

**UNADOPTED MINUTES
OF THE NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT**

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."

President Margaret Hansen called the 425th regular Northwest Arctic Borough School District Board of Education meeting to order at 4:03 p.m. on Tuesday, December 5th, 2023, via Microsoft Teams.

Board Members present were:

Margaret Hansen
Carol Schaeffer
Tillie Ticket
Marie Greene
Alice Melton-Barr
Shannon Melton
Lawrence Jones
Joanne Harris
Alice Adams
Kaitlynn Piper, Student Representative

Board Member absent and excused was:
Millie Hawley

A quorum was present.

Observed.

Those present participated in the Pledge of Allegiance.

Staff present: Terri Walker-Superintendent; Kelly Carraway with Migrant Education; Perrian Windhausen, Director of Student Services; James Stewart, Principal of Kiana School; Shayne Schaeffer, Assistant to Superintendent; Tracy Bell-Director of Curriculum/Instruction; Jeff Alexander, Human Resources Director, Karl Kowalski-Director of ATC, Julie Shotwell Principal for Kobuk School, Jackie McManus Kobuk, Dena Strait Capitol Projects, Sarah Hutchinson Principal of Ambler School, Jeff Osborn Teacher for Ambler School, Heather Marron Alaska Communications, Lisa Miller and Shaun Carter Representing Boys & Girls Club,

Kiana School students gave an Inupiaq Dancing presentation. Deering School students presented a piano recital.

No public comment was given.

November 2023 Employee of the Month awardees that were recognized: Jackie McManus, PreK, Kindergarten, 1st Grade Teacher in Kobuk, Alaska. Jonathan Wolfe, Special Educational Aide, Noatak, Alaska. Jeff Osborn is a 5th and 6th grade teacher in Ambler, Alaska. Shaun Carter, Kotzebue Student, 2023, selected youth hero.

Superintendent Terri Walker presented her report. Board Member Marie Greene shared her appreciation for the continued focus on the attendance of our students and how critical it is for our students to succeed in our schools.

CALL TO ORDER

ROLL CALL

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

INTRODUCTION OF
STAFF/GUESTS

SCHOOL PRESENTATION

PUBLIC COMMENTS

RECOGNITION AND AWARDS

SUPERINTENDENT'S REPORT

Marie Greene moved to approve the consent agenda as presented, with the exception of Memo 24-063, seconded by Alice Adams. Motion passed unanimously by roll call vote.

ADOPTION OF CONSENT AGENDA

Margaret Hansen, item for discussion is memorandum 24-063. What are the wishes of the board. Carol Schaeffer, I move that the board select Kaitlynn Piper to the Northwest Arctic Borough Board of Education as presented as our Student Representative. Joanne Harris seconded the motion. The motion was passed.

ACTION

Board approval of the District's Indian Policies and Procedures (IPP) as required each year per Impact Aid Regulations. Each year, the Northwest Arctic Borough School District submits the Impact Aid Application to the U.S. Department of Education. The annual application requires the submission of updated Indian Policies and Procedures. The IPP is revised and renewed after consultation with regional Tribal leaders and parents of impacted communities. The IPP meets the established federal requirements according to Section 7004 of the Impact Aid Law. The administration recommends the Board approve Indian Policies and Procedures as presented.

APPROVAL OF CURRENT INDIAN POLICIES AND PROCEDURES

Each month various Human Resources actions occur which require Board action or cognizance. On a monthly basis the administration recommends Board approval of new certified/classified hires, position reclassifications, and new or revised job descriptions. In addition, the administration informs the Board of resignations, transfers, and terminations throughout the district. The administration recommends the Board approve the Human Resources actions as presented. The administration recommended the Board approve the FY24 Certified new hires: Buckland, Noatak, Noorvik, Kiana. FY24 Classified New Hires: ATC, Buckland, Kiana, Kivalina, Noatak, Noorvik, JNES, KMHS. Classified. Certified Resignations: Noatak, Noorvik. Classified Resignations: Kivalina. Certified Transfers: Buckland. Classified Transfers: Kivalina.

APPROVAL OF HUMAN RESOURCES

The School Board shall establish and maintain a balanced budget. The FY24 District Operating Fund Budget was approved and adopted at the April 25th, 2023, Regular School Board meeting with expenditures in the amount of \$60,362,320. Revision #1 was approved at the June 6, 2023, meeting with expenditures in the amount \$63,531,405. The administration recommends the Board approve Revision #2 of the FY24 District Operating Fund Budget as presented.

APPROVAL OF FY24 DISTRICT OPERATING BUDGET REVISION # 2

Board approval is required for all contracts and agreements of \$ 50,000 or more. 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 list of duties). Contracted Business Services for Food Service costs include payment at a daily rate of \$475 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 \$110,000. Funding Source: District Food Service Fund, supplemented by federal, grant, and general funds. The administration recommends that the Board approve the MOA for Contracted Business Services; Food Service with Savory Solutions not to exceed \$110,000 as presented.

APPROVAL OF CONTRACTED BUSINESS SERVICES; FOOD SERVICE

Superintendent's out-of-district travel require Board approval. The Superintendent is requesting the Board approve the Superintendent's out-of-district travel for 2024 and Personal Leave request: Principal's meeting Anchorage, January 25, 2024. Response to Intervention RTI Conference Anchorage, January 26-28, 2024, Northwest Arctic Leadership (NWALT) Juneau, February 29-30, 2024. ACSA Superintendent's Legislative Fly-in Juneau, February 3-5, 2024. AASB Legislative Fly-in Juneau, February 10-11, 2024. NWALT DC Lobbying Washington DC, March 27-29, 2024. Personal Leave December 18-29, 2023. The

APPROVAL OF SUPERINTENDENTS OUT OF DISTRICT TRAVEL AND PERSONAL LEAVE REQUEST

administration recommends the Board approve the Superintendent's request for out-of-district travel and Personal Leave request as presented.

Board approval is required for purchases that exceed \$50,000. Aligned Educational Resources provides decodable readers organized into a system aligned by decodability percentage and in coordination with our current adopted K-5 literacy program, *Into Reading*. Aligned Educational Resources materials also follows the Structured Literacy and Science of Reading approach needed to support early literacy and Alaska Reads Act implementation. Decodable readers are organized by literacy developmental level and are to serve as a resource, supplement, and intervention for sites. The total purchase cost will not exceed \$230,000 as budgeted. These items were budgeted for and approved as part of our AK CLSD Literacy grant application through the Alaska Department of Education & Early Development. Funding: State AK Literacy Grant Fund 305, ESSER III. The administration recommends the board approves the purchase supplemental decodable reader libraries for all sites to support students in grades K to grade 3 from Aligned Educational Resources for an amount not to exceed \$230,000 as presented.

APPROVAL OF PURCHASE;
ALIGNED EDUCATION
RESOURCES

Board approval is required for purchases that exceed \$50,000. Houghton Mifflin Harcourt provides coaching sessions to support the implementation, organization, and instructional decision making of our current adopted K-5 literacy program, *Into Reading*. Houghton Mifflin Harcourt's coaching sessions will center about supporting new teachers with fidelity to core implementation and supporting current teachers with materials, resources, and alignment to the Structured Literacy and Science of Reading approach needed to support early literacy and Alaska Reads Act implementation. The total purchase cost will not exceed \$100,000 as budgeted. These items were budgeted for and approved as part of our AK CLSD Literacy grant application through the Alaska Department of Education & Early Development. Funding: State AK Literacy Grant Fund 305. The administration recommends the board approves the purchase of purchase supplemental coaching services provided by Houghton Mifflin Harcourt for K-5 teachers not to exceed \$100,000 as presented.

APPROVAL OF PURCHASE;
HOUGHTON MIFFIN
HARCOURT

Selection of Student Representative to the NWABSD Board of Education shall be selected by vote at a Board meeting. According to AR 9110, the Board believes it is important to seek out and consider students' ideas, viewpoints, and reactions to the educational program. In order to provide student input and involvement, the Board shall appoint Student Representative(s) as deemed necessary. Student Representative(s) shall have the right to attend public meetings of the Board, be recognized at meetings, participate in discussing issues and shall receive all materials presented to Board members except those related to executive session. The administration recommends the Board select a Student Representative to the NWABSD Board of Education as presented.

SELECTION OF STUDENT
REPRESENTATIVE TO THE
NWABSD BOARD OF
EDUCATION

Board approval is required for School Board resignations. A School Board member who wishes to resign may do so by submitting his/her written resignation to the School Board. The Board shall declare the board member's seat vacant upon acceptance of the resignation. The Board may accept the resignation with a deferred effective date. The School Board may declare a regional school board seat vacant if the person elected resigns. *A letter of resignation dated, October 11, 2023, was received from Ellen Coffin of Noorvik resigning as a Board Member.* Ellen Coffin currently is in seat C, representing Kiana, Kivalina, Noatak and Noorvik, term ending 2025. A vacancy on the Board shall be filled within 30 days of the vacancy by Board appointment. When making an appointment to the Board, the Board desires to draw from the widest possible number of candidates. The Board shall: 1. Provide candidates with appropriate information regarding Board member responsibilities. 2. Announce names of candidates and accept public input either in writing or at a public meeting. 3. Interview the candidates at a public meeting. 4. Select the provisional appointee by majority vote at a public meeting. The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment. The administration recommends that the Board accept the letter of resignation from Ellen Coffin who serves a NWABSD Board Member serving in Seat C, representing Kiana, Kivalina, Noatak and Noorvik and declare the seat vacant as presented.

ACCEPTANCE OF THE
RESIGNATION FROM A
SCHOOL BOARD MEMBER;
ELLEN COFFIN, NOORVIK

Marie Greene moved to enter executive session at 4:45 pm. Margaret Hansen seconded. Executive Session was held. At 6:14 pm Margaret resumed the regular meeting.

EXECUTIVE SESSION

Carol Schaeffer mentioned Lon Garrison sent out an email asking for a District Advocacy Representative from each district. If anybody is interested to fill that role, to contact Margaret?

BOARD COMMENTS

Carol Schaeffer, Happy Holidays everybody.

Margaret Hansen, wanted to thank all the school districts that presented and the longevity awards and employee recognition. Happy Holidays and thank you to Kaitlynn Piper.

Alice Melton-Barr, I would like to thank everybody that had called with their kind words and heartfelt condolences when we had several losses within our family.

Marie Greene, I just wanted to thank you for setting up Representative Baker joining us. I think that's important. Thank you very much I really appreciate that.

Carol Schaeffer, I am going to miss Ellen being on the board. She was a bright light.

The next regular Board meeting of the NWABSD Board of Education will be held on January 24, 2024, at 4:00 p.m.

DATE/TIME OF NEXT BOARD MEETING

Alice Melton-Barr moved to adjourn the meeting, seconded by Marie Greene.

ADJOURNMENT

Motion passed with unanimous consent. The meeting adjourned at 6:26 pm.

Tillie Ticket, Secretary

Shayne Schaeffer, Recording Secretary