



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

NWABSD BOARD OF EDUCATION

Budget Committee Meeting

Conducted via Teleconference

Call 1-833-682-3239, enter code:504 417 946 #

Agenda

September 23, 2024

1:00 p.m.

- I. FY25 Financial Narrative Report as of August 31, 2024
- II. FY26 DRAFT Budget Development Schedule
- III. Action Items with Budget impact:
 - 25-008 Approval of Contract - 2024-2025 Alaska Humanities Forum
 - 25-009 Approval of Purchase - Big Ray's The Alaskan Outfitters
 - 25-024 Approval of Purchase - HMH Into Reading Materials
 - 25-027 Approval of MOA Addendum – JLM, LLC
- IV. Future Business:
 - FY24 Financial Statements and Audit Report

Committee Members: Margaret Hansen, Joanne Harris, Marie Greene (Chair), Alice Adams
Administrative Services Business Manager: Natalie Dickey

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.

**Northwest Arctic Borough School District
Financial Narrative
For Month Ending August 31, 2024**

Included in the attached report are the reports for General Fund Revenue & Expenditures, Board Expenditures, and the Investment Account balance for month ending 8/31/2024. The Board last received a report August 26, 2024 with expenditures and revenue through July 31, 2024.

We are approximately 17% through the fiscal year and have expended 11% of our general operating budget, and received 7% of our budgeted general fund revenue. 80% of our General Fund budget is expended and encumbered. The months of October and November will see a significant increase in expenditures.

**Northwest Arctic Borough School District
General Fund Revenue
For Month Ending August 31, 2024**

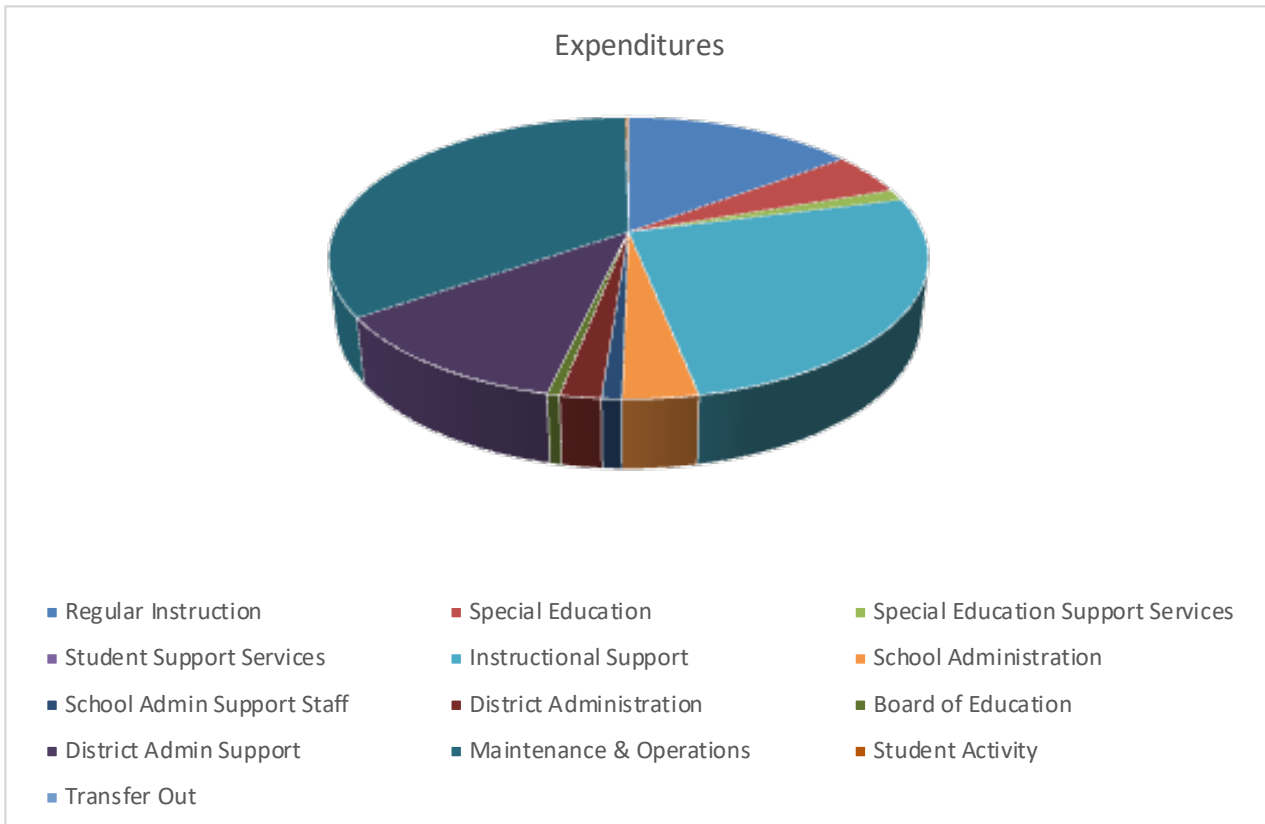
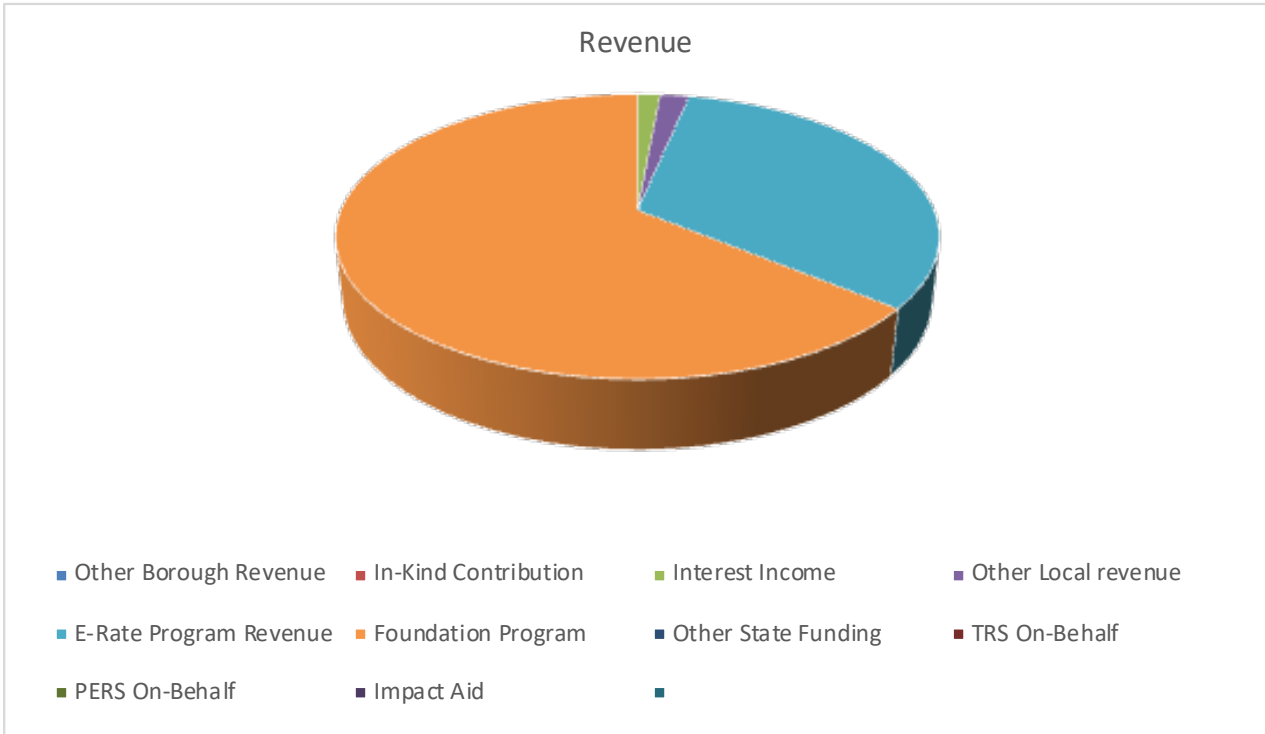
		Approved				
		<u>Budgeted</u>	<u>Year to Date Rev</u>	<u>Encumbrance</u>	<u>Variance</u>	<u>% of Budget</u>
Revenues By Object:						
011	Other Borough Revenue	8,068,263	-	-	8,068,263	0%
012	In-Kind Contribution	-	-	-	-	NA
030	Interest Income	770,000	71,542	-	698,458	9%
040	Other Local revenue	2,100,000	91,081	-	2,008,919	4%
047	E-Rate Program Revenue	7,205,220	1,603,728	16,517,664	(10,916,172)	22%
051	Foundation Program	38,250,938	3,151,324	-	35,099,614	8%
090	Other State Funding	4,800,549	-	-	4,800,549	0%
056	TRS On-Behalf	2,505,160	-	-	2,505,160	0%
057	PERS On-Behalf	447,788	-	-	447,788	0%
111	Impact Aid	3,476,274	-	-	3,476,274	0%
250		-	-	-	-	NA
Revenue Totals		67,624,192	4,917,675	16,517,664	46,188,853	7%
			7% % Received to date			

Percentage of All Funds Total Budget Expended:	11.31%
Percentage of Year Passed:	16.67%
General Checking Account Ending Balance	\$8,231,636
Wells Fargo IILD Account	\$15,375,672
JNES Scholarship Account	\$4,186.77
Month End Cash In Bank Account	<u><u>\$23,611,495</u></u>

**Northwest Arctic Borough School District
General Fund Expenditures by Object & Function
For Month Ending August 31, 2024**

		<u>Approved</u>				
		<u>Budget</u>	<u>Year to Date Exp</u>	<u>Encumbrance</u>	<u>Variance</u>	<u>% of Budget</u>
Expenditures By Object:						
310	Certificated Salaries	15,429,407	1,344,450	13,454,663	630,294	9%
320	Non-Certificated Salaries	9,335,698	682,816	6,242,013	2,410,869	7%
331	Leave Pay Out	285,000	2,941	-	282,059	1%
333	Stipends	99,750	39,500	-	60,250	40%
360	Employee Benefits	12,645,809	850,933	2,185,869	9,609,006	7%
367	TRS On-behalf	2,505,160	-	-	2,505,160	0%
368	PERS On-behalf	447,788	-	-	447,788	0%
	SUBTOTAL: Personnel	40,748,612	2,920,640	21,882,545	15,945,427	7%
410	Professional & Technical Services	4,842,647	303,154	1,229,200	3,310,294	6%
420	Staff Travel	424,000	25,182	15,737	383,080	6%
420	Board Travel	108,852	572	7,326	100,954	1%
425	Student Travel	1,144,775	-	1,873	1,142,902	0%
430	Utility Services	8,410,727	1,815,247	18,702,819	(12,107,339)	22%
435	Energy-includes electricity & fuel	4,323,719	1,242,083	1,784,866	1,296,770	29%
440	Other Purchased Services	4,470,556	28,054	4,281,906	160,596	1%
445	Property & Liability Insurance	1,350,000	1,396,451	-	(46,451)	103%
450	Supplies, Materials & Media	1,754,263	228,631	197,566	1,328,065	13%
480	Tuition	40,000	-	-	40,000	0%
490	Dues & Fees	87,680	20,568	40,075	27,037	23%
510	Inventoried Equipment	55,000	-	-	55,000	0%
495	Indirect Cost Recovery	(250,000)	(1,789)	-	(248,211)	1%
	SUBTOTAL: Non-Personnel	26,762,219	5,058,153	26,261,368	(4,557,302)	19%
550	Transfer Out	3,005,214	-	-	3,005,214	0%
Expense Totals		70,516,044	7,978,793	48,143,913	14,393,338	80%
		11% Expended to date				
		<u>Budgeted</u>	<u>Year to Date Exp</u>	<u>Encumbrance</u>	<u>Variance</u>	<u>% of Budget</u>
Expenditures by Function						
100	Regular Instruction	17,977,977	1,188,386	10,083,053	6,706,538	7%
200	Special Education	8,627,583	388,212	4,200,111	4,039,261	4%
220	Special Education Support Services	1,260,998	102,053	778,563	380,382	8%
300	Student Support Services	297,660	-	3,077	294,583	0%
350	Instructional Support	10,303,824	2,060,013	19,465,675	(11,221,865)	20%
400	School Administration	3,334,747	272,756	2,280,873	781,117	8%
450	School Admin Support Staff	1,459,652	73,259	640,032	746,361	5%
510	District Administration	1,245,159	149,171	630,044	465,944	12%
511	Board of Education	642,793	44,377	57,160	541,256	7%
550	District Admin Support	3,122,143	940,638	1,441,180	740,326	30%
600	Maintenance & Operations	17,424,106	2,744,185	8,427,973	6,251,948	16%
700	Student Activity	1,814,189	15,744	136,172	1,662,273	1%
900	Transfer Out	3,005,214	-	-	3,005,214	0%
Total Expenditures		70,516,044	7,978,793	48,143,913	14,393,338	80%

**Northwest Arctic Borough School District
General Fund Revenue & Expenditures by Function
For Month Ending August 31, 2024**



**Northwest Arctic Borough School District
Board Expenditures
For Month Ending August 31, 2024**

		Approved <u>Budgeted</u>	<u>Year to Date Exp</u>	<u>Variance</u>	<u>% of Budget</u>
Expenditures by Object					
333	Stipends	87,750	7,500	80,250	9%
36?	Benefits	290,511	854	289,657	0%
410	Professional & Technical Services	111,000	19,046	91,954	17%
420	Travel	108,852	572	108,280	1%
450	Supplies	5,000	30	4,970	1%
490	Other Expenses (Dues & Fees)	39,680	16,375	23,305	41%
Total Expenditures		\$ 642,793.08	\$ 44,376.71	\$ 598,416.37	7%

Board Budget Summary

Board Stipends

		Members	# of times	# of Days	FY24 TOTAL
\$ 250.00	NWALT Meeting - July 1, 2024	1	1	1	\$ 250.00
\$ 250.00	AASB Board Meeting in OTZ	1	1	3	\$ 750.00
\$ 250.00	Executive Committee Meeting	4	1	1	\$ 1,000.00
\$ 250.00	August 26 Board Meeting	11	1	1	\$ 2,750.00
\$ 250.00	August 27 Board Meeting	11	1	1	\$ 2,750.00
TOTAL					\$ 7,500.00

Benefits

	Health Insurance				\$ -
\$ 854.00	Other Benefits				\$ 854.00
TOTAL					\$ 854.00

Professional & Technical Services

\$ 11,666.00	Lobbyists				\$ 11,666.00
\$ 7,380.00	AASB Annual Meeting Services				\$ 7,380.00
TOTAL					\$ 19,046.00

Travel & Perdiem

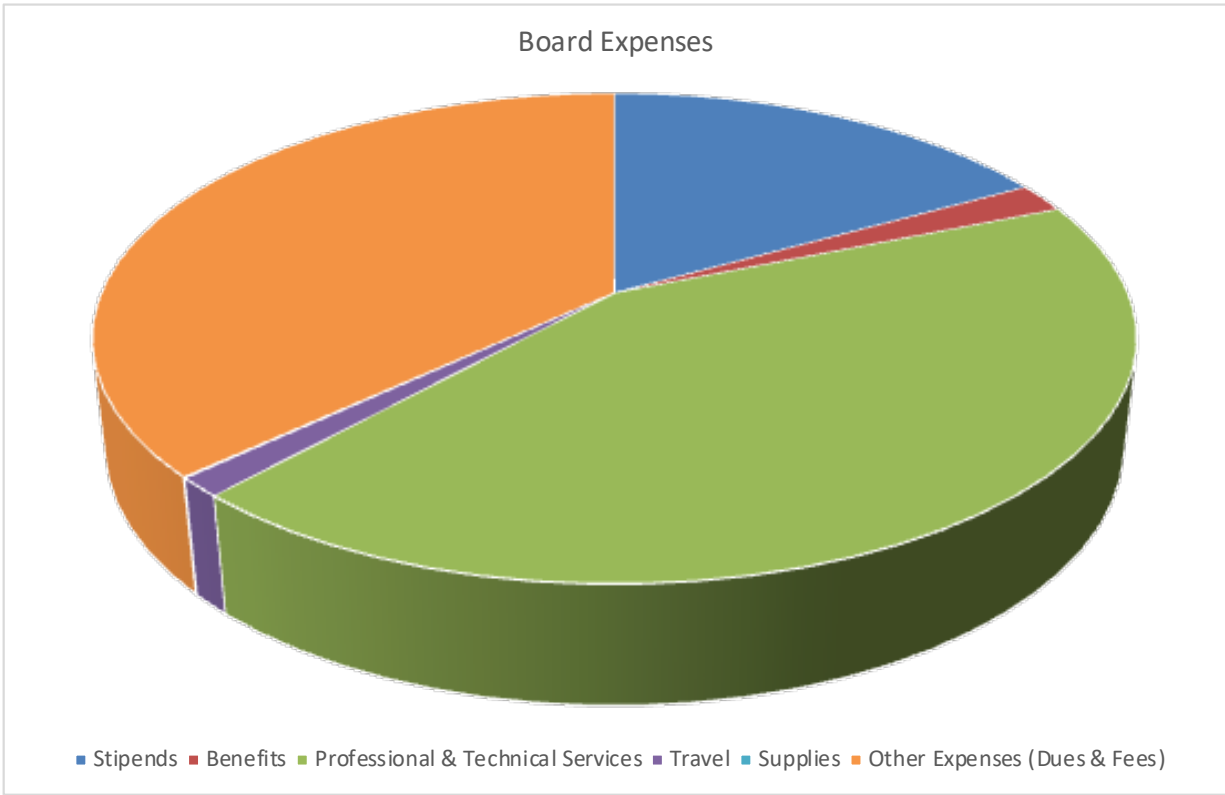
\$ 572.00	Regular meeting Airfare	1	1	1	\$ 572.00
\$ 1,434.00	Regular meeting Hotel - \$239.00 a night	0	0	3	\$ -
\$ 360.00	Regular meeting Perdiem-\$60.00	0	0	3	\$ -
TOTAL					\$ 572.00

Miscellaneous Exp

\$ 30.00	Supplies, media and freight for Board & Board meetings				\$ 30.00
\$ 13,700.00	CEE membership and AASB fees				\$ 13,700.00
\$ 2,675.00	National School Board Association				\$ 2,675.00
TOTAL					\$ 16,405.00

Grand Total \$ 44,377.00

**Northwest Arctic Borough School District
Board Expenditures
For Month Ending August 31, 2024**



**Northwest Arctic Borough School District
Investment Account Earnings
For Month Ending August 31, 2024**

	Fiscal Year	IILD GF Earnings	IILD CIP Earnings	Total Earnings	
1	FY19	\$ 112,675.74	\$ -	\$ 112,675.74	
2	FY20	\$ 134,699.78	\$ -	\$ 134,699.78	
3	FY21	\$ 1,694.94	\$ 2,564.11	\$ 4,259.05	
4	FY22	\$ 13,734.29	\$ 12,012.88	\$ 25,747.17	
5	FY23	\$ 316,919.38	\$ 17,754.50	\$ 334,673.88	
6	FY24	\$ 692,319.01	\$ -	\$ 692,319.01	
7	FY25	\$ 140,204.05	\$ -	\$ 140,204.05	Year to date
		\$ 1,412,247.19	\$ 32,331.49	\$ 1,444,578.68	



Northwest Arctic Borough School District

FY26 Budget Development Schedule

<u>Date</u>	<u>Budget Process</u>
November	Directors/Departments are given their budget workbooks to use to develop their budgets for the next year
Early to Mid-December	Final Student Count is Verified by DEED from October 2024 Count.
Mid-December	Funding for FY25 school year is verified by DEED. Will inform NWAB of any changes.
January 1, 2025	Budgets due back from Directors/Departments
By February 1, 2025	Superintendent and Administration project personnel and fixed costs for FY26 and develop a preliminary budget.
February, 2025	Administration reviews, discusses, adjusts preliminary budget before Board presentation.
March, 2025	FY26 Operating Budget is presented to the School Board and adjusted at budget work session
March, 2025	Joint Session with Northwest Arctic Borough School District and Northwest Arctic Borough
April, 2025	FY26 Proposed Operating Budget is presented to the School board at the Regular School Board Meeting; as per Board Policy BP3000, the Board must adopt the annual budget by May 1 st
By May 1, 2025	Submit Adopted FY26 District Operating Budget to the Northwest Arctic Borough Mayor and Assembly
By July 15, 2025	Submit Adopted FY26 District Operating Budget to the State of Alaska Department of Education and Early Development

THIS SCHEDULE WILL CHANGE BASED ON THE APPROVED BOARD MEETING SCHEDULE AND DISTRICT NEEDS.

Serving the Villages of

Ambler • Buckland • Deering • Kiana • Kivalina • Kobuk • Kotzebue • Noatak • Noorvik • Selawik • Shungnak

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: September 24, 2024

NUMBER: 25-008

FR: Office of the Superintendent

SUBJECT: Approval of Contact
2024-2025 Alaska Humanities Forum

ABSTRACT:

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

ISSUE:

At issue is the Board's approval of the 2024-2025 Memorandum of Agreement (MOA) with the Alaska Humanities Forum for a cost not to exceed \$537,035.50

BACKGROUND AND/OR PERTINENT INFORMATION:

Alaska Humanities Forum (AKHF) will facilitate and oversee major components of the New Alaska Native Education Ilisautri Project, including managing the cultural Immersion (Culture Camp/Orientation) for new teachers, 2 gatherings in Kotzebue for C3 educators each year of the grant, and Partnership Meetings. This includes arranging and paying for travel costs associated with these activities. The total cost of these services, including partial salary/benefits for the AKHF C3 Program Director, Manager, and Coordinator, is \$537,035.50 for the 2024-2025 grant year (08/01/2024 to 07/31/2025)

Detailed Budget Included

Fully funding by grant fund 365 ANE C3 Ilisautri Project

ALTERNATIVES:

1. Approve the 2024-2025 Memorandum of Agreement (MOA) with Alaska Humanities Forum for the amount not to exceed \$537,035.50 as presented;
2. Disapprove the 2024-2025 Memorandum of Agreement (MOA) with Alaska Humanities Forum for the amount not to exceed \$537,035.50 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of the Memorandum of Agreement (MOA) with Alaska Humanities Forum for the amount not to exceed \$537,035.50 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
Remember to follow federal procurement regulations when using federal funds to support the MOA

TAB BETWEEN FIELDS

Contractor: ALASKA HUMANITIES FORUM MOA Control #: _____
Name of Company Contact Brad Eisel for #

Address: 421 WEST 1ST AVENUE SUITE 200 ANCHORAGE AK 99501
Street or POB City State Zip + four

(907) 770-8420 _____
Area Code Phone # Fax # E-mail Address

Federal ID #: _____ Or Soc. Sec. #: _____ Alaska Business License #: 974062
Enter without Dashes Enter without Dashes

07/01/2024 06/30/2025 W-9 Attached W-9 Submitted Previously
Start Date (mmddyy) End Date (mmddyy) Verify with Brad Eisel

Contractor Agrees To: Along with the attached Memorandum of Understanding (MOU), the contractor will consult with Superintendent Terri Walker regarding the hiring of the Program Coordinator and Program Manager to carry out grant activities. The contractor will also provide a list of any qualified applicants for consideration for these positions. Any non-consumable supplies will revert to the school district at the end of the project period.

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 #: (907)

District Agrees To: In addition to the attached Memorandum of Understanding (MOU) the district will pay for all billed services in a timely manner

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

Payment Terms: The consultant will submit service and expenses invoices to the district at least once a month for the amount of work, supplies or travel that has taken place within the specified timeframe.

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

Enter Account Code as:	<u>XXX.XXX.XXX.XXX.410</u>	<u>Amount</u>
Account #:	<u>364.099.350.225.410</u>	<u>\$ 537,035.50</u>
	Total:	<u>\$537,035.50</u>

MOA Not to Exceed: \$537,035.50 Budget Authority Approval: _____

Additional Conditions/Provisions

A - GENERAL INFORMATION

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

B - CONTRACTOR RESPONSIBILITIES

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

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

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

Deborah Walker

Administrative Services – Fiscal Approval

Director's Signature

Date (mm/dd/yy)

Terri Walker

Superintendent –Authorized Signer NWABSD

Superintendent's Signature

Date (mm/dd/yy)

Kameron Perez-Verdia

Contractor

Contractor's Signature

Date (mm/dd/yy)

Memorandum of Understanding (MOU)

Between

The Northwest Arctic Borough School District (NWABSD)

and the Alaska Humanities Forum (AKHF)

This Memorandum of Understanding (MOU) is made and entered into by and between The Northwest Arctic Borough School District (NWABSD), herein referred to as "Lead Fiscal Entity," and the Alaska Humanities Forum (AKHF), herein referred to as "Partner Organization."

Article 1: Purpose

The purpose of this MOU is to establish a formal partnership between NWABSD and AKHF for the implementation of the Ilisautri Project (IL), aimed at increasing Alaska Native student achievement and engagement in Northwest Arctic (NWA) by decreasing educator turnover, improving school cultural responsiveness, and building strong school-community relationships through three core programs.

Article 2: Background

Ilisautri, meaning "teacher" or "to teach" in Iñupiaq, represents a collaboration that leverages the strengths of both organizations to benefit the students and educators of NWA. The project will implement the following core programs:

Creating Cultural Competence (C3) Model: Implemented by AKHF, this program aims to increase the cultural competence of educators in their first through fifth years with NWABSD. Activities include direct mentorship, coursework, and participation in a local culture camp.

EdRising Program: NWABSD facilitates this program for high school students. Through intra-curricular activities and expanded program offerings, it aims to cultivate a cohort of future educators from the local community.

Education Program at the Alaska Technical Center: Developed by NWABSD, this program targets adults, especially paraprofessionals, supporting their pursuit of teacher certification through a cohort model involving virtual coursework, mentorship, and in-person gatherings.

Article 3: Roles and Responsibilities

3.1 NWABSD (Lead Fiscal Entity) Responsibilities:

Serve as the primary financial overseer for the Ilisautri Project.
Implement the EdRising and Education Program at the Alaska Technical Center.
Provide necessary support and resources to facilitate the programs under this MOU.
Coordinate with AKHF to ensure program objectives are met.

3.2 AKHF Responsibilities:

Implement the C3 model to enhance cultural competence among NWABSD educators.
Collaborate with NWABSD in planning, execution, and evaluation of the C3 model.
Provide expertise and resources for the successful execution of cultural competence training.

Article 4: Financial Arrangements

The NWABSD, acting as the Lead Fiscal Entity, will manage all financial transactions and disbursements related to the Ilisautri Project. Both parties agree to comply with all financial reporting requirements and ensure transparency and accountability in the use of funds.

Article 5: Term and Termination

This MOU shall be effective, beginning with the date of the last signature hereon, and if the grant is received, ending upon the expiration of the grant project period, or upon mutual agreement of the parties, whichever occurs first.

Article 6: Amendments

This MOU may be amended or modified only by a written agreement signed by both parties.

Article 7: Signatures

This MOU is executed as of the latest date of signature below and indicates the agreement of both NWABSD and AKHF to the terms outlined herein.

For the Northwest Arctic Borough
School District

Name: Mrs. Terri Walker
Title: Superintendent of Schools
Date: 2/8/2024

Signature:


DocuSigned by:

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For the Alaska Humanities Forum

Name: Kameron Perez-Verdia
Title: President & CEO
Date: 2/8/2024

Signature:

DocuSigned by:

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ALASKA
HUMANITIES
FORUM

**C3 Program Coordinator
Job Description**

The Alaska Humanities Forum

The Alaska Humanities Forum (the Forum) is dedicated to connecting Alaskans and strengthening communities across the state. Using the humanities - literature and storytelling, history, art, music, philosophy, our shared cultural heritage - we create the space for Alaskans to share their stories, ideas, and perspectives so that they may better understand themselves, one another, and the human experience. Since 1974, the Forum has represented and served Alaska as one of 56 state and territorial councils supported by the National Endowment for the Humanities (NEH) and as a member of the Federation of State Humanities Councils.

The Forum's work falls into three main categories:

1. We utilize cultural immersion, reflective learning, and place-based exploration to better prepare and connect educators and youth in rural and urban communities across Alaska.
2. Our leadership programs build capacity across industries and sectors to grow a statewide network of thoughtful, engaged, ethical, and courageous leaders for Alaska.
3. The Forum leads, hosts, and funds public events, programs, and community discussions. We empower Alaskans as co-creators in our state's history, narrative, and future.

Cross-Cultural Programs

The Forum leads programming for adults and youth that supports participants in building resilient cultural identities and reflecting on how those identities show up in their personal and professional lives. One of these programs, C3 (Creating Cultural Competence), works with educators new to the Northwest Arctic Region to guide them through a cultural induction program that includes a cultural immersion experience, supportive gatherings during the school year, a graduate-level university course, and community mentorship.

Position Summary

The C3 Program Coordinator will help plan and implement the Forum's portion of the *Ilisautri* Project, a partnership with the Northwest Arctic Borough School District. They will be responsible for helping to facilitate gatherings and meetings, ensuring regular communication and coordinating travel arrangements for participating educators, scheduling and facilitating monthly partner meetings, being the main point of contact for liaising with the partners, and supporting the development of new education and cross-cultural programs at the Forum. This position will

report to the C3 Program Manager.

Essential Job Functions

Management & Communications

- Co-plan Midyear Gatherings, Orientations, Debriefs and other gatherings
- In coordination with the C3 Program Manager, develop strong relationship with partner culture camps
- Plan and participate in partner meetings via teleconference and occasionally in-person in region

Relationship Management

- Cultivate strong relationships with program partners, participants, community advisory group members, and Culture Bearers
- Cultivate strong relationships of collaboration with Forum staff

Learning Development and Facilitation

- Co-plan and co-facilitate gatherings and meetings following Forum-approved methodologies for gathering
- Ensure program events follow the Forum's preferred methodologies for gathering, such as The Art of Hosting, World Cafe and other models of convening and dialogue
- Contribute to Forum team of facilitators by facilitating C3 Program and Forum internal convenings as opportunities arise

Program Design, Development, and Continuous Improvement

- Co-develop new program components to help deepen teacher connections within and across regions
- Regularly collect program feedback (including but not limited to participant surveys) and liaise with Project Evaluator
- Support writing new program grants through partner engagement, research and information coordination
- Contribute to Cross-Cultural Programs Team work broadly, deepening alignment between youth and adult programming
- Additional duties as assigned

Program Coordination

- Coordinate with program evaluators, partner organization staff, partner school districts, and culture camp staff to schedule gatherings and partner meetings
- Host monthly partner meetings
- Coordinate with program partners to book educator travel and accommodation for

gatherings

- Prepare for and effectively manage daily, weekly and monthly duties within project timeline
- Perform data collection, project evaluation and reporting functions, including logging participant information and activities
- Participate in weekly Forum staff meetings and team meetings
- Travel to summer culture camp in Northwest Arctic Region and act as Forum staff representative, as opportunities arise

Other duties as assigned.

Qualifications and Experience

Candidates for the position should have an interest in education in rural Alaska and ideally, experience as a student in rural Alaska. Experience as an educator and/or student in the Northwest Arctic Region is preferred. Candidates should have demonstrated interest in improving experiences of Alaska Native students in schools. Candidates must have the ability to lift 35 lbs, the ability to lead and participate in video conferences for up to four consecutive hours, and the ability to work at a remote campsite without access to running water for up to five consecutive days. Applicants must be able to pass state and federal background checks.

Knowledge, Skills and Abilities

- Curiosity and motivation to dig into complex questions about culture, education and institutions
- Ability to navigate the ambiguity of starting a new program
- Capacity to work independently
- Self-directed initiative, problem solver
- Strong listening and inquiry skills
- Resourcefulness and creativity
- Capacity to work well both collaboratively and independently
- Ability to lead and participate in videoconferences for up to four consecutive hours

Conditions of Employment

The C3 Program Coordinator position is an exempt, full-time position with a regular weekday work schedule of 40 hours per week, 8:30 a.m. to 5:00 p.m., with 30 minutes for lunch. This position will include some weekends and some offsite travel. The yearly salary range for this position is \$50,000-60,000. Benefits include medical and dental, nine paid holidays per year, nine earned paid time off hours each pay period, and a 403(b) retirement plan (after six months). The position is based at the Alaska Humanities Forum offices in Anchorage, with occasional overnight travel.

Equal Opportunity Statement

At the Alaska Humanities Forum, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and employees without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law. We believe that diversity and inclusion among our employees is critical to our success, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

ALASKA
HUMANITIES
FORUM

**C3 Program Manager
Job Description**

The Alaska Humanities Forum

The Alaska Humanities Forum (the Forum) is dedicated to connecting Alaskans and strengthening communities across the state. Using the humanities - literature and storytelling, history, art, music, philosophy, our shared cultural heritage - we create the space for Alaskans to share their stories, ideas, and perspectives so that they may better understand themselves, one another, and the human experience. Since 1974, the Forum has represented and served Alaska as one of 56 state and territorial councils supported by the National Endowment for the Humanities (NEH) and as a member of the Federation of State Humanities Councils.

The Forum's work falls into three main categories:

1. We utilize cultural immersion, reflective learning, and place-based exploration to better prepare and connect educators and youth in rural and urban communities across Alaska. 2. Our leadership programs build capacity across industries and sectors to grow a statewide network of thoughtful, engaged, ethical, and courageous leaders for Alaska. 3. The Forum leads, hosts, and funds public events, programs, and community discussions. We empower Alaskans as co-creators in our state's history, narrative, and future.

Cross-Cultural Programs

The Forum leads programming for adults and youth that supports participants in building resilient cultural identities and reflecting on how those identities show up in their personal and professional lives. One of these programs, C3 (Creating Cultural Competence), works with educators new to the Northwest Arctic Region to guide them through a cultural induction program that includes a cultural immersion experience, supportive gatherings during the school year, a graduate-level university course, and community mentorship.

Position Summary

The C3 Program Manager will manage the Forum's portion of the *Ilisautri* Project, a partnership with the Northwest Arctic Borough School District, and supervise the C3 Program Coordinator. The Manager will also support the development of new education and cross-cultural programs at the Forum. This position will report to the Director of C3 Programs.

Essential Job Functions

Program Management

- Cultivate strong relationships with program partners, participants, community advisory group members, and Culture Bearers

- Manage program budget, including drafting budget narratives and amendments
- Ensure program works to meet goals outlined in grant and draft performance reports
- Draft and manage contracts

Management & Supervision

- Supervise C3 Program Coordinator
- Conduct weekly one-on-ones with all direct reports and provide regular performance reviews and feedback
- Coordinate weekly team meetings
- Review and approve timesheets, leave requests, overtime requests, as well as expenditure and reimbursement requests
- Lead program hiring efforts and assume responsibility for developing staffing schedules for programming

Cross-Regional Program Leadership

- Present at statewide education conferences, including the annual Alaska Superintendents Association conference

Learning Development and Facilitation

- Co-plan with program partners and facilitate gatherings for *Ilisautri* educator participants, both virtual and in-person
- Ensure program events follow the Forum's preferred methodologies for gathering, such as The Art of Hosting, World Cafe and other models of convening and dialogue
- Contribute to Forum team of facilitators by facilitating C3 Program and Forum internal convenings as opportunities arise

Program Design, Development, and Continuous Improvement

- Co-develop new program components to help deepen teacher connections within and across regions
- Collaborate with Director of C3 Programs, Vice President of Programs and other program managers to develop new programming in response to need, funding opportunities, and Forum capacity
- Identify opportunities to streamline programs for greater efficiency and sustainability ● Support efforts to seek funding for new and existing initiatives by offering insight into Alaska's educational landscape
- Support writing new program grants through partner engagement, research and information coordination
- Contribute to Cross-Cultural Programs Team work broadly, deepening alignment between youth and adult programming

Program Coordination

- Coordinate with program evaluators, partner organization staff, partner school districts, and

culture camp staff to schedule gatherings and partner meetings

- Host monthly partner meetings
- Coordinate with program partners to book educator travel and accommodation for gatherings
- Prepare for and effectively manage daily, weekly and monthly duties within project timeline
- Perform data collection, project evaluation and reporting functions, including logging participant information and activities
- Participate in weekly Forum staff meetings and team meetings
- Travel to summer culture camp in Northwest Arctic Region and act as Forum staff representative, as opportunities arise

Other duties as assigned.

Qualifications and Experience

Candidates for the position should have a bachelor's degree, with a background in education in rural Alaska. Experience as an educator and/or student in the Northwest Arctic Region is preferred, as is two years minimum experience designing and delivering programming for educators. Candidates should have demonstrated performance in managing projects with school districts and Alaska Native organizations, the ability to lift 35 lbs, the ability to lead and participate in video conferences for up to four consecutive hours, and the ability to work at a remote campsite without access to running water for up to five consecutive days. Applicants must be able to pass state and federal background checks.

Knowledge, Skills and Abilities

- Demonstrated experience successfully planning and managing a project that takes place in remote Alaska
- Awareness and understanding of education in rural Alaska
- Curiosity and motivation to dig into complex questions about culture, education and institutions
- Ability to navigate the ambiguity of starting a new program
- Capacity to work independently
- Self-directed initiative, problem solver
- Strong listening and inquiry skills
- Resourcefulness and creativity
- Capacity to work well both collaboratively and independently
- Ability to lead and participate in videoconferences for up to four consecutive hours

Conditions of Employment

The C3 Program Manager position is an exempt, full-time position with a regular weekday work schedule of 40 hours per week, 8:30 a.m. to 5:00 p.m., with 30 minutes for lunch. This position will include some weekends and some offsite travel. The yearly salary range for this position is \$60,000-65,000. Benefits include medical and dental, nine paid holidays per year, nine earned paid

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MEMORANDUM

TO: NWABSD Board of Education Members

DATE: September 24, 2024

NUMBER: 25-019

FR: Office of the Superintendent

SUBJECT: Approval of Purchase
Big Ray's The Alaskan Outfitters

STRATEGIC PLAN/BOARD GOAL:

Goal 3: Family Support and Engagement

ABSTRACT:

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

ISSUE:

At issue is the Board's approval of the purchases of migrant education student services winter clothing from Big Ray's Anchorage for an amount not to exceed \$105,000

BACKGROUND AND/OR PERTINENT INFORMATION:

Migrant student clothing orders are being finalized and purchased by site according to orders received from parents. The total purchase cost will not exceed \$105,000 as budgeted.

These items were fully budgeted for and approved by the Alaska Department of Education as part of NWABSD's Migrant Title 1-C application.

Funding: Migrant Education Fund 263

ALTERNATIVES:

1. Approval of the purchase of migrant education student services clothing from Big Ray's The Alaskan Outfitters for an amount not to exceed the budgeted amount of \$105,000 as presented.
2. Disapproval of the purchase of migrant education student services clothing from Big Ray's The Alaskan Outfitters for an amount not to exceed the budgeted amount of \$105,000 as presented.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of the purchase of migrant education student services clothing from Big Ray's The Alaskan Outfitters for an amount not to exceed the budgeted amount of \$105,000 as presented.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: September 3, 2024

NUMBER: 25-024

FR: Office of the Superintendent

SUBJECT: Approval of Purchase-
HMH Into Reading Materials

STRATEGIC PLAN/BOARD GOAL:

NWABSD Strategic Goal 2: Instructional Supports

ABSTRACT:

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

ISSUE:

At issue is the Board's approval of AK CLSD grant expenses from Houghton Mifflin Harcourt to provide decodable readers and sound-spelling cards to support beginning readers in grades K-3 not to exceed \$120,000.

BACKGROUND AND/OR PERTINENT INFORMATION:

Houghton Mifflin Harcourt is the publisher of our core English Language Arts program, *Into Reading*. The Start Right Readers, sound-spelling cards, and grade-level decodable practice materials will equip teachers to implement the program with fidelity, maximizing small-group time for differentiated support. These resources align with the Structured Literacy and Science of Reading approaches essential for early literacy and the support the goals of the Alaska Reads Act. The total purchase cost for these materials is budgeted not to exceed \$120,000.

Funding: State AK Literacy Grant Fund 305

ALTERNATIVES:

1. Approval of purchase additional core literacy materials provided by Houghton Mifflin Harcourt for K-3 classrooms not to exceed \$120,000.
2. Disapproval of purchase additional core literacy materials provided by Houghton Mifflin Harcourt for K-3 classrooms not to exceed \$120,000.

Take no final action

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the board approves the purchase additional core literacy materials provided by Houghton Mifflin Harcourt for K-3 classrooms not to exceed \$120,000.



Houghton Mifflin Harcourt

Proposal #009131861

Prepared For

Northwest Arctic Borough SD

Attention:

Tracy Bell

tbell@nwarctic.org

For the Purchase of:

Into Reading Version 2 K-2

HMH order to be processed through NWTD.

Prepared By

Debra White

debbie.white@hnhco.com

Please submit this proposal with your purchase order.

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

For greater detail, the complete Terms of Purchases may be reviewed here:

<http://www.hnhco.com/common/terms-conditions>

Send **Check Payments** to:
Houghton Mifflin Harcourt Publishing Company
14046 Collections Center Drive
Chicago, IL 60693

Attention:
Tracy Bell
tbell@nwarctic.org

Send **Orders** to:
orders@hnhco.com
FAX: 800-269-5232

HMH Confidential and Proprietary

Proposal for Northwest Arctic Borough SD

ISBN	Title	Price	Quantity	Value of All Materials
Grade K				
A la Carte Items Available for Purchase				
Teacher Materials				
1742471 9780358056287	Into Reading Instructional Card Kit Grade K	\$76.65	25	\$1,916.25
1738477 9780358019831	Into Reading Start Right Reader Set of 6 Grade K	\$170.10	155	\$26,365.50
Total for A la Carte Items Available for Purchase				

Total for Grade K **\$28,281.75**

Grade 1				
A la Carte Items Available for Purchase				
Teacher Materials				
1742472 9780358056294	Into Reading Instructional Card Kit Grade 1	\$76.65	25	\$1,916.25
1738478 9780358019848	Into Reading Start Right Reader Set of 6 Grade 1	\$272.20	155	\$42,191.00
Total for A la Carte Items Available for Purchase				

Total for Grade 1 **\$44,107.25**

Grade 2				
A la Carte Items Available for Purchase				
Teacher Materials				
1742513 9780358056300	Into Reading Instructional Card Kit Grade 2	\$76.65	25	\$1,916.25
1738479 9780358019855	Into Reading Start Right Reader Set of 6 Grade 2	\$181.45	155	\$28,124.75
Total for A la Carte Items Available for Purchase				

Total for Grade 2 **\$30,041.00**

<i>Total Savings:</i>	\$0.00
<i>Subtotal Purchase Amount:</i>	\$102,430.00
Total Cost of Proposal (PO Amount):	\$102,430.00 + Shipping (Not Included)
	Please add proper sales tax to your order

Send **Check Payments** to:
Houghton Mifflin Harcourt Publishing Company
14046 Collections Center Drive
Chicago, IL 60693

Attention:
Tracy Bell
tbell@nwarctic.org

Send **Orders** to:
orders@hnhco.com
FAX: 800-269-5232

Total Cost of Proposal (PO Amount): \$102,430.00

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
 - o Point of Contact for Print materials
 - o Point of Contact for Digital materials
 - o Point of Contact for Scheduling Professional Development

Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to:

Northwest Arctic Borough SD

Kotzebue, AK 99752-0051

Sold to:

Northwest Arctic Borough SD

Kotzebue, AK 99752-0051

- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Shipping Point.
- Any proposed shipping or tax amount provided on this proposal, is based on the Ship To account location quoted within.
- If the location of your delivery changes, please include the proper sales tax and shipping charges for that location in the applicable Purchase Order
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase.

Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.

For greater detail, the complete Terms of Purchase may be reviewed here: <http://www.hmhco.com/common/terms-conditions>

Date of Proposal: 8/20/2024**Proposal Expiration Date: 10/4/2024**

Houghton Mifflin Harcourt

Send **Check Payments** to:
Houghton Mifflin Harcourt Publishing Company
14046 Collections Center Drive
Chicago, IL 60693

Attention:
Tracy Bell
tbell@nwarctic.org

Send **Orders** to:
orders@hmhco.com
FAX: 800-269-5232

HMH Confidential and Proprietary

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: August 30, 2024

NUMBER: 25-027

FR: Office of the Superintendent

SUBJECT: Approval of MOA
Addendum – JLM, LLC

ABSTRACT:

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

ISSUE:

At issue is the Board's Approval to amend the Memorandum of Agreement (MOA) with Jenny Martens of JLM, LLC for a total amount not to exceed \$75,000.00.

BACKGROUND AND/OR PERTINENT INFORMATION:

Jenny Martens of JLM, LLC provides professional school business services for the Northwest Arctic Borough School District business office. The original MOA was generated for the amount of \$35,000.00. The amended MOA, which entails additional business office services during the transition and training of the previous Director of Administrative Services to the current Assistant Director of Administrative Services/Administrative Services Business Manager team, will be increased by \$40,000.00 for the remainder of FY25, for a total not to exceed \$75,000.00.

ALTERNATIVES:

1. Approve the amendment to Memorandum of Agreement (MOA) with Jenny Martens of JLM, LLC for the amount not to exceed \$75,000.00 as presented;
2. Disapprove the amendment MOA for JLM, LLC as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of the MOA with JLM, LLC for a total amount not to exceed \$75,000.00 as presented.