



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: 878-773-51#

Agenda

April 29, 2024

10:45 a.m.

- I. FY24 Financial Report as of March 31, 2024
- II. Action Items with Budget impact:
 - 24-131 E-Rate Central 2024-25 MOA
 - 24-132 Approval of Door Systems of Alaska
 - 24-133 Approval of Frontier Fire Protection
 - 24-134 Approval of NC Power Systems
 - 24-135 Approval of Refrigerated Solutions
 - 24-136 Approval of RESCON
 - 24-137 Approval of Drake Construction
 - 24-138 Approval of Noatak Fuel
 - 24-139 Approval to amend Contract, Karen McCain
 - 24-143 Approval of Fuel Purchase from Crowley
 - 24-144 Approval of External Audit Services
 - 24-145 Approval of Food Service Contract for all K-12 Sites
 - 24-146 Approval of Custodial Services
 - 24-147 Adoption of FY25 Proposed Operating Fund Budget
 - 24-148 Approval of Contracted Business Services – Food Service
- III. Future Business:
 - FY24 Operating Fund Budget Revision #3
 - FY24 Audited Financial Statement
 - FY25 General Operating Budget Revision #1

Committee Members: Marie Greene (Chair), Alice Adams, Margaret Hansen, Joanne Harris
Director of administrative Service: Megan Williams

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 March 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 3/31/2024.

The Board last received a report in March of 2024 with expenditures and revenue through January 31, 2024.

We are 75% through the fiscal year and have expended 62% of our general operating budget, and received 78% of our budgeted general fund revenue. 84% of our General Fund budget is expended and encumbered.

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

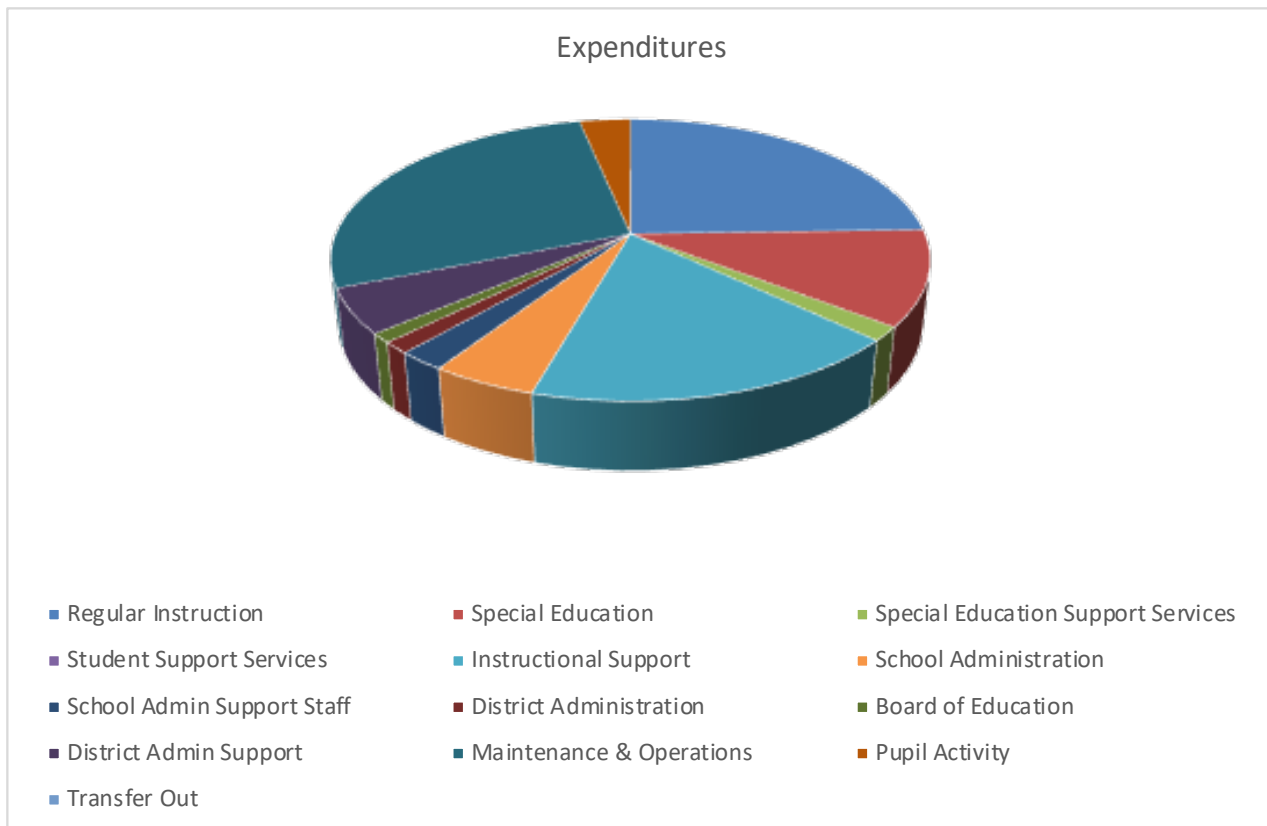
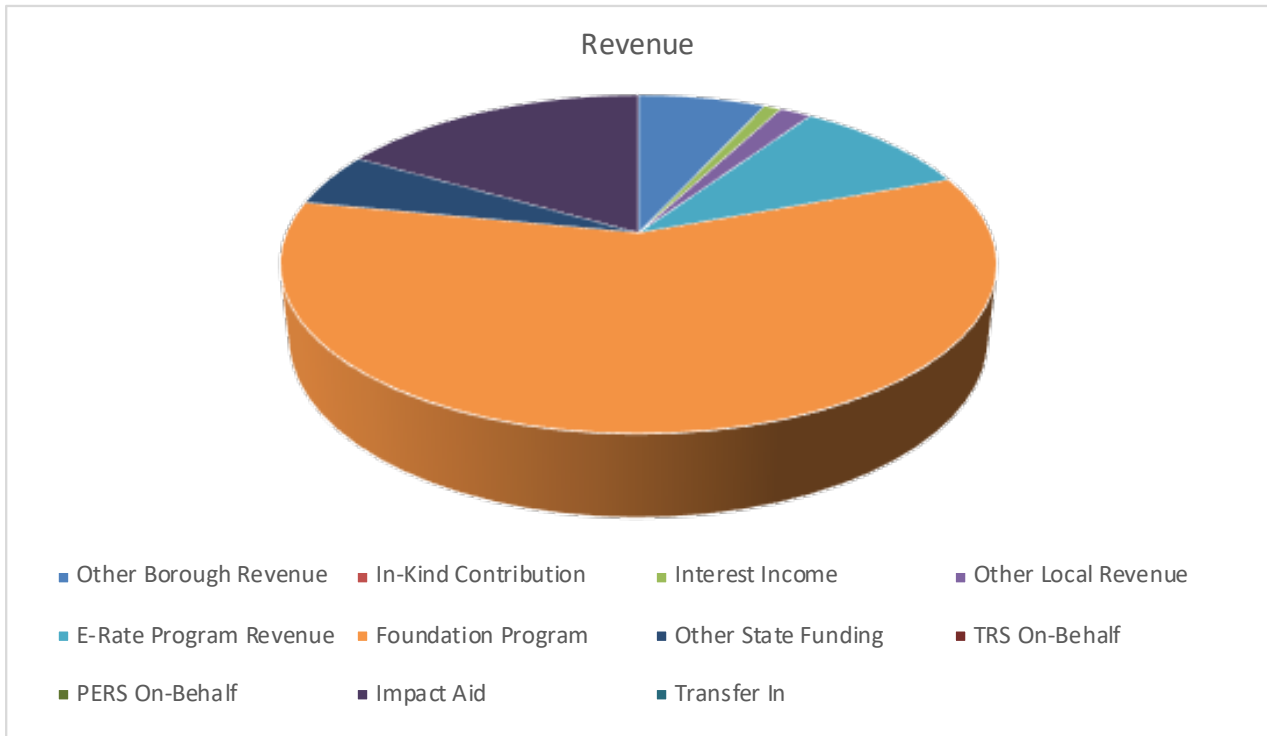
		Approved				
		<u>Budgeted</u>	<u>Year to Date Exp</u>	<u>Encumbrance</u>	<u>Variance</u>	<u>% of Budget</u>
Revenues By Object:						
011	Other Borough Revenue	6,645,111	3,322,556	-	3,322,556	50%
012	In-Kind Contribution	-	-	-	-	NA
030	Interest Income	600,000	442,217	-	157,783	74%
040	Other Local Revenue	725,000	834,845	-	(109,845)	115%
047	E-Rate Program Revenue	7,205,220	4,749,480	2,717,901	(262,161)	66%
051	Foundation Program	37,434,458	28,341,234	-	9,093,224	76%
090	Other State Funding	124,952	2,492,370	-	(2,367,418)	1995%
056	TRS On-Behalf	1,955,492	-	-	1,955,492	0%
057	PERS On-Behalf	326,903	-	-	326,903	0%
111	Impact Aid	6,510,519	8,096,339	-	(1,585,820)	124%
250	Transfer In	-	-	-	-	NA
Revenue Totals		61,527,655	48,279,041	2,717,901	10,530,713	78%
		78% % Received to date				

Percentage of All Funds Total Budget Expended:	61.66%	
Percentage of Year Passed:	75.00%	
General Checking Account Ending Balance	\$11,568,872	
Wells Fargo IILD Account	\$11,994,827	
JNES Scholarship Account	\$31,235	This balance looks odd, checking into it with the Bank.
Month End Cash In Bank Account	<u>\$23,594,934</u>	

**Northwest Arctic Borough School District
General Fund Expenditures by Object & Function
For Month Ending March 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	14,843,111	9,162,235	4,163,229	1,517,647	62%
320	Non-Certificated Salaries	9,458,729	5,883,632	1,507,444	2,067,653	62%
331	Leave Pay Out	196,654	49,216	6,363	141,076	25%
333	Board Stipends	87,750	59,500	-	28,250	68%
360	Employee Benefits	10,395,005	7,424,639	1,787,875	1,182,491	71%
367	TRS On-behalf	1,955,492	-	-	1,955,492	0%
368	PERS On-behalf	326,903	-	-	326,903	0%
	SUBTOTAL: Personnel	37,263,644	22,579,222	7,464,911	7,219,512	61%
410	Professional & Technical Services	3,887,267	1,771,539	1,983,396	132,332	46%
420	Staff Travel	452,250	269,551	20,003	162,696	60%
420	Board Travel	108,852	59,313	18,306	31,234	54%
425	Student Travel	1,144,775	959,376	27,165	158,234	84%
430	Utility Services	8,387,769	5,733,746	3,291,634	(637,611)	68%
435	Energy-includes electricity & fuel	4,928,070	4,534,878	536,342	(143,150)	92%
440	Other Purchased Services	4,460,051	2,290,005	1,073,671	1,096,375	51%
445	Property & Liability Insurance	1,305,616	1,306,397	-	(781)	100%
450	Supplies, Materials & Media	1,504,821	743,647	155,613	605,561	49%
480	Tuition	20,000	6,945	-	13,055	35%
490	Dues & Fees	134,719	104,875	23,054	6,790	78%
510	Inventoried Equipment	25,000	19,843	-	5,157	79%
495	Indirect Cost Recovery	(315,000)	(220,687)	-	(94,313)	70%
	SUBTOTAL: Non-Personnel	26,044,189	17,579,427	7,129,183	1,335,579	67%
550	Transfer Out	1,825,000	-	-	1,825,000	0%
Expense Totals		65,132,834	40,158,648	14,594,094	10,380,091	84%
		62% 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	16,585,899	9,847,273	3,606,201	3,132,424	59%
200	Special Education	6,980,017	4,373,269	1,335,732	1,271,015	63%
220	Special Education Support Services	1,491,768	637,867	190,007	663,894	43%
300	Student Support Services	4,000	3,378	-	622	84%
350	Instructional Support	10,515,699	6,999,683	3,599,501	(83,485)	67%
400	School Administration	3,379,262	1,934,256	863,295	581,711	57%
450	School Admin Support Staff	1,329,141	875,914	217,870	235,357	66%
510	District Administration	797,755	529,969	146,850	120,937	66%
511	Board of Education	630,427	424,327	55,177	150,923	67%
550	District Admin Support	2,668,113	2,056,992	513,117	98,004	77%
600	Maintenance & Operations	17,165,708	11,156,516	3,893,685	2,115,507	65%
700	Pupil Activity	1,760,045	1,319,203	172,659	268,182	75%
900	Transfer Out	1,825,000	-	-	1,825,000	0%
Total Expenditures		65,132,834	40,158,648	14,594,094	10,380,091	84%

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



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

		Approved <u>Budgeted</u>	<u>Year to Date Exp</u>	<u>Variance</u>	<u>% of Budget</u>
Expenditures by Object					
333	Board Stipends	87,750	59,500	28,250	68%
36?	Benefits	280,995	209,644	71,351	75%
410	Professional & Technical Services	108,150	69,300	38,850	64%
420	Travel	108,852	59,313	49,539	54%
450	Supplies	5,000	5,896	(896)	118%
490	Other Expenses (Dues & Fees)	39,680	20,675	19,005	52%
Total Expenditures		\$ 630,427.08	\$ 424,327.32	\$ 206,099.76	67%

Board Stipends

					FY24 TOTAL
Stipend		Members	# of times	# of Days	
\$ 250.00	Regular In Person Meetings	11	5	2	\$ 27,500.00
\$ 250.00	Regular Teams Meetings	11	3	2	\$ 16,500.00
\$ 250.00	Kivalina open house/ regular meeting	11	1	1	\$ 2,750.00
\$ 250.00	Board Retreat combined with October mtg	10	1	3	\$ 7,500.00
\$ 250.00	AASB Annual Conference November 4-7	7	1	4	\$ 7,000.00
\$ 250.00	Policy committee all day meeting	5	1	1	\$ 1,250.00
\$ 250.00	4 special meetings (Incl other board misc)	11	4	1	\$ 11,000.00
\$ 250.00	Lobby at DC and Juneau	5	1	6	\$ 7,500.00
\$ 250.00	AASB 2 member regular mtgs	2	4	1	\$ 2,000.00
\$ 250.00	President-NWALT, CWT, ATC Qtrly	3	4	1	\$ 3,000.00
\$ 250.00	NWALT Summit	3	1	1	\$ 750.00
\$ 250.00	Lobbying w NWALT Juneau and DC	1	2	2	\$ 1,000.00
TOTAL					\$ 87,750.00

Benefits

\$ 27,000.00	Health Insurance	10			\$ 270,000.00
\$ 87,750.00	Other Benefits	13%			\$ 10,995.08
TOTAL					\$ 280,995.08

Professional & Technical Services

\$ 25,000.00	Misc. Serv and training, AASB Inservice				\$ 25,000.00
\$ 80,000.00	Lobbyists				\$ 80,000.00
\$ -	Strategic Planning				\$ -
\$ 450.00	AASB Registration	7	1	4	\$ 3,150.00
TOTAL					\$ 108,150.00

Travel & Perdiem

\$ 2,475.00	Regular meeting Airfare - 5 members	6	5	1	\$ 12,375.00
\$ 1,434.00	Regular meeting Hotel - \$239.00 a night	6	5	3	\$ 21,510.00
\$ 360.00	Regular meeting Perdiem-\$60.00	6	5	3	\$ 5,400.00
TOTAL					\$ 39,285.00

\$ 305.00	Annual AASB Airfare \$300.00	7	1	1	\$ 2,135.00
\$ 744.00	Annual AASB Village to OTZ	3	1	1	\$ 2,232.00
\$ 225.00	Annual AASB Hotel \$225.00	7	1	4	\$ 6,300.00
\$ 650.00	Annual AASB Car-actual costs				\$ 650.00
\$ 80.00	AASB Perdiem	7	1	4	\$ 2,240.00
					\$ 13,557.00

AASB Quarterly Trainings

\$ 330.00	AASB travel - Anchorage	11	2	1	\$ 7,260.00
\$ 2,740.00	Village to OTZ	5	2	1	\$ 5,480.00
\$ 250.00	AASB hotel @250.00	11	2	3	\$ 16,500.00
\$ 80.00	AASB Perdiem	11	2	3	\$ 5,280.00
\$ 337.00	ASSB Car rental			4	\$ 1,348.00
					\$ 35,868.00

\$ 750.00	1 National Conference-Travel	9			\$ 6,750.00
\$ 378.00	Village to OTZ	4			\$ 1,512.00
\$ 250.00	Hotel @250.00	9	1	4	\$ 9,000.00
\$ 80.00	Perdiem	9	1	4	\$ 2,880.00
					\$ 20,142.00

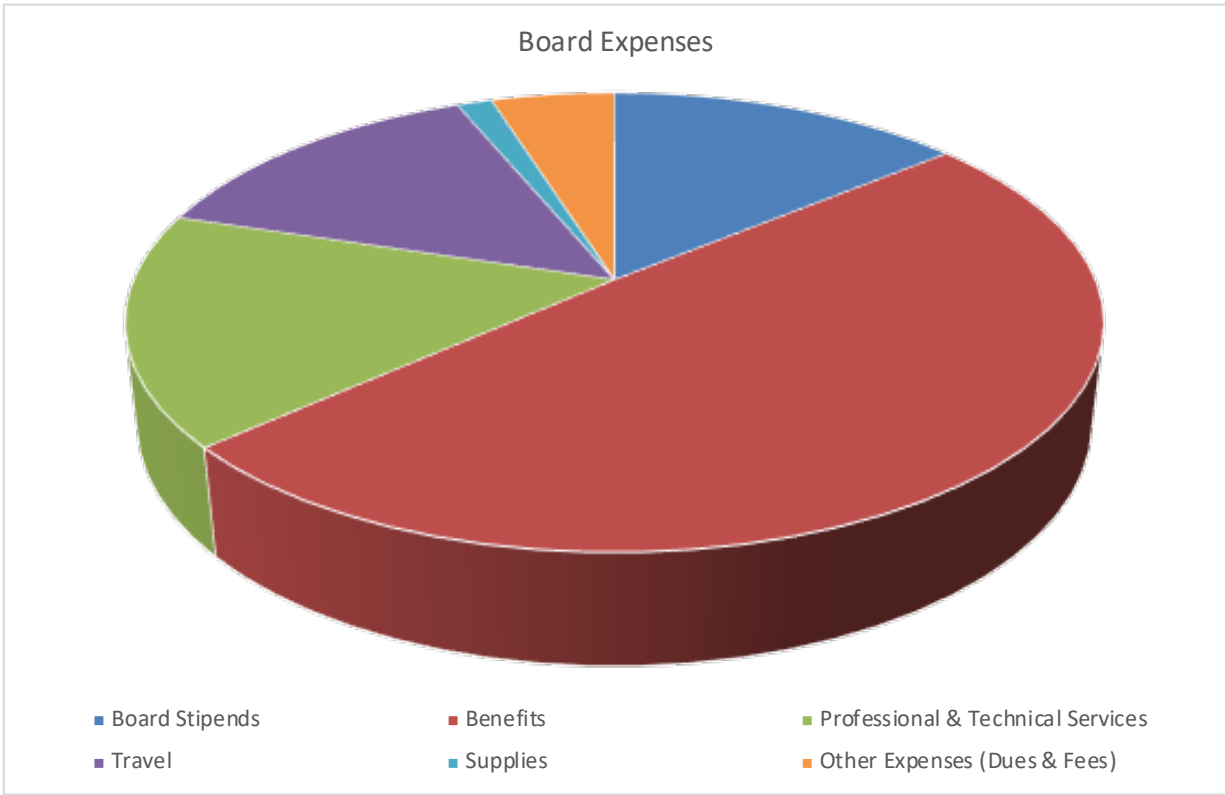
TOTAL \$ 108,852.00

Miscellaneous Exp

\$ 5,000.00	Supplies, media and freight for Board & Board meetings				\$ 5,000.00
\$ 39,680.00	CEE membership and AASB fees				\$ 39,680.00
\$ -	Joint ASC meeting supplies (Teams meeting)				\$ -
					TOTAL \$ 44,680.00

Grand Total \$ 630,427.08

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



**Northwest Arctic Borough School District
Investment Account Earnings
For Month Ending March 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	\$ 459,521.91	\$ -	\$ 459,521.91	Year to date
		\$ 1,039,246.04	\$ 32,331.49	\$ 1,071,577.53	

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT
Account Number: 1BC42815

Deposit Activities

INST INSURED LIQ DEPOSIT SAVINGS A000MK6

*As of February 29, 2024

Interest earned
this period

50,399.62

Transaction Date	Activity	Principal	Market Value (\$)	Interest Amount	Principal Balance
	Beginning Balance				11,944,426.96
02/29/24	Interest Rate 5.2998000%			50,399.62	11,994,826.58
	Ending Balance				11,994,826.58

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

Account Number: 1BC42815

Deposit Activities

INST INSURED LIQ DEPOSIT SAVINGS A000MK6

*As of March 31, 2024

**Interest earned
this period**

0.00

Transaction Date	Activity	Principal	Market Value (\$)	Interest Amount	Principal Balance
	Beginning Balance				11,994,826.58
	Ending Balance				11,994,826.58

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 30, 2024

NUMBER: 24-131

FR: Office of the Superintendent

SUBJECT: Memorandum of
Agreement; E-Rate
Central Consulting
Services

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Expenditures over \$50,000 require the approval of the Board.

ISSUE:

Approve E-Rate Central Consulting Services MOA for \$89,000 to be funded by Technology FY25 General funds.

BACKGROUND AND/OR PERTINENT INFORMATION:

E-Rate Central provides consulting services to ensure the Universal Service Administrative Company (USAC) programs are followed and all proper documentation is filed in a timely manner when procuring qualified services. The District is applying for funding under E-Rate services for the 2024-2025 school internet.

The E-rate program provides funding for 90% of our school internet charges.

E-Rate Central supports timely and accurate filing of required E-Rate paperwork, program integrity assurance, and audit support. E-Rate Central has successfully supported the District in this capacity since 2012 with no increase to our annual costs until this year. The amount of E-Rate funding the District has sought from the Federal Government has increased from roughly \$4M to over \$19M in the past 12 years. Consequently, due to the requested high dollar amounts, the district has been subject to more audits, Payment Quality Assurances (PQAs), and heightened scrutiny, which require more senior resources from E-Rate Central.

The E-Rate Central 2024-2025 MOA is \$89,000 for E-Rate consulting on school internet.

ALTERNATIVES:

1. Approve the MOA with E-Rate Central Consulting Services for \$89,000 as presented.
2. Do not approve the presented MOA with E-Rate Central Consulting Services for \$89,000.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends Board approval of the E-Rate Central Consulting Services MOA for \$89,000 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: E-Rate Central MOA Control #: _____
Name of Company Contact Brad Eisel for #

Address: 400 Post Avenue, Suite 410 Westbury NY 11590-2291
Street or POB City State Zip + four

516 801-7803 516-801- jlegg@e-ratecentral.com
Area Code Phone # Fax # E-mail Address
7873

Federal ID #: 11-2907608 O Soc. Sec. #: _____ Alaska Business License #: _____
Enter without Dashes r 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: Support timely and accurate filing of required E-Rate paperwork, program integrity assurance, document management, vendor management, invoice and billing support, and 2024-2025 school internet E-Rate program.

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

District Contact Person: Amy Eakin Phone #: 907-442-1830 Ext _____
Email Address: aeakin@nwarctic.org Fax #: _____

District Agrees To: _____

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

Payment Terms: _____

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

Enter Account Code as:	<u>Amount</u>
Account #: _____	<u>\$ 89,000</u>
Account #: _____	<u>\$</u>
Total:	<u>\$ 89,000</u>

MOA Not to Exceed: \$89,000 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.

Megan Williams

Director of Administrative Services – Fiscal

Approval

Director's Signature

Date (mm/dd/yy)

Terri Walker

Interim Superintendent –Authorized Signer

NWABSD

Superintendent's Signature

Date (mm/dd/yy)

Julia Legg

Contractor

Contractor's Signature

Date (mm/dd/yy)

Tel/Logic Inc.
 E-RATE CENTRAL
 400 Post Avenue, Suite 410
 Westbury, NY 11590-2291

Tel: (516) 801-7863 Fax: (516) 801-7870
 Web: <http://www.e-ratecentral.com>

Quote

Date	Quote. No.
4/17/2024	NWAB 2024

Bill To:
Northwest Arctic Borough School District Ms. Amy Eakin Director of Technology P.O. Box 51 Kotzebue, AK 99752

Federal Tax ID; 11-2907608
Project Description: Quote for E-Rate support and form preparation

P.O. No.	Project

Description	Ordered	Rate	Amount
E-Rate consulting – Category 1 and 2 for schools 2024/2025		89,000.00	89,000.00
		Total	\$89,000.00

MEMORANDUM

TO: NWABSD Board of Education

DATE: April 28, 2024

NUMBER: 24-132

FR: Office of the Superintendent

SUBJECT: Door Systems of Alaska

ABSTRACT:

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

ISSUE:

At issue is board approval of Door Systems of Alaska to fix our overhead doors as needed, for a cost not to exceed \$50,000.00 for school year 24/25

BACKGROUND AND/OR PERTINENT INFORMATION:

This winter we had Kotzebue, Ambler, Kiana, Noorvik overhead doors no longer function, Door systems of Alaska came out and got us back on track and the doors working.

ALTERNATIVES:

1. Approve the administration's request to pay Door Systems of Alaska for their continued efforts at each site as needed
2. Disapprove the administration's request to pay Door Systems of Alaska for their continued efforts at each site, as needed.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The Administration recommends Board approval to continue with Door Systems of Alaska to continue to handle our overhead door issues.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 28,2024

NUMBER: 24-133

FR: Office of the Superintendent

SUBJECT: Frontier Fire Protection

ABSTRACT:

Board approval is required to expend \$50,000.00 and higher.

ISSUE:

At issue is board approval of the administrations request to pay Frontier Fire Protection an amount not to exceed \$200,000.00 to inspect, certify and make repairs to district fire protection equipment in FY24/25 school year.

BACKGROUND AND/OR PERTINENT INFORMATION:

Alaska law mandates that public schools have their fire protection equipment inspected and certified by a licensed and bonded company each year. Frontier Fire Protection has performed the inspections and service work on our fire alarm systems, sprinkler systems, handheld fire extinguishers and range hood extinguisher systems for the past 23 years. The inspections are performed during the summer months when school is out of session. Frequently during the inspection process mechanical deficiencies are identified and noted on the inspection forms. Once the inspections are completed the list of equipment deficiencies is forwarded to the property services director and the State Fire Marshal. Upon receiving the list of deficiencies, the Fire Marshall issues a directive to the school district to make corrections by a specified date. The administration is requesting the school board's authorization to contract with Frontier Fire Protection for an amount not to exceed 200,000 to perform all inspections and make repairs on fire safety equipment at sites needing service work in FY24/25 school year.

ALTERNATIVES:

1. Approve the administrations request to pay Frontier Fire Protection an amount not to exceed \$200,000.00 to perform inspections and make repairs on fire safety equipment at NWABSD sites in FY24/25 school year.
2. Disapprove the administrations request to pay Frontier Fire Protection an amount not to exceed \$200,000.00 to perform inspections and make repairs on fire safety equipment at NWABSD sites in FY24/25 school year.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of the administrations request to pay Frontier Fire Protection an amount not to exceed \$200,000.00 to perform inspections and make repairs on fire safety equipment at NWABSD sites in FY24/25 school year.

MEMORANDUM

TO: NWABSD Board of Education

DATE: April 28,2024

NUMBER: 24-134

FR: Office of the Superintendent

SUBJECT: NC Power Systems

ABSTRACT:

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

ISSUE:

At issue is board approval of NC Power Systems to help with our Generators as needed , for a cost not to exceed \$50,000.00 for school year 24/25

BACKGROUND AND/OR PERTINENT INFORMATION:

NC power systems hve helpedus on the Shungnak school, Kotzebue School, and the ATC with keeping our generators running and or getting them back into service. They are also working with us on the Kobuk school generator.

ALTERNATIVES:

1. Approve the administration's request to pay NC Power Systems for their continued efforts at each site as needed
2. Disapprove the administration's request to pay NC Power Systems for their continued afforts at each site, as needed.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The Administration recommends Board approval to continue with NC Power Systems to continue to handle our generator issues as needed.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 28, 2024

NUMBER: 24-135

FR: Office of the Superintendent

SUBJECT: Refrigerated Solutions

ABSTRACT:

Board approval is required to expend \$50,000.00 and higher.

ISSUE:

At issue is board approval of the administrations request to pay \$100,000 to Refrigerated Solutions to service and repair the NWABSD's commercial refrigeration equipment in FY24/25.

BACKGROUND AND/OR PERTINENT INFORMATION:

The NWABSD Property Services department uses Refrigerated Solutions to service and repair our commercial refrigeration equipment. The property services department is requesting authorization to pay Refrigerated Solutions an amount not to exceed \$100,000 to service and repair our refrigeration equipment in FY24/25.

ALTERNATIVES:

1. Approve the administration's request to pay Refrigerated Solutions an amount not to exceed \$100,000 to service and repair NWABSD refrigeration equipment in FY24/25.
2. Disapprove the administrations request to pay Refrigerated Solutions an amount not to exceed \$100,000 to service and repair NWABSD refrigeration equipment in FY24/25.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of the administration's request to pay Refrigerated Solutions an amount not to exceed \$100,000 to service and repair NWABSD refrigeration equipment in FY24/25.

MEMORANDUM

TO: NWABSD Board of Education

DATE: April 29,2024

NUMBER: 24-136

FR: Office of the Superintendent

SUBJECT: RESCON

ABSTRACT:

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

ISSUE:

At issue is board approval fro RESCON Heating Fuel Spill Clean up for Noorvik and Kivalina, for a cost of \$150,000.00 for school year 24/25

BACKGROUND AND/OR PERTINENT INFORMATION:

Spring of 2022 and 23 the district had fule spills in Kivalina on the teacher housing campus old site, and in Noorvik behind teacher housing 6 plex on the hill.RESCON was brought in to assess the spills and make aplan to monitor and or dispose of the spilled heating fuel. They havce bee working directly with the ADEC on the two spills and have a cost for both villages.

ALTERNATIVES:

1. Approve the administration's request to pay RESCON for there continued efforts at each site as per attached.
2. Disapprove the administration's request to pay RESCON for their continued afforts at each site, as per attached.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The Administration recommends Board approval to continue with RESCON to continue and finish the fuel spill clean up at each site as per attached.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 29,2024

NUMBER: 24-137

FR: Office of the Superintendent

SUBJECT: Drake Construction Inc.

ABSTRACT:

Board approval is required to expend \$50,000.00 and higher.

ISSUE:

At issue is the Selawik building material and Conex cans that need to be moved to Buckland, for the new duplex build.

BACKGROUND AND/OR PERTINENT INFORMATION:

Drake construction has the barge and ability to move the Conex cans from Selawik to Buckland for the new builds this summer.

ALTERNATIVES:

1. Approve the administrations request to pay Drake Construction Inc. an amount not to exceed \$150,000.00 to perform the move from Selawik to Buckland.
2. Disapprove the administrations request to pay Drake Construction Inc. an amount not to exceed \$150,000.00 to perform the move from Selawik to Buckland
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of the administrations request to pay Drake construction Inc. \$150,000.00 to perform the move from Selawik to Buckland.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 29,2024

NUMBER: 24-138

FR: Office of the Superintendent

SUBJECT: Noatak Fuel

ABSTRACT:

Board approval is required to expend \$50,000.00 and higher.

ISSUE:

At issue is board approval of the administration's request to purchase fuel for the Noatak School

BACKGROUND AND/OR PERTINENT INFORMATION:

The administration is requesting the school board's approval to purchase 40,000 gallons of Fuel at \$9.219 per gallon for the Noatak School. Vendors did not bid on providing fuel to Noatak, therefore fuel to Noatak was not included in the approval of bulk fuel purchase through Crowley. The fuel is required to be flown in via Everts Air Fuel out of Fairbanks. The cost of 40,000 gallons of fuel from Everts Air Fuel FOB Fairbanks to Noatak will be \$366,577.92.

Funding Source: General Fund

ALTERNATIVES:

1. Approve the administration's request to purchase 40,000 gallons of fuel from Everts Air Fuel out of Fairbanks. FOB Fairbanks to Noatak in the amount of \$366,577.92.
2. Disapprove the administration's request to purchase 40,000 gallons of Fuel from Everts Air Fuel out of Fairbanks to Noatak in the amount of \$366,577.92.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of the request to purchase 40,000 gallons of Fuel form Everts Air Fuel for Noatak in the amount of \$366,577.92.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 30, 2024

NUMBER: 24-139

FR: Office of the Superintendent

SUBJECT: Approval to Amend
Contract; Karen McCain

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 Karen McCain of McCain Services for a total amount not to exceed \$133,785.35

BACKGROUND AND/OR PERTINENT INFORMATION:

Karen McCain of McCain Services serves as Project Evaluator for the District's Federal Grants. In addition to finding grant opportunities and assisting the district in writing grant proposals, her duties include evaluating and overseeing existing federal grant projects, data entry, and completing all required Federal Performance Reports. The amended MOA, which includes travel, is for a total of \$133,785.35.

Funding for amended MOA --	
General Grant Writing (general fund)	\$10,000.00
Literacy Connection (LIT) Federal Grant FY23 <i>October 1, 2022 to September 30, 2023 (fund 353)</i>	\$16,543.41
Literacy Connection (LIT) Federal Grant FY24 <i>October 1, 2023 to September 30, 2024 (fund 353)</i>	\$29,800.00
Native Youth in Action (NYIA) Federal Grant FY23 (fund 354) <i>October 1, 2002 to September 20, 2023</i>	\$8,578.80
Native Youth in Action (NYIA) Federal Grant FY24 (fund 354) <i>October 1, 2023 to September 20, 2024</i>	\$15,200.00
Our Youth Our Future (OYOF) Federal Grant FY23 (fund 367) <i>January 1, 2023 to December 31, 2023</i>	\$23,563.14
Our Youth Our Future (OYOF) Federal Grant FY24 (fund 367) <i>January 1, 2024 to December 31, 2024</i>	\$30,100
Total	\$133,785.35

ALTERNATIVES:

1. Approve the amendment to the Memorandum of Agreement (MOA) with Karen McCain of McCain Services for the amount not to exceed \$133,785.35 as presented;
2. Disapprove the amendment MOA for McCain Service as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of the MOA with McCain Services for a total amount not to exceed \$133,785.35 as presented.

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

**ADDENDUM TO
MEMORANDUM OF AGREEMENT**

MOA # 223021MOA

Between

Contractor Name: Karen McCain—McCain Services

Address: PO Box 520505

Big Lake, AK 99652-0505

and

Northwest Arctic Borough School District

The above referenced Memorandum of Agreement is hereby amended as follows:
MOA Addendum:

	<u>Amount</u>
Account #: <u>100.099.510.000.410</u>	<u>\$ 10,000</u>
Account #: <u>353.099.350.223.410</u>	<u>\$ 16,543.41</u>
Account #: <u>354.099.350.223.410</u>	<u>\$ 8,578.80</u>
Account #: <u>367.099.320.223.410</u>	<u>\$ 23,563.14</u>
Account #: <u>353.099.320.224.410</u>	<u>\$ 29,800</u>
Account #: <u>354.099.350.224.410</u>	<u>\$ 15,200</u>
Account #: <u>367.099.320.224.410</u>	<u>\$ 30,100</u>
NEW MOA Total:	<u>\$133,785.35</u>

Budget Authority Approval: Joy Coryburn-Smith

Contractor Additionally Agrees:

MOA is addended to include consulting services for the 2024 Our Youth Our Future Grant 1/1/2024 to 12/31/2024. Karen McCain completes all Federal reporting requirements for this grant for the total cost through December 31, 2024 not to exceed \$30,100.

District Additionally Agrees:

Pay for all billed services in a timely manner, contractor is also provided a school district laptop for district related work and has access to district technology services as required as a contractor.

Date of Board Approval (if applicable): April 2024

Agreed to by:

Contractor, (Sign and Return to Program Contact Person)

Date

Superintendent- Authorized Signature, NWABSD

Date

Director of Administrative Services, NWABSD

Date

MEMORANDUM

TO: NWABSD Board of Education

DATE: April 29, 2024

NUMBER: [OBJ] 24-143

FR: Office of the Superintendent

SUBJECT: FY24 Heating Fuel Purchase

ABSTRACT:

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

ISSUE:

At issue is board approval to award the Northwest Arctic Borough School District's FY24 heating fuel order to the lowest bidder by site.

BACKGROUND AND/OR PERTINENT INFORMATION:

On April 01, 2024, the Property Services department issued an RFP to fuel vendors for the purchase and delivery of approximately 523,800 gallons of #1 heating fuel to ten (10) NWABSD school sites in summer 2024. The RFP was sent to the only two vendors that deliver fuel within the Northwest Arctic Borough, Crowley Petroleum Distribution and Vitus Fuel Services. The deadline for submitting bids was Sunday April 28, at 4:00 p.m. The lowest bidder by site will be awarded the fuel bid(s). Crowley Petroleum Distribution was the only bidder for ten (10) sites and Vitus Fuel Services declined to bid. The bid prices by site are attached. The administration recommends board approval to award Crowley Petroleum Distribution our fuel bid for ten (10) sites.

Crowley's bid for all ten sites \$2,905,861.90

ALTERNATIVES:

1. Approve the administration's request to award the NWABSD FY24 heating fuel bid to Crowley Petroleum Distribution for ten (10) sites @ **\$2,905,861.90**.

2. Disapprove the administration's request to award the NWABSD FY24 heating fuel bid to Crowley Petroleum Distribution for ten (10) sites @ **\$2,905,861.90**.

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The Administration recommends Board approval to award the NWABSD FY24 heating fuel bid to Crowley Marine Distribution for ten (10) sites @ **\$2,905,861.90**

NORTHWEST ARCTIC SCHOOL DISTRICT – 2024 FUEL REQUIREMENTS

Fuel Delivery Location	Quantity Required (Gallons)	Proposal Price Per Gallon*	Extended Proposal Price	NOTES
Buckland	55,000	\$5.9005	\$324,527.50	Heating Fuel
Deering	15,000	\$5.0105	\$75,157.50	Heating Fuel
Kivalina	48,000	\$6.2505	\$300,024.00	Heating Fuel/ULSD1
Kivalina	5,000	\$6.3005	\$31,502.50	Gasoline
Kotzebue	120,000	\$5.2005	\$624,060.00	Heating Fuel
ATC - Kotzebue	30,000	\$5.2005	\$156,015.00	Heating Fuel
Kiana	45,000	\$5.4005	\$243,022.50	Heating Fuel
Noorvik	60,000	\$5.0105	\$300,630.00	Heating Fuel
Selawik	65,000	\$5.0105	\$325,682.50	Heating Fuel
Ambler	40,000	\$6.5005	\$260,020.00	See Special instructions below
Kobuk	13,800	\$6.5005	\$89,706.90	See Special instructions below
Shungnak	27,000	\$6.5005	\$175,513.50	See Special instructions below
			\$2,905,861.90	

**PRICING INCLUDES ALL TAXES*

Special instructions related to this Area:

- Delivery to the communities of Ambler, Kobuk and Shungnak is predicated on receiving the award for all three locations.
- Delivery to the communities of Ambler, Kobuk and Shungnak are extremely dependent on the water level of the river. Please refer to the Force Majeure clause identified in Attachment B, Standard Terms and Conditions, Section 6, Exceptions.
- Under any Force Majeure situation, the NWABSD will allow Crowley an opportunity to cure any obligation before NWABSD seeks substitute performance from any other party.
- NWABSD will be required to nominate final quantities prior to May 15, 2024
- Prices valid until close of business 05/01/2024

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 30, 2023

NUMBER: 24-144

FR: Office of the Superintendent

SUBJECT: Approval of FY25
Memorandum of
Agreement; External
Audit Services

ABSTRACT:

Board approval is required for all contracts and agreements of \$ 50,000 or more.

ISSUE:

At issue is the approval of a Memorandum of Agreement (MOA) between NWABSD and Altman, Rogers & Co. for Fiscal Year 2023-2024, not to exceed \$79,000 for auditing and financial statement services.

BACKGROUND AND/OR PERTINENT INFORMATION:

The District sent our requests for proposals to auditors to perform the annual audit and complete the required financial statements. For the purposes of conducting the FY23 audit, Altman, Rogers & Co. has been selected to provide the auditing service that is required by State of Alaska Statute and federal reporting requirement.

Auditing services will include out-of pocket expenses, for the work associated with the FY24 audit, preparation of the FY24 financial statements and presentation of the audit to the Board in FY25.

ALTERNATIVES:

1. Approve the MOA for Altman, Rogers & Co. for the FY24 audit and financial statements, not to exceed \$79,000;
2. Disapprove the MOA for Altman, Rogers & Co. for FY24 audit and financial statements;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATIONS:

The Administration recommends that the Board approve the MOA for Altman, Rogers & Co. for the FY24 annual audit and completion of the FY24 financial statements, not to exceed \$79,000.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 30, 2024

NUMBER: 24-145

FR: Office of the Superintendent

SUBJECT: Approval of FY25
Contract; NANA
Management Services,
Food Service for All K-12
Sites

ABSTRACT:

Board approval is required for all service contracts over \$50,000.

ISSUE:

At issue is the approval of the Food Service Contract between NWABSD and NANA Management LLC (NMS) for Fiscal Year 2024-2025, not to exceed \$3,400,000.00

BACKGROUND AND/OR PERTINENT INFORMATION:

The School District went out to Request for Proposals for Food Service Management for FY22 with the option to renew the contract for up to four (4) years through FY26. Nana Management Services, LLC was the single proposer that the district had, and is offering competitive prices for their services (see below).

Meal	Current Pricing	Pricing for FY24	Increase
Breakfast	\$5.28	\$5.28	0%
Lunch	\$9.76	\$9.76	0%
Seconds	\$3.50	\$3.50	0%

The breakfast and lunch meals are partially reimbursed through the National School Lunch Program, Summer Food Service Program, or Single Summer Option. The District is not reimbursed for seconds; therefore, those costs are supported by the District's food service program which in a typical year is a transfer from the general operating fund.

Recognizing the District's current financial challenges, as the District's partner, NMS is not requesting an increase in meal pricing for the FY25 school year as long as the scope of services remains the same.

From FY15 through FY23 the average amount paid to NMS for meals is approximately \$2,700,000, \$2.3 million being the lowest and \$3.1 million being the highest. I suggest setting the not to exceed contract amount at \$3,400,000 to cover any large upticks in student meals.

ALTERNATIVES:

1. Approve the All K-12 Sites Food Service Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2024-2025, as presented.
2. Disapprove the All K-12 Sites Food Service Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2024-2025, as presented;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The Administration recommends the Board approve the All-Sites Food Service Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2024-2025, not to exceed \$3,400,000, as presented.

**ADDENDUM 4 to
Food Services
Management Agreement
with
Northwest Arctic Borough School District**

This Addendum No. 4 to the “Food Services Management Agreement” entered into by and between NANA Management Services, LLC (“NMS”) and Northwest Arctic Borough School District (“the School District”) is effective July 1, 2024.

In consideration of the mutual promises set out in the Agreement, the Parties enter into this Addendum, effective upon the date first written above.

The following changes are made to the Agreement:

3.1) Term of Agreement:

Agreement is amended to reflect the commencement of Renewal Year Three (3 of 4) with a period of performance: (1 July 2024 to June 30, 2025), unless sooner terminated in accordance with the terms of the Agreement.

Continuation of Services Agreement. Except as specifically amended pursuant to the foregoing, the Agreement shall continue in full force and effect in accordance with the terms in existence as of the date of this Amendment. After the date of this Amendment, any reference to the Agreement shall mean the Agreement as amended by this Amendment.

IN WITNESS WHEREOF, the Parties have caused this Amendment to be signed by their authorized agents on the dates below.

Party: NANA Management Services, LLC

Party: NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

By: _____

By: _____

Name: _____

Name: Megan williams

Title: _____

Title: Director of Administrative Services

Date: _____

Date: _____

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 30, 2024

NUMBER: 24-146

FR: Office of the Superintendent

SUBJECT: Approval of Custodial
Services Contract for
Fiscal Year 2024-2025;
NANA Management
Services LLC

ABSTRACT:

Board approval is required for all purchases over \$50,000.

ISSUE:

At issue is the approval of a one-year renewal to the Districtwide Custodial Services contract between NWABSD and NANA Management LLC (NMS) for the Fiscal Year 2024-2025, not to exceed \$2,511,227.

BACKGROUND AND/OR PERTINENT INFORMATION:

The School District went out to Request for Proposals for Custodial Service Management for FY22 with the option to renew the contract for up to four (4) years through FY26. Nana Management Services, LLC was the single proposer that the district had, and is offering competitive prices for their services despite the increase noted below.

FY24 amount \$2,511,227

Requested FY24 amount \$2,511,227

Recognizing the District's current financial challenges, as the District's partner, NMS Custodial Services has not requested an increase for the FY25 year as long as the scope of services remains the same.

ALTERNATIVES:

1. Approve the Custodial Services Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2024-2025, not to exceed \$2,511,227, as presented;
2. Disapprove the Custodial Services Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2024-2025, as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The Administration recommends the Board approve the Custodial Services Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2024-2025, not to exceed \$2,511,227, as presented.

**ADDENDUM 3 to
Custodial Services Contract
with
Northwest Arctic Borough School District**

This Addendum No. 3 to the “Custodial Services Contract” dated July 1, 2021 (the “Contract”) is entered into by and between NANA Management Services, LLC (“NMS”) and Northwest Arctic Borough School District (“the School District”), effective July 1, 2024.

In consideration of the mutual promises set out in the Agreement, the Parties enter into this Addendum, effective upon the date first written above.

The following changes are made to the Agreement:

3.1) Term of Agreement:

Contract is amended to reflect the commencement of Renewal Year Three (3 of 4) with a period of performance: (1 July 2024 to June 30, 2025), unless sooner terminated in accordance with the terms of the Contract.

Continuation of Services Contract. Except as specifically amended pursuant to the foregoing, the Contract shall continue in full force and effect in accordance with the terms in existence as of the date of this Addendum. After the date of this Addendum, any reference to the Contract shall mean the Contract as amended by this Addendum.

IN WITNESS WHEREOF, the Parties have caused this Addendum to be signed by their authorized agents on the dates below.

Party: NANA Management Services, LLC

Party: NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

By: _____

By: _____

Name: _____

Name: Megan Williams

Title: _____

Title: Director of Administrative Services

Date: _____

Date: _____

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: April 30, 2024

NUMBER: 24-147

FR: Office of the Superintendent

SUBJECT: Adoption of FY25 Proposed Operating Fund Budget

ABSTRACT:

The School Board shall establish and maintain a balanced budget.

ISSUE:

At issue is the adoption of the Fiscal Year 2024-2025 Proposed Operating Fund Budget.

BACKGROUND AND/OR PERTINENT INFORMATION:

The FY25 Proposed Operating Fund Budget is being presented for adoption. The preliminary FY25 Operating Fund Budget was reviewed with the Budget Committee in January. Proposed Actions to balance the FY25 Budget were presented and discussed in detail at the budget work session on Wednesday March 7th & 8th, 2024, and went out to the community for feedback via a survey. The Board of Education and Superintendent created the FY25 Proposed Operating Fund Budget based off of the survey results and estimated increases to revenue.

Presented to you for adoption is the FY25 Proposed Operating Fund Budget, which includes:

- Revenue Plan of \$63,879,260
- Expenditure Plan of \$66,535,595
- Transfer to Other Funds in the amount of \$2,316,160
- Use of Fund balance in the amount of \$4,972,495

The FY25 Proposed Operating Budget includes reductions to the overall budget:

- 22.5 Full Time Equivalent positions reduced based on higher Student to Teacher Ratio and other staffing reductions.
- Reductions to grant supplies and software, travel (professional development), and extra duty contracts
- Reductions to District health plan costs
- Reduction to meal program – cut seconds
- Reduction to student activities – Middle School sports
- Reduced curriculum supplies

The District Administration will continue to look for revenue sources to pay for these important programs.

ALTERNATIVES:

1. Adopt the FY25 Proposed Operating Fund Budget as presented;

2. Disapprove the FY25 Proposed Operating Fund Budget as presented;
3. Take no action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board adopt the FY25 Proposed Operating Fund Budget as presented.

**Northwest Arctic Borough School District
FY25 PROPOSED Operating Budget**

	FY25	FY25	FY25	Changes	NOTES
	PRELIMINARY Budget	PROJECTED Budget	PROPOSED Budget		
REVENUE					
Other Local Revenue	\$600,000	\$600,000	\$2,100,000	\$1,500,000	Added NANA Contribution
Earnings on Investments	\$600,000	\$770,000	\$770,000	\$0	Based on current FY24 earnings
Donations/Contributions	\$0	\$0	\$0	\$0	
Borough Appropriation	\$6,568,263	\$6,645,111	\$6,645,111	\$0	
E-rate Program	\$7,205,220	\$7,205,220	\$7,205,220	\$0	
State Foundation	\$37,599,723	\$37,806,494	\$39,874,198	\$2,067,704	Based on enrollment projection & \$300 BSA increase
Quality Schools	\$110,278	\$110,278	\$110,278	\$0	Based on enrollment projection
TRS On-behalf	\$2,752,336	\$2,505,160	\$2,505,160	\$0	Does not have an effect on budget
PERS On-behalf	\$406,275	\$447,788	\$447,788	\$0	Does not have an effect on budget
Revenue - Other State Sources	\$15,000	\$15,000	\$15,000	\$0	PFD raffle
Impact Aid Program	\$4,206,505	\$4,206,505	\$4,206,505	\$0	VERY Rough Estimate
TOTAL REVENUES	\$60,063,600	\$60,311,556	\$63,879,260	\$3,567,704	
TRANSFERS IN					
District Technology Fund	\$0	\$0	\$0	\$0	
Locally Funded Maintenance CIP Fund	\$0	\$0	\$0	\$0	
NW Magnet School Expansion	\$0	\$0	\$0	\$0	
Magnet School Dormitory	\$0	\$0	\$0	\$0	
CIP Reserved Local Share	\$0	\$0	\$0	\$0	
TOTAL TRANSFERS IN	\$0	\$0	\$0		
EXPENSES					
Certificated Salaries	\$17,115,823	\$15,627,947	\$15,513,620	(\$114,327)	
Non-Certificated Salaries	\$9,442,316	\$9,103,370	\$9,038,039	(\$65,331)	
Leave Pay Out	\$285,000	\$285,000	\$285,000	\$0	5 year average
Board Stipends	\$87,750	\$87,750	\$87,750	\$0	
Employee Benefits	\$14,875,099	\$12,630,390	\$12,537,839	(\$92,550)	
TRS On-behalf	\$2,752,336	\$2,505,160	\$2,505,160	\$0	Does not have an effect on budget
PERS On-behalf	\$406,275	\$447,788	\$447,788	\$0	Does not have an effect on budget
SUBTOTAL: Personnel	\$44,964,599	\$40,687,404	\$40,415,196	(\$272,209)	
Professional & Technical Services	\$3,910,267	\$4,502,827	\$4,502,827	\$0	Increase - Maintenance & recruiting needs
Staff Travel	\$452,250	\$424,000	\$424,000	\$0	
Board Travel	\$108,852	\$108,852	\$108,852	\$0	
Student Travel	\$1,144,775	\$1,144,775	\$892,775	(\$252,000)	Reduced Middle School Sports
Utility Services	\$8,387,769	\$8,410,727	\$8,410,727	\$0	
Energy-includes electricity & fuel	\$4,928,070	\$4,323,719	\$4,323,719	\$0	Based on usage & cost of services
Other Purchased Services	\$4,492,051	\$4,470,556	\$4,470,556	\$0	Based on usage & cost of services
Property & Liability Insurance	\$1,305,616	\$1,350,000	\$1,350,000	\$0	pending estimate from Broker
Supplies, Materials & Media	\$1,479,821	\$1,736,504	\$1,704,263	(\$32,241)	Reduce Curriculum Supplies
Tuition	\$20,000	\$40,000	\$40,000	\$0	
Dues & Fees	\$134,719	\$87,680	\$87,680	\$0	
Inventoried Equipment	\$25,000	\$55,000	\$55,000	\$0	
Indirect Cost Recovery	(\$250,000)	(\$250,000)	(\$250,000)	\$0	Need to estimate without ESSER
SUBTOTAL: Non-Personnel	\$26,139,190	\$26,404,640	\$26,120,399	(\$284,241)	
TOTAL EXPENSES	\$71,103,789	\$67,092,044	\$66,535,595	(\$556,450)	
TRANSFERS OUT					
Food Service Fund	\$1,200,000	\$1,200,000	\$948,160	(\$251,840)	Reduce Seconds for meals Moved position to grant & RIF position
ATC	\$1,150,000	\$668,000	\$668,000	\$0	
Star of the Northwest - Magnet School	\$100,000	\$100,000	\$100,000	\$0	
Teacher Housing Fund	\$450,000	\$450,000	\$450,000	\$0	
Special Revenue Fund	\$150,000	\$150,000	\$150,000	\$0	
TOTAL TRANSFERS OUT	\$3,050,000	\$2,568,000	\$2,316,160	(\$251,840)	
INCREASE (DECREASE)-UNRESERVED FB	(\$14,090,189)	(\$9,348,488)	(\$4,972,495)		USE OF FUND BALANCE IN FY25
Estimated FY24 Fund Balance	\$4,972,495	\$4,972,495	\$4,972,495		Estimated Fund Balance
Budgeted (Increase) Decrease above	\$14,090,189	\$9,348,488	\$4,972,495		
Projected FY25 Fund Balance	(\$9,117,694)	(\$4,375,993)	\$0	0.00%	

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 30, 2024

NUMBER: 24-148

FR: Office of the Superintendent

SUBJECT: Approval of FY25
Contracted Business
Services – Food Service

ABSTRACT:

Board approval is required for all contracts and agreements of \$ 50,000 or more.

ISSUE:

At issue is the approval of a Memorandum of Agreement (MOA) between NWABSD and Amber Colvin, DBA: Savory Solutions for Fiscal Year 2024-2025, not to exceed \$128,000 for contracted business services – food service.

BACKGROUND AND/OR PERTINENT INFORMATION:

The District is in need of contracted business services for food service management. A permanent position has been posted since May of 2022, and previously contracted with a person in New York for under \$50k a year, and this contract worked while virtual reviews were approved, however, our District needs someone closer to the region to do in person site reviews and that is on the same daily schedule as our staff to respond to their needs timely.

Savory Solutions offers contracted business services for food service management at a reasonable daily rate and is located in Nome, AK, a short flight from our region. The District must employ or contract a Food Service Manager to comply with all of the requirements that the District's Food Service program brings (see attached request & list of duties). This employee or contractor must meet the minimum education requirements listed in the Hiring Standards for School Nutrition Directors in Alaska Dept of Ed School Nutrition Programs Administrative Handbook.

This is a contract increase of \$18,000 from FY24-FY25

Contracted Business Services for Food Service costs include payment at a daily rate of \$510 and reimbursement for out-of pocket travel expenses, for the work associated with managing the District's Food Service program. The MOA, which includes costs for travel, is not to exceed \$128,000.

Funding Source: District Food Service Fund, supplemented by federal, grant, and general funds

ALTERNATIVES:

1. Approve the MOA for Contracted Business Services – Food Service with Savory Solutions not to exceed \$128,000;
2. Disapprove the MOA for Contracted Business Services – Food Service with Savory Solutions;

3. Take no final action.

ADMINISTRATION'S RECOMMENDATIONS:

The Administration recommends that the Board approve the MOA for Contracted Business Services – Food Service with Savory Solutions not to exceed \$128,000.



March 19, 2024

Amber Colvin
Phone: 907-203-2474
Email: acolvin@nwartic.org
PO Box 458, Nome, AK 99762

Megan Williams, Director of Administrative Services
PO Box 51
Kotzebue, AK 99752

Dear Northwest Artic Borough School District,

Thank you very much for allowing me to present this work proposal for a renewed contract as the food service department manager position. My proposal is for work that runs from July 1st, 2024, to June 13th, 2025, for a total of 220 working days. A schedule of proposed workdays is attached. The contracted rate would be \$510 per day without any district paid benefits and includes a 7% cost of living adjustment. Any holidays where the schools are closed would be unpaid holidays.

The contractor would schedule travel into the district as specified by the Director of Administrative Services. The USDA requires that each school site serving meals have a yearly in-person review of services scheduled to ensure compliance. Travel would be scheduled to each site to complete these reviews and in-person training and support for any secretaries, principals, and point of service personnel would be provided. Travel days would be compensated at the specified regular daily rate plus a per diem of \$60/day. Additional site visits may be scheduled as deemed necessary by the Director of Administrative Services. The NWABSD would provide reimbursement for travel, and lodging expenses.

NWABSD will provide electronic equipment for business purposes to include a laptop, scanner, and a small printer. The technology department of the NWABSD will enable access to the food service department shared drive so necessary files can be viewed and uploaded for district use. Any necessary postage fees and small office supplies will be reimbursable by the district with provided receipts. As an independent contractor, I would be responsible for ensuring the availability of internet access, and a working phone line for contact purposes.

In order to ensure that the food service department stays informed of program changes and updates, professional development is key. This includes attendance to the DEED school nutrition program annual training from July 29th, through April 2nd, 2024, and the Alaska School Nutrition Association conference in January 2025 in Anchorage, AK. Receipts, proof of participation and any applicable completion certificates will be supplied along with reimbursement requests. NWABSD would reimburse travel, lodging, and per diem.

Should either party decide to discontinue this agreement, a minimum of 30 days' notice shall be given. See attachment for a list of department duties to be performed. Thank you for your time and consideration.

Sincerely,

Amber Colvin

Savory Solutions

Food Service Department Duties

DAILY

Review and respond to all food service department emails and phone calls
Manage the Revtrak system

- Accept credit/debit payments
- Notify payee and Accounting Department of payments
- Document Food Service payments in the Power Lunch System

WEEKLY

Review weekly meal counts

- Save weekly meal counts out of Power Lunch System or sent by sites
- Notify sites of any missing counts
- Attend all weekly state round table meetings and/or any mandatory trainings
- Update the Director of Administrative Services with any new information

BI-WEEKLY

- Place FFVP Orders with contractor vendor
- Notify sites of FFVP delivery (weekly/biweekly)
- Send monthly newsletters to teachers and students (weekly/biweekly)

MONTHLY

- Process NSLP Claims for all sites by CNP deadline
- Check Primero Edge program for student matches and updates and update daily as needed
- Save all State program bulletins, announcements, claims, and billings to share drive
- Send out staff meal account billings with transaction reports
- Ensure that all payments were added to Power Lunch System
- Notify staff of any changes to individual accounts

ANNUALLY

- Provide Inservice Training to all district staff with food service involvement
- Perform annual reviews for NSLP/SBP for all district school sites
- Complete Site Review Summary Report for NSLP/SBP
- Complete the annual DEC site inspection food safety report
- Document Professional Standards Training
- Complete NSLP/SBP program renewal forms
- Evaluate departments for needed equipment
- Request inventory from NMS at year end
- Work with the Food Bank of AK to coordinate AK Meals to You program enrollment and food deliveries to enrolled students during the summer of 2024 and 2025