

## MEMORANDUM

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**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>
	<b>Total:</b>	<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:  
  
E75EE113972A4A0...

For the Alaska Humanities Forum

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

Signature:

DocuSigned by:  
  
6475279B301342F...

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**

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**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
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- 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**

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