

**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 426th regular meeting of the Northwest Arctic Borough School District Board of Education to order at 4:02 p.m. on Wednesday, January 24th, 2024, In person.

Board Members present were:

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

Board Member absent and excused was:

Alice Adams, Joanne Harris, Marie Greene, and Millie Hawley

Carol Schaeffer made a motion to excuse Millie Hawley, Marie Greene, Alice Adams, and Joanne Harris. Seconded by Tillie Ticket.

Motion Passed

A quorum was present.

Observed.

Those present participated in the Pledge of Allegiance.

Staff present: Terri Walker-Superintendent; Joy Cogburn-Smith, Director of State and Federal Programs; Jeff Alexander, Director of Human Resources; Tracy Bell, Director of Curriculum/Instruction; Shelbi Garrett, Teacher for the JNES; Shayne Schaeffer, assistant to the Superintendent; Dena Strait, Capitol Projects, Perrian Windhausen, Director of Student Services, Sarah Hutchinson, Principal for Ambler School, Kathy Christy, Capitol Projects,

Aletha Duchene, 3rd Grade Teacher for JNES. Sarah Hutchison, Ambler School Principal; Shelbi Garrett, Secondary Special Education Teacher for KMHS; Samuel Gavin, Bilingual Instructor for Deering School; Melissa Hadley, an around employee for Buckland School.

Selawik School students gave a video presentation. JNES School students gave a presentation on Microsoft Teams.

No public comment was given.

Superintendent Terri Walker presented her report. Board Member Marie Greene appreciated Superintendent Terri Walker for attending the Northwest Arctic Borough Budget Work session. I appreciate your efforts and helping us advocate for our priorities and needs.

No Executive Session is needed.

CALL TO ORDER

ROLL CALL

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

INTRODUCTION OF
STAFF/GUESTS

RECOGNITION AND AWARDS

SCHOOL PRESENTATION

PUBLIC COMMENTS

SUPERINTENDENT'S REPORT

EXECUTIVE SESSION

President Margaret Hansen mentioned we need to make an amendment motion to fill the vacancy seat c to the Board of Education.

Carol Schaeffer Would like to pull memorandum 24-069.

Carol Schaeffer moved to approve the consent agenda as amended, with the exception of Memo 24-069, seconded by Tillie Ticket. Motion passed unanimously by roll call vote.

Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when changes in law occur or when specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 3290, Business and Non-Instructional Operations, Gifts, Grants, and Bequests. Updates are to ensure appropriate oversight; this update establishes that all donations greater than \$1,000 shall be brought before the Board. It also states that the Superintendent may apply for special revenue grants. The Board Policy Committee reviewed the proposed changes, recommends approval, and to open for public comments. The administration recommends the Board approve the first reading to the proposed revisions to BP 3290, Business and Non-Instructional Operations, Gifts, Grants, and Bequests as presented and open for public comments.

APPROVAL OF PROPOSED REVISIONS TO BP 3290, BUSINESS AND NON-INSTRUCTIONAL OPERATIONS, GIFTS, GRANTS, AND BEQUESTS; FIRST READING

The Superintendent/designee presents drafts or suggestions for board policy revisions when changes in law occur or when a specific need occurs. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed BP 3305, Business and Non-Instructional Operations, Electronic Fund Transactions. This is a new Board Policy.

The Board Policy Committee reviewed the proposed changes, recommends approval, and is open for public comments. The administration recommends the Board approve the first reading of the proposed BP 3305, Business and Non-Instructional Operations, Electronic Fund Transactions as presented and open for public comments.

APPROVAL OF PROPOSED REVISIONS TO BP 3305, BUSINESS AND NON-OPERATIONS, ELECTRONIC FUND TRANSACTIONS; FIRST READING

Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when changes in law occur or when specific need occurs. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 3311, Business and Non-Instructional Operations, Bids. This update includes a list of items that are exempt from normal purchasing procedures. Items on this list may be removed (and be subject to normal purchasing procedures) at a Board's discretion. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments. The administration recommends the Board approve the first reading of the proposed revisions to BP 3311, Business and Non-Instructional Operations, Bids as presented and open for public comments.

APPROVAL OF PROPOSED REVISIONS TO BP 3311, BUSINESS AND NON-INSTRUCTIONAL OPERATIONS, BIDS; FIRST READING

Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when changes in law occur or when specific need occurs. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 3312, Business and Non-Instructional Operations, Contracts. This update includes a provision that states an agreement, or a contract may not be enforced by a district unless it was validly entered into under District policy. It also requires that the Superintendent or designee sign all contract entered by the district. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments. The administration recommends the Board approve the first reading of the proposed revisions to BP 3312, Business and Non-Instructional Operations, Contracts as presented and open for public comments.

APPROVAL OF PROPOSED REVISIONS TO BP 3312, BUSINESS AND NON-INSTRUCTIONAL OPERATIONS, CONTRACTS; FIRST READING

Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when changes in law occur or when a specific need occurs. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 3315, Business and Non-Instructional Operations, Relations with Vendors. This update adds a conflict-of-interest provision for awards with federal funds. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments. The administration recommends the Board approve the first reading of the proposed revisions to BP 3315, Business and Non-Instructional Operations, Relations with Vendors as presented and open for public comments.

APPROVAL OF PROPOSED REVISIONS TO BP 3315, BUSINESS AND NON-INSTRUCTIONAL OPERATIONS, RELATIONS WITH VENDORS; FIRST READING

Board policy revisions require Board approval. The Superintendent or designee presents drafts or suggestions for board policy revisions when changes in law occur or when a specific need occurs. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the second reading of the proposed revisions to BP 3550, Business and Non-Instructional Operations, Food Service. This update includes language to recognize various dietary guidelines that may apply to different districts. It also updated nutrition terminology. Finally, it updates language authorizing the use of independent contractors to perform food services. The Board Policy Committee reviewed the proposed changes and recommended approval. The administration recommends the Board approve the second reading to the proposed revisions to 3550, Business and Non-Instructional Operations, Food Service as presented.

APPROVAL OF PROPOSED REVISIONS TO 3550, BUSINESS AND NON-INSTRUCTIONAL OPERATIONS, FOOD SERVICE; SECOND READING

Board policy revisions require Board approval. The Superintendent or designee presents drafts or suggestions for board policy revisions when changes in law occur or when a specific need occurs. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the second reading of the proposed revisions to BP 3554, Business and Non-Instructional Operations, Other Food Sales. This update makes the food sale policy inclusive of all District programs. The Board Policy Committee reviewed the proposed changes and recommended approval. The administration recommends the Board approve the second reading to the proposed revisions to BP 3554, Business and Non-Instructional Operations, Other Food Sales as presented.

APPROVAL OF PROPOSED REVISIONS TO 3554, BUSINESS AND NON-INSTRUCTIONAL OPERATIONS, OTHER FOOD SALES; SECOND READING

Each month, various Human Resources actions occur that 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.

APPROVAL OF HUMAN RESOURCES

Board approval is required for contracts that exceed \$50,000. Elisabeth Nyang, MA CCC-SLP is a Speech/Language Pathologist who provides oversight, direct, and indirect services, mostly in the form of evaluations, for children 0-21 primarily located in villages. She is an experienced therapist who has a history of working effectively with staff and students in the special services program. She will provide direct service and consultations and oversee and conduct speech/language evaluations. This contract, partially supported by grants, will provide her the opportunity to assist the district in providing service, evaluation, and consultation services as required by law to special education students in the district. Her MOA, including travel, is for \$112,000. The administration recommends board approval of the MOA with Elisabeth Nyang, SLP in the amount not to exceed \$112,000 as presented.

APPROVAL OF FY25 MEMORANDUM OF AGREEMENT; NYANG, SLP

Board approval is required for contracts that exceed \$50,000. Autism Partnerships provides oversight and direct and indirect services for children across the district with extreme behaviors, including autism. The consultants have a history of working effectively with staff and students in the special services program. Autism Partnerships will provide services to students, their teachers, and parents, in the regular and special education programs with challenging behaviors. This contract will provide the opportunity to assist the district in providing services to improve educational advantages for students in the district. Autism Partnerships also consults with all staff, parents, community members and agencies. The MOA, which includes travel, is for \$67,000. The administration recommends board approval of the MOA with Autism Partnerships, in the amount not to exceed \$67,000 as presented.

APPROVAL OF FY25
MEMORANDUM OF
AGREEMENT; AUTISM
PARTNERSHIPS-SANDFORD
SLATER

Board approval is required for contracts that exceed \$50,000. Terese Kashi Ph.D., NCSP is a Nationally Certified School Psychologist who will provide special education direct service, consultation, supervision, and assessment services for children across the district. She is an experienced practitioner from Soldotna Alaska, who has experience working effectively with staff and students in special services programs within Alaska. She will provide direct service to students and consultations with teachers and parents in the regular and special education programs. She will conduct psychological and special education evaluations. This contract will provide her the opportunity to assist the district in providing service, evaluation, and consultation services as required by law to special education students in the district. She will also consult with all staff, parents, community members, and agencies. The contract which includes travel, is for an amount not to exceed \$78,500. The administration recommends the Board approve the FY-24 contract with Terese Kashi, Ph.D., for an amount not to exceed \$78,500.as presented.

APPROVAL OF FY25
CONTRACT; SCHOOL
PSYCHOLOGIST, TERESE
KASHI PH. D

Board approval is required for contracts that exceed \$50, 000.PCR Alaska provides oversight and direct and indirect services for children across the district with extreme behaviors, including autism. The consultants have a history of working effectively with staff and students in the special services program. Method Works will provide services to students, their teachers, and parents, in the regular and special education programs with challenging behaviors. This contract will provide the opportunity to assist the district in providing services as to improve educational advantages for students in the district. Method Works also consults with all staff, parents, and community members and agencies. The MOA, which includes travel, is for \$95,000. The administration recommends board approval of the MOA with Method Works, in the amount not to exceed \$95,000 as presented.

APPROVAL OF FY25
MEMORANDUM OF
AGREEMENT; METHOD
WORKS

Board approval is required for contracts that exceed \$50,000. Janelle Coop, MA CCC-SLP is a Speech/Language Pathologist who provides oversight, direct, and indirect services, mostly in the form of evaluations, for children 0-21 primarily located in villages. She is an experienced therapist who has a history of working effectively with staff and students in the special services program at NWABSD. She will provide direct service and consultations and oversee and conduct speech/language evaluations. This contract, partially supported by grants, will provide her the opportunity to assist the district in providing service, evaluation, and consultation services as required by law to special education students in the district. Her MOA, including travel, is for \$112,000. The administration recommends board approval of the MOA with Janelle Coop, SLP in the amount not to exceed \$ \$112,000. as presented.

APPROVAL OF FY25
MEMORANDUM OF
AGREEMENT; JANELLE
COOP, SLP

Board approval is required for contracts that exceed \$50,000. Kassie Bailey MA, Bespoke SLP is a Speech/Language Pathologist who provides oversight, direct, and indirect services, mostly in the form of evaluations, for children 0-21 primarily located in villages. She is an experienced therapist who has a history of working effectively with staff and students in the special services program. She will provide direct service and consultations and oversee and conduct speech/language evaluations. This contract, partially supported by grants, will provide her the opportunity to assist the district in providing service, evaluation, and consultation services as required by law to special education students in the district. Her MOA, including travel, is for \$56,000. The administration recommends board approval of the MOA with Kassie Bailey, Bespoke SLP in the amount not to exceed \$ \$56,000 as presented.

APPROVAL OF FY25
MEMORANDUM OF
AGREEMENT; KASSIE BAILEY

Board approval is required for new job descriptions. This is a request to approve a new job description. Hiring for this position will be dependent upon grant funds being awarded. Job Description: Counseling Intern would help student success. The Counseling Intern works with the principal (with guidance from the Assistant Director of Student Services or Counselor Coordinator) in carrying out the school's academic and behavioral programs. As a professional educator, the Counseling Intern understands and responds to the challenges presented by today's diverse student population. The Counseling Intern provides proactive leadership to engage all stakeholders in the delivery of programs and services to support the students' academic achievement and personal and social development. The Counseling Intern works cooperatively with the principals, students, and parents towards a positive school climate. The administration recommends board approval of the Job Description: Itinerant Counseling Intern as presented.

APPROVAL OF JOB
DESCRIPTION: ITINERANT
COUNSELING INTERN

Board approval is required to expend \$50,000 and higher. The NWABSD Property Services department requests 2 trucks to haul staff, students, and freight from the airport to the school. Purchase is covered from grants: 1 for Buckland school and 1 for Deering school in the amount of \$114,800, with an additional shipping to Buckland of \$14,472.07 and shipping to Deering of \$13,471.25. Total amount not to exceed with shipping \$142,743.32 for both trucks. The administration recommends board that the Board approve the purchase of two trucks for a total amount not to exceed \$142,743.32 as presented.

APPROVAL OF PURCHASE OF
TWO TRUCKS

Superintendent's out-of-district travel requires Board approval. The Superintendent's request for out-of-district travel request: Grow Your Own, February 2, 2024, at Anchorage. We're hoping you will be able to join us (again) for the UAF School of Education's second information exchange on "Grow Your Own" teacher initiatives, funded by the SILKAT* project. We're bringing together administrators, school board members, and other education partners from across the state, representing a range of experiences with GYO programs. The two main topics for the day will be 1) developing successful GYO programs, and 2) strategies for integrating culturally sustaining curriculum. We're excited to facilitate conversations across districts so that we can create a learning community and expand Alaska's ability to grow and hire Alaskan teachers. The UAF School of Education is here to support you in these efforts! Amy Vinlove, Dean UAF School of Education and the UAF SILKAT team. Visit Nome Immersion Program, February 21-22, 2024, at Nome. The administration recommends the Board approve the Superintendent's request for out-of-district travel as presented.

APPROVAL OF
SUPERINTENDENTS OUT OF
DISTRICT TRAVEL

Board approval is required for all contracts and agreements of \$ 50,000 or more. The district has contracted with Project Resources (Kathy Christy) for many years and received notice from Kathy that she was getting ready to retire, which prompted the district to advertise a request for proposals in November of 2023 to request capital project management services. The district received one proposal from DD Strait Consulting, LLC (Dena Strait). Dena has been working with Kathy Christy and the District on projects since the summer of 2022 and is familiar with the district's capital project needs. DD Strait Consulting's proposal (attached) outlines her billable hourly rate as well as the billable hourly rates for her two employees. The current contract that the district has with DD Strait Consulting, LLC. is for \$49,800. Dena nor I see a need to increase that contract dollar amount at this time, and with the approval of the board, the services outlined in the original contract will be amended to include all Capital Project Management Services for the District for the remainder of FY24. Funding Source: Capital Project Budget(s) The Administration recommends that the Board approve the Memorandum of Agreement (MOA) between NWABSD and DD Strait Consulting, LLC to award a contract for capital project management services.

APPROVAL OF CONTRACT
FOR CAPITAL PROJECT
MANAGEMENT SERVICES

Board policy allows for waiver of competitive bids for contracts over \$50,000.00 in the event of an emergency. The district applied to the Department of Education and Early Development for FY25 funding for renovation and system replacements for the Selawik School. This project is ranked #3 on DEED's Major Maintenance priority list. However, the fire alarm panel, scheduled to be replaced as part of the renovation project, failed in late December 2023, and is no longer manufactured; thus, it cannot be repaired, but rather requires immediate replacement. An emergency condition exists, and it is in the best interest of the district to replace the fire alarm panel as soon as possible. Board Policy 3310.1 provides for the waiver of procurement procedures in the case of emergencies. To ensure protection of students and property and to comply with State Fire Code requirements the district has hired two full-time, temporary staff to perform Fire Watch duties until the panel can be replaced. RSA Engineering, Inc. is available to assist the district with design, building permits and as required to perform this emergency replacement of essential fire alarm system components. RSA is familiar with the school and the district fire alarm standards. RSA completed the facility condition survey for the Selawik Renovation Project and was the engineer for the Kivalina Replacement School. The district is working closely with the Department of Education and Early Development (DEED) to procure the project in a manner that expenses will be eligible for future reimbursement. Reimbursement is dependent on a successful and funded grant application to DEED as is typical of all grant applications for DEED funding. It may be a number of years before reimbursement is received, however. If the full renovation project, currently #3 on DEED's list, is funded, the fire alarm panel replacement would be eligible for reimbursement as part of this project as long as DEED's procurement and other requirements are followed. The anticipated cost of panel replacement is anticipated between \$250,000 to \$700,000 depending on condition of detection devices. It is critical that the district be able to quickly procure, award and perform this fire alarm panel replacement to remedy this safety issue at the school. To do so, the Superintendent requires a delegation of contracting authority to award the contract and approve changes to the contract. The administration recommends that the Board approve the emergency procurement to replace the fire alarm panel and to approve a delegation of authority to the Superintendent to award the construction contract as presented.

WAIVER OF PROCUREMENT
PROCEDURES FOR
EMERGENCY DAVIS-RAMOTH
SCHOOL FIRE ALARM
REPLACEMENT

The annual State funding requests are to be submitted to the Legislature by mid-February. Anticipating limited funding the State funding the Administration recommends requesting funding for the district's highest priority major maintenance projects having the greatest impact on our operational needs. 1. Selawik School Emergency Fire Alarm Replacement. 2. Districtwide Fire Systems Replacement. 3. Districtwide HVAC Controls Upgrade. Approval of the resolution in support of these projects is requested. The administration recommends the Board adopts Resolution 24-002, in Support of 2025 Legislative Capital Requests as presented.

ADOPTION OF RESOLUTION 24-002; SUPPORT OF LEGISLATIVE REQUESTS

Board approval is required for purchases exceeding \$50,000. The Federal Communications Commission (FCC) adopted the E-Rate Modernization order in July 2014 to assist school districts in providing internet. A five-year funding cycle for Category 2 for hardware that supports the Internet began in 2021 and runs through 2025. From October through December 2023, the NWABSD went through the Request for Proposal (RFP) process for Category 2 items to supplement the regional Meraki infrastructure. The improved infrastructure allows more devices to connect to the internet simultaneously and have a higher-quality network connection. As a result of the RFP process that included a bidding matrix that weighed the cost, compatibility, technical ability, past performance, and manufacturer experience, Intelligence was awarded the bid by the NWABSD. From this process, the district submits the request for funding to USAC so the Federal Government can commit to paying 85% of the needed hardware cost to continue upgrading our Districtwide Infrastructure. USAC provides funding to improve the infrastructure of all schools in our region through Category 2 proportionate to the student count at each school. Category 2 funding is the partner to USAC's E-Rate funding that supports the internet for our District. The district anticipates an E-Rate discount for this equipment such that the total district cost will not exceed \$37,987.50. Funds will come from the available Technology Capital Improvement Project fund balance. The district anticipates receiving the Funding Commitment Decision Letter (FCDL) from USAC later this spring. The purchase of this equipment is contingent on-Board approval and the USAC funding award. The administration recommends the Board approve the purchase of network infrastructure equipment for the amount not to exceed \$253,250.00 with district obligation not to exceed \$37,987.50 contingent on E-Rate funding as presented.

PURCHASE AWARD; E-RATE

Carol Schaeffer, Happy Holidays everybody.

BOARD COMMENTS

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