NORTH SLOPE BOROUGH SCHOOL DISTRICT

MEMORANDUM

TO: Madeline Hickman, President
Members of the School Board

THROUGH: Dr. Caitlin Santos, Superintendent

THROUGH: Megan Williams, Director of Finance

FROM: Qaġġuna Tenna Pili, Director of Iñupiaq Education

DATE: October 28, 2026

SUBJECT: **Contract over $50,000 - Channel Films**

Memo No: SB27-067
(Action Item)

NSBSD Policy Manual:

BP 3311, Bids: The district shall purchase equipment, supplies and 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.

BP 3312, Contracts: The Superintendent or designee may enter into contracts and memoranda of agreement (MOA's) on behalf of the district. All contracts and MOA's for professional services 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 2: All students perform at or above grade level

Goal 4: Graduate bilingual students

Issue Summary:

The Iñupiaq Education Department seeks to contract with Channel Films to provide specialized technical assistance, audio-visual production, and curriculum media development services in support of the North Slope History, North Slope Science, and North Slope Government high school courses.

Under this contract, Channel Films will build upon existing Elders' interviews, recordings, and research materials collected through the Alaska Eskimo Whaling Commission (AEWC) curriculum initiative. The work will include reviewing, editing, and producing additional audio and video educational resources; organizing and refining existing media; and providing technical assistance to support the finalization of Chapters Two and Three of the AEWC curriculum unit. These efforts will strengthen the accessibility and instructional use of culturally relevant materials while preparing existing research and media resources for future curriculum development.

Channel Films, owned and operated by Howdice Brown III, an Alaska Native-owned media company, brings decades of experience producing media that documents and highlights Alaska's

histories, cultures, communities, and Indigenous knowledge. Their involvement will support the District in transforming valuable community-based recordings and research into meaningful educational resources for classroom instruction.

Background:

The Iñupiaq Education Department continues to develop place-based curriculum for the North Slope History, North Slope Science, and North Slope Government courses, ensuring students have access to educational materials grounded in the history, knowledge, experiences, and perspectives of North Slope communities. Through the AEWC curriculum initiative, valuable interviews with Elders, recordings, and research materials have been collected to document local knowledge and support the development of culturally responsive instructional resources.

As this work progresses, specialized media production and technical support are needed to refine existing materials, complete the remaining AEWC curriculum chapters, and prepare recorded content for classroom use. Channel Films' experience in Indigenous media production provides the technical expertise necessary to preserve the integrity of these community voices while transforming existing resources into accessible, engaging, and instructionally meaningful materials. This work represents an important step toward completing the AEWC curriculum unit and strengthening the District's locally developed high school curriculum.

Length of Contract:

The length of the contract would be November 15, 2026 through March 31, 2027.

Funding Source and Purchase/Contract Amount:

This contract would come out of the Iñupiaq Education Department Professional & Technical budget. Account Code: 100.200.120.000.410 in the amount of and not to exceed $52,800.00.

Available Budget:

Account Code: 100.200.120.000.410

Compliance with BP 3311.

The administration requests that the requirements of BP 3311 be waived in this instance.

The proposed contract involves specialized professional services requiring expertise in Indigenous media production, audio-visual editing, and the integration of community-based knowledge into educational curriculum. Channel Films brings extensive experience documenting Alaska Native histories, cultures, and communities, along with the technical capacity to develop educational media from existing interviews, recordings, and research materials.

The work is not a new curriculum development initiative but a continuation of the District's existing AEWC curriculum project. It requires careful handling of previously collected Elders' interviews and culturally significant materials to maintain the accuracy, context, and integrity of the knowledge being shared. Channel Films' specialized experience and ability to provide integrated technical and media production services make the company well suited to support the completion of this work.

For these reasons, the administration requests a waiver of the competitive bidding requirements under BP 3311.

Proposed Motion:

"I move that the NSBSD Board of Education approve the above $50,000 and greater proposal and related contract with Channel Films, in the amount of and not to exceed $52,800.00, as described in this memo and related attachments."

Moved by _____ Seconded by_____

Adivsory Vote _____ Vote_____

CHANNEL FILMS

Project Proposal

Technical Support for Audio-Visual Development and Audio-Visual Curriculum Materials Finalization

North Slope History, North Slope Science, and North Slope Government Courses

1. Project Overview

Howdice Brown III and Channel Films, a Native-Owned media company based in Alaska, will provide technical assistance and media production support for the continued development of educational materials for the North Slope History, North Slope Science, and North Slope Government courses. This project will build upon the interviews, recordings, and other resources collected through the AEWC curriculum unit work to finalize the AEWC curriculum unit materials, chapters 2 and 3 and create additional for use in our local content high school course. This work will also prepare the research materials collected for use in the next stage of writing additional curriculum.

As a Native-Owned media company with a long history of developing content used in educational spaces, Channel Films brings decades of experience producing media that highlights Alaska-based histories, cultures, communities, and knowledge.

2. Project Objectives

The primary objectives of this project are to:

- Develop additional audio and video educational resources using elders' interviews and other materials collected for the AEWC curriculum unit.
- Provide technical assistance with the organization, refinement, and finalization of Chapters Two and Three of the AEWC curriculum unit materials.
- Improve the accessibility, usability, and educational value of existing recorded materials through media indexing and management.

3. Scope of Work

Howdice Brown III and Channel Films will provide technical and media production support to develop additional audio and video materials using elders' interviews and other resources collected as part of the AEWC curriculum unit initiative.

Activities may include:

- Reviewing existing interviews, recordings, and related curriculum resources to identify material suitable for additional educational audio and video content.
- Identifying relevant interview segments and stories that support the learning goals of the North Slope History, North Slope Science, and North Slope Government courses.
- Provide technical assistance to support the finalization of Chapters Two and Three of the AEWC curriculum unit materials. This work will focus on completing and refining curriculum materials, already in development, rather than initiating a separate curriculum development project.
- Editing and assembling selected interview segments into audio and video materials appropriate for classroom and educational use.
- Providing technical support for audio and video editing, sound quality, image quality, file organization, and preparation of finished media.
- Preparing completed media files in agreed-upon formats for incorporation into the curriculum materials and related educational platforms.

The intent is to build on existing recordings and collected resources, making effective use of materials already available while expanding their educational application.

4. Project Deliverables

The project will provide the following deliverables by March 31:

1. Additional audio/video materials: Edited selections drawn from elders' interviews and existing AEWC curriculum unit resources for potential use in the three North Slope courses.
2. Finalized Chapter Two materials: Technical assistance with the refinement, organization, and completion of Chapter Two of the AEWC curriculum unit.
3. Finalized Chapter Three materials: Technical assistance with the refinement, organization, and completion of Chapter Three of the AEWC curriculum unit.
4. Final project files: Delivery of completed media files and related materials in mutually agreed-upon formats.

The specific number, length, and format of the audio and video pieces will be determined in coordination with the project representatives based on the available recordings, curriculum priorities, and the time and resources available within the approved project budget.

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7. Project Budget

The total cost for the proposed technical assistance and media development project is $52,800 for the period November 15 through March 31.

The project fee covers the professional services necessary to complete the agreed-upon scope of work, including:

- Review and preparation of existing audio-visual source materials.
- Audio and video editing and production.
- Technical assistance for curriculum media integration.
- Support for finalizing Chapters Two and Three of the AEWC curriculum unit materials.
- Project coordination, review, revisions, and final file delivery.

The total project cost will not exceed $52,800 without prior written approval for any additional work or budget adjustment.

8. Payment Terms

Payment will be made through monthly invoices submitted by Channel Films. Each invoice will be subject to review and approval by IED Director Tenna Pilli.

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