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: Dr. Robert Bolen, Acting Director of Human Resources

DATE: October 29, 2026

SUBJECT: **Contracts Over $10,000-**
Law Offices of Nicolas Caraquel PPLC

Memo No. SB27-073
(Action Item)

NSBSD Strategic Plan Summary:

Staff Support & Professional Development

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

NSBSD Policy Manual:

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 MOAs with a dollar value of $50,000 or greater must be approved by the School Board.

- See attached as Appendix A, a copy of the draft MOA between Law Offices of Nicolas Caraquel PPLC ("Firm") and the District.

Issue Summary:

Approval is requested for two distinct immigration legal service topics under the Firm's proposals, i.e., **1)** H-1B services supporting 20 employment petitions, and **2)** PERM services supporting a longer-term employment-based immigration process for 13 current H1B Teachers. The proposal sets separate authorizations and spending limits below.

Topic 1: H-1B Cap-Exempt Nonimmigrant Worker Petitions for up to 20 New Candidates

Background and Scope:

The proposal covers USCIS account assistance, Labor Condition Applications, Form I-129 petitions, consular interview packets and coaching when applicable, and Overseas Employment Certificate assistance for applicable applicants. Counsel must confirm cap-exempt eligibility and the requirements for each case.

Quoted cost per applicant	**Initial or transfer/change of status***	**Extension**
Attorney fee	$3,000	$3,000
Form I-129 fee	$460	$460

Fraud prevention fee	$500	Not listed
Total without premium processing	$3,960	$3,460
Optional premium processing	$2,965	$2,965
Total with premium processing	$6,925	$6,425

Topic 2: PERM Labor Certification and EB-3 Immigrant Petitions for 13 of our current H1B Teachers

Background and Scope:

The PERM proposal describes prevailing wage determinations, preparation and coordination of recruitment advertisements, monitoring recruitment timelines, Form ETA 9089 applications, audit file preparation, responses to Department of Labor audits, and case monitoring. This process is intended to support a later EB-3 Form I-140 immigrant petition. It is separate from the H-1B petition process.

Quoted service	Amount and billing unit	Payment timing
Prevailing Wage Determination	$2,300 per position and/or work location	Before submission of the PWD application
PERM application Form ETA 9089	$2,000 per applicant	After PWD issuance and completion of recruitment
PWD refiling when applicable	$500 per refiling	Confirm with counsel
Advertising and third-party agency costs	Additional; not priced	Separate estimate required
EB-3 Form I-140 and later stages	No separate pricing provided	Written scope and fee schedule required

A PWD may cover multiple applicants for the same position and/or work location, as described in the proposal. The quoted PERM service subtotal is $2,300 × 5 (number of PWDs) + $2,000 ×13 (number of applicants), plus any authorized refiling and advertising.

The proposal states that PERM costs are employer-paid and that actual advertising costs are excluded; the firm does not post advertisements on the District's behalf. Although the proposal title includes EB-3/I-140, the supplied schedule prices only the PWD and PERM milestones. Obtain separate I-140 legal and filing fees, and later-stage costs, before authorizing those services.

Length of Contract:

The retainer becomes effective upon both parties' receipt of signed copies and states a one-year term unless sooner terminated in writing. The PERM proposal anticipates a multi-year process, and we will seek additional Board approvals as needed.

Funding Source and Contract Amount:

Topic 1 H-1B ceiling: $138,500. Topic 2 PERM ceiling: $37,500. Combined authorization: $176,000. Maintain separate tracking for each topic. Additional services and fee changes must remain within approved authority or return for further approval as required.

Available Budget:

Approximately $500,000.00

Funding Source and Contract Amount:

Professional & Technical Services-100.200.551.000.410

The contract

1. Topic 1 H-1B ceiling: $138,500.
2. Topic 2 PERM ceiling: $37,500.

Combined authorization for Topics 1 and 2: $176,000.

Compliance with BP 3311:

This is a new agreement for Board consideration.

Proposed Motion Topic 1:

"I move that the NSBSD Board of Education approve the H-1B legal services with the Law Offices of Nicolas Caraquel, PLLC for up to 20 petitions, including 20 premium processing requests, at a total District cost not to exceed $138,500, as described in this memo and related attachment."

Moved by: _____ Seconded by: _____

Advisory Vote: _____ Vote: _____

Proposed Motion for Topic 2:

"I move that the NSBSD Board of Education approve the PERM services with the Law Offices of Nicolas Caraquel, PLLC for up to 5 prevailing wage determinations and 13 PERM applications, including authorized advertising and refiling, at a total District cost not to exceed $37,500, as described in this memo and related attachment."

Moved by: _____ Seconded by: _____

Advisory Vote: _____ Vote: _____

Signature: Caitlin Santos (Nov 9, 2026 06:24:39 AKST)
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