NORTH SLOPE BOROUGH SCHOOL DISTRICT

MEMORANDUM

TO: Madeline Hickman, President
Members of the Board

THROUGH: Dr. Caitlin Santos, Superintendent

THROUGH: Megan Williams, Director of Finance

FROM: Qaġġuna Tenna D. Pili, Director of Iñupiaq Education
Tennessee Judkins

DATE: October 28, 2026

SUBJECT: **Contract Under $50K – Latitude North**

Memo No. SB27-069
(Informational Item)

NSBSD Policy Manual:

BP 3311, Bids: The district shall purchase….services on a competitive bidding basis when required by law and whenever it appears to be in the best interest of the district to do so. All bids under federal awards must be made in accordance with the standards set forth in 2 CFR 200.320.

BP 3312, Contracts: The Superintendent or designee may enter into contracts and memoranda of agreement on behalf of the district. All contracts and memorandums of agreement with a dollar value of $50,000 or greater must be approved by the School Board.

NSBSD Strategic Plan Summary:

Family & Community Collaboration

Goal 1: Prioritize and implement intentional and purposeful partnerships.

Culturally Responsive Instruction

Goal 4: Graduate bilingual students

Staff Support & Professional Development

Goal 6: Build and sustain a thriving workforce aligned with the mission of this District

Issue Summary:

The NSBSD Iñupiaq Education Department seeks to contract with Latitude North to provide specialized technical assessment, software analysis, and modernization planning services for the District's existing Iñupiaq Language Learning Application. This work will support the Iñupiaq Education Department's efforts to preserve and strengthen digital language learning resources while establishing a sustainable foundation for future application development.

Under this contract, Latitude North will conduct a comprehensive discovery and technical assessment of the existing application, including its software architecture, student learning content, Iñupiaq language assets, iOS/iPad functionality, and integration with District academic reporting systems. The assessment will also identify technical dependencies, evaluate system accessibility and portability, and recommend a modern technology framework for rebuilding the application.

The project will produce technical documentation, a phased migration plan, preliminary cost estimates, and a comprehensive scope of work suitable for a future competitive Request for Proposal

(RFP). These deliverables will provide the District with the information necessary to make informed decisions about the application's redevelopment while ensuring that future development is not dependent on a single individual or technology provider.

Background:

The Iñupiaq Education Department has invested in the development of a digital Iñupiaq language learning application (IVALU) designed to provide students with opportunities to strengthen vocabulary, comprehension, and language proficiency through interactive learning activities. The application includes Iñupiaq language content, student accounts, learning assessments, and reporting features intended to support language instruction and monitor student progress.

However, the application was developed using a specialized technology platform and has become increasingly difficult to maintain due to limited technical support and the lack of comprehensive system documentation. Although the District maintains a backup of the application, a thorough technical assessment is necessary to determine the condition of the existing software, recover and document essential language learning assets, and identify the requirements for transitioning to a modern, sustainable platform.

Latitude North's proposed services will help safeguard the District's investment in Iñupiaq language resources by establishing a clear understanding of the existing application and identifying a responsible path toward modernization. This initial discovery phase will provide the technical foundation for a future competitive development process, allowing the District to pursue a reliable, accessible, and maintainable application that can continue supporting Iñupiaq language learning for years to come.

Length of Contract:

November 15, 2026 – February, 28, 2027

Funding Source and Contract Amount:

This contract would come out of the Iñupiaq Education Department Professional & Technical budget. Account Code: 100.200.120.000.410, not to exceed $25,000.00

Available Budget:

Account Code: 100.200.120.000.410

Compliance with BP 3311.

This contract is for specialized professional and technical consulting services requiring expertise in software architecture, application assessment, system integration, data recovery, and technology modernization planning. The existing Iñupiaq Language Learning Application presents unique technical challenges due to its specialized software framework, limited documentation, and dependencies involving student learning data, language content, and external reporting systems.

Latitude North will provide the technical analysis necessary to document the existing application, assess system dependencies, identify potential risks, and develop a comprehensive modernization plan. The resulting documentation will be owned by NSBSD and structured to support a future competitive RFP, ensuring the District retains flexibility in selecting a qualified developer for the subsequent rebuilding phase, if needed for IVALU.

BP 3311, Exemption #3, exempts professional or consultant services, including specialized technical consulting, from formal purchasing procedures. This contract is presented under that exemption based on the professional technical assessment and consulting services being provided.

Signature: Caitlin Santos (Nov 3, 2026 10:41:27 AKST)

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