board approval is required for expenditures that exceed $50,000. At issue is board approval to award the Northwest Arctic Borough School District's FY27 bulk heating fuel order to the lowest bidder by site. Because of the volatile conditions of the fuel oil market pricing needs to be approved no later then 11:00am for Vitus and 12:00pm for Crowley on May 29th, 2026 to hold the current pricing. Budget Source: Maintenance Fuel Budget. On May 15, 2026 the Property Services department issued an RFP to fuel vendors for the purchase and delivery of approximately 298,000 gallons of #1 heating fuel and 500 gallons of unleaded gasoline, to ten (10) NWABSD school sites in summer 2026. The RFP was sent to the two vendors that deliver fuel within the Northwest Arctic Borough, Crowley Petroleum Distribution and Vitus Fuel Services. The deadline for submitting bids is Wednesday, May 27, 2026 at 4:00 p.m. The lowest bidder by site will be awarded the fuel bid(s). The administration is recommending the approval of this proposal.	MEMO 26-158 FY 27 HEATING FUEL
No comments at this time.	COMMUNICATIONS & ITEMS INTRODUCED BY BOARD MEMBERS
The next Board meeting of the NWABSD Board of Education will be held June 23, 2026, via Microsoft Teams with time at 4:00 a.m..	DATE/TIME OF NEXT BOARD MEETINGS
Marie Greene moved to adjourn the meeting, seconded by Jeanne Gerhardt-Cyrus. The meeting adjourned at 8:58 a.m.	ADJOURNMENT

_____
Tillie Ticket, Secretary

_____
Kristen Walker, Recording Secretary

MEMORANDUM

TO: NWABSD Board of Education **DATE:** June 23, 2026

NUMBER: **26-159**

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
June 23, 2026

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

a. Certified Rehires FY27
b. Classified Rehires FY27
c. Certified New Hires FY27
d. Classified New Hires FY27

a) The administration recommends the approval of the following FY27 Certified Rehires

LOCATION & DATE	NAME	POSITION
Buckland		
8/10/26	Samatha Pacana	Teacher
Noorvik		
8/10/26	Don Thurman	Teacher
7/27/26	Michael Zibell	Lead Teacher/Adm Assistant
ATC		
7/1/26	Aletha Duchene	Specialist ATC ILP Program
7/1/26	Clay Beck	Specialist Career Path
District Office		
8/10/26	Payton McConnell	Teacher/Itinerant SpEd/Speech Pathologist
7/1/26	Tracy Bell	Specialist Student Services Data
7/1/26	Cassie Largo	Specialist Curriculum

b) The administration recommends the approval of the following FY27 Classified Rehires

LOCATION & DATE	NAME	POSITION
Ambler		
8/10/27	Nellie Cleveland	Bilingual Instructor
Buckland		
8/10/26	Denny Hadley	Inupiaq Illisautri
Deering		
8/10/26	Samuel Gavin	Inupiaq Illisautri
Kiana		
8/10/26	Amber Barr	Bilingual Instructor

Kivalina

8/10/26	Genevieve Swan	Bilingual Instructor

Kobuk

8/10/26	Luke Jackson	Bilingual Instructor
8/10/26	Cheree' Horner	SpEd Aide

Kotzebue

8/10/26	Charity Smith	Bilingual Instructor
8/10/26	Sidney Sherman	Bilingual Instructor
7/27/26	Janelle Schaeffer	Secretary
7/27/26	Veronica Ferguson	Secretary

Noatak

8/10/26	Amelia Johnsen	Bilingual Instructor

Noovik

8/10/26	Elsie Sampson	Bilingual Instructor

Selawik

8/10/26	Carrie Skin	Inupiaq Illisautri

Shungnak

8/10/26	Dolly Custer	Bilingual Instructor

ATC

8/10/26	Dawn Crabb	Dorm Parent
8/10/26	China Kantner	AAE/GED Instructor
8/10/26	Alejandro Vargas	Culinary Arts Instructor

District Office

7/1/26	Amie Gardner	Specialist/Coordinator HR
7/1/26	Amanda Kenworthy	Specialist Business Office
7/1/26	Wanda Baltazar	Specialist ELF program
7/1/26	David Smith	Specialist Student Services
7/1/26	Winona Ballot	Specialist Inupiaq Curriculum
7/1/26	Kim Rotman	Specialist Accounting
7/1/26	Dora Hadley	Specialist Program and Staff Development
7/1/26	Loretta Kittrell	Grants Adm Assistant

District Office

7/1/26	Robert Sheldon	Coordinator Student Activities
7/1/26	Roberta Carter	Secretary SpEd/Student Services
7/1/26	John Milner	PC Tech Support
7/1/26	Hunter Lonewolf	PC Tech Support
7/1/26	Kristen Walker	Secretary Superintendent/School Board
7/1/26	Lois Booth	Accts Rec/Pay Assistant Officer
7/1/26	Delia Shuster	HR Officer
7/1/26	Michelle Gallahorn	Assistant HR Officer
7/1/26	Donavon Watkins	Journeyman Carpenter
7/1/26	Troy Humphreys	Journeyman Plumber
7/1/26	Vernon Nelson	Heating Controls Technician
7/1/26	Willie Green	Security Guard
7/1/26	Trestin Tate	BPO/Mechanic
7/1/26	Kiki Davis (Kenworthy)	Facilities Mgmt Technician

c) The administration recommends the approval of the following FY27 Certified New Hires

LOCATION & DATE	NAME	POSITION
Ambler		
8/6/26	Baker Webb	Counselor/Teacher (ABL, OBU, SHG)
8/6/26	Avery Gehring	Teacher
Buckland		
8/6/26	Stephen Bourke	Counselor (BKC, DRG)
Kiana		
8/6/26	Colleen Boutwell	SpEd Teacher
Kivalina		
7/27/26	Daniel Grimes	Principal
8/6/26	Brett Windhausen	Counselor (KVL, WTK)
Kotzebue		
7/27/26	Ke'ani Lake-Phillips	Assistant Principal

Noorvik		
8/6/26	Tori Newlin	Teacher
District Office		
7/1/26	Aeriale Johnson	Director Curriculum
7/1/26	Savio Dias	Director Technology

d) The administration recommends the approval of the following FY27 Classified New Hires

LOCATION & DATE	NAME	POSITION
Kotzebue		
8/10/26	Jenna Walker	SpEd Aide
Noatak		
8/10/26	Lola Mitchell	Migrant Aide
Noorvik		
8/10/26	Conner Burrus	SpEd Aide
ATC		
8/3/26	Ken Phillips	Construction Trade Instructor
District Office		
7/1/26	Jonathan Calvario	Mechanic Property Services
7/1/26	Jakob Bruske	Carpenter Property Services

II The administration reports on the following non-action items

a. Certified Transfers FY27
b. Classified Transfers FY27
c. Certified Separation FY26
d. Classified Separations FY26
e. Certified Openings FY27
f. Classified Openings FY27

a) The administration reports on the following non-action items FY27 Certified Transfers

LOCATION & DATE	NAME	POSITION
Ambler		
7/27/26	Aimee Clark-Webb	Lead Teacher/SpEd Teacher

Deering		
8/10/26	Omar Hasan	Teacher
Kotzebue		
8/10/26	Kim Addington	Teacher
Selawik		
8/10/26	Kellie Blanchard	Teacher
8/10/26	Sarrah Dalingay	Teacher
Shungnak		
8/10/26	Joan Bidaure	Teacher
District Office		
7/1/26	Angela Eisel	SpEd Specialist Student Services

b) The administration reports on the following non-action items FY27 Classified Transfers

LOCATION & DATE	NAME	POSITION
District Office		
7/1/26	Delia Shuster	HR Officer
7/1/26	Michelle Gallahorn	Assistant HR Officer
7/1/26	Kwang Hong	Coordinator Technology

c) The administration reports on the following non-action items FY26 Certified Separations

LOCATION & DATE	NAME	POSITION
Kotzebue		
5/6/26	Katie Hansen	Teacher
5/20/26	Joe Bullock	Teacher
Selawik		
5/20/26	Richard (Mo) Williams	Teacher
ATC		
5/20/26	Naomi Edwards	Career Paths Instructor
District Office		
7/15/26	Kathryn Self	Assistant HR Director

d) The administration reports on the following non-action items FY26 Classified Separations

LOCATION & DATE	NAME	POSITION
Deering		
5/20/26	Aidan Barr	SpEd Aide
Kotzebue		
5/6/26	Helen Allen	Bilingual Instructor
5/20/26	Karen Triplett	SpEd Aide
Noatak		
5/20/26	Christina Norton	Migrant Ed Aide
Noorvik		
5/20/26	Tehana Baldwin	SpEd Aide
ATC		
5/20/26	Cynthia Lincoln	Health Occupations

e) The administration repots on the following non-aciton items FY27 Certified Openings

Ambler

SpEd Teacher

Kiana

Counselor

Kobuk

SpEd Teacher

Kotzebue

Counselor

Noorvik

Counselor

Selawik

SpEd Teacher

Shungnak

PK/K/1 Teacher

STAR Magnet

CTE Teacher

ATC

Health Occupations

Career Path Instructor

District Office

Homeschool Teacher

SpEd Itinerant

f) The administration reports on the following non-action items FY27 Classified Openings

Ambler

SpEd Aide

Deering

SpEd Aide

Maintenance

Kivalina

Bus Driver

Kotzebue

Instructional Aide

Shungnak

Secretary

STAR Magnet

Dorm Attendants

ATC

Dorm Attendant

District Office

PC Support Tech

Director Property Services

Assistant Director Property Services

District Office

Journeyman Plumber

Journeyman Electrician

Secretary Property Services

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: **26-160**

FR: Office of the Superintendent

SUBJECT: Approval of Proposed Revisions to BP 4021 Drug and Alcohol Testing for School Bus Drivers; Second Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the second reading of the proposed revisions to BP 4021 Drug and Alcohol Testing for School Bus Drivers.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

This is the second reading of the proposed revisions to BP 4021 Drug and Alcohol Testing for School Bus Drivers within the Personnel series.

This policy update clarifies that school bus driver testing may be accomplished through contracting with the transportation services provider.

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

ALTERNATIVES:

1. Approve the second reading of the proposed revisions to BP 4021 Drug and Alcohol Testing for School Bus Drivers as presented;

2. Do not approve the second reading of the proposed revisions to BP 4021 as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the second reading of the proposed revisions to BP 4021 Drug and Alcohol Testing for School Bus Drivers as presented.

BP 4021 ~~ALL PERSONNEL -~~ DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

Note: All persons subject to commercial driver's license requirements must be tested for alcohol, marijuana, cocaine, amphetamines, methamphetamines, opiates (including heroin) and phencyclidine (PCP). In AS 14.09.025, the Alaska Legislature enacted its own statutory requirement for testing bus drivers, which is in effect for all Alaska districts that employ bus drivers. This area, especially post-employment testing of drivers, involves constitutional issues. School districts should refer to legal counsel in designing and implementing drug testing procedures. Although the passage AS 17.38 authorizes the use of marijuana under certain conditions, it explicitly recognizes the authority of employers to prohibit the use, consumption, possession, transfer, display, transportation, sale, or growing of marijuana in the workplace. AS 17.38 also does not prevent employers from establishing policies that restrict the use of marijuana by employees. AS 17.38.120(a). In addition, as a recipient of federal funds, the district is obligated to maintain a drug-free workplace consistent with federal law, which prohibits the manufacture, sale, distribution, possession and sale of marijuana. For purposes of the district's policy and legal obligation, marijuana is prohibited.

Purpose

The Superintendent or designee shall establish and implement a drug and alcohol testing program for all bus drivers employed by the ~~s~~School ~~d~~District, in accordance with state and federal law. This testing program may be accomplished through a contract or agreement with the district's transportation services contractor. The purpose of the testing program shall be to help prevent accidents and injuries resulting from the misuse of drugs and alcohol by bus drivers. This program shall test drivers for the improper use of drugs and alcohol and shall include random testing. Improper use of drugs and alcohol consists of use that constitutes a federal or state criminal offense, or otherwise violates the regulations of the Department of Education and Early Development.

Prohibited conduct

No personnel employed by the ~~s~~School ~~d~~District as drivers of motorized vehicles used to transport students shall report for duty requiring the performance of safety-sensitive functions, or remain on duty, when the driver uses any controlled substance or has a prohibited concentration of alcohol in the driver's system. The only exception is when a driver has used a controlled substance pursuant to the instructions of a qualified physician who has advised the driver in writing that the substance does not adversely affect the driver's ability to safely operate a motorized vehicle for the transportation of students. Drivers shall provide a copy of the physician's written advice to the driver's supervisor prior to operating any motor vehicle for the ~~s~~School ~~d~~District.

Required Testing

Drivers shall be subject to pre-employment/pre-duty, reasonable suspicion, random, post-accident, returning to duty and follow-up alcohol and drug testing. Random alcohol testing shall be limited to the time period surrounding the performance of safety-related functions, which include just before or just after the employee performs the safety-related function for the district. Controlled substance testing may be performed at any time the driver is at work. An employee subject to this testing may not refuse to take a test when required.

Note: Under 49 CFR Part 40, the Department of Transportation has made specimen validity testing (SVT) mandatory within the regulated transportation industries. Making SVT mandatory has become necessary because of the increase in products designed to adulterate specimens, which has made tampering with specimens more prevalent.

Consequences for failing or refusing to take a required test

A refusal to take a required test shall be considered in violation of the employee's contractual obligations to the district and may constitute grounds for the employee's termination from employment with the district. If testing confirms prohibited alcohol concentration levels or the unauthorized presence of a controlled substance, the employee shall be removed immediately from safety-related functions in accordance with law. The district may reassign the employee to non-safety-related functions until such time as the driver complies with the requirements for returning to duty.

The Superintendent or designee retains the authority, consistent with state and federal law, to discipline or discharge any driver who is alcohol or chemically dependent and whose current use of alcohol or drugs impairs the employee's job qualifications or performance. Before a driver may be reinstated, if at all, the driver shall undergo an evaluation by a substance abuse professional, comply with any required rehabilitation and undergo a return-to-duty test with verified results.

Except as required by law or collective bargaining agreement, the district is not required to provide rehabilitation, pay for substance abuse treatment or to reinstate a driver who has failed a required drug or alcohol test. All employment decisions involving reassignment, reinstatement, termination or dismissal from employment shall be made in accordance with applicable district policies and procedures.

Records

The district shall keep and maintain testing records, and shall maintain the confidentiality of those records, in accordance with law. Testing records, and any information about false positive test results, shall not be released without the written consent of the employee. The district shall not retain records of false positive test results in the employee's employment records.

Training

The district shall take steps to ensure that supervisors receive appropriate training to administer the district's drug and alcohol testing program, and that employees receive the notifications required by law.

(cf. 4020 — Drug, Tobacco, and Alcohol Free Workplace)

(cf. 3514 — Environmental Safety)

(cf. 4158/4258/4358 - Employee Security)

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

Legal Reference:

ALASKA STATUTES

AS 14.09.025 Drug Testing for School Bus Drivers

AS 17.38.120 Employers, driving, minors and control of property

FEDERAL LAW

Omnibus Transportation Employee Testing Act of 1991

The Drug-Free Workplace Act of 1989

The Drug-Free Schools and Communities Act of 1986, as amended

International Brotherhood of Teamsters v. Dept. of Transportation, 932 F.2d 1292 (1991).

Adopted: June 09, 2004

Revised: August 30, 2023

Revised:

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: **26-161**

FR: Office of the Superintendent

SUBJECT: Approval of Proposed Revisions to BP 4111/4211/4311 All Personnel - Recruitment and Selection; Second Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the second reading of the proposed revisions to BP 4111/4211/4311 All Personnel - Recruitment and Selection.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

This is the second reading of the proposed revisions to BP 4111/4211/4311 All Personnel - Recruitment and Selection within the Personnel series.

This update merges BP 4111 and BP 4211. This update clarifies language regarding inquiries into protected information when hiring. It also authorizes the board to delegate the authority to make classified hires to the superintendent.

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

ALTERNATIVES:

1. Approve the second reading of the proposed revisions to BP 4111/4211/4311 All Personnel - Recruitment and Selection as presented;

2. Do not approve the second reading of the proposed revisions to BP 4111/4211/4311 as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the second reading of the proposed revisions to BP 4111/4211/4311 All Personnel - Recruitment and Selection as presented.

BP 4111/4211/4311 ~~CERTIFICATED~~ ALL PERSONNEL - RECRUITMENT AND SELECTION

Note: *Effective for the 2016-2017 school year, the federal Every Student Succeeds Act has eliminated the requirement that teachers be "high qualified." Rather, teachers should be fully licensed and endorsed in each subject they are teaching.*

The ~~d~~District shall employ the most ~~highly~~ qualified person available for each open position. The Superintendent or designee shall develop recruitment and selection procedures to ensure that every effort is made to find and hire fully qualified ~~teachers for all classrooms,~~ staff which include:

1. Assessment of the ~~d~~District's needs to determine those areas where specific skills, knowledge and abilities are lacking.
2. Development of job descriptions which accurately portray the position, including requirements that an ~~teacher~~ employee be qualified in accordance with federal and state law.
3. Dissemination of vacancy announcements to ensure a wide range of candidates, when necessary.
4. Screening procedures which will identify the best possible candidates for interviews.
5. Interview procedures which will determine the best qualified candidate for recommendation to the Board.

Staff members involved in the selection process shall recommend only those candidates who meet all qualifications established by law and the Board for a particular position. Nominations for employment shall be based upon appropriate screening devices, interviews, observations, recommendations from previous employers and any requirements of applicable collective bargaining agreements.

No inquiry shall be made with regard to age, race, color, religion, sex or national origin of persons proposed for or seeking employment. Questions regarding disability shall be asked only when directly related to the job and as permitted by law.

Note: *The Alaska Professional Teaching Practices Commission recommends that districts develop a policy regarding the procedures to be followed when desiring to hire an educator currently under contract with another school district. The following policy language is based on procedures developed by the Fairbanks North Star Borough School District.*

Before considering the hire of an ~~certificated staff member~~applicant who is currently under contract in another district, the Superintendent or designee will require the certificated staff to provide written documentation that he/she: (1) has made an effort to secure a release from the employing district thirty calendar days prior to the employing

district's first contract day; or, (2) has secured a written release from the employing district.

Note: *A subject-matter expert teacher, holding a limited certificate issued by the Department, may be employed to teach subjects in which the person has satisfied the education or experience requirements set out in state statute AS 14.20.022. Before a school district determines whether to hire a person as a subject-matter expert teacher, the school district must administer a competency examination. Additionally, once a subject-matter expert teacher is hired, the district must provide a mentor who is an experienced teacher for the subject-matter expert teacher for at least the first year of the subject-matter expert teacher's employment in the school district. A person employed as a subject-matter expert teacher under this section is considered a certificated employee for purposes of the teachers' retirement system. Finally, employment as a subject-matter expert teacher counts as employment for purposes of acquiring tenure; however, a person holding a subject-matter expert limited teacher certificate is not entitled to tenure until the person receives a teacher certificate under AS 14.20.022.*

(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)

Note: *AS 14.20.020 requires coursework in Alaska studies and multicultural education or cross-cultural communications in order to be eligible for a teacher certificate. Effective June 30, 2017, AS 14.20.020 also requires training on alcohol and drug related disabilities, sexual abuse and sexual assault awareness and prevention, dating violence and abuse awareness and prevention and suicide prevention in order to be eligible for a teacher certification. AS 14.20.035 requires districts to give preference to applicants who demonstrate training or experience that indicates sensitivity to the traditions and cultures represented in the student population.*

In evaluating applicants, preference shall be given to those applicants who can demonstrate training and experience related to the traditions and cultures represented in the student population.

(cf. 4030 - Nondiscrimination in Employment)

~~*(cf. 4111.1/4211.1/4311.1 - Affirmative Action)*~~

(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee. The Board shall be presented with the Superintendent or designee's recommended candidate who may be ~~selected~~ approved or rejected by the Board. If the candidate is rejected, the Superintendent or designee shall recommend subsequent candidates until the Board ~~selects~~ approves someone to fill the position. The Board has authority over the employment of ~~shall make the final~~

~~decision on the selection of~~ all employees, however, the Board may delegate the Superintendent or designee the authority to make staff hires without prior Board approval. If such authority is delegated, the Superintendent or designee shall notify the Board of all hires at a regularly scheduled Board meeting.

(cf. ~~6181 - Charter School~~10000 – Concept and Roles)

> ***Note:*** *AS 14.08.111 and AS 14.14.090 require districts to provide prospective employees with information regarding the availability and cost of housing in rural areas to which they may be assigned and when possible assist them in locating housing. The following may be revised or deleted as appropriate.*

The Board recognizes that the ~~d~~District encompasses rural areas and will assist teachers in obtaining information regarding the cost and availability of housing as required by law.

Legal Reference:

ALASKA STATUTES

14.08.111 Duties (regional school boards)

14.14.090 Additional duties

14.20.010 Teacher Certificate Required

14.20.022 Subject-matter expert limited teacher certificate

14.20.035 Evaluation of training and experience

14.20.100 Unlawful to require statement of religious or political affiliation

14.20.110 Penalty for violation of AS 14.20.100

ALASKA ADMINISTRATIVE CODE

4 AAC 04.210, 04.212 and 06.899(6) Highly Qualified Teachers and Objective Uniform Standards

6 AAC 30.810 Employer records

6 AAC 30.840 Retention of records

UNITED STATES CODE

Every Child Succeeds Act, 20 U.S.C 6301, et. Seq (P.L. 114-95 December 10, 2015)

~~*Revised: August 30, 2016*~~

Adopted: June 09, 2004

Revised: August 30, 2016

Revised:

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: **26-162**

FR: Office of the Superintendent

SUBJECT: Approval of Proposed Revisions to BP 4211 Classified Personnel - Recruitment Selection and Appointment; Second Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the second reading of the proposed revisions to BP 4211 Classified Personnel - Recruitment Selection and Appointment.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

This is the second reading of the proposed revisions to BP 4211 Classified Personnel - Recruitment Selection and Appointment within the Personnel series.

This update removes this BP since it is merging with BP 4111/4211/4311.

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

ALTERNATIVES:

1. Approve the second reading of the proposed revisions to BP 4211 Classified Personnel - Recruitment Selection and Appointment as presented;

2. Do not approve the second reading of the proposed revisions to BP 4211 as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the second reading of the proposed revisions to BP 4211 Classified Personnel - Recruitment Selection and Appointment as presented.

BP 4211 CLASSIFIED PERSONNEL - RECRUITMENT, SELECTION AND APPOINTMENT

The Superintendent or designee shall ensure that persons nominated for employment meet all qualifications established by law and by the Board.

Recommendations to permanent positions shall be made by the Superintendent.

All employees of the District shall be considered for appointment by the Borough School Board upon recommendation of the Superintendent.

Temporary employees may be employed either part-time or full-time as necessary. Their appointment does not require Board approval. Temporary employees shall be paid only for hours actually worked.

Full Time Employees are employees who work in a position of thirty (30) hours a week or more, Part Time Employees are employees who work in a position of fifteen (15) to thirty (30) hours per week, Temporary Employees are employees who are hired for a certain project not lasting more than six (6) months.

Members of the immediate family of the Board shall not be employed in the District, except on written approval from the Commissioner of the State Department of Education in accordance with AS 14.14.140 (a).

(cf. 4212.4 - Health Examinations)

(cf. 4212.5 - Security Check)

(cf. 8200 - Powers and Duties)

Revised: September 25, 2012

Adopted: June 09, 2004

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: **26-163**

FR: Office of the Superintendent

SUBJECT: Approval of Proposed Revisions to BP 4112.5/4212.5/4312.5 All Personnel – Security Check; Second Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the second reading of the proposed revisions to BP 4112.5/4212.5/4312.5 All Personnel – Security Check.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

This is the second reading of the proposed revisions to BP 4112.5/4212.5/4312.5 All Personnel – Security Check within the Personnel series.

This update clarifies that school district volunteers must be subject to a background check, and that an omission on an application can be grounds for denial of hire (or dismissal).

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

ALTERNATIVES:

1. Approve the second reading of the proposed revisions to BP 4112.5/4212.5/4312.5 All Personnel – Security Check as presented;

2. Do not approve the second reading of the proposed revisions to BP 4112.5/4212.5/4312.5 as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the second reading of the proposed revisions to BP 4112.5/4212.5/4312.5 All Personnel – Security Check as presented.

BP 4112.5/4212.5/4312.5 ALL PERSONNEL - SECURITY CHECK

The School Board works to hire personnel whose background, conduct, and behavior ~~exemplifies a standard~~reflect the highest standards of integrity and professionalism, and are deemed appropriate for ~~individuals~~ work~~ing~~ with children. ~~Effort~~ The District will ~~be made to~~ investigate the background of all applicants (including volunteers) prior to hire in the ~~d~~District. This investigation will include questions related to an applicant's background and criminal history, including a background check, and may include a fingerprint check.

Falsification or omission of information during the interview or on the application shall be grounds for immediate removal from consideration for a position or dismissal from a currently held position. For certified staff, a complaint may also be made with the Alaska Professional Teaching Practices Commission (PTPC).

Adopted: June 09, 2004

Revised:

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: **26-164**

FR: Office of the Superintendent

SUBJECT: Approval of Proposed Revisions to BP 4112.6/4212.6/4312.6 All Personnel - Personnel Records; Second Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the second reading of the proposed revisions to BP 4112.6/4212.6/4312.6 All Personnel - Personnel Records.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

This is the second reading of the proposed revisions to BP 4112.6/4212.6/4312.6 All Personnel - Personnel Records within the Personnel series.

This update clarifies when and how board members may review employee records and information.

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

ALTERNATIVES:

1. Approve the second reading of the proposed revisions to BP 4112.6/4212.6/4312.6 All Personnel - Personnel Records as presented;

2. Do not approve the second reading of the proposed revisions to BP 4112.6/4212.6/4312.6 as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the second reading of the proposed revisions to BP 4112.6/4212.6/4312.6 All Personnel - Personnel Records as presented.

BP 4112.6/4212.6/4312.6 ALL PERSONNEL - PERSONNEL RECORDS

Personnel records shall be kept for all current employees and shall include information usually expected in good personnel administration. Records shall be kept for all former employees, including such information as ~~shall seem~~deemed appropriate to the administration.

Note: The Alaska Supreme Court has upheld a broad policy of public access to records and has ruled that employment applications of police chief and city manager may not be exempt from disclosure in view of the public's strong interest in high level public officials. It is likely therefore that Superintendent or designee applications, and possibly other employee applications, are subject to public disclosure.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 1312.1 - Complaints Concerning Personnel)

Note: 4 AAC 19.040 exempts employee evaluations from public disclosure and requires districts to establish procedures as to which supervisory personnel may have access to evaluation documents. AS 14.20.149 provides that information provided to a district under the district's certificated employee evaluation system is not a public record and is not subject to public disclosure. The Alaska Supreme Court in Anchorage Daily News has held that the evaluation of head public librarian is a public document. AASB recommends public requests for evaluations of district administrators be reviewed with district legal counsel on a case-by-case basis.

All personnel files are confidential and shall be available only to the employee, persons authorized by the employee, the Superintendent or designee, and those individuals authorized by the Superintendent or designee or Board in accordance with administrative procedures. The School Board ~~members~~ may collectively request to review an employee's file at an executive ~~personnel~~ session of the Board, pursuant to a specific employee action and/or complaint process, and in accordance with the Alaska Open Meetings Act.

Employees shall be notified whenever derogatory information is to be placed in their personnel files. Employees may review and comment on the contents of ~~this~~ their personnel file. Personnel records shall be made available for inspection by the employee at an off-duty time. Inspection shall take place in the presence of an administrator.

Legal Reference:

ALASKA STATUTES

44.62.310 Government meetings public

40.25.120 Inspection and copying of public records

23.40.070 Declaration of Policy (PERA)

14.20.149 Employee Evaluation

ALASKA ADMINISTRATIVE CODE

4 AAC 19.040 Use of the evaluation

U.S. SUPREME COURT

Municipality of Anchorage v. Anchorage Daily News, 794 P.2d 584 (Alaska 1990)

City of Kenai v. Kenai Peninsula Newspapers, Inc., 642 P.2d 1316 (Alaska 1982)

Adopted: June 09, 2004

Revised: August 30, 2023

Revised:

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: **26-165**

FR: Office of the Superintendent

SUBJECT: Approval of Proposed Revisions to BP 4113 Certificated Personnel - Assignment; Second Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the second reading of the proposed revisions to BP 4113 Certificated Personnel - Assignment.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

This is the second reading of the proposed revisions to BP 4113 Certificated Personnel - Assignment within the Personnel series.

This update provides additional guidance regarding the assignment of certificated personnel.

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

ALTERNATIVES:

1. Approve the second reading of the proposed revisions to BP 4113 Certificated Personnel - Assignment as presented;

2. Do not approve the second reading of the proposed revisions to BP 4113 as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the second reading of the proposed revisions to BP 4113 Certificated Personnel - Assignment as presented.

BP 4113 CERTIFICATED PERSONNEL - ASSIGNMENT

Note: The following sample policy may be revised or deleted to reflect district philosophy. This subject area is covered by collective bargaining laws.

The School Board recognizes strategic assignments are essential to supporting student success and maintaining a healthy, consistent school environment. While assignments must comply with applicable laws and credentialing requirements, the strengths, experiences, and well-being of district staff are important considerations. Since both students and staff benefit from stability, continuity, and positive relationships, assignment decisions should also consider the impact on school climate by minimizing unnecessary disruptions, and promoting consistency in student-teacher relationships. ~~respects the importance of assigning teachers in accordance with law, so as to serve the best interests of our students and the educational program.~~

The Superintendent or designee may assign certificated personnel to any position for which their preparation, certification, experience and aptitude qualify them. Teachers may be assigned to any school within the ~~d~~District.

(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)

Note: The following optional paragraph should be reviewed in conjunction with the district's collective bargaining agreement, if any, and revised or deleted as appropriate.

The assignment of certificated personnel shall comply with applicable collective bargaining ~~provisions~~agreements and charter school contracts.

Legal Reference:

ALASKA STATUTES

14.20.147 Transfer or absorption of attendance area or federal agency school

14.20.148 Intradistrict teacher assignment

14.20.158 Continued contract provisions

23.40.070 Declaration of policy (PERA)

UNITED STATES CODE, TITLE 20

Every Student Succeeds Act, P.L. 114-95

~~*20 USC § 1119*~~

~~*P.L. 107-110 Every Student Succeeds Act of 2015,*~~

Adopted: June 09, 2004

Revised: September 25, 2012

Revised: August 30, 2023

Revised:

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: **26-166**

FR: Office of the Superintendent

SUBJECT: Approval of Proposed Revisions to BP 4115 Certificated Personnel – Evaluation Supervision; Second Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the second reading of the proposed revisions to BP 4115 Certificated Personnel – Evaluation Supervision.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

This is the second reading of the proposed revisions to BP 4115 Certificated Personnel – Evaluation Supervision within the Personnel series.

This update adds language clarifying that employees who evaluate certificated personnel in the District must hold a Type B administrator certificate.

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

ALTERNATIVES:

1. Approve the second reading of the proposed revisions to BP 4115 Certificated Personnel – Evaluation Supervision as presented;

2. Do not approve the second reading of the proposed revisions to BP 4115 as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the second reading of the proposed revisions to BP 4115 Certificated Personnel – Evaluation Supervision as presented.

BP 4115 CERTIFICATED PERSONNEL - EVALUATION/SUPERVISION

Note: *AS 14.20.149 requires school districts to have a certificated employee evaluation system. The School Board is required to consider information from students, parents, community members, classroom teachers, affected collective bargaining units, and administrators in the design and periodic review of the system. The evaluation must be based on observation of the employee in the employee's work place. In addition, the law mandates a number of requirements for the system including the establishment of district performance standards, a minimum number of evaluations each year, the preparation and implementation of a plan of improvement, and opportunity for students, parents, community members, teachers, and administrators to provide information on the performance of the person being evaluated.*

Department of Education and Early Development regulations require a district's certificated employee evaluation system to evaluate a teacher or administrator's performance on applicable professional content standards as exemplary, proficient, basic, or unsatisfactory. In addition, overall performance must be evaluated with these same four ratings. No later than July 1, 2016, a district shall adopt for teachers and administrators standards for performance based on student learning data. 4 AAC 04.205. Beginning July 1, 2016, a district shall report to the department not later than September 15th of each year evaluation results as to tenured and non-tenured teachers, administrators and special service providers and performance levels, as prescribed in 4 AAC 19.055. The Educator Evaluation regulations are found at 4 AAC 19.010-19.099.

The School Board believes that evaluations can provide important information relevant to employment decisions, ~~can~~ help staff improve their professional skills, ~~can~~ improve the effectiveness of instruction, and raise student achievement levels. In accordance with the ~~d~~District's certificated employee evaluation system, the Superintendent or designee shall evaluate certificated personnel annually, including teachers, administrators, and special service providers. The evaluation system shall evaluate whether the certificated employee is exemplary, proficient, basic, or unsatisfactory on applicable content standards and in overall performance. The ~~d~~District's certificated employee evaluation system will incorporate those procedures and mandates required by law.

The ~~d~~District shall provide ~~annual~~ in-service training to all certificated employees subject to the evaluation system. The training will assure inter-rater reliability and address the evaluation procedures, the standards used by the ~~d~~District in evaluating performance, and other information that may be helpful to a thorough understanding of the evaluation system.

Individuals conducting an evaluation must hold a Type B Administrative Certificate or be a Site Administrator under the supervision of a person with a Type B certificate, be

employed by the School District as an administrator, and complete training in the use of the District's evaluation system.

A certificated employee has a right to ~~timely~~ comment within 10 days on the evaluation and may not be retaliated against for doing so.

The certificated employee evaluation system will be periodically reviewed. The ~~d~~District will consider input from students, parents, community members, classroom teachers, affected collective bargaining units, and administrators. The ~~d~~District will make a form, template, or checklist that the ~~d~~District uses in the evaluation of certificated employees available to the public, including posting the form, template, or checklist on the ~~d~~District's website. The posting will explain how the ~~d~~District has considered the input of these groups in the design of the evaluation system.

(cf. 4116 - ~~Probationary/Permanent Status~~Nontenured/Tenured Status)

(cf. 4117.4 - Dismissal)

(cf. 4117.6 - Nonretention)

(cf. 4315.1 - Competence in Evaluation of Teachers)

Legal Reference:

ALASKA STATUTES

14.20.149 Employee Evaluation

14.08.111 Duties

14.14.090 Duties of school boards

23.40.070 Declaration of policy (PERA)

ALASKA ADMINISTRATIVE CODE

4 AAC 19.010-4 AAC 19.099 Evaluation of professional employees

4 AAC 04.200 Professional content and performance standards

4 AAC 04.205 District performance standards

~~*Revised:June 2017*~~

~~*May 01, 2018*~~

Adopted: June 09, 2004

Revised: June 2017

Revised: May 01, 2018

Revised:

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: **26-167**

FR: Office of the Superintendent

SUBJECT: Approval of Proposed Revisions to BP 4117.2/4217.2/4317.2 All Personnel - Resignation; Second Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the second reading of the proposed revisions to BP 4117.2/4217.2/4317.2 All Personnel - Resignation.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

This is the second reading of the proposed revisions to BP 4117.2/4217.2/4317.2 All Personnel - Resignation within the Personnel series.

This update merges the classified and certified resignation policies BP 4117.2 and BP 4217.2. This update simplifies the process for an employee to resign.

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

ALTERNATIVES:

1. Approve the second reading of the proposed revisions to BP 4117.2/4217.2/4317.2 All Personnel - Resignation as presented;

2. Do not approve the second reading of the proposed revisions to BP 4117.2/4217.2/4317.2 as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the second reading of the proposed revisions to BP 4117.2/4217.2/4317.2 All Personnel - Resignation as presented.

BP 4117.2/4217.2/4317.2 ~~CERTIFICATED~~ ALL PERSONNEL - RESIGNATION

The Superintendent or designee is authorized to accept the written resignation of any employee on behalf of the School Board, and the resignation shall become effective immediately upon acceptance by the Superintendent or designee. A resignation presented to and accepted by the Superintendent or designee may not be withdrawn by the employee.

Note: *The Alaska Professional Teaching Practices Commission recommends that districts adopt a policy which addresses the situation of a teacher's request to resign during the teacher's contract term, or abandoning the position without notice. The PTPC further recommends a policy that addresses what procedures the school district will follow when recruiting a teacher currently under contract with another district, including a teacher who has not obtained a written release from that district. The PTPC will implement possible sanctions against a teacher who unilaterally breaches his or her employment contract. The following language can be revised to reflect your district's needs.*

A certificated staff member should provide notice as early as possible to the ~~d~~District when the staff member knows that he or she does not plan to return for the following school year. The ~~d~~District will agree to release a certificated staff member who ~~terminates~~ has signed a contract provided notice is given to the ~~d~~District, in writing, post-marked on or before June 30th.~~thirty calendar days prior to the staff member's first contract day of the school year.~~

If a request to release a certificated staff member from his or her contract is made after June 30th ~~when fewer than thirty calendar days remain before the staff member's first contract day, or anytime thereafter~~, the ~~d~~District will consider filing a Professional Teaching Practices Commission (PTPC) complaint. When considering if the filing of a PTPC complaint is warranted, the ~~d~~District will weigh any mitigating circumstances including, but not limited to, factors impacting the staff member's family or health, factors related to the staff member's expectations regarding employment or working conditions, or unforeseen changes in the circumstances impacting the staff member's ability to continue employment with the ~~d~~District.

If a certificated staff member is currently under contract with the ~~d~~District and the ~~d~~District learns the staff member has contracted with another ~~d~~District without obtaining a written release, the ~~d~~District will file a PTPC complaint against the staff member.

The ~~d~~District will not contract with a certificated staff member under contract with another district unless the staff member provides a written release from the current employer. If the ~~d~~District contracts with a certificated staff member who has not disclosed that he/she is under contract with another school district, the ~~d~~District

reserves the right to terminate the contract for material misrepresentation and to file a PTPC complaint.

Legal Reference:

ALASKA ADMINISTRATIVE CODE

4 AAC 18.010 Teachers' and administrators' contracts

20 AAC 10.020 Code of ethics and teaching standards

~~*Revised: June 05, 2012*~~

Adopted: June 09, 2004

Revised: June 05, 2012

Revised:

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: **26-168**

FR: Office of the Superintendent

SUBJECT: Approval of Proposed Revisions to BP 4217.2 Resignation; Second Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the second reading of the proposed revisions to BP 4217.2 Resignation.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

This is the second reading of the proposed revisions to BP 4217.2 Resignation within the Personnel series.

This update removes this BP since it is merging with BP 4117.2/4217.2/4317.

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

ALTERNATIVES:

1. Approve the second reading of the proposed revisions to BP 4217.2 Resignation as presented;

2. Do not approve the second reading of the proposed revisions to BP 4217.2 as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the second reading of the proposed revisions to BP 4217.2 Resignation as presented.

~~BP 4217.2 CLASSIFIED PERSONNEL - RESIGNATION~~

~~Ample notice of intention to resign should be given by an employee who plans to leave the district. Normally, no less than two weeks notice should be given.~~

~~Positive supervisorial action is required to determine if causes of employee resignation may be adjusted. Supervisors should consider factors of employee value to the district, availability of replacement, and costs of training a replacement.~~

~~The Superintendent or designee is authorized to accept the written resignation of any employee in behalf of the School Board, and the resignation shall become effective immediately on acceptance by the Superintendent or designee. A resignation presented to and accepted by the Superintendent or designee may not be withdrawn by the employee.~~

~~*Adopted: June 09, 2004*~~

~~Northwest Arctic Borough School District~~

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: **26-169**

FR: Office of the Superintendent

SUBJECT: Approval of Proposed Revisions to BP 4117.4 Certificated Personnel - Dismissal; Second Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the second reading of the proposed revisions to BP 4117.4 Certificated Personnel - Dismissal.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

This is the second reading of the proposed revisions to BP 4117.4 Certificated Personnel - Dismissal within the Personnel series.

This update codifies the requirement established by the Alaska Supreme Court that certified employees may call witnesses at a pre-termination hearing.

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

ALTERNATIVES:

1. Approve the second reading of the proposed revisions to BP 4117.4 Certificated Personnel - Dismissal as presented;

2. Do not approve the second reading of the proposed revisions to BP 4217.4 as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the second reading of the proposed revisions to BP 4117.4 Certificated Personnel - Dismissal as presented.

BP 4117.4 CERTIFICATED PERSONNEL - DISMISSAL

Note: *AASB recommends that districts consult with legal counsel well before dismissal proceedings are to be instituted. The complexity of legal provisions pertaining to dismissal make such consultation imperative.*

Employees shall not be deprived of their position during the school year except when cause for the dismissal can be shown. Employees shall be accorded their due process rights provided by law. Employees shall have the right to call witnesses in a pre-termination hearing held under the procedure set forth in AS 14.20.180.

(cf. 4116 - ~~Probationary/Permanent~~Nontenured/Tenured Status)

(cf. 4117.6 - Nonretention)

Legal References:

ALASKA STATUTES

14.20.140 Notification of nonretention

14.20.145 Automatic re-employment

14.20.170 Dismissal

14.20.175 Nonretention

14.20.180 Procedure and hearing upon notice of dismissal or nonretention

14.20.205 Judicial review

14.20.215 Definitions

ALASKA ADMINISTRATIVE CODE

4 AAC 18.010 Teachers' and administrators' contracts

U.S. SUPREME COURT

Nichols v. Eckers, 504 P. 2d 1359 (Alaska 1973)

Kenai Peninsula Borough Bd of Education v. Brown, 691 P. 2d 1034 (Alaska 1984)

Stirling v. North Slope Borough School District, Supreme Court No. S-18853 (Alaska 2025)

Adopted: June 09, 2004

Revised:

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: **26-170**

FR: Office of the Superintendent

SUBJECT: Approval of Proposed Revisions to BP 4118 Certificated Personnel – Suspension-Disciplinary Action; Second Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the second reading of the proposed revisions to BP 4118 Certificated Personnel – Suspension-Disciplinary Action.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

This is the second reading of the proposed revisions to BP 4118 Certificated Personnel – Suspension-Disciplinary Action within the Personnel series.

This update clarifies what constitutes progressive discipline, and that reassignment is not necessarily disciplinary.

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

ALTERNATIVES:

1. Approve the second reading of the proposed revisions to BP 4118 Certificated Personnel – Suspension-Disciplinary Action as presented;

2. Do not approve the second reading of the proposed revisions to BP 4118 as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the second reading of the proposed revisions to BP 4118 Certificated Personnel – Suspension-Disciplinary Action as presented.

BP 4118 CERTIFICATED PERSONNEL - SUSPENSION/DISCIPLINARY ACTION

The School Board expects its employees to perform their duties in accordance with state law and Board policy and administrative regulations.

(cf. 4119.21/4219.21.4319.21 - Codes of Ethics)

(cf. 4117.4 - Dismissal)

(cf. 4117.6 - Nonretention)

The Superintendent or designee may take disciplinary action, including: 1) verbal warning, 2) written warning, 3)~~reassignment~~ letter of reprimand, 4) suspension ~~with or~~ without pay, and 5) dismissal, as he/she deems appropriate, and may deviate from the progressive order of disciplinary actions in light of the particular facts and circumstances involved.

> ***Note:*** *A teacher may be suspended pending an investigation to determine whether cause exists for dismissal. However, the teacher's regular compensation must be continued during the temporary suspension. AS 14.20.170.*

The Superintendent or designee shall document all disciplinary actions thoroughly and accurately and shall ensure that such actions are taken in a consistent, nondiscriminatory manner.

Certificated management and supervisory personnel who are not covered by a collective bargaining agreement are subject to the disciplinary procedures set forth in BP 4218, except for discipline involving dismissal or nonretention. The District will provide the statutory and policy rights afforded to all certificated staff for dismissal and nonretention actions.

Legal Reference:

ALASKA STATUTES

14.20.030 Causes for revocation and suspension

14.20.170 Dismissal

14.20.175 Nonretention

14.20.180 Procedures upon notice of dismissal or nonretention

ALASKA ADMINISTRATIVE CODE

20 AAC 10.020 Code of ethics and teaching standards

~~Revised: November 20, 2018~~

Adopted: June 09, 2004

Revised: November 20, 2018

Revised:

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: **26-171**

FR: Office of the Superintendent

SUBJECT: Approval of Proposed Revisions to BP 4119.3/4219.3/4319.3 All Personnel – Duties of Personnel; Second Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the second reading of the proposed revisions to BP 4119.3/4219.3/4319.3 All Personnel – Duties of Personnel.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

This is the second reading of the proposed revisions to BP 4119.3/4219.3/4319.3 All Personnel – Duties of Personnel within the Personnel series.

This update requires that, as a best practice, job descriptions should be reviewed annually as part of the evaluation process.

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

ALTERNATIVES:

1. Approve the second reading of the proposed revisions to BP 4119.3/4219.3/4319.3 All Personnel – Duties of Personnel as presented;

2. Do not approve the second reading of the proposed revisions to 4119.3/4219.3/4319.3 as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the second reading of the proposed revisions to BP 4119.3/4219.3/4319.3 All Personnel – Duties of Personnel as presented.

BP 4119.3/4219.3/4319.3 ALL PERSONNEL - DUTIES OF PERSONNEL

Note: By requiring employers to reasonably accommodate persons with disabilities who are capable of performing the job, the Americans with Disabilities Act spotlights the need for complete, specific job descriptions. Job descriptions are expected to play an important part in implementing this federal law.

The School Board recognizes the importance of having adequate job descriptions for every ~~d~~District employee. Student safety, the ~~d~~District's fiscal stability, and the success of the educational program all depend on employees' fully understanding their responsibilities and duties.

The Superintendent or designee shall prepare and regularly update job descriptions for all positions. Job descriptions shall clearly specify all essential ~~and peripheral/marginal~~ functions and duties of the position, the degree of responsibility the position entails, the type and extent of training required, and the position of the person to whom the employee reports. As a best practice, job descriptions should be reviewed annually as part of the evaluation process.

All employees shall fulfill the duties and responsibilities set forth in their job descriptions and shall comply with Board policies, administrative regulations, applicable employee agreements, and local, state and federal laws.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4115~~/4215/4315~~ - Evaluation/Supervision)

(cf. 4215 - Evaluation/Supervision)

(cf. 4118~~/4218/4318~~ - Suspension/Disciplinary Action)

(cf 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

UNITED STATES CODE

Americans with Disabilities Act, P.L. 101-336

42 U.S.C. 12101 et seq.

Adopted: June 09, 2004

Revised:

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: **26-172**

FR: Office of the Superintendent

SUBJECT: Approval of Proposed Revisions to BP 4119.12/4219.12/4319.12 All Personnel – Harassment; Second Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the second reading of the proposed revisions to BP 4119.12/4219.12/4319.12 All Personnel – Harassment.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

This is the second reading of the proposed revisions to BP 4119.12/4219.12/4319.12 All Personnel – Harassment within the Personnel series.

This update updates harassment language to fit best practices, including that it relates to all school district activities and facilities.

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

ALTERNATIVES:

1. Approve the second reading of the proposed revisions to BP 4119.12/4219.12/4319.12 All Personnel – Harassment as presented;

2. Do not approve the second reading of the proposed revisions to 4119.12/4219.12/4319.12 as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the second reading of the proposed revisions to BP 4119.12/4219.12/4319.12 All Personnel – Harassment as presented.

BP 4119.12/4219.12/4319.12 ALL PERSONNEL - HARASSMENT

The School Board is dedicated to providing a safe environment. Harassment disrupts a student's ability to learn and a school's ability to educate. Personnel are expected to demonstrate positive character traits and values. Conduct and speech must be civil and respectful.

~~The School Board recognizes that harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform school work, and increased absenteeism or tardiness. The School Board shall not tolerate the harassment of any student by any other student or district employee. Any student or employee who is found guilty of harassment shall be subject to disciplinary action up to and including suspension or termination.~~

Personnel are prohibited from engaging in any form of harassment in any school-related setting, including but not limited to: school property, during school hours, on school buses, at bus stops, and at school-sponsored activities, events, or functions.

Harassment means and includes, but is not limited to, intimidation by threats of or ~~actual~~ physical violence; the creation ~~by whatever means~~ of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such a manner as to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

(cf. 5131.43 – Harassment, intimidation and bullying)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/ Disciplinary Action)

(cf. 4119.11/4219.11/4319.11 – Sexual Harassment)

(cf. 4119.21/4219.21/4319.21 – Codes of Ethics)

To promote an environment free of harassment, the administrator or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff inservice or student instruction and counseling. Administrator-s shall discuss this policy with their employees and shall assure them that they need not endure any form of harassment.

The School Board encourages students or staff to immediately report incidences of harassment to the administrator or designee. The Superintendent or designee shall promptly investigate each complaint of harassment in a way that ensures the privacy of all parties concerned. In no case shall the student or staff member be required to resolve the complaint directly with the offending person.

Notice of this policy will be circulated to all Ddistrict schools and departments and incorporated in teacher and student handbooks.

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

(cf. 1312.3 - Complaints Concerning Discrimination)

(cf. 4030 - Nondiscrimination in employment)

(cf. 5141.42 - Professional Boundaries ~~for~~ of staff ~~and~~ with students)

Legal References:

ALASKA STATUTES

AS 14.18.010 - 14.18.100 Prohibition Against Sex and Race Discrimination

ALASKA ADMINISTRATIVE CODE

4 AAC 06.500 - 4 AAC 06.600 Prohibition of Gender or Race Discrimination

TITLE VI, CIVIL RIGHTS ACT OF 1964

TITLE IX, EDUCATION AMENDMENTS OF 1972

INDIVIDUALS WITH DISABILITIES EDUCATION ACT OF 1975

AMERICANS WITH DISABILITIES ACT OF 1990

Adopted: June 09, 2004

Revised: August 30, 2023

Revised:

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: **26-173**

FR: Office of the Superintendent

SUBJECT: Approval of Proposed Revisions to BP 4119.22/4219.22/4319.22 All Personnel – Dress and Grooming; Second Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the second reading of the proposed revisions to BP 4119.22/4219.22/4319.22 All Personnel – Dress and Grooming.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

This is the second reading of the proposed revisions to BP 4119.22/4219.22/4319.22 All Personnel – Dress and Grooming within the Personnel series.

This update simplifies the model dress code policy, and applies it to all personnel.

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

ALTERNATIVES:

1. Approve the second reading of the proposed revisions to BP 4119.22/4219.22/4319.22 All Personnel – Dress and Grooming as presented;

2. Do not approve the second reading of the proposed revisions to 4119.22/4219.22/4319.22 as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the second reading of the proposed revisions to BP 4119.22/4219.22/4319.22 All Personnel – Dress and Grooming as presented.

BP 4119.22/4219.22/4319.22 ~~CERTIFICATED~~ ALL PERSONNEL - DRESS AND GROOMING

Note: The following policy is **optional**. If the School Board wishes to expand the policy to proscribe or prohibit specific items of clothing, it is advisable to consult with legal counsel. In adopting such a policy, the district must ensure that its dress code is reasonable and reasonably enforced.

The School Board believes that since ~~teachers~~ staff serve as role models, they should maintain professional standards of dress and grooming. ~~Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming.~~

The Board encourages staff during school hours to wear clothing that demonstrates their high regard for education and presents an image consistent with their job responsibilities. ~~Clothes that may be appropriate for shop instructors or gym teachers may not be appropriate for classroom teachers.~~

Legal Reference:

U.S. SUPREME COURT

Breese v. Smith, 501 P.2d 195 (Alaska, 1979)

Adopted: June 09, 2004

Revised:

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: **26-174**

FR: Office of the Superintendent

SUBJECT: Approval of Proposed Revisions to BP 4119.23/4219.23/4319.23 All Personnel – Unauthorized Release of Confidential Information; Second Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the second reading of the proposed revisions to BP 4119.23/4219.23/4319.23 All Personnel – Unauthorized Release of Confidential Information.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

This is the second reading of the proposed revisions to BP 4119.23/4219.23/4319.23 All Personnel – Unauthorized Release of Confidential Information within the Personnel series.

This update clarifies best practices regarding the release of unauthorized District information.

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

ALTERNATIVES:

1. Approve the second reading of the proposed revisions to BP 4119.23/4219.23/4319.23 All Personnel – Unauthorized Release of Confidential Information as presented;

2. Do not approve the second reading of the proposed revisions to 4119.23/4219.23/4319.23 as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the second reading of the proposed revisions to BP 4119.23/4219.23/4319.23 All Personnel – Unauthorized Release of Confidential Information as presented.

BP 4119.23/4219.23/4319.23 ALL PERSONNEL - UNAUTHORIZED RELEASE OF CONFIDENTIAL INFORMATION

District employees shall maintain the confidentiality of all confidential records until such time as laws, state regulations and/or bylaws of this ~~d~~District permit disclosure. Information and records pertaining to executive sessions, negotiations and student records, including individual test results, are not subject to public disclosure.

(cf. 1340 - Access to District Records)

Any employee who ~~willfully~~ releases confidential District information ~~about students, staff, or any topic properly confined to an executive session~~ without appropriate authorization shall be subject to disciplinary action up to and including dismissal from ~~d~~District service. ~~Any action by an employee which inadvertently or carelessly results in release of confidential information shall be recorded, and the record shall be placed in the employee's personnel file.~~

~~Depending on the circumstances, t~~The Superintendent or designee may deny the employee further access to any privileged information and shall take any steps necessary to prevent any further unauthorized release of such information.

(cf. 3580 - District Records)

(cf. 5125 - Student Records; Confidentiality)

~~*(cf. 6146.3(AR) - Test Administration)*~~

(cf. 9321 - Executive Sessions)

Legal References:

ALASKA STATUTES

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

14.14.090 Additional duties

09.25.120-25.220 Public Records Act

23.40.235 Public Involvement in School District Negotiations

ALASKA ADMINISTRATIVE CODE

4 AAC 06.738 Standards-Based Test Results

4 AAC 06.765 Test Security; Consequences of Breach

UNITED STATES CODE

20 USC 1232g Federal Family Educational Rights and Privacy Act of 1974

U.S. SUPREME COURT

City of Kenai v. Kenai Peninsula Newspapers, Inc., 642 P.2d 1316 (Alaska 1982)

~~*Revised: March 30, 2018*~~

Adopted: June 09, 2004

Revised: March 30, 2018

Revised:

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: **26-175**

FR: Office of the Superintendent

SUBJECT: Approval of Proposed Revisions to BP 4119.25/4219.25/4319.25 All Personnel - Political Activities of Employees; Second Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the second reading of the proposed revisions to BP 4119.25/4219.25/4319.25 All Personnel - Political Activities of Employees.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

This is the second reading of the proposed revisions to BP 4119.25/4219.25/4319.25 All Personnel - Political Activities of Employees within the Personnel series.

This update clarifies that the District may regulate political activity on school property at any time (not just during the instructional day) in accordance with law.

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

ALTERNATIVES:

1. Approve the second reading of the proposed revisions to BP 4119.25/4219.25/4319.25 All Personnel - Political Activities of Employees as presented;

2. Do not approve the second reading of the proposed revisions to 4119.25/4219.25/4319.25 as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the second reading of the proposed revisions to BP 4119.25/4219.25/4319.25 All Personnel - Political Activities of Employees as presented.

BP 4119.25/4219.25/4319.25 ALL PERSONNEL - POLITICAL ACTIVITIES OF EMPLOYEES

The School Board believes that ~~d~~District employees have an obligation to prevent the improper use of school time, materials or facilities for political or partisan purposes. The Superintendent or designee shall regulate political activities on school property ~~during the instructional day~~. Employees are prohibited from engaging in any activity in the presence of students during performance of the employee's duties, where the activity is designed or intended to promote, further, or assert a position on any voting issue, board issue, or collective bargaining issue. This prohibition does not apply to classroom instruction that is part of the approved curriculum.

The Board respects the right of school employees to engage in political activities on their own time. When engaging in political activities, employees shall make it clear that they are acting as individuals and not as representatives of the ~~d~~District.

Nothing in the policy shall prevent the District or Board from disseminating factual information regarding school bond projects.

(cf. 4119.21/4219.21/4319.21 - Codes of Ethics)

Legal Reference:

ALASKA STATUTES

14.03.090 Sectarian or denominational doctrines prohibited

14.20.095 Right to comment and criticize not to be restricted

14.20.370-.510 Professional Teaching Practices Act

ALASKA ADMINISTRATIVE CODE

4 AAC 06.135 Use of school funds in elections

20 AAC 10.010-10.900 Professional Teaching Practices Commission

Adopted: June 09, 2004

Revised: May 1, 2024

Revised:

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: **26-176**

FR: Office of the Superintendent

SUBJECT: Approval of Proposed Revisions to BP 4122 Certificated Personnel - Student Teachers; Second Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the second reading of the proposed revisions to BP 4122 Certificated Personnel - Student Teachers.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

This is the second reading of the proposed revisions to BP 4122 Certificated Personnel - Student Teachers within the Personnel series.

This update requires that the superintendent establish criteria for a student teacher program.

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

ALTERNATIVES:

1. Approve the second reading of the proposed revisions to BP 4122 Certificated Personnel - Student Teachers as presented;

2. Do not approve the second reading of the proposed revisions to 4122 as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the second reading of the proposed revisions to BP 4122 Certificated Personnel - Student Teachers as presented.

BP 4122 CERTIFICATED PERSONNEL - STUDENT TEACHERS

Note: *Effective August 1, 2015, a student teacher must be under the general supervision of a teacher who holds a valid teaching certificate, has at least one year of teaching experience in the district where the student teacher is serving, has at least three years total teaching experience, and meets or exceeds professional content and performance standards described in 4 AAC 04.200. Additional requirements for student teachers are stated in 4 AAC 30.020.*

The School Board is legitimately interested in the quality of teacher training programs and encourages the use of student teachers in the ~~d~~District. Such use shall support the instructional needs of the ~~d~~District and may enable future teachers to fulfill state requirements, learn how to teach, and receive valuable feedback which can enhance their competence.

The Superintendent or designee may enter into agreements with accredited colleges and universities to allow student teachers to have supervised teaching experiences and/or observations within the ~~d~~District. The Superintendent or designee may collaborate with the program administrators of teacher preparation institutions to jointly develop, supervise and evaluate practical programs which provide training, support and evaluation for the student teacher.

The Superintendent or designee shall establish the criteria for host teacher participation in a teacher training program, such as including a minimum number of years of teaching experience and positive evaluations.

Legal Reference:

ALASKA ADMINISTRATIVE CODE

4 AAC 30. - 020 Student teachers

4 AAC 04.200 Professional Content and Performance Standards

~~*Revised: June 2017*~~

Adopted: June 09, 2004

Revised: June 2017

Revised:

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: **26-177**

FR: Office of the Superintendent

SUBJECT: Approval of Proposed Revisions to BP 4141.6/4241.6 Certificated and Classified Personnel - Concerted Activity-Work Stoppage; Second Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the second reading of the proposed revisions to BP 4141.6/4241.6 Certificated and Classified Personnel - Concerted Activity-Work Stoppage.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

This is the second reading of the proposed revisions to BP 4141.6/4241.6 Certificated and Classified Personnel - Concerted Activity-Work Stoppage within the Personnel series.

This update aligns to model policy language and updates the title.

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

ALTERNATIVES:

1. Approve the second reading of the proposed revisions to BP 4141.6/4241.6 Certificated and Classified Personnel - Concerted Activity-Work Stoppage as presented;

2. Do not approve the second reading of the proposed revisions to BP 4141.6/4241.6 as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the second reading of the proposed revisions to BP 4141.6/4241.6 Certificated and Classified Personnel - Concerted Activity-Work Stoppage as presented.

BP 4141.6/4241.6 CERTIFICATED AND /CLASSIFIED PERSONNEL - CONCERTED ACTIVITY/WORK STOPPAGE

Note: The following optional policy may be revised or deleted. SB 16 (Statutes of 1992), repealed Title 14 provisions related to collective bargaining and affirmed placement of public school employees under the Public Employment Relations Act. In addition, public school employees were reclassified from class (a) (2) to class (a) (3) under AS 23.40.200 which provides them the right to strike after exhausting the advisory arbitration process. If advisory arbitration fails, a strike may not begin until at least 72 hours after notice of the strike is given. In any event, a strike may not begin on or after the first day of the school term, as that term is described in AS 14.03.030, unless at least one day in session with students in attendance has passed after notice of the strike is given by the employees. AS 23.40.080 provides public employees the right to engage in concerted activities. AASB is available for assistance in preparing contingency strike plans.

~~The Board subscribes to the principle that differences with employees or employee groups shall be resolved by peaceful and appropriate means without interruption of the school program.~~

~~The Board considers any type of unauthorized, improper or illegal work stoppage by District employees to be substantial non-compliance with the regulations and policies of the District.~~

The Superintendent or designee shall maintain a plan for the safe operation of the schools in the event of a work stoppage. In the event of a strike, a walkout, a coordinated mass use of sick leave or any other concentrated refusal of staff to perform assigned duties, the Superintendent or designee shall take whatever emergency steps ~~he/she~~they deem~~s~~ necessary for the safety of students, staff and ~~d~~District property. Such steps shall be reported to the Board as soon as possible.

When students raise questions related to a work stoppage, staff shall be expected to approach the subject in accordance with the District's policy on controversial issues. Staff shall not let such discussions interfere with their regular employment responsibilities.

(cf. 6144 - Controversial Issues)

Employees shall not provide students with messages or other information that promotes or explains the position of any employee organization that is engaged in or contemplating a work stoppage.

Legal Reference:

ALASKA STATUTES

23.40.080 Right of public employees

23.40.200 Classes of public employees; arbitration

Adopted: June 09, 2004

Revised:

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: **26-178**

FR: Office of the Superintendent

SUBJECT: Approval of Proposed Revisions to BP 4158/4258/4358 All Personnel - Employee Security; Second Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the second reading of the proposed revisions to BP 4158/4258/4358 All Personnel - Employee Security.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

This is the second reading of the proposed revisions to BP 4158/4258/4358 All Personnel - Employee Security within the Personnel series.

This update requires that the superintendent or designee is made aware of all police reports made by personnel in the course of their duties.

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

ALTERNATIVES:

1. Approve the second reading of the proposed revisions to BP 4158/4258/4358 All Personnel - Employee Security as presented;

2. Do not approve the second reading of the proposed revisions to BP 4158/4258/4358 as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the second reading of the proposed revisions to BP 4158/4258/4358 All Personnel - Employee Security as presented.

BP 4158/4258/4358 ALL PERSONNEL - EMPLOYEE SECURITY

Note: Alaska school districts are required to adopt standards relating to when a teacher, paraprofessional, or other person responsible for students is authorized to use reasonable and appropriate force to maintain classroom safety and discipline. Effective October 2014, the use of restraint and seclusion of students is strictly limited and in some situations prohibited by law. AS 14.33.125. Any use of restraint or seclusion by a district employee of a student must comply with all legal requirements. A teacher, paraprofessional, administrator, or another person responsible for students may not be terminated or otherwise subjected to formal disciplinary action for lawful enforcement of a school disciplinary and safety program, including behavior standards. AS 14.33.130. This group is protected from civil liability for acts or omissions arising out of enforcement of the disciplinary and safety program while in the course of employment, unless the act constitutes gross negligence or reckless or intentional misconduct. AS 14.33.140, and the Every Student Succeeds Act.

An employee may use approved methods of physical restraint if a student's behavior poses an imminent danger of physical injury to the student or others and less restrictive interventions would be ineffective at stopping the imminent danger. Restraint must be limited to that necessary to address the emergency and must be immediately discontinued when the student no longer poses an imminent danger or when a less restrictive intervention is effective to stop the danger.

(cf. 5144 - Discipline)

(cf. 5142.3 - Restraint and Seclusion)

Note: A teacher, *paraprofessional*, administrator, or other employee responsible for students who, during the course of employment, observes a student committing a crime must report the crime to local law enforcement. *AS 14.33.130*. The obligation to report to law enforcement resides with the staff member observing the crime. "Crime" means an offense for which a sentence of imprisonment is authorized; a crime is either a felony or a misdemeanor. *AS 11.81.900*.

Employees shall promptly report any ~~personal attack,~~ assault or threat against them to their immediate supervisor who will report to the Superintendent or designee. The employee and the administrator or other immediate supervisor ~~both~~ shall promptly report such instances to the appropriate local law enforcement agency, as appropriate. The Superintendent or designee shall be made aware of all police reports made by District personnel.

(cf. 1410 – Interagency Cooperation for Student and Staff Safety)

Legal Reference:

ALASKA STATUTES

11.81.430 Justification, use of force, special relationships

11.81.900 Definitions

14.33.120-.140 School disciplinary and safety program

ALASKA ADMINISTRATIVE CODE

4 AAC 07.010-4 AAC 07.900 Student rights and responsibilities

UNITED STATES CODE

Every Student Succeeds Act, P.L. 114-95

Adopted: June 09, 2004

Revised: November 17, 2015

Revised: August 30, 2023

Revised:

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: **26-179**

FR: Office of the Superintendent

SUBJECT: Approval of Proposed Revisions to BP 4159/4259/4359 All Personnel – Employee Assistance Programs; Second Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the second reading of the proposed revisions to BP 4159/4259/4359 All Personnel – Employee Assistance Programs.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

This is the second reading of the proposed revisions to BP 4159/4259/4359 All Personnel – Employee Assistance Programs within the Personnel series.

This update includes best practice language regarding employee mental health support.

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

ALTERNATIVES:

1. Approve the second reading of the proposed revisions to BP 4159/4259/4359 All Personnel – Employee Assistance Programs as presented;

2. Do not approve the second reading of the proposed revisions to BP 4159/4259/4359 as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the second reading of the proposed revisions to BP 4159/4259/4359 All Personnel – Employee Assistance Programs as presented.

BP 4159/4259/4359 ALL PERSONNEL - EMPLOYEE ASSISTANCE PROGRAMS

The School Board supports the well-being of all employees and recognizes the benefit to the school system and students of a healthy workforce. The Board also recognizes that ~~s~~School ~~d~~District employees may have personal ~~problems~~ issues which can have detrimental effects upon job performance and student safety. Many personal ~~problems~~ issues are easier to resolve when they are addressed early, before they reach disabling proportions. The Board encourages employees to seek help when such ~~problems~~ issues exist and to take advantage of the resources that are available to assist them.

Employees shall have confidential access to information about community resources that address personal ~~problems~~issues. This information shall be available, on a voluntary basis, to all employees, spouses and dependents.

(cf. 4020 - Drug and Alcohol-Free Workplace)

Management and supervisory staff shall be knowledgeable about the ~~d~~District's employee assistance program. When there are indications of declining performance, attendance problems, or on-the-job behavioral problems, supervisors shall consult with the Superintendent or designee to explore the resolution of such problems.

Note: The federal Americans with Disabilities Act, Section 104 states that an employee who uses drugs or who is an alcoholic may be held to the same job performance standards as held for other employees, even if any unsatisfactory performance is related to the drug use or alcoholism. Section 104 also states that an employer cannot discriminate against an individual who has successfully completed a supervised drug rehabilitation program or an employee who is currently participating in a supervised rehabilitation program and no longer engaging in drug use. The following optional paragraph clarifies that although participation in the assistance program is risk-free, the district reserves the right to discipline in accordance with its existing policies and procedures.

Participation in the assistance program will not jeopardize the employee's employment or career advancement, nor will it protect the employee from disciplinary action for substandard job performance.

(cf. 4115~~/4215/4315~~ - Evaluation/Supervision)

(cf. 4215 - Evaluation/Supervision)

(cf. 4315 - Evaluation/Supervision)

(cf. 4118~~/4218~~ - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Adopted: June 09, 2004

Revised:

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: **26-180**

FR: Office of the Superintendent

SUBJECT: Approval of Proposed Revisions to BP 4161/4261/4361 All Personnel - Leaves; Second Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the second reading of the proposed revisions to BP 4161/4261/4361 All Personnel - Leaves.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

This is the second reading of the proposed revisions to BP 4161/4261/4361 All Personnel - Leaves within the Personnel series.

This update aligns with the model policy and removes language that is duplicated in employee negotiated agreements.

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

ALTERNATIVES:

1. Approve the second reading of the proposed revisions to BP 4161/4261/4361 All Personnel - Leaves as presented;

2. Do not approve the second reading of the proposed revisions to BP 4161/4261/4361 as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the second reading of the proposed revisions to BP 4161/4261/4361 All Personnel - Leaves as presented.

BP 4161/4261/4361 ~~CLASSIFIED~~ ALL PERSONNEL - LEAVES ~~AND BENEFITS~~

~~The School Board shall provide for employee absences authorized by law, Board policy, and negotiated agreement.~~
The School Board shall authorize employee absences as provided by law, School Board policy, and negotiated agreement. The School Board recognizes the following justifiable reasons for absence:

1. Personal sickness or injury, pregnancy, jury duty, military service or emergencies beyond the employee's control.
2. Family illness, bereavement, religious observances and other personal reasons.
3. Situations stemming from occupational status such as attendance at meetings, conventions, inservice courses, seminars, etc.
4. Other situations for which leave is provided by law.

~~Permanent full-time employees receive full benefits. Permanent part-time employees receive benefits on a prorated basis. Employees working less than fifteen (15) hours per week and temporary employees do not receive fringe benefits.~~

~~Benefits include:~~

~~Employees will accrue **sick leave** at the rate of 1 1/3 days for each full monthly pay period with unlimited accrual from year to year. Sick leave may be used when the employee is sick or injured, an illness within the employee's immediate family which requires them employee's presence, and upon the death of a member of the immediate family. The district reserves the right to require a doctor's and/or health aide's certificate of medical disability for sick leave usage. An employee is encouraged notify his/her supervisor one half (1/2) hour as far in advance of the scheduled workday that the employee is going to utilize sick leave. If the supervisor is not notified the leave shall be charged to unapproved leave without pay. An employee utilizing sick leave shall be paid for such time lost, to the extent that he/she has sick leave accrued, at his/her current salary, less the amount of any time lost payments made to him/her under the Alaska Workers' Compensation Act. There shall be no accrual of sick leave when an employee is on leave without pay status. Employees are not entitled to monetary reimbursement for accumulated sick leave.~~

~~The employee shall be entitled to use up to seven (7) days, plus necessary travel time, of sick leave per year for: (1) Death within the employee's family. The family shall be limited to the employee's spouse, child, legal ward, brother, sister, parent, grandchild, grandparent, child-in-law and parent-in-law; and for. (2) Serious illness or injury of a member of the employee's family, as defined in (1) above (a statement by the attending physician regarding the illness or injury may be required by the District). Sick Leave Bank. Commencing in FY 23. A. The Sick Leave Bank shall be open to employees of the District. Once enrolled, membership shall be continuous until the member submits aritten notice of~~

withdrawal to the District. B. Members wishing to join the Sick Leave Bank shall notify the Personnel Director of their intention by September 30 of the current year, or within thirty (30) days of employment. Each new member of the bank will donate one day of his/her leave to the bank upon joining. C. The Sick Leave Bank shall be administered by a Sick Leave Bank Committee. The Committee shall consist of two members selected by the Association and one member selected by the Administration. It is the committee's responsibility to approve or deny requests for Sick Leave Bank usage. Applications for Sick Leave Bank usage shall be accompanied by a letter from the attending physician explaining the nature, seriousness, and expected duration of the medical problem. Decisions of the Sick Leave Bank Committee shall be final and shall not be subject to the grievance procedure. The District shall not be held responsible for decisions of the Sick Leave Bank Committee. D. The Sick Leave Bank will be established to enable an employee (because of unusual circumstances) to receive up to, but not more than twice (2 times), the number of sick leave days he/she has credited to him/her prior to the first day of the school year, or twenty-four (24) days, whichever is greater. For the purpose of the Sick Leave Bank, Unusual Circumstances shall be defined as any serious physically or emotionally debilitating illness, or injury of the employee, which results in a prolonged absence. A copy of the approved leave shall be submitted to the District's Personnel Office. E. In the event that the bank is depleted below forty (40) days, each member of the bank will donate an additional day up to a maximum of two (2) days per year. Donated days will be nonrefundable. F. The first seven (7) days of a qualifying illness or injury will not be covered by the bank, nor will access to the bank be permitted until the member's own accumulated sick leave days, and annual leave days, are depleted.

Family leave shall be granted to an employee as required by the State and Federal Family Leave Acts.

Maternity/paternity leave may be granted to a permanent employee upon recommendation of his/her physician and immediate supervisor. The employee is entitled to take a total of nine (9) weeks of leave immediately preceding and following childbirth. This leave shall be charged first to sick leave, and if that is not sufficient, then to annual leave, then leave without pay.

Court leave will be granted to an employee who is called to serve as a juror or subpoenaed as a witness. Court leave does not apply to an employee who must attend Court as a party to a litigation. The employee shall retain the monies received for such service and notify the payroll department of the amount received. This amount will be deducted from the employee's paycheck.

(cf. 4161.4/4261.4/4361.4 - Family and Medical Leave)

Note: The Alaska Family Leave Act became law September 16, 1992, and applies to employers that have employed 21 or more employees for each working day during any period of 20 consecutive workweeks in the preceding two calendar years. Family leave

includes, at a minimum, "unpaid leave' for "serious" health conditions for a total of 18 weeks during any 12 month period, and unpaid leave for pregnancy and childbirth or adoption for a total of 18 work weeks within a 12 month period. Employees are entitled to apply accrued paid leave toward the unpaid leave time. Employers must allow employees to continue their existing health insurance coverage at the same level the employee had before going on leave. However, the employee may be required to pay the premium cost for the continuation of the insurance coverage. The Commissioner of Education may approve a labor contract that does not meet the family leave requirements if the district can show a lack of qualified, available substitutes to replace a teacher on leave or a lack of available housing for replacement teachers who do not live in the community.

~~Annual leave for non-certificated staff who work twelve (12) months will accrue at the rate of:~~

~~One (1) day for each full month for non-certificated employees with less than one (1) year of service;~~

~~1 1/4 days for each full month for non-certificated employees with more than one (1) year of service, but less than five (5) years of service;~~

~~1 1/2 days for each full month for non-certificated employees with five (5) or more years of service.~~

~~2 days for each full month for employees with more than ten (10) years of service.~~

~~Professional and non-certificated staff, who work less than twelve (12) months will accrue annual leave at the rate of:~~

~~One (1) day for each fifty (50)~~ forty-eight (48) ~~days on pay status. Less than 200 days equals three (3) days leave; 200 days or more equals 4 days leave. However, employees on pay status from 145 days to 193 days accrue four (4) days, and those working more than 193 days accrue five (5) days.~~

~~Accrued leaves~~ for less than twelve (12) month employees ~~shall be pre-credited, however, no employees are exempted by grandfather clause rights. Unused leave will be automatically paid off at the end of the school year.~~ for those employees who have worked for the District continuously for one year, with precrediting beginning at the start of the next school year.

~~Professional/certificated staff working 260-day contracts, who do not report to the Superintendent, will accrue leave at the rate of:~~

~~One (1) day for each full monthly pay period for employees with less than one (1) year of service;~~

1 1/4 days for each full monthly pay period for employees with more than one (1) but less than five (5) years of service;

1 1/2 days for each full monthly pay period for employees with more than five (5) years of service.

Employees that have worked for the District for 5 or more continuous years may cash out unused annual leave at their daily rate or may carry over unused days into the next school year. Those employees may only accumulate up to 5 days of leave annually.

Unused annual leave for employees who work less than twelve (12) months will be automatically paid off at the end of the year, except for those employees eligible to carry over annual leave. For those employees, days accumulated in excess of 5 shall be automatically paid off.

Except upon written approval of the Superintendent, annual leave for less than twelve (12) month employees shall not be available on their first and last working day; immediately before or after a holiday or vacation; during state or District required assessment testing, or during non-optional in-service days or non-optional early release days.

An employee of the District Employees who work twelve (12) months may request up to ten (10) days of accrued leave be paid off during each school year, or the entire amount will be paid off at the employee's current daily rate upon termination.

For twelve (12) month employees, Aaccrued annual leave shall not exceed thirty (30) days accumulation as of June 30 of each year. If a request for annual leave must be denied and would result in loss of leave, the Superintendent may postpone requested leave without loss to a mutually determined time in the future. Annual leave not taken by an employee a twelve (12) month employee in accordance with the provisions is lost.

There shall be no accrual of annual leave when an employee is on leave without pay status.

The following are observed as legal holidays by all non-certificated personnel in the District:

the first of January, known as New Year's day;

the third Thursday and third Friday in March, for Spring Break; Spring Break – 2 days on District calendar;

the last Monday in May, known as Memorial Day;

the 4th of July, known as Independence Day;

~~the first Monday in September, known as Labor Day;~~

~~the fourth Thursday and Friday in November, known as Thanksgiving day and the day after;~~

~~the 24th and 25th of December, known as Christmas Eve and Christmas day; and~~

~~the 31st of December, known as New Year's Eve.~~

~~Permanent and probationary employees who either work or are on paid leave on the days immediately preceding and following designated holidays shall be paid for the number of hours normally scheduled for the position at the normal rate of pay.~~

~~Holidays falling on Saturday are celebrated on the preceding Friday. Those that fall on Sunday are celebrated on the following Monday.~~

~~Temporary employees are not entitled to receive pay for unworked holidays.~~

~~Employees who are members of a reserve component of the U.S. Armed Forces or of the National Guard shall be granted temporary military leave on all days during which the employee is ordered to training duty, as distinguished from active duty, with troops, or a field exercises, or for instruction or when under direct military control in the performance of a search and rescue mission. Temporary military leave should be limited to sixteen and one-half (16 1/2) working days in any one (1) calendar year. Temporary military leave shall be granted only upon the written request of the appropriate military authority stating the reasons why the service cannot be fulfilled outside of normal work days. A copy of the request and the military orders shall be filed with the Superintendent prior to the commencement of leave. An employee shall promptly remit to the District any salary received from the military for the leave period, or as an option to payment of any salary or stipend received from the U.S. Armed Forces or Alaska National Guard to the District, the employee may elect to use any accumulated annual leave or if this is exhausted, take leave without pay. Either of the options must be selected at the time of the request for military leave.~~

~~The employee shall be entitled to use up to seven (7) days, plus necessary travel time of sick leave per year for:~~

1. ~~Death within the employee's family. The family shall be limited to the employee's spouse, child, legal ward, brother, sister, parent, grandchild, grandparent, child-in-law and parent-in-law; and for:~~
2. ~~Serious illness or injury of a member of the employee's family, as defined in (1) above (a statement by the attending physician regarding the illness or injury may be required by the District).~~

~~Leave without pay for less than ten (10) work days per year may be granted by the site administrator or supervisor. Leave without pay for ten (10) or more work days may be~~

~~granted by the Superintendent or his/her designee upon recommendation of the principal or supervisor. Each request for such leave will be considered in light of the circumstances involved and in regard to the needs of the District. Leave without pay shall not be requested or granted until such time as all accrued leave has been exhausted.~~

~~Leave without pay for less than ten (10) work days per year may be granted by the site administrator or supervisor. Each request for such leave will be considered in light of the circumstances involved and in regard to the best interests of the District.~~

~~District employees who hold public office or serve on boards of other organizations may be granted up to 10 days of leave without pay per school year to attend meetings. Any commitment requiring an employee to use more than 10 days of leave without pay is excessive and in conflict with the employees work responsibilities. Any request for leave without pay for more than 10 days per school year for these activities will require the approval of the local Advisory School Board and the Superintendent or his/her designee.~~

~~*(cf. 8321 - ASC Executive Sessions)*~~

~~Employees shall not be paid for holidays occurring while they are on leave without pay.~~

~~Excessive tardiness and/or absenteeism shall be considered sufficient cause for termination of service.~~

~~Unauthorized absences from duty of any employee may result in a disciplinary leave without pay for the period of absence at the discretion of the administrator.~~

~~Group health insurance is carried for permanent employees and their dependents, if the employee works a minimum of fifteen (15) hours per week. The employee is covered for $20,000 life insurance. Employees who work less then twelve (12) months a year will also be covered when not in duty status, limited to 3 months per year when school is in session. If the District's insurance carrier is not willing to provide that coverage to any employee because of that employee's age or otherwise, the District shall only be required to provide an amount of term life or medical insurance coverage as the District's carrier is willing to provide for the premium that the District would have paid for that employee under the District's group insurance policy.~~

Legal Reference:

ALASKA STATUTES

~~*14.14.105 Sick leave bank*~~

14.14.107 Sick leave and sick leave transfer

14.20.147 Transfer or absorption of attendance area or federal agency school

23.10.500 - 23.10.550 Alaska Family Leave Act

ALASKA ADMINISTRATIVE CODE

4 AAC 09.020 Teachers entitled to pay

~~*4 AAC 15.040 Sick leave*~~

~~*4 AAC 15.900 Definitions*~~

UNITED STATES CODE

Family and Medical Leave Act, 29 U.S.C. 2601 et. seq.; 29 CFR Part 825, amend. 2008

National Defense Authorization Act for fiscal year 2008, Public Law 110-181, § 585(a)

Adopted: June 09, 2004

Revised: March 01, 2016

Revised: February 23, 2021

Revised:

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: **26-181**

FR: Office of the Superintendent

SUBJECT: Approval of Proposed Revisions to BP 4180/4280/4280 All Personnel - Residency and Remote Work; Second Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the second reading of the proposed revisions to BP 4180/4280/4280 All Personnel - Residency and Remote Work.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

This is the second reading of the proposed revisions to BP 4180/4280/4280 All Personnel - Residency and Remote Work within the Personnel series.

This policy is new and recommended by AASB to formally establish that employees may be permitted to work remotely, if permitted by the District.

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

ALTERNATIVES:

1. Approve the second reading of the proposed revisions to BP 4180/4280/4280 All Personnel - Residency and Remote Work as presented;

2. Do not approve the second reading of the proposed revisions to BP 4180/4280/4280 as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the second reading of the proposed revisions to BP 4180/4280/4280 All Personnel - Residency and Remote Work as presented.

BP 4180/4280/4380 ALL PERSONNEL - RESIDENCY AND REMOTE WORK

Note: This model policy is adopted from a policy created by the Dillingham City School District.

The Board recognizes the educational and economic benefits that result from ~~d~~District personnel residing within the boundaries of the ~~s~~School ~~d~~District. The Superintendent or designee may determine that the best candidate for a ~~certificated or administrative~~ position does not plan to maintain primary residency within the boundaries of the school district. In order to hire or continue the employment of such a candidate, the Superintendent or designee shall seek approval from the Board. The Superintendent or designee shall develop procedures to implement this policy.

Adopted:

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: **26-182**

FR: Office of the Superintendent

SUBJECT: Approval of Proposed Revisions to BB 9320 Meetings; 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 9320 Meetings.

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 9320 Meetings within the Board Bylaw series.

This update includes additional language to clarify virtual/remote meetings. This update also includes “virtual” by all references to “teleconference” for clarity and the addition of language to notify the Board President/Superintendent when attending an in-person meeting virtually.

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

ALTERNATIVES:

1. Approve the second reading of the proposed revisions to BB 9320 Meetings as presented;

2. Do not approve the second reading of the proposed revisions to BB 9320 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 9320 Meetings as presented.

BB 9320 MEETINGS

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

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

(cf. 9321 - Executive Sessions)

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

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

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

Regular Meetings

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

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

All members shall make every reasonable effort to attend in-person for regular, non-primarily teleconference/virtual meetings.

Special Meetings

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

Except in case of an emergency, notice of special meetings shall be provided at least 24 hours before the meeting. ~~This n~~Notices shall specify the date, time, place and, if the meeting is by teleconference/virtual, the location of any teleconferencing facilities that will be used. ~~Such n~~Notices shall be given to all Board members, the ~~s~~Superintendent and to the local news media. ~~This n~~Notices also shall be posted at district and school sites at least 24 hours before the meeting. ~~Notice of s~~Special meeting notices shall include a statement of the purpose of the meeting. No business may be transacted at this special meeting, other than that which is specifically stated in the notice of the meeting.

Emergency Special Meetings

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

Teleconferences/Virtual)

Recognizing the inherent responsibility and statutory duties of Board members, the Board strongly encourages Board members to attend and participate at meetings of the Board. Though great importance is given to the physical presence of Board members at meetings, the attendance and participation of members by teleconference/virtual is authorized whenever physical presence is not practicable. If a Board member knows they will be unable to physically attend scheduled in-person meetings, worksessions, or committee assignments, they must notify the Board President and the Superintendent's Office of an intended teleconference/virtual attendance.

~~–~~All votes at a meeting of members attending by teleconference/virtual shall be taken by roll call.

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

Whenever possible, meeting agendas and supporting materials shall be available at all teleconference/virtual facilities used for the Board meeting. The Board President shall attend all meetings in person alongside the Superintendent or designee if practicable. Board members may attend teleconference/virtual meetings at their local school or board room when prior arrangements have been made.

~~a.~~

Teleconference/virtual executive sessions:

1. To promote the highest degree of confidentiality during executive sessions, such Board members must annually sign an affidavit that the only people, if any, that will be present in the room during an executive session are authorized to be there.
2. At the beginning of every teleconference/virtual executive session, each member shall verbally affirm that the only people in the room with them are authorized to be there.

Legal Reference:

ALASKA STATUTES

14.08.091 Administration

14.14.070 Organization of school board

14.14.080 Declaring a school board vacancy

29.20.020 Meetings public

44.62.310 Agency meetings public

44.62.312 State policy regarding meetings

Adoption Date: May 23, 1995

Revised: March 27, 2007

Revised: April 29, 2025

Revised:

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: **26-183**

FR: Office of the Superintendent

SUBJECT: Approval of Proposed Revisions to BP 10020 Charter School Application; Second Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the second reading of the proposed revisions to BP 10020 Charter School Application.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

This is the second reading of the proposed revisions to BP 10020 Charter School Application within the Charter School series.

This is a new policy that outlines the application process for establishing a charter school with an update to require the Superintendent to consult legal prior to Board review.

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

ALTERNATIVES:

1. Approve the second reading of the proposed revisions to BP 10020 Charter School Application as presented;

2. Do not approve the second reading of the proposed revisions to BP 10020 as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the second reading of the proposed revisions to BP 10020 Charter School Application as presented.

BP 10020 CHARTER SCHOOL APPLICATION

The following steps shall be followed in making an application for the establishment of a charter school, in accordance with AS 14.03.250 and 4 AAC 33.110. Applicants are cautioned that the Alaska Department of Education and Early Development (DEED) has its own policies and deadlines, and to the extent the applicant's proposed charter school may be affected by those deadlines, the applicant should take those deadlines into account. The charter school application and proposed contract with the School Board shall comply with all application procedures and requirements as defined by AS 14.03.255, AS 14.03.250 and 4 AAC 33.110 and address all elements specified within the district policies and administrative regulations.

1. After receiving a Notice of Intent, the ~~s~~Superintendent shall establish an administrative committee to meet with the charter school representatives to review the application procedures and requirements.
2. Following the initial meeting with the administrative committee, the charter school representatives shall prepare the application with all the required information and a proposed contract between the charter school and the School Board, as well as the development of bylaws.

(cf. BP 10010 Establishment of Charter Schools)

~~2.~~

3. The contract between the charter school and the School Board shall reflect all agreements regarding the operation of the charter school. Any revisions of the terms of the contract may be made only with the approval of the School Board and charter school Academic Policy Committee. The contract will take effect upon the State Board of Education's approval of the application.
4. Following the timely receipt of the complete application form and the proposed written contract between the charter school and the School Board, the Superintendent or designee shall seek legal review and recommendation.

~~4.~~5. Following the ~~timely receipt of the complete application form and the proposed written contract between the charter school and the School Boar~~legal review~~d~~, the School Board shall hold a public work session with the charter school representatives. During this work session, the charter school representatives shall present their proposal for a charter school and the contract with the School Board. The School Board and the charter school representatives may negotiate provisions of the contract during this meeting.

~~5.~~6. Following the work session the School Board shall place the charter school proposal on the agenda for a School Board meeting. A public hearing ~~may~~ shall be held prior to the approval or denial of the charter school application.

The School Board will take action to approve or deny the request to establish the charter school.

~~6.~~7. Upon approval of a charter school application, the School Board will submit to the State Board of Education a copy of the charter school application and a report on the action taken by the School Board not later than 30 working days following the School Board's action, in accordance with 4 AAC 33.110(b).

(cf. E 10020 - Sample Bylaws)

Legal Reference:

Alaska Statutes

14.03.250-14.03.280 Charter Schools

Adopted:

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: **26-184**

FR: Office of the Superintendent

SUBJECT: Approval of Proposed Revisions to BP 4133/4233/4333 All Personnel - Travel Expenses; First Reading; Waive 2nd Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the first reading and waive the 2nd reading of the proposed revisions to BP 4133/4233/4333 All Personnel - Travel Expenses.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

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

This update provides clearer guidelines on employee use of travel expenses.

This update has been open for public comments. The Board Policy Committee reviewed the proposed changes and recommends approval.

ALTERNATIVES:

1. Approve the first reading and waive the 2nd reading of the proposed revisions to BP 4133/4233/4333 All Personnel - Travel Expenses as presented;

2. Do not approve the first reading of the proposed revisions to BP 4133/4233/4333 as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading and waive the 2nd reading of the proposed revisions to BP 4133/4233/4333 All Personnel - Travel Expenses as presented.

BP 4133/4233/4333 ALL PERSONNEL - TRAVEL EXPENSES

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

The ~~School Board~~Superintendent or designee shall pay for ~~actual and necessary~~ approved expenses, including travel, incurred by any employee performing authorized services for the ~~d~~District. Approved ~~E~~expenses shall be reimbursed ~~within limits established by the Board~~according to District procedures. The employee shall be on work status when on District funded travel. The Superintendent or designee may approve employee requests to attend meetings in accordance with the ~~adopted~~ District budget.

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

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

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

(cf. 3300 - Expenditures/Expending Authority)

Per Diem

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

a. P~~p~~er diem shall not be paid to any employee who does not attend workshops, sessions, classes, etc. for which leave is intended;
b. A~~a~~ny District employee who does not attend a session, for which leave is intended, will not be allowed to attend future workshops for the District;
c. P~~P~~er diem and travel shall not be paid to employees who attend~~ing~~ District approved workshops or meetings~~, who arrive at meetings in a state of intoxication~~ while impaired by the use of drugs or alcohol. Employees in this case will be asked to leave immediately.

Adopted: June 09, 2004

Revised: November 15, 2019

Revised: January 22, 2025

Revised:

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: **26-185**

FR: Office of the Superintendent

SUBJECT: Approval of Proposed Revisions to BP 4161.1 Certificated Personnel - Sick Leaves; First Reading; Waive 2nd Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the first reading and waive the 2nd reading of the proposed revisions to BP 4161.1 Certificated Personnel - Sick Leaves.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

This is the first reading of the proposed revisions to BP 4161.1 Certificated Personnel - Sick Leaves within the Personnel series.

NWABSD does not currently have this policy. This AASB update revises BP 4161.1 to clarify and better align it with state law.

This update has been open for public comments. The Board Policy Committee reviewed the proposed changes and recommends approval.

ALTERNATIVES:

1. Approve the first reading and waive the 2nd reading of the proposed revisions to BP 4161.1 Certificated Personnel - Sick Leaves as presented;

2. Do not approve the first reading of the proposed revisions to BP 4161.1 as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading and waive the 2nd reading of the proposed revisions to BP 4161.1 Certificated Personnel - Sick Leaves as presented.

BP 4161.1 CERTIFICATED PERSONNEL – SICK LEAVES

Every certificated employee who works the majority of a contractual month is entitled to one and one-third days of sick leave for that month. Unused days of sick leave shall be accumulated from year to year without limitation.

The Superintendent or designee shall establish procedures for reporting and verifying such absences.

Teachers are subject to disciplinary action, up to and including termination, for misusing sick leave, including providing false information regarding the use of, or need for, sick leave.

Certificated employees may transfer accumulated sick leave between districts and the Department of Education and Early Development. Employees are responsible for initiating a transfer of sick leave credits within 90 days of commencing employment at the district.

(cf. 4161.4/4261.4/4361.4 - Family and Medical Leave)

Sick Leave Bank

Note: AS 14.14.105 provides that the School Board may establish a sick leave bank independently or jointly with certificated employees. The following optional language may be revised or deleted as appropriate.

The School Board authorizes the establishment of a sick leave bank to provide certificated employees sick leave benefits in unusual circumstances. Certificated employees may draw not more than twice the number of days of sick leave the teacher has accumulated before the first day of school in any school year, or 24 days, whichever is greater. The School Board may grant additional leave in cases of severe illness or external hardship.

Legal Reference:

ALASKA STATUTES

14.14.105 Sick leave bank

14.14.107 Sick leave and sick leave transfer

14.20.147 Transfer or absorption of attendance area or federal agency school

23.10.500 - 23.10.550 Alaska Family Leave Act

ALASKA ADMINISTRATIVE CODE

4 AAC 15.040 Sick leave

4 AAC 15.900 Definitions

FAMILY AND MEDICAL LEAVE ACT, 29 U.S.C. 2601 et. seq.; 29 CFR Part 825, amend. 2008

Adopted:

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: **26-186**

FR: Office of the Superintendent

SUBJECT: Approval of Proposed Revisions to BP 4212 Classified Personnel – Appointment and Conditions of Employment; First Reading; Waive 2nd Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the first reading and waive the 2nd reading of the proposed revisions to BP 4212 Classified Personnel – Appointment and Conditions of Employment.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

This is the first reading of the proposed revisions to BP 4212 Classified Personnel – Appointment and Conditions of Employment within the Personnel series.

This is a policy that is new to the NWABSD. Related to BP 4111/4211/4311, this update clarifies that the Board may delegate the hire of classified employees to the superintendent.

This update has been open for public comments. The Board Policy Committee reviewed the proposed changes and recommends approval.

ALTERNATIVES:

1. Approve the first reading and waive the 2nd reading of the proposed revisions to BP 4212 Classified Personnel – Appointment and Conditions of Employment as presented;

2. Do not approve the first reading of the proposed revisions to BP 4212 as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading and waive the 2nd reading of the proposed revisions to BP 4212 Classified Personnel – Appointment and Conditions of Employment as presented.

BP 4212 CLASSIFIED PERSONNEL - APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The Superintendent or designee will appoint and report the hire of all regular full-time and part-time and regular hourly employees to the School Board. Selection will be based upon competence and will be in accordance with School Board policy and administrative regulations, and state and federal laws and regulations.

Temporary, substitute, short-term and student help may be appointed by the Superintendent or designee. ~~The position and the pay rate shall be reported at a regular meeting of the School Board.~~

The district personnel policies and regulations apply only to the extent that they are not in conflict with any collective bargaining agreement between the district and an employee organization officially recognized to meet and negotiate with the School Board.

(cf. 10000 - Concepts and Roles)

Adopted:

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: **26-187**

FR: Office of the Superintendent

SUBJECT: Approval of Proposed Revisions to BP 4314 Management and Supervisory Personnel – Transfer-Reassignment; First Reading; Waive 2nd Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the first reading of the proposed revisions to BP 4314 Management and Supervisory Personnel – Transfer-Reassignment and open for public comments.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

This is the first reading of the proposed revisions to BP 4314 Management and Supervisory Personnel – Transfer-Reassignment within the Personnel series.

This update simplifies language regarding the assignment of management and supervisory staff, while removing the recommendation that management personnel routinely apply for transfers (or be involuntarily rotated).

This update has been open for public comments. The Board Policy Committee reviewed the proposed changes and recommends approval.

ALTERNATIVES:

1. Approve the first reading and waive the 2nd reading of the proposed revisions to BP 4314 Management and Supervisory Personnel – Transfer-Reassignment as presented;

2. Do not approve the first reading of the proposed revisions to BP 4314 as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading and waive the 2nd reading of the proposed revisions to BP 4314 Management and Supervisory Personnel – Transfer-Reassignment as presented.

BP 4314 MANAGEMENT AND SUPERVISORY PERSONNEL - TRANSFER/REASSIGNMENT

The Superintendent or designee shall assess the needs of the district and ~~to~~ assign management personnel to positions which will meet those needs.

~~**Voluntary Change of Assignment**~~

~~In order to promote administrative professional growth and career development, broaden management background, and share administrative and personnel skills within the district, the School Board encourages management personnel at all levels to apply for transfers and reassignments.~~

Involuntary Reassignment of Certificated Administrators

Involuntary reassignment within the administrator's classification (same job title) may be initiated upon the recommendation of the Superintendent or designee in the best interests of the district.

Legal Reference:

ALASKA STATUTE

14.20.158

~~*Revised: August 02, 2013*~~

Adopted: June 09, 2004

Revised: August 02, 2013

Revised:

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: **26-188**

FR: Office of the Superintendent

SUBJECT: Approval of Proposed Revisions to BP 6181 Charter Schools; First Reading; Waive 2nd Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the first reading and waive the 2nd reading of the proposed revisions to BP 6181 Charter Schools.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

This is the first reading of the proposed revisions to BP 6181 Charter Schools within the Personnel series.

This update removes this policy since a full updated charter school policy series, Chapter 10000 has been created replacing BP/AR 6181.

This update has been open for public comments. The Board Policy Committee reviewed the proposed changes and recommends approval.

ALTERNATIVES:

1. Approve the first reading and waive the 2nd reading of the proposed revisions to BP 6181 Charter Schools as presented;

2. Do not approve the first reading of the proposed revisions to BP 6181 as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading and waive the 2nd reading of the proposed revisions to BP 6181 Charter Schools as presented.

BP 6181 CHARTER SCHOOLS

Charter schools are schools established under AS 14.03.250 that operate within the public school district. Charter schools are established upon the approval by the School Board and the State Board of Education of an application for a charter school. Charter schools shall operate under a written contract between the charter school and the School Board.

Establishment of Charter Schools

The School Board shall give appropriate consideration to any charter school petition, in light of its overall effect on the district's children and the proposed school's ability to function effectively and meet its goals. The School Board desires to support innovations which improve student learning and views charter schools as an opportunity to implement school-level reform. In accordance with law, the proposed charter must include descriptions of the vision, mission and goals of the charter school, the governance structure which will be used, the educational outcomes to be attained by students, and the method by which progress in meeting these outcomes will be measured.

Applications for a charter school to operate during the next school year shall be submitted to the School Board no later than August 1st of the current school year. A charter school shall begin operation as agreed with the School Board, but no later than October 1st of the year approved for opening.

Charter schools shall comply with the following general requirements:

1. The charter school shall establish an Academic Policy Committee that will function according to the terms of law.
2. The charter school Academic Policy Committee shall report directly to the School Board or a subcommittee of the School Board unless mutually agreed otherwise.
3. The charter school shall operate in compliance with state and federal law, and with School District policies unless mutually agreed otherwise.
4. The charter school shall comply with the requirements of the district accounting system.
5. The charter school shall comply with the requirements of the district purchasing system.
6. The charter school shall be designed to advance basic skills areas (mathematics, science, language arts, and social studies) appropriate to the age of students included in the program. The charter school disciplinary program shall enforce Alaska statutes, state and federal regulations, and district policies with respect to drugs, alcohol, weapons, tobacco, harassment, and violence.
7. The charter school shall participate in the district's report card process as required by Alaska statute.

8. The charter school shall participate in all tests and assessments required by either the State Department of Education and Early Development or the district unless the contract specifies otherwise.
9. The charter school shall not promote religious ideologies or philosophies.
10. The charter school shall operate in compliance with negotiated agreements established between employee groups and the School Board.
11. A charter school operating as a correspondence program or a residential program shall comply with all requirements of Alaska statute and regulation.

Note: *Charter schools operating correspondence programs must comply with the requirements for state approval and operation as set forth in 4 AAC 33.405 - 4 AAC 33.490. Charter schools operating residential programs must comply with the requirements set forth in AS 14.16.100 and 4 AAC 33.090.*

School Board Review of Charter School Application and Appeals

No later than 60 days after submission of a charter school application, the School Board will issue a written decision approving or rejecting the charter school. The written decision will include all relevant findings of fact and conclusions of law.

If the School Board approves an application, it shall forward the application to the State Board of Education for review and approval. If the School Board denies an application for a charter school, the applicant may appeal the denial to the Commissioner of Education and Early Development within 60 days of the School Board's denial. A decision of the Commissioner upholding the denial may be appealed by the charter school applicant within 30 days to the State Board of Education. If the Commissioner approves the application, her/she shall forward it to the State Board of Education for review and approval.

Review of the Charter School

Once approved by both the School Board and the State Board of Education, the charter school will be subject to an annual review of its operations and finances by the School Board. Annually, the charter school will submit a written report and make a presentation to the School Board and the public. This report will include information on the attainment of student performance expectations, meetings of the governing bodies of the charter school, descriptions of charter school activities, and other information of interest to the School Board.

If academic performance targets for student achievement are not reached by the identified timelines specified in the contract, the Academic Policy Committee must submit a Plan for Improvement, outlining activities for remediation, a process for monitoring the progress of the Plan, and a process for reporting progress of the Plan to the School Board.

~~If there is evidence of a breach of contract, the School Board shall have a right to investigate and meet with the charter school to discuss possible remedies, including termination of the charter school contract.~~

~~The Department of Education and Early Development may audit the charter school's program and may take any action necessary to ensure compliance with federal and state law, including the withholding of funding.~~

~~Organization and Operation of a Charter School~~

~~A charter school operates as a school in the school district except that a charter school:~~

- ~~is exempt from the school district's textbook, program, curriculum, and scheduling requirements.~~

- ~~is exempt from AS 14.14.130(c) which states "If the district employs a chief school administrator, the administrator shall select, appoint, and otherwise control all school district employees who serve under the chief school administrator subject to the approval of the school board."~~
- ~~operates under the charter school's annual program budget as set out in the contract between the School Board and the charter school.~~
- ~~shall designate a contact person for all communications between the charter school and the district administration.~~

~~A charter school must participate in all student assessments required by the Department of Education and Early Development.~~

~~Operation of a Charter School~~

~~A charter school shall:~~

- ~~keep financial records of the charter school;~~
- ~~oversee the operation of the charter school to ensure that the terms of the contract are being met;~~
- ~~meet regularly with parents and with teachers of the charter school to review, evaluate, and improve operations of the charter school; and~~
- ~~meet with the Academic Policy Committee at least once each year to monitor progress in achieving the committee's policies and goals.~~

~~Amendment of Charter~~

~~A charter school may apply to the School Board for an amendment to its charter during the term of its contract. If the School Board approves the amendment, an amended contract must be executed to conform to the amended charter. The School Board must forward an amended charter and amended contract to the Department of Education and Early Development. A charter school may make minor changes to its program without~~

review by the Department, if they are approved by the district. A change of program that involves the addition of an elementary or secondary program must be approved by the School Board and the State Board of Education and Early Development.

Definitions

"Employees" of charter schools are considered employees of the district with all rights guaranteed by their respective collective bargaining agreements unless specifically waived by mutual agreement between the appropriate bargaining unit and School Board.

"Principal" means a person selected by the Academic Policy Committee to select, appoint, or otherwise supervise employees of the charter school. This person is not required to possess an Alaska Type B Administrative Certificate, but if a type B is not possessed, the individual may not conduct certificated employee evaluations. The school district assumes no responsibility for employing this person after the termination of the charter school contract unless the person is also employed as a teacher.

"Annual program budget" means the funding generated by students enrolled in the charter school as set forth in AS 14.03.260.

(cf. 3540 - Transportation)

Legal Reference:

ALASKA STATUTES

14.03.250-14.03.280 Charter Schools

AS 14.16.100 Application for residential school

ALASKA ADMINISTRATIVE CODE

4 AAC 33.110-119 Charter Schools

4 AAC 33.405 - .490 Correspondence Study Programs

4 AAC 33.090 District-operated statewide and district-wide residential schools

Revised: March 29, 2016

Adopted 28, 2004

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23,2026

NUMBER: 26-189

FR: Office of the Superintendent

SUBJECT: Approval of 2026-2027 MOA-Redgrave Education

ABSTRACT:

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

ISSUE:

At issue is the Board's approval of the 2026-2027 Memorandum of Agreement (MOA) with Redgrave Education LLC for an amount not to exceed $140,800

BACKGROUND AND/OR PERTINENT INFORMATION:

An RFP was announced in the fall of 2025 to seek assistance in the refinement of the Inupiaq place-based science curriculum project. Two individuals applied, and the RFP was awarded to Redgrave Education LLC for the duration of the project.

Redgrave Education LLC will support coordination and oversee project activities related to refining the Inupiaq place-based science curriculum.

Total MOA cost of $128,000 with a not-to-exceed cost of $140,800 (10% buffer to account for travel overages)

Funded by grant fund 360, Indian Education and Johnson O'Malley

ALTERNATIVES:

1. Approve the 2026-2027 Memorandum of Agreement (MOA) with Redgrave Education LLC in the amount not to exceed $140,800, as presented.

2. Disapprove the 2026-2027 Memorandum of Agreement (MOA) with Redgrave Education LLC in the amount not to exceed $140,800, as presented.

4. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of the 2026-2027 Memorandum of Agreement (MOA) with Redgrave Education LLC, in the amount not to exceed $140,800, as presented.

Northwest Arctic Borough School District

P. O. Box 51 Kotzebue, AK 99752

MEMORANDUM OF AGREEMENT (MOA)

(MOA's for more than $50,000 must be approved by the School Board prior to start of Contract)
(In a fiscal year MOA's to the same Contractor totaling more than $50,000 must be approved by the School Board prior to start of Contract)

TAB BETWEEN FIELDS

Contractor: Crystal Redgrave/Redgrave Education LLC (Name of Company)

MOA Control #: (Contact Carol Furman for #)

07/01/2026 (Start Date (mmddyy)) 6/30/2027 (End Date (mmddyy))

☐ W-9 Attached ☒ W-9 Submitted Previously

Contractor Agrees To: To coordinate and oversee project activities associated with the creation and refinement of the place-based science curriculum and to fulfill all deliverables as outlined in the attached RFP.

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

District Contact Person: Joy Cogburn-Smith Phone #: (907) 442-1814 Ext

Email Address: jcogburn@nwarctic.org Fax #:

District Agrees To: Pay for all services in a timely manner, provide reasonable access to relevant District curriculum resources, instructional frameworks, or other resources necessary for successful project completion.

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

Payment Terms: The Consultant shall submit invoices to the District for consulting fees and any reimbursable expenses. Payment for services will be made in accordance with this Agreement upon receipt of the invoice and supporting documentation. Travel expenses will be reimbursed at actual cost. All reimbursement requests must be supported by itemized receipts, including receipts for meals.

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

Enter Account Code as:	xxx.xxx.xxx.xxx.xxx	Amount
Account #:	360.099.350.227.410	$114,000
	363.099.350.000.410	$14,000
	Total	$128,000

MOA Not to Exceed: $140,800 (10% buffer if needed) Budget Authority Approval

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: 26-190

FR: Office of the Superintendent

SUBJECT: Approval of MOA Frontier Fire Protection

ABSTRACT:

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

ISSUE:

At issue is board approval of the administration's request to pay Frontier Fire Protection an amount not to exceed $150,000.00 to inspect, certify and make repairs to district fire protection equipment in FY27 school year.

BACKGROUND AND/OR PERTINENT INFORMATION:

Alaska law requires public schools to have all fire protection equipment inspected and certified annually by a licensed and bonded company. For the past 23 years, Frontier Fire Protection has provided inspection, testing, maintenance, and repair services for the district's fire alarm systems, sprinkler systems, portable fire extinguishers, and kitchen range hood suppression systems.

These inspections are conducted during the summer months when schools are not in session. During the inspection process, mechanical deficiencies are identified and documented. Upon completion of the inspections, a list of deficiencies is provided to the Director of Property Services and the State Fire Marshal. The State Fire Marshal then issues directives requiring the district to correct identified deficiencies within a specified timeframe.

To ensure compliance with state requirements and maintain the safety of students, staff, and facilities, the administration requests School Board authorization to contract with Frontier Fire Protection for an amount not to exceed $150,000 for FY27. This authorization will cover all required inspections, testing, certification services, and necessary repairs to fire protection equipment at district facilities requiring service.

FUNDING SOURCE:

Property Services Budget.

ALTERNATIVES:

1. Approve the administration's request to pay Frontier Fire Protection an amount not to exceed
   $150,000.00 to perform inspections and make repairs on fire safety equipment at NWABSD sites in FY27 school year.
2. Disapprove the administration's request to pay Frontier Fire Protection an amount not to exceed $150,000.00 to perform inspections and make repairs on fire safety equipment at NWABSD sites in FY27 school year.

3. Take no final action.

ADMINISTRATION'SRECOMMENDATION:
The administration recommends board approval of the administration's request to pay Frontier Fire Protection an amount not to exceed $150,000.00 to perform inspections and make repairs on fire safety equipment at NWABSD sites in FY27 school year.

See Attached FY27 MOA Proposal

ffp

Frontier Fire Protection

3830 Harca St.
Eagle River, AK 99577

Ph: 907 694-4696
Cell: 907 632-4696
Fax: 907 694-5696

Date: May 7, 2026
To: N.W.A.B.S.D.
Attn: Mark Moore
From: Brian Grandorff

Projected Expenditures for 2026 Fire Systems

Annual Fire Inspection District Wide
Fire Alarm
Fire Sprinkler
Fire Pumps
Kitchen Hoods
Extinguishers
Including Travel
$48,500.00

Kobuk Projected Repairs due to pipe freeze up
$9800.00

Ansul Kitchen Hood Systems district wide 12 year replacement requirement of Suppression Bottles and Ansul Agent
$2800.00 per Site
Total $30.800.00

Emergency repairs

$61,400.

Total $150,000.0

Forecast based on previous years experience

Thank you

Brian Grandorff
Frontier Fire Protection

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 22, 2026

NUMBER: **26-103B**

FR: Office of the Superintendent

SUBJECT: **MOA RESCON Addendum # 2**

ABSTRACT:

Board approval is required for expenditures that exceed $50,000.00.

ISSUE:

At issue is Board approval for addendum #2 to Memo 25-155 RESCON for heating fuel spill clean-up for Kivalina 2021, Noorvik 2023, Kotzebue 2025, and new Noorvik spill January 6, 2026 for a cost not to exceed $182,062.00 for FY26.

BACKGROUND AND/OR PERTINENT INFORMATION:

In 2021, 2023, & 2025, the district had fuel spills in Kivalina on the old teacher housing campus, in Noorvik behind the teacher housing 6-plex on the hill (which are not closed out) and in Kotzebue the fuel tank used for the bus barn developed a leak in April 2025 which is still in the mitigation process. RESCON was and still is being used to mitigate the spill issues in Kivalina, Kotzebue and the Noorvik spill from 2023 and now the new Noorvik fuel oil from January 6, 2026.They have been working directly with the ADEC on the four spills. We also need to retain their services in the event of any spills we would need immediate need support on. The original quote for the spring mitigation for the Noorvik January 6,2026 spill was $98,409.00 increasing the original MOA# 226-046 from $95,000.00 to $175,681.05 but the final cost because of extra cleanup time needed for the initial mitigation, cost $102,601.00, a difference of $6,380.95, adjusting MOA # 226-046 to $182.062.00.

FUNDING SOURCES:

General Fund: budgeted for FY 26

ALTERNATIVES:

1. Approve the administration's request to pay RESCON additional costs for their continued efforts on the January 6, 2026 Noorvik spill an extra $6,380.95 as per attached.
2. Disapprove the administration's request to pay RESCON additional costs for their continued efforts on the January 6, 2026 Noorvik spill an extra $6,380.95 as per attached.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The Administration recommends Board approval to pay RESCON an extra $6,380.95 for incurred costs as per attached.

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

ADDENDUM TO MEMORANDUM OF AGREEMENT

MOA # 226-046

Between

Contractor Name: RESCON ALASKA, LLC.

Address: 8361 Petersburg Street

Anchorage, AK 99507

and

Northwest Arctic Borough School District

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

		Amount
Account #:	100.099.620.000.410	$ 182,062.00
Account #:		$
Account #:		$
Account #:		$
Account #:		$
	NEW MOA Total:	$ 182,062.00

Budget Authority Approval: _____

Contractor Additionally Agrees: Needs additional funds for Heating Fuel Oil Spill Clean up, in Noorvik AK/

District Additionally Agrees: Fund additional project to complete Heating Fuel Spill Clean Up.

Date of Board Approval (if applicable): _____

Agreed to by:

_____ _____

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

_____ _____

Superintendent- Authorized Signature, NWABSD Date

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

ADDENDUM TO
MEMORANDUM OF AGREEMENT

Director of Administrative Services, NWABSD

Date

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: February 25, 2026

Subject: February 24, 2026, Board of Education Regular Meeting

The Northwest Arctic Borough School District Board of Education held a Regular Meeting on Tuesday, February 24, 2026.

The Board took the following actions:

- Approval of January 19, 2026 Special Meeting Minutes
- Approval of January 21, 2026 Regular Meeting Minutes
- Approval of BP 5138 Student Possession and Use of Portable Electronic Devices Including Cellular Phones- Second Reading
- Approval of BP 6151 Class Size - Second Reading
- Approval of BP 5111 Admission - First Reading
- Approval of BP 10000 Concepts and Roles - First Reading
- Approval of BP 10010 Establishment of Charter Schools - First Reading
- Approval of BP 10020 Charter School Application - First Reading
- Approval of BP 10021 Charter School Application Appeals - First Reading
- Approval of BP 10040 Academic Policy Committee - First Reading
- Approval of BP 10050 Principal Lead Teacher - First Reading
- Approval of BP 10060 Meetings - First Reading
- Approval of BP 10070 Review of the Charter School - First Reading
- Approval of BP 10080 Amendment of Charter and Termination of Contract - First Reading
- Approval of BP 10090 Communication - First Reading
- Approval of FY27 Memorandum of Agreement; GSD Educational Services
- Approval of MOA addendum Crystal Redgrave
- Approval of MOA Aqqaluk Trust
- Approval of Memorandum of Agreement; E-Rate Central Consulting Services
- Approval of Human Resources
- Approval of Contract for Construction for Davis-Ramoth K-12 School Renovation
- Approval of MOA 2026-2027 Safe & Civil Schools
- Approval of MOA RESCON Addendum
- Approval of FY26 Operating Fund Budget Revision #3
- Approval of Superintendent's Travel

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

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: February 24, 2026

NUMBER: **26-103**

FR: Office of the Superintendent

SUBJECT: **MOA RESCON Addendum**

ABSTRACT:

Board approval is required for expenditures that exceed $50,000.00.

ISSUE:

At issue is Board approval for an addendum to Memo 25-155 RESCON for heating fuel spill clean-up for Noorvik for a cost not to exceed $98,409.00 for FY26.

BACKGROUND AND/OR PERTINENT INFORMATION:

In 2021, 2023, & 2025, the district had fuel spills in Kivalina on the old teacher housing campus, in Noorvik behind the teacher housing 6-plex on the hill (which are not closed out) and in Kotzebue the fuel tank used for the bus barn developed a leak in April 2025. RESCON was and still is being used to mitigate the spill issues in Kivalina and Noorvik and currently addressing the spill in Kotzebue and monitoring the dispose of spilled heating fuel. They have been working directly with the ADEC on the three spills. We also need to retain their services in the event of any spills we would need immediate support with.

FUNDING SOURCES:

General Fund: budgeted for FY 26

ALTERNATIVES:

1. Approve the administration's request to pay RESCON for their continued efforts in Noorvik as per attached, not to exceed $98,409.00.
2. Disapprove the administration's request to pay RESCON for their continued efforts in Noorvik as per attached, not to exceed $98,409.00.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The Administration recommends Board approval to continue with RESCON to continue and finish the fuel spill clean-up in Noorvik as per attached, not to exceed $98,409.00 for FY26.

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

REVISED MOA

ADDENDUM TO MEMORANDUM OF AGREEMENT

MOA # 226-046

Between

Contractor Name: RESCON Alaska

Address: 8361 Petersburg Street

Anchorage, AK 99507

and

Northwest Arctic Borough School District

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

		Amount
Account #:	100.099.620.000.410	$ 175,681.05
Account #:		$
Account #:		$
Account #:		$
Account #:		$
	NEW MOA Total:	$ 175,681.05

Budget Authority Approval: _____

Contractor Additionally Agrees: Complete heating fuel oil spill clean-up in Noorvik, AK by Summer 2026 as projected in project tasks.

District Additionally Agrees: Fund the additional project tasks to complete the Noorvik heating fuel oil spill clean-up from January 6, 2026. MOA #226.046 PO #260836.

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

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: June 4, 2025

Subject: June 3, 2025, Board of Education Meeting

The Northwest Arctic Borough School District Board of Education held a Regular Meeting on Tuesday June 3, 2025.

The Board took the following actions:

- Approval of April 29, 2025 Regular Meeting Minutes.
- Approved the second reading to the proposed revisions to BP1250 Volunteer Assistance; BP 4151 Salary Guides-Exempt Employees; BP 4313.1 Loan Scheduling Hours of Employement; BP 5040 Students Nutrition and Physical Activity; BP 5148 Childcare; BP 6115 Ceremonies and Observances; BP 6142.4 Community Service; BP 6143 Course of Study; BP 6146.4 Reciprocity on Graduation; BP 6153 School-Sponsored Trips; BP 6161.2 Damaged or Lost Instructional Materials; BP 7000 Concepts and Roles; BP 7310 Methods of Financing; BP 8000 Concepts and Roles; BP 8320 Meetings; BB 9122 Vice President; BB 9200 Board Members; BB 9210 Qualifications; BB 9200 Elections; BB 9230 Orientation; BB 9240 Board Development; BB 9321 Executive Sessions;
- Approved the first reading to the proposed revisions to BP 5141.22, Infectious Desease;
- Approval of Refrigeration Solutions.
- Approval of Rescon Alaska Spill Response Remediation.
- Approval of Frontier Fire Protection.
- Approval of Northwest Electric, Inc.
- Approval of Repair and Replace the Lift Station Tank.
- Approval of Door Systems of Alaska.
- Approval of Human Resources.
- Approval of 3-Year Calendar.
- Approval of June Nelson Scholarship Recipient.
- Approval of FY25 Budget Revision # 3.
- Approval of Northern Industrial Training.
- Approval of Alaska Humanities Forum FY26.

MEMORANDUM

TO: NWABSD Board of Education **DATE:** June 2, 2025

NUMBER: **25-155**

FR: Office of the Superintendent **SUBJECT:** Approval of RESCON

ABSTRACT:

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

ISSUE:

At issue is board approval for RESCON for the heating fuel spill clean-up for Noorvik, Kivalina and Kotzebue for a cost not to exceed $95,000.00 for the school year 25/26

BACKGROUND AND/OR PERTINENT INFORMATION:

In the 2021, 2023 2025 the district had fuel spills in Kivalina on the old teacher housing campus, in Noorvik behind the teacher housing 6-plex on the hill (which are not closed out) and in Kotzebue the fuel tank used for the bus barn developed a leak in April 2025. RESCON was and still is being used to mitigate the spill issues in Kivalina and Noorvik and currently addressing the spill issue in Kotzebue and monitoring the dispose of the spilled heating fuel. They have been working directly with the ADEC on the three spills. We also need to retain their services in the event of any spills we would need immediate support with.

FUNDING SOURCE:

General Fund: budgeted for FY26

ALTERNATIVES:

1. Approve the administration's request to pay RESCON for their continued efforts at each site as per attached not to exceed $95,000.00 for the school year 25/26.

2. Disapprove the administration's request to pay RESCON for their continued efforts at each site, as per attached not to exceed $95,000.00 for the school year 25/26.

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The Administration recommends Board approval to continue with RESCON to continue and finish the fuel spill clean-up at each site as per attached not to exceed $95,000.00 for the school year 25/26.

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: Rescon Alaska (Name of Company) **MOA Control #:** 26.046 (Contact Brad Eisel for #)

Address: 8361 Petersburs Street (Street or POB) | Anchorage, (City) | AK (State) | 99515 (Zip + four)

(907) (Area Code) 677-7423 (Phone #) Fax # | zkirk@resconalaska.com Zack Kirk- Project Manager (E-mail Address)

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

07/01/25 (Start Date (mmddyy)) 06/30/2026 (End Date (mmddyy))

☐ W-9 Attached ☒ W-9 Submitted Previously (Verify with Brad Eisel)

Contractor Agrees To:

Rescon will do the Fuel spill clean-up in Kotzebue, at the Bus Barn and monitor Noorvik & Kivalina's previous fuel spills. See attached Proposal for specific details.

If additional space is needed, please upload attachment

District Contact Person: Mark Moore Phone #: (907) 442-1871 Ext 1871

Email Address: mmoore@nwarctic.org Fax #: (907) 442-2391

District Agrees To:

If additional space is needed, please upload attachment

Payment Terms: Upon completion of Electrical Services, NWABSD will make payment (s) accordingly.

If additional space is needed, please upload attachment

Enter Account Code as:

		Amount
Account #:	100.099.620.000.410	$ 95,000.00
Account #:		$
Account #:		$
Account #:		$
Account #:		$
Total:		$ 95,000.00

MOA Not to Exceed: 95,000.00 Budget Authority Approval: 11/10/25

Additional Conditions/Provisions

A - GENERAL INFORMATION

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

B - CONTRACTOR RESPONSIBILITIES

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

I HEREBY ACCEPT THIS MOA AND THE CONDITIONS/PROVISIONS CONTAINED HEREIN.
Any changes in the terms of this MOA must be on an ADDENDUM FORM prior to any services being performed. The ADDENDUM FORM must be approved by all parties.

Natalie Dickey

Director of Administrative Services – Fiscal Approval | Director's Signature | Date (mm/dd/yy)

Terri Walker

Superintendent –Authorized Signer NWABSD | Superintendent's Signature | Date (mm/dd/yy)

Rescon Alaska
Contractor

Contractor's Signature

11/14/25
Date (mm/dd/yy)

Sign & Date

MOA#226.046

Purchase Order

NORTHWEST ARCTIC BOROUGH
SCHOOL DISTRICT
PO BOX 51
KOTZEBUE AK 99752

No. 260836

Purchase order number must appear on all documents and packages relating to this order.

Do not overship or substitute without prior approval from the Northwest Arctic Borough School District.

Contact Purchasing Office with any changes in pricing and shipping.

P.O. Date: 11/26/2025 **Questions ?** BRAD EISEL (907) 442-1822 **Ext:** **Account:**

P.O. Issued To :

RESCON ALASKA, LLC.
8361 PETERSBURG STREET
ANCHORAGE AK 99507

Ship To:

Property Services- NWABSD
Attn: Mark Moore
PO Box 51
744 Third St.
Kotzebue AK 99752
(907) 442-1849

Contact: Zack Kirk Location: Property Services
Phone: (907) 677-7423 Fax: **Project:** None **Req#** 25261158
Reference: **Date Required:** 12/11/2025 **Award Number:** 226046MOA

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1	EA		Rescon will do uel spill clean-up in Kotzebue, at Bus Barn and Monitor Noorvik & Kivalina's previous fuel spills, See atttached Proposal for details.	100.099.620.000.410 PROF & TECHNICAL SERVICES	~~95,000.00~~	~~95,000.00~~ 175,681.05	0.00	0.00

APPROVAL SIGNATURES: Brad Eisel

Sub-Total:	~~95,000.00~~
Freight:	0.00
Tax:	0.00
Total Amount:	~~95,000.00~~ 175,681.05

NOTES:

PARTIAL PAYMENT 05.226

Order Via: Email

ENTITY COPY

Monday, December 1, 2025

Task 1 - Project Management

Labor Costs:

	Project Manager	Associate Scientist	Laborer	Admin	Totals
Hourly Rate	**$125.00**	**$98.00**	**$85.00**	**$50.00**	
Project Management / ADEC Coordination / Meeting Support	20	16	0	2	$4,168
Planning Document Preparation	8	24	0	0	$3,352
Mob/Demob	0	16	32	2	$4,388
				Labor Subtotal	**$11,908**
				TASK 1 - PROJECT MANAGEMENT LUMP SUM COST	**$11,908**

Task 2 - Site Work

Task 2 - Direct Costs:

	QTY	Units	Rate	Markup (%)	Total
AK Airlines round trip Anchorage to Kotzebue	3	way	$850	1.10	$2,805
Bearing Air - Kotzebue to Noorvik	3	way	$420	1.10	$1,386
Lodging in Kotzebue	3	day	$300	1.10	$990
Lodging in Noorvik (3 pax / $125/night)	7	day	$375	1.10	$2,888
Meals (3 pax)	21	day	$143	1.10	$3,303
Bladder containment (5000 gallons)	1	per	$5,500	1.10	$6,050
Materials shipping (Washington - ANC, ANC to Noorvik)	1	LS	$5,000	1.10	$5,500
Loader Rental	6	day	$1,300	1.10	$8,580
Fuel - (For Loader)	1	ls	$1,500	1.10	$1,650
Fuel pump with hose, fittings, ect.	1	LS	$1,000	1.10	$1,100
Misc. consumables and hand tools	1	LS	$1,000	1.10	$1,100
Bottom Liner under bladder	1	LS	$2,000	1.10	$2,200
Ice fishing hut	1	LS	$800	1.10	$880
Waterpump for transfering to bladder with fittings	1	LS	$1,200	1.10	$1,320
Frost Fighter Fuel 84hrs@ 4gphx$7.20/gallong	0	LS	$2,500	1.10	$0
PID Rental	7	Day	$90	1.10	$693
Hand Drive Geoprobe Kit	1	Day	$75	1.10	$83
				Direct Cost Total	**$40,527**

Laboratory Analysis **14 - Day Turn Around Time**	QTY	Units	Rate	Markup	Total
Borehole Samples (5 primary, 1 Duplicates)					
GRO by Alaska Method AK101	6	EA	$80.00	1.05	$504
DRO/RRO by Alaska Methods AK 102/103	6	EA	$90.00	1.05	$567
VOCs by EPA Method 8260	3	EA	$175.00	1.05	$551
PAHs by EPA Method 8270	3	EA	$180.00	1.05	$567
				Laboratory Analysis Cost Total	**$2,189**

Daily Rate

Labor Costs:

	Lead	Labor 1	Labor 2		Totals
Hourly Rate	**$95.00**	**$85.00**	**$85.00**		
Onsite labor (assumes 3 personnel / 7 days onsite)	84	84	84		$22,260
				Labor Subtotal	**$22,260**

ASSUMPTIONS

1. Delivery and full use of NWABSD frost fighter
2. Fuel for frost fighter and water pump will be sourced from onsite storage tank
3. Storage bladder can be staged on site after raw product is contained and soil samples are completed.
4. Assumes 7 days onsite for 3 personnel. Additional days, if necessary, will be billed on a day rate basis.

TASK 2 - TOTAL DIRECT COSTS **$64,977**

Task 3 - Water Treatment (Summer 2026)

Labor Costs:

	Project Manager	Associate Scientist	Laborer	Admin	Totals
Hourly Rate	**$125.00**	**$98.00**	**$85.00**	**$50.00**	
Project Management / ADEC Coordination / Meeting Support	2	8	0	2	$1,134
Mob/Demob	0	16	16	2	$3,028
Field Work	0	24	24	0	$4,392
Reporting	8	36	8	4	$5,408
				Labor Subtotal	**$13,962**

Task 3 - Direct Costs:

	QTY	Units	Rate	Markup (%)	Total
AK Airlines round trip Anchorage to Kotzebue	2	way	$850	1.10	$1,870
Bearing Air - Kotzebue to Noorvik	2	way	$420	1.10	$924
Lodging in Kotzebue	2	day	$300	1.10	$660
Lodging in Noorvik (2 pax / $125/night)	2	day	$250	1.10	$550
Meals (2 pax)	6	day	$143	1.10	$944
Granular Activated Carbon Drum (30 gallon)	1	Each	$175	1.10	$193
Water transfer pump and hose	1	Each	$1,200	1.10	$1,320
				Direct Cost Total	**$6,460**

Laboratory Analysis **14 - Day Turn Around Time**	QTY	Units	Rate	Markup	Total
Water Treatment Samples (2)					
GRO by Alaska Method AK101	2	EA	$80.00	1.05	$168
DRO/RRO by Alaska Methods AK 102/103	2	EA	$90.00	1.05	$189
VOCs by EPA Method 8260	2	EA	$175.00	1.05	$368
PAHs by EPA Method 8270	2	EA	$180.00	1.05	$378
				Laboratory Analysis Total	**$1,103**

ASSUMPTIONS

1. ADEC approves onsite discharge of treated water

TASK 3 - TOTAL COST	**$21,525**
TOTAL COST	**$98,409**

May 21, 2025

RESCON alaska

Mark Moore
Director of Property Services
Northwest Arctic Borough School District
PO Box 57
Kotzebue, AK 99752

Re: Kotzebue Spill Response – Scope of Services and Rate of Charges

Dear Mr. Moore,

Rescon Alaska LLC (Rescon) has developed this Scope of Services and Rate of Charges on behalf of the Northwest Arctic Borough School District (NWABSD) to detail environmental activities to be performed in response to the heating oil spill in Kotzebue, Alaska.

Scope of Services:

Task 1 - Remedial Action Plan

Rescon will develop a Spill Response Plan to detail remedial soil excavation efforts to remove the impacted soil. The plan will outline the remedial strategy for excavating the soil and include discussion of the approach for hauling excavated materials to the NWABSD designated landfarm area. The plan will also include the methodologies for field screening and analytical soil sample collection and the construction of the landfarm.

Rescon will draft the plan to conform to Alaska Department of Environmental Conservation (ADEC) requirements listed in Title 18 Alaska Administrative Code, Chapter 75 Oil and Hazardous Substances Pollution Control, for soil characterization and waste management. Rescon will interface closely with the ADEC Project Manager and NWABSD representatives to enable a timely approval of the selected remedial strategy and ensure the necessary logistical preparations for a successful project execution

Task 2.1 – Remedial Excavation

Upon approval of the Spill Response Plan, Rescon will mobilize two field scientists/operators to the site. This Scope of Services (and the attached Rate of Charges) assumes that the NWABSD will provide the heavy equipment to conduct the work. If additional equipment is needed, Rescon will secure the rental equipment through local providers at additional cost to NWABSD. Upon arrival at the site, the field team will commence a remedial excavation of the impacted soil. The field team will initially excavate test pits around the spill area to quantify the volume of impacted soil prior to initiating the main removal activity. After establishing an estimated area and volume

of contaminated soils that can reasonably be removed, the field team will commence excavation and hauling of contaminated soils to the landfarm treatment area.

The field scientist will use a photoionization detector (PID) and visual/olfactory observations to guide the removal activities. If field screening results indicate that all accessible soils exceeding ADEC criteria were removed, the field team will collect additional screenings and analytical samples from the excavation in accordance with the ADEC Field Sampling Guidance. The analytical samples will be submitted for the following analyses, as required for Arctic Diesel in Appendix F of the Field Sampling Guidance:

- Gasoline range organics (GRO) by Alaska (AK) Method 101,
- Diesel range organics (DRO) by AK Method 102,
- Volatile organic compounds (VOCs) by EPA Method 8260, and
- Polycyclic aromatic hydrocarbons (PAHs) at 25% of the total number of samples by EPA Method 8270.

Task 2.2 –Landfarm Construction

Rescon proposes to construct a landfarm treatment cell at the property location identified by NWABSD contingent on ADEC plan approval. Using this approach, the excavated soil will be transferred to the designated landfarm area and spread in a loose one-foot lift. Following the construction of the cell, the landfarm would require weekly tilling by NWABSD staff or contractors throughout the summer season.

At the completion of the summer, two Rescon environmental scientists would return to the site to collect post-treatment samples from the landfarm.

Note: The costs for the post-treatment sample collection is not included in the attached Rate of Charges.

If the end of summer post-treatment samples indicate that petroleum contamination still remains in the landfarm soil, the landfarm cell would be covered with a weighted liner and the tilling treatment would need to resume the following summer. Under that scenario, the Rescon scientists would return again at the end of the summer season to sample the landfarm. This process would need to repeat until the post-treatment samples confirm that the remedial objectives have been met.

If the post-treatment samples indicate that the tilling was effective in remediating the contaminated soil, the NWABSD would be able to deconstruct the landfarm and the soil would be available for conditional reuse. Following the removal of the landfarm, the Rescon scientists would have to return once more to sample the underlying soil to ensure that it was not negatively impacted by the landfarmed soil.

Task 3 – Reporting

Following completion of the initial response activities Rescon will develop a Spill Response Report for the site to detail the field activities and observations, a discussion of the analytical data results and an analysis of the site conditions. The report will quantify the amount of impacted material

removed from the excavation and note any areas where remnant impact remains in the ground due to distance to infrastructure or other excavation limitations. The report will also provide recommendations for further actions, if necessary, pertaining to the management of the release area or the landfarm soil.

General Project Assumptions:

1. Additional costs may apply for delays to project not the fault of Rescon Alaska (i.e., excessive weather conditions, site access issues, etc.).
2. NWABSD will provide private utility locating services to identify and mark any utilities in the area prior to commencing ground disturbance activities.
3. ADEC approves the selected remedial approach of transferring the impacted soil to the landfarm area as well as the proposed sample suite. Additional costs will apply if the soil must be transferred offsite in one (1) yard DOT-approved supersacks.
4. The attached Rate of Charges assumes that the NWABSD will provide all excavation equipment, fuel and at least one equipment operator to support the work.
5. All analytical samples will be submitted to the laboratory on a standard turnaround time basis.
6. Rescon will not be responsible for backfilling the open excavations. This Scope of Services assumes that NWABSD will be able to self-perform the sourcing and importing of backfill from a local source. If requested, Rescon can include this service at an additional expense.
7. NWABSD personnel will perform tilling of the landfarm to promote degradation of contaminants. Tilling activities will be performed roughly every week through the duration of the summer season.

Rate of Charges:

The costs to conduct the above scope will be charged as follows:

Task 1 – Spill Response Plan	**Lump Sum Cost:**	**$6,280**
Task 2 – Spill Response Activity		
	T2. Lump Sum Cost:	**$10,476**
	T&M Portion Cost*:	**$20,193**
Task 3 – Reporting	**Lump Sum Cost:**	**$6,830**

**Task 2 T&M Rates will be charged based on actual number of days/samples required to perform remedial excavation, hauling, and confirmation sampling. Listed costs assume 4 days and 10 samples will be required.*

TOTAL BASE COST: $43,779

A detailed cost breakdown for the project tasks is attached below.

Rescon requires a signed authorization of this Scope of Services. Upon receipt of authorization, Rescon will begin developing the remedial approach for the selected strategy for ADEC approval.

Project Authorization:

Rescon Alaska requires authorization in spaces provided at the end of this letter.

Please feel free to contact me with questions or concerns.

Respectfully Submitted,

Zack Kirk
Project Manager
Rescon Alaska, LLC

Authorized and Accepted by:

Name: Mark A Moore

Signature: [signature]

Title: Director of Property Services

Date: 5/22/2025

Attachments:

Attachment A – General Terms and Conditions

Attachment B – Rate of Charges

ATTACHMENT A

RESCON ALASKA, LLC
GENERAL TERMS AND CONDITIONS

The following Terms and Conditions govern the work to be performed by Rescon Alaska, LLC ("Consultant") for the client ("Client") identified in the accompanying proposal. By accepting the proposal or authorizing any portion of the work to be performed by the Consultant (the "Agreement"), client shall accept these Terms and Conditions, as if they had been set forth in full in the proposal.

1. **Performance**: Consultant shall perform the services set forth in the Agreement in a manner consistent with the level of care and skill ordinarily exercised by members of Consultant's profession currently practicing in similar locations and under similar conditions. Client acknowledges that Consultant has made no expressed or implied representations, guarantees or certifications regarding the results to be achieved upon the completion of the services set forth in the Agreement.
2. **Payment**: All invoices submitted by Consultant shall be immediately due and shall be payable within fifteen (15) days after their receipt by Client. Any invoice not paid by that time shall be subject to interest at a rate not exceeding one-and-one-half percent (1.5%) per month. Client shall notify Consultant in writing objecting to any charges that it does not believe are accurate or appropriate, within fifteen (15) days after receiving the invoice containing such charges. Any remaining charges that are not in dispute shall be considered valid, due and owing to Consultant. If any invoice becomes more than thirty (30) days past due, Consultant reserves the right to terminate any contract underlying to or relating to the invoice without incurring any liability to the Client. Client agrees to pay for all of Consultant's services, expenses and fees (including fees from Consultant's vendors at a rate of cost plus fifteen percent) up to and including the termination date. Client also agrees to pay for all costs associated with collecting the amounts due under the invoice, including, without limitation, attorney fees.
3. **Changes**: The Agreement may not be changed or altered except by further written agreement between the parties. The parties acknowledge that changes in the condition of property, in the information that is known with respect to the property, the scope of work requested by client or to the applicable law may occur after the Agreement was executed by the parties but before the completion of the services by Consultant under that Agreement. If these or any other changes occur, the Agreement shall be amended to provide for additional Consultant compensation commensurate with the nature and scope of the change(s).
4. **Client Cooperation**: Client agrees to fully cooperate with Consultant in the performance of its obligations hereunder. In addition to providing or securing access to the property, Client shall provide Consultant with all information in its possession or under its control that is relevant or material to Consultant's scope of work, including but not limited to reports, maps, data, site plans, communications with regulating authorities, material safety data sheets, hazard communication plans, due care plans, surveys, previous environmental reports, or any other documents that evidence the existing condition or proposed use of the property ("Client Information"). Consultant shall not be responsible or held liable for any inaccurate or incomplete information provided by Client, or for any information withheld by Client. Consultant shall not be responsible or liable for any incorrect or erroneous statements made by any governmental entity or third party upon which Consultant relies in the performance of the services hereunder. Client further agrees, upon request of Consultant, to disclose or have marked by an appropriate entity the location of all underground utilities or improvements. Client shall indemnify Consultant pursuant to paragraph 12 hereunder from any loss resulting from damage to underground utilities.
5. **Confidentiality**: Consultant shall retain as confidential all information and data furnished to it by Client. Consultant shall not disclose any confidential Client information to any third party except as directed by Client, ordered pursuant to court order or required by law.
6. **File Retention**: Consultant shall maintain client files, including copies of any reports, for a period not to exceed three (3) years after completion of the services pursuant to the Agreement. Unless otherwise requested by Client, Consultant may destroy any files after three (3) years. In the event that Client desires to have its files returned to it at that time, it shall so notify Consultant in writing and Client shall bear all costs and expenses that Consultant may incur in closing and transferring those files to Client. Consultant may retain one copy of any report for its files.
7. **Final Product**: Client acknowledges that any report prepared hereunder reflects the condition of the property to the extent information is known or reasonably ascertainable to Consultant at the time the report is issued. Any material change in use or condition of the property after the report is completed shall immediately terminate any findings or conclusions of the report that are contrary to the use or condition of the property as of the date the report was completed. Any information that Client becomes aware of after the report is completed, but which was not provided to Consultant prior to the issuance of the report, that would materially alter the findings or conclusions contained therein shall be immediately made known to

Consultant. Consultant shall have the opportunity to revise the report to include or take account of the newly provided information. Consultant may charge Client on a time and materials basis for reviewing and analyzing the newly provided information, and for all costs associated with revising the report. Such additional compensation shall be based upon Consultant's then current published rates for time and materials.

8. **Right of Entry**: Client shall obtain or grant Consultant, including its personnel and contractors, lawful access to all property as may be necessary for Consultant to complete its obligations under the Agreement. Such access shall include the right to perform and complete all acts, investigations, assessments, studies, evaluations, delineations or other actions required under the Agreement.
9. **Delays or Increased Costs**: Consultant shall use commercially reasonable efforts in performing its obligations under the Agreement in a timely manner. Consultant shall not be held responsible for any delays or increased costs caused by or attributable to: a) the failure by Client (including its employees, contractors or agents) to provide Consultant with Client Information; b) the failure by Client to provide or arrange for Consultant's access to the property or to any other documents, material, information or contractors; c) the failure of Client to secure the cooperation of any necessary third party; d) any act of God, labor trouble, fire, act of governmental authority, inclement weather or other force majeure condition; e) the discovery of unanticipated site conditions (including, but not limited to hazardous substances); or f) any other reason that is beyond Consultant's ability to control. In the event Consultant, for any reason listed herein, is unable to complete its obligations under the Agreement, it shall be given a reasonable amount of time to complete those obligations once the underlying condition is remedied. In the event one or more condition listed herein necessitates a change in the scope of work under the Agreement, Consultant shall be entitled to additional compensation for any additional efforts that may be required, based upon a time and materials basis. Such additional compensation shall be based upon Consultant's then current published rates for time and materials.
10. **Termination**: This Agreement may be terminated by either party upon fifteen (15) days written notice. In the event this Agreement is terminated by Client, Consultant shall be entitled to payment in full for all activities completed as of the date termination becomes effective. Any payment to which Consultant is entitled shall be calculated on a time and materials basis, based upon Consultant's then current published rates for time and materials.
11. **Indemnification**: Client shall indemnify, protect and hold harmless Consultant, its owners, agents, officers, directors, employees, subcontractors and agents from and against any and all liability, claims, demands, losses, damages, expenses, fines, levies and costs, including actual attorneys fees, whether direct, indirect or consequential, arising out of, related to or otherwise resulting from Consultant's performance under the Agreement. All claims brought against Consultant, relating to the Agreement or otherwise, whether based upon contract, tort, statute or otherwise, must be brought within one (1) year from the completion of the services under the Agreement or they shall be forever barred.
12. **Insurance and Limits of Liability**: Consultant shall procure and maintain, at its own expense, during the term of the Agreement, such insurance as may be required by law. Consultant's liability for any claimed damages arising out of or related to any services provided under the Agreement shall be limited to the amounts, limits, exclusions and conditions of the insurance maintained by Consultant. In no event shall Consultant be liable for any claims based upon contract or tort for any loss of business opportunity, profits or any special, incidental, consequential or punitive damages.
13. **Lien**: In order to secure payment of the amounts for which it has contracted hereunder, including amounts that it may have advanced in furtherance of its obligations under the Agreement between Consultant and Client, Consultant hereby notifies Client that it intends to utilize any rights that it may have under Alaska Statutes. Client hereby authorizes Consultant to execute and record on its behalf any and all documents (including any applicable lien waivers or releases) necessary or desirable to comply with the law.
14. **Compliance with Laws**: With respect to the services provided to Client hereunder, Consultant shall comply with all applicable federal, state and local laws, ordinances, rules and regulations duly promulgated. Client represents that it possesses all necessary permits, licenses and permissions for the continuation of Consultant's activities at the property.

2025 Kotzebue Spill Response

Northwest Arctic Borough School District
Kotzebue, Alaska

Task 1 - Remedial Action Plan						
Task 1 - Labor Costs:						
		Project Manager	Associate Scientist	Drafter	Admin	Totals
Hourly Rate		$130.00	$105.00	$85.00	$40.00	
Project Management / ADEC Coordination / Meeting Support		8	6	0	2	$1,750
Planning Document Preparation		8	30	4	0	$4,530
					Labor Total	$6,280
					TASK 1 - LUMP SUM COST	**$6,280**

Task 2 - Spill Response						
Task 2A - Lump Sum Costs:						
Task 2A - Labor	Project Manager	Associate Scientist	Sampler / Operator	Laborer	Admin	Totals
Hourly Rate	$130.00	$105.00	$95.00	$90.00	$40.00	
Project Management	12	12	0	0	2	$2,900
Mobilization / Demobilization	2	10	10	4	0	$2,620
					Labor Total	$5,520
Task 2A - Expesnes						
Item		**QTY**	**Units**	**Rate**	**Markup (%)**	**Total**
Roundtrip Airfare (ANC to OTZ)		3	Each	$250	1.05	$788
Freight Shipping		1000	LBS	$1 25	1.05	$1,313
6 mil reinforced cover liner (approx 3,000 sqft)		4	Each	$580	1.05	$2,436
Other miscellaneous consumables (landfarm maint. sand bags, fencing, etc.)		1	Each	$400	1.05	$420
					Expenses Total	$4,956
					Task 2A Lump Sum Costs Total	**$10,476**
Task 2B - Time and Materials* Costs:						
Task 2B - Expenses and Labor						
Item		**QTY**	**Units**	**Rate**	**Markup (%)**	**Total**
Lodging (Assumes 3 nights)		6	Each	$290	1.05	$1,827
Vehicle rental		4	Day	$240	1.05	$1,008
Photolonization Detector (PID)		4	Day	$90	1.05	$378
One Cubic Yard Supersacks		0	Each	$55	1.05	$0
Midsized Excavator		0	Day	$0	1 05	$0
Front End Loader		0	Day	$0	1.05	$0
Skidsteer with forks		0	Day	$0	1.05	$0
Fuel		0	Gallons	$3.75	1.05	$0
Time and Materials Day Rates - Includes: Labor, Per Diem (meals only, $97/day per person) 4 days for 2 PAX		8	Days	$1,400	1.00	$11,200
**Note: T&M Day Rate will be charged based on actual number of days required to perform remedial excavation, hauling, and confirmation sampling. Assume 4 days will be required.*						
					Expenses and Labor Cost Total	$14,413
Task 2B - Laboratory Expenses						
Laboratory Analysis 14 - Day Turn Around Time		**QTY**	**Units**	**Rate**	**Markup (%)**	**Total**
Analytical Samples (10 Soil + Trip Blanks for GRO/VOC analysis)**						
GRO by Alaska Method AK101		11	EA	$80.00	1 05	$924
DRO/RRO by Alaska Methods AK 102/103		10	EA	$90.00	1 05	$945
VOCs by EPA Method 8260		11	EA	$175.00	1.05	$2,021
PAHs by EPA Method 8270		10	EA	$180.00	1 05	$1,890
***Note: Assumes: 3 soil characterization samples, 4 sidewall samples and 1 floor sample from excavation, plus 1 landfarm baseline sample, for a total of 9, plus 1 field duplicate. Additional sample collection will be charged at the rates shown.*						
					Laboratory Analysis Total	$5,780
					Task 2B T&M Costs Total	**$20,193**
					TASK 2 - COST	**$30,669**

Task 3 - Reporting						
Task 4 - Labor Costs:						
	Project Manager	Associate Scientist	Drafter	Data Review	Admin	Totals
Hourly Rate	**$130.00**	**$105.00**	**$95.00**	**$100.00**	**$40.00**	
Project Management / ADEC Coordination / Meeting Support	2	4	0	0	0	$680
Report Preparation	4	36	6	12	2	$6,150
					Labor Subtotal	$6,830
					TASK 3 - LUMP SUM COST	**$6,830**
					TOTAL COST	**$43,779**

Invoice

RESCON alaska

Rescon Alaska, LLC
8361 Petersburg St
Anchorage, AK, 99507

MOA #226.04
PO #260836

Northwest Arctic Borough School District
Mark Moore
Director of Property Porperty
PO Box 51
Kotzebue, AK 99752

November 13, 2025
Invoice No: 0085-013 - 1

Project 0085-013 Kotzebue Spill Response - NWABSD

Professional Services from October 01, 2025 to October 31, 2025

Fee

Total Fee	43,779.00			
Percent Complete	95.00	Total Earned	41,590.05	
		Previous Fee Billing	0.00	
		Current Fee Billing	41,590.05	
		Total Fee		**41,590.05**
			Total this Invoice	**$41,590.05**

12.01.25 SIGNED OFF BY NWABSD @ 11:51 AM

COPY

Invoice

RESCON alaska

Rescon Alaska, LLC
8361 Petersburg St
Anchorage, AK, 99507

MOA #226.046
PO # 2600836

Northwest Arctic Borough School District
PO Box 51
Kotzebue, AK 99752

November 13, 2025
Invoice No: 0085-014 - 1

Project 0085-014 Kivalina Teacher Housing Spill Response
Professional Services from October 01, 2025 to October 31, 2025
Fee

Billing Phase	Fee	Percent Complete	Earned
Work Plan Development	5,110.00	100.00	5,110.00
2025 Sample Collection	20,188.00	100.00	20,188.00
Reporting	6,830.00	0.00	0.00
Total Fee	32,128.00		25,298.00
	Previous Fee Billing		0.00
	Current Fee Billing		25,298.00
	Total Fee		**25,298.00**
		Total this Invoice	**$25,298.00**

11:51 AM SIGNED OFF BY TWISTAS 12.01.25

COPY

MOA# 226.046
PO# 2608346

Invoice

RESCON alaska

Rescon Alaska, LLC
8361 Petersburg St
Anchorage, AK, 99507

Northwest Arctic Borough School District
PO Box 51
Kotzebue, AK 99752

January 28, 2026
Invoice No: 0085-016 - 1

Project 0085-016 Noorvik School Heating Oil Spill

Professional Services from January 01, 2026 to January 31, 2026

Phase 0000000001 Initial Response

Fee

Total Fee	10,384.00			
Percent Complete	100.00	Total Earned	10,384.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	10,384.00	
		Total Fee		**10,384.00**
			Total this Phase	**$10,384.00**
			Total this Invoice	**$10,384.00**

9:34 AM SIGNED OFF IN

Invoice

RESCON alaska

Rescon Alaska, LLC
8361 Petersburg St
Anchorage, AK, 99507

MOA # 226.046
PO # 2608836

Northwest Arctic Borough School District
Mark Moore
Director of Property Porperty
PO Box 51
Kotzebue, AK 99752

February 03, 2026
Invoice No: 0085-013 - 2

Project 0085-013 Kotzebue Spill Response - NWABSD

Professional Services from January 01, 2026 to January 31, 2026

Fee

Total Fee	43,779.00			
Percent Complete	100.00	Total Earned	43,779.00	
		Previous Fee Billing	41,590.05	
		Current Fee Billing	2,188.95	
		Total Fee		**2,188.95**
			Total this Invoice	**$2,188.95**

COPY

04.14.26
SIGNED OFF TW
TWILSON@ 9:59 AM

Invoice

RESCON alaska

Rescon Alaska, LLC
8361 Petersburg St
Anchorage, AK, 99507

MOA# 226.046
PO# 2608360

Northwest Arctic Borough School District
PO Box 51
Kotzebue, AK 99752

May 12, 2026
Invoice No: 0085-016 - 2

Project 0085-016 Noorvik School Heating Oil Spill
Professional Services from April 01, 2026 to April 30, 2026

Phase 0000000002 Snow Management
Fee

Total Fee	98,409.00			
Percent Complete	94.5046	Total Earned	93,001.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	93,001.00	
		Total Fee		**93,001.00**

Unit Billing

4/23/2026	4 days x 2 people at $1200 per day	8.0 Days @ 1,200.00	9,600.00	
	Total Units		**9,600.00**	**9,600.00**
		Total this Phase		**$102,601.00**
		Total this Invoice		**$102,601.00**

TO PAY & CLOSE OUT P.O

3:38 PM
SIGNED OFF TO TWISLANS

KEECO

MOA#226.046

Date	Receipt #	Amount $	Beginning Balance
			175,681.05
11.13.25	0085-13-1	41,590 05	134,091.00
11.13.25	0085-014-1	25,298 00	108,793.00
01.28.26	0085-016-1	10,384 00	98,409.00
02.03.26	0085-013-2	2188 95	96,220.05
05.12.26	0085-016-2	102,601 00	-6,380.95

MEMORANDM

TO: NWABSD Board of EducationMembers

DATE: June 23, 2026

NUMBER: 26-191

FR: Office of the Superintendent

SUBJECT: MOA Refrigeration Solutions

ABSTRACT:

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

ISSUE:

At issue is board approval of the administration's request to pay $165,000.00 to Refrigerated Solutions to service, repair and monitor the NWABSD's commercial refrigeration equipment in FY27.

BACKGROUND AND/OR PERTINENT INFORMATION:

The NWABSD Property Services department uses Refrigerated Solutions to service, repair and monitor our commercial refrigeration equipment. The property services department is requesting authorization to pay Refrigerated Solutions an amount not to exceed $165,000 to service, repair and monitor our refrigeration equipment in FY27.

FUNDING SOURCE:

Maintenance Budget

ALTERNATIVES:

1. Approve the administration's request to pay Refrigerated Solutions an amount not to exceed
   $165,000 to service, repair and monitor NWABSD refrigeration equipment in FY27.
2. Disapprove the administration's request to pay Refrigerated Solutions an amount not to exceed $165,000.00 to service, repair and monitor NWABSD refrigeration equipment in FY27.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of the administration's request to pay Refrigerated Solutions an amount not to exceed $165,000 to service, repair and monitor NWABSD refrigeration equipment in FY27.

ATTACHMENT:

MOA Proposal from Refrigerated Solutions

MOA PROPOSAL 2026/2027

This proposal is to provide ongoing refrigeration system maintenance, repair support, monitoring services, and refrigeration electrical/power safety oversight for District facilities located throughout the **Northwest Arctic Borough School District**. **Refrigerated Solutions** will continue to provide preventative maintenance, repair coordination, monitoring systems, and technical support intended to improve equipment reliability, reduce emergency failures, protect food storage assets, and enhance operational safety.

Proposal - $165,000.00

Refrigeration Maintenance & Repairs — $100,000

Services include maintenance and repair support for refrigeration systems located within all 11 village school facilities, including but not limited to:

Walk-in coolers and freezers, Reach-in refrigeration equipment, Ice machines, Refrigeration controls and components, Emergency refrigeration diagnostics, Preventative maintenance inspections, Coordination of repair logistics and service scheduling, Technical troubleshooting support, Recommendations for replacement or upgrade when necessary.

Monitoring & Safety Services — $65,000

Services include installation, management, and oversight of monitoring and safety systems, including:

Refrigeration temperature monitoring, Alarm notification systems, Voltage and power quality monitoring, Power interruption tracking, Electrical safety monitoring, Remote notification for critical failures, Monitoring support and reporting, Assistance in preventing food loss and equipment damage

Refrigerated Solutions will assist the District in identifying developing electrical or refrigeration issues before catastrophic equipment failure occurs whenever possible.

LIMITATIONS

This proposal does not guarantee uninterrupted operation of equipment due to factors outside **Refrigerated Solution's** control including but not limited to:

Utility power failures, Shipping delays, Weather-related access limitations, Manufacturer defects, Catastrophic equipment failure, Pre-existing equipment deficiencies

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: 26-192

FR: Office of the Superintendent

SUBJECT: Approval of Purchase of Flatbed Pickup for Property Services

ABSTRACT:

Purchase of 2025 Chevrolet Silverado 3500 (one ton) flatbed from Chevrolet of South Anchorage

ISSUE:

Property Services in Kotzebue currently operates with two half-ton flatbed pickups, model years 2015 and 2016. Both vehicles are aging, experience frequent mechanical issues, and require increasing amounts of maintenance, resulting in reduced reliability and operational efficiency.

Due to the volume and weight of freight regularly received and transported for the district, a one-ton flatbed truck is needed to adequately support Property Services operations. The acquisition of a one-ton flatbed truck was identified as a priority need and was considered during the development of the FY27 budget.

BACKGROUND AND/OR PERTINENT INFORMATION:

It has been several years since a replacement flatbed pickup truck has been purchased for the Kotzebue Property Service Department. The two remaining flatbeds are often in need of repair, it is indispensable that the department has third newer and hopefully more reliable flatbed truck. Property Services has put an offer on a 2025 one ton flatbed pickup truck and it is being held for a Board decision by Chevrolet of South Anchorage. Price includes barge shipping to Kotzebue from Anchorage.

Funding Source:

General Funds in Property Services FY27 Budget

ALTERNATIVES:

1. Approve the administration's request to purchase the 2025 Chevrolet 3500HD flatbed pickup truck from Chevrolet of South Anchorage not to exceed $67,790.00.
2. Disapprove the administration's request to purchase the 2025 Chevrolet 3500HD flatbed pickup truck from Chevrolet of South Anchorage not to exceed $67,790.00.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approval of the administration's request to purchase the 2025 Chevrolet Silverado 3500HD from Chevrolet of South Anchorage not to exceed $67,790.00.

SEE ATTACHED DOCUMENTATION









Confirm Availability

2025 Chevrolet Silverado 3500 HD

WT

Dealer Fleet Grounded Stock

$56,175
DRIVE IT NOW PRICE

Track Price

Less ^

MSRP	$59,675
2 Sr Freedom Platform Bon	+$12,000
Rebate & Incentive Discount	-$6,000
Customer Cash	-$500
Drive It Now Price:	$56,175

Add. Offers you may Qualify For:

GM Fleet Responder Offer	-$500
Chevrolet Military Bonus Cash	-$500
GM Military Offer	-$500

0% APR for 60 Months and 90 Day Payment Deferral to the Qualified Buyers

Please Note: [illegible]

DRIVE IT NOW PRICE	$56,175.00
ADDITIONAL BUSINESS CHOICE REBATE	-$500.00
REGISTRATION (ASSUMING EXEMPT TAGS)	$15.00
AML QUOTE SHIPPING TO kOTZEBUE	$12100.00

TOTAL **$67,790.00**

RECENT PRICE DROP!

Click to Open

2025 Chevrolet Silverado 3500 HD

WT

Dealer Fleet Grounded Stock

$56,175

DRIVE IT NOW PRICE

Track Price

Less

MSRP:	$50,675
8.5' Freedom Platform Bed	+$12,000
South Anchorage Discount	-$6,000
Customer Cash	-$500
Drive It Now Price:	**$56,175**
Up-fit Rebate	-500

Add. Offers you may Qualify For:

GM First Responder Offer	-$500
Chevrolet Military Bonus Cash	-$500
GM Military Offer	-$500

3.9% APR for 60 Months and 90 Day Payment Deferral for Well-Qualified Buyers When Financed w/ GM Financial

Vehicle Locator

Dealer Information

CHEVROLET OF SOUTH ANCHORAGE
9100 OLD SEWARD HWY
ANCHORAGE, AK 99515
Phone: 907-365-8600
Fax: 907-365-8661

1GB3KSE76SF127820
Model Year: 2025
Make: Chevrolet
Model: 3500HD Silverado
CK30903-LWB, 4WD, Reg Cab
PEG: 1WT-Work Truck Preferred Equipment Group
Primary Color: GAZ-Summit White
Trim: H1T-1WT/1FL-Cloth, Jet Black, Interior Trim
Engine: L8T-Engine: 6.6L, V-8, SIDI
Transmission: MKM-10-Speed Automatic

Event Code: 5000-Delivered to Dealer
Order #: DQZPBF

Order Type: FNR-Fleet Commercial
Stock #: SF127820
Inventory Status: Available

Additional Vehicle Information

Vehicle Options

Chargeable Options

	MSRP
9L7-Upfitter / Accessory Electrical Switches	$150.00
K05-Engine Block Heater	$100.00
K4Z-Battery, Auxiliary, 700 CCA	$135.00
KW5-Alternator, 220 AMP	$150.00
ZW9-Delete: Pick-Up Box	-$1,155.00

No Cost Options

FE9-Federal Emissions
GT4-Rear Axle: 3.73 Ratio
L8T-Engine: 6.6L, V-8, SIDI
MKM-10-Speed Automatic
PYT-Wheels: 18" Steel, Painted
VQ2-Holdback N/A, Dealer Fleet Assistance

Other Options

1SZ-Option Package Discount
4AA-Interior Trim, Jet Black
9J4-Bumper: Rear Delete
AQQ-Keyless Remote Entry

AZ3-Seats: Front 40/20/40 Split-Bench, Full Feature
BG9-Floor Covering: Rubberized Vinyl, Black
Body Type Description-Flatbed Truck

E2C-Proc Opt OTD Expedite

FLT-Fleet Processing Option
G80-Auto Locking Differential, Rear
H1T-1WT/1FL-Cloth, Jet Black, Interior Trim
J25-ENGINEERING YEAR 2025
JL1-Integrated Trailer Brake Controller
K47-Heavy Duty Air Filter
KNP-Transmission Cooling System

NB5-Single Exhaust System

On Lot Notes-Summit White exterior and Jet Black interior, Work Truck trim. WiFi Hotspot, Keyless Start, 4WD, Tow Hitch, TRANSMISSION, ALLISON 10-SPEED AUTOMA... ENGINE, 6.6L V8 WITH DIRECT INJECTION... Back-Up Camera. CLICK NOW!

KEY FEATURES INCLUDE
Back-Up Camera, Trailer Hitch, Keyless Start, WiFi Hotspot Hands Free Calling, Keyless Entry, Electronic Stability Control, 4-Wheel ABS, Vinyl Seats.

OPTION PACKAGES
Bluetooth® audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay® and Wireless Android Auto® compatibility (STD), (401 hp [299 kW] @ 5200 rpm, 464 lb-ft of torque [629 N-m] @ 4000 rpm) (STD), (STD). Chevrolet Work Truck with Summit White exterior and Jet Black interior features a 8 Cylinder Engine with 401 HP at 5200 RPM*.

WHY BUY FROM US
Chevrolet of South Anchorage is Alaska's #1 Chevrolet dealership. We have the state's largest selection of New Chevy's as well as a huge selection of GM Certified Pre-Owned Chevrolet, Buick and GMC models! Plus, with our team of finance experts and relationships with local and national banks, we can help you get your next vehicle!

Plus tax, title and license. See dealer for Stock Numbers. "MSRP" is the Manufacturer's Suggested Retail Price. An advertisement and/or listing with MSRP displayed does not necessarily mean that vehicle is being offered for sale by this dealership at MSRP

R8A-Processing Option
SFW-Back-Up Alarm Calibration (SEO)
TQ5-Headlamps, Intellibeam
UE1-OnStar Communication System
UEU-Sensor, Forward Collision Alert
UKJ-Sensor, Front Pedestrian Braking
V76-Recovery Hooks

1WT-Work Truck Preferred Equipment Group
5A7-Spare Wheel, Delete
9L3-Spare Tire Delete (SEO)
AXG-WINDOW REG DRVR DR POWER OPERATED, EXPRESS UP/DOWN
B0V-Production Week 38

Body Manufacturer-Monroe
DBG-Mirrors, O/S: Man. Ext & Folding, Heat, Turn Indicator
EF7-COUNTRY UNITED STATES OF AMERICA (USA)
Fuel Type-Gasoline
GAZ-Summit White
IOR-Chevrolet Infotainment, 7" Color Screen
JFP-GVW Rating 11,300 Lbs
K34-Cruise Control
KC4-Cooler, Engine Oil
MAH-MARKETING AREA US, PUERTO RICO/USVI
NQF-Transfer Case: w/ Rotary Dial Control, Electronic Shift
QF6-Tires: LT275/70 R18 All Terrain, Blackwall

R9Z-Sold Order Expedite
SRW-Single Rear Wheel
UDU-Provisions: Rear View Camera
UE4-Following Distance Indicator
UHY-Automatic Emergency Braking
Upfit Model Description-Silverado 3500
VGC-Paint Protector Film for Shipping

Purchase Requisition — Business and Administrative Services — No. 25262212

Vendor Information

CHEVROLET OF SOUTH ANCHORAGE
9100 OLD SEWARD HIWAY

ANCHORAGE AK 99515
Contact Person:
Phone: (907) 365-8600 Fax: (907) 365-8664

Requisition Information

SHIP TO: Property Services- NWABSD
REQUESTER: Natalie Dickey
PROJECT: None
REQUISITION TYPE: Purchase Order
ORDER METHOD: Email
REQUISITION DATE: 5/26/2026 DATE REQUIRED: 6/10/2026
REFERENCE: Order #DQZPBF
BUYER: AWARD NUMBER:

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1	EA	#SF 127820	2025 Chevrolet 3500 HD Silverado Vin# 1GB3KSE76SF127820	100.000.000.000.660 PREPAID EXPENSES	56,175.00	56,175.00	0.00	0.00
2	1	EA		Additional Business Choice Rebate	100.000.000.000.660 PREPAID EXPENSES	-500.00	-500.00	0.00	0.00
3	1	EA		Registration -Exempt Tags	100.000.000.000.660 PREPAID EXPENSES	15.00	15.00	0.00	0.00
4	1	EA		Shipping on AML to Kotzebue	100.000.000.000.660 PREPAID EXPENSES	12,100.00	12,100.00	0.00	0.00
5	1	EA		Actual Account Code is 100.099.620.000.510	100.000.000.000.660 PREPAID EXPENSES	0.00	0.00	0.00	0.00

Internal Notes:

APPROVAL SIGNATURES: [signature] 5/26/2026

Sub-Total:	67,790.00
Freight:	0.00
Tax:	0.00
Total Amount:	67,790.00

NOTES:

REQUESTER'S COPY

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 2, 2026

NUMBER: 26-193

FR: Office of the Superintendent

SUBJECT: Approval of FY27 MOA DD Strait Consulting, LLC

STRATEGIC PLAN/BOARD GOAL:

Goal 4: Support Systems
Strategy 3: Improve School Facilities

ABSTRACT:

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

ISSUE:

At issue is approval of an FY27 MOA for DD Strait Consulting, LLC for Capital Projects Management Services in an amount Not to Exceed $150,000.

BACKGROUND AND/OR PERTINENT INFORMATION:

In early 2024 DD Strait Consulting, LLC was selected as the replacement capital projects manager following a competitive Request For Proposal process. That contract may be renewed up to four additional years, and the position must be advertised every five years.

Scope of Work for the position includes grant applications to various entities, management of any funded projects, and additional duties as requested. The District currently has roughly $102M in design and construction projects being managed by DD Strait Consulting.

The contract includes both direct labor costs and reimbursable costs, such as travel, printing or postage, etc. as they arise. As a contractor instead of a district employee, DDSC does not receive District benefits.

Estimated amounts for FY27 CIP Management per project		**Reimbursed by Grant if awarded?**	
IḶIḶGAAT MUNAQSRIVIAT Childcare Center	$15,000	yes	
Buckland Boilers	$7,000	yes	
Deering Gravel and Permitting	$10,000	yes	
Deering K12 Replacement School	$15,000	yes	
HVAC Controls Replacements, 8 Schools	$12,000	yes	
Davis-Ramoth K-12 School Renovation	$20,000	yes	
Shungnak Fire Systems and HVAC Controls Replacement	$12,000	yes	
Secure Vestibule Code Modifications – no grant funding yet	$10,000	no	
Districtwide Fire System Replacement, 6 sites	$12,000	yes	
Noatak Teacher Duplexes	$10,000	yes	

Buckland, Kivalina and Noatak Renovations & Addition Teacher Housing	$10,000	yes	
Ambler Teacher Housing- application fall ’26 & potential award	$7,000	Only after award	
General Assistance as requested by the District, attendance at Board meetings, teacher housing and playground assessments, grant applications for future projects, etc., includes travel related reimbursables.	$10,000	Not all, but most is paid back from grants if/when awarded	
	$150,000		

FUNDING SOURCE:
Various grants and District funds

ALTERNATIVES:

1. Approve an FY27 MOA to DD Strait Consulting, LLC for Capital Projects Management Services Not to Exceed $150,000 as presented;

2. Do not approve an FY27 MOA to DD Strait Consulting, LLC for Capital Projects Management Services Not to Exceed $150,000 as presented;

3. Take no final action.

ADMINISTRATION’S RECOMMENDATION:

The administration recommends the Board approval of an FY27 MOA to DD Strait Consulting, LLC for Capital Projects Management Services Not to Exceed $150,000 as presented.

ATTACHMENT:
None

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: 26-194

FR: Office of the Superintendent

SUBJECT: Approval of MOA with NANA Management Services, LLC to provide STAR Security Services

ABSTRACT:

Board approval is required for purchases that exceed $50,000. The administration requests School Board approval to enter into a contract with NANA Management Services, LLC, in the amount of $153,088.32 to provide twelve-hour nighttime security at the STAR dormitory.

ISSUE:

At issue is the approval of a Memorandum of Agreement (MOA) with NANA Management Services, LLC. All MOAs that exceed $50,000 require Board approval.

BACKGROUND AND/OR PERTINENT INFORMATION:

This Memorandum of Agreement (MOA) will allocate STAR of the Northwest Magnet School funds to provide a 12-hour overnight security guard, 7 days a week, for 38 weeks while the magnet school dormitory is open. This will ensure consistent, professional nighttime security for STAR and ReadiSTAR students.

Funding: Grant STAR

ALTERNATIVES:

1. Approve the MOA with NANA Management Services, LLC in the amount not to exceed $153,088.32 as presented;

2. Disapprove the MOA not to exceed $50,000 with NANA Management Services, LLC;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends that the Board approve the Memorandum of Agreement with NANA Management Services, LLC, in the amount not to exceed $153,088.32 as presented.

SHORT-TERM SECURITY SERVICES AGREEMENT

THIS AGREEMENT is made by and between NANA Management Services, LLC, an Alaska Limited Liability Company located at 4041 B St., Anchorage, Alaska 99503 ("Vendor"), and Northwest Arctic Borough School District located at PO Box 51, Kotzebue, AK 99752 ("Client"), hereinafter individually referred to as "Party" and collectively referred to as the "Parties".

In consideration of the promises and mutual covenants set forth herein, the Parties hereto agree as follows:

AGREEMENTS

1. Term. This Agreement commences on August 10, 2026 and will continue until June 1, 2027, unless terminated earlier as provided in Section 5 of this Agreement.

2. Scope of Work. Vendor shall provide a single security officer for 12-hour shifts, 7 days a week.

3. Assumptions.

- Client will provide suitable housing and meals for the security officer.
- Services will be provided for 38 weeks. Any additional weeks will billed at the weekly rate, partial weeks will be billed per hour.
- If service duration does not total 38 weeks, the remaining weeks will not be billed.
- Client will provide reimbursement for security officer travel with no additional markup.
- In the event meals are not available, client will reimburse for actual meal costs, not to exceed the Federal meal allowance for the Kotzebue region.

4. Pricing. Vendor shall charge Client for services at the rates below.

	Hourly Bill Rate	Weekly Total
Security Officer	$47.96 per hour	$4,028.64 per week

5. Payment Terms. Vendor shall submit an invoice to Client upon completion of the work. Payment is due fifteen (15) days after receipt of invoice by Client. Invoice will be sent to:

Northwest Arctic Borough School District
PO Box 51
Kotzebue, Alaska 99752

Vendor may charge, and Client agrees to pay, an administrative fee on late payments equal to one and onehalf percent (1.5%) per month or, if it is less, the maximum allowed by law, from the date payment is due until paid. Upon termination of the Agreement, all outstanding amounts shall become immediately due and payable.

6. Termination.

a. Voluntary Termination. Either Party may terminate this Agreement, in whole or in part, for any or no reason, on thirty (30) days' written notice to the other Party.

b. Termination for Cause. Each Party hereto shall have the right to terminate this Agreement in the event of a material breach by the other Party if such breach is not remedied within five (5) days after written notice of such default from the non-breaching Party.

A termination for cause will not deprive the terminating Party of any and all claims for damages arising out of the breach, or of any other remedy available at law or in equity. In no event will either Party be liable to the other for consequential or special damages or lost profits resulting from such breach.

Upon termination of this Agreement, all outstanding amounts for services provided prior to the date of termination shall immediately become due and payable.

7. Insurance. Vendor shall obtain and maintain during the term of this Agreement the following minimum limits of insurance coverage:

a. Workers' Compensation Insurance as required by AS 23.30.045. This coverage must include statutory coverage and employer's liability protection for not less than $100,000 per occurrence.

b. General Liability Insurance with coverage limits not less than $1,000,000 combined single limit per occurrence and annual aggregates where generally applicable.

c. Automobile Liability Insurance covering all owned, hired, and non-owned vehicles with coverage limits not less than $100,000 per person/$500,000 per occurrence bodily injury and $50,000 property damage, or $500,000 combined single limit per accident.

Client shall keep Client's buildings, including the Premises and all property contained therein, insured against loss or damage from fire, explosion or other cause normally covered by standard broad form property insurance policies.

8. Indemnity. Each Party (as the "Indemnifying Party") shall indemnify, defend, and hold harmless the other Party (as the "Indemnified Party"), their affiliates, officers, directors, employees, agents, and other representatives from and against any and all claims, demands, losses, liabilities, damages, expenses (including reasonable attorney fees) and causes of action (hereinafter "Claims") for Claims caused by or resulting from the fault, negligent or reckless acts or omissions of the Indemnifying Party, its officers, employees, agents, contractors, licensees or invitees. Any Claims that are the result of negligence or willful misconduct of both Parties, their officers, directors, employees, agents, contractors, licensees or invitees shall be apportioned on a comparative fault basis, and each Party shall indemnify the other Party for any liabilities and damages assessed against them in excess of their percentage of liability. This provision shall survive the termination of this Agreement.

9. Amendments. This Agreement may only be amended in writing signed by both Parties.

10. Assignment. This Agreement may not be assigned, in whole or in part, by either Party without the prior written consent of the other Party, which consent shall not be unreasonably withheld, except

Vendor may, without prior approval and without being released from any of its responsibilities hereunder, assign this Agreement to any Affiliate of Vendor. Any purported assignment in violation of this section shall be null and void and of no force and effect. Subject to the terms hereof, this Agreement shall be binding on, and inure to the benefit of, the Parties, their heirs, successors and permitted assigns.

11. Binding. This Agreement shall be binding upon the Parties hereto, their successors and assigns.

12. Compliance with Law. Parties are in compliance with and shall comply with all applicable laws, regulations and ordinances. Parties have and shall maintain in effect all the licenses, permissions, authorizations, consents and permits required to carry out the obligations under this Agreement.

13. Entire Agreement. This Agreement and all Work Orders issued pursuant to this Agreement constitute the entire Agreement between the Parties and supersede and replace any prior or contemporaneous oral or written contracts or communications concerning the matters contained herein. If any provisions of this Agreement or any Work Orders issued pursuant to this Agreement shall be determined to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

14. Force Majeure. Neither Vendor nor Client shall be liable for failure to perform its respective obligations hereunder when such failure is caused by earthquakes, fire, explosion, water, act of God, civil disorder or disturbance, strikes, vandalism, war, sabotage, weather and energy related closings, governmental rules or regulations, or like causes beyond the reasonable control of either Party.

15. Governing Law and Forum. This Agreement shall be construed and interpreted in accordance with the laws of the State of Alaska, excluding choice of laws principals, and the laws of the United States. Any suit shall be brought in Superior Court in Anchorage, Alaska.

16. Insolvency. In addition to all other rights herein, either Party hereto may terminate this Agreement without prior notice should the other Party become insolvent, voluntarily file for bankruptcy or receivership, or make any assignment for the benefit of creditors, or should the other Party have commenced against it any proceeding, suit or action in bankruptcy or receivership provided such proceeding, suit or action is not dismissed within thirty (30) days.

17. Independent Contractor. Vendor shall be an independent contractor and shall retain full and complete control over its employees, agents, and subcontractors. Nothing in this Agreement shall be deemed to create any employee employer relationship between Vendor's employees and Client. Nothing in this Agreement shall be deemed to create any partnership, agency or joint venture relationship.

18. Notice. Any notice required to be given under this Agreement shall be in writing and shall be delivered personally or sent by express courier, by electronic mail, or by United States certified mail, postage prepaid with return receipt requested, addressed to the other Party as follows:

To Vendor:

NANA Management Services, LLC
Attention: Corporate Counsel
4041 B St., Anchorage, Alaska 99503

To Client:

Northwest Arctic Borough School District
PO Box 51
Kotzebue, Alaska 99752

or to such other persons or places as either of the Parties may hereafter designate in writing. All such notices shall be effective when received.

19. Severability. Each portion, part or term of this Agreement shall be considered severable. If any provision of this Agreement is held to be unenforceable for any reason, it shall be adjusted rather than voided, if possible, in order to achieve the intent of the Parties. In any event, all other provisions of this Agreement shall be deemed valid, binding and enforceable.

20. Survival of Obligations. The obligations of the Parties concerning indemnification, and liability shall survive the completion, termination or expiration of this Agreement.

21. Taxes. Any applicable sales or use taxes imposed by a taxing jurisdiction(s) in connection with or incidental to Services to be performed under this Agreement will be collected by Vendor and remitted to the appropriate taxing jurisdiction(s). Any sales or use tax to be collected and remitted by Vendor will be separately stated on all invoices.

22. Waiver/Construction and Effect. A waiver of any failure to perform under the Agreement shall neither be construed as nor constitute a waiver of any subsequent failure. No waiver by either Party of any default or breach on the part of one Party will affect the rights or remedies of either Party hereto in the event of subsequent violation or breach. The article and section headings used herein are used solely for convenience and shall not be deemed to limit the subject of the articles and sections or be considered in their interpretation. Any Exhibits referred to herein are made a part of the Agreement by reference, provided that in the event of a conflict between the terms of such exhibit or any other document incorporated herein, and the terms of this Agreement, the terms of the Agreement shall govern.

23. Consequential Damages. Neither party shall be liable to the other for any special, incidental, indirect or consequential damages, nor for any loss of profits, production or business interruption arising out of or in connection with Vendor' performance under this Agreement.

24. Personnel Obligations. Each party hereto shall be solely responsible for all employment and personnel actions and all claims arising out of injuries occurring on the job for employees on its respective payroll.

25. Safe Work Environment. Client will provide Vendor a safe work environment.

26. Counterparts and Electronic Signatures. For the convenience of the Parties, any number of counterparts of this Agreement may be executed by any one or more Parties hereto, and each such executed counterpart shall be, and shall be deemed to be an original, but all of which shall constitute, and shall be deemed to constitute, in the aggregate but one and the same instrument. This Agreement may be circulated for signature through electronic transmission, including, without limitation, facsimile and email, and all signatures so obtained and transmitted shall be deemed for all purposes under this Agreement to be original signatures until such time, if ever, as original counterparts are exchanged by the Parties.

27. Signatories and Authority. Each of the signing officials below represents, on behalf of his/her organization, that he/she has been duly authorized to enter into and execute this Agreement and to commit to the performance of the contract obligations stated herein.

IN WITNESS WHEREOF the Parties hereto have executed this Agreement.

Party:	NANA MANAGEMENT SERVICES, LLC	Party:	NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT
By:		By:	
Print:		Print:	
Title:		Title:	

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: **26-195**

FR: Office of the Superintendent

SUBJECT: Approval of MOA with Northern Industrial Training for FY27

ABSTRACT:

The administration requests School Board approval to enter into a contract with Northern Industrial Training (NIT) in the amount of $692,545 with, not to exceed $761799 to provide training in Heavy Equipment Operator (CET) training, Commercial Driver's License (CDL)training, Heavy Equipment Mechanic training, Light Duty Mechanic training, Simulator-to-Equipment Certification, and Microsoft Office 365 training.

ISSUE:

At issue is the approval of a Memorandum of Agreement (MOA) with Northern Industrial Training (NIT). All MOAs that exceed $50,000 require Board approval.

BACKGROUND AND/OR PERTINENT INFORMATION:

This Memorandum of Agreement (MOA) will utilize Technical Vocational Education Program (TVEP) funds. ATC is partnering with Northern Industrial Training of Palmer to provide CDL, Heavy Equipment Operator, Heavy Equipment Mechanic, Light Duty Mechanic, Simulator-to-Equipment Certification, and Microsoft Office 365 training services in Kotzebue and at the NIT facility in Palmer. This model offers the most economical delivery of this type of certification and training, encompassing both classroom and hands-on instruction, as well as testing and certification.

Heavy Equipment Operator	Sept 21 – Oct 23 2026
CDL Training	Oct 26 – Nov 20 2026
Heavy Equipment Mechanic	Nov 30 – Jan 22 2027
Light Duty Mechanic	Feb 22 – Feb 26 2027
CDL Training	Mar 8 – Apr 2 2027
Microsoft Office 365 (Day and Evening Classes)	Apr 12 – Apr 16 2027
Heavy Equipment Operator	Apr 19 – May 21 2027
Simulator-to-Equipment Certification	3-day TBD

Funding: Grants & Student Tuition

ALTERNATIVES:

1. Approve the MOA with Northern Industrial Training in the amount not to exceed $761,799 as presented;

2. Disapprove the MOA with Northern Industrial Training as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the Memorandum of Agreement with Northern Industrial Training in the amount not to exceed $761799 as presented.

TRAINING ESTIMATE

FROM:
Northern Industrial Training, LLC
1740 N. Terrilou Court
Palmer AK 99645
P: (907) 357-6400
F: (907) 357-6430
www.nitalaska.com

TO: Joseph Groves
ATC
843 4th St.
Kotzebue, AK 99752
907-442-1501
Joseph Groves <jgroves@nwarctic.org>

JOB DESCRIPTION

NIT will conduct Heavy Equipment Training in Palmer starting on dates 2026, TBD.

Courses:	Dates of Training:	Location:	Student Count:
Front End Loader (Wheeled) OR Excavator	**3-days TBD**	**Palmer**	**1**

RATES	UNIT PRICE	QUANTITY	AMOUNT
Instructor Day Rate	$ 1,500.00	3	$ 4,500.00
Materials	$ 50.00	1	$ 50.00
Student Loding & Meals	$ 200.00	4	$ 800.00
Student Daily Transportation	$ 30.00	3	$ 90.00
Airport Shuttle	$ 500.00	1	$ 500.00
NOTE: Students will first complete the SIMS Training			
		TOTAL ESTIMATED JOB COST	**$ 5,940.00**

NOTE: 3% Charge for Credit Card Payment
NOTE: Payment in full is due upon scheduling and non-refundable.

If client cancels course(s) with less than 21 days' notice, client agrees to pay 50% of the contracted price

Mary Hass — PREPARED BY

May 6, 2026 — DATE

ACCEPTED BY

DATE

ACCOUNTS PAYABLE NAME & EMAIL

PO NUMBER (if required)

TRAINING ESTIMATE

FROM:
Northern Industrial Training, LLC
1740 N. Terrilou Court
Palmer AK 99645
P: (907) 357-6400
F: (907) 357-6430
www.nitalaska.com

TO: Joseph Groves
ATC
843 4th St.
Kotzebue, AK 99752
907-442-1501
Joseph Groves <jgroves@nwarctic.org>

JOB DESCRIPTION

NIT will conduct Microsoft Office 365 Training in Kotzebue starting on April 12th, 2027.

Courses:	Dates of Training:	Location:	Student Count:
Office 365	4/12 - 4/16 8AM - 12PM	Kotzebue	12
Excel Training	4/12 - 4/16 6PM - 9PM	Kotzebue	12

RATES	UNIT PRICE	QUANTITY	AMOUNT
Extended Instructor Day Rate	$ 1,250.00	5	$ 6,250.00
Instructor Travel Day	$ 650.00	2	$ 1,300.00
MS Office Materials (Per Student)	$ 100.00	12	$ 1,200.00
Excel Course Materials - Per Student	$ 100.00	12	$ 1,200.00
Airfare (At Cost + 10%)	$ 500.00	1	$ 500.00
Instructor Meals, Lodging, and Transportation (Provided By Client)	$ -		$ -
Additional Per Diem	$ 40.00	7	$ 280.00
Airport Parking (Cost)	$ 25.00	7	$ 175.00
A/V Equipment (Flat Rate)	$ 100.00	1	$ 100.00
NOTE: If no meals provided full per diem with be charged			
NOTE: Down Day/Weather No Training $1100			
NOTE: Payment in Excess of 45 days will be charged 1.5%			
		TOTAL ESTIMATED JOB COST	**$ 11,005.00**

NOTE: 3% Charge for Credit Card Payment
NOTE: Payment in full is due upon scheduling and non-refundable.

If client cancels course(s) with less than 21 days' notice, client agrees to pay 50% of the contracted price

Mary Hass
PREPARED BY

May 6, 2026
DATE

ACCEPTED BY

DATE

ACCOUNTS PAYABLE NAME & EMAIL

PO NUMBER (if required)

TRAINING ESTIMATE

FROM:
Northern Industrial Training, LLC
1740 N. Terrilou Court
Palmer AK 99645
P: (907) 357-6400
F: (907) 357-6430
www.nitalaska.com

TO:
Joseph Groves
ATC
843 4th St.
Kotzebue, AK 99752
907-442-1501
Joseph Groves <jgroves@nwarctic.org>

JOB DESCRIPTION

NIT will conduct Excelerated Heavy Duty Mechanics Training in Kotzebue and Palmer per schedule below.

Courses Trained:	Dates of Training:	Location	Student Count:
Heavy Duty Mchanics	6 Weeks	Kotz & Palmer	up to 6 Students

Kotzebue 11/30/26 - 12/18/26	UNIT PRICE	QUANTITY	AMOUNT
Heavy Duty Mechanics Program	$ 68,000.00	1	$ 68,000.00
Instructor Travel Days	$ 650.00	1	$ 650.00
Instructor Down Days	$ 650.00	3	$ 1,950.00
Instructor Airfare (At Cost + 10%)	$ 500.00	1	$ 500.00
Instructor Meals, Lodging, and Transportation (Provided By Client)	$ -	0	$ -
Additional Per Diem	$ 40.00	20	$ 800.00
Materials estimate (Per Person)	$ 100.00	6	$ 600.00
Airport Parking (At Cost)	$ 25.00	20	$ 500.00
A/V Equipment (Flat Rate)	$ 100.00	1	$ 100.00
NOTE: If no meals provided full perdiem with be charged			
Palmer 1/4/27 - 1/22/27	UNIT PRICE	QUANTITY	AMOUNT
Student Meals & Lodging - Palmer ($200 x 20 days = $4000)	$ 4,000.00	6	$ 24,000.00
Student Daily Transportation ($30 x 16 days = $480)	$ 480.00	6	$ 2,880.00
Student To/From Airport Transportation (Flat Rate)	$ 2,400.00	1	$ 2,400.00
Shop Materials (Flat Rate)	$ 1,000.00	1	$ 1,000.00
NOTE: Does Not include Tools			
NOTE: This class is designed for 6 students, additional students can be added with additional tution			
NOTE: Down Day No Training/Travel $1100			
		TOTAL ESTIMATED JOB COST	**$ 103,380.00**

Students that withdraw or are removed from the program for violation of NIT policies are not eligible for any refund for tuition.

Once reviewed in its entirety, a signature by the requestor signifies agreement with all details described within this document.

Mary Hass
PREPARED BY

May 6, 2026
DATE

ACCEPTED BY

DATE

ACCOUNTS PAYABLE NAME & EMAIL

PO NUMBER (if required)

TRAINING ESTIMATE

NORTHERN INDUSTRIAL TRAINING, LLC

FROM:
Northern Industrial Training, LLC
1740 N. Terrilou Court
Palmer AK 99645
P: (907) 357-6400
F: (907) 357-6430
www.nitalaska.com

TO:
Joseph Groves
ATC
843 4th St.
Kotzebue, AK 99752
907-442-1501
Joseph Groves <jgroves@nwarctic.org>

JOB DESCRIPTION

NIT will conduct Light Duty Mechanics in Kotzebue starting on February 22, 2027.

Courses Trained:	Dates of Training:	Location	Student Count:
Mechanics	**2/22 - 2/26**	**Kotzebue**	**6**

RATES	UNIT PRICE	QUANTITY	AMOUNT
5-day Mechanics - Flat Rate	$ 7,500.00	1	$ 7,500.00
Travel Day	$ 650.00	1	$ 650.00
NIT Airfare (At Cost +10%)	$ 500.00	1	$ 500.00
NIT Lodging (At Cost +10%) - Provided by client	$ -	0	$ -
NIT Transportation (At Cost +10%) Provided By Client	$ -	0	$ -
Per Diem	$ 75.00	6	$ 450.00
Baggage (At Cost)	$ 100.00	2	$ 200.00
Airport Parking (At Cost)	$ 25.00	6	$ 150.00
Bad Weather Day/No Travel/Down Day/No Training $1100			
		TOTAL ESTIMATED JOB COST	**$ 9,450.00**

NOTE: 3% Charge for Credit Card Payment
NOTE: Payment in Excess of 45 days will be charged 1.5%

If client cancels course(s) with less than 21 days' notice, client agrees to pay 50% of the contracted price.
document.

Mary Hass
PREPARED BY

May 6, 2026
DATE

ACCEPTED BY

DATE

ACCOUNTS PAYABLE NAME & EMAIL

PO NUMBER (if required)

TRAINING ESTIMATE

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www.nitalaska.com

TO:
Joseph Groves
ATC
843 4th St.
Kotzebue, AK 99752
907-442-1501
Joseph Groves <jgroves@nwarctic.org>

JOB DESCRIPTION

NIT will conduct Heavy Equipment Training in partnership with ATC. NIT will provide training on site training at ATC Kotzebue for two weeks followed by three week onsite trainings at NIT Palmer. NIT will coordinate with contractor to provide physicals. Students traveling to Palmer will travel in one group. Kotzebue training will start on September 22, 2026 and Palmer training will start on October 5th, 2026. Estimate is built for up to 10 participants.

RATES	UNIT PRICE	QUANTITY	AMOUNT
Phase I (Kotzebue) 9/21/26 – 10/2/26			
5 Week CET - Flat Rate (5 to 8 Students)	$ 100,000.00	1	$ 100,000.00
Instructor Travel Days	$ 650.00	2	$ 1,300.00
Instructor Down Days	$ 650.00	2	$ 1,300.00
Instructor Airfare (At Cost + 10%)	$ 750.00	1	$ 750.00
Instructor Meals, Lodging, and Transportation (Provided By Client)	$ -		$ -
Additional Per Diem	$ 40.00	14	$ 560.00
Materials estimate (Per Person)	$ 40.00	10	$ 400.00
Airport Parking (At Cost)	$ 25.00	14	$ 350.00
A/V Equipment (Flat Rate)	$ 100.00	1	$ 100.00
NOTE: If no meals provided full per diem with be charged			
Phase II (Palmer) 10/5/26 – 10/23/26			
Medical Contractor Day Rate	$ 1,250.00	1	$ 1,250.00
Physical	$ 125.00	10	$ 1,250.00
Student Meals & Lodging - Palmer ($200 x 20 days = $4000)	$ 4,000.00	10	$ 40,000.00
Student Daily Transportation ($30 x 15 days = $450)	$ 450.00	10	$ 4,500.00
Student To/From Airport Transportation (Flat Rate)	$ 2,400.00	1	$ 2,400.00
Student Workboots	$ 200.00	10	$ 2,000.00
NOTE: No minimum for onsite training			
NOTE: Class Schedule in Kotz is 8AM-5PM			
NOTE: Class Schedule in Palmer is M-F 10HR/DAY			
NOTE: Unscheduled Down Day/No Travel/Bad Weather $1100/Day			
		TOTAL ESTIMATED JOB COST	**$ 156,160.00**

Students that withdraw or are removed from the program for violation of NIT policies are not eligible for any refund for tuition.

Once reviewed in its entirety, a signature by the requestor signifies agreement with all details described within this document.

Mary Hass
PREPARED BY

May 6, 2026
DATE

ACCEPTED BY

DATE

ACCOUNTS PAYABLE NAME & EMAIL

PO NUMBER (if required)

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TO:
Joseph Groves
ATC
843 4th St.
Kotzebue, AK 99752
907-442-1501
Joseph Groves <jgroves@nwarctic.org>

JOB DESCRIPTION

NIT will conduct Heavy Equipment Training in partnership with ATC. NIT will provide training on site training at ATC Kotzebue for two weeks followed by three week onsite trainings at NIT Palmer. NIT will coordinate with contractor to provide physicals. Students traveling to Palmer will travel in one group. Kotzebue training will start on April 19, 2027, and Palmer training will start on May 3, 2027.

RATES	UNIT PRICE	QUANTITY	AMOUNT
Phase I (Kotzebue) 4/19/27 - 5/1/26			
5 Week CET - Flat Rate (up to 10 students)	$ 100,000.00	1	$ 100,000.00
Instructor Travel Days	$ 650.00	2	$ 1,300.00
Instructor Down Days	$ 650.00	2	$ 1,300.00
Instructor Airfare (At Cost + 10%)	$ 750.00	1	$ 750.00
Instructor Meals, Lodging, and Transportation (Provided By Client)	$ -		$ -
Additional Per Diem	$ 40.00	14	$ 560.00
Materials estimate (Per Person)	$ 40.00	10	$ 400.00
Airport Parking (At Cost)	$ 25.00	14	$ 350.00
A/V Equipment (Flat Rate)	$ 100.00	1	$ 100.00
NOTE: If no meals provided full per diem with be charged			
Phase II (Palmer) 5/3/27 - 5/21/27			
Medical Contractor Day Rate	$ 1,250.00	1	$ 1,250.00
Physical	$ 125.00	10	$ 1,250.00
Student Meals & Lodging - Palmer ($200 x 20 days = $4000)	$ 4,000.00	10	$ 40,000.00
Student Daily Transportation ($30 x 15 days = $450)	$ 450.00	10	$ 4,500.00
Student To/From Airport Transportation (Flat Rate)	$ 2,400.00	1	$ 2,400.00
Student Workboots	$ 150.00	10	$ 1,500.00
NOTE: No minimum for onsite training			
NOTE: Class Schedule in Kotz is 8AM-5PM			
NOTE: Class Schedule in Palmer is M-F 10HR/DAY			
NOTE: Unscheduled Down Day/No Travel/Bad Weather $1100/Day			
		TOTAL ESTIMATED JOB COST	**$ 155,660.00**

Students that withdraw or are removed from the program for violation of NIT policies are not eligible for any refund for tuition.

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Mary Hass
PREPARED BY

May 6, 2026
DATE

ACCEPTED BY

DATE

ACCOUNTS PAYABLE NAME & EMAIL

PO NUMBER (if required)

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TO:
Joseph Groves
ATC
843 4th St.
Kotzebue, AK 99752
907-442-1501
Joseph Groves <jgroves@nwarctic.org>

JOB DESCRIPTION

NIT will Conduct CDL training in partnership with ATC. NIT will provide on site training at ATC Kotzebue for 5 days followed by 15 days of CDL Driving training and Road Exams at NIT Palmer. NIT will coordinate with contractor to provide DOT Medical cards and Drug tests. Training will start in Kotzebue on Oct 26th, 2026 and students will travel in one group to Palmer for training starting on November 2nd, 2026.

RATES	UNIT PRICE	QUANTITY	AMOUNT
Phase I (Kotzebue) 10/26/26 – 10/30/26			
4 Week CDL - Flat Rate (Up to 6 Students)	$ 75,000.00	1	$ 75,000.00
Instructor Travel Days	$ 650.00	2	$ 1,300.00
Instructor Down Days	$ 650.00	0	$ -
Instructor Airfare (At Cost + 10%)	$ 750.00	1	$ 750.00
Instructor Meals, Lodging, and Transportation (Provided By Client)	$ -	0	$ -
Additional Per Diem	$ 40.00	6	$ 240.00
Materials estimate (Per Person)	$ 40.00	6	$ 240.00
Admin CDL Fee (Flat Rate)	$ 250.00	1	$ 250.00
Permit Fee	$ 15.00	6	$ 90.00
CDL License Fee	$ 120.00	6	$ 720.00
Airport Parking (At Cost)	$ 20.00	6	$ 120.00
A/V Equipment (Flat Rate)	$ 100.00	1	$ 100.00
Medical Contractor Flight (At Cost)	$ 750.00	2	$ 1,500.00
Medical Contractor Hotel (At Cost)	$ 250.00	2	$ 500.00
Medical Contractor Per Diem	$ 65.00	3	$ 195.00
Medical Contractor Day Rate	$ 1,250.00	2	$ 2,500.00
Medical Contractor Travel Day	$ 900.00	2	$ 1,800.00
Medical Contractor Airport Parking (At Cost)	$ 20.00	3	$ 60.00
Student Medical Cards	$ 150.00	6	$ 900.00
Drug Test	$ 100.00	6	$ 600.00
NOTE: If no meals provided full per diem with be charged			
Phase II (Palmer) 11/2/26 – 11/20/26			
Student Lodging & Meals ($200 x 20 = 4000.00)	$ 4,000.00	6	$ 24,000.00
Student Daily Transportation ($30 x 15 = $450)	$ 450.00	6	$ 2,700.00
Transportation from To/From Airport	$ 2,400.00	1	$ 2,400.00
Student Boots	$ 200.00	6	$ 1,200.00
NOTE: 3 Students Per Truck			
NOTE: Class Schedule in Kotz is M - F 8AM-5PM			
NOTE: Class Schedule in Palmer is M-F 10HR/DAY			
NOTE: Unscheduled Down Day/No Travel/Bad Weather $1100/Day			
	TOTAL ESTIMATED JOB COST		**$ 117,165.00**

Students that withdraw or are removed from the program for violation of NIT policies are not eligible for any refund for tuition.

Once reviewed in its entirety, a signature by the requestor signifies agreement with all details described within this document.

Mary Hass
PREPARED BY

May 6, 2026
DATE

ACCEPTED BY

DATE

ACCOUNTS PAYABLE NAME & EMAIL

PO NUMBER (if required)

TRAINING ESTIMATE

FROM:
Northern Industrial Training, LLC
1740 N. Terrilou Court
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P: (907) 357-6400
F: (907) 357-6430
www.nitalaska.com

TO:
Joseph Groves
ATC
843 4th St.
Kotzebue, AK 99752
907-442-1501
Joseph Groves <jgroves@nwarctic.org>

JOB DESCRIPTION

NIT will Conduct CDL training in partnership with ATC. NIT will provide on site training at ATC Kotzebue for 5 days followed by 15 days of CDL Driving training and Road Exams at NIT Palmer for up to 6 students. NIT will coordinate with contractor to provide DOT Medical cards and Drug tests. Training will start in Kotzebue on March 8, 2027 and students will travel in one group to Palmer for training starting on March 15, 2027.

RATES	UNIT PRICE	QUANTITY	AMOUNT
Phase I (Kotzebue) 3/827 - 3/12/27			
4 Week CDL - Flat Rate (Up to 6 Students)	$ 75,000.00	1	$ 75,000.00
Instructor Travel Days	$ 650.00	2	$ 1,300.00
Instructor Down Days	$ 650.00	0	$ -
Instructor Airfare (At Cost + 10%)	$ 750.00	1	$ 750.00
Instructor Meals, Lodging, and Transportation (Provided By Client)	$ -	0	$ -
Additional Per Diem	$ 40.00	6	$ 240.00
Materials estimate (Per Person)	$ 40.00	6	$ 240.00
Admin CDL Fee (Flat Rate)	$ 250.00	1	$ 250.00
Permit Fee	$ 15.00	6	$ 90.00
CDL License Fee	$ 120.00	6	$ 720.00
Airport Parking (At Cost)	$ 20.00	6	$ 120.00
A/V Equipment (Flat Rate)	$ 100.00	1	$ 100.00
Medical Contractor Flight (At Cost)	$ 750.00	2	$ 1,500.00
Medical Contractor Hotel (At Cost)	$ 250.00	2	$ 500.00
Medical Contractor Per Diem	$ 65.00	3	$ 195.00
Medical Contractor Day Rate	$ 1,250.00	2	$ 2,500.00
Medical Contractor Travel Day	$ 900.00	2	$ 1,800.00
Medical Contractor Airport Parking (At Cost)	$ 20.00	3	$ 60.00
Student Medical Cards	$ 150.00	6	$ 900.00
Drug Test	$ 100.00	6	$ 600.00
NOTE: If no meals provided full per diem with be charged			
Phase II (Palmer) 3/15/27 - 4/2/27			
Student Lodging & Meals ($200 x 19 = 4000)	$ 4,000.00	6	$ 24,000.00
Student Daily Transportation ($30 x 14 = $450)	$ 450.00	6	$ 2,700.00
Transportation from To/From Airport	$ 2,400.00	1	$ 2,400.00
NOTE: 3 Students Per Truck			
NOTE: Class Schedule in Kotz is M - F 8AM-5PM			
NOTE: Class Schedule in Palmer is M-F 10HR/DAY			
NOTE: Unscheduled Down Day/No Travel/Bad Weather $1100/Day			
		TOTAL ESTIMATED JOB COST	**$ 115,965.00**

Students that withdraw or are removed from the program for violation of NIT policies are not eligible for any refund for tuition.

Once reviewed in its entirety, a signature by the requestor signifies agreement with all details described within this document.

Mary Hass
PREPARED BY

May 6, 2026
DATE

ACCEPTED BY

DATE

ACCOUNTS PAYABLE NAME & EMAIL

PO NUMBER (if required)

TRAINING ESTIMATE

NORTHERN INDUSTRIAL TRAINING, LLC

FROM:
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1740 N. Terrilou Court
Palmer AK 99645
P: (907) 357-6400
F: (907) 357-6430
www.nitalaska.com

TO:
Joseph Groves
ATC
843 4th St.
Kotzebue, AK 99752
907-442-1501
Joseph Groves <jgroves@nwarctic.org>

JOB DESCRIPTION

NIT will Conduct CDL training in partnership with ATC. NIT will provide on site training at ATC Kotzebue for 5 days followed by 15 days of CDL Driving training and Road Exams at NIT Palmer. NIT will coordinate with contractor to provide DOT Medical cards and Drug tests. Training will start in Kotzebue on March 8, 2027 and students will travel in one group to Palmer for training starting on March 15, 2027.

RATES	UNIT PRICE	QUANTITY	AMOUNT
Phase I (Kotzebue) 3/827 - 3/12/27			
4 Week CDL - Flat Rate (Up to 6 Students)	$ 75,000.00	1	$ 75,000.00
Instructor Travel Days	$ 650.00	2	$ 1,300.00
Instructor Down Days	$ 650.00	0	$ -
Instructor Airfare (At Cost + 10%)	$ 750.00	1	$ 750.00
Instructor Meals, Lodging, and Transportation (Provided By Client)	$ -	0	$ -
Additional Per Diem	$ 40.00	6	$ 240.00
Materials estimate (Per Person)	$ 40.00	6	$ 240.00
Admin CDL Fee (Flat Rate)	$ 250.00	1	$ 250.00
Permit Fee	$ 15.00	6	$ 90.00
CDL License Fee	$ 120.00	6	$ 720.00
Airport Parking (At Cost)	$ 20.00	6	$ 120.00
A/V Equipment (Flat Rate)	$ 100.00	1	$ 100.00
Medical Contractor Flight (At Cost)	$ 750.00	2	$ 1,500.00
Medical Contractor Hotel (At Cost)	$ 250.00	2	$ 500.00
Medical Contractor Per Diem	$ 65.00	3	$ 195.00
Medical Contractor Day Rate	$ 1,250.00	2	$ 2,500.00
Medical Contractor Travel Day	$ 900.00	2	$ 1,800.00
Medical Contractor Airport Parking (At Cost)	$ 20.00	3	$ 60.00
Student Medical Cards	$ 150.00	6	$ 900.00
Drug Test	$ 100.00	6	$ 600.00
NOTE: If no meals provided full per diem with be charged			
Phase II (Palmer) 3/15/27 - 4/2/27			
Student Lodging & Meals ($200 x 19 = 4000)	$ 4,000.00	6	$ 24,000.00
Student Daily Transportation ($30 x 14 = $450)	$ 450.00	6	$ 2,700.00
Transportation from To/From Airport	$ 2,400.00	1	$ 2,400.00
NOTE: 3 Students Per Truck			
NOTE: Class Schedule in Kotz is M - F 8AM-5PM			
NOTE: Class Schedule in Palmer is M-F 10HR/DAY			
NOTE: Unscheduled Down Day/No Travel/Bad Weather $1100/Day			
	TOTAL ESTIMATED JOB COST		**$ 115,965.00**

Students that withdraw or are removed from the program for violation of NIT policies are not eligible for any refund for tuition.

Once reviewed in its entirety, a signature by the requestor signifies agreement with all details described within this document.

Mary Hass
PREPARED BY

April 28, 2026
DATE

ACCEPTED BY

DATE

ACCOUNTS PAYABLE NAME & EMAIL

PO NUMBER (if required)

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 22, 2026

NUMBER: 26-196

FR: Office of the Superintendent

SUBJECT: Approval to contract with NW Electric

ABSTRACT:

Board approval is required for purchases that exceed $50,000. The administration requests the School Board's approval to contract NW Electric to install the Verkada security camera system for the STAR Dormitory, ATC Dormitory, and ATC building for the amount of with a note not to exceed $157,410 (10% Buffer).

ISSUE:

At issue is the approval of an MOA with NW Electric to install the Verkada security camera system for the ATC building and the adult and student dormitories, which exceeds $50,000 and requires Board approval.

BACKGROUND AND/OR PERTINENT INFORMATION:

The Verkada security system purchased for the ATC, adult, and STAR dorms needs to be installed at the respective locations. Grant funds are available to contract for installation. Property Services is understaffed and unable to provide installation before FY27. The camera system has been purchased and is in Kotzebue. NW Electric could install the system in the FY26 time frame.

Funding: Grants: TVEP and STAR

ALTERNATIVES:

1. Approve of an MOA with NW Electric to install the Verkada security camera system for ATC, STAR Dorms, and ATC Adult Dorms not to exceed $157,410 as presented;

2. Disapprove the contract of the MOA with NW Electric to install the Verkada security camera system not to exceed $157,410.

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the MOA with NW Electric to install the Verkada security camera system, not to exceed $157,410 as presented.

NW Electric, Inc.

PROPOSAL
No. 2026-59

To: **NWABSD**
Attn: **Paul Wood**

Project: **Verkada Cameras and Access Points**
RE: **Cameras, Vape Sensors and Access Points at the ATC and Adult Dormitory**

SCOPE OF WORK:
NW Electric will provide labor, materials and installation of owner supplied equipment to include 5 Access Points and 9 cameras interior and exterior at the Adult Dormitory, and 26 interior and exterior cameras and 9 Vape Sensors on the 1st and 2nd floors of the ATC building. Cabling to be installed concealed when able, in areas where this is not possible Wiremold surface raceway will be used. With assistance from the Owners Representative NW Electric personnel will assist with aiming and focusing of the cameras.

This proposal is based on drawings supplied via email from 5/28/2026 and updated 2nd floor drawing received on 6/1/2026 from Paul Wood. In addition to this scope the student dorm was asked to be considered also and price broken out for 3 buildings. The breakout is as follows:

1) ATC building $77,100.00
2) Adult Dorm $33,000.00
3) Student Dorm $33,000.00-considered similar to adult dorm as no floor plan was provided.

Date:

Inclusion	Exclusion	Description	Inclusion	Exclusion	Description
☒	☐	Labor	☐	☒	CAD Drawings
☒	☐	Materials	☐	☒	Cutting, Patching, Painting, and Fire Caulking
☒	☐	Airfares	☐	☒	Digging and Trenching **Excludes:**
☒	☐	Freight **Excludes:**	☐	☒	Dumpster and Disposal Fees
☐	☒	Demo	☐	☒	DDC Controls, Thermostats, Duct Detectors
☒	☐	Housing **Camp Days Excluded:**	☐	☒	Hazardous Material Removal
☒	☐	Per Diem	☐	☒	Housekeeping Pads
☒	☐	Ground Transportation	☐	☒	Lift, Scaffolding, and Equipment
☒	☐	Project Management and Admin	☐	☒	Permits
☐	☒	Asbestos Abatement	☐	☒	Taxes (incl. City Sales Tax)
☒	☐	As-builts	☐	☒	Test Reports
☐	☒	Barricades or Signage for Open Trench	☐	☒	Utility Charges and Fees
☐	☒	Bollards	☐	☒	Welding
☐	☒	Bonding Costs	☐	☒	Temporary Power after Rough-in
☐	☒	Engineered Costs	☐	☒	Replacement of broken ceiling tiles

Total Cost .....$ 143,100.00

Proposal price is valid for **30** days.

If a Contract or Purchase Order is required for this scope of work, please reference this proposal in the contract documents; otherwise please sign the proposal below accepting the terms of this proposal and authorizing NW Electric, Inc. to proceed with the work.

Submitted By: Rick Steele. NW Electric Inc.	**Accepted By (name & title):**
Signature:	Signature:
Date: 6/1/2026	Date:

PO Box 41 Kotzebue, AK 99752
Phone: (907) 442-4333
E-mail: admin@nwelectricinc.com

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: 26-197

FR: Office of the Superintendent

SUBJECT: Approval of MOA – Savory Solutions, Amber Colvin (Food Services Manager)

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 of Memorandum of Agreement (MOA) with Amber Colvin of Savory Solutions for a total amount not to exceed $135,000.

BACKGROUND AND/OR PERTINENT INFORMATION:

Mrs. Colvin has managed all aspects of the NWABSD Food Service Department successfully for the past 2.5 years, including the following programs: Fresh Fruits and Vegetables Program (FFVP), National School Breakfast Program (NSBP), National School Lunch Program (NSLP), and any other program the school district Food Service Department chooses to participate in. As the Food Service Department manager, Mrs. Colvin will fly to school sites quarterly to conduct in-person reviews and ensures all claims will be entered in a timely fashion to ensure maximum reimbursement. Program training will be provided to relevant employees as needed. Any Child Nutrition Program (CNP) audit needs will also be handled by Mrs. Colvin, should they arise.

FUNDING SOURCE:

NANA donation

ALTERNATIVES:

1. Approve the Memorandum of Agreement (MOA) with Amber Colvin of Savory Solutions for an amount not to exceed $135,000 as presented;

2. Disapprove the Memorandum of Agreement (MOA) for Amber Colvin as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approval of the MOA with Amber Colvin of Savory Solutions, for an amount not to exceed $135,000 as presented.

ATTACHMENT:

Memorandum of Agreement – Amber Colvin, Savory Solutions

Docusign Envelope ID: 797E1078-B73C-804C-83D7-7CFE8CA52172

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: Amber Colvin; Savory Solutions (Name of Company) **MOA Control #:** (Contact Brad Eisel for #)

Address: 20713 Mountain Vista Drive (Street or POB) | Eagle River (City) | AK (State) | 99577 (Zip + four)

907 (Area Code) 203-2474 (Phone #) - (Fax #) acolvin@nwarctic.org or ambercolvin@hotmail.com (E-mail Address)

Federal ID #: (Enter without Dashes) Or Soc. Sec. #: 429777541 (Enter without Dashes) Alaska Business License #:

07/14/2026 (Start Date (mmddyy)) 06/13/2027 (End Date (mmddyy)) ☐ W-9 Attached ☒ W-9 Submitted Previously (Verify with Brad Eisel)

Contractor Agrees To: Manage all aspects of the NWABSD Food Service Department including annual site training, the Fresh Fruits & Vegetables Program (FFVP), National School Lunch Program (NSLP), School Breakfast Program (SBP), and any other program the School District Food Service Department chooses to participate in (SFSP, SERRC, etc). Contractor will fly to each district school site to conduct in-person yearly reviews. All claims will be entered in a timely fashion in order to ensure maximum reimbursement. Program training will be provided as needed. Contractor will prepare documents as needed for any CNP audit.

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

District Contact Person: Natalie Dickey Phone #: (907) 442-1829 Ext
Email Address: ndickey@nwarctic.org Fax #: (907)

District Agrees To: Provide reimbursement of air travel, lodging, ground transportation, per diem, miscellaneous costs (i.e. postage, printer supplies, paper, etc), and cost of services at the daily rate specified. The District agrees to provide technological support when necessary and also Access to School ERP Pro (IVisions) and the department shared drive.

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

Payment Terms: Payment of $510 per day worked for up to 220 days, for a contracted amount of $112,200. District will provide reimbursement for all related air travel, lodging, ground transportation, per diem, and miscellaneous supply costs not to exceed the total MOA. Travel days will be paid at the daily specific rate. Payment will be made biweekly or within 15 days of invoicing.

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

Enter Account Code as:	XXX.XXX.XXX.XXX.410	Amount
Account #:	255.099.790.227.410	$ 135,000
Account #:		$
	Total:	$

MOA Not to Exceed: $135,000 Budget Authority Approval: DocuSigned by: 10CAFDDD15E24C5...

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	DocuSigned by: 19CAF0D5C5E240C...	5/8/2026 | 4:01:12 PM AKDT
Director of Administrative Services – Fiscal Approval	Director's Signature	Date (mm/dd/yy)
Terri Walker	DocuSigned by: Terri Walker F7BFF1438724A40...	5/8/2026 | 8:43:31 PM AKD
Superintendent –Authorized Signer NWABSD	Superintendent's Signature	Date (mm/dd/yy)
Amber Colvin	DocuSigned by: Amber Colvin D3F194AF53C7041F...	5/8/2026 | 8:56:58 PM AKD
Contractor	Contractor's Signature	Date (mm/dd/yy)

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 23, 2026

NUMBER: **26-198**

FR: Office of the Superintendent

SUBJECT: Approval of Districtwide Custodial Services Contract for Fiscal Year 2026-2027; NANA Management Services LLC

ABSTRACT:
Board approval is required for all purchases over $50,000.

ISSUE:
At issue is the approval of a one-year renewal to the Districtwide Custodial Services contract between NWABSD and NANA Management LLC (NMS) for the Fiscal Year 2026-2027, not to exceed $2,742,159.

BACKGROUND AND/OR PERTINENT INFORMATION:

The School District went out to Request for Proposals for Custodial Service Management for FY27 with the option to renew the contract for up to four (4) years through FY31. NANA Management Services, LLC was the single proposer that the district had and is offering competitive prices for their services despite the increase noted below.

Requested FY26 amount $2,659,904

Requested FY27 amount $2,742,159 (3% increase)

FUNDING SOURCE:
General Operating Fund

ALTERNATIVES:

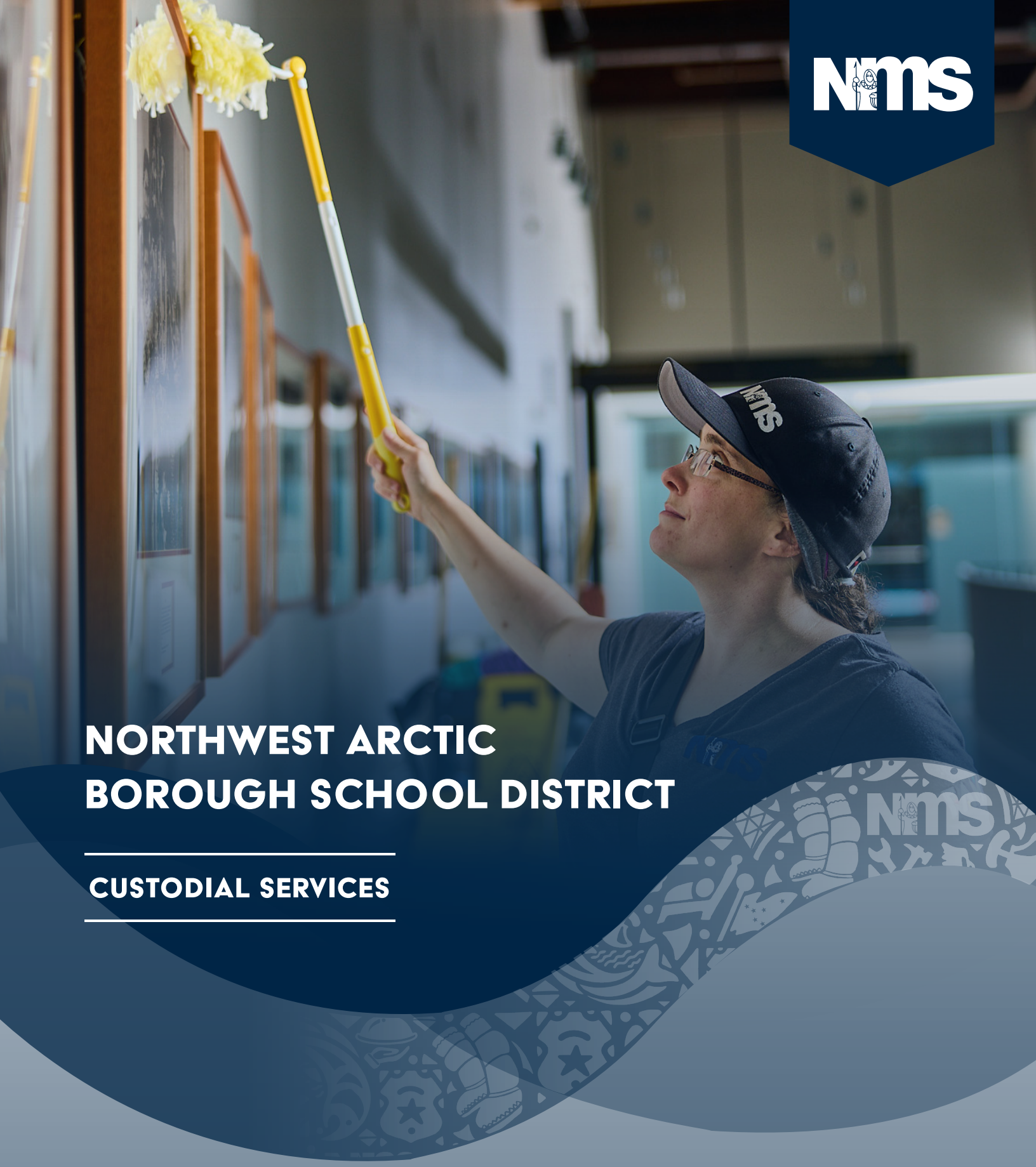
1. Approve the Custodial Services Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2026-2027, not to exceed $2,742,159, as presented;

2. Disapprove the Custodial Services Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2026-2027, as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The Administration recommends the Board approve the Custodial Services Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2026-2027, not to exceed $2,742,159, as presented.



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

CUSTODIAL SERVICES

PROPOSAL | MARCH 2026

PROPOSED BY

BIDDER

NANA Management Services (NMS)
4041 B Street
Anchorage, Alaska 99503
907-265-3600
www.nmsusa.com

CONTACT

Clinton Lasley
Vice President of Operations
907-273-1731
clinton.lasley@nmsusa.com

Scott Austin
Director of Operations
907-229-7216
scott.austin@nmsusa.com

TABLE OF CONTENTS

Cover Letter

Qualifications 05
- About NMS
- Experience
- Leadership Teams

Custodial Program 10
- Appearance Care Program
- Health and Safety
- Equipment and Supplies
- Staffing Plan and Attachment E

Management Services 16
- Recruitment and Retention
- Training and Development
- Quality Control and Performance
- Communications and Reporting

Pricing 21
- Proposal Form—Annual Fees
- Proposal Bond
- Certificate of Insurance
- Cost Justification Forms

Attachments 38
- Attachment A: Checklist
- Attachment F: Certification
- Alaska Business License
- MBE Certificate
- Certifications
- Sample Billing Invoice
- Cleaning Checklists

Natalie Dickey
Director of Administrative Services
Northwest Arctic Borough School District
PO Box 51
Kotzebue, Alaska 99752

March 20, 2026

Dear Ms. Dickey and Evaluation Committee,

For more than 15 years, NMS has proudly partnered with the Northwest Arctic Borough District, delivering custodial services that ensure safe, clean, and welcoming environments for staff and students. Our combination of experienced people, proven systems, and comprehensive training makes us uniquely qualified to continue managing your schools—no other provider offers this depth of expertise and continuity.

We understand that providing consistent services in Alaska's remote areas presents unique challenges. Limited access and logistical complexity require careful planning, adaptability, and a dedicated workforce. NMS has successfully met these challenges for decades, ensuring uninterrupted, high-quality service regardless of location.

Our commitments to the District include:

- **Quality Performance.** Protecting your assets through properly maintained facilities that last longer and deliver long-term cost savings.
- **Best Value.** High-quality services at a fair price require expertise, not just low bids. NMS focuses on the full package—efficient, effective, and economical—without compromising quality.
- **Investment in People.** Our employees are our most valuable resource. Through strong recruitment, ongoing training, and competitive benefits, we maintain low turnover and deliver consistent, reliable service.
- **Commitment to Safety.** Safety protocols recognized by the National Safety Council reflect our dedication to protecting people and property.
- **Exceptional Customer Service.** We treat your schools like our own. Our client-centered approach allows us to adapt quickly to changing needs, providing responsive, reliable service every day.

NMS accepts all terms and conditions of the RFP and is prepared to provide all services described in the RFP. We are committed to working closely with the District to find solutions for new criterion around equipment, snow removal, and additional employee hiring requirements.

With a proven track record, operational capacity and ability to serve Alaska's most challenging locations, NMS is the trusted partner to keep your schools clean, safe, and welcoming. We look forward to continuing this partnership.

Respectfully,

Clinton Lasley
Vice President
907-273-1731
clinton.lasley@nmsusa.com

Scott Austin
Director of Operations
907-229-7216
scott.austin@nmsusa.com



QUALIFICATIONS

QUALIFICATIONS

We offer continuity of leadership, established systems, and a workforce ready to operate, eliminating transition risk while allowing the District to benefit from ongoing program improvements rather than a program restart.

For more than 50 years, NMS has partnered with Alaska's schools, businesses, government agencies, healthcare facilities, and Tribal organizations to deliver award-winning support services. Our operations began with food and security services on the North Slope during construction of the Trans-Alaska Pipeline. Today we deliver a portfolio of services that include custodial, food and facilities management, security, and remote camps' support.

As an Alaska Native-owned company and certified Minority Business Enterprise, we are uniquely positioned to support schools and businesses across Alaska. Our family of companies includes ownership by both NANA and Sodexo, allowing us to offer global solutions that are competitive and technologically focused while operating with the touch and expertise of a local operator.

Our Commitments

We strive to improve the quality of life for both the families who work for us and the clients we serve by embracing practices that protect people, property, and the environment. Our approach is built on three core pillars:

- **Safety First.** Safety is foundational to our success and integrated into every aspect of our operations. Strong leadership, clear accountability, and organization-wide commitment ensure safe workplaces, consistent performance, and reliable service delivery.
- **People-Centered Operations.** People are our priority. We foster an environment where individuals are treated with dignity and respect, recruit highly qualified employees, and provide comprehensive training, support, and benefits that enable our teams to perform at their best.
- **Sustainability-Focused Practices.** We integrate environmental stewardship into our decision-making and daily processes at every opportunity. As a Green Star–certified company, NMS is committed to responsible resource use, environmentally preferable products, and sustainable service delivery.

Experience

We are proud to have been on this contract for more than 15 years and look forward to continuing our partnership into the future. We understand the project and scope better than anyone because we're already on site and ready to continue delivering exceptionally clean, safe, and welcoming school environments throughout the District.

Our services have been in place at some of Alaska's largest organizations since the early 1980s. We serve tens of thousands of customers daily in schools, college campuses, healthcare facilities, manufacturing centers, government buildings, and remote sites—including some of the most rural and logistically challenging areas of the state. Operating in these locations requires careful planning, adaptability, and commitment, and NMS has consistently met these challenges to ensure uninterrupted, high-quality service. With more than 2,000 employees, including 600 janitorial team members across 60+ sites statewide, NMS brings unmatched operational capacity and stability.

References

Nome School District
Custodial and Food Services since 2015
PO Box 131, Nome, AK 99762
Jamie Burgess, Superintendent, 907-443-2231

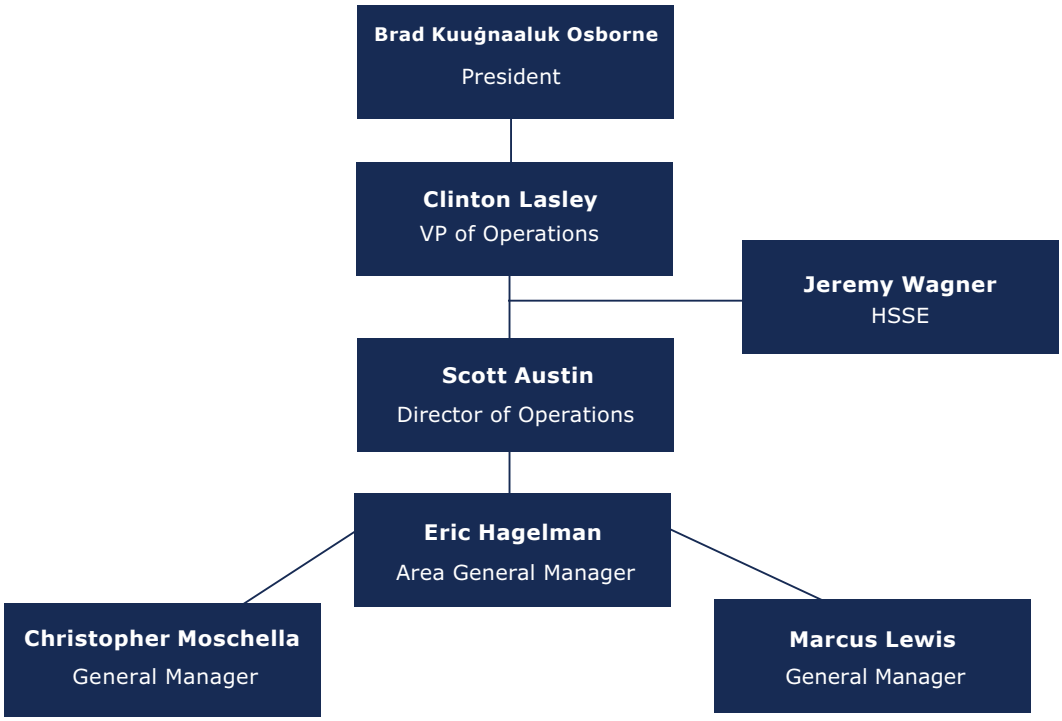
Sitka School District
Custodial Services since 1998
300 Kostrometinoff Street, Sitka, AK 99835
Deirdre Jensen, Superintendent, 907-747-8622

Maniilaq Association
Custodial and Food Services since 2010
436 Fifth Avenue, Kotzebue, AK 99752
Kandy Barlow, Vice President of Services, 907-412-7385

Alaska Pacific University
Custodial and Food Services since 2019
4101 University Drive, Anchorage, AK 99508
Brian McDermott, Director of Auxiliary Services, 907-564-8323

NMS has never lost an account due to performance nor failed to perform any contract requirements with any clients. We are unable to provide a list of accounts including dollar amounts due to contract disclosure agreements.

Our Team





Brad Kuuġnaaluk Osborne, President

Brad Kuuġnaaluk Osborne is a NANA shareholder with family from Kotzebue. Brad has held management positions in accounting, IT, finance and strategy, as well as vice president of operations. Among his various roles and responsibilities, he has led the team that implemented a companywide enterprise resource planning system, served as president of NANA Oil Field Services, and acted as the senior advisor to the chief operations officer.



Clinton Lasley, VP of Operations, Food & Facilities Management

Clinton Lasley brings more than 30 years of leadership experience to NMS, including managing complex, multimillion-dollar operations throughout Alaska and the Lower 48. In his current role, he provides strategic oversight for a wide range of services across healthcare, education, transportation, senior living, corporate, and remote sectors. Alaska born and raised, Clinton's leadership of the Tribal Child Welfare Compact, representing 170 Alaska Native Tribes, highlights his commitment to culturally responsive partnerships and community-centered service.



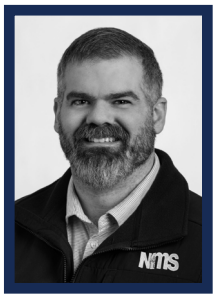
Jeremy Wagner, Senior Director of Health, Safety, Security and Environment (HSSE)

Jeremy Wagner has been with NMS for 25 years. He started as a maintenance lead on the North Slope where he developed a passion for training and workplace safety. Jeremy holds an Occupational Hygiene and Safety Technician certification from the Board of Certified Safety Professionals. He currently oversees health, safety, security, environmental quality and training.



Scott Austin, Director of Operations

Scott Austin brings over 30 years of custodial leadership experience across Alaska, with a proven ability to run high-performing operations in even the most challenging environments. His expertise in team development, process optimization, and client engagement provides strategic and operational insight critical for managing our custodial programs. Scott currently oversees more than three million square feet of contracted space, holds CIMS/CESE certification, and has participated in over 13 Joint Commission Surveys and 8 CMS Surveys, consistently upholding the highest ISSA and IEHA standards.



Eric Hagelman, Area General Manager

Eric Hagelman brings extensive experience managing custodial and environmental services operations, with a strong track record in project planning, execution, and team leadership. He has expertise in environmental services policies, and a proven history of successfully passing audits by the Joint Commission, CMS, and other regulatory organizations. Eric's focus on identifying efficiencies, addressing performance gaps, and maintaining clear communication strengthens client relationships and drives long-term contract success.



Marcus Lewis, General Manager

Marcus Lewis brings more than a decade of experience in the custodial industry, including three years as a General Manager with NMS. Marcus oversees account management, supports business development, and leads training in safety practices, product use, and equipment techniques to ensure teams consistently meet high performance and quality standards.

Christopher Moschella, General Manager

Christopher Moschella has more than ten years of experience in the custodial services industry, including eight years as General Manager. He began his career as a Lead Janitor and advanced quickly into supervisory and management roles due to his strong operational knowledge and proven leadership ability. Chris is known for his practical, solutions-oriented approach, consistently finding effective ways to address challenges while maintaining full compliance with established procedures and standards.



CUSTODIAL PROGRAM



NMS CUSTODIAL SOLUTIONS

The benefits of our solutions are clear—highly skilled workers, enhanced cleaning protocols, the latest technology and products, systems that meet health requirements, and a safer, cleaner space for students.

Continuing with NMS ensures your schools benefit from our best-in-class Appearance Care Program, fostering a safe, healthy, and productive environment. We provide the right staffing, equipment, and products to meet agreed-upon service levels and the statement of work. Our approach evaluates the needs of all facilities, chemicals, cleaning equipment, procedures, and training programs—improving indoor environmental quality while controlling operating costs.

Improvements

At NMS, we continuously seek ways to enhance service and exceed expectations. Recent improvements and initiatives demonstrate our commitment to keeping your facilities clean, safe, and well-managed, including:

- **Strengthened Leadership.** Promoted our Assistant General Manager to General Manager and implemented a rotating General Manager schedule. This ensures the District always has immediate leadership for quick decision-making, reducing operational delays and improving responsiveness to facility needs.
- **Proactive Equipment Support.** Assumed responsibility for vacuum equipment repairs during the current contract. By maintaining equipment in-house, we minimize downtime and ensure consistent cleaning performance.
- **Supply Readiness.** Actively maintain spare parts and batteries for cleaning equipment, ensuring administrators and staff have the tools they need when they need them.
- **Enhanced Inspections.** Trial in Kotzebue to deliver more frequent inspections, starting at 3x per year and increasing to 4x, rather than only at the start and end of the school year. This approach helps identify issues early, maintain high cleanliness standards, and support a safe learning environment.

Routine and Enhanced Cleaning

Custodial staff report to supervisors and are thoroughly trained in all aspects of routine cleaning to allow for cross-shift utilization of labor. Our standard procedures include easy-to-follow instructions related to how to clean all areas in the scope of work for each facility. Sample categories include general and surface cleaning, specialty cleaning, floor maintenance, walls to eight feet, high dusting, restrooms, and terminal cleaning.

Our Enhanced Infection Control program is a comprehensive approach to pathogen reduction that achieves an increased level of cleanliness and safety, ensuring that surfaces not only look clean but are hygienically clean. Benefits include a safer environment for students, staff, and visitors; increased visibility and assurance of cleanliness; advanced infection control protocols; and access to the latest disinfecting technology, PPE, and products when needed.

Additional benefits include:

- **Optimized labor utilization.** Precise work loading, scheduling, planning, and technology ensure the right staff are in the right place at the right time.
- **Stable, skilled workforce.** Recruitment, market-competitive pay, training, and motivation programs keep experienced custodians engaged and committed.
- **Cost efficiency.** Leveraging our purchasing power to obtain high-quality materials, supplies, and equipment at competitive rates.
- **Environmentally friendly practices.** Eco-conscious cleaning enhances comfort, health, and productivity.
- **Performance metrics**. Industry-standard measures drive safety, quality, and productivity.
- **Operational focus.** Less involvement in custodial matters allows your team to concentrate on the District's core mission.

Equipment and Supplies

NMS has the resources and expertise to select and use the highest-quality products in the industry. Our partnership with Sodexo ensures access to competitive pricing, reducing overall costs for the District. We follow strict procedures for handling, storing, and using all chemicals, prioritizing both sanitation and safety.

We can furnish, maintain, and manage all equipment and supplies required to fulfill the scope of work. In partnership with the District, we are committed to finding solutions for equipment replacement, repair and maintenance to ensure continuous, reliable operation. All supplies and equipment are properly labeled, stored, and maintained, supporting safe, efficient, and high-quality custodial operations.

Staffing Plans

NMS provides a structured and scalable staffing plan to ensure consistent, high-quality custodial services across all District facilities. Our approach is designed to maintain cleanliness, safety, and operational efficiency at all times.

Our staffing plans focus on the following:

- **Right People in the Right Roles.** Staff are assigned based on qualifications, experience, and training to match facility needs, including specialized tasks when required.
- **Flexible Coverage.** Staffing levels are adjusted proactively to address seasonal demands, enrollment changes, and special events, ensuring uninterrupted service
- **Contingency Planning.** Cross-trained employees, a pool of on-call staff, and proactive scheduling minimize the impact of absences or turnover.
- **Clear Oversight.** Supervisors and managers provide direct oversight, performance coaching, and accountability while maintaining open communication with District administrators.
- **Performance Monitoring.** Staffing assignments are regularly reviewed and optimized to balance workloads, improve efficiency, and uphold high service standards.

Staffing Improvements

We implemented a 3x3 rotation for managers, ensuring at least one manager is always on site. This provides continuous supervision of custodial staff, enhances accountability, and allows managers to take time off without disrupting operations.

The District now has direct, on-site access to management for immediate communication and issue resolution, including emergency support when needed. This scheduling change improves coverage, operational efficiency, and overall responsiveness.

NWABSD — CUSTODIAL STAFFING SCHEDULE

Building / Position	Hourly	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Ambler								
Custodian	$19.50	8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm	OFF	OFF
Custodian	$21.76	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF
Buckland								
Custodian	$23.06	8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm	OFF	OFF
Custodian	$21.50	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF
Custodian	$21.50	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF
Deering								
Custodian	$28.06	8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm	OFF	OFF
Kiana								
Custodian	$19.50	8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm	OFF	OFF
Custodian	$20.79	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF
Kivalina								
Custodian	$20.79	8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm	OFF	OFF
Custodian	$20.79	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF
Kobuk								
Custodian	$28.06	8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm	OFF	OFF
Noatak								
Custodian	$20.79	8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm	OFF	OFF
Custodian	$20.79	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF
Custodian	$20.79	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF
Noorvik								
Custodian	$20.73	8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm	OFF	OFF
Custodian	$31.28	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF
Selawik								
Custodian	$20.79	8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm	OFF	OFF
Custodian	$20.73	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF
Custodian	$20.73	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF
Shungnak								
Custodian	$20.09	8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm	OFF	OFF
Custodian	$20.79	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF
Kotz MS/HS								
Custodian	$20.13	8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm	OFF	OFF
Custodian	$19.50	8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm	OFF	OFF
Custodian	$20.13	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF	3:30pm-11:30pm
Custodian	$19.50	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF	3:30pm-11:30pm
Custodian	$20.09	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF	3:30pm-11:30pm
Custodian	$20.19	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF	3:30pm-11:30pm
District Office								
Custodian	$20.25	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	3:30pm-11:30pm
ATC / Dorm								
Custodian	$20.25	8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm	OFF	OFF
Custodian	$20.73	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF
Custodian	$19.50	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF	3:30pm-11:30pm
Management (Salary)								
Manager	$43.11	**Varies / Salary**	**Varies / Salary**	**Varies / Salary**	**Varies / Salary**	**Varies / Salary**	**Varies / Salary**	**Varies / Salary**
Manager	$46.10	**Varies / Salary**	**Varies / Salary**	**Varies / Salary**	**Varies / Salary**	**Varies / Salary**	**Varies / Salary**	**Varies / Salary**

Schedule Legend

Day Shift (8am–4pm) | Evening Shift (3:30pm–11:30pm) | OFF | **Varies / Salary**

ATTACHMENT E

TOTAL NUMBER OF CUSTODIANS REQUIRED

These numbers are based on current/past custodial usage and the District's opinion of the **minimum** number of custodians required for adequate services to District buildings at the time of the RFP. It is the Contractors responsibility to determine the actual number of custodians required to satisfy this Contract.

Full Time Equivalency (FTE) for the purpose of this Contract is 7.50 hours per day/37.5 hours per week. (For example, 1.0 FTE works 37.5 hours per week. 0.5 FTE works 25 hours per week)

School	Monday - Friday Type	FTE	Contractor Weekly Cost Estimate
Ambler	1 day & 1 evening custodian	2	$1,851 -
Buckland	1 day & 2 evening custodians	3	$2,997 -
Deering	1 day/evening combo	1	$1,204 -
Diana	1 day & 1 evening custodian	2	$1,887 -
Kivalina	1 day & 1 evening custodian	2	$1,804 -
Kobuk	1 custodian	1	$815 -
Noatak	1 day & 2 evening custodians	3	$2,847 -
Noorvik	2 evening custodian	2	$2,591 -
Selawik	1 day & 2 evening custodians	3	$2,933 -
Shungnak	1 day & 1 evening custodian	2	$1,783 -
JNES/KMHS	FOREMAN	~~1~~	$0 -
JNES/KMHS	3 day & 3 evening custodians	7 ~~8~~	$8,155 -
District Office/Maint	1 evening	1	$1,271 -
ATC/Dorm(s)	1 day custodian	1	$898 -
ATC/Dorm	1 day/evening combo	1	$1,034 -
Total Minimum number of custodians		**31.00 FTE**	
Minimum number of custodial hours per week		**1162.5**	**$32,070 -**



3/20/26

Authorized Signature **Date**



MANAGEMENT SERVICES

MANAGEMENT SERVICES

By investing in our people, we ensure a skilled, engaged workforce that consistently delivers exceptional results.

Our management approach reflects our mission: to provide management and support services at a level of quality, value, safety, and expertise beyond our clients' expectations. This approach is built on five core areas:

- Strong leadership
- Recruiting top talent
- Continuous improvement and training
- Performance measurement and reporting
- Communication and partnership mindset

Recruitment and Hiring

NMS has a dedicated recruiting team that identifies, attracts, and hires qualified candidates for every position, ensuring operations remain fully staffed. All employees undergo background checks, drug testing, and health screenings prior to assignment to ensure they meet strict safety and security standards. These requirements help maintain a safe, professional environment for students, staff, and visitors while reducing operational risk for the District. If required, we will work with the District to coordinate fingerprinting and health screenings for employees already located in the region.

Beyond hiring, NMS invests in comprehensive employee programs designed to attract, develop, and retain top talent. These programs include structured recruitment, orientation, training, professional development, performance management, career planning, succession planning, and retention initiatives. Engaged employees deliver stronger performance, greater continuity, and a consistently high level of service.

Employees are supported through comprehensive health and welfare programs, including the Federal Employee Health Benefits (FEHB) program and additional benefits provided through our parent company, NANA. These offerings include health and dental coverage, paid time off, retirement, disability, life insurance, and crisis care programs that support employee well-being and long-term stability.

We believe in a culture where our people come first. We've been able to keep our talent and maintain the highest retention rates in the industry because of our strong benefits and recognition programs, and competitive pay scale. Our programs increase engagement and overall satisfaction, which means our partners receive top-level service.

Training and Development

Our comprehensive training and development programs ensure District facilities remain clean, safe, and efficiently maintained every day. NMS equips every employee to deliver high-quality custodial services while reducing turnover, absenteeism, and workplace incidents.

Standard Training covers responsibilities, environmental impacts, safety regulations, chemical handling, equipment care, cleaning techniques, and ergonomics. Progress and competency are tracked to ensure all employees meet performance standards.

Standard Training covers responsibilities, environmental impacts, safety regulations, chemical handling, equipment care, cleaning techniques, and ergonomics. Progress and competency are tracked to ensure all employees meet performance standards.

Operational Training includes new employee orientation, seven days of hands-on training covering 40+ tasks, and customer service instruction. Follow-up assessments and cross-training ensure flexibility and efficiency.

Ongoing Training features weekly "Method of the Week" sessions and annual in-service weeks reinforce proper cleaning methods, infection prevention, and collaboration, aligning staff with District goals.

Additional Programs cover initiatives such as the Better Tomorrow Program, Physical Safety Training, and TOPS (Tracking customer service, technical skills, and life skills) reinforce compliance, safety, and continuous improvement, with clear competency standards for accountability.

TOPS

Training Our People = Success

Customer Service	Life Skills	Custodial Best Practices
○ Focus on Service Spirit ○ Who Are Our Customers? ○ Learning and Meeting Your Customers' Needs ○ Moments of Truth ○ Great Customer Service ○ A Picture is Worth a Thousand Words ○ Verbal & Non-Verbal Communication ○ Service Recovery ○ Managing to Successful Customer Interactions ○ Delivering Service as a Team	○ Succeeding at Work ○ Preventing Sexual Harassment ○ EEO guidelines ○ Drug and Alcohol Dangers in the Workplace ○ Quality of Life - What It Means for Our Customers ○ Business Integrity: Legal and Ethical Compliance ○ HIPAA and Privacy Rules ○ Disaster and Fire Safety	○ Chemical Hazard Communication ○ Chemical MSDS sheets ○ Hazardous Waste ○ Blood and bodily fluids cleaning ○ Bloodborne pathogens ○ Infectious waste handling ○ Waste Handling and Disposal ○ Germicide Usage & criticality ○ 7-Step Cleaning ○ Proper Lifting Techniques

QUALITY ASSURANCE

Our Appearance Care Program supports safe, healthy, and productive environments. Through effective staffing, equipment, and product selection, we consistently meet or exceed required service levels while improving indoor environmental quality, occupant comfort, and operational efficiency.

Our approach focuses on:

- **Tailored Facility Solutions.** Evaluating each facility's needs—including chemicals, equipment, procedures, and training—to improve cleaning effectiveness and indoor environmental quality.
- **Operational Excellence.** Maintaining optimized staffing, environmentally responsible practices, and performance-driven results that support safety, quality, and productivity.
- **Cost Efficiency and Resource Management.** Leveraging our purchasing power to secure high-quality supplies and equipment at competitive prices while reducing administrative burden.

Performance Tracking and Inspections

We continuously evaluate and implement best practices to ensure consistent, high-quality service. Performance is monitored through a structured management process that includes training verification, routine inspections, corrective action tracking, and management review. Daily and weekly inspections help identify irregularities, prevent facility or equipment issues, and maintain consistent service quality. Urgent corrective actions are addressed immediately, with results documented and shared with District management through regular meetings and reports.

Reporting and KPIs

NMS will meet all reporting requirements outlined by the District and applicable federal and state agencies, including work schedules, checklists, timesheets, personnel reports, and in-service training documentation.

To measure service performance, we track key performance indicators (KPIs), including:

- **Customer satisfaction with cleaning quality**
- **Responsiveness to service requests**
- **Number of complaints received**
- **Total cleaning calls and requests completed**
- **Completion of special cleaning projects**

Continuous Improvement

Janitorial staff report to trained supervisors and receive instruction in all aspects of routine and enhanced cleaning, enabling flexible cross-shift support when needed. Our team collaborates with District staff to implement effective cleaning strategies for each facility. Standard procedures provide clear guidance across all service areas, including general cleaning, floor care, high dusting, restrooms, specialty cleaning, and terminal cleaning. Managers conduct regular walkthroughs, check in with remote teams bi-weekly, administer monthly performance surveys, and provide annual training to support continuous improvement.

Communication

Delivering reliable custodial services begins with a clear understanding of District priorities and site-specific needs. We maintain ongoing communication with District leadership, school administrators, and site contacts to ensure services support safe, clean, and welcoming learning environments. Our management team works closely with school staff to align operations with academic schedules, events, and facility needs. Employees receive continuous training and clear performance expectations. Site meetings, feedback, and satisfaction surveys allow us to identify concerns quickly and implement improvements with minimal disruption.

Reasons to Choose NMS

Continuing our partnership ensures that the Northwest Arctic Borough School District's facilities remain clean, safe, and fully operational for students, staff, and the community. With decades of experience serving Alaska's schools—including over 14 years in the Northwest Arctic Borough—our teams understand the region's unique challenges and deliver consistent, high-quality custodial service. This ongoing relationship provides trained, reliable staff, responsive management, and proactive safety and maintenance practices, giving the District confidence in a healthy, well-maintained, and welcoming learning environment.

PRICING



PROPOSAL FORM
CUSTODIAL SERVICES ANNUAL FEE AMOUNT

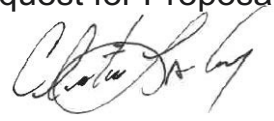
The proposer must complete this form and the cost justification form and return it with the proposal package.

Enter the total annual amount of the fee proposed for custodial services for any or all of the buildings listed below:

Ambler	$ $151,144	-
Buckland	$ $247,176	-
Deering	$ $91,826	-
Kiana	$ $165,262	-
Kivalina	$ $138,801	-
Kobuk	$ $60,186	-
Noatak	$ $237,332	-
Noorvik	$ $246,268	-
Selawik	$ $257,118	-
Shungnak	$ $138,481	-
JNES/KMHS	$ 718,428	-
District & Maintenance Offices	$ $111,176	-
ATC & Dormitory	$ $191,125	-
TOTAL FEE PROPOSAL	**$** $2,754,321	-
Extra Curricular Activities - hourly cleaning fee	Per Hour : $ 55.00	
Emergency Cleaning - hourly cleaning fee	Per Hour : $ 55.00	

Attach proposal BOND here

I agree by the submittal of this proposal that if awarded a contract pursuant to the Request for Proposals, I will comply with all the terms and conditions contained in the Request for Proposals, including any addenda thereto.



Authorized Signature

3/20/26

Date

CHUBB®

Power of Attorney

Federal Insurance Company | Vigilant Insurance Company | Pacific Indemnity Company
Westchester Fire Insurance Company | ACE American Insurance Company

Know All by These Presents, that **FEDERAL INSURANCE COMPANY**, an Indiana corporation, **VIGILANT INSURANCE COMPANY**, a New York corporation, **PACIFIC INDEMNITY COMPANY**, a Wisconsin corporation, **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** corporations of the Commonwealth of Pennsylvania, do each hereby constitute and appoint **Jamie Armfield**

Surety Bond Number: Bid Bond
Obligee: Northwest Arctic Borough School District

each as their true and lawful Attorney-in-Fact to execute under such designation in their names and to affix their corporate seals to and deliver for and on their behalf as surety thereon or otherwise, bonds and undertakings and other writings obligatory in the nature thereof (other than bail bonds) given or executed in the course of business, and any instruments amending or altering the same, and consents to the modification or alteration of any instrument referred to in said bonds or obligations.

In Witness Whereof, said **FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** have each executed and attested these presents and affixed their corporate seals on this **1st** day of **November, 2019.**

Dawn M. Chloros, Assistant Secretary

Stephen M. Haney, Vice President

STATE OF NEW JERSEY
County of Hunterdon ss.

On this **1st** day of **November, 2019,** before me, a Notary Public of New Jersey, personally came Dawn M. Chloros and Stephen M. Haney, to me known to be Assistant Secretary and Vice President, respectively, of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY, the companies which executed the foregoing Power of Attorney, and the said Dawn M. Chloros and Stephen M. Haney, being by me duly sworn, severally and each for herself and himself did depose and say that they are Assistant Secretary and Vice President, respectively, of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY and know the corporate seals thereof, that the seals affixed to the foregoing Power of Attorney are such corporate seals and were thereto affixed by authority of said Companies; and that their signatures as such officers were duly affixed and subscribed by like authority.

Notarial Seal

KATHERINE J. ADELAAR
NOTARY PUBLIC OF NEW JERSEY
No. 2316685
Commission Expires July 16, 2024

Notary Public

CERTIFICATION

Resolutions adopted by the Boards of Directors of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY on August 30, 2016; WESTCHESTER FIRE INSURANCE COMPANY on December 11, 2006; and ACE AMERICAN INSURANCE COMPANY on March 20, 2009:

"RESOLVED, that the following authorizations relate to the execution, for and on behalf of the Company, of bonds, undertakings, recognizances, contracts and other written commitments of the Company entered into in the ordinary course of business (each a "Written Commitment"):

(1) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise.

(2) Each duly appointed attorney-in-fact of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise, to the extent that such action is authorized by the grant of powers provided for in such person's written appointment as such attorney-in-fact.

(3) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to appoint in writing any person the attorney-in-fact of the Company with full power and authority to execute, for and on behalf of the Company, under the seal of the Company or otherwise, such Written Commitments of the Company as may be specified in such written appointment, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.

(4) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to delegate in writing to any other officer of the Company the authority to execute, for and on behalf of the Company, under the Company's seal or otherwise, such Written Commitments of the Company as are specified in such written delegation, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.

(5) The signature of any officer or other person executing any Written Commitment or appointment or delegation pursuant to this Resolution, and the seal of the Company, may be affixed by facsimile on such Written Commitment or written appointment or delegation.

FURTHER RESOLVED, that the foregoing Resolution shall not be deemed to be an exclusive statement of the powers and authority of officers, employees and other persons to act for and on behalf of the Company, and such Resolution shall not limit or otherwise affect the exercise of any such power or authority otherwise validly granted or vested."

I, Dawn M. Chloros, Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY (the "Companies") do hereby certify that

(i) the foregoing Resolutions adopted by the Board of Directors of the Companies are true, correct and in full force and effect.
(ii) the foregoing Power of Attorney is true, correct and in full force and effect.

Given under my hand and seals of said Companies at Whitehouse Station, NJ, this March 8, 2021.

Dawn M. Chloros, Assistant Secretary

IN THE EVENT YOU WISH TO VERIFY THE AUTHENTICITY OF THIS BOND OR NOTIFY US OF ANY OTHER MATTER, PLEASE CONTACT US AT:
Telephone (908) 903-3493 Fax (908) 903-3656 e-mail: surety@chubb.com

Combined: FED-VIG-PI-WFIC-AAIC (rev. 11-19)

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 5/23/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Arthur J. Gallagher Risk Management Services, LLC
111 Veterans Boulevard
Suite 1300
Metairie LA 70005

CONTACT NAME: William D. Hughs
PHONE (A/C, No, Ext): 504-888-1100 **FAX (A/C, No):** 504-888-1299
E-MAIL ADDRESS: William_Hughs@ajg.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Evanston Insurance Company	35378
INSURER B : Zurich American Insurance Company	16535
INSURER C : American Zurich Insurance Company	40142
INSURER D : Navigators Specialty Insurance Company	36056
INSURER E :	
INSURER F :	

INSURED NANAREG-01
NANA Management Services, LLC
800 E. Dimond Blvd., Suite 3-450
Anchorage, AK 99515

COVERAGES **CERTIFICATE NUMBER:** 91876928 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY X PRO-JECT X LOC OTHER:	Y	Y	MKLV5ENV105151	6/1/2025	6/1/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Shared General Agg	$ 1,000,000 $ 1,000,000 $ 25,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $ 2,000,000
B	**AUTOMOBILE LIABILITY** X ANY AUTO OWNED AUTOS ONLY / SCHEDULED AUTOS X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY	Y	Y	BAP915646011	6/1/2025	6/1/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
D	UMBRELLA LIAB X OCCUR X **EXCESS LIAB** CLAIMS-MADE DED RETENTION $	Y	Y	LA25EXC727259IC	6/1/2025	6/1/2026	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000 $
C	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N / A **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below		Y	WC011482011	6/1/2025	6/1/2026	X PER STATUTE / OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	incls Stop Gap $ 1,000,000 $ 1,000,000 $ 1,000,000
A	Professional Liab Claims Made		Y	MKLV5ENV105151	6/1/2025	6/1/2026	Prof Liab Each/Aggr Self Insd Retention	$1,000,000 $100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

General Liability Policy includes Blanket Additional Insured-Owners,Lessees or Contractors -Scheduled Person or Organization as required by written contract Form# CG 20 10 04 13; Additional Insured-Owners, Lessees or Contractors-Completed Operations as required by written contract Form# CG 20 37 04 13; Waiver of Transfer of Rights of Recovery Against Others to Us, as required by written contract Form # CG 24 04 05 09; Professional Liability-Waiver of Transfer of Rights of Recovery Against Others to Us (Written Contract Limitation)-Alaska Native Corporation as required by written contract Form# MEEI 2524-A 11 17 and Automatic Primary and Non-Contributory Insurance Alaska Native Corporation as required by written contract Form# MEEI 2274-A 01/22; Notice of Cancellation when required by written contact - Alaska Native Corporation Form # MEEI 2220-A 11/17, all pursuant to and subject to the policies terms, definitions, conditions and exclusions.
See Attached...

CERTIFICATE HOLDER

NANA Management Services, LLC
800 E. Dimond Blvd., Ste. 3-450
Anchorage AK 99515
USA

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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ACORD 25 (2016/03) **The ACORD name and logo are registered marks of ACORD**

FEE COST JUSTIFICATION FORM
Ambler SCHOOL CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

Cost Explanation	Annual Total
Management Salary	$ 8,939 -
Day Custodial Salary	$ 29,981 -
Night Custodial Salary	$ 33,456 -
Employer Medicare & SS	$ 8,685 -
Other Benefits	$ 15,199 -
Total Employee Costs	$ 96,260 -
Custodial Supplies	$ 15,676 -
Other Supplies	$ 0 -
Insurance	$ 40 -
Bonding	$ 0 -
Taxes and Licenses	$ 0 -
Building rental, utilities, maintenance, etc.	$ 5,276 -
Other - Specify Travel	$ 4,626 -
Other - Specify Depreciation	$ 1,711 -
Other - Specify Training & Development	$ 1,550 -
Other-Expense Overhead Support	$ 6,290
Profit	$ 19,714 -
Total All Costs	$ 151,144 -

The total should agree with the total submitted on the proposal form.



Authorized Signature

3/20/26

Date

FEE COST JUSTIFICATION FORM
Buckland SCHOOL CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

Cost Explanation	Annual Total
Management Salary	$15,625 -
Day Custodial Salary	$ 35,455 -
Night Custodial Salary	$66,113 -
Employer Medicare & SS	$14,063 -
Other Benefits	$24,610 -
Total Employee Costs	$155,865 -
Custodial Supplies	$ 27,402 -
Other Supplies	$ 0 -
Insurance	$ 40 -
Bonding	$ 0 -
Taxes and Licenses	$ 0 -
Building rental, utilities, maintenance, etc.	$ 9,233 -
Other - Specify TravelTravel	$ 8,086 -
Other - Specify Depreciation	$2,992 -
Other - Specify Training & Development	$ 2,709 -
Other Expense Overhead Support	$8,619
Profit	$ 32,240 -
Total All Costs	$ 247,176 -

The total should agree with the total submitted on the proposal form.



Authorized Signature

3/20/26

Date

FEE COST JUSTIFICATION FORM
Deering School CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

Cost Explanation		Annual Total
Management Salary		$3,925 -
Day Custodial Salary		$21,571 -
Night Custodial Salary		$21,571 -
Employer Medicare & SS		$5,648 -
Other Benefits		$9,884 -
Total Employee Costs		$62,600 -
Custodial Supplies		$6,884 -
Other Supplies		$ 0 -
Insurance		$40 -
Bonding		$0 -
Taxes and Licenses		$ 0 -
Building rental, utilities, maintenance, etc.		$2,317 -
Other - Specify	Travel	$2,031 -
Other - Specify	Depreciation	$ 752 -
Other - Specify	Training & Development	$681 -
Other Expense	Overhead Support	$4,543
Profit		$11,977 -
Total All Costs		$91,826 -

The total should agree with the total submitted on the proposal form.



3/20/26

Authorized Signature Date

FEE COST JUSTIFICATION FORM
Kiana School CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

Cost Explanation	Annual Total
Management Salary	$11,846 -
Day Custodial Salary	$29,981 -
Night Custodial Salary	$ 31,965 -
Employer Medicare & SS	$8,855 -
Other Benefits	$15,496 -
Total Employee Costs	$ 98,143 -
Custodial Supplies	$ 20,775 -
Other Supplies	$ 0 -
Insurance	$40 -
Bonding	$ 0 -
Taxes and Licenses	$ 0 -
Building rental, utilities, maintenance, etc.	$ 6,992 -
Other - Specify Travel	$ 6,130 -
Other - Specify Depreciation	$2,268 -
Other - Specify Training & Development	$ 2,054 -
Other Expense Overhead Support	$7,302
Profit	$ 21,556 -
Total All Costs	$165,262 -

The total should agree with the total submitted on the proposal form.

Authorized Signature  Date 3/20/26

FEE COST JUSTIFICATION FORM
Kivalina School CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. TheDistrict may require explanation and/or documentation supporting claim for any line item.

Cost Explanation	Annual Total
Management Salary	$ 6,617 -
Day Custodial Salary	$ 31,965 -
Night Custodial Salary	$ 31,965 -
Employer Medicare & SS	$ 8,466 -
Other Benefits	$ 14,815 -
Total Employee Costs	$ 93,826 -
Custodial Supplies	$ 11,605 -
Other Supplies	$ 0 -
Insurance	$ 40 -
Bonding	$ 0 -
Taxes and Licenses	$ 0 -
Building rental, utilities, maintenance, etc.	$ 3,906 -
Other - Specify	$ 3,424 -
Other - Specify	$ 1,267 -
Other - Specify	$ 1,147 -
Other Expense	$5,481
Profit	$ 18,104 -
Total All Costs	$ 138,801 -

The total should agree with the total submitted on the proposal form.



Authorized Signature

3/20/26

Date

FEE COST JUSTIFICATION FORM
Kobuk School CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

Cost Explanation	Annual Total
Management Salary	$ 1,885 -
Day Custodial Salary	$ 29,981 -
Night Custodial Salary	$ 0 -
Employer Medicare & SS	$ 3,824 -
Other Benefits	$ 6,692 -
Total Employee Costs	$ 42,382 -
Custodial Supplies	$ 3,306 -
Other Supplies	$ 0 -
Insurance	$ 40 -
Bonding	$ 0 -
Taxes and Licenses	$ 0 -
Building rental, utilities, maintenance, etc.	$ 1,113 -
Other - Specify Travel	$ 975 -
Other - Specify Depreciation	$ 361 -
Other - Specify Training & Development	$ 327 -
Other Expense Overhead Support	$3,832
Profit	$ 7,850 -
Total All Costs	$ 60,186 -

The total should agree with the total submitted on the proposal form.



Authorized Signature

3/20/26

Date

FEE COST JUSTIFICATION FORM
Noatak School CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

Cost Explanation		Annual Total
Management Salary		$15,418 -
Day Custodial Salary		$31,965 -
Night Custodial Salary		$63,929 -
Employer Medicare & SS		$13,357 -
Other Benefits		$23,375 -
Total Employee Costs		$148,044 -
Custodial Supplies		$27,039 -
Other Supplies		$ 0 -
Insurance		$ 40 -
Bonding		$0 -
Taxes and Licenses		$ 0 -
Building rental, utilities, maintenance, etc.		$9,100 -
Other - Specify	Travel	$7,979 -
Other - Specify	Depreciation	$2,952 -
Other - Specify	Training & Development	$2,673 -
Other Expense	Overhead Support	$8,547
Profit		$30,956 -
Total All Costs		$ 237,332 -

The total should agree with the total submitted on the proposal form.

Authorized Signature  Date 3/20/26

FEE COST JUSTIFICATION FORM
Noorvik School CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

Cost Explanation	Annual Total
Management Salary	$ 21,321 -
Day Custodial Salary	$ 48,093 -
Night Custodial Salary	$ 31,872 -
Employer Medicare & SS	$ 12,154 -
Other Benefits	$ 21,270 -
Total Employee Costs	$ 134,711 -
Custodial Supplies	$ 37,393 -
Other Supplies	$ $0 -
Insurance	$ 40 -
Bonding	$ 0 -
Taxes and Licenses	$ 0 -
Building rental, utilities, maintenance, etc.	$12,585 -
Other - Specify Travel	$ 11,034 -
Other - Specify Depreciation	$4,082 -
Other - Specify Training & Development	$ 3,697 -
Other Expense Overhead Support	$10,604
Profit	$ 32,122 -
Total All Costs	$ 246,268 -

The total should agree with the total submitted on the proposal form.



Authorized Signature

3/20/26

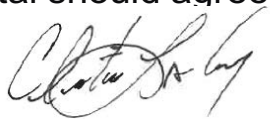
Date

FEE COST JUSTIFICATION FORM
Selawik School CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

Cost Explanation	Annual Total
Management Salary	$18,975 -
Day Custodial Salary	$ 31,965 -
Night Custodial Salary	$ 63,745 -
Employer Medicare & SS	$ 13,762 -
Other Benefits	$24,084 -
Total Employee Costs	$ 152,531 -
Custodial Supplies	$33,279 -
Other Supplies	$ 0 -
Insurance	$40 -
Bonding	$ 0 -
Taxes and Licenses	$ 0 -
Building rental, utilities, maintenance, etc.	$ 11,200 -
Other - Specify Travel	$ 9,820 -
Other - Specify Depreciation	$ 3,633 -
Other - Specify Training & Development	$ 3,290 -
Other Expense Overhead Support	$9,786
Profit	$33,537 -
Total All Costs	$ 257,118 -

The total should agree with the total submitted on the proposal form.



Authorized Signature

3/20/26

Date

FEE COST JUSTIFICATION FORM
Shungnak School CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

Cost Explanation		Annual Total
Management Salary		$ 6,852 -
Day Custodial Salary		$31,427 -
Night Custodial Salary		$ 31,427 -
Employer Medicare & SS		$ 8,365 -
Other Benefits		$ 14,638 -
Total Employee Costs		$ 92,708 -
Custodial Supplies		$ 12,017 -
Other Supplies		$ 0 -
Insurance		$40 -
Bonding		$ 0 -
Taxes and Licenses		$0 -
Building rental, utilities, maintenance, etc.		$ 4,044 -
Other - Specify	Travel	$ 3,546 -
Other - Specify	Depreciation	$ 1,312 -
Other - Specify	Training & Development	$ 1,188 -
Other Expense	Overhead Support	$5,563
Profit		$ 18,063 -
Total All Costs		$138,481 -

The total should agree with the total submitted on the proposal form.

Authorized Signature  Date 3/20/26

FEE COST JUSTIFICATION FORM
June Nelson Elementary School Kotzebue Middle/High School
CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

Cost Explanation	Annual Total
Management Salary	$55,226 -
Day Custodial Salary	$ 77,279 -
Night Custodial Salary	$ 186,351 -
Employer Medicare & SS	$ 38,263 -
Other Benefits	$ 66,960 -
Total Employee Costs	$ 424,079 -
Custodial Supplies	$ 96,856 -
Other Supplies	$ 0 -
Insurance	$ 40 -
Bonding	$ 0 -
Taxes and Licenses	$ 0 -
Building rental, utilities, maintenance, etc.	$ 32,598 -
Other - Specify	$ 28,581 -
Other - Specify	$ 10,574 -
Other - Specify	$ 9,575 -
Other Expense	$22,416
Profit	$ 93,708 -
Total All Costs	$ 718,428 -

The total should agree with the total submitted on the proposal form.

Authorized Signature  Date 3/20/26

FEE COST JUSTIFICATION FORM
Kotzebue District & Maintenance Offices CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

Cost Explanation	Annual Total
Management Salary	$ 7,654 -
Day Custodial Salary	$ 0 -
Night Custodial Salary	$ 42,042 -
Employer Medicare & SS	$ 5,964 -
Other Benefits	$ 10,436 -
Total Employee Costs	$ 66,096 -
Custodial Supplies	$ 13,424 -
Other Supplies	$ 0 -
Insurance	$ 40 -
Bonding	$ 0 -
Taxes and Licenses	$ 0 -
Building rental, utilities, maintenance, etc.	$ 4,518 -
Other - Specify Travel	$ 3,961 -
Other - Specify Depreciation	$ 1,466 -
Other - Specify Training & Development	$ 1,327 -
Other Expense Overhead Support	$5,842
Profit	$ 14,501 -
Total All Costs	$ 111,176 -

The total should agree with the total submitted on the proposal form.

Authorized Signature  Date 3/20/26

FEE COST JUSTIFICATION FORM
Alaska Technical Center and Dormitory CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

Cost Explanation		Annual Total
Management Salary		$ 0 -
Day Custodial Salary		$ 71,360 -
Night Custodial Salary		$ 0 -
Employer Medicare & SS		$ 10,587 -
Other Benefits		$ 18,528 -
Total Employee Costs		$ 100,475 -
Custodial Supplies		$ 29,585 -
Other Supplies		$ 0 -
Insurance		$ 40 -
Bonding		$ 0 -
Taxes and Licenses		$ 0 -
Building rental, utilities, maintenance, etc.		$ 9,957 -
Other - Specify	Travel	$ 8,730 -
Other - Specify	Depreciation	$ 3,230 -
Other - Specify	Training & Development	$ 2,925 -
Other Expense	Overhead Support	$9,053
Profit		$ 27,130 -
Total All Costs		$ 191,125 -

The total should agree with the total submitted on the proposal form.

Authorized Signature  Date 3/20/26



ATTACHMENTS

ATTACHMENT A

PROPOSAL REQUIREMENTS AND SUBMITTAL CHECKLIST

	INFORMATION	YES	NO
1	Business information provided (name, address, license, authorized agent)?	X	
2	Proposal bond provided as required?	X	
3	Non-discrimination statement accepted?	X	
4	Custodial Services RFP, addendum and all attachments included?	X	
5	Has the contractor failed within the last three (3) years at any point to render substantial performance of a contract with any client? If so, has explanation for failure been provided?		X
6	Does the Proposal materially conform to the RFP specifications?	X	
7	Are there any material alterations to the Proposal?		X
8	Are there any erasures that have not been initialed by the Proposer?		X
9	Has a statement that the Proposal includes all terms and conditions of the invitation been included?	X	
10	Are the type of security being proposed and the company issuing such security been included as required?	X	
11	Is a copy of the monthly custodial service report (billing invoice) to be rendered to the District each month included?	X	
12	Did the contractor show evidence of financial stability by providing copies of the last three (3) annual financial statements as prepared and certified by an independent Certified Public Accountant, or an affidavit describing in detail those assets that could be applied to satisfy obligations under this contract including all encumbrances to said assets? (**Note: Personal property used as an asset must be accompanied by an independent appraisal.)**	X	
13	Did the Contractor provide a list of all college, school district, hospital, municipal, and commercial accounts including the dollar amount of the contract and square footage serviced?		NA
14	Was a list of accounts lost during the last three (3) years and reasons for the loss; statement as to whether servicing any of the lost accounts again; for each account, whether recovered or not, the name, title, and phone number of client liaison officer provided?		NA
15	Did the Contractor provide an analysis of improvements the Contractor would recommend for the custodial services program? (optional)	X	
16	Was a thorough analysis of on-site labor to include the following provided: 1. list of job titles, including all management positions, hourly wage/salaried employees 2. proposed distribution of these positions 3. hourly wage/salary range for all positions 4. total annual personnel services budget (include all expenses)	X	
17	Was the completed proposal including all terms, conditions and attachment returned as part of submittal and signed as required?	X	

ATTACHMENT F

CERTIFICATION STATEMENT

I, the undersigned, having carefully examined the General Information, Terms and conditions, specifications and all related material and information provided by the Northwest Arctic Borough School District in connection with its Request for Proposals for Custodial Services dated February 23, 2026 and any addenda thereto and having inspected the actual physical facilities, hereby agree to furnish custodial services as specified to the Northwest Arctic Borough School District. I acknowledge receipt of the Request for Proposals referenced above and the following addenda thereto, if any:

_____

_____

_____

Copies of these documents have been submitted with my proposal.

I further agree that this offer to supply custodial services will remain in effect at the fee quoted for a period of not less than ninety (90) calendar days from the date of the proposal opening, I understand and agree that this offer may not be withdrawn or modified during that time. I understand that contingent proposals cannot be accepted and represent that the fee quoted is not contingent.

If this offer or portion thereof is accepted by the Northwest Arctic Borough School Board and an award is made thereon, I agree to enter into a contract with the Northwest Arctic Borough School District to furnish custodial services as specified for the fee quoted.

I hereby certify that this proposal is genuine, that I have not colluded with any other proposer or any person, and that I am authorized to bind the firm identified below to this agreement and to any resulting contract for Custodial Services.



March 20, 2026

Authorized Signature — Date

Clinton Lasley — Vice President

Printed Name — Title

NANA Management Services (NMS)

Name of Firm

4041 B Street, Anchorage, AK 99503

Address

907-273-1731

Contract Phone Number

Alaska Business License # **404857**

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing
PO Box 110806, Juneau, AK 99811-0806

This is to certify that

NANA MANAGEMENT SERVICES, LLC

800 E DIMOND BLVD STE 3-450, ANCHORAGE, AK 99515

owned by

NANA MANAGEMENT SERVICES, LLC

is licensed by the department to conduct business for the period

November 12, 2024 to December 31, 2026
for the following line(s) of business:

56 - Administrative, Support, Waste Management and Remediation Services

This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Julie Sande
Commissioner

THIS CERTIFIES THAT

NANA Management Services, LLC

NMSDC
National Minority Supplier Development Council

* Nationally certified by the: **NORTHWEST MOUNTAIN MINORITY SUPPLIER DEVELOPMENT COUNCIL**

*NAICS Code(s): 561210; 561320; 561611; 561612; 561720; 561730; 721110; 722310; 722320

* Description of their product/services as defined by the North American Industry Classification System (NAICS)

05/31/2025		NW01217
Issued Date		**Certificate Number**
05/31/2026	**Ying McGuire** **NMSDC CEO and President**	
Expiration Date		**Karla Malacon, President and CEO**

By using your password (NMSDC issued only), authorized users may log into NMSDC Central to view the entire profile: http://nmsdc.org

Certify, Develop, Connect, Advocate.

* MBEs certified by an Affiliate of the National Minority Supplier Development Council, Inc.®

Certified Environmental Services Executive

Eric Hagelman

This certificate is awarded as evidence of completion of the educational requirements as stipulated by the Association on

February 25, 2022

This certificate will expire May 31, 2022 or if at any time evidence of current membership status has expired.

Michael Patterson, MESRE, Executive Director

February 27, 2022

Date

IEHA® A Division of ISSA

Uniting facility managers, worldwide...

Certified Environmental Services Executive

Scotty Austin

This certificate is awarded as evidence of completion of the educational requirements as stipulated by the Association on

June 1, 2025

This certificate will expire May 31, 2026 or if at any time evidence of current membership status has expired.

Michael Patterson, MESRE, Executive Director

June 1, 2025

Date

IEHA® A Division of ISSA

Uniting facility managers, worldwide...



ISSA CMI
CLEANING MANAGEMENT INSTITUTE
EXPERT

Scotty Austin

has successfully completed Cleaning Management Institute's

Expert Cleaning Technician Certification

covering expert level procedures in custodial/environmental service operations set forth by Cleaning Management Institute and has therefore earned 25 continuing education units. This certification meets the requirements set forth by Cleaning Management Institute: minimum 20 hours of classroom time; required performance based measurements; verified CMI curriculum at a CMI Verified Training Center; and has completed all components of CMI Masters level program.

This certification expires two years from January 5, 2026

John H. Barrett ISSA Executive Director

Brant Insero Chief Global Education Officer



INTERNATIONAL FACILITY MANAGEMENT ASSOCIATION
fmp

Facility Management Professional

Scotty Austin, FMP

Having presented evidence of knowledge through the satisfactory completion of coursework is hereby awarded the designation of Facility Management Professional.

Issued on August 6, 2014

Tony Keane, CAE
President and Chief Executive Officer

IFMA
International Facility Management Association

Sold To: NWAB SCH DIST- JANITORIAL
ATTN: ACCOUNTS PAYABLE
PO BOX 51
KOTZEBUE, AK 99752 US

Ship To:

Contact:

Currency: USD

Contract: NWABSD Janitorial

Tax ID: 92-0065346

Order Date	Sales Representative	Terms	Delivery Terms	Ship Via	Customer Purchase Order
01/05/26		NET 30			DECEMBER 2025

Line	Item / Description	Rev	U/M	Invoice Quantity	Net Unit Price	Extended Price
17	JANITORIAL SERVICE NOORVIK HOURS NOT WORKED DECEMBER 2025		MON	78.5	-28.60	-2,245.10
18	JANITORIAL SERVICE SELAWIK DECEMBER 2025		MON	1	22,881.53	22,881.53
19	JANITORIAL SERVICE SELAWIK HOURS NOT WORKED DECEMBER 2025		MON	80.75	-28.60	-2,309.45
20	JANITORIAL SERVICE SHUNGNAK DECEMBER 2025		MON	1	14,710.77	14,710.77
21	JANITORIAL SERVICE SHUNGNAK HOURS NOT WORKED DECEMBER 2025		MON	152	-28.60	-4,347.20
22	JANITORIAL SERVICE DO MAINT		MON	1	10,793.22	10,793.22

Sold To: NWAB SCH DIST- JANITORIAL
ATTN: ACCOUNTS PAYABLE
PO BOX 51
KOTZEBUE, AK 99752 US

Ship To:

Contact:

Currency: USD

Contract: NWABSD Janitorial

Tax ID: 92-0065346

Order Date	Sales Representative	Terms	Delivery Terms	Ship Via	Customer Purchase Order
01/05/26		NET 30			DECEMBER 2025

Line	Item / Description	Rev	U/M	Invoice Quantity	Net Unit Price	Extended Price
	DECEMBER 2025					
23	JANITORIAL SERVICE STAR DORM DECEMBER 2025		MON	1	6,851.53	6,851.53
24	JANITORIAL SERVICE ATC DORM DECEMBER 2025		MON	1	11,794.60	11,794.60
					Subtotal:	236,460.91
				Total Tax/VAT		0.00
					Total Amount:	**236,460.91**

Remit To:
NANA Management Services, LLC
DEPT: 1206
P O BOX 35146
SEATTLE, WA 98124 US

NWABSD
Invoice
Date 12/28/2025
Amount $ 265,990.41

Total	$	236,460.91	Hours	Credit	
				$	28.60
Ambler	$	15,585.08	125.5	$	3,589.30
Buckland	$	23,127.93	15	$	429.00
Deering	$	12,060.50	0	$	-
Kiana	$	14,980.80	174.5	$	4,990.70
Kivalina	$	17,117.94	105.5	$	3,017.30
Kobuk	$	8,836.25	142.5	$	4,075.50
JNES/KMHS	$	63,911.09	24.5	$	700.70
Noatak	$	21,499.97	133.75	$	3,825.25
Noorvik	$	21,839.20	78.5	$	2,245.10
Selawik	$	22,881.53	80.75	$	2,309.45
Shungnak	$	14,710.77	152	$	4,347.20
DO/Maint	$	10,793.22	0	$	-
STAR Dorm	$	6,851.53	0	$	-
ATC/Dorm	$	11,794.60	0	$	-
	$	265,990.41	1032.5	$	29,529.50

Timesheet Report

Nov 30, 2025 to Dec 7, 2025

306010 - NWABSD JNT - 177.3006.0001.JNT.01.01

Timesheet Date	Employee Name	Village	Title Description	Straight Time Hours	Overtime Hours	Overall Hours	Hours worked	Employees per contract/village	Labor hours to be credited/debited
12/07/2025	ATKINS, MEKHI J	Ambler	M Janitor	6.50	0.00	6.50		37.5	
	CLEVELAND, TIMOTHY D	Ambler	M Janitor	30.00	0.00	30.00		37.5	
				36.50	**0.00**	**36.50**	**36.50**	**75.00**	**38.50**
	GREGG, FLETCHER F	Buckland	M Janitor	37.00	0.00	37.00		37.5	
	LUTHER, FRANK D	Buckland	M Janitor	37.50	0.00	37.50		37.5	
	SHELDON, NANCY	Buckland	M Janitor	38.00	0.00	38.00		37.5	
				112.50	**0.00**	**112.50**	**112.50**	**112.50**	**0.00**
	KARL, EVAN S	Deering	M Janitor	37.50	0.00	37.50		37.5	
				37.50	**0.00**	**37.50**	**37.50**	**37.50**	**0.00**
	CAPELLE, ELIJAH S	Kiana	M Janitor	28.50	0.00	28.50		37.5	
	GOODEN, HAROLD	Kiana	M Janitor	45.50	0.00	45.50		37.5	
	GOODEN, JOSHUA A	Kiana	M Janitor	1.00	0.00	1.00			
				75.00	**0.00**	**75.00**	**75.00**	**75.00**	**0.00**
	CARTER, IRENE M	Kivalina	M Janitor	25.50	0.00	25.50		37.5	
	CASTRO, RUDYLIN A	Kivalina	M Janitor	26.00	0.00	26.00		37.5	
	SAHIBOL, GLENN D	Kivalina	M Janitor	8.00	0.00	8.00			
				59.50	**0.00**	**59.50**	**59.50**	**75.00**	**15.50**
	VACANT	Kobuk	M Janitor	0.00	0.00	0.00		37.5	
				0.00	**0.00**	**0.00**	**0.00**	**37.50**	**37.50**
	ARMSTRONG, ZECHARIAH E	Kotzebue	M Janitor	37.50	0.00	37.50		37.5	
	COPPOCK, CHASE R	Kotzebue	M Janitor	37.50	0.00	37.50		37.5	
	EDDIE, HUNTER C	Kotzebue	M Janitor	0.00	0.00	0.00		37.5	
	EDDIE, VERICK G	Kotzebue	M Janitor	37.50	0.00	37.50		37.5	
	EVANS, MICHE D	Kotzebue	M Janitor	37.50	0.00	37.50		37.5	
	HENRY, PATRICK W	Kotzebue	M Janitor	37.50	0.00	37.50		37.5	
	PETE, ELVINA L	Kotzebue	M Janitor	33.50	0.00	33.50		37.5	
	ROBINSON, COREY D	Kotzebue	M Janitor	37.50	0.00	37.50		37.5	
	SHINDLER, SOLOMON H	Kotzebue	M Janitor	26.50	0.00	26.50		37.5	
	SOURS, CARL A	Kotzebue	M Janitor	30.00	0.00	30.00		18.75	
	THOMPSON, CHRISTOPHER K	Kotzebue	M Janitor	7.50	0.00	7.50			
	TICKET, TIMOTHY L	Kotzebue	M Janitor	30.50	2.00	32.50			
				353.00	**2.00**	**355.00**	**355.00**	**356.25**	**1.25**
	AREY, JOSEPH N	Noatak	M Janitor	14.00	0.00	14.00		37.5	
	HUNNICUTT, TRAVIS P	Noatak	M Janitor	16.00	0.00	16.00		37.5	
	MCKENZIE, ISAIAH D	Noatak	M Janitor	37.50	0.00	37.50		37.5	
				67.50	**0.00**	**67.50**	**67.50**	**112.50**	**45.00**
	PATTERSON, MURPHY R	Noorvik	M Janitorial Supervisor	37.50	0.00	37.50		37.5	
	PATTERSON, WILLIAM B	Noorvik	M Janitor	34.00	0.00	34.00		37.5	
				71.50	**0.00**	**71.50**	**71.50**	**75.00**	**3.50**
	BOOTH, DAISY S	Selawik	M Janitor	31.00	7.50	38.50		37.5	
	CLARK, CHARLENE M	Selawik	M Food Service Worker	39.50	0.00	39.50		37.5	
	CLARK, LOUISE A	Selawik	M Food Service Worker	18.50	0.00	18.50		37.5	
	COFFIN, THELMA E	Selawik	M Cook III	1.00	1.00	2.00			
				90.00	**8.50**	**98.50**	**98.50**	**112.50**	**14.00**
	CUSTER, TENNILE	Shungnak	M Janitor	36.50	0.00	35.50		37.5	
	LEE, HEATHER M	Shungnak	M Janitor	37.50	0.00	37.50		37.5	
				74.00	**0.00**	**73.00**	**73.00**	**75.00**	**2.00**
12/07/2025				**977.00**	**10.50**	**986.50**	**986.50**	**1,143.75**	**157.25**

NWABSD — DAY CUSTODIAN DAILY CHECKLIST

Building:	Date:	Custodian:
Supervisor: _____		

Opening, Exterior & Snow	Lunchroom, Interior & Restrooms	General Duties & End of Shift
Building Opening & Security	**Lunchroom / Cafeteria Duties**	**General Duties**
☐ Unlock building and turn on required lights ☐ Inspect interior of building for vandalism or damage ☐ Inspect exterior of building for vandalism or damage ☐ Report vandalism, damages, or repair needs to Principal or Supervisor ☐ Ensure boiler room doors remain locked when not in use ☐ Ensure supply closets remain locked when not in use ☐ Ensure all Fire Marshal-designated doors remain locked	☐ Assist with lunchroom setup ☐ Clean and sanitize tables before lunch ☐ Monitor and maintain table cleanliness during lunch ☐ Clean and sanitize tables after lunch ☐ Return tables and chairs to proper locations ☐ Mop or vacuum floors after lunch periods ☐ Remove lunch trash and replace liners	☐ Respond to custodial requests from Principal or Maintenance Director ☐ Submit maintenance requests to Supervisor and Principal ☐ Ensure overall cleanliness and safety of building ☐ Address immediate custodial needs as they arise
Exterior Maintenance	**Interior Cleaning & Maintenance**	**End of Shift Review**
☐ Clean sidewalks, entryways, and building perimeter (all sides) ☐ Pick up trash and debris from parking lots ☐ Pick up trash and debris from playground areas ☐ Pick up trash and debris from entrances and common exterior areas	☐ Remove fingerprints and smudges from doors ☐ Clean fingerprints and smudges from windows ☐ Remove marks from walls ☐ Remove graffiti as needed ☐ Perform minor vandalism repairs as needed ☐ Perform emergency cleaning or repairs as needed	☐ All assigned duties completed ☐ Maintenance issues reported ☐ Supplies checked and restocked as needed ☐ Building secure and safe
Snow & Ice Removal (as needed)	**Restroom Maintenance**	
☐ Shovel snow from sidewalks and entryways ☐ Clear steps and handicap ramps ☐ Apply de-icer to prevent slipping hazards ☐ Ensure snow removal completed prior to school start time	☐ Clean and sanitize sinks ☐ Clean and polish mirrors ☐ Clean and sanitize fixtures ☐ Restock toilet paper ☐ Restock paper towels ☐ Restock soap dispensers ☐ Monitor restroom cleanliness throughout shift	

Custodian Signature: _____	Supervisor Signature: _____	Comments / Issues: _____

NWABSD — EVENING CUSTODIAN DAILY CHECKLIST

Building:	Date:	Custodian:
Supervisor: _____		

Floors, Gym & Restrooms

Carpet Care

- ☐ Vacuum all classroom carpets
- ☐ Vacuum hallway carpets
- ☐ Vacuum office carpets
- ☐ Vacuum teacher work areas
- ☐ Vacuum multipurpose rooms
- ☐ Vacuum teacher lounge areas
- ☐ Ensure all carpeted areas are clean and free of debris

Hard Floor Care

- ☐ Dust mop hallways
- ☐ Dust mop classrooms
- ☐ Dust mop multipurpose rooms
- ☐ Dust mop offices
- ☐ Dust mop teacher work areas
- ☐ Dust mop teacher lounge areas
- ☐ Spot clean hard floors as needed

Gymnasium Cleaning

- ☐ Dust mop gymnasium floors (wood and synthetic)
- ☐ Ensure gym floors are free of dirt, dust, and debris

Restroom, Locker Room & Shower Cleaning

- ☐ Clean and disinfect sinks
- ☐ Clean and disinfect counters
- ☐ Clean and disinfect toilets
- ☐ Clean and disinfect urinals
- ☐ Clean and disinfect partitions and walls
- ☐ Clean and polish mirrors
- ☐ Clean and disinfect floors
- ☐ Clean and disinfect all other restroom surfaces
- ☐ Replace urinal deodorizers as needed
- ☐ Replace toilet deodorizers as needed

Drinking Fountains

- ☐ Clean and disinfect all drinking fountains

Dispensers, Trash, Entry & Spot Cleaning

Dispenser Maintenance

- ☐ Check and refill paper towel dispensers
- ☐ Check and refill soap dispensers
- ☐ Clean dispensers

Trash Removal

- ☐ Empty trash from classrooms
- ☐ Empty trash from offices
- ☐ Empty trash from restrooms
- ☐ Empty trash from common areas
- ☐ Replace liners in all receptacles
- ☐ Dispose of trash in designated dumpster/compactor

Entry Areas

- ☐ Clean entry doors (glass and frames)
- ☐ Clean entry floors
- ☐ Remove dirt and debris from entryways

Spot Cleaning

- ☐ Remove marks from walls
- ☐ Clean lockers as needed
- ☐ Remove gum from floors and surfaces
- ☐ Spot clean floors, walls, and ceilings
- ☐ Clean rubber base and trim
- ☐ Remove stains and spills

Vent Maintenance (As Needed / Monthly Minimum)

- ☐ Inspect vents for dust buildup
- ☐ Vacuum vents as needed

Closet, Security, General & End of Shift

Custodial Closet Maintenance

- ☐ Clean custodial closet
- ☐ Organize equipment and supplies
- ☐ Ensure supplies are properly stored

Security & Safety

- ☐ Ensure boiler room doors are locked
- ☐ Ensure supply closet doors are locked
- ☐ Ensure Fire Marshal-designated doors remain locked
- ☐ Check and secure all exterior doors
- ☐ Check and secure all windows
- ☐ Turn off all building lights

General Duties

- ☐ Complete custodial requests from Principal or Maintenance Director
- ☐ Report maintenance issues to Supervisor
- ☐ Ensure building cleanliness standards are met

End of Shift Verification

- ☐ All assigned duties completed
- ☐ Building secured properly
- ☐ Equipment cleaned and stored
- ☐ Supplies checked and restocked

Custodian Signature:	Supervisor Signature:	Comments / Maintenance Issues:

NWABSD — EVENING CUSTODIAN WEEKLY DUTIES CHECKLIST

Building: _____	**Week Of:** _____	**Custodian:** _____
Supervisor: _____		

Floors, Boards & Surfaces	Bleachers, Restrooms & Security	Contacts & Notes
Whiteboard & Chalkboard Trays	**Bleachers**	**Issues & Contacts**
☐ Vacuum trays twice a week	☐ Set up bleachers as needed ☐ Sweep bleachers thoroughly ☐ Clean bleacher surfaces ☐ Damp mop bleachers (treat as hard floor surfaces)	**For any issues in the buildings, please reach out to the managers:** Marcus or Christopher 📞 907-412-2154 For further assistance, contact the Director of Operations: Scotty Austin 📞 907-229-7216
Hard Floor Surfaces	**Restrooms & Locker Rooms**	
☐ Damp mop all hard floor surfaces twice a week	☐ Disinfect with a quaternary disinfectant cleaner ☐ Apply disinfectant to floors ☐ Apply disinfectant to walls ☐ Apply disinfectant to benches ☐ Apply disinfectant to sinks ☐ Apply disinfectant to toilets ☐ Apply disinfectant to fixtures ☐ Apply disinfectant under sinks and toilets	
Gymnasiums	**Security Check**	
☐ Damp mop gym floors twice a week ☐ Damp mop synthetic sports floors twice a week	☐ Check that all exterior doors are locked and secured ☐ Check that all boiler room doors are locked and secured ☐ Check that all supply closets are locked and secured ☐ Ensure Fire Marshal-designated doors remain locked at all times	
Shelves & Window Ledges		
☐ Dust shelves twice a week ☐ Dust window ledges twice a week		

Custodian Signature: _____	**Supervisor Signature:** _____	**Comments / Issues:** _____

NWABSD — QUARTERLY & SEMI-ANNUAL CUSTODIAL DUTIES CHECKLIST

QUARTERLY DUTIES

Building: _____	**Completion Date:** _____
Custodian:	**Supervisor:**
Quarter: ☐ Q1 ☐ Q2 ☐ Q3 ☐ Q4	

Carpet Cleaning — High Traffic Areas (Every 3 Months)	**Quarterly Completion Verification**
☐ Identify high traffic carpet areas (hallways, entries, common areas) ☐ Move light furniture as needed ☐ Thoroughly vacuum carpet areas ☐ Shampoo carpets using approved equipment and products ☐ Allow carpets to fully dry ☐ Replace furniture after carpet is dry ☐ Inspect carpet for cleanliness and completion	☐ All required carpet cleaning completed ☐ Equipment cleaned and stored properly ☐ Issues reported to Supervisor ☐ Areas restored to original condition
Custodian Signature:	**Supervisor Signature:**
Comments: _____	

SEMI-ANNUAL DUTIES

Building:	**Completion Date:**	**Custodian:**
Supervisor: _____	**Completion Period:** ☐ Before School Year Start ☐ Winter Break	

Floor Care — Tile and Vinyl Floors	**Wood Floor Care**	**Carpet Cleaning — All Carpeted Areas**
☐ Move furniture from floor areas ☐ Strip existing wax/seal from tile and vinyl floors ☐ Clean floors thoroughly ☐ Apply approved wax or seal ☐ Allow proper drying and curing time ☐ Replace furniture after floors are complete	☐ Clean wood floors using approved methods ☐ Follow Maintenance Director-approved procedures ☐ Inspect wood floors for cleanliness and condition	☐ Move all furniture (desks, chairs, cabinets, tables, shelves) ☐ Thoroughly vacuum all carpet areas ☐ Shampoo carpets using approved equipment and products ☐ Allow carpets to fully dry ☐ Replace all furniture after carpets are dry ☐ Inspect carpets for cleanliness
Window Cleaning	**Classroom Equipment Cleaning**	**Chemical & Product Compliance**
☐ Clean interior windows ☐ Clean exterior windows ☐ Clean window frames and sills	☐ Clean and wash whiteboards ☐ Clean and wash chalkboards ☐ Clean student desks ☐ Clean student chairs	☐ Verify all cleaning products are Maintenance Director approved ☐ Ensure proper use of approved cleaning equipment
Semi-Annual Completion Verification		
☐ All assigned duties completed ☐ Furniture returned to proper locations	☐ Equipment cleaned and stored ☐ Maintenance issues reported	
Custodian Signature: _____	**Supervisor Signature:** _____	**Comments / Notes:** _____



nmsusa.com

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 2, 2026

NUMBER: 26-199

FR: Office of the Superintendent

SUBJECT: Approval of Fiscal Year 2026-2027 NANA Management Services Contract for Food Service for All K-12 Sites

ABSTRACT:
Board approval is required for all purchases over $50,000.

ISSUE:
At issue is the approval of the Food Service Contract between NWABSD and NANA Management LLC (NMS) for Fiscal Year 2026-2027.

BACKGROUND AND/OR PERTINENT INFORMATION:

The School District went out to Request for Proposals for Food Service Management for FY27 with the option to renew the contract for up to four (4) years through FY31. NANA Management Services, LLC was the single proposer that the district had and is offering competitive prices for their services. Additionally, NANA Management recognizes the uncertain funding situation that the District is currently in and is willing to waive the suggested 3% increase in the proposal (see below).

Meal	Current Pricing	Pricing for FY27	Increase
Breakfast	$5.53	$5.53	0%
Lunch	$10.22	$10.22	0%
Seconds	$3.50	$3.50	0%

FUNDING SOURCE:
NANA donation

ALTERNATIVES:

1. Approve the Food Services Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2026-2027, as presented;

2. Disapprove the Food Services Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2026-2027, as presented;

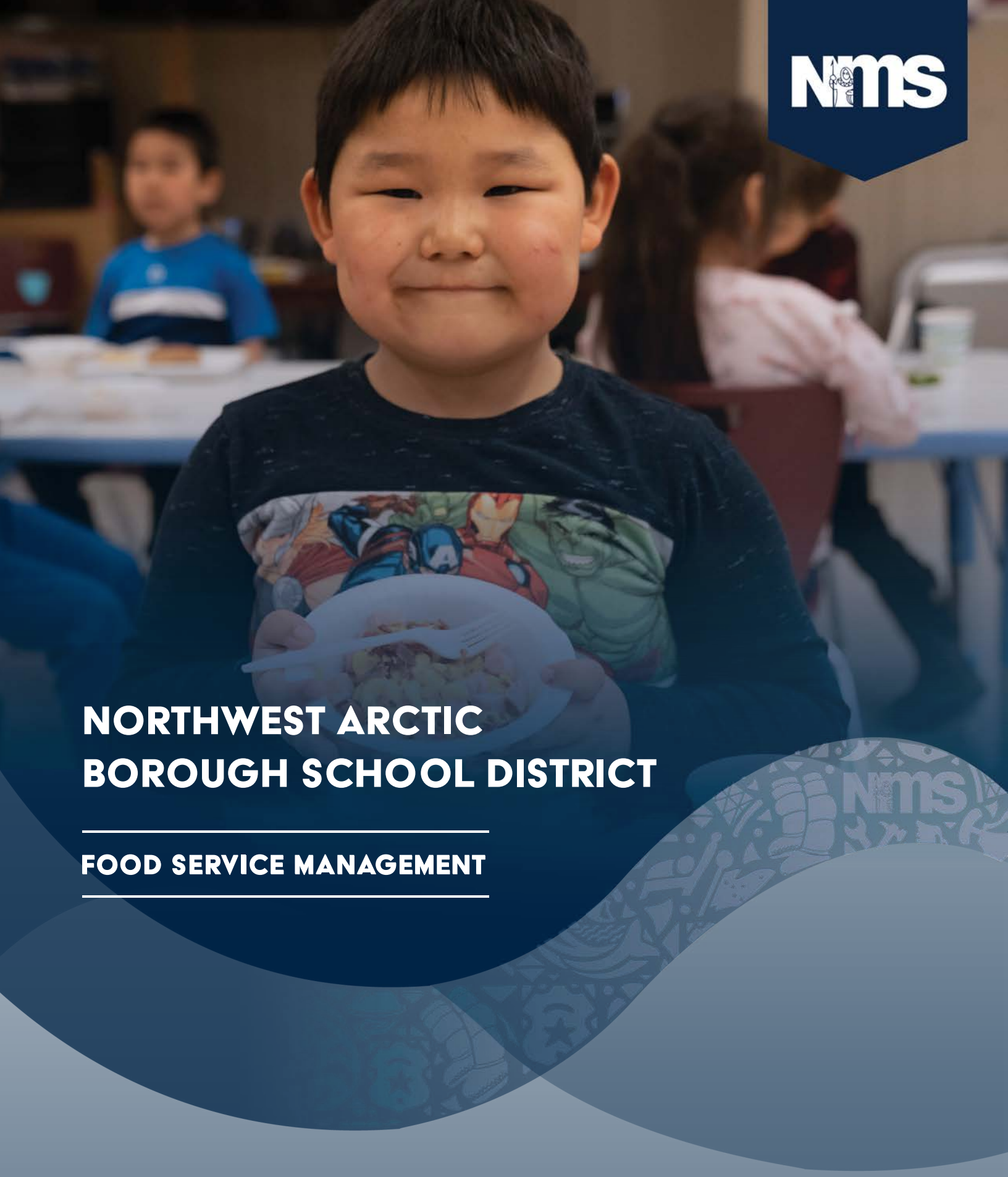
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The Administration recommends the Board approve the Food Services Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2026-2027, as presented.

ATTACHMENT:

NANA Management Services – Food Services Proposal



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

FOOD SERVICE MANAGEMENT

PROPOSAL | MARCH 2026

PROPOSED BY

BIDDER

NANA Management Services (NMS)
4041 B Street
Anchorage, Alaska 99503
907-265-3600
www.nmsusa.com

CONTACT

Clinton Lasley
Vice President of Operations
907-230-8277
clinton.lasley@nmsusa.com

Scott Evers
Director of Operations
907-952-9702
scott.evers@nmsusa.com

Cover Photo by Lee House

TABLE OF CONTENTS

Cover Letter

Qualifications 5

- Summary
- About NMS
- References
- Our Team

Food Service Program 11

- Program Information
- Menus
- Nutrition and Wellness
- Buy American

Management Services 19

- Staff Training
- Health and Safety
- Compliance and Accounting
- Procurement and Sustainability
- Communications and Marketing

Pricing 27

- Financial Terms and Price Sheet (F)
- Nutrition Labels
- Performance Bond
- Certificate of Insurance

Attachments 106

- License and Certifications
- Appendix A: Certificate of Independent Price Determination
- Appendix B: Suspension and Debarment Certification
- Appendix C: Clean Air and Water Certificate
- Appendix D: Certification Regarding Lobbying
- Appendix E: Certification and Signature Page
- Appendix G: Proposal Evaluation Form
- Appendix K: Affirmative Action Compliance Statement

Natalie Dickey
Director of Administrative Services
Northwest Arctic Borough School District
PO Box 51
Kotzebue, Alaska 99752

March 20, 2026

Dear Ms. Dickey and Evaluation Committee,

NMS is proud to have partnered with the Northwest Arctic Borough School District for the past 15 years and that experience uniquely qualifies us to continue managing your food service program. We believe we have developed a strong understanding of the District's goals and the operational realities of providing consistent service in a remote region.

Your mission to provide a learning environment that inspires and challenges students and employees to excel closely aligns with our approach to school nutrition. We recognize that reliable service, culturally relevant menus, and consistent operations play an important role in supporting student readiness and success.

Our experience operating in rural Alaska, combined with established logistics, trained local staff, and an experienced leadership team already in place, ensures continuity, trusted relationships, and uninterrupted service from day one.

Continuing our partnership will bring the following benefits to the District:

- **Proven Experience.** NMS brings decades of K-12 food service experience in Alaska, including a strong record of successfully operating programs in rural communities.
- **Nutritious, Student-Focused Meals.** Our program prioritizes participation, nutritional quality, and consistent service across all schools.
- **Safety and Compliance.** Accurate record keeping and reporting ensure compliance with the requirements of the National School Lunch Program and School Breakfast Program, while strong food safety practices guide daily operations.
- **Transparent Communication.** Clear processes, detailed reporting, and open communication provide the District with confidence in both program performance and accountability.

NMS accepts all terms and conditions of the RFP except the following:

* Insurance, Bonding, and Liability Obligations: under section 7, "Each party shall indemnify, defend, and hold the other harmless from and against any claims, liabilities, and expenses related to or arising out of the indemnifying party's failure to fulfill its responsibilities under this section." We take exception to this requirement to defend.

* Legal Venue and Fee Exposure: Any disputes must be litigated in the District or Superior Court, the State of Alaska, in Kotzebue, Alaska, and the prevailing party is entitled to full reasonable attorneys' fees.
We object to prevailing party pays and to payment of attorneys' fees in its proposal.

We value our long-standing partnership and appreciate the opportunity to continue supporting your students throughout the District.

Sincerely,



Clinton Lasley
Vice President of Operations
907-230-8277, clinton.lasley@nmsusa.com



Scott Evers
Director of Operations
907-952-9702, scott.evers@nmsusa.com

QUALIFICATIONS



Photo by Lee House

SUMMARY

To continue delivering a stable, compliant, and student-centered food service program while strengthening operational efficiency, menu quality, and student engagement.

As the incumbent provider, we offer continuity of leadership, established systems, and a workforce ready to operate successfully in a roadless rural environment. This continuity eliminates transition risk while allowing the District to benefit from ongoing program improvements rather than a program restart.

Our Commitments to the District

- **Operational Stability and Staffing.** Our experience allows us to anticipate and manage logistical challenges unique to the District. We maintain staffing and service across all sites through targeted training, employee retention strategies, and leadership oversight. This approach minimizes disruption and ensures schools receive dependable daily meal service.

- **Cost Control and Purchasing Power.** Through participation in one of the largest food procurement networks in the industry, we secure competitive pricing on quality products. Our wages and benefits structure, including priority access to the Federal Employees Health Benefits program, supports employee retention while helping control long-term labor costs for the District.

- **Student Nutrition and Menu Quality.** Menus are designed to promote student participation, meet all state and federal nutrition requirements, and reflect community preferences. We are committed to expanding scratch cooking where feasible and incorporating traditional foods when local donations allow.

- **National School Lunch Program (NSLP) Compliance.** Including menus that meet nutritional criteria of the NSLP and the taste preferences of students, accurate record keeping and reporting, and software solutions that provide tracking.

- **Special Meals and Activities.** Working with school districts across Alaska, we make food fun and educational. We offer a variety of possibilities from bringing in a chef for a special event, preparing meals that can be reheated and shipped to smaller communities, taking students fishing and helping them prepare their catch, or hosting cultural food days.

ABOUT NMS

For more than 50 years, NMS has partnered with Alaska's schools, businesses, government agencies, healthcare facilities, and Tribal organizations to deliver award-winning support services. Our operations began with food and security services on the North Slope during construction of the Trans-Alaska Pipeline. We now deliver services that include food and facilities management, custodial, security, and remote camps' support.

We are an Alaska Native-owned company and certified Minority Business Enterprise, uniquely positioned to support schools and businesses across Alaska. Our family of companies includes ownership by both NANA and Sodexo, allowing us to offer global solutions that are competitive and technologically focused while operating with the expertise and responsiveness of a local operator.

ALASKA SCHOOLS AND NMS

Alaska school districts and NMS have worked together for decades to provide a great school dining experience for students. We look forward to continuing our partnership with the Northwest Arctic Borough School District. Our goal is to deliver high-quality, nutritious meals, while working diligently to match the fiscal expectations of the District as well as meet all federal, state, and local requirements. The NMS Plan highlights the following key areas:

- Quality National School Lunch Program with focused nutrition
- Cohesive partnership with District leadership
- Training schedules that include quality and increased safety standards
- Balancing nutrition and tradition through scratch-made and Indigenous foods

REFERENCES

NMS has been providing food and custodial services to school districts across Alaska for more than 25 years. Our growing list of clients demonstrates our capability in providing high-quality and innovative services to a broad spectrum of school districts across Alaska. The following list reflects a sample of our long-term partnerships built on mutual respect, trust, and success.

Juneau School District
Food Services since 2018
10014 Crazy Horse Dr., Juneau, AK 99801
Beth Seitz, Food Services Supervisor, 907-780-1989

Lower Kuskokwim School District
Food Service since 2018
1004 Ron Edwards Memorial Drive, Bethel, AK 99559
Kim Sweet, Director of Operations, 907-543-4800

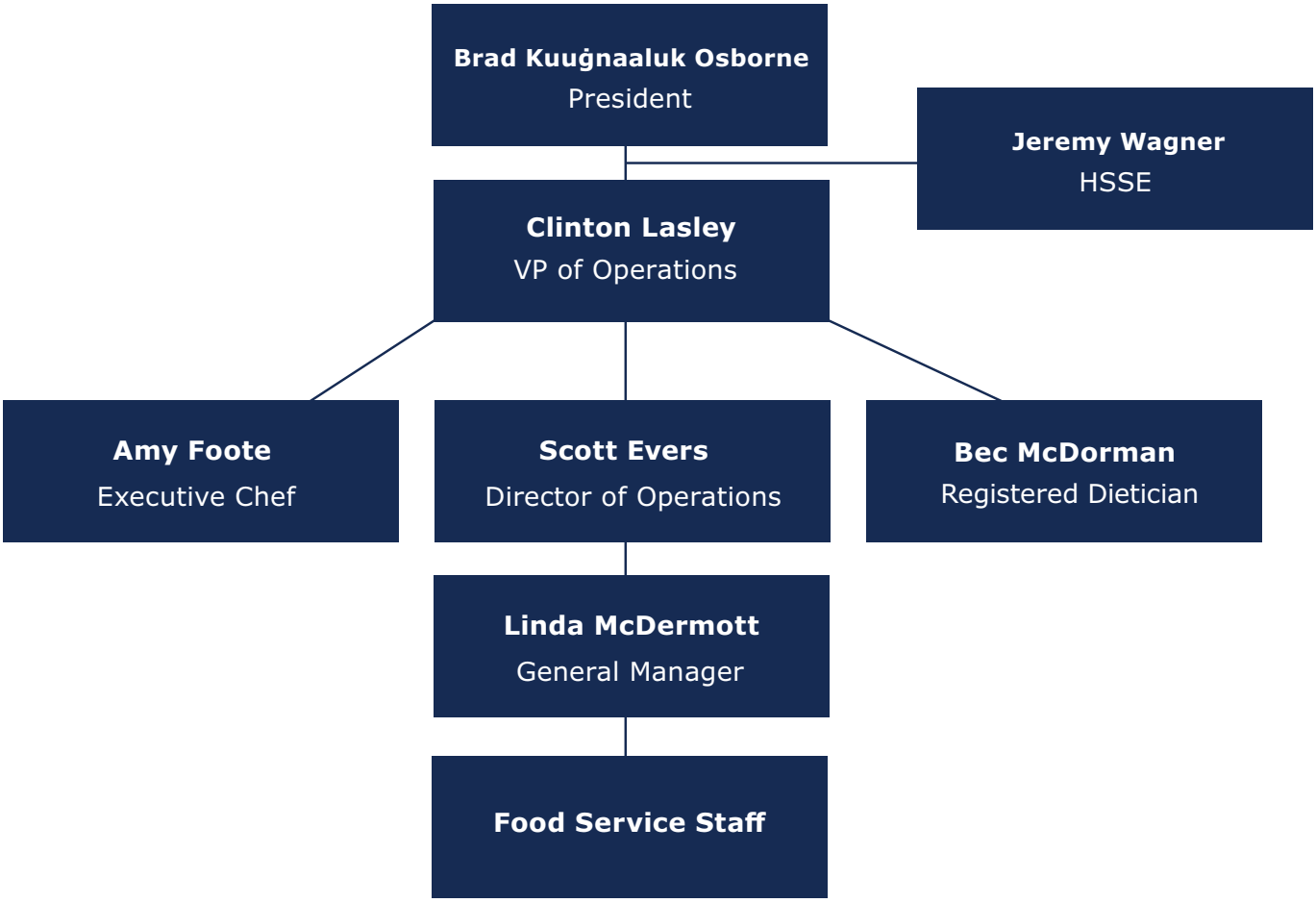
Nome School District
Food and Custodial Services since 2014
PO Box 131, Nome, AK 99762
Jamie Burgess, Superintendent, 907-443-2231

Mt. Edgecumbe High School
Food Services and Dorm Management since 2025
1330 Seward Ave., Sitka, AK 99835
David Langford, Superintendent, 907-966-3200



OUR TEAM

Our management team combines local knowledge with proven operational experience to support the Northwest Arctic Borough School District's schools and communities. Our leadership is familiar with the District's communities, logistics, and operational environment, putting NMS in position to maintain reliable service while adapting to the unique needs of each school.





Brad Kuuġnaaluk Osborne, President

Brad Kuuġnaaluk Osborne is a NANA shareholder with family from Kotzebue. Brad has held management positions in accounting, IT, finance and strategy, as well as vice president of operations. Among his various roles he has led the team that implemented a companywide enterprise resource planning system, served as president of NANA Oil Field Services, and acted as the senior advisor to the chief operations officer.



Clinton Lasley, VP of Operations, Food & Facilities Management

Clinton Lasley brings more than 30 years of leadership experience to NMS, including managing complex, multimillion-dollar operations throughout Alaska and the Lower 48. In his current role, he provides strategic oversight for a wide range of services across healthcare, education, transportation, senior living, corporate, and remote sectors. Alaska born and raised, Clinton's leadership of the Tribal Child Welfare Compact, representing 170 Alaska Native Tribes, highlights his commitment to culturally responsive partnerships and community-centered service.



Jeremy Wagner, Senior Director of Health, Safety, Security and Environment (HSSE)

Jeremy Wagner has been with NMS for 25 years. He started as a maintenance lead on the North Slope where he developed a passion for training and workplace safety. Jeremy holds an Occupational Hygiene and Safety Technician certification from the Board of Certified Safety Professionals. He currently oversees health, safety, security, environmental quality and training.



Scott Evers, Director of Operations

Scott Evers has more than 15 years of experience with NMS and brings extensive expertise in catering, food service operations, and National School Lunch Program (NSLP) management. Born and raised in Alaska, Scott studied at the California Culinary Academy and has managed some of the industry's most respected kitchens, combining culinary excellence with strong operational leadership to create dining programs that serve students well while meeting the unique needs of Alaska's schools.



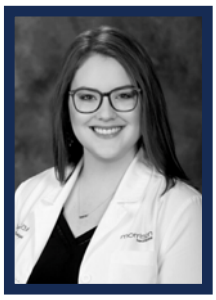
Linda McDermott, General Manager

Linda McDermott brings more than 30 years of foodservice experience and has been supporting the K-12 nutrition program at the Northwest Arctic Borough School District for 14 years. Her leadership has contributed to consistent success in NSLP audits for the District. Linda is also a ServSafe Certified Instructor, bringing added expertise in food safety training.



Amy Foote, Executive Chef and Director of Indigenous Cuisine

Amy Foote brings over 20 years of experience in the food industry and is recognized as an award-winning visionary committed to revitalizing Indigenous food systems through the use of traditional and Native foods. She has developed innovative food programs in partnership with Tribal organizations, healthcare providers, the agricultural sector, and the National School Lunch Program (NSLP). A certified dietary manager, Amy also serves on multiple advisory boards, contributing her expertise to shape healthy, culturally relevant food initiatives.



Bec McDorman, Registered Dietician

Bec McDorman is a registered dietician and clinical nutrition manager with extensive experience in menu and nutrition development for schools and healthcare organizations. She is a member of the Academy of Nutrition and Dietetics, the Alaska Academy of Nutrition and Dietetics, and the Weight Management Dietetic Practice Group. She is certified in food protection management and is a registered ServSafe Examination Proctor.

FOOD SERVICE PROGRAM



Photo by Lee House

PROGRAM INFORMATION

At NMS, we're continually working to improve what a school food service program should look like. From where we get our ingredients to how we prepare, present and serve meals to your students, every part of the process is carefully considered by our team of experts. Our goal is to improve the quality and taste of the food served while teaching nutrition and wellness, supporting a sustainable food system, and creating a program that connects health and nutrition so students can achieve their full potential both inside and outside the classroom.

Our school meal program is structured around the concept that the lunchroom is as much a part of the school learning environment as the classroom. Our elementary, middle and high school meal programs combine delicious, fresh foods with promotions and events that add to the overall dining experience. All food programs strive to offer healthy and delicious foods, but our creative menu engineering is the difference between a basic program and a holistic one that engages the whole student and encourages participation.

School Breakfast Program

A strong start fuels student success. Whether served in the classroom or cafeteria, before school or after first period, offering flexible breakfast options helps students focus and thrive. Our breakfast program delivers a comprehensive, proven approach to service options, resources, and support to create an engaging and nutritious breakfast experience for every student.

School Lunch Program

Our program follows the USDA-supported Smarter Lunchrooms Movement to encourage healthier student choices. Focusing on fruits, vegetables, milk, defined healthy entrées, and reimbursable meals, we apply simple strategies—like positioning nutritious options prominently, creating attractive displays, offering choices, and using creative names—to increase selection, reduce waste, and promote student health and achievement.

Fresh Pick

This program is offered when and where possible and reinforces the many benefits of eating a diet rich in fruits and vegetables, while introducing new varieties that may be less familiar to both students and families. A new fruit or vegetable is highlighted each month, in order to make nutrition fun.



SCHOOLS TO BE SERVED

NMS will serve all 11 schools in the Northwest Arctic Borough School District, providing breakfast and lunch each school day in alignment with the estimated participation levels listed in the RFP. Our program ensures consistent, high-quality service across all sites, including Ambler, Buckland, Deering, Kiana, Kivalina, Kobuk, Noatak, Noorvik, Selawik, Shungnak, and Kotzebue JNES/KMHS. With years of experience operating in rural and remote communities, we are prepared to meet each school's unique needs while maximizing participation and student satisfaction.



MEAL PLANNING

The NMS on-site team develops menus according to district-required intervals. All menus are certified by our CNP and fully comply with USDA Meal Pattern requirements, delivering reimbursable breakfast and lunch meals that meet federal nutrition standards.

Menus are procured via automated grocery lists entered into the Market Connection portal. Lists are adjusted for inventory, substitutions, and local changes by our culinary team. We collaborate with the District to ensure meals are suitable, acceptable, and sufficient so that every student receives a complete meal each day.

Our culinary team works at each school to guarantee the freshest possible product is being served—a challenge in Alaska, but a process NMS has mastered. Operational plans incorporate wellness, student health and safety training.



DELICIOUSLY INDIGENOUS

NMS developed *Deliciously Indigenous* to incorporate traditional and Indigenous foods into USDA-compliant school meal programs. The program connects students to culture through foods such as locally harvested fish, game, and traditional ingredients while supporting partnerships with local producers and Tribal organizations. By integrating culturally relevant foods into school menus, districts can increase student participation, strengthen community engagement, and create opportunities for local economic development.

SAMPLE BREAKFAST MENU

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		 CHOICE OF MILK SERVED DAILY		Breakfast Burrito Or Cold Cereal Peaches
Biscuit w/ Sausage Patty Graham Crackers Pineapple	Waffles Hashbrowns Cereal Bars Pears	Blueberry Bagels w/Cream Cheese or Peanut Butter Or Hot Cereal Applesauce	Cheese Omelets Hashbrowns Mandarin Oranges	Breakfast Pizza Or Cold Cereal Peaches
Breakfast Pockets Granola Bites Pineapple	French Toast Hashbrowns Graham Crackers Pears	Strawberry Bagel w/Cream Cheese or Peanut Butter Or Hot Cereal Applesauce	Breakfast Pizza Or Cereal Bar Mandarin Oranges	Breakfast Burrito Or Cold Cereal Peaches
Biscuit w/ Sausage Patty Graham Cracker Pineapple	Waffles Hashbrowns Cereal Bars Pears	Blueberry Bagels w/Cream Cheese or Peanut Butter Or Hot Cereal Applesauce	Breakfast Burrito Or Graham Crackers Mandarin Oranges	Breakfast Bagel Or Cold Cereal Peaches
Breakfast Bagel Or Cereal Bar Graham Crackers Pineapple	French Toast Hashbrowns Graham Crackers Pears	Strawberry Bagel w/Cream Cheese or Peanut Butter Or Hot Cereal Applesauce	Breakfast Pocket Graham Crackers Fruit Cup	Biscuit w/ Sausage Patty Graham Crackers Peaches

DID YOU KNOW?

Today, the National School Breakfast program serves nearly 15.4 million children on an average school day, providing a vital foundation for academic success.

DID YOU KNOW?

The School Breakfast Program (SBP) serves over 15.4 million children daily, with participation increasing by 8% in 2023-2024, offering critical nutrition that boosts math scores by 17.5% and reduces tardiness.

ALL GRAINS SERVED ARE WHOLE GRAIN OR WHOLE WHEAT.



This institution is an equal opportunity provider.

SAMPLE LUNCH MENU

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
 CHOICE OF MILK SERVED DAILY			GARDEN BAR OFFERED DAILY 	Chicken Nuggets Goldfish Crackers Tater Tots Peaches
Pepperoni Pizza Green Beans Pineapple	Orange Chicken Brown Rice Mixed Veggies Pears	Beef & Cheese Empanada Mexican Rice Applesauce	Cheeseburger Corn Mandarin Oranges	Corn Dog Baked Beans Peaches
Pepperoni Pizza Green Beans Pineapple	Chicken Drumsticks Mashed Potato w/Gravy Biscuit Mixed Veggies Pears	Beef Tacos w/Cheddar Cheese Mexican Rice Applesauce	Chicken Patty Corn Mandarin Oranges	Fish Nuggets Goldfish Crackers Tater Tots Fruit Wiggles
Pepperoni Pizza Green Beans Pineapple	Salisbury Steak Mashed Potatoes with Gravy Biscuit Mixed Veggies Pears	Beef Burritos Mexican Rice Goldfish Crackers Applesauce	Sloppy Joes Corn Mandarin Oranges	Corn Dogs Baked Beans Peaches
Pepperoni Pizza Green Beans Pineapple	Orange Chicken Brown Rice Mixed Veggies Pears	Macho Nachos Tortilla Chips Refried Beans Applesauce	Beef Hot Dogs Corn Mandarin Oranges	Chicken Nuggets Goldfish Crackers Tater Tots Peaches

DID YOU KNOW?

The National School Lunch Program (NSLP) was established by President Harry Truman in 1946 and today serves nearly 30 million children across approximately 100,000 schools daily.

ALL GRAINS SERVED ARE WHOLE GRAIN OR WHOLE WHEAT.



This institution is an equal opportunity provider.

NUTRITION AND WELLNESS

Our Food Program provides well-balanced, wholesome breakfasts, lunches, and snacks to help students perform at their best in the classroom, on the field, and in life. Our registered dietitians, certified chefs, menu planners, and program operators continuously innovate to ensure meals meet or exceed expectations.

Key program features include menus that emphasize whole grains and vegetables while reducing sodium, saturated fat, high-fructose corn syrup, and added sugars. We prioritize scratch-made offerings and incorporate fresh fruits and vegetables whenever available.

Nutrition Analysis

Our software streamlines menu planning, nutritional tracking, cost management, and ingredient transparency for audits. Program managers are trained and supported by regional and national menu experts.

To ensure safety for students with food allergies or sensitivities, we provide daily alternatives, coordinate with school nurses, parents, and students, and post nutrition information in the cafeteria, office, and online. Our process aligns with USDA guidance on accommodating special dietary needs in school meal programs.

Choose My Plate provides a visual guide to balanced nutrition, encouraging students to fill 25% of their plate with lean protein, 25% with wholesome grains, and 50% with colorful fruits and vegetables. This USDA initiative teaches students how to select the right mix of foods from all groups and is integrated across all NMS School Food Programs.



SPONSORED FOOD PROGRAMS

NMS fully supports all federal compliance programs and state initiatives, partnering with school districts and agencies to ensure proper administration in every school.

Buy American promotes U.S. agriculture while providing nutritious meals. NMS purchases, whenever practicable, domestic commodities or food products processed in the U.S. using primarily U.S.-grown agricultural commodities.

USDA Fresh Fruit and Vegetable Program provides free fresh fruits and vegetables to students in participating schools, expanding variety, encouraging healthier choices, and increasing fruit and vegetable consumption.

Alaska and USDA Farm to School prioritize fresh, seasonal, and locally sourced foods. Using our distribution partnerships and a specialized database linking local farms and producers to distributors, NMS connects schools with regional growers, supporting sustainable and locally produced goods.

Alaska's Fish to School Program introduces students to local fish and seafood while supporting the community's economy. Our menus incorporate in-season Alaska seafood whenever available, offering healthy, locally sourced options.





MANAGEMENT SERVICES



Photo by Lee House

MANAGEMENT PLAN

Our management approach is reflected in our mission, which establishes our commitment to both our clients and our employees. Our mission is to provide management and support services at a level of quality, value, safety, and expertise beyond client expectations. By implementing a comprehensive plan, we ensure that students will thrive in an environment where they feel valued, connected, and heard. Getting to know the preferences of the students in Northwest Arctic Borough School District is very meaningful work and we are excited for the opportunity to engage with your students and community.

RECRUITMENT AND HIRING

We start with hiring the right people and training them well and often because we recognize that our employees are critical to the delivery of a successful program. Our goal is to attract, train, and keep the highest quality personnel available.

NMS further supports our staff with comprehensive health and welfare programs to support their personal and family needs. Access to the Federal Employer Health Benefit program (FEHB) ensures we are offering the best coverage available in the outsourcing industry. Our rigorous recruitment strategy yields one of the highest retention rates in the industry. Turnover within NMS is approximately 25% while the industry average is 60% or higher.

TAKING CARE OF OUR PEOPLE

To attract and retain top talent and provide a highly engaged workforce, NMS utilizes a variety of employee-centered programs designed to engage and motivate staff.

Key elements include:

- Focused recruitment and hiring process
- Staff transitioning and retention
- Orientation, training, and development
- Performance management
- Monetary incentives

STAFF TRAINING AND DEVELOPMENT

When students line up to receive meals, they are greeted by friendly faces and served by employees equipped with the skills, positive attitude, and enthusiasm to deliver an A+ nutritional food program. One of our top priorities is to develop our employees to hold long-term positions and to advance their skills and roles. Each member of the Food Service Team is trained and supported to ensure the health and wellness of your students.

Key training goals include:

- Physical safety programs to reduce accidents.
- Food safety and HACCP training to ensure safe, high-quality meals.
- Culinary training to enhance production and presentation skills.
- Cross-training and skills development to increase productivity.
- Equal opportunity and affirmative action training.
- Workforce safety, including background checks and drug testing.

Training is delivered through a combination of in-person and online sessions, refresher courses, and monthly team meetings. Specialized programs include customer service, food safety, occupational health and safety, compliance management, and food allergy training.



Photo by Lee House

For New Employees

	FOOD SAFETY SKILLS ✓	CULINARY SKILLS ✓	OCCUPATIONAL HEALTH AND SAFETY SKILLS ✓	CUSTOMER SERVICE SKILLS ✓	LIFE SKILLS ✓
First Day (Before Starting Work)	Required Review Must Focus on the 7 TOPS Modules Food Safety Fundamentals Part I - Personal Hygiene :30 Inspector HACCP Sinks Sank Sunk* :10 HACCP Habits Foster		Accident Prevention Review :20 Chemical Hazard Communication :30 Slip Resistant Shoes :15 Personal Protective Equipment :20 Driver Responsibility Form & Motor Vehicle Record (if applicable) :30		
First Week OR Days 2-10 (DAYS 2-10)	Food Safety Fundamentals Part II - HACCP :30 Food Safety Fundamentals Part III - Thermometers :30 Preparing and Cooking :30 Inspector HACCP As Time Goes By* :30	(FIRST WEEK) Cold Food Preparation :30 Cashier Skills for each register employee :60 Knife Skills :60	(FIRST WEEK) On the Job Training (Recognizing Job Hazards) :40 Machine & Equipment Operation (if applicable) :30 Pledging Safety First Poster		
Within 60 Days	Service :30 Receiving & Storing :30 Cleaning & Sanitizing :30 Inspector HACCP You Call That Clean?* :15	Steaming & Boiling :10 Frying :10 Grilling :10 Pizza :10 Sauté :10 Stir Fry :10 Roasting :10 Braising/Stewing :10 Baking - Preparing :10 Baking - Finishing :10 Automatic Slicer :10	OSHA Quick Cards Preventing Slips, Trips & Falls :05 Safer Lifting :05 Clean Up Safety :05 Preventing Burns :05 Safe Knife Handling :05 Fryer Safety :05 Avoiding Hazardous Situations :05 Child Labor Laws & Safety (if applicable) :05 Participating in Safety Committee Meeting* :15		Optional * Approximate Time in Minutes :10 Booklet Job Aid Video Power Point Presentation Online Materials www

TARGET AUDIENCE

Food service positions including:

- Baker
- Banquet Support Person
- Barista
- Bartender
- Cashier
- Cold Food Prep Helper
- Cook
- Food Prep Helper
- Food Service Helper
- Nutrition Assistant
- Stock Worker
- Store Attendant
- Supervisor-Food
- Utility Worker



Learning Map for Food Service Employees

Sodexo University

HEALTH AND SAFETY

NMS maintains the highest standards of cleanliness and safety through hands-on teaching, emphasizing both the “what” and “why” of procedures. Our Hazardous Analysis Critical Control Points (HACCP) program, recognized by multiple health departments, standardizes critical control points, monitoring, and verification systems. Key components include:

- Temperature monitoring during cooking, holding, serving, cooling, and reheating.
- Preventing cross-contamination.
- Proper handwashing and glove use.
- Tracking food from procurement to service.
- Self-inspections, monthly audits, and independent third-party evaluations.

Food safety starts at the source. NMS regularly audits suppliers, inspects facilities, and monitors procedures to ensure every product meets the highest standards. Leveraging industry relationships, we collaborate with leading companies to review policies and practices, securing the safest, highest-quality food for our school partners.

Daily checklists, preventative maintenance, and certified management ensure safe, clean facilities. Cleaning schedules and self-inspections follow daily checklists that cover everything from the kitchen to the restrooms to the receiving area, and preventative maintenance plans keep equipment and facilities in safe working condition.

Each manager is certified in ServSafe Applied Foodservice Sanitation, a course recognized by the National Restaurant Association. Staff are trained in equipment operation, lifting, mopping, cutting, and protective gear use to minimize injuries. OSHA-compliant safety audits, chemical hazard communication, and accident prevention training are implemented across all sites.



QUALITY ASSURANCE

Our Quality Assurance Program drives excellence through measurable initiatives and a “zero defect” approach. Our team focuses on understanding expectations, delivering on service standards using standardized processes, measuring performance, and implementing corrective actions when needed.

We maintain strict compliance with school food program regulations, including:

- **Alaska Food Code & Food Safety**. Ensured through rigorous HACCP training, regular site visits, and inspections.
- **Health Certifications & USDA Regulations**. Maintained and monitored by our Health, Safety, Security & **Environment (HSSE)** division, supported by independent certified inspectors.
- **USDA Program Oversight.** NMS leadership manages delivery of Child Nutrition Programs (CNP), National School Lunch Program (NSLP), School Breakfast and Healthy Snacks programs.
- **Meal Count & Nutrition Management.** With over 25 years of experience, NMS ensures accurate meal counts, proper nutrition, and active student engagement.

COMPLIANCE AND ACCOUNTING

NMS brings extensive experience serving reimbursable meals, ensuring full compliance with federal and state regulations. Our management team supports district reviews and inquiries from agencies such as the Alaska Department of Agriculture and local health boards. We audit suppliers, inspect facilities, and maintain strict standards across the supply chain to ensure safe, high-quality food for every student.

Meals are tracked at the point of service using POS systems, meal tickets, or to ensure accurate daily counts. Free, reduced, paid meal counts are carefully monitored to comply with USDA program requirements. On-site managers reconcile meals served with production sheets to prevent discrepancies, and detailed records support monthly, quarterly, and annual reporting to the district and USDA. Documentation is maintained to ensure readiness for NSLP audits and financial reviews, promoting transparency and accountability.

PROCUREMENT AND BUYING POWER

We prioritize local suppliers whenever possible, provided they meet our high standards of quality and price. All products are purchased according to our strict specifications for K-12 school operations. Our sustainable procurement goals include:

- Sourcing produce and products from local vendors to support healthy eating and local-farming education, as much as practical.
- Identifying Alaska farms to provide produce such as potatoes, carrots, lettuces, grains, and proteins to our nutrition program and integrating them into our school menus when in season and possible.
- A shared commitment to increasing our presence in all USDA food programs, especially the Farm to School Program that brings fresh seasonal items to our menus.

NMS has access to one of the largest private purchasing networks in the nation through The Market Connection. This platform provides ordering, inventory control, and product recall systems. Our national buying power delivers competitive pricing, a wide selection of products, marketing materials, special promotions, custom-created items, product testing, and third-party training opportunities.

NMS specialists are trained directly with USDA commodity officials to maximize value for your District. By matching commodity and commercial products, monitoring bonus commodities, and integrating these items into menus, we ensure students consistently receive high-quality meals while optimizing federal resources.

SUSTAINABILTY

At NMS, environmental responsibility guides everything we do. We source locally and regionally, prioritize American-made products, minimize waste through recycling and inventory management, and track student preferences to reduce uneaten food. These practices reduce our environmental impact while supporting student engagement, nutrition, and operational efficiency.

COMMUNICATIONS AND MARKETING

NMS develops and implements communication strategies that monitor needs, expectations, and satisfaction. Programs are customized for each District, and visually engaging materials help promote student nutrition initiatives to the community.

We follow a proactive approach—engaging early and often to identify opportunities for improvement and address concerns. Feedback from students, staff, principals, families, and the broader community is actively encouraged and valued. Clear expectations, measurable goals, and consistent communication are central to successful partnerships.

On-site managers provide dependable follow-up throughout the year, sharing updates on accomplishments, financial performance, new initiatives, and operational matters. This collaborative approach ensures ongoing alignment with district goals.

Program Review and Feedback

NMS combines reports, surveys, and meetings to gather actionable feedback and support continuous improvement. Partnership Reports are conducted twice yearly and highlight trainings, achievements, and Key Performance Indicators. The reports can be shared with school leadership, the school board, and the community. Annual Expectation and Transition meetings help clarify objectives, identify areas for improvement, and address program adjustments. Mini-review boards and stakeholder surveys provide additional opportunities for input, allowing senior leadership to review feedback and implement enhancements that strengthen program performance.

Marketing Programs

NMS offers a variety of programs and initiatives that districts can select to increase student participation and strengthen engagement with families and the community. Options include:

- **School Nutrition Webpages** can be hosted on school sites to provide menus and information for families..
- **Nutrition Awareness Programs** transform dining areas into extensions of the classroom. Programs such as Mindful, student fairs, food presentations, and culinary career assemblies encourage students to make healthy choices both inside and outside the cafeteria.
- **Chef's Day** offers hands-on experience in the kitchen where students assist in preparing a special lunch while learning about cooking methods, presentation, nutrition, portion sizes, food safety, and culinary career opportunities—all in a fun, interactive environment.

PRICING



Appendix F - Page 1 of 2

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

RFP DISTRICT FOOD SERVICE MANAGEMENT
FSMC RFP PRICE SHEET
School Year 2026-2027

SCHOOL SITE	**Break-fast Meals**	Days of Service	Total estimated number of Breakfast Meals for School Year	Proposed Price per Meal	Total Price for Breakfast Meals in School Year 2026-2027
Ambler	27	172	4,644	$5.72	$26,580.17
Buckland	63	172	10,836	$5.72	$62,020.39
Deering	18	172	3,096	$5.72	$17,720.11
Kiana	42	172	7,224	$5.72	$41,346.93
Kivalina	58	172	9,976	$5.72	$57,098.13
Kobuk	20	172	3,440	$5.72	$19,689.01
Noatak	58	172	9,976	$5.72	$57,098.13
Noorvik	81	172	13,932	$5.72	$79,740.50
Selawik	95	172	16,340	$5.72	$93,522.81
Shungnak	25	172	4,300	$5.72	$24,611.27
Kotzebue JNES/KMHS	246	172	42,312	$5.72	$242,174.85
TOTAL	733		126,076	$5.72	$721,602.29

SCHOOL SITE	**Break-fast Seconds**	Days of Service	Total estimated number of Breakfast Seconds for School Year	Proposed Price per Seconds	Total Price for Breakfast Seconds in School Year 2026-2027
Ambler	9	172	1,548	$3.75	$5,809.64
Buckland	21	172	3,612	$3.75	$13,555.84
Deering	6	172	1,032	$3.75	$3,873.10
Kiana	14	172	2,408	$3.75	$9,037.22
Kivalina	19	172	3,268	$3.75	$12,264.80
Kobuk	6	172	1,032	$3.75	$3,873.10
Noatak	19	172	3,268	$3.75	$12,264.80
Noorvik	27	172	4,644	$3.75	$17,428.93
Selawik	32	172	5,504	$3.75	$20,656.51
Shungnak	8	172	1,376	$3.75	$5,164.13
Kotzebue JNES/KMHS	81	172	13,932	$3.75	$52,286.80
TOTAL	242		41,624	$3.75	$156,214.87

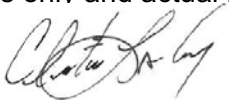
Appendix F – Page 2 of 2

RFP DISTRICT FOOD SERVICE MANAGEMENT
FSMC RFP PRICE SHEET
School Year 2026-2027

SCHOOL SITE	Lunch Meals	Days of Service	Total estimated number of Lunch Meals for School Year	Proposed Price per Meal	Total Price for Lunch Meals in School Year 2026-2027
Ambler	46	170	7,820	$10.58	$83,690.76
Buckland	156	170	26,520	$10.58	$283,820.85
Deering	36	170	6,120	$10.58	$65,497.12
Kiana	44	170	7,480	$10.58	$80,052.03
Kivalina	60	170	10,200	$10.58	$109,161.86
Kobuk	27	170	4,590	$10.58	$49,122.84
Noatak	89	170	15,130	$10.58	$161,923.43
Noorvik	119	170	20,230	$10.58	$216,504.36
Selawik	128	170	21,760	$10.58	$232,878.64
Shungnak	39	170	6,630	$10.58	$70,955.21
Kotzebue JNES/KMHS	349	170	59,330	$10.58	$634,958.18
TOTAL	1093		187,996	$10.58	$1,988,565.29

Attach 21-Day Cycle Breakfast and Lunch Menu as described in:
III REQUIRED MATERIALS CONSTITUTING A RESPONSIVE PROPOSAL,
SECTION A., SUBSECTION 11.

The undersigned, as Proposer, acknowledges they understand that the above numbers represent the number of breakfasts, breakfast seconds and lunch meals consumed each day within the District, while based on the previous school year, are approximate figures only and actual numbers could be greater or less on a daily basis.



Authorized Signature — Date: 3/20/26

Clinton Lasley, Vice President FFM
Printed Name and Title

NANA Management Services (NMS)
Proposer/Company

87833

Bagel, 51% Whole Grain Blueberry, Clean Thaw&Serve, Sliced, 12/6/2 oz

Burry



ALLIANCE FOR A HEALTHIER GENERATION

SMART SNACK APPROVED

GTIN	Item #	Units/Case	Gross Case Wt. *(lbs)*	Net Case Wt. *(lbs)*	Case Length *(in.)*	Case Width *(in.)*	Case Height *(in.)*	Case Cube	Pallet Ti/Hi	Cases/ Pallet
10823056878334			10.5	9	15.00	11.75	9.63			
UPC	87833	72	**Gross Unit Wt.** *(oz)*	**Net Unit Wt.** *(oz)*	**Unit Length** *(in.)*	**Unit Width** *(in.)*	**Unit Height** *(in.)*	1.04	10 x 8	80
N/A			2	N/A	3.45	3.45	1.25			

Kosher Symbol: OU Pareve

Ambient Shelf Life: *(days in package)* 3

Frozen Shelf Life: *(months)* 12

Storage: Frozen at 0 to -10 F

Case Code Designation: Julian Date - YJJJ

Unit Code Designation: N/A

Country of Origin: USA

Ingredient Statement

INGREDIENTS: White Whole Wheat Flour, Water, Enriched Wheat Flour (Wheat Flour, Malted Barley Flour, Niacin, Reduced Iron, Thiamin Mononitrate, Ribofavin, Folic Acid), Dried Blueberries (Sugar, Blueberry, Sunfower Oil), Blueberry Flavor Bits (Sugar, Wheat Flour, Canola Oil, Wheat Starch, Dextrose [colored with fruit juice], Natural Flavor (WONF), Blueberry Solids, Sodium Bicarbonate), Brown Sugar, Contains less than 2% of Blueberry Flavor (Natural and Artfcial Flavor), Dough Conditoner (Enriched Wheat Flour [Wheat Flour, Niacin, Reduced Iron, Thiamine Mononitrate, Ribofavin, Folic Acid] Hydrolyzed Wheat Gluten and 2% or Less of Each of the Following: Canola Oil, Ascorbic Acid, Enzymes, Salt), Salt, Vinegar, Wheat Gluten, Yeast.

CONTAINS: Wheat

PROCESSED IN A FACILITY THAT ALSO PROCESSES: Wheat, egg, & soy

Nutrition Facts

Serving Size 1 Bagel (57g) • Servings Per Container 72

Amount Per Serving	
Calories 160	
	% Daily Value*
Total Fat 1g	**1%**
Saturated Fat 0g	**0%**
Trans Fat 0g	
Cholesterol 0mg	**0%**
Sodium 290mg	**13%**
Total Carbohydrate 33g	**12%**
Dietary Fiber 3g	**12%**
Sugar 6g	
Protein 5g	

Vitamin A	0%	Vitamin C	0%
Calcium	0%	Iron	8%

* Percent Daily Values are based on 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs.

	Calories	2,000	2,500
Total Fat	Less than	65g	80g
Sat. Fat	Less than	20g	25g
Cholesterol	Less than	300mg	300mg
Sodium	Less than	2400mg	2400mg
Total Carbohydrate	Less than	300g	375g
Dietary Fiber	Less than	25g	30g

Calories per gram: Fat 9 • Carbohydrates 4 • Protein 4

Product Features: Clean Ingredient Formulation, New York Style Boiled Bagel, 51% Whole Grain, No HFCS, No ADA, No L-Cysteine, 0 Grams Trans Fat, No Cholesterol. Non-GMO

Preparation Instructions:

Thaw in bag for 1 hour at room temperature. Place bagels on parchment lined baking pans. Preheat Convection over to 375 degrees, Conventional oven to 425 degrees, or Rotating Rack oven to 400 degrees. Spray lightly with water before baking. Bake bagels for 2-3 minutes for Convection, 3-5 minutes for conventional, or 2-3 minutes for Rotating Rack. Spray lightly with water after removing bagels from oven. Allow to cool for 15 minutes prior to serving and/or placing in bagel bins.

Date: 12/20/2018

Quality Bakeries LLC, dba Burry® Foods
1750 E. Main St, Suite 260, St. Charles, IL 60174
(800) 774-4406 • www.BurryFoods.com

Burry® is registered trademark and used with permission.

87833

Bagel, 51% Whole Grain Blueberry, Clean Thaw&Serve, Sliced, 12/6/2 oz

Burry



ALLIANCE FOR A HEALTHIER GENERATION

SMART SNACK APPROVED

Product Formulation Statement:

Description of Creditable Grain Ingredient*	Grams of Creditable Grain Ingredient per Portion[1] A	Gram Standard of Creditable Grain per oz equivalent *(16g or 28g)*[2] B	Creditable Amount A ÷ B
White Whole Wheat Flour	26.78	16	1.67
Enriched Flour	5.55	16	0.35
			2.02
Total Creditable Amount[3]			2

I certify that the above information is true and correct and that a 2 ounce portion of this product (ready for serving) provides 2 oz Grain Equivalents. I further certify that non-creditable grains **are not** above 0.24 oz eq. per portion. Products with more than 0.24 oz equivalent or 3.99 grams for Groups A-G or 6.99 grams for Group H of non-creditable grains may not credit towards the grain requirements for school meals.

Patrick Shay
Signature

VP of Operations
Title

Patrick Shay
Printed Name

12/5/2018
Date

630-338-8378
Phone Number

Date: 12/20/2018

Quality Bakeries LLC, dba Burry® Foods
1750 E. Main St, Suite 260, St. Charles, IL 60174
(800) 774-4406 • www.BurryFoods.com

Burry® is registered trademark and used with permission.



Bush's Best® Beans are an all-purpose menu item that can help you bring healthy, kid-friendly options to your operation. Check out our complete product line and you'll find everything you need to satisfy nutritional requirements without arousing any suspicion from the students.

- For specific meat/meat alternative per can/case calculations please refer to the USDA Food Buying Guide.
- All weights are calculated as drained.
- In accordance with the USDA Food Buying Guide calculation methodology.

Bush's Best® Baked Beans

UPC: 01619

SERVINGS PER CASE: 313.39 | SERVINGS PER #10 CAN: 52.23 ¼ cup servings per can



VEGETABLE: ¼ CUP BEANS = ¼ CUP VEGETABLE SERVING MEAT/MA: ¼ CUP BEANS = 1 oz MEAT/MA

Calories	Sodium	Protein	Sugars	Total Fat	Saturated Fat	Trans Fat
80	270 mg	3 g	6 g	0 g	0 g	0 g

Bush's Best® Vegetarian Baked Beans

UPC: 01637

SERVINGS PER CASE: 306.55 | SERVINGS PER #10 CAN: 51.09 ¼ cup servings per can



VEGETABLE: ¼ CUP BEANS = ¼ CUP VEGETABLE SERVING MEAT/MA: ¼ CUP BEANS = 1 oz MEAT/MA

Calories	Sodium	Protein	Sugars	Total Fat	Saturated Fat	Trans Fat
80	270 mg	3 g	6 g	0 g	0 g	0 g

Bush's Best® Taco Fiesta Black Beans

UPC: 01585

SERVINGS PER CASE: 166.82 | SERVINGS PER #10 CAN: 27.80 ¼ cup servings per can



VEGETABLE: ¼ CUP BEANS = ¼ CUP VEGETABLE SERVING MEAT/MA: ¼ CUP BEANS = 1 oz MEAT/MA

Calories	Sodium	Protein	Sugars	Total Fat	Saturated Fat	Trans Fat
60	240 mg	3 g	0 g	0 g	0 g	0 g

Bush's Best® Cajun Red Beans

UPC: 01586

SERVINGS PER CASE: 188.34 | SERVINGS PER #10 CAN: 31.39 ¼ cup servings per can



VEGETABLE: ¼ CUP BEANS = ¼ CUP VEGETABLE SERVING MEAT/MA: ¼ CUP BEANS = 1 oz MEAT/MA

Calories	Sodium	Protein	Sugars	Total Fat	Saturated Fat	Trans Fat
60	220 mg	3 g	1 g	0 g	0 g	0 g

Bush's Best® Reduced Sodium Vegetarian Baked Beans

UPC: 01638

SERVINGS PER CASE: 301.31 | SERVINGS PER #10 CAN: 50.22 ¼ cup servings per can



VEGETABLE: ¼ CUP BEANS = ¼ CUP VEGETABLE SERVING MEAT/MA: ¼ CUP BEANS = 1 oz MEAT/MA

Calories	Sodium	Protein	Sugars	Total Fat	Saturated Fat	Trans Fat
70	190 mg	2 g	6 g	0 g	0 g	0 g

Bush's Best® Low Sodium Garbanzo Beans

UPC: 01701

SERVINGS PER CASE: 275.85 | SERVINGS PER #10 CAN: 45.98 ¼ cup servings per can



VEGETABLE: ¼ CUP BEANS = ¼ CUP VEGETABLE SERVING MEAT/MA: ¼ CUP BEANS = 1 oz MEAT/MA

Calories	Sodium	Protein	Sugars	Total Fat	Saturated Fat	Trans Fat
60	70 mg	3 g	2 g	1 g	0 g	0 g

Bush's Best® Low Sodium Dark Red Kidney Beans

UPC: 01745

SERVINGS PER CASE: 262.78 | SERVINGS PER #10 CAN: 43.80 ¼ cup servings per can



VEGETABLE: ¼ CUP BEANS = ¼ CUP VEGETABLE SERVING MEAT/MA: ¼ CUP BEANS = 1 oz MEAT/MA

Calories	Sodium	Protein	Sugars	Total Fat	Saturated Fat	Trans Fat
70	70 mg	4 g	1 g	0 g	0 g	0 g

Bush's Best® Low Sodium Pinto Beans

UPC: 01819

SERVINGS PER CASE: 263.80 | SERVINGS PER #10 CAN: 43.97 ¼ cup servings per can



VEGETABLE: ¼ CUP BEANS = ¼ CUP VEGETABLE SERVING MEAT/MA: ¼ CUP BEANS = 1 oz MEAT/MA

Calories	Sodium	Protein	Sugars	Total Fat	Saturated Fat	Trans Fat
50	70 mg	3 g	0 g	0 g	0 g	0 g

Bush's Best® Low Sodium Black Beans

UPC: 01885

SERVINGS PER CASE: 200.50 | SERVINGS PER #10 CAN: 33.42 ¼ cup servings per can



VEGETABLE: ¼ CUP BEANS = ¼ CUP VEGETABLE SERVING MEAT/MA: ¼ CUP BEANS = 1 oz MEAT/MA

Calories	Sodium	Protein	Sugars	Total Fat	Saturated Fat	Trans Fat
60	70 mg	3 g	0 g	0 g	0 g	0 g

CORPORATE OFFICES
9990 Princeton Glendale Road
Cincinnati, OH 45246
Phone 800-543-1604/513-874-8741
Fax 513-874-7180

PRODUCT ANALYSIS FORM FOR CN PRODUCTS

PRODUCT FORMULATION STATEMENT FOR MEAT/MEAT ALTERNATE (M/MA) AND BREAD/BREAD ALTERNATE (B/BA)

Product Name: CN Beef Crumbles Code No: 9739

Manufacturer: Advance Pierre Foods, Inc

Case/Pack/Count/Portion Size: 7 Cases/ 246 Servings / Portion Size= 2.20 oz

I. Meat/Meat Alternate

The chart below shows the creditable amount of Meat/Meat Alternate determination.

Description of Creditable Ingredients per Food Buying Guide	Ounces per Raw Portion of Creditable Ingredient	Multiply	Food Buying Guide Yield	Creditable Amount*
Ground Beef	1.75	x	70%	1.22
		x		
		x		
A. Total Creditable Amount[1]				**1.22**

*Creditable Amount – Multiply ounces per raw portion of creditable ingredient by the Food Buying Guide yield.

II. Alternate Protein Product (APP)

If the product contains APP, the chart below to determine the creditable amount of APP is filled out. If APP is used, documentation as described in Attachment A of the sample statement for each APP used is provided.

Description of APP, Manufacturer's name, and code number	Ounces Dry APP Per Portion	Multiply	% of Protein As-Is*	Divide by 18**	Creditable Amount APP***
Soy Concentrate	.279	x	64.8%	÷ by 18	1.004
		x			
		x			
B. Total Creditable Amount[1]					**1.22 + 1.044=**
C. TOTAL CREDITABLE AMOUNT (A + B rounded down to nearest ¼ oz) [1]					**2.00**

*Percent of Protein As-Is is provided on the attached APP documentation.
**18 is the percent of protein when fully hydrated.
***Creditable amount of APP equals ounces of Dry APP multiplied by the percent of protein as-is divided by 18.
[1]Total Creditable Amount must be rounded **down** to the nearest 0.25oz (1.49 would round down to 1.25 oz meat equivalent). Do **not** round up. If you are also crediting APP, you do not need to round down in box A until after you have added the creditable APP amount from box B.

III. Bread/Bread Alternate

Description of Creditable Ingredients per Food Buying Guide	Ounces per Raw Portion of Creditable Ingredient	% of Enrichment	Formula[1]	Creditable Amount[2]
0	0	%	0	0
		%		0
D. Total Creditable Amount for Bread/Bread Alternate[2]				**0**

[1]Ounces x percent of Ingredient x percent of Enrichment x 28.35 gm credit per serving ÷ 16 grams per bread/bread alternate serving.
[2]Total Creditable Amount must be rounded **down** to the nearest ¼ serving. Do **not** round up.

Total weight (per portion) of product as purchased: 2.20 oz.

I certify that the above information is true and correct and that a 2.20 - ounce serving of the above product (ready to cook) contains 2.00 ounces of equivalent meat/meat alternate and 0 ounces equivalent grains when prepared according to directions.

(Reminder: Total creditable amount cannot count for more than the total weight of product)

I further certify that any APP used in this product conforms to Food and Nutrition Service regulations (7CFR Parts 210, 220, 225 or 226 Appendix A).

Kim Scardicchio
Your Name

December 17, 2014
Date

CN Labeling Technologist

*This information is needed if a creditable Alternate Protein Product (APP) is used in the product and counted toward meeting the meat/meat alternate requirements.
**This is a CN labeled product and the CN PQC Program, which ensures that every production run obtains the above numbers, is applicable to the production of this item. The numbers above are based on the current approval.

Foodservice / Fully Cooked Entrées / Crumbles / Beef & Chicken (Soy Added)

Beef Crumbles

Item #:	Pieces Per Case:	Piece Size (oz.):	Case Weight (lb.):
9739	8	80.00	40.00

Description: Fully cooked. Soy added. CN approved.

Packaging Type: Packaging Type

Master Case UPC Code: 00071421097399

Master Case Length: 18.87500

Master Case Width: 12.68750

Master Case Height: 5.00000

Master Case Cube: 1.92360

Cases/Layer: 7

Cases/Pallet: 35

Layers/Pallet: 7

Frozen Shelf Life (days): 365

Refrigerated Shelf Life (days): 5

CN Credit: 2 OZ MMA BEEF

Preparation Method:

Conventional Oven: Heat forzen meat in entree or covered dish in oven. Time will vary based on load or method of heating (20 to 40 minutes).

Nutrition Facts:

Serving Size: 2.60 OZ (73 g)
Servings Per Container: 246

Calories / Calories from Fat:	130 / 70
	% Daily Value **
Total Fat 8 g	12%
Saturated Fat 3.5 g	18%
Trans Fat 0 g	
Cholesterol 35 mg	12%
Sodium 470 mg	20%
Total Carbohydrate 2 g	1%
Dietary Fiber 0 g	0%
Sugars 0 g	
Protein 13 g	
Vitamin A	2%
Vitamin C	0%
Calcium	2%
Iron	10%

** Percent Daily values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs.

Ingredient Statement: INGREDIENTS: Ground Beef (No More Than 30% Fat), Water, Textured Vegetable Protein Product (Soy Protein Concentrate, Caramel Color, Zinc Oxide, Niacinamide, Ferrous Sulfate, Copper Gluconate, Vitamin A Palmitate, Calcium Pantothenate, Thiamine Mononitrate [B1], Pyridoxine Hydrochloride [B6], Riboflavin [B2], Cyanocobalamin [B12]), Salt, Flavorings, Sodium Phosphate. CONTAINS: SOY

Name	UoM	Per Serving	Per 100g
Serving Size	g	72.8	100.0
Calories	kcal	134.2	184.4
Calories from Fat	kcal	72.0	99.0
Total Fat	g	8.0	11.0
Saturated Fat	g	3.2	4.4
Trans Fat	g	0.4	
Cholesterol	mg	37.0	50.8
Sodium	mg	467.6	642.3
Total Carbohydrate	g	1.6	2.2
Dietary Fiber	g	0.0	0.0
Sugars	g	0.0	0.0
Protein	g	13.3	18.3
Vitamin A	IU	56.9	78.2
Vitamin C	mg	0.0	0.0
Calcium	mg	29.2	40.1
Iron	mg	1.9	

Beef Patty Fully-cooked Soy Lower Sodium Homestyle Child Nutrition



School Nutrition Information

085257

ONE 2.50 OZ. FULLY COOKED FLAMEBROILED BEEF PATTY PROVIDES 2.00 OZ EQUIVALENT MEAT/MEAT ALTERNATE FOR CHILD NUTRITION MEAL PATTERN REQUIREMENTS.

Disclaimer: This information is for reference only and not for documenting federal meal requirements. Please contact your Sysco representative with any inquiries related to school meal equivalency information.

Ingredients

Ground beef (not more than 30% fat), water, textured vegetable protein product [soy protein concentrate, caramel color, zinc oxide, niacinamide, ferrous sulfate,copper gluconate, vitamin a palmitate, calcium pantothenate, thiamine mononitrate (b1), pyridoxine hydrochloride (b6), riboflavin (b2), cyanocobalamin (b12)], salt,sodium phosphates, caramel color.

Allergens & Warnings

CONTAINS: SOY
MAY CONTAIN: NA
FREE FROM: NA



Bun Hamburger 100% Wheat 4"

Ingredients

Whole Wheat Flour, Water, Yeast, Vital Wheat Gluten, Sugar, Soybean Oil, Contains 2% Or Less Of Each Of The Following: Salt, Yeast Nutrient (ammonium Sulfate), Dough Conditioners (sodium Stearoyl Lactylate, Ascorbic Acid, Monocalcium Phosphate), Enzymes, Calcium Propionate (mold Inhibitor), Sesame Flour.
contains: Wheat, Sesame

Nutrition Information

150 Calories per serving

	Serving size 1 Bun (62g)
Total Fat 2.5g	**3%**
Saturated Fat 0g	0%
Trans Fat	
Cholesterol 0mg	**0%**
Sodium 270mg	**12%**
Total Carbohydrate 27g	**10%**
Dietary Fiber 4g	14%
Total Sugars Includes 3g	6%
Protein 7g	**14%**
Vitamin D 0mcg	**0%**
Calcium 48mg	**4%**
Iron 1.00mg	**6%**
Potassium 135mg	**3**

Bun Hot Dog Whole Grain 6

Ingredients

Whole Wheat Flour, Enriched Unbleached Wheat Flour (wheat Flour, Malted Barley Flour, Niacin, Reduced Iron, Thiamine Mononitrate, Riboflavin And Folic Acid), Water, Sugar, Vital Wheat Gluten, Yeast, Contains 2% Or Less Of Each Of The Following: Soybean Oil, Salt, Xanthan Gum, Yeast Nutrient (ammonium Sulfate), Dough Conditioners (sodium Stearoyl Lactylate, Ascorbic Acid, Monocalcium Phosphate), Calcium Propionate (mold Inhibitor), Enzymes, Sesame Flour. contains: Wheat, Sesame

Nutrition Information

150 Calories per serving

	Serving size 1 Bun Each (60g)
Total Fat 1.5g	**2%**
Saturated Fat 0g	0%
Trans Fat	
Cholesterol 0mg	**0%**
Sodium 210mg	**9%**
Total Carbohydrate 28g	**10%**
Dietary Fiber 3g	11%
Total Sugars Includes 2g	4%
Protein 6g	**12%**
Vitamin D 0mcg	**0%**
Calcium 63mg	**4%**
Iron 2.00mg	**10%**
Potassium 100mg	**2%**



BURRITO,Beef & Bean & Textured Vegetable Protein CHILD-NUTRITION IW FROZEN

BURRITO, BEAN & CHS CKD CN IW Stock Code: 93540

Product Description :
Burrito -Frozen, Ground Beef & Bean Mild in flavor. Each 5.20 oz burrito provides 2.00 OZ EQV Meat/ Meat Alternate and 2.00 OZ EQV Grain OR 1.50 OZ EQV Meat/Meat Alternate and 1/8 cup Legume Vegetable and 2.00 OZ EQV Grain towards the NSLP.
Whole Grain Rich Tortilla CN labeled. Preparation instruction printed on outside of case. Burrito is individually wrapped ovenable film containing high impact graphics that can be recycled. 96 count No more than 425 mg Sodium, Less than 8% calories from saturated fat, 0 Trans Fat added, No less than 300 Kcal. Hand held-Fully cooked. Los Cabos Brand 93540

CN Meal Contributions

Meat / Meat Alternate: 2

Equivalent Grains: 2

OR

Meat / Meat Alternate: 1.5

Vegetable Legume (cup): 1/8

Equivalent Grains: 2

Product Specification and Nutritional Information

Current Revision Date: **10/31/2017** Replaces Spec Dated

Stock Code	Product Name
97892 Individually Wrapped	**Egg, Cheese & Cooked Sausage Crumbles (Made with Turkey) Breakfast Wrap**

Net Wt. (oz)	Case Pack	Case Net Wt. (Lbs)	UPC/ GTIN	Ship Wt. (Lbs)	Case Cube	Case Dimensions (in)	Pallet Count	Tie/High
3.600	**72**	16.20	10006574978926	17.79	0.756	20.250 **L** 14.750 **W** 4.375 **H**	60	6 x 10

Child Nutrition (CN) Meal Pattern Contributions[1] CN # 096312 CN Date 10-17 CN Expiration Date 10/30/2022

Each 3.600 oz. portion provides*:	Meat/Meat Alternate. (oz)	Equivalent Grains (oz)	Legume veg (cup)	Red/Orange veg (cup)	Dark Green veg (cup)	Starchy veg (cup)	Other veg (cup)
A	1.25	2.00					
--- OR ---							
B	1.25	2.00					

* - use the crediting in row A or row B, but not both. (based on the dual meat alternate/vegetable crediting for legumes.)
1 - if there is a CN number and CN date listed, the item is CN labeled.

Ingredient Statement

Filling: Pre-Cooked Scrambled Eggs (Whole Eggs, Skim Milk, Soybean Oil, Corn Starch, Salt, Xanthan Gum, Citric Acid), Cheddar Cheese (Pasteurized Milk, Cheese Culture, Salt, Enzymes, Annatto Color), Water, Cooked Sausage Crumbles (Made with Turkey) [Ground Turkey Thigh Meat, Mechanically Separated Turkey, Water, Soy Protein Concentrate, Salt, Spices, Dextrose, Flavoring, Sugar], Contains 2% or Less of: Red Sauce Seasoning (Modified Corn Starch, Paprika, Spices, Onion And Garlic Powder, Dextrose, Tomato, Sugar, Natural Flavor, Extractive Of Paprika, Guar Gum, Salt, Citric Acid, Malic Acid, Xanthan Gum, Ascorbic Acid), Spices, White Vinegar, Salt and Modified Food Starch (Refined From Corn).

Ingredients: Whole Wheat Flour Tortilla, Soy Flour Enriched (Wheat Flours [Whole Wheat Flour, Enriched Bleached Flour (Wheat Flour, Niacin, Reduced Iron, Thiamine Mononitrate, Riboflavin, Folic Acid)], Water, Soy Flour, Soybean Oil, Potato Starch, Pea Fiber, Distilled Monoglyceride, Wheat Gluten, Glycerine, Salt, Baking Powder (Corn Starch, Sodium Bicarbonate, Sodium Aluminum Sulfate, Monocalcium Phosphate).

Allergen Statement Contains: **Wheat, Egg, Milk, Soy.**

BID Specification

Wrap -Frozen Egg, Cheese and Turkey Sausage. Each 3.60 oz. Wrap provides 1.25 OZ EQV Meat Alternate and 2.00 OZ EQV Grain towards the SBP, Whole Grain Rich Tortilla. CN labeled. Preparation instruction printed on outside of case. Burrito is individually wrapped ovenable film containing high impact graphics that can be recycled. 72 count. No more than 320 mg Sodium, Less than 15% Calories from Saturated fat, 0 Trans Fat. No less than 235 Kcal. Hand held, Fully Cooked. Heat & Serve.- Los Cabos Brand 97892

Nutritional Information

Serving Size 3.600 oz. (102.06 g)
Servings Per Package: **1**

Calories (Kcal)	236.24
Calories from Fat	91.35
Protein (g)	11.10
Carbohydrates (g)	26.99
Sugars (g)	0.70
Tot. Dietary Fiber (g)	3.97
Ash (g)	0.84

% Calories from Fat	38.67%
% Calories from Sat Fat	14.21%
% Sugar	0.69%

Basis of Analysis: as Cooked.
Fat Change +/- 0% Moisture Change +/- 0%
Data Source: USDA Handbook 8

Fats	
Total Fat (g)	10.15
Saturated Fat (g)	3.73
Trans Fat (g)*	0.00
Cholesterol (mg)	64.23
Water (g)	40.56

Vitamins		%DV
Vitamin A (RE)	40.70	
Vitamin A (IU)	230.77	4%
Vitamin C (mg)	0.20	0%

Minerals		%DV
Iron (mg)	2.57	15%
Sodium (mg)	318.50	
Calcium (mg)	123.60	10%
Potassium (mg)	129.37	

*-Trans Fats naturally occurring

Heating Instructions

Heating Instructions: FOR BEST RESULTS, HEAT FROM REFRIGERATED STATE. Place burrito/wrap on a sheet pan with seam of wrapper facing down. Heat to an internal temperature of 160 deg. F. Caution: Do not over heat. Heating above 165 deg. F. may cause filling leakage. Heating times may vary due to variation in equipment used. Convection Oven: Preheat Oven to 300 deg. F. Frozen: Bake 16-18 min. Refrigerated: 13-15. Conventional Oven: Preheat Oven to 300 deg. F. Frozen: Bake for 18-20 min. Refrigerated: Cook for 15-17 min. Microwave: Frozen: Heat for 50 secs. Refrigerated: Heat for 30 secs.

For Additional Information, visit our website at www.mcifoods.com or contact:
M.C.I. FOODS, INC. 13013 Molette St., Santa Fe Springs, CA 90670 562-977-4000 or 800-704-4661

Egg, Cheese & Cooked Sausage Crumbles (Made with Turkey) Breakfast Wrap

Los Cabos® Mexican Foods Individually Wrapped

DOP: 289-17-D1

72 CT - 3.60 OZ.

W104C-TF PF089A

KEEP FROZEN
FOR INSTITUTIONAL USE ONLY

CN 096312
Each 3.60 oz. Wrap provides 1.25 oz. equivalent meat/meat alternate and 2.00 oz. equivalent grains for Child Nutrition Meat Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA 10-17.)
CN CN CN

Lot # 55555

Copy of documents for General Meal Requirements

Ingredients: Whole Wheat Flour Tortilla, Soy Flour Enriched (Wheat Flours [Whole Wheat Flour, Enriched Bleached Flour (Wheat Flour, Niacin, Reduced Iron, Thiamine Mononitrate, Riboflavin, Folic Acid)], Water, Soy Flour, Soybean Oil, Potato Starch, Pea Fiber, Distilled Monoglyceride, Wheat Gluten, Glycerine, Salt, Baking Powder (Corn Starch, Sodium Bicarbonate, Sodium Aluminum Sulfate, Monocalcium Phosphate) .

Filling: Pre-Cooked Scrambled Eggs (Whole Eggs, Skim Milk, Soybean Oil, Corn Starch, Salt, Xanthan Gum, Citric Acid), Cheddar Cheese (Pasteurized Milk, Cheese Culture, Salt, Enzymes, Annatto Color), Water, Cooked Sausage Crumbles (Made with Turkey) [Ground Turkey Thigh Meat, Mechanically Separated Turkey, Water, Soy Protein Concentrate, Salt, Spices, Dextrose, Flavoring, Sugar], Contains 2% or Less of: Red Sauce Seasoning (Modified Corn Starch, Paprika, Spices, Onion And Garlic Powder, Dextrose, Tomato, Sugar, Natural Flavor, Extractive Of Paprika, Guar Gum, Salt, Citric Acid, Malic Acid, Xanthan Gum, Ascorbic Acid), Spices, White Vinegar, Salt and Modified Food Starch (Refined From Corn).

Heating Instructions: FOR BEST RESULTS, HEAT FROM REFRIGERATED STATE. Place burrito/wrap on a sheet pan with seam of wrapper facing down. Heat to an internal temperature of 160 deg. F. Caution: Do not over heat. Heating above 165 deg. F. may cause filling leakage. Heating times may vary due to variation in equipment used. Convection Oven: Preheat Oven to 300 deg. F. Frozen: Bake 16-18 min. Refrigerated: 13-15. Conventional Oven: Preheat Oven to 300 deg. F. Frozen: Bake for 18-20 min. Refrigerated: Cook for 15-17 min. Microwave: Frozen: Heat for 50 secs. Refrigerated: Heat for 30 secs.

Stock Code
97892

Contains: Wheat, Egg, Milk, Soy.
NET WT. 16 LBS. 3.20 OZ.
M.C.I. FOODS, INC. SANTA FE SPRINGS, CA 90670 USA

INSPECTED FOR WHOLESOMENESS BY U.S. DEPARTMENT OF AGRICULTURE P-5890A

Stock Code 97892 Lot # 55555
10006574978926
CN-WRAP-POULTRY-WG-TF

10006574978926
CN-WRAP-POULTRY-WG-TF



GENERAL MILLS

Formulation Statement for Documenting Grains in Child Nutrition Programs

(Crediting Standards Based on Grams of Creditable Grains (ounce equivalent))

Program operators should include a copy of the label from the purchased product package in addition to the following information on letterhead signed by an official company representative. Program operators have the option to choose the crediting method that fits their specific menu planning needs.

Product Name: Cocoa Puffs ® Cereal Bar Code No.: 16000-45577

Manufacturer: General Mills, Inc. Serving Size 1.42 oz (40g)
(raw dough weight may be used to calculate creditable grain amount)

I. Does the product meet the Whole Grain-Rich Criteria: Yes X No____

II. Does the product contain non- creditable grains: Yes X No___ **How many grams**: <3.99g
(Products with more than 0.24 ounce equivalent (oz eq) or 3.99 grams (g) for Groups A-G or 6.99g for Groups H and I of non-creditable grains do not credit toward the grains requirement for school meals.)

III. Use Exhibit A: Grain Requirements for Child Nutrition Programs in the *Food Buying Guide for Child Nutrition Programs* (FBG) to determine if the product fits into Groups A-G (baked goods), Group H (cereal grains) or Group I (RTE breakfast cereals). *(Different methodologies are applied to calculate the grains contribution based on creditable grains. Groups A-G use the standard of 16g creditable grains per oz eq; Groups H and I use the standard of 28g creditable grains per oz eq or volume.)*

Indicate to which Exhibit A Group (A-I) the Product Belongs: D

DESCRIPTION OF CREDITABLE GRAIN INGREDIENT*	GRAMS OF CREDITABLE GRAIN INGREDIENT PER PORTION[1] A	GRAM STANDARD OF CREDITABLE GRAINS PER OZ EQ *(16g or 28g)*[2] B	CREDITABLE AMOUNT A ÷ B
Whole Grain Oats	11g	16g	11g ÷ 16g = 0.6875
Whole Grain Corn	3g	16g	3g ÷ 16g = 0.1875
Whole Grain Wheat	2g	16g	2g ÷ 16g = 0.125
Brown Rice Flour	1g	16g	1g ÷ 16g = 0.0625
		Total	1.06
		Total Creditable Amount[3]	1.0

*Creditable grains vary by Program. See the FBG for specific Program requirements.
[1](Serving size) **X** (% of creditable grains in formula); serving sizes other than grams must be converted to grams.
[2]Standard grams of creditable grains from the corresponding Group in Exhibit A.
[3]Total Creditable Amount must be rounded **down** to the nearest quarter (0.25) oz eq. Do **not** round up.

Total weight (per portion) of product as purchased 1.42 oz (40g)

Total contribution of product (per portion) 1.0 oz equivalent

I certify that the above information is true and correct and that a 1.42 ounce portion of this product (ready for serving) provides 1.0 oz eq grains. I further certify that non-creditable grains **are not** above 0.24 oz eq per portion. Products withmore than 0.24 oz eq or 3.99g for Groups A-G or 6.99g for Groups H and I of non-creditable grains do not credit toward the grains requirement for school meals.

Wendy Ramaker
Labeling and Regulatory Compliance Specialist, K12 Education
September 11, 2023

2511693 [8]

Number One General Mills Boulevard, Minneapolis MN 55426



Cereal Cream Of Wheat 2.5 Minutes

Ingredients

Wheat Farina, Partially Defatted Wheat Germ, Disodium Phosphate (for Quick Cooking), Vitamins And Minerals: Calcium Carbonate, Ferric Phosphate (source Of Iron), Niacinamide, Thiamin Mononitrate (vitamin B1), Riboflavin (vitamin B2), Folic Acid.

Nutrition Information

110 Calories per serving

	Serving size 1 Serving (33g)
Total Fat 0g	**0%**
Saturated Fat 0g	0%
Trans Fat	
Cholesterol 0mg	**0%**
Sodium 110mg	**5%**
Total Carbohydrate 24g	**9%**
Dietary Fiber 1g	4%
Total Sugars Includes 0g	0%
Protein 4g	**8%**
Vitamin D 0.0mcg	**0%**
Calcium 0mg	**0%**
Iron 0.00mg	**0%**
Potassium 0mg	**0%**

USDA
United States Department of Agriculture

USDA Foods in Schools

100003 - Cheese, Cheddar, Yellow, Shredded

Category: Meat/Meat Alternate

Product Description

- This item is U.S. Grade A or higher yellow cheddar cheese. This product is shredded and is shipped refrigerated in cases containing six 5-pound bags.

Crediting/Yield

- One case yields 480 1-ounce portions of cheese.
- CN Crediting: 1 ounce cheddar cheese credits as 1 oz equivalent meat/meat alternate.

Culinary Tips and Recipes

- Cheddar cheese can be used as an ingredient in a variety of recipes such as casseroles, soups, or quesadillas.
- Offer shredded cheese as a topping for build-your-own options such as salad, baked potato, or burrito bars.
- For culinary techniques and recipe ideas, visit the Institute of Child Nutrition or USDA's Team Nutrition.

Food Safety Information

- For more information on safe storage and cooking temperatures, and safe handling practices, please refer to: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles.

Visit us at www.fns.usda.gov/usda-fis

Nutrition Facts

Serving size: 1 ounce (28 g), cheddar cheese, shredded

Amount Per Serving	
Calories	110
Total Fat	9g
Saturated Fat	6g
Trans Fat	0g
Cholesterol	30mg
Sodium	190mg
Total Carbohydrate	0g
Dietary Fiber	0g
Sugars	0g
Protein	6g

Source: USDA Foods Vendor Labels

Allergen Information: Please refer to allergen statement on the outside of the product package for vendor-specific information. For more information, contact the product manufacturer directly.

Nutrient values in this section are from the USDA FoodData Central or are representative values from USDA Foods vendor labels. Please refer to the product's Nutrition Facts label or ingredient list for product-specific information.

April 2020

USDA is an equal opportunity provider, employer, and lender.



Cheese Cream Light 100 3/4oz

Ingredients

Pasteurized Milk And Cream, Whey Protein Concentrate, Contains Less Than 2% Of Salt, Carob Bean Gum, Guar Gum, Natamycin (a Natural Mold Inhibitor)*, Vitamin A Palmitate, Cheese Culture. *ingredient Not In Regular Cream Cheese.

Calories45

Calories From Fat0

% Daily Value*

Total Fat 3.5g4%

Saturated Fat 2.5g12%

Trans Fat 0g0%

Cholesterol 15mg5%

Sodium 80mg4%

Total Carbohydrates 1g0%

Dietary Fibers 0g0%

Sugars 1g0%

Protein 2g4%

Vitamin A0%

Vitamin C0%

Calcium0%

Iron0%



Cheese Cream Strawberry Spread Cup .75oz

Ingredients

Pasteurized Milk And Cream, Water, Sugar, Strawberries, Cheese Culture, Salt, Natural Flavor, Modified Food Starch, Guar Gum, Fruit And Vegetable Juice (color), Citric Acid, Carob Bean Gum, Xanthan Gum, Honey, Natamycin (a Natural Mold Inhibitor). contains: Milk

Nutrition Information

60 Calories per serving

	Serving size 1 Unit (21g)
Total Fat 5g	**6%**
Saturated Fat 3g	15%
Trans Fat	
Cholesterol 15mg	**5%**
Sodium 55mg	**2%**
Total Carbohydrate 3g	**1%**
Dietary Fiber 0g	0%
Total Sugars Includes 2g	4%
Protein less than 1g	**2%**
Vitamin D 0.1mcg	**0%**
Calcium 10mg	**0%**
Iron 0mg	**0%**
Potassium 20m	

KOCH FOODS
America's Chicken Specialist™

PRODUCT SPECIFICATION

Item: **85604** UPC Code: 00045421856041
Product Name: **FC CN WG Breaded Chicken Breast Patties WRM**
Brand: Koch
Revision Date: 2017-05-04 Revised By: MTL

I. LABEL INFORMATION

Allergens: **Wheat, Soy, Egg**
CN Number: 087673
CN Serving: 3.15 oz
Meat/Meat Alternate: 2.00 oz.
Bread Alternate: 0.50 oz.





Ingredients:

Chicken Breast With Rib Meat, Water, Whole Wheat Flour, Isolated Soy Protein, Seasoning ({Modified Food Starch [Potato], Flavoring}, Modified Food Starch, Onion Powder, Salt, Black Pepper), Contains 2% Or Less Of Enriched Wheat Flour (Wheat Flour, Niacin, Reduced Iron, Thiamine Mononitrate, Riboflavin, Folic Acid), Dried Whole Eggs, Whole Grain Yellow Corn Flour, Concentrated Chicken Broth, Sodium Phosphates, Salt, Soybean Oil, Dried Yeast, Leavening (Sodium Acid Pyrophosphate, Sodium Bicarbonate, Monocalcium Phosphate), Sugar, Guar Gum, Canola Oil, Paprika Extractive.

II. FINISHED PRODUCT DATA

SECTION	ATTRIBUTE	STANDARD
Cooking/Heating	Heating Instructions	Convection Oven: 350F, 10 - 12 Minutes
	Heating Instructions	Conventional Oven: 350F, 24 - 30 Minutes
	Heating Instructions	Deep Fry: 365F, 2 1/2 - 2 3/4 minutes
Package	Box - Pack	Two 5.0 lbs. bags
	Cubic Feet/ Box Dimensions	0.65 / 16.375 x 10.375 x 6.563"
	Gross Weight	11.0 lbs.
	Net Weight	10.0 lbs.
Palletization	Hi	12
	Tie	10
	Total cases per Pallet	120
Product	Allergens	Wheat, Soy, Egg
	Breading	Target: 19%, Range: 18 - 20%
	Finished Portion Weight	Target: 3.15oz., Range: 2.95 - 3.35oz. (1 Patty)
	Freezing	IQF
	Note	Breading >51% Whole Grains
	Number of Portions per box	50 - 54 (100%)
	Shelf Life	1 year - frozen

KOCH FOODS
America's Chicken Specialist™

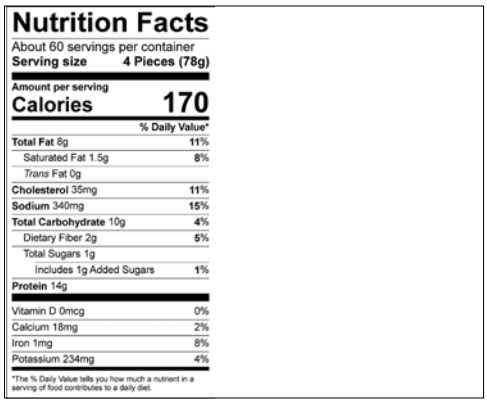
PRODUCT SPECIFICATION

Item:	**85606**	UPC Code:	00045421856065
Product Name:	**FC CN WG Breaded Chicken Breast Patty Nuggets**		
Brand:	Koch / Chic'n Time		
Revision Date:	2019-10-01	Revised By:	AJB

I. LABEL INFORMATION

Allergens: **Wheat, Soy**
CN Number: 098133
CN Serving: 0.69oz.
Meat/Meat Alternate: 2.00oz.
Bread Alternate: 1.00oz.





Ingredients:

INGREDIENTS: Chicken breast meat with rib meat, whole wheat flour, water, isolated soy protein, contains 2% or less of salt, granulated sugar, chicken flavor (chicken broth, flavor, salt), modified tapioca starch, onion powder, potassium phosphates, sugar, wheat gluten, garlic powder, natural flavor, paprika extract, yeast extract, dried yeast, dried garlic, dried onion, spice, maltodextrin, turmeric extract, torula yeast, citric acid, celery powder, canola oil, carrot powder, spices.
CONTAINS: WHEAT, SOY

II. FINISHED PRODUCT DATA

SECTION	ATTRIBUTE	STANDARD
Cooking/Heating	Heating Instructions	Convection Oven: 350F, 10-12 Minutes
	Heating Instructions	Conventional Oven: 350F, 18-20 Minutes
	Heating Instructions	Deep Fry: 365F, 1 min 45 sec. - 2 min 15 sec.
Package	Box - Pack	Two 5.175 lb. Bags
	Cubic Feet/ Box Dimensions	0.65 / 16.375 x 10.375 x 6.563"
	Gross Weight	11.35 lbs.
	Net Weight	10.35 lbs.
Palletization	Hi	12
	Tie	10
	Total cases per Pallet	120
Product	Allergens	Wheat, Soy
	Breading	26 - 29%
	Finished Portion Weight (CN)	Target: 0.69oz., Range: 0.60 - 0.80oz.
	Freezing	IQF
	Number of Portions per box	236 Minimum
	Shelf Life	1 Year (Frozen)

TYSON CHILD NUTRITION SUMMARY

Product Name: FC Whole Grain Golden Crispy Popcorn Chicken-CN Chicken Pattie Fritters

Product Code: 70368-0928 **Label Weight:** 32.79 lb
UPC Information: 000-23700-03386 4

Serving size: 12 .28-oz PIECE(s) per serving

Pack Information:
Minimum of 1908 .28-OZ PIECE(s) per Case.

Product is CN-labeled. CN numbers are: 087152, 089573, 089574, 089575
Analysis is by Piece.

Total Weight of Uncooked Product [1]	0.2740000 oz
Weight of Creditable Raw Meat, Variety: Chicken	0.0864870 oz
Percent fat of raw meat:	30.0000000 %
*Weight of Creditable Dry APP, (Variety): Concentrate	0.0219075 oz
Rehydration Ratio: 1:2.60	
*(Weight of Rehydrated APP):	0.0788670 oz
*Weight of Creditable Dry APP, (Variety): Isolate	0.0057150 oz
Rehydration Ratio: 1:3.77	
*(Weight of Rehydrated APP):	0.0273050 oz
Weight of Meat Alternates (specify):	n/a
Weight of Breading: Whole Grain	0.0835000 oz
Weight of Filling:	n/a
Weight of Other Non-Creditable Ingredients:	n/a
Total Weight of Finished Product:	0.2800000 oz
Weight of Unrounded Cooked Meat/Meat Alternate *(with APP):	0.1667128 oz

---

Meat/Meat Alternate per serving: **2.0000 oz**
Bread Alternate per serving: **1.0000 per serving**

I certify that the above information is accurate as presented on this date.

*I further certify that the alternate protein product (APP) meets the requirements set forth in Appendix A of 7 CFR Parts 210, 220, 225, and 226.

(1)Slight variance in piece weights is possible, due to normal process variance; however, average weights per case will meet or exceed the stated weight.

Additional Information:
VER 3
CALCULATIONS BASED ON NEW REGULATIONS 1.00 OZ EQUIVALENT GRAINS (WHOLE GRAIN RICH)
Ref: Grain Requirements for School Lunch and Breakfast Program per Policy Memo Code: SP30-2012

Tyson Foods, Inc. 2200 Don Tyson Parkway, Springdale, AR 72762 1-800-248-9766

TYSON CHILD NUTRITION SUMMARY

Product Name: FC Whole Grain Golden Crispy Popcorn Chicken-CN Chicken Pattie Fritters

Product Code: 70368-0928 **Label Weight:** 32.79 lb

Karen Shank, MS, RD — Nutritional Services Manager

Karen Shank, MS, RD — Title

TYSON FOODS, INC. — 06/03/13

94125 - WHOLE GRAIN UNCURED CHICKEN CORN DOG, 4.0 OZ.,CN, NO ANTIBIOTICS EVER, NO NITRITE/NITRATE ADDED*, SMART SNACK COMPLIANT



Nutrition Facts

Serving Size 1 CORN DOG (4 oz.) 112g
Servings Per Container: 72

Amount Per Serving

Calories 250 **Calories from Fat** 80

	% Daily Value*
Total Fat 9 g	14%
Saturated Fat 2.5 g	12%
Trans Fat 0 g	
Cholesterol 40 mg	13%
Sodium 450 mg	18%
Total Carbohydrate 30 g	10%
Dietary Fiber 5 g	20%
Sugars 9 g	
Protein 9 g	

Vitamin A 0%	•	Vitamin C 0%	
Calcium 6 %	•	Iron 8 %	

*Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs.

	Calories:	2,000	2,500
Total Fat	Less than	65g	80g
Sat Fat	Less than	20g	25g
Cholesterol	Less than	300mg	300mg
Sodium	Less than	2,400mg	2,400mg
Total Carbs.		300g	375g
Dietary Fiber		25g	30g

Calories per gram:
Fat 9 • Carbohydrate 4 • Protein 4

Product Specifications

GTIN	00075278941256	**Case Net Weight**	18 LB
Item UPC		**Case L,W,H**	17 IN, 11.06 IN, 6.75 IN
EDI UPC	007527894125	**Cube**	0.73 CF
Unit Size	1/72 CT	**Tie x High**	9 x 8
Case Gross Weight	19 LB	**Kosher Status**	

Features & Benefits

- MADE FROM CHICKENS RAISED WITH NO ANTIBIOTICS EVER
- NO NITRITES* OR NITRATES ADDED (*EXCEPT FOR NATURALLY OCCURRING IN CELERY JUICE)
- 4.00 OZ. UNIT
- LOWER FAT - 9g FAT PER SERVING
- SMART SNACK COMPLIANT
- CN LABELED - SERVES 2 OZ. M/MA & 2 OZ. EQUIVALENT GRAINS

CN Information

CN LABELED EACH 4.00 OZ. FOSTER FARMS LOWER FAT CHICKEN CORN DOG PROVIDES 2.00 OZ EQUIVALENT MEAT AND 2.00 OZ. EQUIVALENT GRAINS.

Ingredients

BATTER INGREDIENTS: WATER, WHOLE WHEAT FLOUR, WHOLE GRAIN CORN, SUGAR, CONTAINS LESS THAN 2% OF SOY FLOUR, LEAVENING (SODIUM ACID PYROPHOSPHATE, SODIUM BICARBONATE), SOYBEAN OIL, SALT, ASCORBIC ACID, DRIED HONEY, WHOLE EGG, NATURAL FLAVOR. FRIED IN VEGETABLE OIL. CHICKEN FRANK INGREDIENTS: MECHANICALLY SEPARATED CHICKEN, WATER, CORN SYRUP SOLIDS, CONTAINS LESS THAN 2% OF SPICES, SALT, SODIUM PHOSPHATE, POTASSIUM CHLORIDE, FLAVORINGS, SODIUM ERYTHORBATE, CULTURED CELERY JUICE. CONTAINS: WHEAT, SOY, EGG

Preparation and Cooking

RE HEATING INSTRUCTIONS DEEP FRYER 350°F -FROZEN: NOT RECOMMENDED; THAWED: 4-5 MINUTES -QUANTITY - 3 MICROWAVE HIGH (1100 WATTS) – FROZEN: 30 SECONDS, TURN THEN 30 MORE SECONDS; THAWED: 20 SECONDS, TURN THEN 20 MORE SECONDS - QUANTITY -2 CONVENTIONAL OVEN 350°F - FROZEN: 34-36 MINUTES ; THAWED 24-26 MINUTES. QUANTITY - FULL SHEET PAN CONVECTION OVEN 350°F - FROZEN: 24-27 MINUTES ; THAWED 14-17 MINUTES. QUANTITY - FULL SHEET PAN INTERNAL TEMPERATURE OF PRODUCT SHOULD REACH 160°F. CAUTION: PRODUCT WILL BE HOT. TIMES AND TEMPERATURES MAY VARY BASED ON ACTUAL EQUIPMENT AND QUANTITY OF PRODUCT PREPARED. ADJUST ACCORDINGLY.

Shelf Life

TOTAL MFR. FROZEN SHELF LIFE IS 365 DAYS FROM DATE OF PACK

Specifications subject to changes, errors and omissions. Printed 04.01.2021
1333 Swan St, Livingston CA 95334 | 800.344.3116 Ask for FS Mrktg ask for FS Mrktg | www.fosterfarmsfoodservice.com | © Foster Farms Foodservice

Nutrition Facts for El Monterey - Beef And Cheese Empanadas, Beef And Cheese

Nutrition Facts

Serving Size
Whole Recipe (85g)

Calories	240

	% Daily Value *
Total Fat 14g	**18%**
Saturated Fat 6g	**30%**
Trans Fat 0g	
Cholesterol 24.7mg	**8%**
Sodium 360.4mg	**15%**
Total Carbohydrate 20g	**7%**
Dietary Fiber 1g	**4%**
Total Sugars 0g	**0%**
Includes --g Added Sugars	**--%**
Protein 8g	**16%**
Vitamin C --mg	--%
Vitamin D --mcg	--%
Iron --mg	--%
Calcium --mg	--%
Potassium --mg	--%
Phosphorus --mg	--%

*The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

Ingredients: WATER WHEAT FLOUR (ENRICHED WITH NIACIN, REDUCED IRON, THIAMIN MONONITRATE, RIBOFLAVIN, FOLIC ACID), SEASONED BEEF TOPPING (BEEF, WATER, DEHYDRATED ONION, SALT, CHILI PEPPER, SPICES, SUGAR, SODIUM PHOSPHATE, GARLIC), MONTEREY JACK CHEESE WITH PEPPERS (PASTEURIZED MILK, JALAPENO PEPPERS, CHEESE CULTURES, SALT, ACETIC ACID, CALCIUM CHLORIDE, ENZYMES), LOW MOISTURE MOZZARELLA CHEESE (PASTEURIZED MILK, CHEESE CULTURES, SALT, ENZYMES), VEGETABLE OIL (SOYBEAN, CANOLA, PALM AND/OR CORN OIL), BATTER MIX (YELLOW CORN FLOUR, ENRICHED BLEACHED WHEAT FLOUR, (WHEAT FLOUR, NIACIN, REDUCED IRON, THIAMINE MONONITRATE, RIBOFLAVIN, FOLIC ACID, SALT, LEAVENING (SODIUM ACID PYROPHOSPHATE, SODIUM BICARBONATE, MONOCALCIUM PHOSPHATE), DRIED GARLIC, DRIED ONION, GUAR GUM, SPICE), CONTAINS 2% OR LESS ONION, MODIFIED CORN STARCH, JALAPENO PEPPERS (WITH SALT, ACETIC ACID, CALCIUM CHLORIDE), CHILI PEPPER, DEXTROSE, MODIFIED FOOD STARCH, YEAST, SALT, SPICES, LACTIC ACID (WITH CALCIUM LACTATE), GRANULATED GARLIC, GUAR GUM, SODIUM METABISULFITE.

UPC: 071007734823

Created with MyFoodData.com

HIGH LINER FOODS

1 oz WG Golden Crunchy AK Pollock Nuggets, CN

Our easy to prepare, oven-ready fish is breaded with a delicious whole grain coating that ensures a crunch with every tasty bite! Available in a variety of sizes and shapes from sandwich portions to nuggets this is a great lunch or dinner entrée. Final product is value added and packed in US.



Nutrition Facts

80 Servings per container

Serving Size **4 Nuggets**

Amount Per Serving

Calories **220**

		% Daily Value*
Total Fat	8 g	**11%**
Saturated Fat	1.5 g	**7%**
Trans Fat	0 g	
Cholesterol	35 mg	**11%**
Sodium	330 mg	**14%**
Total Carbohydrate	23 g	**8%**
Dietary Fiber	2 g	**6%**
Total Sugars	1 g	
Includes 1 g	Added Sugars	**1 %**
Protein	12 g	
Vitamin D	0 mg	0%
Calcium	30 mg	2%
Iron	1.3 mg	8%
Potassium	190 mg	4%

*The % Daily Values (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

Product Specifications:

Code	GTIN	Pack	Type Of Catch
1089301	10035493893010	4 X 5.00 LBR	Wild

Brand	GPC Description
High Liner Foodservice	Fish - Prepared/Processed (Frozen)

Gross Weight	Net Weight	Country of Origin	Kosher	Gluten Free
22 LBR	20 LBR	N/A	No	No

Shipping Information

Length	Width	Height	Volume	TIxHI	Shelf Life	Storage Temp
15.8 INH	9.8 INH	12.1 INH	1.1 FTQ	12x3	547 Days	-15 FAH / -14 FAH

Ingredients:

64.2% ALASKA POLLOCK; 35.8% BATTER AND BREADING: WHOLE WHEAT FLOUR, ENRICHED WHEAT FLOUR (FLOUR, NIACIN, REDUCED IRON, THIAMINE MONONITRATE, RIBOFLAVIN, FOLIC ACID), ENRICHED WHEAT FLOUR (FLOUR, NIACIN, FERROUS SULFATE, THIAMINE MONONITRATE, RIBOFLAVIN, FOLIC ACID), MODIFIED CORN STARCH, WHOLE YELLOW CORN MEAL, CONTAINS 2% OR LESS OF: WATER, YELLOW CORN FLOUR, SUGAR, SALT, YEAST, WHEY, AUTOLYZED YEAST EXTRACT, LEAVENING (SODIUM BICARBONATE, MONOCALCIUM PHOSPHATE), MODIFIED CELLULOSE, DEHYDRATED ONION, CARAMEL COLOR, EXTRACTIVES OF PAPRIKA, ANNATTO AND TURMERIC (COLOR). PREFRIED IN CANOLA, COTTONSEED, AND/OR SOYBEAN OIL.
CONTAINS: FISH (POLLOCK), WHEAT, MILK

Allergens(C='Contains' MC='May Contain' N='None' NI='No Info Provided'):

Eggs - N	Milk - C	Soy - N
Fish - C	Wheat - C	TreeNuts - N
Peanuts - N	Crustacean - N	

Prep & Cooking Suggestions:

COOKING INSTRUCTIONS FROM FROZEN: TO BAKE: Place frozen nuggets on a lightly oiled sheet pan. CONVECTION OVEN: Preheat oven to 375°F and bake for 11-13 minutes. CONVENTIONAL OVEN: Preheat oven to 425°F and bake for 14-16 minutes. NOTE: COOK TO AN INTERNAL TEMPERATURE OF

Species / Scientific Name:

Pollock - Gadus chalcogrammus

Serving Suggestions:

Ideal paired with your favorite signature sauce or side. Perfect as center of plate, sandwich or salad features.

Claims & Child Nutrition:

BAP Certified :
MSC Certified : Yes
Has CN Statement : Yes
CN Statement : 2M/1.5G









CN Information :

CN Statement :	2M/1.5G
Suggested Bid :	
Meat/Meat Alternative :	4 x 1.00 OZ X 0.642 FISH FLESH X 0.78 = 2.003 OZ
WholeGrain Credit Calculation :	0.2256 OZ PER PORTION X 28.35G = 6.3962/16 = 0.3997 X 4 = 1.5990 OZ

Label Copy

*Please note - label for bid proposes only per USDA Document# SP11v2 CACFP10SFSSP13-2015 - Label copied with watermark is acceptable documentation for administrative review - the original labels on cartons received will not have a watermark.



Copy Not For Documenting Federal Meal Requirements

High Liner Bid Desk Contact and Specification Verification



Dawn Enos / Sales Operations Manager k12
PH: 603-818-5334
Email: dawn.enos@highlinerfoods.com

Product Formulation Statement (Product Analysis) for Meat/Meat Alternate (M/MA) Products

Product Name: Reduced Sodium Smoked Uncured Turkey Frank, 2.0 oz. Code No.: 612530

Manufacturer: Jennie-O Turkey Store Case/Pack/Count/Portion/Size: 2/5 LB ..

I. Meat/Meat Alternate

Please fill out the chart below to determine the creditable amount of Meat/Meat Alternate

Description of Creditable Ingredients per Food Buying Guide	Ounces per Raw Portion of Creditable Ingredient	Multiply	Food Buying Guide Yield	Creditable Amount *
Turkey Franks	2.0000	X	100%	2.0000
		X		
A. Total Creditable Amount[1]				

*Creditable Amount - Multiply ounces per raw portion of creditable ingredient by the Food Buying Guide yield.

II. Alternate Protein Product (APP)

If the product contains APP please fill out the chart below to determine the creditable amount of APP. If APP is used, you must provide documentation as described in Attachment A for each APP used.

Description of APP, manufacture's name, and code number	Ounces Dry APP Per Portion	Multiply	% of Protein As-Is*	Divide by 18**	Creditable Amount APP***
		X		÷ by 18	
B. Total Creditable Amount[1]					
C. TOTAL CREDITABLE AMOUNT (A + B rounded down to nearest ¼ oz)					

*Percent of Protein As-Is is provided on the attached APP documentation.
**18 is the percent of protein when fully hydrated.
***Creditable amount of APP equals ounces of Dry APP multiplied by the percent of protein as-is divided by 18.
[1]Total Creditable Amount must be rounded **down** to the nearest 0.25oz (1.49 would round down to 1.25 oz meat equivalent). Do **not** round up. If you are crediting both M/MA and APP, you do not need to round down in box A until after you have added the creditable APP amount from box B.

Total weight (per portion) of product as purchased 2.00 oz..

Total creditable amount of product (per portion) 2.0 oz.
(Reminder: Total creditable amount cannot count for more than the total weight of product)

I certify that the above information is true and correct and that a 2.00 ounce serving of the above product (ready for serving) contains 2.0 ounces of equivalent meat/meat alternate when prepared according to directions.

I further certify that any APP used in the product conforms to the Food and Nutrition Service Regulations (7 CFR Parts 210, 220, 225, 226, Appendix A) as demonstrated by the attached supplier documentation..

Mark Nellermoe — VP Foodservice
Signature — Title

Mark Nellermoe — 12-3-18 — 800-328-1756
Printed Name — Date — Phone Number

Jennie-O Turkey Store Sales, LLC
2505 Willmar Avenue SW Willmar, MN 56201 (320) 235-2622

Formulation Statement for Documenting Grains in School Meals
Required Beginning SY 2013-2014
(Crediting Standards Based on Grams of Creditable Grains)

School Food Authorities (SFAs) should include a copy of the label from the purchased product package in addition to the following information on letterhead signed by an official company representative. Grain products may be credited based on previous standards through SY 2012-2013. The new crediting standards for grains (as outlined in Policy Memorandum SP 30-2012) must be used beginning SY 2013-2014. SFAs have the option to choose the crediting method that best fits the specific needs of the menu planner.

Product Name: Farm Rich Whole Grain French Toast Sticks Code No.: 37722

Manufacturer: Rich Products Corporation Serving Size 4 sticks (92 grams)
(raw dough weight may be used to calculate creditable grain amount)

I. Does the product meet the Whole Grain-Rich Criteria: Yes X No
(*Refer to SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program.*)

II. Does the product contain non- creditable grains: Yes X No **How many grams: 1.35**
(*Products with more than 0.24 oz equivalent or 3.99 grams for Groups A-G or 6.99 grams for Group H of non- creditable grains may not credit towards the grain requirements for school meals.)*

III. Use Policy Memorandum SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program: Exhibit A to determine if the product fits into Groups A-G (baked goods), Group H (cereal grains) or Group I (RTE breakfast cereals). *(Different methodologies are applied to calculate servings of grain component based on creditable grains. Groups A-G use the standard of 16grams creditable grain per oz eq; Group H uses the standard of 28grams creditable grain per oz eq; and Group I is reported by volume or weight.)*
Indicate to which Exhibit A Group (A-I) the Product Belongs: A & B

Description of Creditable Grain Ingredient*	Grams of Creditable Grain Ingredient per Portion[1] A	Gram Standard of Creditable Grain per oz equivalent *(16g or 28g)*[2] B	Creditable Amount A ÷ B
Whole wheat flour	21.41	16	1.338
Enriched wheat flour	11.629	16	0.726
Enriched yellow corn flour	3.583	16	0.223
Total Creditable Amount[3]			2.287

*Creditable grains are whole-grain meal/flour and enriched meal/flour.
[1] (Serving size) **X** (% of creditable grain in formula). Please be aware that serving sizes other than grams must be converted to grams.
[2] Standard grams of creditable grains from the corresponding Group in Exhibit A.
[3]Total Creditable Amount must be rounded ***down*** to the nearest quarter (0.25) oz eq. Do ***not*** round up.

Total weight (per portion) of product as purchased 92 grams
Total contribution of product (per portion) 2.25 oz equivalent

Rich Products Corporation 1867 Demere Road St. Simons Island, GA 31522 (912) 638-5000

I certify that the above information is true and correct and that a **3.24** ounce portion of this product (ready for serving) provides **2.25** oz equivalent grains. I further certify that non-creditable grains **are not** above 0.24 oz eq per portion. Products with more than 0.24 oz equivalent or 3.99 grams for Groups A-G or 6.99 grams for Group H of non-creditable grains may not credit towards the grain requirements for school meals.

Penny Hennessy

Signature — Manager, QA & Regulatory Affairs (Title)

Penny Hennessy (Printed Name) — 18 May 2017 (Date) — 912-638-5000 (Phone Number)

USDA
United States Department of Agriculture

USDA Foods in Schools

110541 - Applesauce, Unsweetened, Canned

Category: **Fruit**

Product Description

- This item is U.S. Grade A unsweetened canned applesauce. This product is available in cases containing six #10 cans.

Crediting/Yield

- One case of applesauce cups provides about 143 ½-cup servings.
- CN Crediting: 1/2 cup applesauce credits as 1/2 cup fruit.

Culinary Tips and Recipes

- Serve applesauce plain or with toppings such as raisins or spices like cinnamon and nutmeg for a healthy dessert.
- Use applesauce as a replacement for oil in baked goods. Follow a recipe for best results.
- For culinary techniques and recipe ideas, visit the Institute of Child Nutrition or USDA's Team Nutrition.

Food Safety Information

- For more information on safe storage and cooking temperatures, and safe handling practices, please refer to: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles.

Visit us at www.fns.usda.gov/usda-fis

Nutrition Facts

Serving size: 1/2 cup (122g) applesauce, unsweetened

Amount Per Serving	
Calories	60
Total Fat	0g
Saturated Fat	0g
Trans Fat	0g
Cholesterol	0mg
Sodium	15mg
Total Carbohydrate	15g
Dietary Fiber	1g
Sugars	18g
Protein	0g

Source: USDA Foods Vendor Labels

Allergen Information: Please refer to allergen statement on the outside of the product package for vendor-specific information. For more information, contact the product manufacturer directly.

Nutrient values in this section are from the USDA Food Composition Database or are representative values from USDA Foods vendor labels. Please refer to the product's Nutrition Facts label or ingredient list for product-specific information.

January 2020

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K-12 Portfolio

Pepperidge Farm®

Product Code	Product Description	Pack Size	Ounce Equivalent Grains*	Whole Grain-Rich†	HUSSC	AHG	SB12
7937	*Goldfish*® Crackers - Cheddar	0.5 oz	0.75	No	No	No	No
14367	*Goldfish*® Crackers - Cheddar	0.75 oz	1	No	Yes	Yes	Yes
7495	*Goldfish*® Crackers - Cheddar	1 oz	1.5	No	Yes	No	Yes
13539	*Goldfish*® Crackers - Cheddar	1.5 oz	2.25	No	Yes	No	Yes
14367	*Goldfish*® Crackers - Cheddar	0.75 oz	1	No	Yes	Yes	Yes
14396	*Goldfish*® Crackers - Pretzel	0.75 oz	1	No	Yes	No	Yes
18105	Made with Whole Grain *Goldfish*® - Cheddar	0.75 oz	1	Yes	Yes	Yes	Yes
15094	Giant *Goldfish*® Grahams - Cinnamon	0.9 oz	1	Yes	Yes	Yes	Yes
15263	Giant *Goldfish*® Grahams – Chocolate	0.9 oz	0.75	No	Yes	Yes	Yes
18432	Giant *Goldfish*® Grahams - Honey & Oats	0.9 oz	0.75	Yes	Yes	Yes	Yes
19246	Giant *Goldfish*® Grahams – Vanilla	0.9 oz	1	Yes	Yes	Yes	Yes
16187	*Goldfish*® PhysEdibles® - Strawberry	0.9 oz	1	Yes	Yes	Yes	Yes
16188	*Goldfish*® PhysEdibles® - Lemon	0.9 oz	1	Yes	Yes	Yes	Yes
16999	*Goldfish*® PhysEdibles® - Vanilla	0.9 oz	1	Yes	Yes	Yes	Yes
17330	Flavor Blasted *Goldfish*® Crackers - Hot 'n Spicy	0.75 oz	1	No	Yes	Yes	Yes
17331	Flavor Blasted *Goldfish*® Crackers - Kickin' Ranch	0.75 oz	1	No	Yes	Yes	Yes
17835	Flavor Blasted *Goldfish*® Crackers - Kickin' Ranch	1.5 oz	2	No	Yes	No	Yes
17836	Flavor Blasted *Goldfish*®Crackers - Hot 'n Spicy Cheddar	1.5 oz	2	No	Yes	No	Yes
18663	*Goldfish*®Mix-ups	1.5 oz	2	No	Yes	No	Yes
18922	*Goldfish*®Mix-ups - (About two (2), 30g servings per pouch)	2.25 oz	1.5	No	Yes	No	Yes
19341	Chocolate *Goldfish*® Grahams - (About two (2) 30g servings per pouch)	2 oz	0.75	Yes	Yes	Yes	Yes
19934	*Goldfish*® Whole Wheat Bread	1.5 oz	1	Yes	Yes	Yes	Yes
19933	*Goldfish*® Honey Whole Wheat Bread	1.5 oz	1	Yes	Yes	Yes	Yes

K-12 Portfolio

Pepperidge Farm®

Product Code	Product Description	Pack Size	Ounce Equivalent Grains*	Whole Grain-Rich†	HUSSC	AHG	SB12
18197	100 Calorie Made with Whole Grain *Goldfish*® - Cheddar	0.75 oz	1	Yes	Yes	Yes	Yes
18216	100 Calorie *Chessmen*® Cookies	0.71 oz	0.75	No	No	No	No
18218	100 Calorie Chocolate Chunk Cookie	0.74 oz	0.5	No	No	No	No
19330	*Baked Naturals*® Sesame Snack Sticks	2 oz	2.5	No	No	No	No
19060	*Baked Naturals*® Cheese Crisps	1.75 oz	1.5	No	No	No	Yes
19061	*Baked Naturals*® Wheat Crisps	1.75 oz	1.75	No	No	No	Yes
19608	*Baked Naturals*® Cracker Chips - Simply Multigrain	1 oz	1	No	Yes	No	Yes
19609	*Baked Naturals*® Cracker Chips - Simply Cheddar	1 oz	1	No	Yes	No	Yes

Appendix

*Ounce Equivalent Grains are calculated by dividing the amount of creditable grains per serving by 16 grams and rounding down to the nearest 0.25.

†In Whole Grain-Rich products, the grain portion contains at least 50% whole-grains and the remaining grain, if any, must be enriched. Whole Grain-Rich products also provide a minimum of 8g of whole grain per serving.

Example of Calculations:

•15094, Giant Cinnamon *Goldfish*® Grahams , has 17.3 g of combined grains, including 8.8 grams of whole grain flour and 8.5 grams of enriched flour.

•Ounce Equivalent Grain calculation: 17.3 / 16 = 1.08 which rounds down to 1 ounce equivalent grain.

•Whole Grain-Rich calculation: 8.8 grams whole grain / 17.3 grams of total grains = 0.51 → 51% AND the 8.5 grams of non-whole grain flour is enriched. Both of these facts are required to satisfy the definition of Whole Grain-Rich.

One serving of the products above meet the necessary requirements to qualify for the amount of Whole Grain-Rich Ounce Equivalent Grains listed as defined by the U.S. Department of Agriculture's Memo Code SP 30-2012 for Grain Requirements for the National School Lunch Program and School Breakfast Program. These products meet both the minimum serving size requirements per product category specified in Exhibit A of the SP 30-2012 Memo (pages 7-8) and contains the required 16 grams of enriched or whole grain flour per serving for each ounce equivalent grain.

I certify the above is true and correct.

Cassandra K. Ghai, Senior Regulatory Affairs Analyst, Pepperidge Farm September 19, 2012

For product information and foodservice solutions, visit campbellfoodservice.com

Kellogg's Original Grahams

#30100-91829

3 ct. / 150 ct.

Product & Case Images







Product Features

Ordinary days become extraordinary when the subject of snack time is Kellogg's® Original Grahams Crackers. With their perfectly-baked crispness and delectably sweet flavor, these classic crackers help foster joyous snacking moments. Packaged as 150ct., 3ct packages. Kellogg's® Original Grahams Crackers are deliciously crafted with 8g of whole grain, made with colors and flavors from natural sources and no high fructose corn syrup. Baked to perfection and ready to eat at breakfast, lunch or snack time.

Case Specifications

- **GTIN #** 000-30100-91829-5
- **Case Ct.** 3 ct. / 150 ct.
- **Case Dimensions** 13.325"L x 12"W x 7.375"H
- **Case Cube** 0.682 CF
- **Case Gross Wt.** 8.028 LB.
- **Case Net Wt.** 7.312 LB.
- **Cases/Pallet** 72
- **Pallet Configuration** 12x6 (49.274 CF)
- **Shelf Life** 270 Days

Preparation Instructions

Kellogg's® Original Graham Crackers are ready to eat out of the package.

Food Image



1 Oz. Grain Equivalency

Buy American Compliant

CACFP Eligible

SS Smart Snacks Eligible

No HFCS

Made with Colors & Flavors from Natural Sources

OK Pareve Kosher Status

Nutrition Facts

About 150 servings per container

Serving size **1 Package (22g)**

Amount per serving

Calories **90**

	% Daily Value*
Total Fat 2.5g	**3%**
Saturated Fat 0g	**0%**
Trans Fat 0g	
Cholesterol 0mg	**0%**
Sodium 100mg	**4%**
Total Carbohydrate 17g	**6%**
Dietary Fiber 1g	**4%**
Total Sugars 4g	
Includes 4g Added Sugars	**8%**
Protein 1g	

Vitamin D 0mcg 0% • Calcium 10mg 0%

Iron 0.7mg 4% • Potassium 40mg 0%

* The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

Ingredients

Whole wheat flour, enriched flour (wheat flour, niacin, reduced iron, vitamin B1 [thiamin mononitrate], vitamin B2 [riboflavin], folic acid)**, sugar, vegetable oil** (soybean and/or canola)**, molasses, corn syrup.**

Contains 2% or less of leavening (baking soda, sodium acid pyrophosphate, monocalcium phosphate), salt, soy lecithin.

Allergen Information

CONTAINS WHEAT AND SOY INGREDIENTS.

Kellanova

Barry A. Brothers MS RDN

Barry A. Brothers, MS RDN
Senior Wellbeing & Regulatory Lead
Kellanova Away From Home

Updated May 2024. © 2024 Kellanova
NLI #18223

Product Name	Original Grahams
Flavor Descriptor	
NLI Description	Production
Brand	**KELLOGG'S**

Date Created	01-02-24
NLI #	18223
Kosher Status	OK Pareve
Product of	U.S.A.

USDA Ounce Equivalents of Grain per Serving	1
USDA Ounce Equivalents of Meat/Meat Alternate	
Whole Grains (g/serving)	8
USDA Bioengineered (BE) Status	Contains a bioengineered food ingredient

Serving Size	1 Package							
Serving Size g	22							
Serving Size oz								
Amount Per Serving								
Calories	90							
			% Daily Value*				% Daily Value*	
Total Fat	2.5	g	3	%		g		%
Saturated Fat	0	g	0	%		g		%
Trans Fat	0	g				g		
Polyunsaturated Fat		g				g		
Monounsaturated Fat		g				g		
Cholesterol	0	mg	0	%		mg		%
Sodium	100	mg	4	%		mg		%
Total Carbohydrate	17	g	6	%		g		%
Dietary Fiber	1	g	4	%		g		%
Soluble Fiber		g				g		
Insolube Fiber		g				g		
Total Sugars	4	g				g		
Includes 4g Added Sugars	4	g	8	%		g		%
Sugar Alcohol		g				g		
Protein	1	g		%		g		%
Vitamin D	0	mcg	0	%		mcg		%
Calcium	10	mg	0	%		mg		%
Iron	0.7	mg	4	%		mg		%
Potassium	40	mg	0	%		mg		%
Vitamin A		mcg		%		mcg		%
Vitamin C		mg		%		mg		%
Vitamin E		mg		%		mg		%
Vitamin K		mcg		%		mcg		%
Thiamin		mg		%		mg		%
Riboflavin		mg		%		mg		%
Niacin		mg		%		mg		%
Vitamin B6		mg		%		mg		%
Folate		mcg DFE				mcg DFE		%
Folic Acid		mcg				mcg		
Vitamin B12		mcg		%		mcg		%
Biotin		mcg		%		mcg		%
Pantothenic Acid		mg		%		mg		%
Phosphorus		mg		%		mg		%
Iodine		mcg		%		mcg		%
Magnesium		mg		%		mg		%
Zinc		mg		%		mg		%
Selenium		mcg		%		mcg		%
Copper		mg		%		mg		%
Manganese		mg		%		mg		%
Chromium		mcg		%		mcg		%
Molybdenum		mcg		%		mcg		%
Chloride		mg		%		mg		%
Choline		mg		%		mg		%
Fluoride		mg		%		mg		%

INGREDIENT INFORMATION:

Ingredients: Whole wheat flour, **enriched flour** (wheat flour, niacin, reduced iron, vitamin B1 [thiamin mononitrate], vitamin B2 [riboflavin], folic acid), **sugar, vegetable oil** (soybean and/or canola), **molasses, corn syrup.**

Contains 2% or less of leavening (baking soda, sodium acid pyrophosphate, monocalcium phosphate), salt, soy lecithin.

ALLERGEN INFORMATION:

CONTAINS WHEAT AND SOY INGREDIENTS.

GTIN/UPC Code	Type of Package	Net Weight	Servings Per Container
000 30100 91831 8	Package	0.78 OZ (22g)	1
000 30100 91829 5	Case	7 LB 5 OZ (3.3kg)	150
		150 - 0.78 OZ (22g) pkgs	

Nutrient Contents Per 100g					
Calories	420		Vitamin E	0	mg
Total Fat	12.1	g	Vitamin K	NA	mcg
Saturated Fat	1.8	g	Thiamin	0.42	mg
Trans Fat	0.2	g	Riboflavin	0.19	mg
Polyunsaturated Fat	6.4	g	Niacin (NE)	5.2	mg
Monounsaturated Fat	2.5	g	Vitamin B6	0	mg
Cholesterol	0	mg	Folate (DFE)	110	mcg
Sodium	455	mg	Folic Acid	57	mcg
Total Carbohydrate	75.3	g	Vitamin B12	0	mcg
Dietary Fiber	4.6	g	Biotin	NA	mcg
Soluble Fiber	0.8	g	Pantothenic Acid	NA	mg
Insoluble Fiber	3.8	g	Phosphorus	75	mg
Total Sugars	18.6	g	Iodine	NA	mcg
Added Sugars	18.4	g	Magnesium	0	mg
Sugar Alcohols	0	g	Zinc	0	mg
Protein	6.4	g	Selenium	NA	mcg
Vitamin D	0	mcg	Copper	NA	mg
Calcium	54.2	mg	Manganese	NA	mg
Iron	3.6	mg	Chromium	NA	mcg
Potassium	215	mg	Molybdenum	NA	mcg
Vitamin A (RAE)	0	mcg	Chloride	NA	mg
Vitamin C	0	mg	Choline	NA	mg
			Fluoride	NA	mg
NA = Database values for the nutrient do not exist or are incomplete.			Moisture	2.9	%
			Ash	3.3	%
			Whole Grain	37.24	%

Product information can change at any time.
Always refer to product package for current nutrition and ingredient information.

Barry A Brothers MS RDN

Barry Brothers, MS RDN
Senior Wellbeing & Regulatory Lead
Kellanova

Information presented in this document applies to products intended for US consumers only.

Note: This document is for technical use only. Please refer to packaging or sales materials for correct trademark usage.

Kellanova

Product Formulation Statement for Documenting Grains in Child Nutrition Programs

(Crediting Standards Based on Grams of Creditable Grains (ounce equivalent))

Program operators should include a copy of the label from the purchased product package in addition to the following information on letterhead signed by an official company representative. Program operators have the option to choose the crediting method that fits their specific menu planning needs.

Product Name: KELLOGG'S Original Grahams Code No.: 30100 91829

Manufacturer: Kellanova Serving Size: 1 Package (22 g)
(raw dough weight may be used to calculate creditable grains)

I. Does the product meet the whole grain-rich criteria? Yes X No

II. Does the product contain non-creditable grains? Yes No X How many grams?
(Products with more than 0.24 ounce equivalent (oz eq) or 3.99 grams (g) for Groups A-G or 6.99g for Groups H and I of non-creditable grains do not credit toward the grains requirement for school meals.)

III. Use Exhibit A: Grain Requirements for Child Nutrition Programs in the Food Buying Guide for Child Nutrition Programs (FBG) to determine if the product fits into Groups A-G (baked goods), Group H (cereal grains) or Group I (RTE breakfast cereals). (Different methodologies are applied to calculate the grains contribution based on creditable grains. Groups A-G use the standard of 16g creditable grains per oz eq; Groups H and I use the standard of 28g creditable grains per oz eq or volume.)

Indicate to which Exhibit A Group (A-I) the Product Belongs: B

DESCRIPTION OF CREDITABLE GRAIN INGREDIENT*	GRAMS OF CREDITABLE GRAIN INGREDIENT PER PORTION[1] A	GRAM STANDARD OF CREDITABLE GRAINS PER OZ EQ (16g or 28g) [2] B	CREDITABLE AMOUNT A/B
Whole Wheat Flour, Enriched Wheat Flour	16	16	1
		Total Creditable Amount[3]	1

* Creditable grains vary by Program. See the FBG for specific Program requirements.
[1] (Serving size) X (% of creditable grains in formula); serving sizes other than grams must be converted to grams.
[2] Standard grams of creditable grains from the corresponding Group in Exhibit A.
[3] Total Creditable Amount must be rounded down to the nearest quarter (0.25) oz eq. Do not round up.

Total weight (per portion) of product as purchased 22 g

Total contribution of product (per portion) 1 oz eq

I certify that the above information is true and correct and that a 22 g portion of this product (ready for serving) provides 1 oz eq grains.
I further certify that non-creditable grains are not above 0.24 oz eq per portion. Products with more than 0.24 oz eq or 3.99g for Groups A-G or 6.99g for Groups H and I of non-creditable grains do not credit toward the grains requirement for school meals.

Barry A Brothers MS RDN
Signature

Senior Wellbeing & Regulatory Lead
Title

Barry Brothers, MS RDN
Printed Name

1-2-2024
Date

1-877-511-5777
Phone Number

SMART SNACKS PRODUCT CALCULATOR

ALLIANCE FOR A HEALTHIER GENERATION

Smart Snacks Product Calculator Results

Brand:
Kellogg's

Product Name:
Original Grahams 3ct

Serving Size:
1 Package (22g)

First Ingredient:
Whole Wheat Flour

Your whole grain product meets all nutrient standards for entrees or snack foods.

Nutrition Facts

Serving Size 22.00 g

Servings Per Container

Amount Per Serving

Calories 90

Total Fat (g) 2.5

Saturated Fat (g) 0

Trans Fat (g) 0

Sodium (mg) 100

Carbohydrates

Total Sugars (g) 4

Vitamin D (%) NA	Potassium (%) NA
Calcium (%) NA	Dietary Fiber (%) NA

The person or group responsible for the point of sale to students on campus should verify a product's compliance and print their own Calculator results for documentation intended for compliance purposes. Results from this calculator have been determined by the USDA to be accurate in assessing product compliance with the Federal requirements for Smart Snacks in Schools provided the information is not misrepresented when entered into the Calculator.

LEADING THE WAY FOR CHILDREN'S HEALTH

Conagra Foodservice
222 W. Merchandise Mart Plaza, Suite 1300
Chicago, IL 60654
TEL: 402-240-4000

Quality Attribute Sheet for: **MANWICH Original Sloppy Joe Sauce 4-107 OZ** **UPC 2700044181**

Ingredient Statement:

Tomato Puree (Water, Tomato Paste), High Fructose Corn Syrup, Distilled Vinegar, Corn Syrup, Less than 2% of: Salt, Sugar, Carrot Fiber, Dried Green and Red Bell Peppers, Chili Pepper, Guar Gum, Spices, Xanthan Gum, Dried Garlic, Natural Flavors, Citric Acid.

Nutritional Information:

Servings per container	about 47
Per serving:	1/4 cup (64g)
Calories	**35**
	% Daily Value
Total Fat, 0g	0%
Saturated Fat, 0g	0%
Trans Fat, 0g	
Polyunsaturated Fat, 0g	
Monounsaturated Fat, 0g	
Cholesterol, 0 mg	0%
Sodium, 310mg	13%
Total Carbohydrate, 8g	3%
Dietary Fiber, 1g	4%
Sugars, 6g	
Added Sugar, 6g	12%
Protein, < 1g	
Vitamin D 0mcg	0 %
Calcium 0mg	0 %
Iron 0.4mg	2 %
Potassium 150mg	4 %

*The Daily Value(DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice

Product Facts	
Case Gross Weight	29.96 lbs.
Case Net Weight	26.75 lbs.
Case Volume	0.66 cu ft
Case Dimensions (L X W X H)	12.69 X 12.56 X 7.13
Pallet Tie X High	12X06 = 72
Shelf Life	630 Days
Storage Requirements	DRY, AMBIENT
Kosher	Kosher OK - Pareve
BE Disclosure	Contains bioengineered ingredient(s)
Country of Origin of Finished Product	USA

Other GTIN #	
CS	10027000441814
EA	00027000441817
PAL	50027000441812

Sue E. Holbert, MS, RDN
Food Safety Quality Customer Support
Specsand.Inquiries@conagra.com

Issue Date: 11/4/2024 **1/1**



Ketchup Fancy Pouch Dispenser Heinz

Ingredients

Tomato Concentrate From Red Ripe Tomatoes, Distilled Vinegar, High Fructose Corn Syrup, Corn Syrup, Salt, Spice, Onion Powder, Natural Flavoring.

Nutrition Information

20 Calories per serving

	Serving size 1 Serving (17g)
Total Fat 0g	**0%**
Saturated Fat 0g	0%
Trans Fat	
Cholesterol 0mg	**0%**
Sodium 180mg	**8%**
Total Carbohydrate 5g	**2%**
Dietary Fiber 0g	0%
Total Sugars Includes 4g	8%
Protein 0g	**0%**
Vitamin D 0mcg	**0%**
Calcium 0mg	**0%**
Iron 0mg	**0%**
Potassium 0mg	**0%**

USDA
United States Department of Agriculture

USDA Foods in Schools

100220 - Peaches, Diced, Extra Light Syrup, Canned
Category: Fruit

Product Description

- This item is U.S. Grade B canned diced peaches packed in extra light syrup or fruit juice. This product is available in cases containing six #10 cans.

Crediting/Yield

- One case yields about 106 1/2-cup servings of drained, diced peaches.
- CN Crediting: 1/2 cup diced peaches credit as 1/2 cup fruit.

Culinary Tips and Recipes

- Peaches can be added to fruit salads, used as a topping for yogurt, or served as a side at breakfast, lunch or afterschool snack.
- Use diced peaches to make a peach sauce or glaze for chicken.
- For culinary techniques and recipe ideas, visit the Institute of Child Nutrition or USDA's Team Nutrition.

Food Safety Information

- For more information on safe storage and cooking temperatures, and safe handling practices, please refer to: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles.

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Nutrition Facts

Serving size: 1/2 cup (124g) peaches, diced, extra light syrup, canned

Amount Per Serving	
Calories	60
Total Fat	0g
Saturated Fat	0g
Trans Fat	0g
Cholesterol	0mg
Sodium	10mg
Total Carbohydrate	14g
Dietary Fiber	0g
Sugars	13g
Protein	0g

Source: USDA Foods Vendor Labels

Allergen Information: Please refer to allergen statement on the outside of the product package for vendor-specific information. For more information, contact the product manufacturer.

Nutrient values in this section are from the USDA Food Composition Database or are representative values from USDA Foods vendor labels. Please refer to the product's Nutrition Facts label or ingredient list for product-specific information.

January 2020

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Pear Diced In Pear In Juice

Ingredients

Pears, Water, Pear Juice Concentrate

Nutrition Information
60 Calories per serving

	Serving size 1/2 Cup (124g)
Total Fat 0g	**0%**
Saturated Fat 0g	0%
Trans Fat	
Cholesterol 0mg	**0%**
Sodium 0mg	**0%**
Total Carbohydrate 15g	**5%**
Dietary Fiber 2g	7%
Total Sugars Includes 0g	0%
Protein 0g	**0%**
Vitamin D 0mcg	**0%**
Calcium 13mg	**2%**
Iron 0mg	**0%**



Pineapple Tidbits In Juice Fancy

Ingredients

Pineapple, Pineapple Juice, Clarified Pineapple Juice From Concentrate (water, Clarified Pineapple Juice Concentrate), And Citric Acid.

Nutrition Information

70 Calories per serving

	Serving size 1 Serving (122g)
Total Fat 0g	**0%**
Saturated Fat 0g	0%
Trans Fat	
Cholesterol 0mg	**0%**
Sodium 0mg	**0%**
Total Carbohydrate 16g	**6%**
Dietary Fiber 1g	4%
Total Sugars Includes 0g	0%
Protein 1g	**2%**
Vitamin D 0mcg	

	0%
Calcium 0mg	**0%**
Iron 0.40mg	**2%**
Potassium 150mg	**3%**

Nutrition Information

70 Calories per serving

	Serving size 1 Serving (122g)
Total Fat 0g	**0%**
Saturated Fat 0g	0%
Trans Fat	
Cholesterol 0mg	**0%**
Sodium 0mg	**0%**
Total Carbohydrate 16g	**6%**
Dietary Fiber 1g	4%
Total Sugars Includes 0g	0%
Protein 1g	**2%**
Vitamin D 0mcg	**0%**
Calcium 0mg	**0%**
Iron 0.40mg	**2%**
Potassium 150mg	**3%**

USDA
United States Department of Agriculture

USDA Foods in Schools

100256- Strawberries, Diced, Cups, Frozen

Category: **Fruit**

Product Description

- This item is U.S. Grade A diced strawberries packed in an extra light syrup. This product is delivered frozen in cases containing 96 4.5-ounce cups.

Crediting/Yield

- One case of strawberry cups provides 96 ½-cup servings of fruit.
- CN Crediting: One 4.5-ounce cup of strawberries credits as ½ cup fruit.

Culinary Tips and Recipes

- Strawberry cups are individually portioned and are ready to thaw and serve for breakfast, lunch, or snack.
- Individually portioned fruit cups are a convenient option for breakfast in the classroom, field trips, or grab-and-go lunches.
- To find culinary techniques and recipe ideas, visit the Institute of Child Nutrition or USDA's Team Nutrition.

Food Safety Information

- For more information on safe storage and cooking temperatures, and safe handling practices, please refer to: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles.

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Nutrition Facts

Serving size: 1/2 cup (128g) sliced strawberries

Amount Per Serving	
Calories	80
Total Fat	0g
Saturated Fat	0g
Trans Fat	0g
Cholesterol	0mg
Sodium	1mg
Total Carbohydrate	21g
Dietary Fiber	2g
Sugars	16g
Protein	0g

Source: USDA Foods Vendor Labels

Allergen Information: Please refer to allergen statement on the outside of the product package for vendor-specific information. For more information, contact the product manufacturer directly.

Nutrient values in this section are from the USDA Food Composition Database or are representative values from USDA Foods vendor labels. Please refer to the product's Nutrition Facts label or ingredient list for product-specific information.

February 2020

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Orange Mandarin In Juice

Ingredients

Mandarin Oranges, White Grape Juice From Concentrate (water, White Grape Juice Concentrate), Lemon Juice From Concentrate (water, Lemon Juice Concentrate), Natural Flavors, And Citric Acid.

Nutrition Information

80 Calories per serving

Serving size 1 Serving (122g)

Total Fat 0g	**0%**
Saturated Fat 0g	0%
Trans Fat	
Cholesterol 0mg	**0%**
Sodium 5mg	**0%**
Total Carbohydrate 18g	**7%**
Dietary Fiber 1g	4%
Total Sugars Includes 0g	0%
Protein 1g	**2%**
Vitamin D 0mcg	**0%**
Calcium 30mg	**2%**
Iron 0mg	**0%**
Potassium 120mg	**3%**

GENERAL MILLS

7.7Product Formulation Statement for Documenting Grains in Child Nutrition Programs

(Crediting Standards Based on Grams of Creditable Grains (ounce equivalent))

Program operators should include a copy of the label from the purchased product package in addition to the following information on letterhead signed by an official company representative. Program operators have the option to choose the crediting method that fits their specific menu planning needs.

Product Name: Pillsbury Pull-Apart Soft Mini Bagels Filled with Strawberry Neuchatel Cheese Code No.: 18000-38413

Manufacturer: General Mills, Inc. Serving Size 2.43 OZ (69g)
(raw dough weight may be used to calculate creditable grains)

I. Does the product meet the whole grain-rich criteria: Yes X No____

II. Does the product contain non- creditable grains: Yes X No__ **How many grams:** <3.99g
(Products with more than 0.24 ounce equivalent (oz eq) or 3.99 grams (g) for Groups A-G or 6.99g for Groups H and I of non-creditable grains do not credit toward the grains requirement for school meals.)

III. Use Exhibit A: Grain Requirements for Child Nutrition Programs in the *Food Buying Guide for Child Nutrition Programs* (FBG) to determine if the product fits into Groups A-G (baked goods), Group H (cereal grains) or Group I (RTE breakfast cereals). *(Different methodologies are applied to calculate the grains contribution based on creditable grains. Groups A-G use the standard of 16g creditable grains per oz eq; Groups H and I use the standard of 28g creditable grain per oz eq or volume.)*

Indicate which Exhibit A Group (A-I) the Product Belongs: B

DESCRIPTION OF CREDITABLE GRAIN INGREDIENT*	GRAMS OF CREDITABLE GRAIN INGREDIENT PER PORTION[1] A	GRAM STANDARD OF CREDITABLE GRAINS PER OZ EQ *(16g or 28g)*[2] B	CREDITABLE AMOUNT A ÷ B
Whole Wheat Flour	17.7g	16g	17.7g ÷ 16g = 1.10
Enriched Flour	15.8g	16g	15.8g ÷ 16g = 0.98
		Total	2.08
		Total Creditable Amount[3]	2.0

*Creditable grains vary by Program. See the FBG for specific Program requirements.
[1](Serving size) **X** (% of creditable grains in formula); serving sizes other than grams must be converted to grams.
[2]Standard grams of creditable grains from the corresponding Group in Exhibit A.
[3]Total Creditable Amount must be rounded ***down*** to the nearest quarter (0.25) oz eq. Do ***not*** round up.

Total weight (per portion) of product as purchased 2.43 OZ (69g)

Total contribution of product (per portion) 2.00 oz eq

I certify that the above information is true and correct and that a 2.43 ounce portion of this product (ready for serving) provides 2.0 oz eq grains. I further certify that non-creditable grains **are not** above 0.24 oz eq per portion. Products withmore than 0.24 oz eq or 3.99g for Groups A-G or 6.99g for Groups H and I of non-creditable grains do not credit toward the grains requirement for school meals.

Ali Diley

Ali Diley
Labeling and Regulatory Compliance Specialist, K12 Education
August 05, 2025

2512438\0007

USDA
United States Department of Agriculture

USDA Foods in Schools

110396 - Cheese, Mozzarella, Part Skim, String

Category: Meat/Meat Alternate

Product Description

- This item is low moisture part skim mozzarella string cheese. This product is delivered refrigerated and contains 360 individually wrapped 1-ounce portions.

Crediting/Yield

- One case yields 360 1-ounce portions of cheese.
- CN Crediting: 1 ounce string cheese credits as 1 ounce equivalent meat/meat alternate.

Culinary Tips and Recipes

- Serve string cheese with salad, fruit and a whole grain roll or crackers for a healthy grab and go meal.
- Use string cheese as a Meat/Meat Alternate for breakfast in the classroom or field trip meals.
- For culinary techniques and recipe ideas, visit the Institute of Child Nutrition or USDA's Team Nutrition.

Food Safety Information

- For more information on safe storage and cooking temperatures, and safe handling practices, please refer to: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles.

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Nutrition Facts

Serving size: 1 stick (28 g), low moisture part skim, string cheese

Amount Per Serving	
Calories	90
Total Fat	7g
Saturated Fat	5g
Trans Fat	0g
Cholesterol	20mg
Sodium	200mg
Total Carbohydrate	0g
Dietary Fiber	0g
Sugars	0g
Protein	7g

Source: USDA Foods Vendor Labels

Allergen Information: Please refer to allergen statement on the outside of the product package for vendor-specific information. For more information, contact the product manufacturer directly.

Nutrient values in this section are from the USDA FoodData Central or are representative values from USDA Foods vendor labels. Please refer to the product's Nutrition Facts label or ingredient list for product-specific information.

April 2020

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United States Department of Agriculture

USDA Foods in Schools

100465 - Oats, Rolled, Quick Cooking

Category: Grains (Whole Grain)

Product Description

- This item is quick cooking rolled oats available in cases containing twelve 42-ounce tubes.

Crediting/Yield

- One case of rolled oats yields about 750 1/2 cup servings of cooked oats.
- CN Crediting: 1 ounce dry or 1/2 cup cooked oats credits as 1 ounce equivalent grains.

Culinary Tips and Recipes

- Use cooked oats as a cereal option in the breakfast program with healthy toppings such as dried fruit, nuts, or yogurt.
- Oats can also be used as an ingredient when preparing granola, breakfast bars, or overnight oats.
- For culinary techniques and recipe ideas, visit the Institute of Child Nutrition or USDA's Team Nutrition.

Food Safety Information

- For more information on safe storage and cooking temperatures, and safe handling practices, please refer to: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles.

Visit us at www.fns.usda.gov/usda-fis

Nutrition Facts

Serving size: 1/2 cup (117 g) oats, cooked with out salt

Amount Per Serving	
Calories	83
Total Fat	2g
Saturated Fat	0g
Trans Fat	0g
Cholesterol	0mg
Sodium	5mg
Total Carbohydrate	14g
Dietary Fiber	2g
Sugars	0g
Protein	3g

Source: USDA FoodData Central

Allergen Information: Please refer to allergen statement on the outside of the product package for vendor-specific information. For more information, contact the product manufacturer directly.

Nutrient values in this section are from the USDA FoodData Central or are representative values from USDA Foods vendor labels. Please refer to the product's Nutrition Facts label or ingredient list for product-specific information.

May 2020

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Cheese Omelet

Ingredients

Egg Patty: Whole Eggs, Whey, Nonfat Milk, Pasteurized Cream Cheese (pasteurized Milk And Cream, Cheese Culture, Salt, Carob Bean Gum, Guar Gum And/or Xanthan Gum), Contains 2% Or Less Of The Following:vegetable Oil (corn And/or Soybean Oil), Modified Food Starch, Salt, Xanthan Gum, Guar Gum, Pepper, Natural Butter Flavor. filling: Cheddar Cheese (pasteurized Milk, Cheese Culture, Salt, Enzymes), Water, Milkfat, Whey, Enzyme Modified Cheese (pasteurized Milk, Water, Sodium Phosphate, Milkfat, Salt, Cheese Culture, Enzymes), Sodium Phosphate, Food Starch-modified, Salt, Lactic Acid, Sodium Alginate, Sorbic Acid (as A Preservative), Apocarotenal (color). contains: Eggs, Milk.

Nutrition Information

180 Calories per serving

	Serving size 1 omelet (99g)
Total Fat 13g	**17%**
Saturated Fat 5g	25%
Trans Fat	
Cholesterol 260mg	**87%**
Sodium 510mg	**22%**
Total Carbohydrate 5g	**2%**
Dietary Fiber 0g	0%
Total Sugars Includes 0g	0%
Protein 10g	**20%**
Vitamin D 1.0mcg	**6%**
Calcium 105mg	**8%**
Iron 1.00mg	**6%**
Potassium 160mg	**4%**

* The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

School Nutrition Information

I certify that the above information is true and correct and that a 3.50 ounce serving of the above product (ready for serving) contains 2.75 ounces of equivalent meat/meat alternate when prepared according to directions.

Disclaimer: This information is for reference only and not for documenting federal meal requirements. Please contact your Sysco representative with any inquiries related to school meal equivalency information.

SPECIFICATIONS

PRESERVATIVE-FREE ORANGE SAUCE
Product Code: 01575

INGREDIENTS
Sugar, Water, Vinegar, Naturally Brewed Soy Sauce (Water, Wheat, Soybeans, Salt), Modified Corn Starch, Orange Juice Concentrate, Dehydrated Onion, Natural Flavor, Citric Acid, Xanthan Gum, Spices, Garlic Powder.

PHYSICAL CHARACTERISTICS

Aroma	Sweet, with distinctive orange notes
Flavor	Pronounced sweetness and sourness with orange flavor
Appearance	Thick, light brown glaze

CHEMICAL ANALYSIS

Sodium Chloride Target (W/W)	0.90
Brix Target (W/W)	51.5
pH Target	3.4

MICROBIOLOGICAL STANDARD

APC	<10,000/g
Yeast and Mold	<100/g

PACKAGING:
4 x 5 LBS Plastic Jugs

STORAGE AND SHELF LIFE:
When stored unopened at room temperature, product has a shelf life of 18 months. After opening, refrigeration is recommended.

DATE CODE EXPLANATION
Example: 064AM
064 = 64th day of the calendar year. AM = last 2 digits of the year the product was made. For example, 16= 2016.
X, A, B, C, F, K, M, R, T, W correspond to 0,1,2,3,4,5,6,7,8,9 respectively.
Thus, the example above means March 4, 2016.

LABEL: Contains product name, product code, lot code, ingredient statement, nutrition facts panel and distributor information.

KOSHER STATUS: Certified

NUTRITIONAL ANALYSIS EXAMPLE PER 100 G:

Calories (kcal)	201	Sugars (g)	47.3
Total Fat (g)	<0.1	Protein (g)	0.6
Saturated Fat (g)	<0.1	Vitamin A (IU)	<20
Trans Fat (g)	<0.1	Vitamin C (mg)	<1.0
Cholesterol (mg)	<1.0	Calcium (mg)	5.67
Sodium (mg)	382	Iron (mg)	0.26
Carbohydrate (g)	49.8	Moisture (g)	48.7
Dietary Fiber (g)	<0.5	Ash (g)	0.9

Information and recommendations given herein are based on our research and believed to be accurate. No guarantee of accuracy is made. It is recommended each purchaser conduct tests for his or her own satisfaction to determine if the product is acceptable for his or her purpose and application. No warranty is expressed or implied on this product for a specific purpose.
091AF

Print Date: 3/4/2016

Sales Offices: Atlanta, Chicago, Dallas, Los Angeles, New York, and San Francisco

kikkoman
seasoning your life

KIKKOMAN SALES USA, INC.
50 California Street, Suite 3600, San Francisco, CA 94111
P.O. Box 420784, San Francisco, CA 94142-0784
Tel (415) 956-7750 Fax (415) 956-7760

Tyson Product Formulation Statement

Product Name: Fully Cooked Chicken Drumsticks Code No: 10030410928

Manufacturer: Tyson Foods, INC Case/Pack/Count/Portion/Size: 10 LB / 40-80 / 1 (2.5 oz.) Piece

I. Meat/Meat Alternate

Please fill out the chart below to determine the creditable amount of Meat/Meat Alternate

	Description of Food Buying Guide	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield	Creditable Amount *
Chicken	DRUMSTICK W/BONE W/SKIN	2.7	X	0.49	1.32300000
Total					1.32300000

* Creditable Amount - Multiply ounces per raw portion of creditable ingredient by the FBG Yield Information

Total weight (per portion) of product as purchased 2.50 oz.

Total creditable amount of product (per portion) 1.25 oz.

(Reminder: Total creditable amount cannot count for more than the total weight of product.)

I certify that the above information is true and correct and that a 2.50 ounce serving of the above product (ready for serving) contains 1.25 ounces of equivalent meat/meat alternate when prepared according to directions.

I further certify that any APP used in the product conforms to the Food and Nutrition Service Regulations (7 CFR Parts 210, 220, 225, 226, Appendix A) as demonstrated by the attached supplier documentation.

Caroline Carter, RDN, LD

Signature

Registered Dietitian Nutritionist

Title

Caroline Carter, RDN, LD

Printed Name

7/19/2023

Date

childnutrition@tyson.com / (479)290-4547

Email / Phone Number

Tyson Foods, Inc. complies with all federal labeling and ingredient identification regulations and has prepared this statement to the best of its ability and knowledge in light of the regulations in effect as of the date this form was executed.

Products and ingredients do change. The user should always review Product Formulation Statements (PFS) for currency and request updated PFS as needed.

Product Information

FC CHICKEN DRUMSTICKS - NP

Nutrition Facts	
27 Servings Per Container About	
Serving Size	**2 PIECES (110g)**
Amount Per Serving	
Calories	**220**
	% Daily Value *
Total Fat 13g	**17%**
Saturated Fat 3g	**15%**
Trans Fat 0g	
Polyunsaturated Fat 4g	
Monounsaturated Fat 4.5g	
Cholesterol 120mg	**40%**
Sodium 510mg	**22%**
Total Carbohydrate 4g	**1%**
Dietary Fiber 0g	**0%**
Total Sugars 0g	
Includes 0g Added Sugars	**0%**
Protein 22g	**44%**
Calcium 0mg	**0%**
Iron 1.2mg	**6%**
Potassium 230mg	**4%**
* The % Daily Value tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.	

Ingredient Statement
Chicken drumsticks, water, pea starch, contains 2% or less of the following: rice flour, modified food starch, salt, sodium phosphates, tapioca starch, dextrose, corn starch, yellow corn flour, leavening (sodium acid pyrophosphate, sodium bicarbonate), natural flavor. Blanched in vegetable oil.

Equivalents

System ID	System Name	Equivalent
SAPMM	Old Tyson	003041-0928
SAP4MM	New Tyson	10030410928

Product Formulation Statement (PFS) for Documenting Vegetables and Fruits

School Food Authorities (SFAs) should include a copy of the label from the purchased product package in addition to the following information on letterhead signed by an official company representative. Specific vegetable subgroups must be offered weekly and fruit must be served daily for the National School Lunch Program. For more detailed information on meal pattern requirements see the Nutrition Standards for School Meals Website at http://www.fns.usda.gov/cnd/Governance/Legislation/nutritionstandards.htm.

Product Name: 4.3oz Fruit Juice Gels - Strawberry Code: UPC 38900-03353

Manufacturer: Dole Packaged Foods, LLC Serving Size: 4.3oz (123g)

I. Vegetable Component

Please fill out the chart below to determine the creditable amount of vegetables.

Description of Creditable Ingredient per Food Buying Guide (FBG)	Vegetable Subgroup	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield/ Purchase Unit	Creditable Amount[1] (quarter cups)
Total Creditable Vegetable Amount:					

- [1]FBG calculations for vegetables are in quarter cups. See chart on following page for quarter cup to cup conversions.
- Vegetables and vegetable purees credit on volume served. Tomato paste and puree will continue to credit as a calculated volume based on the yields in the FBG.
- At least ⅛ cup of recognizable vegetable is required to contribute towards the vegetable component or a specific vegetable subgroup.
- The other vegetable subgroup may be met with any additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups.
- School food authorities may offer any vegetable subgroup to meet the total weekly requirement for the additional vegetable subgroup.
- Please note that raw leafy green vegetables credit as half the volume served in school meals (For example: 1 cup raw spinach credits as ½ cup dark green vegetable. Legumes may credit towards the vegetable component or the meat alternate component, but not as both in the same meal. The school menu planner will decide how to incorporate legumes into the school meal. However, a manufacturer should provide documentation to show how legumes contribute towards the vegetable component and the meat alternate component. See chart on the following page for conversion factors
- The PFS for meat/meat alternate may be used to document how legumes contribute towards the meat alternate component.

Total Cups Beans/Peas (Legumes)	
Total Cups Dark Green	
Total Cups Red/Orange	
Total Cups Starchy	
Total Cups Other	

I certify the above information is true and correct and that _____ounce serving of the above product contains_____ cup(s) of _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ vegetables.

(vegetable subgroup)

Sunshine For All ™
O 805 601 5500 | www.dolesunshine.com
3059 Townsgate Rd., Suite 400, Westlake Village, CA 91361
Dole Packaged Foods, LLC

II. Fruit Component

Please fill out the chart below to determine the creditable amount of fruits.

Description of Creditable Ingredient per Food Buying Guide (FBG)	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield/ Purchase Unit	Creditable Amount[1] (quarter cups)
100% Fruit Juice Blend	4.2	X	2 quarter cups/4.3oz	2
		X		
		X		
Total Creditable Fruit Amount:				2

- [1]FBG calculations for fruits are in quarter cups. See chart below for quarter cup to cup conversions.
- Fruits and fruit purees credit on volume served.
- At least ⅛ cup of recognizable fruit is required to contribute towards the fruit component.
- Please note that dried fruits credit as double the volume served in school meals (For example, ½ cup raisins credits as1 cup fruit).

I certify the above information is true and correct and that 4.2 ounce serving of the above product contains 1/2 cup(s) of fruit.

Quarter Cup to Cup Conversions*

0.5 Quarter Cups = ⅛ Cup vegetable/fruit or 0.5 ounces of equivalent meat alternate

1.0 Quarter Cups = ¼ Cup vegetable/fruit or 1.0 ounce of equivalent meat alternate

1.5 Quarter Cups = ⅜ Cup vegetable/fruit or 1.5 ounces of equivalent meat alternate

2.0 Quarter Cups = ½ Cup vegetable/fruit or 2.0 ounces of equivalent meat alternate

2.5 Quarter Cups = ⅝ Cup vegetable/fruit or 2.5 ounces of equivalent meat alternate

3.0 Quarter Cups = ¾ Cup vegetable/fruit or 3.0 ounces of equivalent meat alternate

3.5 Quarter Cups =⅞ Cup vegetable/fruit or 3.5 ounces of equivalent meat alternate

4.0 Quarter Cups = 1 Cup vegetable/fruit or 4.0 ounces of equivalent meat alternate

*The result of 0.9999 equals ⅛ cup but a result of 1.0 equals ¼ cup

Nicky Kahn — Signature

Global Regulatory Manager — Title

Nicky Kahn — Printed Name

August 13, 2024 — Date

1 805 601 5612 — Phone Number

Sunshine For All ™
O 805 601 5500 | www.dolesunshine.com
3059 Townsgate Rd., Suite 400, Westlake Village, CA 91361
Dole Packaged Foods, LLC



5150092100

JIF CREAMY PEANUT BUTTER, 1.1 OZ PORTION CONTROL CUP, 120 COUNT CASE

With a smooth fresh-roasted taste that stands out above the rest, Jif Creamy Peanut Butter is ready to bring delight and easy customization to your dining options. Serve the peanut butter flavor guests know and love in a convenient, portion control option. Jif is known for its quality, consistency and rich taste. Serve all the needs of your peanut-butter-loving students with convenient back or front-of-house options.

INGREDIENTS

Made From Roasted Peanuts And Sugar, Contains 2% Or Less Of: Molasses, Fully Hydrogenated Vegetable Oils (Rapeseed And Soybean), Mono And Diglycerides, Salt.

CASE SPECIFICATIONS

GTIN	00051500921005	**Case Gross Weight**	9.974lb
UPC	5150092100	**Case Net Weight**	8.25lb
Pack Size	1.1oz	**Cube**	0.01 cf
Shelf Life	270		

PREPARATION AND COOKING

Ready to eat.

SERVING SUGGESTIONS

Create the perfect snack for guests by pairing with celery, carrots, chocolate, pretzels apples and more. Offer as part of an on-the-go snack Pack or lunch.

PACKAGING AND STORAGE

Store in a cool dry place. Refrigerate after opening.

ALLERGENS

Contains: Peanut Ingredients.

Nutrition Facts

120 servings per container

Serving Size	1 unit (31.2g)

Amount per serving

Calories	180

	% Daily Value *
Total Fat 15g	**20%**
Saturated Fat 3g	**16%**
***Trans* Fat 0g**	
Cholesterol 0mg	**0%**
Sodium 130mg	**6%**
Total Carbohydrates 8g	**3%**
Dietary Fiber 8%	
Total Sugars 3g	
Includes 2g Added Sugars	**4%**
Protein 7g	**7%**

Vitamin D	**0µg**	**0%**
Calcium	**16mg**	**2%**
Iron	**1mg**	**2%**
Potassium	**175mg**	**4%**
Vitamin E	**2mg**	**10%**
Niacin	**5mg**	**30%**

*** The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.**

Label Claims: Kosher Pareve

© The J.M. Smucker Company | One Strawberry Lane, Orrville OH 44667 | www.SmuckerAwayFromHome.com | SKU updated 10.30.2023, Printed 11.03.2023

PRODUCT DESCRIPTION:

TONY'S® breakfast squares are a delicious way to start the day, and now even healthier with a 51% whole grain crust and turkey bacon.

- One of our most popular items, featuring flavorful breakfast turkey bacon.
- Topped with reduced fat cheese, turkey bacon, and eggs for a hearty breakfast.
- Easily break apart each sheet into 16 breakfast squares.
- 51% whole grain crust.

MENU APPLICATIONS:

- Serve with fruit and milk for a complete meal.

CHILD NUTRITION INFORMATION:

090324 -Cut each 47.20 oz. Turkey Bacon Scramble into 16 - 2.95 oz. portions. Each 2.95 oz. portion (by weight) provides 1.00 oz. equivalent meat/meat alternate and 1.50 oz equivalent grains for the Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA 04-14).

HARD BID SPECIFICATIONS:

TONY'S® 51% WG Bacon Scramble Breakfast Pizza must provide 1.00 oz. equivalent meat/meat alternate, 1.50 oz. of equivalent grains, Portion to provide a minimum of 180 calories with no more than 10 fat grams. Must contain a minimum of 1 grams of fiber and less than 420 of sodium. Case pack of 128 per case.
CN Label required. Acceptable Brand: TONY'S® 78353

PREP INSTRUCTIONS:

COOKING INSTRUCTIONS. COOK BEFORE SERVING. FOR FOOD SAFETY AND QUALITY, COOK TO AN INTERNAL TEMPERATURE OF 165°F BEFORE SERVING. Place frozen pizzas in prepared 18"x26"x1/2" pans. CONVECTION OVEN: 350°F for 15 to 17 minutes. CONVENTIONAL OVEN: 425°F for 25 to 27 minutes. Rotate pan one half turn halfway through bake time to prevent cheese from burning. NOTE: Due to variances in oven regulators, cooking time and temperature may require adjustments. Refrigerate or discard any unused portion.

Cooking Method	Temp	Time	Instructions
Convection Oven	350 °F	15-17 MINUTES	Cook before serving
Conventional Oven	425 °F	25-27 MINUTES	

SHIPPING INFO / SHELF LIFE:

SHIPPING INFO:

GTIN (Case):	10072180783537
Gross Weight:	26.85
Net Weight:	23.60
Each Weight:	2.95
Cube:	1.36
Dimensions (LxWxH):	17.5 x 13.81 x 9.75
Cases/Pallet:	64
Tie:	8
High:	8
SHELF LIFE:	300

ALLERGENS:

Contains
Milk or its Derivatives, Eggs or its Derivatives, Wheat or its Derivatives, and Soy or its Derivatives.



INGREDIENTS:

INGREDIENTS: CRUST: WHITE WHOLE WHEAT FLOUR, WATER, ENRICHED FLOUR (WHEAT FLOUR, MALTED BARLEY FLOUR, NIACIN, REDUCED IRON, THIAMINE MONONITRATE, RIBOFLAVIN, FOLIC ACID), SUGAR, YEAST, VEGETABLE OIL (SOYBEAN AND/OR CANOLA OIL), CONTAINS 2% OR LESS OF: WHEAT GLUTEN, LEAVENING (SODIUM ACID PYROPHOSPHATE, BAKING SODA, MONOCALCIUM PHOSPHATE, CALCIUM LACTATE), SEA SALT, CORN STARCH, DEFATTED SOY FLOUR, DOUGH CONDITIONER (WHEAT STARCH, L-CYSTEINE HYDROCHLORIDE, AMMONIUM SULFATE), ENZYMES (CONTAINS WHEAT); TOPPINGS: SCRAMBLED EGG (WHOLE EGGS, SKIM MILK, SOYBEAN OIL, CORN STARCH, SALT, XANTHAN GUM, CITRIC ACID), CHEDDAR CHEESE (CULTURED PASTEURIZED MILK, SALT, ENZYMES, ANNATTO [COLOR]), LOW MOISTURE PART SKIM MOZZARELLA CHEESE (CULTURED PASTEURIZED PART SKIM MILK, SALT, ENZYMES), TURKEY BACON (WHITE TURKEY, MECHANICALLY SEPARATED TURKEY, TURKEY FAT, SALT, SUGAR, WATER, CONTAINS 2% OR LESS BACON TYPE FLAVOR [CORN MALTODEXTRIN, ACACIA GUM, NATURAL AND ARTIFICIAL FLAVOR, HYDROLYZED CORN PROTEIN, YEAST EXTRACT, MODIFIED CORN STARCH, XANTHAN GUM, SUCCINIC ACID], NATURAL SMOKE FLAVORING, SODIUM ERYTHORBATE, ROSEMARY EXTRACT, SMOKE BACON FLAVOR [MALTODEXTRIN, AUTOLYZED YEAST EXTRACT, NATURAL FLAVOR {CONTAINS NATURAL SMOKE FLAVOR}, SUGAR, SALT], SODIUM NITRITE, VEGETABLE OIL); SAUCE: SKIM MILK, MODIFIED FOOD STARCH, CONTAINS 2% OR LESS OF: CREAM, SALT, SPICE, SOY LECITHIN.

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info@schwansfs.com
Last Update Date: 4/30/2018 Printed on: 6/13/2018

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Karen Wilder

Karen Wilder, RD, MPH, LD
Sr Director, Scientific & Regulatory Affairs

NUTRITION INFORMATION:

Serving Size:	1 Piece (84g)	-
Serving Size (grams):	84	-
Serving Size (weight oz):	2.95	-
Eaches/Case:	128	-
Inner Packs/Case:	8	-
Servings/Case:	128	-
Calories:	210	-
Calories From Fat:	70	-
Calories From Saturated Fat:	30	-
Total Fat:	8	11%
Saturated Fat:	3.5	18%
Trans Fat:	0	-
Cholesterol:	55	19%
Sodium:	320	14%
Potassium:	200	4%
Total Carbohydrate:	25	9%
Total Dietary Fiber:	2	8%
Sugars:	5	-
Protein:	10	-
Vitamin A:	0	0%
Vitamin C:	0	0%
Calcium:	155	10%
Iron:	1.6	8%
Whole Grain:	14	52%

* Percent Daily Values are based on a 2,000 calorie diet.

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Karen Wilder, RD, MPH, LD
Sr Director, Scientific & Regulatory Affairs

PRODUCT DESCRIPTION:

Named by kids, for kids! Enjoy Tony's® signature tomato sauce, diced pepperoni, and 100% mozzarella cheese atop a uniquely shaped, pastry-style, 51% whole grain crust. Individually wrapped.

- A kid-favorite! Signature Tony's flavor in a fluted-crust individual serving.
- Add excitement to your menu with this kid-named product.
- Individually wrapped for your convenience.
- 51% whole grain crust.
- CN information: 2 m/ma, 2 grain, and 1/8 cup vegetable per serving.



MENU APPLICATIONS:

- Serve with fruit and milk for a complete meal.

CHILD NUTRITION INFORMATION:

096897 -Each 4.51 oz. Pizza with Fat Reduced Pepperoni made with Turkey, Beef, provides 2.00 oz. equivalent meat/meat alternate, 2.00 oz. equivalent grains, and 1/8 cup red/orange vegetables for the Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA 03-18.)

HARD BID SPECIFICATIONS:

TONY'S® GALAXY PIZZA® 4" Round Galaxy Pepp Pizza IW must provide 2.00 oz. equivalent meat/meat alternate, 2.00 oz. of equivalent grains, 1/8 cups red/orange vegetables, Portion to provide a minimum of 260 calories with no more than 15 fat grams. Must contain a minimum of 2 grams of fiber and less than 590 of sodium. Case pack of 72 per case.
CN Label required. Acceptable Brand: TONY'S® 78367

PREP INSTRUCTIONS:

COOKING GUIDELINES COOK BEFORE EATING FOR FOOD SAFETY AND QUALITY COOK BEFORE EATING TO AN INTERNAL TEMPERATURE OF 165°F. Place 24 pizzas on 18" x 26" baking sheet. Pizzas may remain in plastic wrap. Product must be cooked from frozen state. Rotate pans one half turn half way through cooking to prevent cheese from burning. CONVECTION OVEN: 1. Preheat oven to 375°F. 2. Cook 24 to 26 minutes. CONVENTIONAL OVEN: 1. Preheat oven to 400°F. 2. Cook 26 to 28 minutes. Due to variances in oven regulators and number of pizzas in an oven, cooking time and temperature may require adjustments. Refrigerate or discard any unused portion.

Cooking Method	Temp	Time	Instructions
Convection Oven	375 °F	24-26 MINUTES	Prepare from frozen state
Conventional Oven	400 °F	26-28 MINUTES	Prepare from frozen state

INGREDIENTS:

INGREDIENTS: CRUST: FLOUR BLEND (WHITE WHOLE WHEAT FLOUR, ENRICHED FLOUR [WHEAT FLOUR, MALTED BARLEY FLOUR, NIACIN, REDUCED IRON, THIAMINE MONONITRATE, RIBOFLAVIN, FOLIC ACID]), WATER, VEGETABLE OIL (SOYBEAN AND/OR CANOLA OIL), DEFATTED SOY FLOUR, YEAST, ISOLATED SOY PROTEIN, CONTAINS 2% OR LESS OF: SUGAR, SOY LECITHIN, SALT, DISTILLED MONO-GLYCERIDES, ASCORBIC ACID (DOUGH CONDITIONER). TOPPINGS: LOW MOISTURE PART SKIM MOZZARELLA CHEESE (CULTURED PASTEURIZED PART SKIM MILK, SALT, ENZYMES), FAT REDUCED PEPPERONI MADE WITH TURKEY, BEEF (POULTRY INGREDIENTS (MECHANICALLY SEPARATED TURKEY, TURKEY), BEEF, WATER, TEXTURED VEGETABLE PROTEIN PRODUCT* (SOY PROTEIN CONCENTRATE, ZINC OXIDE, NIACINAMIDE, FERROUS SULFATE, COPPER GLUCONATE, VITAMIN A PALMITATE, CALCIUM PANTOTHENATE, THIAMINE MONONITRATE [B1], PYRIDOXINE HYDROCHLORIDE [B6], RIBOFLAVIN [B2], AND CYANOCOBALAMIN [B12]), SALT, LESS THAN 2% OF DEXTROSE, FLAVORINGS, LACTIC ACID STARTER CULTURE, OLEORESIN OF PAPRIKA, SODIUM NITRITE, SPICES, BHA, BHT, CITRIC ACID. *INGREDIENT NOT IN REGULAR PEPPERONI). SAUCE: TOMATOES (WATER, TOMATO PASTE [NOT LESS THAN 28% SOLUBLE SOLIDS]), MODIFIED FOOD STARCH, SUGAR, CONTAINS 2% OR LESS OF: DEXTROSE, SEA SALT, DRIED ONION, SPICE, DEHYDRATED ROMANO CHEESE (CULTURED PASTEURIZED SHEEP'S AND COW'S MILK, SALT, ENZYMES), PAPRIKA, DRIED GARLIC, CITRIC ACID.

SHIPPING INFO / SHELF LIFE:

SHIPPING INFO:	
GTIN (Case):	10072180783674
Gross Weight:	22.23
Net Weight:	20.295
Each Weight:	4.51
Cube:	1.26
Dimensions (LxWxH):	18.44 x 14.56 x 8.13
Cases/Pallet:	60
Tie:	6
High:	10
SHELF LIFE:	300

ALLERGENS:

Contains
Milk or its Derivatives, Wheat or its Derivatives, and Soy or its Derivatives.

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Karen Wilder, RD, MPH, LD
Sr Director, Scientific & Regulatory Affairs

NUTRITION INFORMATION:

Serving Size:	1 pizza (127g)	-
Serving Size (grams):	127	-
Serving Size (weight oz):	4.51	-
Eaches/Case:	72	-
Inner Packs/Case:	72	-
Servings/Case:	72	-
Calories:	290	-
Calories From Fat:	120	-
Calories From Saturated Fat:	50	-
Total Fat:	13	17%
Saturated Fat:	6	30%
Trans Fat:	0	-
Cholesterol:	35	11%
Sodium:	490	21%
Potassium:	420	8%
Total Carbohydrate:	26	10%
Total Dietary Fiber:	3	10%
Sugars:	5	-
Protein:	16	-
Vitamin A:	60	6%
Vitamin C:	0	0%
Calcium:	260	20%
Iron:	2	10%
Whole Grain:	16	52%

* Percent Daily Values are based on a 2,000 calorie diet.

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Karen Wilder, RD, MPH, LD
Sr Director, Scientific & Regulatory Affairs



Potato Mashed Dehydrated Signature Russets

Ingredients

Idaho® Potatoes, Vegetable Oil (sunflower, Coconut And Canola), Maltodextrin, Salt, Sugar, Buttermilk, Nonfat Dry Milk, Cream, Butter (cream, Salt), Mono And Diglycerides, Calcium Stearoyl Lactylate, Natural Flavors. Freshness Preserved By Sodium Acid Pyrophosphate, Sodium Bisulfite, Mixed Tocopherols, And Citric Acid.

Nutrition Information

110 Calories per serving

	Serving size 1 Serving (28g)
Total Fat 2.5g	**3%**
Saturated Fat 1.5g	8%
Trans Fat	
Cholesterol 0mg	**0%**
Sodium 480mg	**21%**
Total Carbohydrate 20g	**7%**
Dietary Fiber 1g	4%
Total Sugars Includes 1g	2%
Protein 2g	**4%**
Vitamin D 0mcg	**0%**
Calcium 20mg	**2%**
Iron 0.40mg	**2%**
Potassium 270mg	**6%**

USDA
United States Department of Agriculture

USDA Foods in Schools

101031 - Rice, Brown, Long-Grain, Parboiled

Category: Grains (Whole Grain)

Product Description

- This item is U.S. No. 1 long grain, parboiled brown rice. This product is available in twenty-five pound bags.

Crediting/Yield

- One case yields about 388 ounce equivalents of grain.
- CN Crediting: 1 ounce dry or ½ cup cooked rice credits as 1 ounce equivalent grains.

Culinary Tips and Recipes

- Serve rice as a base for dishes such as stews and stir fry or use rice as an ingredient in main dishes such as casseroles, soups, burritos, or fried rice.
- Add herbs, spices, mixed vegetables, or diced tomatoes to rice to make a flavorful side dish.
- For culinary techniques and recipe ideas, visit the Institute of Child Nutrition or USDA's Team Nutrition.

Storage Guidelines

- Product should be stored in a cool, dry place. Recommend storing in a refrigerator or freezer when possible to maximize the shelf life of the product.

Food Safety Information

- For more information on safe storage and cooking temperatures, and safe handling practices, please refer to: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles.

Nutrition Facts

Serving size: 1/2 cup (78 g) cooked parboiled brown rice

Amount Per Serving	
Calories	114
Total Fat	1g
Saturated Fat	0g
Trans Fat	0g
Cholesterol	0mg
Sodium	3mg
Total Carbohydrate	24g
Dietary Fiber	1g
Sugars	0g
Protein	2g

Source: USDA FoodData Central

Allergen Information: Please refer to allergen statement on the outside of the product package for vendor-specific information. For more information, contact the product manufacturer directly.

Nutrient values in this section are from USDA FoodData Central or are representative values from USDA Foods vendor labels. Please refer to the Nutrition Facts label or ingredient list for product-specific information.

Visit us at www.fns.usda.gov/usda-fis

May 2020

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Product Data Sheet

PRODUCT NAME: Knorr Low Sodium Brown Gravy Mix
ITEM #: 10048001005782 DU #: 67525229

DESCRIPTION:
The distribution unit for Knorr Low Sodium Brown Gravy, 6-13.5 oz.

FLAVOR/APPEARANCE:
Brown-white, granular powder.

INGREDIENT LIST (US):
INGREDIENTS: MODIFIED CORN STARCH, PEA FLOUR, YEAST EXTRACT, PALM OIL, ONION POWDER, MALTODEXTRIN, SUGAR, SALT, NATURAL FLAVOR, CARAMEL COLOR (SULFITES), SOY LECITHIN, CELERY POWDER, CARROT POWDER, POTASSIUM CHLORIDE, MUSHROOM EXTRACT, DISODIUM GUANYLATE, DISODIUM INOSINATE, SPICE, GARLIC POWDER, CITRIC ACID.

CONTAINS: SOY

CHEMICAL AND PHYSICAL PROPERTIES:

Water Activity	0.2 – 0.4
Viscosity	11.1 – 17.1 cm
Flavor / Odor / Appearance	Meets standard

MICROBIOLOGICAL REQUIREMENTS:

Aerobic Plate Count	<300,000 cfu/g
Coliforms	<300 cfu/g
E-coli	Negative

KOSHER STATUS:
No Kosher Claim

GLUTEN STATUS:
Gluten Free

STORAGE AND SHELF LIFE:

Storage	< 85ºF, Ambient
Shelf Life	540 Days

PACKAGING/CODE DATING:

Packaging	6 x 13.5 oz	Net Weight	4.747 lb
Ti / Hi	10/8	Gross Weight	5.526 lb
Case Dimensions	14.563” x 11.563” x 6.000”	Cube	0.34 ft^3

Lot Code	PPDDDY
Lot Code Type	Production Date
Lot Code Explanation	PP = 2 Digit plant designator DDD = Julian calendar date (e.g. day 190 = July 9) Y = Year (last digit of year 9 for 2009)

NUTRITIONAL:

Serving Size	6g

Typical values	Attribute	UOM	per 100g as sold	per 100ml as sold	per Serving
Energy	kcal	kcal			25
Protein	-	g			<1
Carbohydrate	including fibre	g			4
Carbohydrate of which	Sugars	g			0
Fat	-	g			0.5
Fat of which	SAFA	g			0
Fat of which	MUFA	g			0
Fat of which	PUFA	g			0
Fat of which	Trans	g			0
Cholesterol	-	mg			0
Fibre	Dietary	g			0
Sodium	mg	mg			130

Nutrients	Attribute	Guideline Daily Amount	%	GDA synonym
Carbohydrate	including fibre		1	DV
Fat	-		1	DV
Fat of which	SAFA		0	DV
Cholesterol	-		0	DV
Fibre	Dietary		0	DV
Calcium	-		0	DV
Iron	-		0	DV
Sodium	-		6	DV
Vitamin A	-		0	DV
Vitamin C	-		0	DV

ALLERGENS:

Property	Yes	No	Concentration	UOM	Comp of RM	Contam.	Comment
Cereals cont. Gluten + prods	☐	☑		mg/kg	☐	☐	
Crustaceans and products	☐	☑		mg/kg	☐	☐	
Molluscs and products	☐	☑		mg/kg	☐	☐	
Egg/Egg products	☐	☑		mg/kg	☐	☐	
Fish / Fish products	☐	☑		mg/kg	☐	☐	
Peanuts/Peanut products	☐	☑		mg/kg	☐	☐	
Soybeans/Soybean prods.	☑	☐		mg/kg	☑	☐	
Milk / Dairy products	☐	☑		mg/kg	☐	☐	
Nuts/Nuts products	☐	☑		mg/kg	☐	☐	
Sesame Seeds and prods.	☐	☑		mg/kg	☐	☐	
Sulphite (=> 10mg/kg)	☑	☐	13.5032	mg/kg	☑	☐	ppm

100g NUTRITIONAL:

Base Data 100		
Property	**Typical**	**UoM**
Energy kJ	1,578.58	KJ
Energy kcal	377.29	KCL
Protein	10.11	G
Carbohydrate	60.74	G

Carbohydrate including fibre	61.64	G
Carbohydrate of which Sugars	5.94	G
Fat	11.14	G
Fat of which SAFA	5.36	G
Unsaturated Fat	5.812375	G
Fat of which MUFA	4.18	G
Fat of which PUFA	1.37	G
Fat of which Trans	0.099	G
Cholesterol	0	MG
Fibre Dietary	0.9	G
Calcium	65.438	MG
Iron	3.52	MG
Potassium	1,117.28	MG
Sodium	2.222277	G
Sodium mg	2,206.13	MG
Vitamin A IU	179.485	IU
Vitamin C	0.88	MG
Vitamin D IU	0	IU
Alcohol	0	G
Water	7.16	G
Ash	8.82	G
Salt as NaCl	5.555689	G
Added Sugar	4	G

COUNTRY OF ORIGIN:
US

54914 - Santiago® Vegetarian Refried Beans, 138 servings (4 OZ) per case, 6/27.09 oz. pch.

No Preservatives, Artificial Colors or Flavors. Authentic Taste and Texture.



Nutrition Facts

Serving Size About 1/2 Cup Dry (39g) 130g Prepared (38.6g)
Servings Per Container 20

Amount Per Serving

Calories 140	**Calories from Fat** 10

	% Daily Value*
Total Fat 1.5 g	2%
Saturated Fat 0.5 g	3%
Trans Fat 0 g	
Cholesterol 0 mg	0%
Sodium 510 mg	21%
Potassium 400 mg	11%
Total Carbohydrate 24 g	8%
Dietary Fiber 8 g	32%
Sugars 0 g	
Protein 8 g	

Vitamin A 0 %	•	Vitamin C 2 %	
Calcium 4 %	•	Iron 10 %	

*Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs.

	Calories:	2,000	2,500
Total Fat	Less than	65g	80g
Sat Fat	Less than	20g	25g
Cholesterol	Less than	300mg	300mg
Sodium	Less than	2,400mg	2,400mg
Potassium		3,500mg	3,500mg
Total Carbohydrate		300g	375g
Dietary Fiber		25g	30g

Calories per gram:
Fat 9 • Carbohydrate 4 • Protein 4

Ingredients

Pinto Beans (Dry), Salt, Palm Oil.

Packaging

GTIN	10011140549141	**Case Net Weight**	10.16 LB
Item UPC		**Case L,W,H**	13.50 IN, 10.63 IN, 7.25 IN
Unit Size	6 / 27.09OZ	**Cube**	0.60 CF
Shelf Life	270 Days	**Tie x High**	12 x 7
Case Gross Weight	11.10 LB	**Kosher Status**	

Preparation and Cooking

1: Pour 1/2 gallon (1.9L) boiling water into 4" deep half-steamtable pan. 2: Quickly pour full pouch of beans into water and cover. 3: Allow beans to sit for 25 minutes on steamtable. 4: Season if desired, stir, serve.

Serving Suggestions

Santiago® Refried Beans are an authentic Mexican style bean - perfect as a side or ingredient. Mix in ingredients for delicious variations such as Chorizo & Cinnamon, Tequila & Lime, Mole & Beer, or Chipotle & Chicharrones. Or add to Mexican favorites such as tacos or burritos.

Benefits of Using This Product

Enjoy the authentic taste and texture of scratch made refried beans in just minutes with Santiago® ""Speed Scratch"" Refried Beans. We have washed, soaked, pre-cooked, seasoned, and dried our beans to save you time and labor. Our proprietary drying process locks in the from scratch taste, texture, and aroma patrons demand. To prepare simply add boiling water, set, and serve. Great tasting vegetarian beans. Ready in 25 minutes. A value product with 20 half-cup servings per pouch and 120 half-cup servings per case. Participates in Value Plus foodservice operator programs.

Packaging and Storage

Store cool dry (less than 80 degrees F)

Other Information

Product of US

Nutritional Claims

Good Source of Fiber, Gluten Free, High Fiber, Low Fat, No Trans Fat

SI 100649

Smithfield.

Good food. Responsibly.

Product Name: Pork Sausage Patties Code No.: 70247 13814 7

Manufacturer: Smithfield Case/Pack/Count/Portion/Size: 10 lb case

I. Meat/Meat Alternate

Please fill out the chart below to determine the creditable amount of Meat/Meat Alternate

Description of Creditable Ingredients per Food Buying Guide (FBG)	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield/ Servings Per Unit	Creditable Amount *
Pork Sausage	1.56 oz	X	0.47	0.7332 oz
		X		
		X		
A. Total Creditable M/MA Amount[1]				0.7332 oz

*Creditable Amount - Multiply ounces per raw portion of creditable ingredient by the FBG Yield Information.

II. Alternate Protein Product (APP)

If the product contains APP, please fill out the chart below to determine the creditable amount of APP. If APP is used, you must provide documentation as described in Attachment A for each APP used.

Description of APP, manufacture's name, and code number	Ounces Dry APP Per Portion	Multiply	% of Protein As-Is*	Divide by 18**	Creditable Amount APP***
NA		X		÷ by 18	NA
		X		÷ by 18	
		X		÷ by 18	
B. Total Creditable APP Amount[1]					NA
C. TOTAL CREDITABLE AMOUNT (A + B rounded down to nearest ¼ oz)					0.50 oz

*Percent of Protein As-Is is provided on the attached APP documentation.
**18 is the percent of protein when fully hydrated.
***Creditable amount of APP equals ounces of Dry APP multiplied by the percent of protein as-is divided by 18.
[1]Total Creditable Amount must be rounded **down** to the nearest 0.25oz (1.49 would round down to 1.25 oz meat equivalent). Do **not** round up. If you are crediting M/MA and APP, you do not need to round down in box A (Total Creditable M/MA Amount) until after you have added the Total Creditable APP Amount from box B to box C.

Total weight (per portion) of product as purchased 1 Patty (1.50 oz)

Total creditable amount of product (per portion) 0.50 oz

(Reminder: Total creditable amount cannot count for more than the total weight of product.)

I certify that the above information is true and correct and that a 1.50 ounce serving of the above product (ready for serving) contains 0.50 ounces of equivalent meat/meat alternate when prepared according to directions.

I further certify that any APP used in the product conforms to the Food and Nutrition Service Regulations (7 CFR Parts 210, 220, 225, 226, Appendix A) as demonstrated by the attached supplier documentation.

Signature

Shannon Wofford
Printed Name

Labeling Compliance
Title

08/30/16
Date

724-335-8002
Phone Number



Seasoning Taco Low Sodium

Nutrition Information
10 Calories per serving

	Serving size 1 Serving (4g)
Total Fat 0g	**0%**
Saturated Fat 0g	0%
Trans Fat	
Cholesterol 0mg	**0%**
Sodium 230mg	**10%**
Total Carbohydrate 2g	**1%**
Dietary Fiber less than 1g	4%
Total Sugars Includes 0g	0%
Protein 0g	**0%**
Vitamin D 0.0mcg	**0%**
Calcium 0mg	**0%**
Iron 0.36mg	**2%**
Potassium 0mg	**0%**



Tortilla Flour Pressed 6 Inch

Ingredients

Enriched Unbleached Flour (wheat Flour, Niacin, Reduced Iron, Thiamine Mononitrate, Riboflavin And Folic Acid), Water, Vegetable Shortening (contains One Or More Of The Following: Palm Oil And Or Olive Oil), Contains 2% Or Less Of The Following: Salt, Aluminum Free Leavening (sodium Acid Pyrophosphate, Sodium Bicarbonate, Corn Starch, Monocalcium Phosphate), Wheat Protein, Preservatives (calcium Propianate, Sorbic Acid), Dough Conditioner (fumaric Acid, Xanthan Gum, Mono And Diglycerides, Sodium Metabislphite) Allergens: Wheat

School Nutrition Information

I further certify that the above information is true and correct and that a 1.0 ounce portion of this product (ready for serving) provides 1.0 oz equivalent Grains



Vegetable Mix 5 Way Grade A Packaged

Ingredients

Carrots, Peas, Corn, Green Beans, Lima Beans.

Nutrition Information

60 Calories per serving

	Serving size 2/3 Cup (90g)
Total Fat 0g	**0%**
Saturated Fat 0g	0%
Trans Fat	
Cholesterol 0mg	**0%**
Sodium 20mg	**1%**
Total Carbohydrate 12g	**4%**
Dietary Fiber 3g	11%
Total Sugars Includes 0g	0%
Protein 2g	**4%**
Vitamin D 0mcg	**0%**
Calcium 0mg	**0%**
Iron 0.60mg	**4%**
Potassium 110mg	**2%**



Bean Green Cut Packaged Sysco

Ingredients

Green Beans

Nutrition Information

30 Calories per serving

	Serving size 2/3 Cup (81g)
Total Fat 0g	**0%**
Saturated Fat 0g	0%
Trans Fat	
Cholesterol 0mg	**0%**
Sodium 0mg	**0%**
Total Carbohydrate 6g	**2%**
Dietary Fiber 2g	7%
Total Sugars Includes 0g	0%
Protein 1g	**2%**
Vitamin D 0mcg	**0%**
Calcium 34mg	**2%**
Iron 1.00mg	**6%**
Potassium 150mg	



Corn Whole Kernel Grade A Packaged

Ingredients

Corn

Nutrition Information

80 Calories per serving

	Serving size 2/3 Cup (90g)
Total Fat 0.5g	**1%**
Saturated Fat 0g	0%
Trans Fat	
Cholesterol 0mg	**0%**
Sodium 0mg	**0%**
Total Carbohydrate 19g	**7%**
Dietary Fiber 2g	7%
Total Sugars Includes 0g	0%
Protein 3g	**6%**
Vitamin D 0mcg	**0%**
Calcium 4mg	**0%**
Iron 0mg	**0%**
Potassium 190mg	**4%**

Product Name	Homestyle Waffle
Flavor Descriptor	
NLI Description	Production
Brand	Eggo

Date Created	01/11/19
NLI #	14420
Kosher Status	OU-D
Product of	U.S.A.

USDA Ounce Equivalents of Grain per Serving	
USDA Ounce Equivalents of Meat/Meat Alternate	
Whole Grains (g/serving)	0 g

Serving Size	2 Waffles							
Serving Size g	70							
Serving Size oz								
Amount Per Serving								
Calories	180							
			% Daily Value*				% Daily Value*	
Total Fat	6	g	8	%				%
Saturated Fat	1.5	g	8	%				%
Trans Fat	0	g						
Polyunsaturated Fat								
Monounsaturated Fat								
Cholesterol	5	mg	2	%				%
Sodium	360	mg	16	%				%
Total Carbohydrate	27	g	10	%				%
Dietary Fiber	<1	g	3	%				%
Soluble Fiber								
Insoluble Fiber								
Total Sugars	2	g						
Includes 1g Added Sugars	1	g	2	%				%
Sugar Alcohol								
Protein	4	g		%				%
Vitamin D	0	mcg	0	%				%
Calcium	260	mg	20	%				%
Iron	3.7	mg	20	%				%
Potassium	50	mg	0	%				%
Vitamin A			20	%				%
Vitamin C				%				%
Vitamin E				%				%
Vitamin K				%				%
Thiamin				%				%
Riboflavin			10	%				%
Niacin			15	%				%
Vitamin B6			10	%				%
Folate	100	mcg DFE	25	%		mcg DFE		%
Folic Acid	55	mcg						
Vitamin B12			10	%				%
Biotin				%				%
Pantothenic Acid				%				%
Phosphorus			15	%				%
Iodine				%				%
Magnesium				%				%
Zinc				%				%
Selenium				%				%
Copper				%				%
Manganese				%				%
Chromium				%				%
Molybdenum				%				%
Chloride				%				%
Choline				%				%
Fluoride								

Ingredients:

Enriched flour (wheat flour, niacin, reduced iron, vitamin B1 [thiamin mononitrate], vitamin B2 [riboflavin], folic acid), **water, vegetable oil** (soybean, palm and/or canola), **eggs, leavening** (baking soda, sodium aluminum phosphate, monocalcium phosphate), **contains 2% or less of** sugar, salt, whey, soy lecithin, beta-carotene for color.

Vitamins and Minerals: Calcium carbonate, reduced iron, vitamin A palmitate, vitamin B6 (pyridoxine hydrochloride), vitamin B12.

ALLERGEN INFORMATION:

CONTAINS WHEAT, EGG, MILK AND SOY INGREDIENTS.

Nutrient Contents Per 100g			
Calories	256	Vitamin E	0 mg
Total Fat	8.7 g	Vitamin K	NA mcg
Saturated Fat	2.2 g	Thiamin	NA mg
Trans Fat	0.1 g	Riboflavin	0.24 mg
Polyunsaturated Fat	2.5 g	Niacin (NE)	4.1 mg
Monounsaturated Fat	3.4 g	Vitamin B6	0.26 mg
Cholesterol	10 mg	Folate (DFE)	143 mcg
Sodium	509 mg	Folic Acid	85 mcg
Total Carbohydrate	39.1 g	Vitamin B12	0.4 mcg
Dietary Fiber	1.2 g	Biotin	NA mcg
Soluble Fiber	0.6 g	Pantothenic Acid	NA mg
Insoluble Fiber	0.6 g	Phosphorus	306 mg
Total Sugars	2.6 g	Iodine	NA mcg
Added Sugars	2.0 g	Magnesium	17 mg
Sugar Alcohols	NA g	Zinc	0.5 mg
Protein	6.1 g	Selenium	NA mcg
Vitamin D	0 mcg	Copper	NA mg
Calcium	373.8 mg	Manganese	NA mg
Iron	5.4 mg	Chromium	NA mcg
Potassium	80 mg	Molybdenum	NA mcg
Vitamin A (RAE)	260 mcg	Chloride	NA mg
Vitamin C	0 mg	Choline	NA mg
NA = Database values for the nutrient do not exist or are incomplete.		Fluoride	NA mg
		Moisture	43.1 %
		Ash	3.0 %
		Whole Grain	0 %

GTIN/UPC Code	Type of Package	Net Weight	Servings Per Container
00038000146909	Case	11lbs 1.7oz (5.04kg)	72
00038000213663	Case	11lbs 1.7oz (5.04kg)	72

Product information can change at any time.
Always refer to product package for current nutrition and ingredient information.

Barbara L. Larkin, MA, CNS
Director, Nutrition Labeling & Regulatory Compliance
Kellogg Company

Information presented in this document applies to products intended for US consumers only.

Note: This document is for technical use only. Please refer to packaging or sales materials for correct trademark usage.

GENERAL MILLS

Formulation Statement for Documenting Grains in School Meals
Required Beginning SY 2013-2014
(Crediting Standards Based on Grams of Creditable Grains)

School Food Authorities (SFAs) should include a copy of the label from the purchased product package in addition to the following information on letterhead signed by an official company representative. Grain products may be credited based on previous standards through SY 2012-2013. The new crediting standards for grains (as outlined in Policy Memorandum SP 30-2012) must be used beginning SY 2013-2014. SFAs have the option to choose the crediting method that best fits the specific needs of the menu planner.

Product Name: Whole Grain-Rich Biscuit Dough Easy Split® Code No.: 94562-32268

Manufacturer: General Mills, Inc. Serving Size 2.51 OZ (71g)
(raw dough weight may be used to calculate creditable grain amount)

I. Does the product meet the Whole Grain-Rich Criteria: Yes X No
(*Refer to SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program.*)

II. Does the product contain non- creditable grains: Yes__ No X **How many grams:**
(*Products with more than 0.24 oz equivalent or 3.99 grams for Groups A-G or 6.99 grams for Group H of non-creditable grains may not credit towards the grain requirements for school meals.)*

III. Use Policy Memorandum SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program: Exhibit A to determine if the product fits into Groups A-G, Group H or Group I. *(Different methodologies are applied to calculate servings of grain component based on creditable grains. Groups A-G use the standard of 16grams creditable grain per oz eq; Group H uses the standard of 28grams creditable grain per oz eq; and Group I is reported by volume or weight.)*
Indicate to which Exhibit A Group (A-I) the Product Belongs: B

Description of Creditable Grain Ingredient*	**Grams of Creditable Grain Ingredient per Portion[1] A**	**Gram Standard of Creditable Grain per oz equivalent *(16g or 28g)*[2] B**	**Creditable Amount A ÷ B**
Whole Wheat Flour, Enriched Flour Bleached	32g	16g	32g ÷ 16g = 2.00
Total Creditable Amount[3]			2.00

*Creditable grains are whole-grain meal/flour and enriched meal/flour.
[1](Serving size) X (% of creditable grain in formula). Please be aware serving size other than grams must be converted to grams.
[2]Standard grams of creditable grains from the corresponding Group in Exhibit A.
[3]Total Creditable Amount must be rounded ***down*** to the nearest quarter (0.25) oz eq. Do ***not*** round up.

Total weight (per portion) of product as purchased 2.51 OZ (71g)
Total contribution of product (per portion) 2.00 oz equivalent

I certify that the above information is true and correct and that a 71g/2.51 ounce portion of this product (ready for serving) provides 2.00 oz equivalent Grains. I further certify that non-creditable grains **are not** above 0.24 oz eq. per portion. Products with more than 0.24 oz equivalent or 3.99 grams for Groups A-G or 6.99 grams for Group H of non-creditable grains may not credit towards the grain requirements for school meals.

Anh-Tram Pham, MPH, RD
Labeling and Regulatory Compliance Specialist, K12 Education
September 28, 2018

Number One General Mills Boulevard, Minneapolis MN 55426

Formulation Statement for Documenting Grains in School Meals
Required Beginning SY 2013-2014
Crediting Standards Based on Revised Exhibit A
weights per oz equivalent

School Food Authorities (SFAs) should include a copy of the label from the purchased product carton in addition to the following information on letterhead signed by an official company representative. Grain products may be credited based on previous standards through SY 2012-2013. The new crediting standards for grains (as outlined in Policy Memorandum SP 30-2012) must be used beginning SY 2013-2014. SFAs have the option to choose the crediting method that best fits the specific needs of the menu planner.

Product Name: Kellogg's® Apple Jacks® for Schools Code No.: 38000 78787

Manufacturer: Kellogg Company Serving Size: 1 container (1 oz) (28 g)

I. Does the product meet the Whole Grain-Rich Criteria: Yes X* No __
(*Refer to SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program*)
*Whole grain is the primary ingredient by weight (whole grain yellow corn flour and whole grain oat flour).

II. Does the product contain non- creditable grains: Yes __ No __ **How many grams:**
(*Products with more than 0.24oz equivalent or 3.99 grams for Groups A-G and 6.99 grams for Group H of non-creditable grains may not credit towards the grain requirements for school meals.)*

III. Use Policy Memorandum SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program: Exhibit A to determine if the product fits into Groups A-G (baked goods), Group H (cereal grains), or Group I (ready-to-eat breakfast cereals). *(Please be aware that different methodologies are applied to calculate servings of grain component based on creditable grains. Groups A-G use the standard of 16 grams creditable grain per oz eq; Group H uses the standard of 28 grams creditable grain per oz eq; and Group I is reported by volume or weight.)*
Indicate to which Exhibit A Group (A-I) the Product Belongs: I

Description of Product per Food Buying Guide	Portion Size of Product as Purchased A	Weight of 1 ounce equivalent as listed in SP 30-2012 B	Creditable Amount A ÷ B
Ready to eat cereal	1oz (28g)	1 ounce (28g)	1
A. Total Creditable Amount[1]			1

[1]Total Creditable Amount must be rounded **down** to the nearest quarter (0.25) oz eq. Do **not** round up.

Total weight (per portion) of product as purchased 1 oz (28 g)
Total contribution of product (per portion) 1 oz equivalent

I further certify that the above information is true and correct and that a 1 ounce portion of this product (ready for serving) provides 1 oz equivalent grains. I further certify that non-creditable grains are not above 0.24 oz eq. per portion. Products with more than 0.24 oz equivalent or 3.99 grams for Groups A-G or 6.99 grams for Group H of noncreditable grains may not credit towards the grain requirements for school meals.

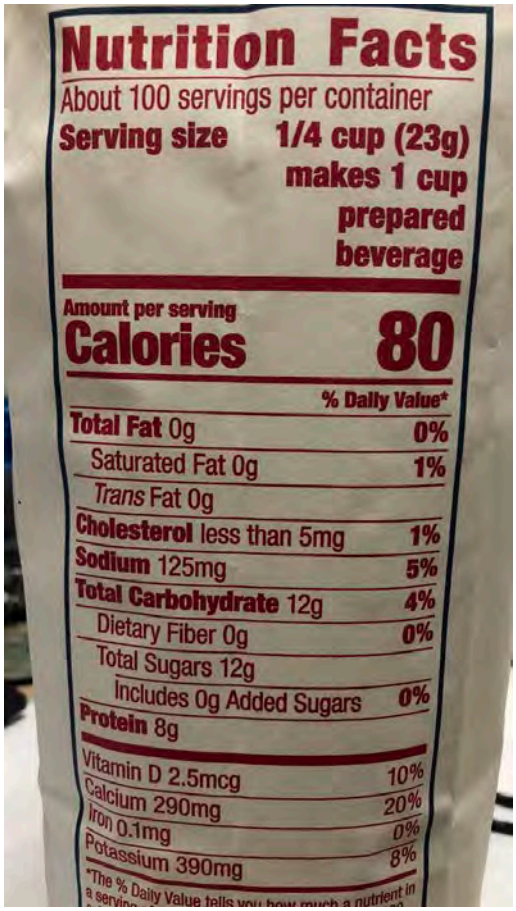
Julia Jursinic

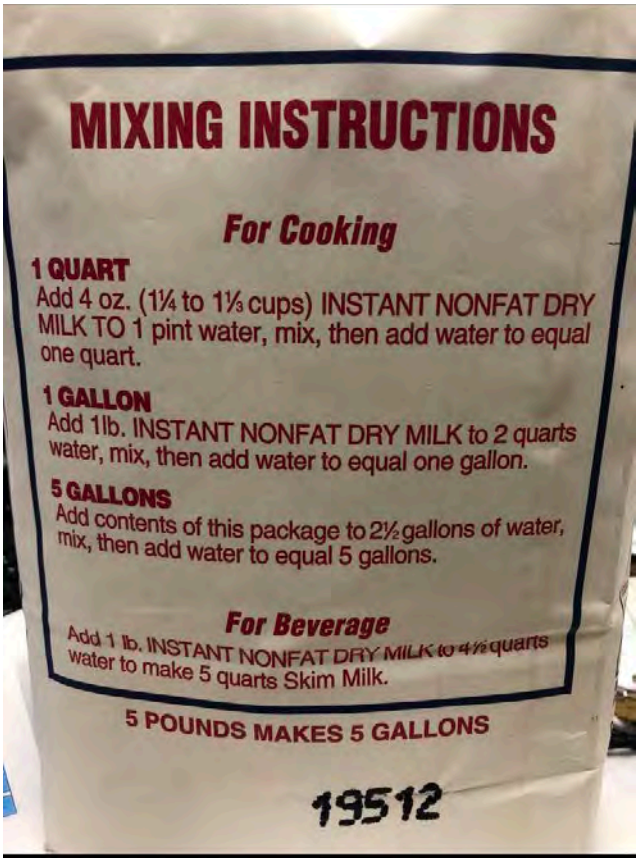
Signature | Sr. Director, Nutrition Labeling & Regulatory Compliance (Title)

Julia M. Jursinic, MS (Printed Name) | 1/4/18 (Date) | 1-877-511-5777 (Phone Number)



Nutrition Facts	
Amount per 8oz/236 ml Serving	
Calories	**100**
	% Daily Value*
Total Fat 2.5g	3%
Saturated Fat 1.5g	8%
Trans Fat 0g	
Cholesterol 10mg	4%
Sodium 105 mg	5%
Total Carbohydrate 12g	4%
Dietary Fiber 0g	0%
Total Sugars 12g	
Includes 0g Added Sugars	
Protein 8g	
Vit.D 2.5mcg 10% · Iron 0mg 0%	
Vit.A 150mcg	15%
Potassium 320mg	6%
Calcium 300mg	25%
*The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.	
Calories per gram Fat 9	
Carbohydrate 4 · Protein 4	
Fat Reduced from 8g to 2.5g APS	


Nutrition Facts
About 100 servings per container
Serving size 1/4 cup (23g) makes 1 cup prepared beverage
Amount per serving
Calories 80
% Daily Value*
Total Fat 0g 0%
Saturated Fat 0g 1%
Trans Fat 0g
Cholesterol less than 5mg 1%
Sodium 125mg 5%
Total Carbohydrate 12g 4%
Dietary Fiber 0g 0%
Total Sugars 12g
Includes 0g Added Sugars 0%
Protein 8g
Vitamin D 2.5mcg 10%
Calcium 290mg 20%
Iron 0.1mg 0%
Potassium 390mg 8%
*The % Daily Value tells you how much a nutrient in


MIXING INSTRUCTIONS
For Cooking
1 QUART
Add 4 oz. (1¼ to 1⅓ cups) INSTANT NONFAT DRY MILK TO 1 pint water, mix, then add water to equal one quart.
1 GALLON
Add 1lb. INSTANT NONFAT DRY MILK to 2 quarts water, mix, then add water to equal one gallon.
5 GALLONS
Add contents of this package to 2½ gallons of water, mix, then add water to equal 5 gallons.
For Beverage
Add 1 lb. INSTANT NONFAT DRY MILK to 4½ quarts water to make 5 quarts Skim Milk.
5 POUNDS MAKES 5 GALLONS
19512


ReDi-Lac™
PASTEURIZED
REAL
INSTANT
NONFAT
DRY MILK
CRYSTALS
Fortified with Vitamins A and D
MAKES 5 GALLONS
5 POUNDS NET WEIGHT
DISTRIBUTED BY HEARTHSIDE FOOD SOLUTIONS, LAKEVILLE, MN 55044

BID BOND

KNOW ALL BY THESE PRESENTS, That we, NANA Management Services, LLC

_____ of 800 E Dimond Blvd, Suite 3-450, Anchorage, AK 99515

(hereinafter called the Principal), as Principal, and

Federal Insurance Company (hereinafter called the Surety),

as Surety, are held and firmly bound unto Northwest Arctic Borough School District

PO BOX 51 / 744 3rd Street, Kotzebue, AK 99752

(hereinafter called the Obligee) in the penal sum of Five Thousand Dollars and 00/100

_____ Dollars ($ $5,000.00)

for the payment of which the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, That WHEREAS, the Principal has submitted or is about to submit a proposal to the Obligee on a contract for

Request for Proposals for Custodial Services

NOW, THEREFORE, If the said Contract be timely awarded to the Principal and the Principal shall, within such time as may be specified, enter into the Contract in writing, and give bond, if bond is required, with surety acceptable to the Obligee for the faithful performance of the said Contract, then this obligation shall be void; otherwise to remain in full force and effect.

Signed and sealed this 8th day of March , 2021 .

NANA Management Services, LLC

_____
Witness

By: _____ Title

Federal Insurance Company

By: Jamie Armfield
Jamie Armfield, Attorney-In-Fact

CHUBB®

Power of Attorney

Federal Insurance Company | Vigilant Insurance Company | Pacific Indemnity Company
Westchester Fire Insurance Company | ACE American Insurance Company

Know All by These Presents, that **FEDERAL INSURANCE COMPANY**, an Indiana corporation, **VIGILANT INSURANCE COMPANY**, a New York corporation, **PACIFIC INDEMNITY COMPANY**, a Wisconsin corporation, **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** corporations of the Commonwealth of Pennsylvania, do each hereby constitute and appoint **Jamie Armfield**

Surety Bond Number: Bid Bond
Obligee: Northwest Arctic Borough School District

each as their true and lawful Attorney-in-Fact to execute under such designation in their names and to affix their corporate seals to and deliver for and on their behalf as surety thereon or otherwise, bonds and undertakings and other writings obligatory in the nature thereof (other than bail bonds) given or executed in the course of business, and any instruments amending or altering the same, and consents to the modification or alteration of any instrument referred to in said bonds or obligations.

In Witness Whereof, said **FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** have each executed and attested these presents and affixed their corporate seals on this **1st** day of **November, 2019.**

Dawn M. Chloros, Assistant Secretary

Stephen M. Haney, Vice President

STATE OF NEW JERSEY
County of Hunterdon ss.

On this **1st** day of **November, 2019,** before me, a Notary Public of New Jersey, personally came Dawn M. Chloros and Stephen M. Haney, to me known to be Assistant Secretary and Vice President, respectively, of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY, the companies which executed the foregoing Power of Attorney, and the said Dawn M. Chloros and Stephen M. Haney, being by me duly sworn, severally and each for herself and himself did depose and say that they are Assistant Secretary and Vice President, respectively, of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY and know the corporate seals thereof, that the seals affixed to the foregoing Power of Attorney are such corporate seals and were thereto affixed by authority of said Companies; and that their signatures as such officers were duly affixed and subscribed by like authority.

Notarial Seal

KATHERINE J. ADELAAR
NOTARY PUBLIC OF NEW JERSEY
No. 2316695
Commission Expires July 16, 2024

Notary Public

CERTIFICATION

Resolutions adopted by the Boards of Directors of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY on August 30, 2016; WESTCHESTER FIRE INSURANCE COMPANY on December 11, 2006; and ACE AMERICAN INSURANCE COMPANY on March 20, 2009:

"RESOLVED, that the following authorizations relate to the execution, for and on behalf of the Company, of bonds, undertakings, recognizances, contracts and other written commitments of the Company entered into in the ordinary course of business (each a "Written Commitment"):

(1) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise.

(2) Each duly appointed attorney-in-fact of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise, to the extent that such action is authorized by the grant of powers provided for in such person's written appointment as such attorney-in-fact.

(3) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to appoint in writing any person the attorney-in-fact of the Company with full power and authority to execute, for and on behalf of the Company, under the seal of the Company or otherwise, such Written Commitments of the Company as may be specified in such written appointment, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.

(4) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to delegate in writing to any other officer of the Company the authority to execute, for and on behalf of the Company, under the Company's seal or otherwise, such Written Commitments of the Company as are specified in such written delegation, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.

(5) The signature of any officer or other person executing any Written Commitment or appointment or delegation pursuant to this Resolution, and the seal of the Company, may be affixed by facsimile on such Written Commitment or written appointment or delegation.

FURTHER RESOLVED, that the foregoing Resolution shall not be deemed to be an exclusive statement of the powers and authority of officers, employees and other persons to act for and on behalf of the Company, and such Resolution shall not limit or otherwise affect the exercise of any such power or authority otherwise validly granted or vested."

I, Dawn M. Chloros, Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY (the "Companies") do hereby certify that

(i) the foregoing Resolutions adopted by the Board of Directors of the Companies are true, correct and in full force and effect,
(ii) the foregoing Power of Attorney is true, correct and in full force and effect.

Given under my hand and seals of said Companies at Whitehouse Station, NJ, this March 8, 2021.

Dawn M. Chloros, Assistant Secretary

IN THE EVENT YOU WISH TO VERIFY THE AUTHENTICITY OF THIS BOND OR NOTIFY US OF ANY OTHER MATTER, PLEASE CONTACT US AT:
Telephone (908) 903-3493 Fax (908) 903-3656 e-mail: surety@chubb.com

Combined: FED-VIG-PI-WFIC-AAIC (rev. 11-19)

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 5/23/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Arthur J. Gallagher Risk Management Services, LLC
111 Veterans Boulevard
Suite 1300
Metairie LA 70005

CONTACT NAME: William D. Hughs
PHONE (A/C, No, Ext): 504-888-1100 **FAX (A/C, No):** 504-888-1299
E-MAIL ADDRESS: William_Hughs@ajg.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Evanston Insurance Company	35378
INSURER B : Zurich American Insurance Company	16535
INSURER C : American Zurich Insurance Company	40142
INSURER D : Navigators Specialty Insurance Company	36056
INSURER E :	
INSURER F :	

INSURED NANAREG-01
NANA Management Services, LLC
800 E. Dimond Blvd., Suite 3-450
Anchorage, AK 99515

COVERAGES **CERTIFICATE NUMBER:** 91876928 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY X PRO-JECT X LOC OTHER:	Y	Y	MKLV5ENV105151	6/1/2025	6/1/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Shared General Agg	$ 1,000,000 $ 1,000,000 $ 25,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $ 2,000,000
B	**AUTOMOBILE LIABILITY** X ANY AUTO OWNED AUTOS ONLY X HIRED AUTOS ONLY SCHEDULED AUTOS X NON-OWNED AUTOS ONLY	Y	Y	BAP915646011	6/1/2025	6/1/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
D	X **UMBRELLA LIAB** X OCCUR X **EXCESS LIAB** CLAIMS-MADE DED RETENTION $	Y	Y	LA25EXC727259IC	6/1/2025	6/1/2026	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000
C	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	Y	WC011482011	6/1/2025	6/1/2026	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	incls Stop Gap $ 1,000,000 $ 1,000,000 $ 1,000,000
A	Professional Liab Claims Made		Y	MKLV5ENV105151	6/1/2025	6/1/2026	Prof Liab Each/Aggr Self Insd Retention	$1,000,000 $100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

General Liability Policy includes Blanket Additional Insured-Owners,Lessees or Contractors -Scheduled Person or Organization as required by written contract Form# CG 20 10 04 13; Additional Insured-Owners, Lessees or Contractors-Completed Operations as required by written contract Form# CG 20 37 04 13; Waiver of Transfer of Rights of Recovery Against Others to Us, as required by written contract Form # CG 24 04 05 09; Professional Liability-Waiver of Transfer of Rights of Recovery Against Others to Us (Written Contract Limitation)-Alaska Native Corporation as required by written contract Form# MEEI 2524-A 11 17 and Automatic Primary and Non-Contributory Insurance Alaska Native Corporation as required by written contract Form# MEEI 2274-A 01/22; Notice of Cancellation when required by written contact - Alaska Native Corporation Form # MEEI 2220-A 11/17, all pursuant to and subject to the policies terms, definitions, conditions and exclusions.
See Attached...

CERTIFICATE HOLDER

NANA Management Services, LLC
800 E. Dimond Blvd., Ste. 3-450
Anchorage AK 99515
USA

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03) **The ACORD name and logo are registered marks of ACORD**



ATTACHMENTS

Alaska Business License # **404857**

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing
PO Box 110806, Juneau, AK 99811-0806

This is to certify that

NANA MANAGEMENT SERVICES, LLC

800 E DIMOND BLVD STE 3-450, ANCHORAGE, AK 99515

owned by

NANA MANAGEMENT SERVICES, LLC

is licensed by the department to conduct business for the period

November 12, 2024 to December 31, 2026
for the following line(s) of business:

56 - Administrative, Support, Waste Management and Remediation Services

This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Julie Sande
Commissioner

THIS CERTIFIES THAT

NANA Management Services, LLC

NMSDC
National Minority Supplier Development Council

* Nationally certified by the: **NORTHWEST MOUNTAIN MINORITY SUPPLIER DEVELOPMENT COUNCIL**

*NAICS Code(s): 561210; 561320; 561611; 561612; 561720; 561730; 721110; 722310; 722320

* Description of their product/services as defined by the North American Industry Classification System (NAICS)

05/31/2025		NW01217
Issued Date		**Certificate Number**
05/31/2026	**Ying McGuire** **NMSDC CEO and President**	
Expiration Date		**Karla Malacon, President and CEO**

By using your password (NMSDC issued only), authorized users may log into NMSDC Central to view the entire profile: http://nmsdc.org

Certify, Develop, Connect, Advocate.

* MBEs certified by an Affiliate of the National Minority Supplier Development Council, Inc.®

Alaska Food Code
2026 Food Establishment Permit

Division of Environmental Health
Food Safety & Sanitation Program

Permit Number:	2890
Issued to:	**NANA MANAGEMENT SERVICES**
For:	**June Nelson Elementary School**
For Operation of:	**FE-1 School Food Service**
Located at:	**744 3rd AVE Kotzebue, AK 99752**

This permit, issued under the provisions of 18 AAC 31, is valid until the noted expiration date or unless suspended or revoked by the department.

This permit is not transferable for change of ownership, facility location, or type of operation. It must be posted in plain view in the establishment and is the property of the State of Alaska.

Expiration Date:
December 31, 2026

Program Manager:

If you have questions or concerns regarding safe food handling practices call or text 907-764-9825 or visit our website to file a complaint (dec.alaska.gov/eh/fss/report-illness-issue/)



Appendix A

Certificate of Independent Price Determination

Both the Northwest Arctic Borough School District (District) and Food Service Management Company (Proposer) shall execute this Certificate of Independent Price Determination.

NANA Management Services (NMS)

NAME OF FOOD SERVICE MANAGEMENT COMPANY (PROPOSER)

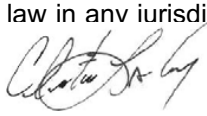
A. By submission of this proposal, the Proposer certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this proposal:

   1. The prices in this proposal have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposers or with any competitor;
   2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the proposer prior to the *Proposal Opening*, directly or indirectly to any other proposers or to any competitor; and
   3. No attempt has been made or will be made by the Proposer to induce any person or firm to submit or not to submit, a proposal for the purpose of restricting competition.

B. Each person signing this proposal on behalf of the Food Service Management Company certifies that:

   1. They are the person in the Proposer's organization responsible within the organization for the decision as to the prices being proposed herein and has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above; or
   2. They are not the person in the Proposer's organization responsible within the organization for the decision as to the prices being proposed herein, but that they have been authorized in writing to act as agent for the person(s) responsible for such decision in certifying that such person(s) has not participated and will not participate, in any action contrary to (A)(1) through (A)(3) above.

To the best of my knowledge, this Food Service Management Company, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last three (3) years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract



3/20/26

Signature/Title of FSMC Authorized Representative Date

In accepting this proposal (which does not constitute award of a contract), the District certifies that no representative of the District has taken any action that may have jeopardized the independence of the proposal referred to above.

Signature/Title of NWABSD Authorized Representative Date

Appendix B

Suspension and Debarment Certification

U. S. DEPARTMENT OF AGRICULTURE

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION -- LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Title 7 CFR Part 3017, Section 3017.510, Participants' Responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON THE NEXT PAGE

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NANA Management Services (NMS)

Organization Name

Clinton Lasley, Vice President FFM

Names and Title of Authorized Representative

Names and Title of Authorized Representative



3/20/26

Signature(s) Date

Appendix C

Clean Air and Water Certificate

Applicable if the contract exceeds $100,000 or the Contracting Officer has determined that the orders under an indefinite quantity contract in any one year will exceed $100,000 or a facility to be used has been the subject of a conviction under the Clean Air Act (41 U.S.C. 1857c-8(c)(1) or the Federal Water Pollution Control Act 33 1319(d) and is listed by EPA or the contract is not otherwise exempt. Both the Northwest Arctic Borough School District (District) and Food Service Management Company (Proposer) shall execute this Certificate.

NANA Management Services (NMS)

NAME OF FOOD SERVICE MANAGEMENT COMPANY

THE FOOD SERVICE MANAGEMENT COMPANY AGREES AS FOLLOWS:

A. To comply with all the requirements of Section 114 of the Clean Air Act, as amended (41 U.S.C. 1857, et seq., as amended by Public Law 91-604) and Section 308 of the Federal Water Pollution Control Act (33 U.S.C. 1251, et seq., as amended by Public Law 92-500), respectively, relating to inspection, monitoring, entry, reports and information as well as other requirements specified in Section 114 and Section 308 of the Air Act and the Water Act, respectively, and all regulations and guidelines issued thereunder before the award of this contract.

B. That no portion of the work required by this prime contract will be performed in a facility listed on the Environmental Protection Agency List of Violating Facilities on the date when this contract was awarded unless and until the EPA eliminates the name of such facility or facilities from such listing.

C. To use their best efforts to comply with clean air standards and clean water standards at the facilities in which the contract is being performed.

D. To insert the substance of the provisions of this clause in any nonexempt subcontract, including this paragraph.

THE TERMS IN THIS CLAUSE HAVE THE FOLLOWING MEANINGS:

A. The term "Air Act" means the Clean Air Act, as amended (41 U.S.C. 1957 et seq., as amended by Public Law 91-604).

B. The term "Water Act" means Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq., as amended by Public Law 92-500).

C. The term "Clean Air Standards" means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in, issued under, or otherwise adopted pursuant to the Air Act or Executive

Order 11738, an applicable implementation plan as described in section 110(d) of the Clean Air Act (42 U.S.C. 1957c-5(d)), an approved implementation procedure or plan under Section 111(c) or Section 111(d), respectively, of the Air Act (42 U.S.C. 1857c-6(c) or (d)), or approved implementation procedure under Section 112(d) of the Air Act (42 U.S.C. 1857c-7(d)).

D. The term "Clean Air Standards" means any enforceable limitation, control, condition, prohibition, standard, or other requirement which is promulgated pursuant to the Water Act or contained in a permit issued to a discharger by the Environmental Protection Agency or by a State under an approved program, as authorized by Section 402 of the Water Act (33 U.S.C. 1342) or by local government to ensure compliance with pretreatment regulations as required by Section 307 of the Water Act (33 U.S.C. 1317).

E. The term "Compliance" means compliance with clean air or water standards. Compliance shall also mean compliance with a schedule or plan ordered or approved by a court of competent jurisdiction, the Environmental Protection Agency or an Air or Water Pollution Control Agency in accordance with the requirements of the Air Act or Water Act and regulations issued pursuant thereto.

F. The term "facility" means any building, plant, installation, structure, mine, vessel, or other floating craft, location or sites of operations, owned, leased or supervised by the Food Service Management Company.



3/20/26

Signature/Title of FSMC Authorized Representative Date

Signature/Title of District Authorized Representative Date

Appendix D

Certification Regarding Lobbying Disclosure of Lobbying Activities

(complete the form that is applicable.)

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts exceeding $100,000 in Federal Funds.

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding $100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

NANA Management Services (NMS) 4041 B Street, Anchorage, AK 99503

Name/Address of Organization

Clinton Lasley, VIce President FFM

Name/Title of Submitting Official



3/20/26

Signature **Date**

Appendix E

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

RFP DISTRICT FOOD SERVICE MANAGEMENT
FSMC RFP CERTIFICATION & SIGNATURE PAGE

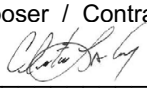
The undersigned, as FSMC, declares that I/we have examined *RFP District Food Service* in its entirety and will do everything necessary for the fulfillment of a contract awarded by the District against *RFP District Food Service*. It is understood and agreed that *RFP District Food Service* and any and all addenda to *RFP District Food Service* are part of a resultant contract.

I/we understand that (1) a proposal received after the time announced for the opening will not be considered, and (2) no proposal may be withdrawn after the opening time, or before the award and execution of the contract, unless the award is delayed for more than seventy-five (75) days.

I/we understand that the District reserves the right to reject any or all proposals, to waive any informalities, or to cancel *RFP District Food Service* when in the District's best interest, and that the District reserves the right to determine the lowest qualified responsive, responsible FSMC and which proposal, if any, should be accepted.

I/we certify that I/we have prepared our proposal independently or among Proposers who have formed a cooperative venture and without direct or indirect collusion, restraint of trade, or other unfair competitive practices.

I/we understand that any false statements made to meet any requirement may result in contract cancellation or initiation of action under Federal, State and/or Local laws.

NANA Management Services (NMS)	907-265-3600
Proposer / Contractor Name	Area Code & Telephone Number
	
Authorized Signature	Area Code & Facsimile Number
Clinton Lasley, Vice President FFM	clinton.lasley@nmsusa.com
Printed Name & Title	E-Mail Address
4041 B Street, Anchorage, AK 99503	404857
Mailing & Location Address(es)	Alaska Business License Number
Anchorage, AK 99503	2890
City, State, Zip Code	Alaska Food Service Permit Number

Number of Addenda Received: 0

Appendix G

PROPOSAL EVALUATION FORM

PART I (must be complete to be considered a responsive proposal)

A. Required Documents

1. Cover Letter (with required signature)	✓
2. Appendix E Certification & Signature Page	✓
a. Alaska Business License Number	✓
b. Alaska Food Service Permit Number	✓
3. Appendix F Pricing Sheets (with signature)	✓
4. 21-Day Cycle Lunch and Breakfast Menu	✓
5. Appendix A Signed	✓
6. Appendix B Signed	✓
7. Appendix C Signed	✓
8. Appendix D Signed	✓
9. Appendix K Signed	✓
10. Statement from Acceptable Bond or Surety Co.	✓
11. Proof of Required Insurance	✓

B. Federal/State requirements

1. USDA Traditional Meal Pattern Requirement Met	✓
2. Required Child Nutrition Label(s) attached	✓

C. Is Proposal Responsive? Yes ✓ No _____

PART II

A.	Total Annual Price - Lunch	$1,988,565.29
B.	Total Annual Price - Breakfast	$721,602.29
C.	Total Annual Price - Breakfast Seconds	$156,214.87
D.	Total Annual Price - Lunch Seconds	$160,054.19

Appendix K

AFFIRMATIVE ACTION CONTRACT COMPLIANCE STATEMENT

FSMCs (Contractors) who desire to provide the Northwest Arctic Borough School District with supplies and/or professional services must comply with the following affirmative action contract requirements. During performance of this contract, the Vendor agrees as follows:

1. Vendor agrees to comply with all Local, State, and Federal Laws prohibiting discrimination with regard to race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap.

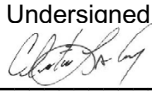
2. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex or mental or physical handicap. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

3. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration or employment without regard to race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap.

4. The Contractor will send to each labor union or representative or workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the Contractors affirmative action commitments, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

5. Any Vendor who is in violation of these requirements, or an applicable Affirmative Action Program shall be barred forthwith from receiving awards of any purchase order from the Northwest Arctic Borough School District, or shall be subject to other legal action or action or contract cancellation unless a satisfactory showing is made that discriminatory practices, or noncompliance with applicable affirmative action programs, have terminated, and that reoccurrence of such acts is unlikely. This includes compliance with Section 503 and 504 of the Vocational Rehabilitation Act of 1973 and Section 2012 and 2014 of the Vietnam Era Veterans Readjustment Act of 1974.

ACKNOWLEDGMENT:
The Undersigned acknowledges that he/she has read and understands the foregoing.



3/20/26

Signature **Date**

Clinton Lasley, Vice President FFM

Printed Name



nmsusa.com

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 2, 2026

NUMBER: **26-200**

FR: Office of the Superintendent

SUBJECT: Approval of FY26 Memorandum of Agreement; External Audit Services

ABSTRACT:
Board approval is required for all contracts and agreements of $50,000 or more.

ISSUE:
At issue is the approval of a Memorandum of Agreement (MOA) between NWABSD and Altman, Rogers & Co. for Fiscal Year 2025-2026, not to exceed $85,000 for auditing and financial statement services.

BACKGROUND AND/OR PERTINENT INFORMATION:

NWABSD is required to go through an annual audit and Altman, Rogers & Co. was selected to provide the auditing services for NWABSD starting in FY20.

Auditing services will include: Work associated with the FY26 audit, out-of-pocket expenses associated with annual audit, preparation of the FY26 financial statements, and presentation of the audit to the Board in FY27.

FUNDING SOURCE:
General Operating Fund

ALTERNATIVES:

1. Approve the MOA for Altman, Rogers & Co. for the FY26 audit and financial statements, not to exceed $85,000;

2. Disapprove the MOA for Altman, Rogers & Co. for FY26 audit and financial statements;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATIONS:

The Administration recommends that the Board approve the MOA for Altman, Rogers & Co. for the FY26 annual audit and completion of the FY26 financial statements, not to exceed $85,000.

ATTACHMENT:

2026 Engagement Letter – Altman, Rogers & Co.

Altman, Rogers & Co. CERTIFIED PUBLIC ACCOUNTANTS

May 8, 2026

Natalie Dickey, Director of Administrative Services
Northwest Arctic Borough School District
P.O. Box 51
Kotzebue, Alaska 99752

Dear Ms. Dickey:

Enclosed is the engagement letter to provide audit services for the year ending June 30, 2026. The engagement letter is addressed to the Audit Committee or Chairman of the School Board; however, they may authorize anyone to sign this contract.

Please feel free to contact me with any questions at (907) 274-2992 or email at stevew@altrogco.com with your preferences for fieldwork dates.

Sincerely,

ALTMAN, ROGERS & CO.



Steve E. Wadleigh, CPA
Principal

Enclosures

Altman, Rogers & Co. CERTIFIED PUBLIC ACCOUNTANTS

May 8, 2026

Audit Committee or Chairman of the Board
Northwest Arctic Borough School District
P.O. Box 51
Kotzebue, Alaska 99752

Dear Audit Committee or Chairman of the Board:

We are pleased to confirm our understanding of the services we are to provide for Northwest Arctic Borough School District for the year ended June 30, 2026.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of Northwest Arctic Borough School District as of and for the year ended June 30, 2026. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), to supplement Northwest Arctic Borough School District' basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Northwest Arctic Borough School District' RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1) Budgetary comparison schedules.
2) Schedules of proportionate share of the net pension and the OPEB liabilities (asset) and contributions.

We have also been engaged to report on supplementary information other than RSI that accompanies Northwest Arctic Borough School District' financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

1) Schedule of expenditures of federal awards and related notes.
2) Schedule of state financial assistance and related notes.
3) Additional supplementary information.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal and state statutes, regulations, and the terms and conditions of federal and state awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits*.

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance and the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits*, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance and the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits*, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risks of material misstatement as part of our audit planning:

1) Improper revenue recognition.
2) Management override of internal controls.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance and the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits* we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal and state award programs. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance and the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance and the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Northwest Arctic Borough School District' compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance and the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits*, requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal and state statutes, regulations, and the terms and conditions of federal and state awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Northwest Arctic Borough School District' major programs. For federal and state programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Northwest Arctic Borough School District' compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance and the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits*.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal and state awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, schedule of state financial assistance, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal and state statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, schedule of state financial assistance, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance and the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits*; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; schedule of state financial assistance, federal and state award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance and the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits*, it is management's responsibility to evaluate and monitor noncompliance with federal and state statutes, regulations, and the terms and conditions of federal and state awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review at the start of the audit.

You are responsible for identifying all federal and state awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards, schedule of state financial assistance in conformity with the Uniform Guidance and the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits*. You agree to include our report on the schedule of expenditures of federal awards, and the schedule of state financial assistance, in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards and schedule of state financial assistance. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards, and schedule of state financial assistance, that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards, schedule of state financial assistance, in accordance with the Uniform Guidance and the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits*; (2) you believe the schedule of expenditures of federal awards and schedule of state financial assistance, including its form and content, is stated fairly in accordance with the Uniform Guidance and the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits*; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards and schedule of state financial assistance,.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Other Services

We will also assist in preparing the Federal Census Data Collection Form, financial statements, schedule of expenditures of federal awards and related notes, schedule of state financial assistance and related notes, of Northwest Arctic Borough School District in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance and the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits*, based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes, schedule of state financial assistance, and related notes, services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, schedule of state financial assistance, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes, schedule of state financial assistance, and related notes, and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes, schedule of state financial assistance, and related notes, prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

To support effective planning, maintain audit quality, and ensure the efficient use of our professional resources, effective January 1, 2026, we have implemented a new policy regarding the rescheduling of scheduled audit fieldwork.

Audit engagements that are rescheduled or canceled less than two (2) weeks prior to the originally scheduled fieldwork start date will be subject to a late cancellation fee. This fee will range from 5% to 10% of the total audit fee, depending on the timing and circumstances of the rescheduling. This policy reflects the costs associated with reserving dedicated staff resources that cannot be readily reassigned on short notice.

We recognize that unforeseen circumstances can arise and will continue to consider exceptions on a case-by-case basis when warranted. This policy is intended to promote timely coordination and minimize disruption to both your audit timeline and our staffing commitments.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Federal Census Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, schedule of state financial assistance, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Federal Census Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Federal Census Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to Northwest Arctic Borough School District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Altman, Rogers & Co. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Cognizant Agency, Oversight Agency for Audit, or Pass-through Entity, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Altman, Rogers & Co. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Cognizant Agency, Oversight Agency for Audit, or Pass-through Entity. If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Steve Wadleigh is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.). We estimate our fee to be $75,000. of the Federal Census Data Collection Form for the Federal Audit Clearinghouse and any special reports for the Alaska Department of Education and Early Development will be billed separately but estimated to be $750. All out-of-pocket costs will be billed at actual. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the governing board of Northwest Arctic Borough School District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance and the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits*, report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits*. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to Northwest Arctic Borough School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Sincerely,

Altman, Rogers & Co.



Steve Wadleigh, CPA
Principal

RESPONSE:

This letter correctly sets forth the understanding of Northwest Arctic Borough School District.

Management signature: _____

Title: _____

Date: _____

MEMORANDUM

TO: NWABSD Board of Education Members **DATE:** June 23, 2026

NUMBER: **26-201**

FR: Office of the Superintendent **SUBJECT:** Approval of FY27 General Fund Operating Budget Revision #1

ABSTRACT:

The School Board shall establish and maintain a balanced budget.

ISSUE:

At issue is the approval of the FY26 General Fund Operating Budget Revision #1.

BACKGROUND AND/OR PERTINENT INFORMATION:

The FY27 General Fund Operating Budget was approved and adopted at the May 1, 2026 special meeting, which includes:

- Revenue Plan of $73,049,040
- Expenditure Plan of $72,046,090
- Transfer In from Investment Account in the amount of $3,000,000
- Transfers Out to Other Funds in the amount of $1,753,000

Presented to you is Budget Revision #1 for the FY27 Operating Fund Budget:

- Revenues: $73,302,780
- Expenditures: $72,046,090
- Transfer In from Investment Account in the amount of $3,000,000
- Transfers Out to Other Funds in the amount of $1,753,000

Changes to the approved FY27 budget reflect the approved Borough Appropriation for FY27 and anticipated additional K-12 funding approved by Alaska legislation.

ALTERNATIVES:

1. Approve Revision #1 of the FY27 District Operating Fund Budget as presented;
2. Disapprove Revision #1 of the FY27 District Operating Fund Budget as presented;
3. Take no action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approval of the FY27 General Fund Operating Budget, Revision #1 as presented.

Northwest Arctic Borough School District
FY27 Budget

	FY27 (0) BUDGET	FY27 REVISION #1	CHANGES	NOTES
REVENUE				
Other Local Revenue	$1,500,000	$1,500,000	$0	
Earnings on Investments	$770,000	$770,000	$0	
Borough Appropriation	$9,395,239	$6,718,129	($2,677,110)	
E-rate Program	$11,609,460	$11,609,460	$0	
State Foundation	$39,460,270	$42,391,070	$2,930,800	assumed add'l K-12 funding
Quality Schools	$102,350	$102,350	$0	
TRS On-behalf	$3,214,972	$3,214,972	$0	
PERS On-behalf'	$664,905	$664,905	$0	
Revenue-Other State Sources	$2,671,180	$2,671,180	$0	
Impact Aid Program	$3,660,714	$3,660,714	$0	
TOTAL REVENUES	**$73,049,090**	**$73,302,780**	**$253,690**	
TRANSFERS IN				
CIP Reserved Local Share	$0	$0		
Investment Account	$3,000,000	$3,000,000	$0	
TOTAL TRANSFERS IN	**$3,000,000**	**$3,000,000**	**$0**	
EXPENSES				
Certificated Salaries	$14,600,729	$14,650,729	$50,000	correction
Non-Certificated Salaries	$8,189,145	$8,189,145	$0	
Leave Pay Out	$364,000	$364,000	$0	
Stipends	$87,750	$87,750	$0	
Employee Benefits	$10,039,267	$10,039,267	$0	
TRS On-behalf	$3,214,972	$3,214,972	$0	
PERS On-behalf	$664,905	$664,905	$0	
SUBTOTAL: Personnel	$37,160,767	$37,210,767	$50,000	
Prof & Technical Services	$5,264,474	$5,214,474	($50,000)	correction
Staff Travel	$324,900	$324,900	$0	
Board Travel	$49,930	$49,930	$0	
Student Travel	$866,000	$866,000	$0	
Utility Services	$13,740,402	$13,740,402	$0	
Energy (w/ electricity & fuel)	$6,652,600	$6,652,600	$0	
Other Purchased Services	$4,506,556	$4,506,556	$0	
Property & Liability Insurance	$1,481,641	$1,481,641	$0	
Supplies, Materials & Media	$2,025,785	$2,025,785	$0	
Tuition	$40,000	$40,000	$0	
Dues & Fees	$128,035	$128,035	$0	
Inventoried Equipment	$130,000	$130,000	$0	
Indirect Cost Recovery	($325,000)	($325,000)	$0	
SUBTOTAL: Non-Personnel	$34,885,323	$34,835,323	($50,000)	
TOTAL EXPENSES	**$72,046,090**	**$72,046,090**	**$0**	
TRANSFERS OUT				
Food Service Fund	$0	$0	$0	
ATC	$1,103,000	$1,103,000	$0	
Star of the NW-Magnet School	$250,000	$250,000	$0	
Teacher Housing Fund	$400,000	$400,000	$0	
Capital Projects	$0	$0	$0	
Special Revenue Fund	$0	$0	$0	
TOTAL TRANSFERS OUT	**$1,753,000**	**$1,753,000**	**$0**	
INC/(DEC)-UNRESERVED FB	**$2,250,000**	**$2,503,690**	**$253,690**	

FY26 Fund Balance	**$0**	**$0**
Decrease in Fund Balance	($2,250,000)	($2,503,690)
Est. FY 26 Prepaid & Inventory	$2,250,000	$2,250,000
Projected FY27 Fund Balance	**($0)**	**$253,690**

NORTHWEST ARCTIC BOROUGH ASSEMBLY
RESOLUTION 26-23

A RESOLUTION OF THE NORTHWEST ARCTIC BOROUGH ASSEMBLY PROVIDING FOR THE FY27 LOCAL CONTRIBUTION TO EDUCATION.

WHEREAS: as a home rule borough, the Northwest Arctic Borough is required to provide a local contribution to education; and

WHEREAS: the State of Alaska requires that the Borough contribute a minimum of $2,454,223 toward education for FY27 based on 2.65 mils of the Borough's full-value determination; and

WHEREAS: the Northwest Arctic Borough wishes to support education with a total general fund appropriation in the amount of $6,718,129 for FY27; and

WHEREAS: the Northwest Arctic Borough proposes a general fund appropriation for educational support in the amount of $6,718,129 through Ordinance 26-06, Account #9004, adopting and approving the Borough's FY27 line-item budget.

NOW THEREFORE BE IT RESOLVED: that the Northwest Arctic Borough Assembly hereby adopts the local contribution in aid of education in the amount of $6,718,129 for FY27.

PASSED AND ADOPTED THIS 27th DAY OF MAY 2026.

Craig McConnell, Assembly President

PASSED AND APPROVED THIS 27th DAY OF MAY 2026.

Dickie Moto, Sr., Mayor

SIGNED AND ATTESTED TO THIS 27th DAY OF MAY 2026.

Stella Atoruk, Borough Clerk **ATTEST:**

SEAL

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

April 29, 2026

Northwest Arctic Borough
P.O. Box 1110
Kotzebue, AK 99752

RE: Request for Local Funding for NWABSD FY27 Operating Budget

Dear Mayor Moto & Assembly,

The Northwest Arctic Borough School District is requesting a maximum local contribution of $12,334,023.

The School District is looking at a large deficit for the 2026-2027 School Year. Without an increase in revenue, NWABSD will have to make substantial reductions to district-wide staffing and programs.

Local Contribution Request:

Required Local Contribution	$ 2,454,223	– Included in Projected 2026-2027 budget
Borough Usage Fee	$ 4,263,906	– Returned to Borough in lieu of rent
Additional Support Request	$ 5,615,894	
Total	$ 12,334,023	– maximum local contribution (Jan. 2026 OASIS report)

Each year, NWABSD spends approximately $12 million (20%) of General Operating Funds on the operations and maintenance of the Borough-owned school facilities, as well as leasing the buildings from the Borough for $4,263,906.

On behalf of the School Board of Education, staff and students of Northwest Arctic Borough School District, thank you for your consideration in providing the maximum local contribution our communities.

Quyaana,

Terri Walker

Terri Walker

Superintendent

MEMORANDUM

TO: NWABSD Board of Education Members **DATE:** May 1, 2026

NUMBER: **26-157**

FR: Office of the Superintendent **SUBJECT:** Adoption of FY27 Operating Fund Budget

ABSTRACT:

The School Board shall establish and maintain a balanced budget.

ISSUE:

At issue is the adoption of the Fiscal Year 2026-2027 Operating Fund Budget.

BACKGROUND AND/OR PERTINENT INFORMATION:

The FY27 Operating Fund Budget is being presented for adoption. Proposed actions to balance the budget were presented and discussed at the budget work session on March 23, 2026. The Board of Education and Superintendent created the FY27 Operating Fund Budget based off estimated increases to expenditures and decrease to revenues.

Presented to you for adoption is the FY27 Operating Fund Budget, which includes:

- Revenue Plan of $73,049,090
- Expenditure Plan of $72,046,090
- Transfer In from Investment Account in the amount of $3,000,000
- Transfers Out to Other Funds in the amount of $1,753,000

The FY27 Operating Budget includes the following:

- Increase targeted student:teacher ratio
- Reduce Student Activities
- Reduce Property Services budget
- Reduce DO Administrator contracts
- Reduce Board of Education budget

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

The District Administration will continue to look for revenue sources to pay for these important programs.

ALTERNATIVES:

1. Adopt the FY27 Operating Fund Budget as presented;
2. Disapprove the FY27 Operating Fund Budget as presented;
3. Take no action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends adoption of the FY27 Operating Fund Budget as presented.

Northwest Arctic Borough School District
FY27 Budget - Preliminary

	FY26 REVISION #4	FY27 (0) BUDGET
REVENUE		
Other Local Revenue	$1,500,000	$1,500,000
Earnings on Investments	$770,000	$770,000
Borough Appropriation	$10,216,250	$9,395,239
E-rate Program	$11,609,460	$11,609,460
State Foundation	$39,931,648	$39,460,270
Quality Schools	$105,427	$102,350
TRS On-behalf	$2,939,737	$3,214,972
PERS On-behalf'	$568,837	$664,905
Revenue-Other State Sources	$821,180	$2,671,180
Impact Aid Program	$3,941,882	$3,660,714
TOTAL REVENUES	**$72,404,421**	**$73,049,090**
TRANSFERS IN		
CIP Reserved Local Share	$2,300,000	$0
Investment Account	$0	$3,000,000
TOTAL TRANSFERS IN	**$2,300,000**	**$3,000,000**
EXPENSES		
Certificated Salaries	$15,391,061	$14,600,729
Non-Certificated Salaries	$9,069,172	$8,189,145
Leave Pay Out	$325,807	$364,000
Stipends	$107,750	$87,750
Employee Benefits	$10,444,372	$10,039,267
TRS On-behalf	$2,939,737	$3,214,972
PERS On-behalf	$568,837	$664,905
SUBTOTAL: Personnel	$38,846,737	$37,160,767
Prof & Technical Services	$5,234,299	$5,264,474
Staff Travel	$556,404	$324,900
Board Travel	$83,852	$49,930
Student Travel	$1,365,775	$866,000
Utility Services	$13,791,802	$13,740,402
Energy (w/ electricity & fuel)	$6,086,200	$6,652,600
Other Purchased Services	$4,510,276	$4,506,556
Property & Liability Insurance	$1,430,168	$1,481,641
Supplies, Materials & Media	$2,041,373	$2,025,785
Tuition	$40,000	$40,000
Dues & Fees	$257,255	$128,035
Inventoried Equipment	$55,000	$130,000
Indirect Cost Recovery	($250,000)	($325,000)
SUBTOTAL: Non-Personnel	$35,202,404	$34,885,323
TOTAL EXPENSES	**$74,049,141**	**$72,046,090**
TRANSFERS OUT		
Food Service Fund	$1,200,000	$0
ATC	$500,000	$1,103,000
Star of the NW-Magnet School	$0	$250,000
Teacher Housing Fund	$675,000	$400,000
Capital Projects	$440,000	$0
Special Revenue Fund	$0	$0
TOTAL TRANSFERS OUT	**$2,815,000**	**$1,753,000**
INC/(DEC)-UNRESERVED FB	**($2,159,719)**	**$2,250,000**
FY25 Fund Balance	**$4,550,874**	
Decrease in Fund Balance	$2,159,719	($2,250,000)
Est. FY 25 Prepaid & Inventory	$2,000,000	$2,250,000
Projected FY26 Fund Balance	**$391,155**	**($0)**

FY27 BUDGET ADJUSTMENTS	
Increased target Student:Teacher ratio (20:1/27:1) 19 certified, 11 classified positions. Reduce overtime & subs/temps	$2,827,757
Positions moved to grants	$848,136
Food Service to be paid by NANA donation	$1,200,000
Reduced Director, Assistant Director, Coordinator/Specialist/Manager contracts by 10 days (4%)	$108,522
Reduction of Student Activities	$696,817
Reductions to Board budget	$383,852
Reduced anticipated FY 27 increase to Property Services budget (move ATC utilities to ATC Transfer Out= $353,000)	$961,260
Reduced anticipated Pre-Paids and Inventory	$550,000
Total Reductions	**$7,576,344**

MEMORANDUM

TO:	NWABSD Board of Education	**DATE:**	June 23, 2026
		NUMBER:	**26-202**
FR:	Office of the Superintendent	**SUBJECT:**	Approval of Superintendent 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:

The Inuit Circumpolar Council (ICC) has requested that Superintendent Walker deliver the keynote address at an upcoming ICC General Assembly in Iqaluit, Nunavut, July 22-25. The presentation will highlight the Northwest Arctic Borough School District's efforts in Cultural Language, Immersion, and Curriculum.

The General Assembly will be held July 21–26 in Canada. ICC will cover all travel expenses.

FUNDING SOURCE:

ICC Circumpolar Council (ICC)

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: **June 23, 2026**

NUMBER: 26-203

FR: Office of the Superintendent

SUBJECT: **Approval of Payment to United States Department of Treasury for Shungnak Fuel Spill**

ABSTRACT:
Board approval is required for all purchases over $50,000.

ISSUE:
At issue is the Board's approval for the payment of unpaid debt to the United States Department of Treasury, Bureau of Fiscal Service for the oil spill recovery costs of the Shungnak fuel spill as determined by the Department of Environmental Conservation.

BACKGROUND AND/OR PERTINENT INFORMATION:

According to the United States Department of Homeland Security, United Sates Coast Guard, the Environmental Protection Agency responded to an incident on or about June 20, 2020 near the Shungnak/Kobuk River and incurred charges for removal and damages. It has also deemed that the district as owner/operator of the facility as is, therefore, responsible for the payment of such costs in the amount of $471,884.55.

FUNDING SOURCE:
Wells Fargo Investment Funds

ALTERNATIVES:

1. Approve the payment to the US Department of Treasury for an amount not to exceed $471,884.55, as presented;

2. Disapprove the payment to the US Department of Treasury for an amount not to exceed $471,884.55, as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The Administration recommends the Board approve the payment to the US Department of Treasury for an amount not to exceed $471,884.55, as presented;

DEPARTMENT OF THE TREASURY
BUREAU OF THE FISCAL SERVICE
P.O. BOX 830794
BIRMINGHAM, AL 35283-0794

May 7, 2026

NORTHWEST ARCTIC BOROUGH SCHOOL DIS
744 3RD AVENUE
KOTZBUE AK 99752
UPGR

Our records indicate that you owe the U.S. Government $471,884.55

The Oil Spill Cost Recovery, USCG National Pollution Fund Center, referred your unpaid debt to the U.S. Department of the Treasury, Bureau of the Fiscal Service, for immediate collection. You must immediately pay your debt in full to stop collection action and prevent the addition of more interest, penalties and administrative costs.

Account Number: 22942101
Agency Debt Number: UCGPE23006

How Do I Pay My Debt?

Pay Online: Visit www.pay.gov/paygov/paymydebt and follow the instructions to pay online.

Pay By Phone: Call (800) 289-7388 and follow the prompts to make payments, request a payment agreement, or check your balance. Hearing impaired persons may call the Telecommunications Relay Service at 711 to reach a Communications Assistant, who will dial the toll-free number.

Pay By Mail: Mail your payment and completed payment coupon to the address below. If you pay by check, include the Account Number 22942101 in the memo section of your check. When you provide a check as payment, you authorize us to use the information from your check to make a one-time electronic funds transfer from your account or process your payment as a check transaction.

What If I Do Not Pay My Debt?

As allowed by federal law, we may withhold some or all monies from your tax refunds and other federal and state payments. We may garnish your wages, refer your unpaid debt to a collection agency and report your debt to the credit bureaus, which could hurt your credit score. You will find further information online at https://fiscal.treasury.gov/debt-management/. If you wish to send us written correspondence other than payments, please address it to: U.S. Department of the Treasury, P.O. Box 830794, Birmingham, AL 35283-0794. DO NOT send payments to this address.

U.S. Department of the Treasury
Bureau of the Fiscal Service

DSBDLSV141_ fdv1 Detach Here 000000040322942101 DLSV0004034800 141

PAYMENT COUPON

*Includes applicable interest, administrative costs and penalties.

Name of Debtor: NORTHWEST ARCTIC BOROUGH SCHOOL DIS
Account Number: 22942101
Send your payment to:
U.S. Department of the Treasury
P.O. Box 979101
St. Louis, MO 63197-9000

*Amount Due: $471,884.55

METHOD OF PAYMENT
Pay online at www.pay.gov/paygov/paymydebt or select:

☐ Check ☐ Money Order Amount Enclosed $_____

☐ Debit Card Account Number:

CDDTLTR2 1266 4558 TRSL 07 20260506 PG 1 OF 1
00000004 59079579.1 0-0

THE STATE of ALASKA
GOVERNOR MIKE DUNLEAVY

Department of Environmental Conservation
DIVISION OF SPILL PREVENTION AND RESPONSE
Prevention, Preparedness and Response Program
610 University Avenue
Fairbanks, Alaska 99709-3643
Main: 907.269.7569
Fax: 907.451.2362
jade.miller@alaska.gov

6/23/2020

Craig McConnell, Director of Property Services
Northwest Arctic Borough School District
P.O. Box 51
Kotzebue, AK, 99752

RE: Shungnak School Tank HHO Overfill, Spill No. 20389917201

Dear Mr. McConnell:

This letter is to advise you that on 6/20/2020 a pollution incident occurred at Shungnak School Tank Farm for which you may be financially responsible. Alaska Statute Title 46 authorizes the State to respond to this pollution incident and to take appropriate action to minimize damages to human health, safety or welfare or to the environment. Under Title 46, the owner or operator may be held financially responsible for any actions taken by the State. If you undertake response actions, they must be approved in advance by the Department under 18 AAC 75.300 - .396, and the adequacy of those actions will be evaluated by Graham Wood the State On-Scene Coordinator for this pollution incident. Response actions are adequate if they accord with state and federal law, including 18 AAC 75.

If you are taking adequate response actions, State involvement in the clean-up will be limited to approving cleanup plans, monitoring the progress of cleanup activities and providing guidance as necessary. Alaska Statute 46.08.070 requires that recovery be sought for certain costs, including oversight activities, incurred by the State in responding to pollution incidents. If you are determined to be a responsible party, the State will bill you at a later date for State expenditures associated with this pollution incident. Billable State expenditures include the direct costs of State staff time and indirect State overhead costs, as well as contractual and materials costs. Billable State staff time includes all time spent on activities related to the incident, including site visits, response and report reviews, telephone conversations, meetings, legal services, and interest.

Nothing in this letter shall be construed as a waiver of the State's authority or as an agreement on the part of the State to forego civil, criminal or administrative enforcement of the above-described violations or to seek recovery of damages, cost and penalties as prescribed by law. In addition, nothing herein shall be construed as a waiver of the State's enforcement authority for past, present or future violations not specifically described in this letter.

If you believe someone else may be responsible for this pollution incident or if you have any questions concerning this matter, please contact me at 907-230-2112.

Sincerely,

Jade Miller
Environmental Program Specialist

cc: Graham Wood, SOSC, DEC/Anchorage via email
Laurie Silfven, EPS IV, DEC/Anchorage via email
DEC SPAR Cost Recovery/ via email

Northwest Arctic Borough

P.O. Box 1110 Kotzebue, Alaska 99752
(907) 442-2500 Fax (907) 442-2930
www.nwabor.org

July 23, 2020

Jade Miller
Alaska Department of Environmental Conservation
Division of Spill Prevention and Response
Prevention, Preparedness and Response Program
610 University Ave.
Fairbanks, Alaska 99709-3643

Re: Shungnak School Tank HHO Overfill, Spill No. 20389917201

Dear Ms. Miller:

I am responding to your July 10, 2020 notice of potential financial responsibility for the June 20, 2020 Shungnak fuel spill. The Borough is the home rule regional government for Northwest Alaska. As a regional government, the Borough shares the Alaska Department of Environmental Conservation's (DEC's) interest in ensuring an adequate response to the spill. To date the Borough has contributed over $100,000 towards the spill response. The Borough is also the owner of the Northwest Arctic Borough School District facilities on which fuel was spilled due solely to the acts of third parties.

Your letter invites the Borough's response if it believes that someone else may be responsible for the pollution incident. That is precisely the case here. While the Borough intends to cooperate with and support DEC's efforts, the Borough is not a responsible party that must pay DEC cost recovery invoices,[1] nor is it the primary party charged with carrying out initial response actions.[2]

As DEC's July 10, 2020 situation report describes, the spill happened when a fuel delivery scheduled for Shungnak Native Store and Alaska Village Electric Cooperative (AVEC) tanks was misdirected to a tank at the school, which then overflowed. The fuel misdirection was the result of someone leaving a three-way valve on the fuel line open in the direction of the school tank rather than in the direction of the AVEC tanks. The Borough had no role in the fuel purchase and delivery or the management of the three-way valve. Nor the does Borough ever have any role in school fuel operations.

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1 *See* AS 46.03.822(b), (h).
2 *See* 18 AAC 75.310, .315, .900(108); AS 46.04.020.

Although the Borough owns the school property on which the fuel was spilled, the Borough is excluded from liability for cost recovery under AS 46.03.822(b)(1)(B). Under that section, a person is not liable for a release that occurred solely as a result of the "intentional or negligent act or omission of a third party, other than a party or its agents in privity of contract with, or employed by, the person," provided that the person took due care and reasonable precautions, and, within a "reasonable period of time" discovered the release and started containment and cleanup operations.[3] The fuel spill was caused entirely by non-Borough parties acting off of the Borough property. None of the Borough's employees, agents, or contractors had any involvement in the misdirected delivery. Under the circumstances, the Borough exercised due care and reasonable precautions. It would be unreasonable to expect the Borough as a landowner to manage the conduct of third-party actors off its property to ensure that they do not misdeliver fuel to the school tank. And the spill was discovered, reported, and initial response actions started within a reasonable time. The Native Village of Shungnak reported the spill less than an hour after it happened, and cleanup has proceeded under the direction of the incident commander and the state and federal on-scene coordinators. The Borough has contributed over $100,000 toward this response in addition to providing the City of Shungnak direct assistance. As a property owner whose land has been contaminated by the actions of third parties and who has responded reasonably and diligently, the Borough falls squarely within the liability protection of AS 46.03.822(b)(1)(B).[4]

In addition, to the extent any costs or damages result from actions taken in response to this spill emergency, the Borough is shielded from liability as a "municipality . . . who acts as a volunteer and is engaged in a response action under the direction of the federal or state on-scene coordinator."[5]

Moreover, because the Borough had no role in causing or permitting the release, it is not the primary party charged with carrying out initial response actions. Under 18 AAC 75.310-.315, initial spill response actions must be carried out by a "responsible person."[6] "Responsible person" is defined as "a person who is required under AS 46.04.020 or AS 46.09.020 to contain or perform a cleanup of a discharge or release of a hazardous substance."[7] Those statutes, in turn, require containment and cleanup by a "person

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3 AS 46.03.822(b)(1)(B), (2)(A)-(B).

4 *See, e.g., Lincoln Properties, Inc. v. Higgins*, 823 F. Supp. 1528, 1542-44 (E.D. Cal. 1992) (applying analogous CERCLA third-party defense to county whose wells were contaminated by solvent releases from neighboring property, noting there was "no evidence of conduct by the County that contributed to the releases").

5 AS 46.03.822(h).

6 18 AAC 75.310

7 18 AAC 75.990(108).

causing or permitting the discharge of oil"[8] or a "person who causes a release of a hazardous substance."[9] The Borough neither caused nor permitted the fuel spill on the school property. As such, the Borough is not a responsible person under the initial response regulations and is therefore not the primary party charged with characterization and cleanup.

Finally, the Borough stands alongside the State as a governmental entity with its own rights to pursue cost recovery and damages from responsible parties under AS 46.03.822(a). The Borough is evaluating its rights under that statute, but fully intends to recover from primary responsible parties. In order to streamline recovery from those that are primarily responsible for the spill, the Borough welcomes the opportunity to discussing coordination or alignment of cost recovery efforts with the State.[10]

Sincerely,

NORTHWEST ARCTIC BOROUGH



Mayor Lucy S. Nelson

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8 AS 46.04.020(a).

9 AS 46.09.020(a).

10 The Borough fully preserves and in no way waives any additional rights to claims or defenses not discussed in this letter.

THE STATE of ALASKA
GOVERNOR MIKE DUNLEAVY

Department of Environmental Conservation
DIVISION OF SPILL PREVENTION AND RESPONSE
Prevention, Preparedness and Response Program
610 University Avenue
Fairbanks, Alaska 99709-3643
Main: 907.269.7569
Fax: 907.451.2362
jade.miller@alaska.gov

6/08/2021

Evelyn Woods
Native Village of Shungnak
P.O. Box 64
Shungnak, AK, 99773

RE: Shungnak School Tank Heating Oil Overfill, Spill No. 20389917201

Dear Ms. Woods:

This letter is to advise you that the Alaska Department of Environmental Conservation (Department) has made a primary responsible party determination in the Shungnak School Heating Oil Overfill incident that occurred on 6/20/2020.

Previously, the Department sent a letter on 6/23/2020, advising you that Alaska Statute Title 46 authorizes the State to respond to this pollution incident and to take appropriate action to minimize damages to human health, safety or welfare or to the environment. Under Title 46, the owner or operator may be held financially responsible for any actions taken by the State. After review of the facts of the spill case, and in consultation with the Department of Law, the Department has determined the Native Village of Shungnak to be the primary responsible party of the Shungnak School Heating Oil Overfill. This determination was based on the following:

- Shungnak Store was the receiver of the fuel at the time of delivery,
- Shungnak Store employees incorrectly opened a valve that led to the fuel spill,
- Shungnak Store is owned by the Native Village of Shungnak.

As the primary responsible party, the Department has the following expectations from the Native Village of Shungnak:

A. Completion of site characterization and delineation of the spill site by June 30, 2021.
B. A site remediation work plan and timeline submitted to the Department by August 2, 2021.
C. Weekly written reports of site status and clean up progress delivered via email to the Department and key stakeholders.
    a. Key stakeholders will include government agencies, impacted and potentially impacted property owners (both public and private), and community stakeholders as identified by the Department.
    b. Weekly reporting will continue until the Department gives notice that reporting frequency may be paused, altered, or cancelled due to seasonal conditions or completion of immediate remediation needs.

c. Weekly reporting will include photos, and/or professional or hand drawn maps if requested by the Department.

Response actions must be approved in advance by the Department under 18 AAC 75.300 - .396, and the adequacy of those actions will be evaluated by Kimberley Maher, the State On-Scene Coordinator for this pollution incident. Response actions are adequate if they accord with state and federal law, including 18 AAC 75.

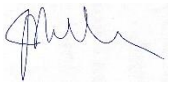
If you are taking adequate response actions, State involvement in the clean-up will be limited to approving cleanup plans, monitoring the progress of cleanup activities and providing guidance as necessary. Alaska Statute 46.08.070 requires that recovery be sought for certain costs, including oversight activities, incurred by the State in responding to pollution incidents.

The State will bill you at a later date for State expenditures associated with this pollution incident. Billable State expenditures include the direct costs of State staff time and indirect State overhead costs, as well as contractual and materials costs. Billable State staff time includes all time spent on activities related to the incident, including site visits, response and report reviews, telephone conversations, meetings, legal services, and interest.

Nothing in this letter shall be construed as a waiver of the State's authority or as an agreement on the part of the State to forego civil, criminal or administrative enforcement of the above-described violations or to seek recovery of damages, cost and penalties as prescribed by law. In addition, nothing herein shall be construed as a waiver of the State's enforcement authority for past, present or future violations not specifically described in this letter.

If you believe someone else may be responsible for this pollution incident or if you have any questions concerning this matter, please contact me at 907-269-7569.

Sincerely,



Jade Miller
Environmental Program Specialist

cc: Kimberley Maher, SOSC, DEC/Anchorage via email
Laurie Silfven, EPS IV, DEC/Anchorage via email
DEC SPAR Cost Recovery/ via email

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 10
1200 Sixth Avenue
Seattle, WA 98101

September 19, 2023

Terri Walker, Superintendent
Northwest Arctic Borough School District
776 Third Street
Kotzebue, AK 99752
twalker@nwarctic.org

Notice of Consultation for the Shungnak Oil Spill Clean-up Efforts and Cultural Resource Investigations

Dear Ms. Walker**,**

The Environmental Protection Agency (EPA) is conducting an oil removal assessment in the native village of Shungnak beginning on October 2, 2023. The proposed project is located at approximately Latitude 66.889053, N and Longitude 157.135091 W, within Section 09, Township 17 North, Range 08 East, Alaska-Northwest Arctic Borough, USGS Quadrangle Shungnak D-3 NE Quadrangle (Figure 1).

Purpose of Government-to-Government Consultation
The primary purpose of government-to-government consultation as described in Federal Executive Order 13175 "Consultation and Coordination with Indian Tribal Governments" to ensure that Federally Recognized Tribes are given the opportunity to provide meaningful and timely input regarding proposed EPA actions that uniquely or significantly affect Tribes.

Consultation Initiation
With this letter, the EPA is offering to consult on concerns that uniquely or significantly affect your Tribe related to the potential action described below. Early identification of Tribal concerns will allow the EPA and the landowner and operator to consider ways to avoid and minimize potential impacts to Tribal resources and/or cultural practices as project planning and alternatives are developed and refined. We would be pleased to discuss details of the proposed project and its potential impacts with you.

Project Information
This work is in response to a 15,000-gallon heating oil release that took place near the Shungnak School in 2020 and has since migrated downhill toward the Kobuk River. Ground disturbing activities include soil sampling using direct push technology (e.g., Geoprobe), and potential installation of monitoring wells. Most of the sampling is anticipated to occur within previously disturbed areas along existing roads.

Study Area/ Preliminary Area of Potential Effect (APE)
The preliminary APE for the proposed project consists of approximately 1 acre between the Shungnak School and the Kobuk River and including lands approximately 200-feet south. The preliminary APE boundary includes the direct footprint of the project, staging areas, existing disposal sites, and potential indirect effects of the project (e.g., noise, visual, atmospheric, and

cumulative effects). Indirect effects associated with the proposed project would be temporary and limited to the period that construction would occur. The APE will be finalized after comments are received from the consulting parties.

Identification Efforts

Shawna Rider, Secretary of Interior qualified archaeologist with Jacobs, examined the Alaska Heritage Resources Survey (AHRS) online database on September 01, 2023 to identify cultural resources (e.g., historic, prehistoric, and archaeological sites, structures, locations, remains, or objects) and historic properties [eligible for or listed on the National Register of Historic Places (NRHP)]. There were no previously identified AHRS sites within the preliminary APE. APE. Two previously identified sites are located within 1,000 feet of the preliminary APE (Table 1). Additional identification includes a literature review of the surrounding area from various sources.

Table 1. Previously Identified AHRS Sites

AHRS NUMBER	SITE NAME	DESCRIPTION	NRHP STATUS
SHU-00037	Kiana-Selawik-Shungnak Trail	prehistoric traditional winter trail between two existing winter villages	Has not been evaluated
SHU-00009	Shungak Site	Prehistoric house site	Has not been evaluated

Consulting Parties

The EPA submitted letters initiating consultation to the Alaska State Historic Preservation Office (SHPO), Native Village of Shungnak, City of Shungnak, Northwest Arctic Borough, Nana Regional Corporation, Maniilaq Association, Northwest Arctic Borough School District.

Confidentiality

We understand that you may have concerns regarding the confidentiality of information on areas or resources of religious, traditional and cultural importance to the Tribe. We would be happy to discuss these concerns and develop procedures to ensure the confidentiality of such information is maintained.

If you have questions or comments related to this proposed project, please contact Brad Martin, Federal On-Scene Coordinator, by telephone at 206/553-4029, or by e-mail at martin.bradley@epa.gov. Your timely response will greatly assist us in incorporating your concerns into project development. For that purpose, we respectfully request that you respond prior to October 1, 2023 of your receipt of this correspondence.

Sincerely,

Brad Martin
Federal On-Scene Coordinator
U.S. Environmental Protection Agency

Enclosures:
Figure 1: Location Map
2021 Site Assessment Report by Tanana Commercial / Environmental Management LLC JV
2022 Site Characterization Report by Tanana Commercial / Environmental Management LLC JV
Alaska Department of Environmental Conservation, Division of Spill Prevention and Response Site Specific Website: https://dec.alaska.gov/spar/ppr/spill-information/response/2020/04-shungnak-heating-oil-spill/
Alaska Department of Environmental Conservation, Contaminated Sites Program Site Specific Website: https://dec.alaska.gov/Applications/SPAR/PublicMVC/CSP/SiteReport/27821

U.S. Department of Homeland Security
United States Coast Guard

Director
United States Coast Guard
National Pollution Funds Center

US COAST GUARD STOP 7605
2703 MARTIN LUTHER KING JR AVE SE
WASHINGTON, DC 20593-7605
Staff Symbol: Cm
Phone: 206-815-5129
Toll-Free: 1-800-358-2897
Email: Matthew.A.Fischer2@uscg.mil

7260
September 22, 2025

Native Village of Shungnak
P.O. Box 40
Shungnak, AK 99773

RE: SHUNGNAK SCHOOL OIL DISCHARGE
FPN: UCGPE23006

Dear Sir or Madam:

This is a Notice of Potential Liability. Our records indicate that source of pollution has been identified as the source of a pollution incident that occurred on or about August 16, 2023 near the Kobuk River. The incident resulted after diesel fuel discharged from a tank and posed a substantial threat of affecting the Kobuk River near Shungnak, AK. Owners and Operators of a facility that either pose a substantial threat of a discharge of oil or are the source of an oil discharge into navigable waters of the United States (unless they can establish a defense to liability) are liable for Federal removal costs and damages as specified in the Oil Pollution Act of 1990 (33 USC 2701 et seq).

The Environmental Protection Agency responded to this incident and incurred costs as shown in the enclosed Estimated Costs as of the date of this letter. Our records also indicate that you were the owner and/or operator of the Facility at the time of the incident. If so, you may be liable as a responsible party for the resulting removal costs and damages. This is a completely separate process from any fines or penalties that may have resulted from the incident. If you have insurance that covers such pollution costs, you may want to provide a copy of this letter to your insurer.

Please contact me as soon as possible to discuss any of the following:

- If you are not the owner/operator of the Facility
- If you are the owner or operator but believe a third party caused the incident, or are claiming any other defense to liability
- Government costs specific to this incident
- Payment options
- How and where to send payment

This is a serious matter and deserves your prompt attention. If you do not communicate and work with us to resolve the matter, we may forward the case to the Department of Justice for potential litigation. If we determine you have a debt to the United States, we may forward any unpaid debt to the Department of Treasury's Debt Management Services (DMS) for collection. DMS charges additional fees for their collection efforts and can withhold income from tax refunds, social security benefits, salaries and retirement benefits of federal employees, and vendor or contractor payments.

If you have any questions, you may contact me at the National Pollution Funds Center, at or 1-800-358-2897 or by email. If you write me, please include the Federal Project Number (UCGPE23006) on all correspondence to ensure a timely resolution in this matter. Thank you for your attention to this matter. I look forward to hearing from you.

Sincerely,

Matthew Fischer
Case Officer
U.S. Coast Guard

Enclosure: (1) Estimated Costs for Federal Project (UCGPE23006)
(2) Explanation of Costs

Estimated Costs for Federal Project UCGPE23006

Estimates calculated as of 09/22/2025, subject to change.

Expenditure Type	Amount
EPA Personnel	$16,675.16
EPA Travel	$2,881.11
EPA Indirect Costs	$53,389.71
EPA Contract	$296,558.24
Total	**$369,504.22**

Please contact us to discuss actual cost and instructions for payment.

Explanation of Costs

"**EPA Personnel**" Total cost of EPA personnel used to conduct, direct and/or monitor the removal action based on actual hourly salary and benefits costs.

"**EPA Travel**" Total cost of EPA travel to conduct, direct and/or monitor the removal action. Per diem (meals and lodging) rates are specified in the Joint Federal Travel Regulations but only actual lodging expenses are reimbursed. Travel costs are based on federal contract carrier rates on commercial aircraft or actual costs of rental cars, etc.

"**EPA Indirect Costs**" EPA's indirect costs consist of the administrative costs of EPA's Headquarters and Regional offices that provide administrative support to the rest of the Agency. Also included are depreciation costs as well as the costs of fringe benefits funded by the Office of Personnel Management. Also included are the Regional administrative support costs that are incurred on a regional level.

"**EPA Contract**" Total costs for equipment, labor and materials used by a commercial cleanup contractor hired by the Federal On-Scene Coordinator (FOSC) for the removal action or to settle claims. Also, total costs of Technical Assist Team (TAT) or Superfund Technical Assist and Response Team (START) contract support based on rates approved by the EPA Contracting Official. Each EPA region has its own TAT/START contractor. The contractor's invoice is based on rates agreed to by the Contracting Officer. The FOSC certifies on each invoice that the work was performed and that it was consistent with the National Contingency Plan (NCP) 40 CFR 300.

U.S. Department of Homeland Security

United States Coast Guard

Director
United States Coast Guard
National Pollution Funds Center

US COAST GUARD STOP 7605
2703 MARTIN LUTHER KING JR AVE SE
WASHINGTON, DC 20593-7605
Staff Symbol: Cm
Phone: 206-815-5129
Toll-Free: 1-800-358-2897
Email: Matthew.A.Fischer2@uscg.mil

7260
December 4, 2025

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

RE: Shungnak School Oil Discharge
FPN: UCGPE23006

Dear Sir or Madam:

This Billing Package is a follow-up to the Notice of Potential Liability sent to you on September 22, 2025, regarding an oil pollution incident.

The Federal On-Scene Coordinator identified the storage tanks at the Shungnak School as the source of a pollution incident that occurred on June 20, 2020, in the Kobuk River/ Shungnak, AK. The Environmental Protection Agency initiated pollution removal actions and the Federal Government incurred costs. The Oil Pollution Act of 1990 (33 USC 2701 et seq) provides that the Owner and/or Operator is responsible for the costs incurred.

Based on the information we have received regarding this case; the National Pollution Funds Center (NPFC) has determined that you are liable for these costs. If you have any evidence that would refute this assertion, please forward it to me, at your earliest opportunity or call me at the toll-free number below. A bill with itemized expenses and an explanation of those costs is attached to this letter (Enclosures 1-3). In compliance with various laws and regulations, personal information contained in the supporting documentation has been redacted.

This is a request for reimbursement of the costs incurred responding to this pollution incident, not a penalty or fine. Liability for pollution removal costs is in addition to other liabilities which may result from this incident, including, but not limited to, any damages or other pollution removal costs or any civil or administrative penalties arising from the incident.

Please note that the Oil Pollution Act requires that any unpaid portion of the bill is subject to interest which will begin to accrue 30 days after the date of the bill. Any payments received after this date will be first applied to the interest and then to the principal.

Please understand that this is the only written notification you will receive from the NPFC, and that Federal law requires that we forward unpaid debts to the Department of Justice for potential litigation or to the Department of Treasury's Debt Management Services (DMS) for collection. DMS charges additional fees for their collection efforts.

You are encouraged to read the "Explanation of Costs" (Enclosure 3) and "Rights, Responsibilities, Costs and Collection Alternatives" (Enclosure 4) which provides greater detail on some of the items covered in this letter.

The Internal Revenue Service requires that we collect your Taxpayer Identification Number as part of the collection process. "IRS form W-9" (Enclosure 5) is provided for this purpose. Please return the IRS Form W-9 with any correspondence that you send us.

Refer to "Methods of Payment for Oil Spill Cost Recovery to the U.S. Coast Guard National Pollution Funds Center" (Enclosure 6) for payment options. If paying by mail, please write the amount paid in the space indicated on the bottom of the invoice and mail to the address below:

Send your payment to: US Coast Guard - ART/OTHERS
RE: UCGPE23006-**INVOICE#**13081
P.O. Box 979119
St. Louis, MO 63197-9000

If you cannot pay this bill in a single payment and wish to discuss a payment plan, please contact me as soon as possible at the toll-free number below.

If you have any questions, you may contact me at 206-815-5129 or 1-800-358-2897 or by email. Your cost to close this matter will only increase over time. Please include the Federal Project Number (UCGPE23006) on all correspondence to ensure proper credit to your account and a timely and accurate resolution of this matter.

Sincerely,

Matthew Fischer
Case Officer
U.S. Coast Guard

Enclosure:
(1) Bill/Invoice # 13081
(2) Itemized Expenses
(3) Explanation of Costs
(4) Rights, Responsibilities, Costs and Collection Alternatives
(5) IRS Form W-9
(6) Methods of Payment for Oil Spill Cost Recovery to the U.S. Coast Guard National Pollution Funds Center

Keep this portion of the statement for your records.

Return receipt at bottom with payment.

NATIONAL POLLUTION FUNDS CENTER
TAX ID. NUMBER 54-6010204

Original Bill Date: December 4, 2025
Federal Project: UCGPE23006
Bill/Invoice Number: 13081

Date of this Statement (if different): December 4, 2025

To NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT
Attn :
744 3RD AVE.
KOTZEBUE, AK 99752 United States

DESCRIPTION	AMOUNT
FPN: UCGPE23006 This is a bill for U.S. Government costs. See second page for list of charges. This bill does not include, among other things, any other removal costs, damages, or any administrative or civil penalty which has been or may be assessed. Interest is charged on balances over 30 days past due. Interest rate is market-based and is subject to change pursuant to 33 U.S.C. § 2705. The terms of this bill are controlling; no other terms affixed to any payment are acceptable.	
Principal Due	$369,504.22
Accrued Interest	$0.00
Total Due	$369,504.22
This invoice reflects collections received to date totaling :	$0.00

Send Payment to: U.S. COAST GUARD- ART/OTHERS
P.O. BOX 979119
ST. LOUIS, MO 63197-9000 United States

Federal Project/Bill Number: UCGPE23006-13081
Case Officer : FISCHER, MATTHEW A.
Billed On December 4, 2025

Your billing address (please pen-and-ink any errors or changes):
NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT
Attn :
744 3RD AVE.
KOTZEBUE, AK 99752 United States

Amount Due as of December 4, 2025

$369,504.22

Please send this remittance advice with your payment in the enclosed envelope. Make check payable to "United States Coast Guard" & write FPN UCGPE23006 on the check. To avoid additional late fees, we must receive payment by January 3, 2026.

U.S. COAST GUARD- ART/OTHERS
P.O. BOX 979119
ST. LOUIS, MO 63197-9000 United States

Amount Paid

$ ----------

NATIONAL POLLUTION FUNDS CENTER

Original Bill Date: December 4, 2025
Federal Project: UCGPE23006
Bill/Invoice: 13081

Date of this Statement (if different): December 4, 2025

Itemized Expenses

Expenditure Type	Amount
EPA Personnel	$16,675.16
EPA Travel	$2,881.11
EPA Indirect Costs	$53,389.71
EPA Contract	$296,558.24
Total	**$369,504.22**

Enclosure (2)

Explanation of Costs

"EPA Personnel" Total cost of EPA personnel used to conduct, direct and/or monitor the removal action based on actual hourly salary and benefits costs.

"EPA Travel" Total cost of EPA travel to conduct, direct and/or monitor the removal action. Per diem (meals and lodging) rates are specified in the Joint Federal Travel Regulations but only actual lodging expenses are reimbursed. Travel costs are based on federal contract carrier rates on commercial aircraft or actual costs of rental cars, etc.

"EPA Indirect Costs" EPA's indirect costs consist of the administrative costs of EPA's Headquarters and Regional offices that provide administrative support to the rest of the Agency. Also included are depreciation costs as well as the costs of fringe benefits funded by the Office of Personnel Management. Also included are the Regional administrative support costs that are incurred on a regional level.

"EPA Contract" Total costs for equipment, labor and materials used by a commercial cleanup contractor hired by the Federal On-Scene Coordinator (FOSC) for the removal action or to settle claims. Also, total costs of Technical Assist Team (TAT) or Superfund Technical Assist and Response Team (START) contract support based on rates approved by the EPA Contracting Official. Each EPA region has its own TAT/START contractor. The contractor's invoice is based on rates agreed to by the Contracting Officer. The FOSC certifies on each invoice that the work was performed and that it was consistent with the National Contingency Plan (NCP) 40 CFR 300.

RIGHTS, RESPONSIBILITIES, COSTS AND COLLECTION ALTERNATIVES

YOUR RIGHTS. You have the right to an explanation of the basis and nature of the debt, an accounting and how we calculated the debt.

If you would like to inspect the documents that form the basis of the debt, please request a copy from the Case Officer assigned to your case. Copies will be provided free of charge. The Case Officer's contact information can be found on the billing letter.

You may dispute the information in the documents, submit additional material for consideration and request that we review or reconsider the determination of the debt. This request should be made within 60 days of the date of the invoice.

You may request a written repayment agreement in lieu of paying the entire balance of your debt at one time. Reconsideration for other than prompt full payment requires a review of your financial condition, including access to recent income tax returns. If funds are collected in excess of the debt, they will be promptly refunded to you, unless prohibited by law.

INSURANCE COVERAGE. If you have insurance coverage, contact your insurance agent to determine whether your policy covers any of the costs you are being billed.

BANKRUPTCY. If you file for bankruptcy, or if you were in bankruptcy at the time of the incident and an automatic stay is in effect, you are not subject to any offset during the stay. Please notify us of the stay by sending evidence about the bankruptcy proceedings.

JOINT INCOME TAX RETURN. If you file a joint income tax return, contact the Internal Revenue Service before filing your return to protect the share of your spouse's tax return refund. IRS Form 8379 is required.

INTEREST. Any balance not paid within 30 days of the original bill notice is a delinquent balance. A delinquent balance will subject you to additional charges for interest from the date of delinquency.

TREASURY DEPARTMENT DEBT MANAGEMENT SERVICE (DMS).
Outstanding debts that are 60 days or older are eligible for referral to the DMS for collection action. In addition, we are required to refer debts that are 120 days delinquent to the DMS for further collection action. If the delinquent debt is referred to DMS for collection, additional fees will be added to the amount due. Those fees will vary based on whether DMS collects the debt directly or through a private collection agency. Debts may be referred to the Justice Department for collection by litigation at any time.

TREASURY OFFSET PROGRAM (TOP). In addition to the above fees, you may be charged a fee for tax offset or federal salary offset if collection is made through TOP. A separate fee is charged each time a collection is made. The U.S. Treasury is not required to send notice to debtors before it offsets payments.

RIGHTS, RESPONSIBILITIES, COSTS AND COLLECTION ALTERNATIVES

ADMINISTRATIVE OFFSET. The DMS may collect your debt through administrative offset. DMS may withhold money owed to you by the United States Government. The offset includes:

- Income tax refunds
- Certain Social Security benefits
- Black Lung Program benefits
- Salaries of federal employees (up to 15% of current net disposable pay per pay period until debt is paid).
- Retirement benefits, including railroad, federal and military benefits
- Vendor or contractor payments
- Travel reimbursements and advances

ADMINISTRATIVE WAGE GARNISHMENT (AWG). The DMS may also collect the debt through administrative wage garnishment (AWG) without a court hearing. The DMS may contact your employer and garnish a portion of your net disposable pay. If AWG is used in the collection of the debt, you may request a hearing to review the debt by notification to the agency on or before the 15th business day following the mailing of the administrative wage garnishment notice. The notification will stay the withholding order until the debtor has been provided the requested hearing. Failure to timely request a hearing by notification to the agency on or before the 15th business day following the mailing of the administrative wage garnishment notice will still entitle you to a hearing upon request but will not delay the withholding order. 31 CFR § 285.11(f).

CONSUMER REPORTING AGENCIES. The debt may be reported to consumer reporting agencies. The information that may be disclosed to consumer reporting agencies includes the debtor's:

- Name and Address
- Social Security Number
- Taxpayer Identification Number
- Amount, status, and history of the debt
- The program under which the debt arose

DELINQUENT DEBTS ARE A BAR TO CERTAIN FEDERAL PROGRAMS. Debtors owing money to the U.S. Government are barred from obtaining federal loans, including student loans and FHA mortgages, federal loan insurance, federal grants, or federal guarantees.

PENALTIES FOR MAKING FALSE STATEMENTS. Information provided by you must represent all material facts and must be true to the best of your knowledge and belief. Misrepresentation of facts in this matter is subject to prosecution under Federal law, including but not limited to 18 USC§ 1001, and 31 USC§ 3729.

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

___ - ___ - ____

or

Employer identification number

__ - _____

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,

2. You do not certify your TIN when required (see the instructions for Part II for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 5[2]
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at *www.SSA.gov*. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/Businesses* and clicking on Employer Identification Number (EIN) under Starting a Business. Go to *www.irs.gov/Forms* to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to *www.irs.gov/OrderForms* to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account[1]
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor[2]
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee[1] The actual owner[1]
6. Sole proprietorship or disregarded entity owned by an individual	The owner[3]
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	**Give name and EIN of:**
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity[4]
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at *spam@uce.gov* or report them at *www.ftc.gov/complaint*. You can contact the FTC at *www.ftc.gov/idtheft* or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see *www.identityTheft.gov* and Pub. 5027.

Visit *www.irs.gov/identityTheft* to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Enclosure (5)

METHODS OF PAYMENT
FOR OIL SPILL COST RECOVERY TO
US COAST GUARD NATIONAL POLLUTION FUNDS CENTER

Pay.gov is the convenient and fast way to make secure electronic payments and receive emailed receipt confirmation without the need to create an online account. Accepted forms of payment include:

Debit Cards – Limited only by funds available in your account.

Credit Cards – Payments limited to less than $25,000 per credit card.

Bank Account (ACH) – Limited only by funds available in the account.

PayPal – Up to $10,000 per transaction. Multiple transactions allowed.

Pay.gov is a free service. Visit Pay.gov and search "Oil Spill" to locate the form or use the link below.

Oil Spill Cost Recovery

Use this form to pay Oil Spill Recovery Costs.
Form Number: Oil Spill
Agency: Homeland Security: US Coast Guard Finance Center

Direct Link: https://www.pay.gov/public/form/start/404446768

Pay.gov Customer Support Available 7am-7pm EST at 1-800-624-1373 International 1-216-579-2112

WIRE / BANK TRANSFER:

1. SEND TO: **Federal Reserve Bank, New York City, NY** (via any U.S. bank)
   Foreign banks cannot wire directly to the Federal Reserve Bank but must go through an intermediary U.S. bank. Foreign banks may send the wire transfer to a U.S. bank of their choice, who forwards the wire transfer to the Federal Reserve Bank. All payments must be made in US currency.
2. BENEFICIARY (BNF): **70 06 0000** US Treasury, Agency Location Code for US Coast Guard
3. ABA #: **021030004 Treas NYC** Receiver's Financial Institution
4. TYPE / SUBTYPE CODE: **10 00** Type / Subtype Code is Mandatory
5. ORIGINATOR TO BENEFICIARY (OBI): Cite the Invoice Number(s) in the description.

CHECK OR BANK DRAFT BY MAIL:

ON FOREIGN BANK

US Coast Guard Finance Center
Attn: Accounts Receivable & Collections
RE: ***Invoice Number***
1430-A Kristina Way
Chesapeake, VA 23326-0002

ON US BANK

US Coast Guard
ART/OTHERS
RE: ***Invoice Number***
P. O. Box 979119
St. Louis, MO 63197-9000

OVERNIGHT EXPRESS ON US BANK

US Bank Government Lockbox
US Coast Guard – ART/OTHERS
RE: ***Invoice Number***
1005 Convention Plaza
St. Louis, MO 63101

USCG/NPFC TAX ID (TIN): 54-6010204 DUNS: 806754677 TREASURY ACCOUNT SYMBOL: 70X8349

DATE

Matthew Fischer

ADDRESS

RE: UCGPE23006, Shungnak School Oil Discharge Response

Dear Mr. Fischer,

My name is Michael Caulfield, I represent the Northwest Arctic Borough School District ("the District") in matter number UCGPE23006, Shungnak School Oil Discharge. I am responding to your letter dated December 4, 2025, which was received by the District on January __, 2026. Please direct all communication regarding this matter to me.

The District contests the Coast Guard's determination that the District is responsible for cleanup costs. This determination is directly contrary to the State of Alaska Department of Environmental Conversation's ("AKDEC") finding in the same matter, which found the Native Village of Shungnak to be the Primary Responsible Party for the discharge. AKDEC is the Alaska state entity responsible for determining responsibility for pollution incidents under Alaska Title 46. A copy of the AKDEC's initial notice to the District, and its subsequent responsibility determination, are attached to this letter.

Also attached to this letter is the Northwest Arctic Borough's response to AKDEC's initial responsibility notice. It explains that the spill occurred when a fuel delivery scheduled for Shungnak Native Store and Alaska Village Electric Cooperative (AVEC) tanks was misdirected by Store employees to a tank at the school, which then overflowed. The fuel misdirection was the result of the three-way valve on the fuel line being left open in the direction of the school tank, rather than the direction of the AVEC tanks. The District and Borough did not have any role whatsoever in the delivery of the fuel.

The District requests a review and reconsideration of the Coast Guard's determination based on the finding by AKDEC, with a determination that neither the District or Borough is responsible for the costs.

Furthermore, the District requests an explanation of the basis and nature of the alleged debt, and an accounting of how the debt was calculated. Finally, the District requests a copy of the documents relied upon to make the Coast Guard's determination.

The District retains all legal rights and defenses available to it. I look forward to your response.

DRAFT

U.S. Department of Homeland Security
United States Coast Guard

DIRECTOR
NATIONAL POLLUTION FUNDS CENTER

US COAST GUARD STOP 7605
2703 MARTIN LUTHER KING JR AVE SE
WASHINGTON, DC 20593-7605
Staff Symbol: CI
Phone: 571-614-3804
Toll-Free: 1-800-358-2897
Email: David.M.Dubay2@uscg.mil

7260
February 19, 2026

Jermain, Dunnagan & Owens, P.C
Attn: Michael D. Caulfield
111 West 16th Avenue, Suite 203
Anchorage, AK 99501

RE: Shungnak School Oil Discharge
FPN: UCGPE23006

Dear Mr. Caulfield,

I have reviewed your letter dated January 27, 2026, contesting the Coast Guard's determination that the Northwest Arctic Borough School District ("the District") is a responsible party for the oil discharge at the Shungnak School on June 20, 2020. After careful consideration of your arguments and the provided exhibits, the Coast Guard maintains its determination that the District is liable for removal costs and damages for this incident.

The NPFC does not dispute the facts of the incident as they are contained in the Alaska Department of Environmental Conservation's report. However, the misaligned valve does not absolve the District under the Oil Pollution Act ("OPA"). Under OPA, "each responsible party for a vessel or a facility from which oil is discharged, or which poses the substantial threat of discharge of oil, into or upon the navigable waters or adjoining shorelines or the exclusive economic zone is liable for the removal costs and damages . . . that result from such incident." 33 U.S.C. § 2702(a). Under 33 U.S.C. § 2701(32)(B), the "responsible party" for an onshore facility is defined as "any person owning or operating the facility." While your letter clarifies that the Northwest Arctic Borough holds title to the tank, the School District actively manages its fuel deliveries and uses the tank/facility for heating purposes. This establishes the District as an "operator" of the facility.

The courts have had no difficulty finding liability for oil spills under an "operator" theory of liability. Despite Congress's circular approach of using a term to define itself, "defining the term 'operating' in the context of an oil discharge is not terra nova for the courts." *U.S. v. Nature's Way Marine, LLC*, 904 F.3d 416 (5th Cir. 2018) (quoting *U.S. v. Bestfoods*, 524 U.S. 51 (1998)(The United States Supreme Court has already opined that an "operator" in the CERCLA context was one who "manage[s], direct[s], or conduct[s] the operations specifically related to pollution […]."). "When [Congress] used the verb 'to operate,' we recognize that the statute obviously meant something more than mere mechanical activation of pumps and valves and must be read to contemplate 'operation' as including the exercise of direction over the facility's activities." Id. at 71, 118 S.Ct. 1876. The District is the operator of the tank farm that was the source of the oil spill and is thus squarely within the purview of OPA's liability scheme.

The District argues that the Alaska Native Industries Cooperative Association (ANICA) is the correct responsible party for this incident. There may be more than one responsible party. *See Smith Property Holdings, 4411 Connecticut L.L.C.* v. U.S., 311 F. Supp. 2d 69, 81 (D.D.C. 2004). Therefore, if a discharge occurs as part of a single "incident" involving the transfer from a barge to a facility, the government may designate both the facility and the vessel as responsible parties. OPA imposes strict, joint, and several liability on both owners and operators; ownership is not the sole prerequisite for liability. The District may have a contribution claim against ANICA and/or the barge company that delivered the fuel, Crowley Fuels, LLC, but it remains liable for the government's removal costs.

Further, the liability determination made by the Alaska Department of Environmental Conservation (ADEC) under Alaska Statute Title 46 is separate and distinct from federal liability. The Coast Guard is authorized by federal statute to recover costs from any liable party as defined by OPA, independent of state findings regarding "primary" responsibility.

You have asserted the "Third-Party Defense" under 33 U.S.C. § 2703(a)(3), citing that the fuel was misdirected by Store employees (third parties). However, this defense is only valid if the responsible party proves that:

- The discharge was caused solely by the act or omission of the third party; and
- The responsible party exercised due care with respect to the oil concerned and took precautions against foreseeable acts or omissions of any such third party.

The SITREP indicates that fuel was able to flow into School Tank #1 and overflow. For the fuel to enter the tank, the tank's intake piping must have been open to flow. The failure to close, lock, or secure the intake valves of the school's tank during a time when no delivery was scheduled constitutes a failure to exercise due care. Had the District's facility been properly secured, the misdirection of the 3-way valve would not have resulted in an ingress of oil into the school's tank. Because the District's omission contributed to the incident, the spill was not caused solely by the third party. Please be advised that OPA requires a responsible party to pay all removal costs and damages incurred by "any claimant". 33 USC § 2702(d)(1)(B). If the District desires to assert an affirmative defense to OPA liability, it must first pay all claims and then file a request for third party defense to the fund for adjudication.

Consequently, the School District remains a Responsible Party under OPA 90. The request to rescind the liability determination is denied. The Coast Guard hereby requests payment of the outstanding debt or the initiation of a payment plan immediately. Under 33 U.S.C. § 2717(f)(2), an action to recover removal costs under OPA "must be commenced within 3 years after completion of the removal action." EPA's documentation shows that the removal action in this case was completed on October 7, 2024. Further, the 3-year limitation does not apply to referral of debts by federal agencies to the Department of Treasury's Debt Management Service for offset.

If you have any questions, you may contact me by email at David.M.Dubay@uscg.mil. As a reminder, your cost to close this matter will only increase over time. Please include the Federal Project Number (UCGPE23006) in all correspondence to ensure proper credit to your

account and a timely and accurate resolution of this matter.

Sincerely,

David M. Dubay
USCG National Pollution Funds Center

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

March 19, 2026

Honorable Senator Sullivan
702 Hart Senate Office Building
Washington, DC 20510

RE: Shungnak School Oil Discharge, Coast Guard Demand

Dear Senator Sullivan,

I write to you on behalf of the Northwest Arctic Borough School District (NWABSD). As Superintendent for the District, I am seeking your assistance with a demand on the District from the United States Coast Guard regarding costs for a fuel spill cleanup in 2020.

On June 20, 2020, the Village of Shungnak Store had a scheduled fuel delivery. NWABSD was not involved in the delivery, and was not even aware that a fuel delivery was occurring. During the fuel transfer process, a Shungnak Store employee improperly operated a valve that allowed fuel to flow to the School District's tank farm. This caused fuel to overflow and spill out of one of the District's tanks. This spill resulted in cleanup efforts by both state and federal environmental authorities.

A subsequent investigation by the Alaska Department of Environmental Conservation, in conjunction with the Alaska Department of Law, found that the Village of Shungnak was "the primary responsible party" for the spill.[1] Additionally, because the spill occurred partly on Borough owned property, the Northwest Arctic Borough expended over $100,000 towards spill response.[2]

Despite the facts, and DEC's official determination that the District had nothing to do with this spill, in late 2025 the Coast Guard sent the District a demand that the District cover the federal government cleanup costs of almost $370,000.00.[3] Our legal counsel has already written to the Coast Guard informing them that the Village of Shungnak was found primarily responsible, and requesting that payment of the cleanup costs be borne by the party responsible.[4] Unfortunately, the Coast Guard has refused to pursue payment from the Village of

[1] State of Alaska, Dep't of Env't Conservation, Primary Responsible Party Determination, *Re: Shungnak School Tank Heating Oil Overfill, Spill No. 20389917201* (Jun. 8, 2021).
[2] Letter from Lucy S. Nelson, Mayor, Northwest Arctic Borough, to Jade Miller, Env't Program Specialist, State of Alaska Dep't of Env't Conservation, *Re: Shungnak School Tank HHO Overfill, Spill No. 20389917201* (Jul. 23, 2020).
[3] Memorandum from Matthew Fischer, U.S. Coast Guard, to Northwest Arctic Borough Sch. Dist., *Re: Sungnak School Oil Discharge* (Dec. 4, 2025).
[4] Letter from Michael Caulfield, Jermain Dunnagan & Owens, P.C., to Matthew Fischer, U.S. Coast Guard, *Re: UCGPE23006, Shungnak School Oil Discharge Response* (Jan. 27, 2026).

Shungnak, and continues to assert that the District should pay these costs.[5] The Coast Guard has also ignored our attorney's request to provide records to justifying the amounts charged, given that federal involvement in this cleanup was limited, and to the District's knowledge no federal personnel were on scene at any time during the cleanup.[6]

As you are well aware, school districts across Alaska are facing severe budgetary shortfalls. NWABSD is currently experiencing an approximate $11 million dollar budget shortfall. What this means is that if the Coast Guard proceeds with this effort, valuable resources otherwise allocated for the education of the District's children will be diverted to pay a sum that is insignificant to the federal government, but a large and meaningful amount to the District. To then add insult to injury, the District would need to expend additional resources to engage in otherwise unnecessary litigation to seek recovery of this amount. These resources would come directly from the District's budget because insurance coverage for this payment has been denied. This unfortunate series of events can all be avoided if the Coast Guard would pursue the actually responsible party.

I respectfully request assistance to help convince the Coast Guard that its current posture is both unreasonable, and will unnecessarily cause direct harm to the District and the students it is charged with educating. The demand for payment should be withdrawn.

Enclosed with this letter is supporting documentation from DEC showing that the Village of Shungnak is the primarily responsible party, as well as the District's correspondence with the Coast Guard. Any assistance that you may be able to provide will go a long way towards helping our region's children, and ensuring that the District's limited public education dollars are spent on education for students.

Respectfully,

Terri Walker

Terri Walker,
Superintendent

Enclosures: June 8, 2021 Determination Letter
July 23, 2020 NWABSD Letter
December 4, 2025 Memorandum
January 27, 2026 JDO Letter
February 19, 2026 U.S. Coast Guard Letter

[5] Letter from David M. Dubay, U.S. Coast Guard, National Pollution Funds Center, to Michael Caulfield, Jermain Dunnagan & Owens, P.C., *Re: Shungnak School Oil Discharge* (Feb. 19, 2026).
[6] *Id*.

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: **June 23, 2026**

NUMBER: **26-204**

FR: Office of the Superintendent

SUBJECT: **Ratification of Tentative Negotiated Agreement with the Northwest Arctic Principal Association**

ABSTRACT:
Negotiated agreements require Board Approval.

ISSUE:
At issue is the ratification of the Tentative Negotiated Agreement with the Northwest Arctic Principal Association; July 1, 2026 – June 30, 2027.

BACKGROUND AND/OR PERTINENT INFORMATION:

Northwest Arctic Principal Association (NAPA) has ratified the Tentative Agreement reach by the District and NAPA bargaining teams on May 26, 2026. A copy of the FY23-26 Agreement document is attached.

Northwest Arctic Borough School District and Northwest Arctic Principals Association Tentative Agreement

The current Negotiated Agreement for July 1, 2023 to June 30, 2026 continues in full force and effect for FY27, July 1, 2026-June 30, 2027, with the following changes:

1. Article XIV, A. The Salary Schedule for FY27 increases 2% over the FY26 salary schedule.
2. Article XIV, D. Number of Contract Workdays continues at 215 days.
3. Article XIV, E. Bonus for Returning Principals is deleted for FY27.
4. Required editorial date changes.

The District's legal counsel, Saul R. Friedman, has reviewed the document.

FUNDING SOURCE:
General Operating Fund

ALTERNATIVES:

1. Ratify the Tentative Negotiated Agreement with the Northwest Arctic Principal Association for July 1, 2026 – June 30, 2027, as presented;

2. Reject the Tentative Negotiated Agreement with the Northwest Arctic Principal Association for July 1, 2026 – June 30, 2027, as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The Administration recommends the Board ratify the Tentative Negotiated Agreement with the Northwest Arctic Principal Association for July 1, 2026 – June 30, 2027, as presented;

NEGOTIATED AGREEMENT

between

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

and

NORTHWEST ARCTIC PRINCIPALS' ASSOCIATION

JULY 1, 2023 - JUNE 30, 2026

TABLE OF CONTENTS

ARTICLE I.	RECOGNITION	2
ARTICLE II.	DURATION	3
ARTICLE III.	DISTRIBUTION	4
ARTICLE IV.	CONFORMITY TO LAW	5
ARTICLE V.	MANAGEMENT RIGHTS	6
ARTICLE VI.	ASSOCIATION RIGHTS	7
ARTICLE VII	NEGOTIATIONS PROCEDURE	8
ARTICLE VIII	TRANSFERS AND HIRING PRACTICES	10
ARTICLE IX	PERSONNEL FILES	12
ARTICLE X	VANDALISM AND ASSAULT	13
ARTICLE XI	LEAVES	14
ARTICLE XII	EVALUATION	17
ARTICLE XIII	GRIEVANCE PROCEDURE	18
ARTICLE XIV	SALARY	23
ARTICLE XV	BENEFITS	24
ARTICLE XVI	ALCOHOL AND DRUG TESTING	26

ARTICLE I. RECOGNITION

A. The Board recognizes the Northwest Arctic Principals' Association as the exclusive bargaining agent for all Principals of the District, (including Assistant Principals and Principal/Teachers).

B. Challenges of the Association's rights, obligations and status as the exclusive bargaining agent shall be made in accordance with the Public Employment Relations Act.

ARTICLE II. DURATION

A. This Agreement will become effective retroactive to July 1, 2023, for those bargaining unit members employed on May 14, 2024, and continue in force and effect until June 30, 2026.

B. This Agreement constitutes the entire agreement between the Board and the Principals and Association and expressly supersedes any and all prior agreements whether written, oral or implied. Additionally, no verbal statements shall supersede any of its provisions and any amendment supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto. The parties further acknowledge that during the negotiation which resulted in the Agreement, each made demands and proposals concerning matters not removed by law from the areas of collective bargaining and that the understandings and agreements arrived at by the parties are set forth in this Agreement.

ARTICLE III. DISTRIBUTION

The Board shall provide the Association with a copy of this Agreement and shall provide each Principal with a copy along with the first individual contract offered the Principal that is covered by this Agreement. Additional copies of the Agreement shall be provided to Principals and to the Association upon request for cost.

ARTICLE IV. CONFORMITY TO LAW

If any article or part of this Agreement is held to be contrary to law by a court of competent jurisdiction, or if compliance with or enforcement of any article or part should be enjoined by such a court, the remainder of this Agreement shall not be affected thereby and the parties shall meet within twenty (20) days of any such order of the court, to determine if modifications to said article or part of this Agreement can be made which will maintain the original intent of said article or part without being contrary to the court's determination. If the parties mutually agree that such modifications are possible, they shall enter into negotiations for that purpose alone.

ARTICLE V. MANAGEMENT RIGHTS

The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself all power, rights, authority, duties and responsibilities conferred and vested in it by the State of Alaska to govern and manage the District except as may be expressly and specifically limited or abridged by this Agreement.

ARTICLE VI. ASSOCIATION RIGHTS

A. Use of School Facilities

The Association shall be allowed to use school equipment, including typewriters and other duplicating equipment, at reasonable times and when such equipment is not otherwise needed for use. The Association shall pay the reasonable costs of all materials and supplies associated with the use of such machines and shall further pay for any damages resulting from Association misuse.

The Association shall be allowed to use school buildings for its meetings outside of the regularly scheduled workday provided the space is not otherwise needed for use. The Association shall give the local Principal advance notice of its request for such use. When custodial services are required as a result of such use, the Association shall pay the reasonable charges for such services. The Association shall be allowed to post Association notices and other Association materials in a place provided for such purposes in school facilities.

B. Grievance Investigation

If possible, the investigation of a grievance shall be conducted outside of normal work hours. In the investigation of a grievance a Principal shall request the permission of his/her immediate supervisor before leaving a work area. Such permission shall not be unreasonably denied.

C. Association Officials

The Association shall inform the Superintendent of any appointed or elected officials responsible for processing or investigating grievances, conducting negotiations or other Board/Association relationships.

D. Association on the Board Agenda

The Superintendent shall provide the Association president or designee, prior to each Board meeting, all public, written information provided school board members.

ARTICLE VII. NEGOTIATIONS PROCEDURES

A. Inauguration of Negotiations

Either the Board or the Association may inaugurate negotiations for a successor Agreement by delivery of a written notice to the other after January 15, but not later than March 1, of the last calendar year of the Agreement as provided in Article II, A, Duration. Said delivery of notice shall be from the Superintendent to the Association President or from the Association President to the Superintendent. Along with the notice to negotiate, the moving party shall present the other party with written proposals for all items it has selected for negotiations.

B. Initial Negotiations Session

1. Not later than twenty (20) days following receipt of the notice to negotiate, the parties shall mutually agree to the time, date and place of the initial negotiations session. At or before the initial negotiations session, the responding negotiations team shall provide the initiating negotiations team with written counter-proposals to the initiator's proposals, as well as, proposals for all of those items it has selected for negotiations.
2. At the initial negotiations session, the negotiations teams shall mutually agree upon revisions, if any, in the Negotiations Ground Rules.

C. Negotiations Ground Rules

1. All negotiations shall occur in open session unless otherwise mutually agreed upon.
2. Each negotiations team shall be limited to not more than five (5) persons, including consultants, in attendance at negotiations sessions at any one time.
3. Two (2) members of the Association's negotiating team shall be entitled to receive administrative leave for negotiations sessions, including reasonable travel time.
4. At negotiations sessions, no video recording shall be permitted. If either side opts to make an electronic recording or a verbatim transcription of the session, it shall make such transcription or recording available to the other side. Half the expense of producing the recording or transcription may be charged for providing a copy.

5. During the course of negotiations sessions, any items tentatively agreed upon shall be written and shall be signed and dated by the spokesperson for each negotiations team.

6. Each negotiations team, upon written request, shall promptly make available to the other specific items of public information in their possession pertinent to the negotiations process. The first one hundred (100) sheets of material shall be provided at no charge; thereafter the requesting party shall pay twenty-five ($0.25) per sheet. Documents routinely reproduced in multiple copies, of which extra copies are available, shall be provided at no cost and shall not count towards the one hundred (100) free copies.

7. Either negotiations team may call for a caucus at any time during negotiations sessions.

D. Impasse Resolution

1. If after negotiating all proposed items in good faith to a point that further progress appears unlikely, either negotiations team shall have the option to declare an impasse.

2. Impasse resolution shall proceed according to applicable Alaskan statutes.

E. Ratification

1. Upon the reaching of final agreement by the negotiations teams regarding all items negotiated, the Agreement shall be written and signed and dated by the spokesperson of each negotiations team. Each negotiations team shall promptly submit the Agreement to the bodies that they represent respectively with the recommendation that the Agreement be ratified.

2. The Board shall place the ratification of the Agreement on the agenda of their next regular meeting after the Agreement shall have been ratified by the Association.

ARTICLE VIII. TRANSFERS AND HIRING PRACTICES

A. Voluntary Transfers

1. General

The Superintendent shall assign/reassign the Principal's duties and/or location (i.e., community) so that said assignment/reassignment is calculated to enhance the achievement of the goals and objectives of the District and/or to promote the welfare of the District's students.

2. Voluntary Reassignment

a. Posting

The District shall post notices of vacant (including new) Principal positions for the upcoming school year in each school while school is in session. Notices of vacancies that occur during the summer months shall be mailed to the Principal who has submitted a written request along with a summer mailing address.

b. Transfer Rights

The Superintendent shall consider written Principal requests for reassignment to vacant positions.

B. Involuntary Transfers

1. The Association recognizes that the fulfillment of the Board's legal responsibilities and duties may necessitate involuntary transfers. However, the District shall not arbitrarily or capriciously invoke an involuntary transfer.

2. All reasonable moving expenses related to the involuntary transfer shall be borne by the District.

3. No married teaching/principal couple shall be separated through an involuntary transfer.

4. Principals may terminate their individual contracts without penalty or liability within two (2) weeks of being notified of any such involuntary transfer.

C. Automatic Rehiring

All Principals who are tenured shall be automatically rehired as certificated employees of the District if not notified of non-retention prior to March 16. All Principals who are

non-tenured shall be automatically rehired as certificated employees of the District if not notified of non-retention prior to their last contract day.

D. Reassignment

1. Principals who have been automatically rehired pursuant to Paragraph C. above, may be reassigned to any certificated position within the District from one school year to the next, whether or not that position is covered by this Negotiated Agreement.

2. A person may not be employed as a Principal unless that person possesses a valid Alaska Type B certificate, except that a person who has made application to the Department of Education for such a certificate or renewal of such a certificate which has not been acted upon by the Department of Education has taken action on the application. However, in no case may employment of that person without such a certificate last longer than three (3) months. In the event the person does not obtain the certificate within the three (3) month period, any contract between the District and that person shall be null and void.

ARTICLE IX. PERSONNEL FILES

A. Personnel Files

1. Open Files

All material placed in a Principal's official Personnel File shall be the property of the District, but the file, except for pre-employment materials, shall be available for the Principals inspection upon request during regular office hours. Upon request, the Principal shall be provided one (1) copy of the Principal's file material, except as provided above. Additional copies shall be provided to the Principal upon request for twenty-five ($0.25) cents per sheet. No material in the Principal's file shall be removed without the consent of the Superintendent and the Principal.

2. A Principal shall be sent a copy of all materials placed in his/her file at the time of its insertion in the file.

3. Confidentiality

No person shall be granted access to confidential materials in the Principal's file except for the Principal's supervisor(s), the Superintendent or the Superintendent's designee and the Board. Upon the express prior written permission of the Principal, the Principal's designee shall be granted access to the Principal's official Personnel File in the same manner and to the same extent as provided in Section 1. above.

4. Derogatory Material

Any material placed in the Principal's file which is derogatory to the Principal shall be filed with proof that the Principal has had an opportunity to read and to receive a copy of the material. The Principal shall have the right to file a written rebuttal with any derogatory material placed in the Principal's Personnel File.

ARTICLE X. VANDALISM AND ASSAULT

Any employment-related vandalism or assault upon a Principal shall promptly be reported to the Superintendent by the Principal. The Superintendent shall take such reasonable action as may be appropriate.

ARTICLE XI. LEAVES

Approved leaves do not constitute a break in service for retirement purposes.

All benefits to which a Principal was entitled at the time his/her leave of absence commenced, including unused accumulated sick leave and credits toward sabbatical eligibility, shall be restored on his/her return and he/she will be offered a certificated position in the District. All requests and approvals or rejections shall be made in writing. However, to secure these rights, the employees must return to duty at the expiration of the approved leave.

A. Compensated

1. Personal

   Each Principal shall be entitled to four (4) days of personal leave with full pay during each school year, accumulative to a maximum of ten (10) days. Personal leave is for the purpose of transacting or attending to personal, legal, business, household or family matters that cannot reasonably be concluded outside of working hours. Personal leave requires the written approval of the Superintendent or his/her designee.

   Personal leave shall be available to the Principal in anticipation of accrual. However, if by the end of the school year such leave exceeds the amount actually accrued, the Principal's final paycheck shall be reduced accordingly. Upon written request to the District, not less than thirty (30) days in advance of the final pay day of the school year, the Principal may cash in any unused personal leave at the Principals current daily rate of pay. The Principal who has accumulated more than ten (10) days of personal leave at the conclusion of the work year shall have the excess days automatically cashed in at the daily rate on or before June 30.

2. Court

   Leave shall be granted to the Principal who is obliged to be present in court, under an order of any court of competent jurisdiction, either as a witness or juror, but not as a plaintiff or defendant. The Principal shall promptly remit to the District any compensation received for court attendance while on court leave.

3. Sick

   a. Except as otherwise may be provided in this Article, the Principal shall be entitled to accrue and use sick leave as provided in the regulations of the

Alaska Department of Education, 4 AAC 15.040. At the beginning of the work year, the Principal shall be pre-credited with the sick leave days anticipated to be accrued during the year. The value of pre-credited days in excess of accrual shall be deducted from the Principal's final paycheck upon termination. The Principal shall be responsible for notifying the immediate supervisor as far in advance of the use of sick leave as possible. A statement by an attending physician or health aide may be required for sick leave, at the discretion of the immediate supervisor or Superintendent.

b. Sick leave may be used when the Principal is required to be absent from work due to illness, injury or other temporary disability (including maternity-related disability) and for necessary medical, dental, audio, vision and psychiatric examinations that cannot be scheduled outside of regular working hours. Necessary travel time to and from the nearest appropriate medical treatment relative to the above shall be chargeable to sick leave. Elective medical treatment that can be performed during vacations or when school is out for the summer without substantial detriment to the Principal, shall not be eligible for sick leave.

c. Principals will be allowed membership into any existing District sick leave bank established for certificated personnel under the rules of said bank.

d. Each school year, the Principal shall be granted up to seven (7) days, plus necessary travel time of sick leave (and personal leave), for:

(1) Death within the Principal's family. The family shall be limited to the Principal's spouse, child, legal ward, brother, sister, parent, grandchild, grandparent, aunt, uncle, child-in-law, brother-in-law, sister-in-law and parent-in-law; and for

(2) Illness, injury, or other temporary disability (including maternity-related disability) and for necessary medical, dental, audio, vision, and psychiatric examinations of a member of the principal's family, as defined in (1) above, a statement by the attending physician regarding the illness or injury may be required by the District.

4. Temporary Military

The Principal who is a member of a reserve component of the U.S. Armed Forces or of the National Guard shall be granted temporary military leave on all days during which the Principal is ordered to training duty, as distinguished from active duty, with troops or at field exercises or for instruction. Temporary military leave may not exceed sixteen and one-half (16-1/2) working days in any one calendar year. Temporary military leave shall be granted only upon the written request of the appropriate military authority stating the reasons why the service cannot be fulfilled outside of normal workdays. A copy of the request and the military orders shall be filed with the Superintendent prior to the commencement of leave. The Principal shall promptly remit to the District any salary received from the military for the leave period or the Principal may elect to retain the salary received from the military and be on non-compensated leave status with the District.

5. Professional/Administrative

Upon request, the Principal may be granted professional/administrative leave for participation in workshops, conferences or other activities as may be approved in writing by the Superintendent.

6. Sabbatical Leave

Sabbatical leave, as established in AS 14.20.280-.340 may be requested.

B. Non-Compensated Leaves

1. Medical

A Principal shall be granted a leave of absence without pay beyond accumulated sick leave, personal leave and any Sick Leave Bank entitlement for reasons of personal illness or injury up to one (1) full school year beyond the end of the school year during which the exhaustion of compensated leave occurs. If the Principal wishes to return at a time other than the start of the school year, written approval of the Superintendent must be obtained.

2. Personal

Upon written request to the Superintendent by the Principal stating the time period and reason for the leave, a leave of absence without pay may be granted for situations not described above.

ARTICLE XII. EVALUATION

Principals shall be evaluated in accordance with the procedures and instruments adopted by the Board. Any amendments to the evaluation procedures and/or instruments shall occur in accordance with applicable regulations of the Alaska Department of Education. The District shall meet and confer with the Association prior to the implementation of any such amendments.

ARTICLE XIII. GRIEVANCE PROCEDURE

A. Definitions

1. Grievance: shall mean an alleged violation (including misinterpretation or misapplication) of any of the provisions of this Agreement.
2. Grievant: shall mean the Principal, Principals or the Association making the claim.
3. Party in Interest: shall mean the person(s) making the claim and any person(s) who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose

The purpose of the Grievance Procedure shall be to secure, at the lowest possible administrative level, a confidential and equitable solution to a grievance.

C. General Provisions

1. The time limits as specified in the Grievance Procedure may be modified only by the prior written mutual agreement of the parties.
2. Prior to initiating a formal grievance at Level One, or Level Two if appropriate, the grievant shall communicate with the party who has allegedly violated this Agreement in a good faith effort to resolve the issue.
3. Beginning with Level One of the Grievance Procedure, the grievant, the party who has allegedly violated this Agreement, and the District shall be entitled to be represented by counsel, to present evidence and to call and cross-examine witnesses at grievance hearings.
4. Beginning with Level One of the Grievance Procedure, the grievant, witnesses and an Association representative shall be permitted to participate in a grievance hearing, if held during working hours, without loss of compensation.
5. Beginning with Level One of the Grievance Procedure, hearing decisions shall be in writing setting forth the reasons for the decision and shall be delivered to the grievant or Association within the time period as provided at each Level of the Grievance Procedure.
6. Upon written request, the parties shall make available to each other, all pertinent non-confidential information in its possession or control.

7. A formal grievance shall be delivered not later than thirty (30) days from the date that the grievant knew, or should have known, about the alleged violation of this Agreement, or the grievance shall have been waived. If at subsequent levels the grievant fails to adhere to a time limit, the grievance shall have been waived. If the District fails to respond in a timely manner, the grievant may proceed to the next level.

8. The formal grievance shall be in writing, signed by the grievant and shall set forth with reasonable specificity the factual basis for the grievance and the specific provision or provisions of this Agreement alleged to have been violated or misapplied. The appeal of a grievance decision shall state with reasonable factual specificity the reason(s) for the appeal and shall include a copy of the original grievance decisions, an any prior grievance appeal(s). Forms for the purpose of filing and appealing grievances are attached to this Negotiated Agreement as Exhibits 1A, 1B and 1C.

9. No reprisals shall be taken against any Principal because of the Principal's legitimate participation in the Grievance Procedure.

10. The District shall record all grievance hearings and shall provide a copy of the recording upon written request to the grievant and/or the Association for cost. The grievant or the Association may record the hearings independently of the District.

11. The records and documents related to the processing of a grievance shall be maintained in a file separate from the Principal's official Personnel File.

12. In the event that the grievant is not the Association, or is not represented by the Association, the District shall promptly provide to the Association President a copy of all documents of record pursuant to the processing of the grievance. The Association shall indemnify and hold the District harmless for any liability to which the District may be held as a result of this paragraph. Furthermore, at any hearing beyond Level One, an Association representative shall be permitted to be present and the Association President shall be notified of the hearing at the same time as the grievant.

D. Procedure

1. Level One

   a. In the event that the informal communication with the party who has allegedly violated this Agreement fails to resolve the issue, the grievant may file the formal grievance with the immediate supervisor as provided in this Article above. If the immediate supervisor is the Superintendent, or if the Superintendent or the Board is the party who has allegedly violated this Agreement, the grievant shall file the grievance initially with the Superintendent at Level Two.

   b. The party with whom the grievance is filed shall schedule a hearing to be held within five (5) working days of receipt of the grievance and shall notify the grievant not less than two (2) working days in advance as to the time and place of the hearing.

   c. The hearing decision shall be delivered within five (5) working days of the date of the hearing.

2. Level Two

   a. If the grievant is not satisfied with the Level One decision or if the decision is not delivered within five (5) working days of the date of the hearing, the grievant may appeal to Level Two.

   b. Such appeal shall be delivered in writing to the Superintendent within fourteen (14) working days of receipt of the decision or within twenty (20) working days of the date of the hearing if no decision has been received.

   c. Upon receipt of the grievance or the Level Two appeal as provided in this Article above, the Superintendent shall schedule a hearing to be held within ten (10) working days and shall notify the grievant not less than three (3) working days in advance as to the time and place of the hearing.

3. Level Three

   a. If the Association is not satisfied with the Level Two hearing decision or if the decision is not delivered within the time period as provided in this Article, the Association may appeal to Level Three. Such appeal shall be delivered in writing to the Superintendent within eighteen (18) working

days of the receipt of the decision, or within twenty-eight (28) working days of the date of the hearing, if no decision has been reached.

b. Not later than five (5) working days after the receipt of a Level Three grievance appeal, the Superintendent and the Association President shall communicate to select an arbitrator. If the arbitrator is not selected within three (3) days, either party may request that the American Arbitration Association, pursuant to its rules and procedures, assist the parties in selecting an arbitrator.

c. Upon the selection of the arbitrator, the arbitrator shall schedule the arbitration proceeding to be held within thirty (30) working days and shall notify the Superintendent and the Association not less than fourteen (14) working days in advance as to the time and place of the proceeding.

d. In the case of a dispute regarding the arbitrability of an alleged violation, the arbitrator shall first determine whether the action is arbitrable under the terms of this Agreement. If the grievance is determined to be arbitrable, the arbitrator shall then hear the merits of the grievance. If the arbitrator determines that the grievance is not arbitrable, the hearing shall be closed and the grievance dismissed. Nothing contained in this paragraph shall require the arbitrator to issue a bench decision regarding arbitrability if, in the arbitrator's judgment, the dispute requires additional briefing, evidence, research, consideration or clarification which may be required prior to the hearing on the merits, that may be forthcoming during the hearing, or that may be provided after the hearing through briefing. In any event, the arbitrator shall have sole discretion in determining whether to conduct the hearing on the merits at the same time as hearing arguments or testimony on the arbitrability dispute.

e. No new testimony or new documentation may be placed before the arbitrator that was not introduced or referenced at Level Two or that was not provided to the Superintendent or to the Association at least ten (10) days prior to the arbitration hearing. This exclusionary rule shall not affect evidence requested under the provisions of Section C, 6 above, but not

provided by the District. Furthermore, the exclusionary rule notwithstanding, the arbitrator, upon request, may allow testimony or documents to be entered into the record upon a showing by the requesting party that unusual or unpredictable circumstances prevented the party from meeting its obligations under this paragraph.

f. Except as may otherwise be provided in law or this Article, arbitration shall be conducted under the rules and procedures of the American Arbitration Association which shall adjudicate disputes concerning said rules and procedures and shall be subject to the provisions of the Alaska Uniform Arbitration Act.

g. The arbitrator shall have no power to add to, subtract from, disregard, alter or modify any terms or provisions of this Agreement. Further, the arbitrator shall have no power to change any practice, policy or rule of the District except as may directly pertain to the grievance; however, this proscription shall not limit the arbitrator in fashioning a remedy designed to remove the need for additional grievances related to the same practice, policy or rule. In rendering the decision, the arbitrator shall give due regard to the rights, powers and responsibilities of the District under law and this Agreement and to the rights and privileges of the Principal(s) and the Association under law and this Agreement.

h. The arbitrator shall deliver the written decision to the Association President and to the Superintendent within forty (40) days of the close of the hearing. The decision shall be binding upon the parties.

i. The fees and expenses of the arbitrator shall be borne by the losing party.

ARTICLE XIV. SALARY

A. Salary Schedule based on 205 days

	FY-24		FY-25		FY-26	
STEP	ANNUAL	DAILY	ANNUAL	DAILY	ANNUAL	DAILY
0	$121,234	$591.39	$123,659	$603.21	$127,369	$621.31
1	$122,694	$598.51	$125,148	$610.48	$128,902	$628.79
2	$124,149	$605.60	$126,632	$617.72	$130,431	$636.25
3	$125,606	$612.71	$128,118	$624.97	$131,962	$643.71
4	$127,065	$619.83	$129,606	$632.23	$133,494	$651.19
5	$128,522	$626.94	$131,092	$639.48	$135,025	$658.66
6	$129,979	$634.04	$132,579	$646.72	$136,556	$666.13
7	$131,437	$641.16	$134,066	$653.98	$138,088	$673.60
8	$132,895	$648.27	$135,553	$661.23	$139,620	$681.07
9	$134,350	$655.37	$137,037	$668.47	$141,148	$688.53
10	$135,810	$662.49	$138,526	$675.74	$142,682	$696.01

B. Five Saturdays per work year may be counted as contract days as long as those days do not fall before, during or after a scheduled holiday or vacation. In addition, the Saturday and Sunday of the Region I-A or 2-A Tournament may be counted as workdays if the Principal is in attendance and has worked those two days.

C. Assistant Principals shall be paid ninety-five per cent (95%) of the appropriate step of the above schedule. **For** Principals at sites with fewer than fifty-five (55) students in grades K-12 the superintendent may require these principals to teach a portion of the day.

D. Principals may bring in up to eight (8) years of successful experience in an administrative position requiring a principal's certificate. In addition, any Northwest Arctic Borough School District experience in Director level positions requiring Alaska Type B certification will be credited when determining placement on the salary schedule. Commencing in FY25, for initial step placement on the Principal salary schedule, a District teacher with at least five (5) years of successful and consecutive years of District experience will be credited with one (1) step for each five (5) year term.

Principals shall work between 205 and 215 days as required by the Superintendent. The per day rate shall be based upon the Principals salary as determined above, divided by 205. For FY 25 and FY 26 the number of contract workdays required by the Superintendent will be 215. The starting and ending dates of Principal contracts will be determined by the Superintendent. The Principal will be at site working on both the starting and ending dates, unless otherwise approved in writing by the Superintendent.

E. Returning Teacher Bonus.

FY 23 Principals who return for FY 24 receive a $2,000 non-TRS bonus.

FY 24 Principals who return for FY 25 receive a $2,000 non-TRS bonus.

FY 25 Principals who return for FY 26 receive a $2,000 non-TRS bonus.

ARTICLE XV. BENEFITS

A. Medical Insurance

The District shall provide health insurance for each Principal as per Article IV, Section F of the Negotiated Agreement between the Northwest Arctic Borough School District and the Northwest Arctic Education Association.

B. Life and Accidental Death and Dismemberment Insurance

The District shall provide for each Principal, at no premium cost to the Principal, a term life insurance policy and an accidental death and dismemberment insurance policy, each in the face amount of $100,000.

C. Professional Development

With prior approval by the Superintendent, the Principal shall be reimbursed up to $1,500.00 for expenses of attendance at a professional conference that is greater than 1 day in length. In addition, for classes that have received prior approval by the Superintendent, the Principal shall be reimbursed up to $500 per year for tuition expenses.

D. Designation of Principal Housing

1. At each site where the District provides housing, the Superintendent will designate a housing unit for the Principal. The unit will be designated from the current inventory of District provided houses. The designation can be changed at any time if additional housing units are added to the inventory. The designation can further be changed annually if a District provided unit becomes vacant and the Superintendent wishes to designate that unit for the Principal.
2. The Principal and teacher(s) at a site may agree to switch units so that the teacher(s) will be residing in the unit designated for the Principal. In that event, the teacher(s) occupying the unit designated for the Principal shall have no right to continue occupancy of that unit for the next school year. Rather, the teacher(s) shall be entitled to re-occupy the unit that was switched with the Principal.

E. Rents

Rental rates for District housing shall be established annually by the Superintendent. Rents shall be paid on a monthly basis via payroll deduction. Rental rates for the duration

of this Agreement shall be the rental rates for the 2016-2017 school year. The lease shall include a $500 pet deposit paid via payroll deduction.

F. Housing Allowance

Principals employed by the District and not provided housing by the District shall receive a $5000 per year housing allowance in FY 24, FY 25, and FY 26, payable in equal installments via payroll check.

G. Lease

The Principal occupying District housing and the District shall enter into an annual lease agreement.

H. Smoke Free Housing

All principal housing units shall be non-smoking.

I. TRAVEL REIMBURSEMENT

Principals in the NWARCTIC villages outside of Kotzebue will receive one (1) round trip ticket between Kotzebue and their village location per year.

ARTICLE XVI. ALCOHOL AND DRUG TESTING

A. Prohibited Substances

1. Illegal drugs and alcohol are defined in paragraph H of this article.

B. Testing Requirements

1. This article mandates drug and/or alcohol testing of principals in the District upon an articulation of reasonable suspicion of drug or alcohol use. However, this article shall not operate to the derogation of a federal or state mandate for other types of drug or alcohol testing.

2. "Reasonable suspicion" is defined as drug and/or alcohol testing based upon a belief that a principal is using or is under the influence of drugs and/or alcohol in the workplace, drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience, and may be based upon, among other things:

   a. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug;

   b. Abnormal conduct or erratic behavior while at work, absenteeism, tardiness, or deterioration in work performance;

   c. A report of drug use provided by reliable and credible sources and which has been independently corroborated;

   d. Evidence that a principal has tampered with a drug test during his/her employment with the District;

   e. Information that a principal has caused, or contributed to an accident at work;

   f. Evidence that a principal is involved in the use, possession, sale, solicitation, or transfer of drugs while acting in the scope of his/her employment or upon District premises.

   g. Possession of equipment or paraphernalia pertaining to alcohol or illegal drug use by a principal on District premises.

3. The District shall ensure that at least one designated supervisor receives 60 minutes of training on alcohol misuse and at least an additional 60 minutes of

training on the use of controlled substances. This training will be used to determine whether reasonable suspicion exists to require a principal to undergo testing.

4. Where practicable, an articulation of reasonable suspicion shall be based upon the observation of an individual by two persons acting in a supervisory capacity in relation to the principal who have received drug and alcohol impairment recognition training. However, the observation of one trained supervisor is adequate to determine impairment.

5. Upon a determination of reasonable suspicion, the trained supervisor shall fill out a reasonable suspicion for drug/alcohol testing determination form. The supervisor shall then, as soon as safely possible, escort the principal to the designated testing site.

6. The District shall pay all actual costs of drug testing, including reasonable transportation costs.

C. Testing Methods and Collection Procedures

1. The District or District designee shall designate a drug/alcohol testing/collection site.

2. Testing Procedures For Alcohol

   a. Any individual chosen to test for alcohol impairment shall be trained in the operation of the evidential breath testing device (EBT) he or she is using by the EBT manufacturer or the manufacturer's representative and receive training certification from the manufacturer or the manufacturer's representative in writing and be familiar with this proposal. This person shall be designated as the breath alcohol technician (BAT). The EBT device for testing in this proposal may be any EBT approved for use by state or federal law enforcement agencies. The BAT conducting the test is responsible for documenting the results of the test and explaining the testing procedure to the principal who is to be tested. Additionally, the BAT will be trained to recognize adulteration of the sample, if applicable, and sign a statement that clearly states that the BAT will hold all information related to any phase of an alcohol test confidential.

b. The BAT must provide the principal with a sealed mouthpiece which the BAT shall open in the principal's presence. The BAT shall also show the principal the result displayed on the EBT and immediately inform the principal if he or she is under the influence of alcohol.

c. If the screening test yields a positive result, the BAT shall perform a confirmation test. The BAT shall wait a minimum of fifteen minutes between tests. The BAT shall use a new mouthpiece for the confirmation test and ensure that the EBT registers a 0.00 calibration on an air blank before conducting the test. If the EBT registers greater than 0.00, the BAT shall conduct more than one air blank. If the reading is still greater than 0.00, the BAT may not use that EBT and must use an alternative device. After the confirmation test, the BAT shall explain to the principal the results of the confirmation test.

d. After alcohol testing, the supervisor who accompanied the principal to the test shall either drive the principal back to work in the event of a negative test, or to the principal's home in the event of a positive test.

3. Testing Procedures For Drugs

a. Any individual chosen to collect urine samples under this proposal shall be trained in proper collection methods to ensure privacy, accuracy and to allow the test to be conducted with the least intrusiveness to the person presenting the sample. The District shall designate a certain area as the collection site. This area shall have all necessary personnel, materials, equipment, facilities and supervision to provide for the collection, security, temporary storage, and shipping or transportation of urine specimens to a certified drug testing laboratory. The District may designate a community health clinic for this site. In areas with a hospital, the District will use the community hospital as the drug testing site and arrange for all drug testing to be conducted through the hospital after assurances that the hospital is capable of complying with the standards for testing set forth herein.

b. The principal to be tested shall submit a driver's license or other photographic identification to the testing technician. In the absence of

such identification, the principal's accompanying supervisor may identify the principal.

c. The principal will be asked to remove any jackets and coats and to wash and dry his or her hands prior to collection of the specimen. Female principals must leave their purses, but are allowed to remove and retain their wallets. This must be done in the presence of the technician to prevent the principal from having access to material which might adulterate the specimen.

d. The technician shall use a designated Chain of Custody Form. This form must accompany the urine sample to the designated medical laboratory which shall test the sample.

e. A principal shall be given a choice of at least two sealed drug testing kits. The principal's selected kit shall be opened in full view of the principal.

f. Upon the principal being presented with the kit, the testing technician shall direct the principal to the testing area. The testing area shall be a private area.

g. After testing, the principal must present the sample to the collection technician prior to washing his/her hands or flushing the toilet. The specimen is to remain in the visual field of the donor.

h. Upon receipt of the specimen, the collection technician shall verify that the sample contains at least 60 ml of urine. If the container does not, the technician shall provide the principal with water, and after a reasonable time, allow him/her to attempt to produce another sample. The original sample shall be discarded. If the principal still cannot produce a sufficient amount of urine, the Program Administrator shall be contacted.

i. The technician shall immediately measure and record the temperature of the sample on the Chain of Custody form. The technician shall then seal the sample and place a security seal from the bottom of the Chain of Custody form on the sample and request that the principal date and initial it. The technician shall then complete the form, including asking the principal if he or she wishes to identify any prescription medication he or

she may presently be taking which would affect the sample. The technician shall then place the sample in a tamper-resistant bag and ask the principal to date and initial the seal on the bag. The technician shall write the bar code on the front of the testing envelope on the bag as well as "split sample". The sample will then be sent to the testing laboratory via Goldstreak or any other acceptable rapid-transport method.

j. Upon receipt of the test, the laboratory will divide the sample in half. If the first test yields a negative result, the second half of the sample will be discarded. If the test yields a positive result, the second half of the sample will be tested to verify the result. Unless both halves of the sample yield positive results, the test will be considered a negative test.

k. The testing laboratory shall perform an initial screening test which meets the requirements of the Food and Drug Administration. A positive test result will be confirmed by using gas chromatography/mass spectrometry (GC/MS) techniques. All confirmations shall be by quantitative analysis and must be reviewed by a medical doctor or doctor of osteopathy.

l. The physician or osteopath shall: (1) contact the principal within 48 hours and offer an opportunity to discuss the confirming test result; (2) interpret and evaluate the positive drug test result; and (3) report test results caused by prescription medicine as negative.

m. The testing laboratory shall report the results of the test to the Program Administrator after the confirmation test has been performed and the principal has been contacted.

n. After drug testing, the supervisor who accompanied the principal to the test shall either drive the principal back to work or to the principal's home based upon a determination of impairment.

D. Principal Rights

1. A principal shall have the right, upon his or her request, to obtain the written test results if the principal makes such a request within six months after the date of the test. Upon such a request, the District, or the designee of the District, shall provide the written test results within five days after the request is made.

2. A principal shall have the right, upon his or her request, to explain in a confidential setting, a positive test result. This request must be in writing and be within ten days after the principal has been notified of a positive test result. This request must be honored by the District within 72 hours or before the employer takes any adverse employment action.

3. For the purposes of this article, suspension with pay is not considered an adverse employment action.

4. All time spent by a principal being tested for a drug and/or alcohol violation under this article shall be considered compensatory time. Additionally, a principal who is sent home pending test results shall be considered temporarily suspended with pay.

E. Refusal To Be Tested

1. Should a principal refuse to be tested under this proposal, the principal will be considered to have received a positive result on a drug or alcohol test.

3. Refusal to submit to an alcohol or controlled substance test shall be considered as: (1) the failure to provide adequate breath for alcohol testing as required by this proposal without a valid and verified medical explanation after he or she has received notice of the requirement for breath testing under this proposal; (2) the failure to provide an adequate urine sample for controlled substances testing as required by this proposal without a genuine inability to provide a specimen (as determined by a medical evaluation by an evaluator of the District's choosing) after he or she has received notice of the requirement for urine testing under this proposal; (3) engages in any conduct which clearly obstructs the testing process in the District's determination. A refusal to submit shall be considered a positive test result.

F. Disciplinary Action

1. The District may take appropriate adverse employment action under these proposals based upon a positive drug or alcohol test.

G. Confidentiality

1. The District recognizes that the results of a drug and alcohol test will be considered medical records and held confidential to the extent permitted by law.

The District will limit disclosure of information acquired in a drug and alcohol test, including the positive and negative results, to the following individuals unless the principal consents in writing to other disclosures: (1) the principal; (2) the Program Administrator; (3) the principal's supervisor and other management officials with a need to know; (4) collection site personnel; (5) the laboratory medical review officer; (6) the principal assistance counselor or other rehabilitation personnel if the principal seeks or is required to use such service for continued employment.

H. Definitions

1. Alcohol - Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.
2. Alcohol Concentration (or Content) - Alcohol concentration or content means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.
3. Alcohol Use - Alcohol use means the consumption of any beverage, mixture, or preparation, including any medication containing alcohol.
4. Collection Site Person - Collection site person is an individual authorized by the District to collect samples in accordance with this program.
5. Confirmation Test for Alcohol - A second test, following an initial test, with a result of .04 or greater, that provides quantitative data of alcohol concentration.
6. Confirmation Test for Drugs - A confirmation test for drugs means a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy. Gas chromatography/mass spectrometry (GC/MS) is the only authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine.
7. Controlled Substances - Marijuana, cocaine and cocaine derivatives, opiates, amphetamines and phencyclidine, among others proscribed by state law at AS 11.71 et seq., are presently considered controlled substances for the purposes of this proposal. However, should the state of Alaska proscribe the possession and

consumption of other similar substances by statute or proposal, those substances would automatically be considered controlled substances for the purposes of this proposal.

8. Custody and Control Form - A custody and control form is a form that accompanies the urine specimen to account for the integrity of each specimen by tracking its handling and storage from point of specimen collection to its final disposition.

9. Failing an Alcohol Test - Failing an alcohol test shall be defined as a principal having a higher alcohol concentration than .04 at the time of testing.

10. Failing a Drug Test - Failing a drug test shall mean that the test results show positive evidence of the presence of a prohibitive drug or drug metabolite in a principal's system in amounts that exceed cutoff levels.

11. Screening Test for Alcohol - A screening test for alcohol shall be considered an analytical procedure to determine whether an individual may have a prohibited amount of alcohol in his or her system.

12. Screening Test for Drugs – A screening test for drugs shall be considered an immunoassay screen to eliminate "negative" urine specimens from further consideration.

RATIFIED BY:

NORTHWEST ARCTIC BOROUGH
SCHOOL DISTRICT

DATE:_____

_____
Superintendent Signature

RATIFIED BY:

PRESIDENT PRINCIPAL
NEGOTIATED AGREEMENT

DATE:_____

_____
President Signature

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: June 22, 2026

NUMBER: **26-205**

FR: Office of the Superintendent

SUBJECT: Approval to purchase battery storage training system from Kronus Engineering

ABSTRACT:

Board approval is required for purchases that exceed $50,000. The administration requests the School Board's approval to purchase a battery storage training system from Kronus Engineering for the amount of $130,007 with a note not to exceed $143,007 (10% Buffer).

ISSUE:

At issue is the approval of the purchase of a battery storage training system through Kronus Engineering, which exceeds $50,000 and requires Board approval.

BACKGROUND AND/OR PERTINENT INFORMATION:

The ATC is working in partnership with NANA and the NWAB to provide training on battery energy storage systems that are being assembled and installed throughout the region. Kronus Engineering has developed a small-scale battery storage system similar to the larger systems currently being deployed in regional communities. The Hewlett Foundation has awarded the ATC a workforce development grant focused on battery energy storage. The purchase of this training system will enable the ATC to provide local, hands-on training for technicians responsible for operating and maintaining the battery storage systems being installed across the region. This initiative will help build a skilled local workforce and support the long-term sustainability of renewable energy infrastructure in Northwest Alaska.

Funding: Grants: Hewlett Foundation

ALTERNATIVES:

1. Approve of purchase from Kronus Engineering a battery storage training system not to exceed $143,007 as presented;

2. Disapprove the purchase of a battery storage training system from Kronus Engineering not to exceed $143,007.

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the purchase of a battery storage training system from Kronus Engineering, not to exceed $143,007 as presented.

Project Overview

Northwest Arctic Borough reached out to Kronus Engineering for a small battery for the training facility in Kotzebue, AK. They are looking for an indoor battery similar to the larger systems Kronus has deployed across the state.

Pricing

Dolomite O-P Series – M5 Batteries (0.5 C)

System Specs		
Nom Energy	157	**kWh**
Usable Energy	141	**kWh**
DC Voltage Range	580-710	**VDC**
AC Voltage	3P 480	**VAC**
System Output Power	40	**kW**
Approx. Weight	3100	**lbs.**
Battery Enclosure Dimensions	84” H x 34” W x 54” D	

Price: $130,007

Scoping & Design:

- Creating battery system mechanical and electrical design
- Working with Site Electrical Engineer to integrate battery system into electrical plans
- Establishing Product Testing Plan



System:

- Pylontech M5 rack of batteries
- (1) Oztek RS-40 inverter
- Set up for 3P 480VAC with 50/60HZ set-up available
- 7,000 cycles for 10+ years daily usage
- Communications through Modbus/CANbus
- Iris BESS Controller

Installation: Estimated (3) days on site for product installation and commissioning

Warranty:

- Kronus one-year workmanship warranty
- OEM Product Warranties passed through

Availability: 1-6 months (currently shipping in 1-2 months)

KronusEngineering.com | info@kronusengineering.com | 5490 Western Ave, Boulder, CO 80301

Additional Options	
SEL Relay	$8,000-15,000
External AC Panel	$3,500-$20,000 per panel
Kronus System Commissioning	$2,000 per day per person + travel 3 days included
Kronus Premium Support	$0 for the first year (included)
Estimated Shipping Costs	TBD

Additional Considerations

- Shipping quote for FOB Boulder, CO. Pricing is estimated but varies based on market rates.
- The Iris BESS controller is included in the price. Additional equipment may be required.
- With the Oztek battery inverters an isolation transformer is not usually required and is not included in the price. Any additional transformers needed for the site are not included in the price but could be added if necessary.
- An external AC panel is not included in the proposal, but could be added to the system, if appropriate. During the Design Phase, the methodology of if an AC panel is required and where the AC panel will lie, whether it will be in the container or external to it, as well as the number of panels and breakers will be defined. The BESS will require a 20-40A circuit to power the system (price for panel not included)
- Systems location is site dependent and additional site work is not included- traditionally a poured concrete pad or Triodetic foundation.
- The BESS needs to be commissioned on site. Depending on the complexity of the system and controls chosen to run system, Kronus will need to be on site an estimated 3 days to commission system. (see pricing above)
- Fire permitting is not included but could be added if necessary.
- The weight of materials requires on-site logistics. Depending on final resting location of equipment, a pallet jack, forklift, helicopter, or crane may be required. (pricing not included)
- For this proposal, tariffs are assumed to be current as of June 18th, 2026, 2026. The price will need to be adjusted for any change in law which reflects a different tariff.

Additional Terms

Note: Proposal is valid until the 15th of August 2026
Terms: 50% on PO/ 50% on shipment

KronusEngineering.com | info@kronusengineering.com | 5490 Western Ave, Boulder, CO 80301

Scope of Work:

Phase 1: Design Development: During this phase, Kronus will design and create drawings for the BESS.

Kronus Engineering will:

- Lead battery design portion of project
- Provide, manage, and edit the set of battery design drawings needed by the customer to get permit approvals
- Advise on site single-line diagram
- Support site, solar, and system design through recommendations as necessary
- Create SAT and FAT Plans

Kronus Engineering will not be responsible for:

- Site engineering including civil design of pad that BESS equipment reside on
- Solar engineering
- Stamping any drawings
- Providing drawings for any system besides the battery

Phase 2: Procurement: Kronus will procure all necessary parts for the BESS.

Kronus Engineering will:

- Purchase and pay for all components internal to the BESS and necessary to build the BESS
- Provide and manage the equipment delivery schedule

Kronus Engineering will not be responsible for:

- Any system or parts outside the BESS
- Any components which fall outside the BESS footprint- interconnection equipment, solar equipment, site relays and switches, etc.



Phase 3: System Integration: Kronus Engineering will integrate the battery storage system.

Kronus Engineering will:
- Integrate the BESS as per agreed design
- Provide as built drawings
- Provide installation and maintenance manuals

Kronus Engineering will not be responsible for:
- Any system or parts outside the BESS
- Any components which fall outside the BESS footprint- interconnection equipment, solar equipment, site relays and switches, etc.

Phase 4: Testing & Validation: Kronus will implement formalized system testing procedures which involve running the system design through standard procedures in a controlled environment prior to shipping the system.

Kronus Engineering will:
- Organize and perform FAT according to agreed upon FAT and test schedule
- Pay for and deliver factory FAT testing equipment within allocated budget
- Connect and operate all test equipment

Kronus Engineering will not be responsible for:
- Testing on any system or parts outside the BESS

Phase 5: Delivery and Commissioning: Kronus Engineering will be onsite for commissioning and site-acceptance testing.

Kronus Engineering will:
- Arrange delivery of equipment to site
- Travel to the site to commission system and provide local operator training
- Perform the BESS and controls SAT as agreed upon
- Be onsite and available for support during system integration commissioning

Kronus Engineering will not be responsible for:
- Anything outside the BESS and inverter
- Prepping of site including pouring or building a pad for the BESS
- Getting power to BESS (most likely 40A 480VAC)
- Running power, auxiliary, and comm/fire conduit to BESS
- Any electrical work which does not fall within the interior of the BESS enclosure

About Kronus Engineering

Kronus Engineering is an expert on all-things energy storage. Our systems range from small-format battery packs for Robotics or UAVs, all the way up to large scale systems with Megawatt-Hours of storage for buildings or small communities; with our specialty falling between 100 kWh and 50 MWh. We have a team of engineers with expertise in mechanical, electrical, and software design, as well as high-voltage technicians to make sure your system is fully tested and safely installed on-site.

Ideally, we join the project at the scoping or design stage so that we can ensure the final system will meet the project's needs from the starting line, but we can jump in during any of the stages of scoping, design, programming, procurement and assembly, testing, installation, or commissioning to ensure that the project is a success. Whether you are at the beginning stages of designing a system, or you need help with the manufacturing, testing, installation, or troubleshooting of your BESS system, our team of battery experts will make sure your project is successful using creative and innovative solutions specific to your project's scope.

Kronus Process

1. The typical process for our clients begins with a system scoping to define the true needs of the battery.
2. Once system specifications are approved, we will design the initial system diagrams including flow charts, schematics, 3D models, and a bill of materials. We can also investigate programming system controllers or the BMS system at this time.
3. During the procurement and assembly stage our high-voltage technicians take the time to order parts as well as carefully assemble and wire the system.
4. Our team will test the system in a controlled environment before shipping to the project site.
5. The BESS is then carefully packaged and shipped to site where our technicians will install and integrate the system.





Kronus Services

- Energy Analysis for Battery Sizing
- System Diagram and Schematic Development
- Design Consultation
- Software Support
- Bill of Materials Development
- Schedule Development
- Manufacturing Support
- System Testing and Validation
- On Site Installation
- Support and Troubleshooting

External power supply battery system (1000V)



2.2.1 Parameters of the System

Product Model	PowerCube-M5A-64/zzzV-L15	PowerCube-M5A-64/zzzV-E15
System Voltage (VDC)	＜1500	＜1500
Controller Type	S1500M5A180L (External Power Supply Version, NA version) Isolating switch	S1500M5A180E (External Power Supply Version, EU version) Circuit breaker
Battery Module Type	HM5A180F	HM5A180F
Nominal Voltage (VDC)	64× n (where n = 1~21)	64× n (where n = 1~21)
Rated Capacity (Ah)	245	245
Total Storage Energy (kWh)	15.68× n (where n = 1~21)	15.68 × n (where n = 1~21)
Upper limit Charge Voltage (VDC)	71 × n (where n = 1~21)	71 × n (where n = 1~21)
Suggested Charge Voltage (for PCS)	71× n (where n = 1~21)	71× n (where n = 1~21)
Lower limit Discharge Voltage (VDC)	58× n (where n = 1~21)	58× n (where n = 1~21)
Nominal Current (Amps)	122.5	

9

Product Model	PowerCube-M5A-64/zzzV-L15	PowerCube-M5A-64/zzzV-E15
Max. Continuous Current (Amps)	180	
Peak Current (Amps)	<210A for 5 minutes <500A for 30 seconds	
Over Current/Duration (Amps/ms)	12000A/5ms	
IP Rating/Protection Class	IP20/I	
Operation temp. range(°C)	10 ~ 40	
Communication Protocol	CANBUS/Modbus RTU/Modbus TCP/IP	
Storage temp. range(°C)	-20 ~ 50	
Humidity(%)	5 - 95 (without condensing)	
Round-trip efficiency (%, @0.5 C-rate)	96	
Depth of Discharge(%)	95	
Battery System Power Consumption (W)*	16.5+n*3 (where n = 1~21)	
Dimensions (mm) for HQ container**	1050(W)*925(D)*2215(H) (24 slots)	1050(W)*925(D)*2215(H) (24 slots)
Dimensions (mm) for GP container[♣]	1050(W)*925(D)*1965(H) (22 slots)	1050(W)*925(D)*1965(H) (22 slots)
Weight (kg)	210+ 115×n (where n = 1~22)	210+ 115×n (where n = 1~22)
Design cycle life (cycle)[&]	>7,000	
Design Life(year)	15+	
Cooling type	FAN cooling	
Altitude (m)	<4,000	
Certifications for UL (BMS: S1500M5A180L)	UL1973, UL9540A, UL9540, IEC62477-1, IEC62040-1, IEC62619, IEC63056, UKCA, CE LVD, CE EMC, UN38.3, VDE-AR-E 2510-50	
Certifications for EU (BMS: S1500M5A180E)	IEC62477-1, IEC62040-1, IEC62619, IEC63056, UKCA, CE LVD, CE EMC, UN38.3, VDE-AR-E 2510-50、GB/T 36276-2018、GB/T 34131-2017	

* This is the power consumption when relay closed, not including fan power consumption. Each fan power consumption is 15.6W and fan running condition depends on temperature.

** HQ (High Cube) container: Rack with 24 slots, configuration for 2 strings of 1 BMS + 11 battery modules(<1000V system). Or 1 BMS + 21 battery modules (<1500V system). Please check the PCS DC voltage range for a proper configuration.

[♣] GP (General Purpose) container: Rack with 22 slots, for 2 strings of 1 BMS + 10 battery modules(<1000V system). Or 1 BMS + 21 battery modules (<1500V system). Please check the PCS DC voltage range for a proper configuration.

[&] Cycle life is defined based on specific operation conditions, for more details please check with Pylontech service team.

OZpcs-RS40 Specifications

- **Reduce Time to Market**
  - Easy paralleling allows for quick product scaling
  - 2.5U, 19" rack mount
- **Features**
  - Seamless Transfer
  - UL1741-SA Smart Inverter functions
  - 3 & 4 wire transformer-less grid interface
  - Integrated data logging
- **Worldwide Application**
  - Wide AC voltage range
    - 208-480VAC
    - 50/60 Hz
  - Wide DC voltage range
    - 330-820VDC
- **Industry Std Interface**
  - SunSpec certified
  - Modbus RS-485

DC Connection	
Operating Voltage Range	330 - 820 VDC
Full Power Voltage Range	550 - 820 VDC
Max DC Current	+/- 75 A
Max DC Power	40 kW
Wiring Configuration	2 Wire
AC Connection	
Max AC Power	40kVA @ 480 V_{RMS}
Max AC Current	50Arms
AC Line Voltage	208 - 480 V_{RMS}
AC Line Frequency	50 / 60 Hz
Supported Grid Connections	3 wire & 4 wire, grounded neutral
Power Factor	-1 to +1
Current Harmonics	IEEE 1547 Compliant, <3%THD
Typical Efficiency	97 %
Environmental	
Operating temp	-5°C to 40°C 40°C to 50°C Derated
Cooling	Forced air by internal variable speed fans
Max Elevation	1,000m No Derating 1,000m - 3,000m Derated
Enclosure	2.5U, 19" Rack Mount
Weight	43kg / 97 Lbs
Ingress protection	IPC20
User Interface	
Isolated Communication Link	Modbus RS-485
Register Mapping	SunSpec PCS
Isolated Digital Inputs	• Emergency Shutoff • Bias Enable
Isolated Digital Outputs	• User Configurable 1 • User Configurable 2
Indicator LEDs	• Fault • Operating • Standby • Power On
Warranty	5 years standard 5 year warranty extension available

Designed and Manufactured in the USA

DR-0110 Rev G

11 Continental Blvd. Merrimack NH 03054
(603) 546-0090 oztekcorp.com

Iris
Energy Management System

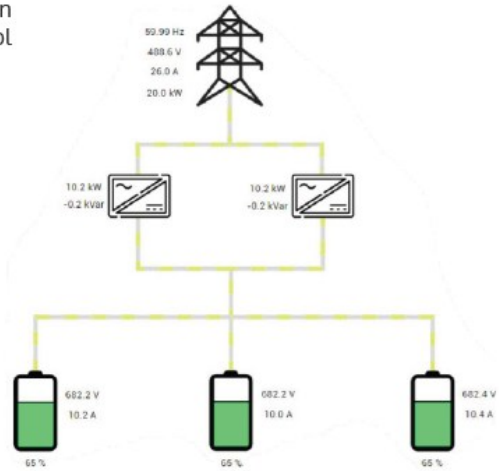
Kronus Engineering
The Battery Experts

Kronus Engineering has developed the Iris Energy Management System to give you full control over your battery energy storage system as well as the ability to integrate the BESS into your site seamlessly. This solution allows for safe communication between all devices and can be monitored remotely.



Energy Management System Functionality

- Demand Charge Management
- Time of Use
- Data Aggregation
- Microgrid Control



Controllable Resources

- Batteries
- Battery Inverters
- Solar Inverters
- DCDC Converters
- Fuel Cells
- Hydrogen Reformers
- HVAC/ Thermostat Control
- Energy Monitors

Interface

- Local Touchscreen Control
- Remote Web Interface
- Data Logging and Trending
- AI Optimized Controls
- System Notifications

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