



NORTH SLOPE BOROUGH SCHOOL DISTRICT
M E M O R A N D U M

TO: Robyn Burke President
Members of the School Board

THROUGH: David Vadiveloo, Superintendent DSV

THROUGH: Tracy Mulvenon, Assistant Superintendent TM

FROM: Tenna Pili, Director of Iñupiaq Education

DATE: September 16, 2024

SUBJECT: Contracts over \$50,000
Catherine Noland (Rexford)

Memo No: SB25-044
(Action Item)

NSBSD Strategic Plan Goal:

Student Social & Emotional Wellbeing

Goal 5: Facilitate & maintain culturally, emotionally, & physically safe learning environments

NSBSD Policy Manual:

Board Policy 3300 Expenditures/Expending Authority: The Superintendent or designee may purchase supplies, materials, and equipment in accordance with the law. The Superintendent or designee shall not authorize any proposed expenditure that exceeds the major budget classification allowance against the expenditure is the proper charge unless an amount sufficient to cover the purchase is available in the budget for transfer.

BP 3311, Bids: All bids under federal awards must be made in accordance with the standards set forth in 2 CFR 200.320, set forth below. One of the following five methods of procurement shall be used for each purchase under a federal award:

2. Small Purchases: Between \$10,000 and \$250,000
 - a. Rate quotes must be obtained from two or more sources
 - b. Quotes can be obtained from suppliers or from public websites
5. Sole Source: Purchases of any amount that meet one of the following four requirements:
 - a. Good/service is only available from a single source
 - b. Only one source can provide the good/service
 - c. Written pre-approval from the Federal awarding agency
 - d. Competition is deemed inadequate, after solicitation attempts through one of the other methods

The following items are exempted from formal purchasing procedures:

- a. Instructional materials for which purchasing guidelines have been established by School Board;
- b. In-service presenters, speakers, or curriculum, instruction, or staff development experts selected for particular and unique expertise;
- k. Proprietary (sole-source) items or services or items that are only available from a single source.

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.

Issue Summary:

The Iñupiaq Education Department is collaborating with Cathy Tagnak Noland (Rexford) to develop a culturally significant K-3 Early Reader Series. This initiative commenced in FY24 and was targeted at creating a set of 90 manuscripts tailored to the unique cultural context of the North Slope Borough.

With the State's implementation of the Alaska Reads Act last year, the Department directed Ms. Noland to explore the potential to align this authoring with creating culturally relevant decodable books. After 3-4 months of this research, including consultation with literacy experts, the Department decided that diverting this project to write decodable books would detract from the critical cultural focus of the books and may defeat the purpose of creating relevant and readable books that encourage our children to read and are culturally relevant.

The focus of these early readers is to create literature and physical books that will allow students to 'see themselves' and their community in relatable read aloud books that support and align with the District and State's initiatives to have students reading by third grade. These books will also support the District's Uqautilunja Iñupiatun Immersion Program, as once the manuscripts are complete, we will work to also have them translated Iñupiatun, so that upon completion of the additional full project of illustrations, layout/design, and publication, we will have not only English language early readers, but early readers available Iñupiatun as well.

The duties under this contract will include the finalization of writing plus the creation and revision of 18 kindergarten-level manuscripts, 45 manuscripts for grades 1 and 2, and the final grade-leveling and advising on 27 manuscripts for grade 3. In addition, to support the District and department with vital communications and strategic plan support, Ms. Rexford will provide technical writing support for the district on an as-needed basis, accounting for up to 20% of the contract. See completion matrix with percentages of completion for each phase of the leveled manuscripts.

Grade Level Early Reader Series	First Draft	Editor Review	Second Draft	Grade Level Review (Gunning Fog)	Final Draft to NSBSD	Translate Iñupiatun	Illustrator & Photograph Collection	Printer Typeset & Publish	Teacher Guide Creation	Series Complete
Kindergarten Fiction Books (6)	85%									
Kindergarten Non-Fiction Informational Texts (6)	80%									
First Grade Fiction Books (6)	100%									
First grade Non-Fiction Informational Texts (12)	100%									
Second Grade Fiction Texts	100%									
Second Grade Non-Fiction Informational Texts (18)	100%									
Third Grade Fiction Books (9)	100%	100%	100%	100%	100%					
Third Grade Non-Fiction Informational Texts (18)	100%	100%	100%	100%	100%					

This project is critical in bolstering early literacy by providing students with literature that reflects their own cultures, heritage, and identities. Such resources are instrumental in enhancing academic achievement and fostering a lifelong love of reading.

Background:

The Early Reader Series is part of a larger effort by the NSBSD to integrate culturally relevant materials into the curriculum and supporting our district-wide literacy initiatives and strategies. In collaboration with Ms. Rexford, the series will offer fiction and non-fiction books that align with best

practices in early literacy. Each grade level will receive a set of fiction books paired with corresponding non-fiction texts.

The development process will involve multiple steps, including writing, editing, aligning with educational standards, and preparing the manuscripts for publication. This project is large and will include several different phases of the project which will later include Iñupiaq translations, to provide access to our Iñupiaq Immersion program, illustrations/photo, design/layout, and print and publication.

Length of Contract:

The length of the contract would be August 23, 2024, through June 30, 2025.

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 \$99,000.00.

Available Budget:

100.200.120.000.410

Compliance with BP 3311:


This contract is exempt as allowed under BP 3311, Exemptions (b) curriculum development experts selected for particular and unique expertise and (k) proprietary (sole-source) items or services that are only available from a single source where the contractor (Catherine Noland) produces place-based culturally relevant instructional materials and retains the series' copyright and NSBSD holds a perpetual license to publish and use the books in classrooms.


Proposed Motion:

“I move that the NSBSD Board of Education approve the above \$50,000 and greater proposal and related contract with Catherine Tagnak Noland, as described in this memo and related attachments.”

Moved by _____ Seconded by _____

Advisory Vote _____ Vote _____

Signature: 
DS Vadiveloo (Sep 17, 2024 14:33 AKDT)
Email: david.vadiveloo@nsbsd.org

Signature: 
Tracy Mulvenon (Sep 17, 2024 21:16 AKDT)
Email: tracy.mulvenon@nsbsd.org

Signature:

Email: