

**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."

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President, Margaret Hansen, called the 420<sup>TH</sup> regular meeting of the Northwest Arctic Borough School District Board of Education to order at 4:00 p.m. on Tuesday, March 7<sup>th</sup>, 2023. *The meeting was held virtually over Microsoft Teams.*

Board Members present were:

Margaret Hansen  
Shannon Melton  
Carol Schaeffer  
Tillie Ticket  
Alice Adams  
Ellen Coffin  
Cindy Fields  
Lawrence Jones, Sr.  
Joanne Harris

Board Member absent and excused was:

Marie Greene  
Millie Hawley

A quorum was present.

Observed.

Those present participated in the Pledge of Allegiance.

Staff present: Terri Walker-Superintendent, Scott Lefebvre-Assistant Superintendent, Amy Eakin-Director of Technology; Dana Orton-Director of Curriculum/Instruction, Joy Cogburn-Smith-Director of State/Federal Programs, Perrian Windhausen-Director of Student Services, Karl Kowalski-Director of ATC, Megan Williams-Director of Administrative Services, Art Finkenbinder-Interim Director of Human Resources, Brenda Noe-Deering Principal, Brent Noe-Deering Teacher, Sarah Hutchison-Ambler Principal, and Jazmine Camp-Secretary to the Superintendent and Board.

No public comment was given.

The March 2023 Employee of the Month awardees that were recognized:

- Jonathan Wolfe, Special Education Aide at Noatak School
- Brent Noe, MS/HS Math and Science Teacher at Deering School
- Shannon Tvrz, K-2 Teacher at Kobuk School
- Clara Cleveland, Aid teaching in the classroom/Intensive Special Education Aide

Employees that have won awards recently are as follows:

- Dr. Ronald Malcom, the Assistant Principal in Kivalina School, was awarded the Top Education Writer by the Autism Parenting magazine.
- Perrian Windhausen, Director of Student Services, was awarded Alaska Council of Administrators of Special Educators (CASE) 2023 Special Education Director of the Year Award
- Amy Eakin, Director of Technology, was awarded Alaska Society for Technology in Education's Making IT Happen Award

CALL TO ORDER

ROLL CALL

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

INTRODUCTION OF  
STAFF/GUESTS

PUBLIC COMMENTS

RECOGNITION AND AWARDS

Superintendent Terri Walker presented her report.

Cindy Fields asked to pull Memo 23-078 from the consent agenda. Margaret Hansen asked to pull Memo 23-082 from the consent agenda. Carol Schaeffer moved to approve the consent agenda with the exception of Memo 23-078 and Memo 23-082. Seconded by Joanne Harris. Motion passed unanimously by voice-vote.

Board meeting minutes require Board adoption. The NWABSD Board of Education held a regular meeting on January 31, 2023. The administration recommended the Board adopt the minutes as presented.

Board policy revisions require Board approval. At issue is to approve the second reading of the proposed revisions to Board Bylaw (BB) 9260, Bylaws of the Board, Legal Protection. 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 second reading of the proposed revisions to BB 9260, Bylaws of the Board, Legal Protection. This is on the AASB's 2022 list for revisions, and revisions require Board adoption. *Proposed changes are:* This bylaw has been revised to remove references to the No Child Left Behind Act and provide proper references to Every Student Succeeds Act. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments. The administration recommends the Board approve the second reading to the proposed revisions to BB 9260, Bylaws of the Board, Legal Protection as presented.

Board policy revisions require Board approval. At issue is to approve the second reading of the proposed revisions to Board Policy (BP) 3514.1 Business and Non-Instructional Operations, Hazardous Substances. 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 second reading of the proposed revisions to BP 3514.1 Business and Non-Instructional Operations, Hazardous Substances. This is on the AASB's 2022 list for revisions, and revisions require Board adoption. *Proposed changes are:* This update clarifies Board and Superintendent roles in the management of hazardous substances. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments. The administration recommends the Board approve the second reading to the proposed revisions to BP 3514.1 Business and Non-Instructional Operations, Hazardous Substances as presented.

Board policy revisions require Board approval. At issue is to approve the second reading of the proposed revisions to Board Policy (BP) 3530 Business and Non-Instructional Operations, Risk Management. 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 second reading of the proposed revisions to BP 3530 Business and Non-Instructional Operations, Risk Management. This is on the AASB's 2022 list for revisions, and revisions require Board adoption. *Proposed changes are:* This update emphasizes Board intent to maintain a robust risk management program. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments. The administration recommends the Board approve the second reading to the proposed revisions to BP 3530 Business and Non-Instructional Operations, Risk Management as presented.

## SUPERINTENDENT'S REPORT

ADOPTION OF CONSENT AGENDA

APPROVAL OF MINUTES

APPROVAL OF REVISIONS TO BB 9260, BYLAWS OF THE BOARD, LEGAL PROTECTION; SECOND READING

APPROVAL OF REVISIONS TO BP 3514.1, BUSINESS AND NON-INSTRUCTIONAL OPERATIONS, HAZARDOUS SUBSTANCES; SECOND READING

APPROVAL OF REVISIONS TO BP 3530, BUSINESS AND NON-INSTRUCTIONAL OPERATIONS, RISK MANAGEMENT; SECOND READING

Board policy revisions require Board approval. At issue is to approve the second reading of the proposed revisions to Board Policy (BP) 3515 Business and Non-Instructional Operations, School Safety and Security. 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 second reading of the proposed revisions to BP 3515 Business and Non-Instructional Operations, School Safety and Security. This is on the AASB's 2022 list for revisions, and revisions require Board adoption. *Proposed changes are:* This update provides stylistic edits to the management of school safety and security policy. It also adds several policy references. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments. The administration recommends the Board approve the second reading to the proposed revisions to BP 3515 Business and Non-Instructional Operations, School Safety and Security as presented.

APPROVAL OF REVISIONS TO BP 3515, BUSINESS AND NON-INSTRUCTIONAL OPERATIONS, SCHOOL SAFETY AND SECURITY; SECOND READING

Board policy revisions require Board approval. At issue is to approve the second reading of the new Board Policy (BP) 3522 Business and Non-Instructional Operations, District Data Protection Program. The Superintendent/designee presents drafts of new board policy when changes in law occur or when specific need occurs. New policies shall normally be given two readings prior to adoption by the Board. This is the second reading of BP 3522 Business and Non-Instructional Operations, District Data Protection Program. This is on the AASB's 2022 list for revisions, and revisions require Board adoption. *Proposed changes are:* This new policy recognizes the importance of data protection and directs the superintendent to develop and maintain a District Data Protection Program, implemented through an administrative regulation. The Board Policy Committee reviewed the proposed new policy, recommends approval and to open for public comments. The administration recommends the Board approve the second reading of new BP 3522 Business and Non-Instructional Operations, District Data Protection Program as presented.

ADOPTION OF NEW POLICY, BP 3522, BUSINESS AND NON-INSTRUCTIONAL OPERATIONS, DISTRICT DATA PROTECTION PROGRAM; SECOND READING

Board approval is required for services that exceed \$50,000. At issue is for the Board to approve the purchase of student laptops and cases from Apple and Intellitech for a total amount not to exceed \$580,000.00. The original 5-8 Grade Laptop fleet is scheduled and in need of refreshing in 2023. Technologies have changed and improved over the years, and it is time to improve the middle school classroom ecosystem. This purchase will put all 5-12th graders on the same type of devices allowing for more flexibility while sustaining the overall student laptop fleet. Students may also use their device for all 7 years in a row. These items have been budgeted using the ESSER funds instead of general or capital improvement funds. The administration recommends Board approval of the purchase of student laptops and cases from Apple and Intellitech for a total amount not to exceed \$580,000.00 as presented.

APPROVAL OF PURCHASE, EDUCATIONAL TECHNOLOGY REFRESH PURCHASES

Contracts over \$50,000 require the approval of the Board. Approve E-Rate Central Consulting Services contract for \$59,000 to be funded by ESSER III funds. 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 2023-2024 school internet and has continued funding through December of 2023 for the Emergency Connectivity Fund (ECF) internet services for qualifying student and staff homes. The E-rate program provides funding for 90% of our school internet charges. The ECF provides funding for 100% of eligible charges for internet services across the region to support qualifying student and staff homes. E-Rate Central supports timely and accurate filing of required E-Rate and ECF paperwork, program integrity assurance, and audit support. E-Rate Central successfully worked through two simultaneous audits with the District throughout the 2022-2023 school year. The total E-Rate Central 2023-2024 MOA is for \$59,000 for both E-Rate consulting on school internet and continued support for Emergency Connectivity Fund.

APPROVAL OF MOA, E-RATE CENTRAL

Board approval is required to expend \$50,000.00 and higher. At issue is board approval of the administration's request to purchase fuel for the Noatak and Shungnak Schools. The administration is requesting board approval to purchase 9,000 gallons of fuel at \$10.96 per gallon for the Noatak School and \$10.37 per gallon for Shungnak School. Vendors did not bid on providing fuel to Noatak, therefore fuel to Noatak was not included in the approval of bulk fuel purchase in June 2022. The fuel is required to be flown in via Everts Air Fuel out of Fairbanks. For Shungnak, Crowley Fuels could not deliver the full amount due to water levels upriver. The cost of 9,000 gallons of fuel from Everts Air Fuel FOB Fairbanks to Noatak and Shungnak will be \$105,985.00. The administration recommends the Board approve the purchase of 9,000 gallons of Fuel form Everts Air Fuel for Noatak and Shungnak in the amount of \$105,985.00.

APPROVAL OF PURCHASE,  
HEATING FUEL

Superintendent's out-of-District travel and personal leave require Board approval. At issue is to approve the Superintendent's request for out-of-district travel and personal leave as presented.

APPROVAL OF  
SUPERINTENDENT OUT-OF-  
DISTRICT TRAVEL

The Superintendent's request for out-of-district travel,

- NWALT Lobbying, March 27-29, 2023, in Washington D.C.
- Alaska Native Language Summit, April 27, 2023, in Anchorage, AK

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

Board approval is required for all contracts and agreements of \$ 50,000 or more. At issue is the approval of a Memorandum of Agreement (MOA) between NWABSD and Altman, Rogers & Co. for Fiscal Year 2022-2023, not to exceed \$79,000 for auditing and financial statement services. 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 FY23 audit, preparation of the FY23 financial statements and presentation of the audit to the Board in FY24. The Administration recommends that the Board approve the MOA for Altman, Rogers & Co. for the FY23 annual audit and completion of the FY23 financial statements, not to exceed \$79,000.

APPROVAL OF FY23 MOA;  
EXTERNAL AUDIT SERVICES

Board approval is required for expenditures that exceed \$50,000. At issue is board approval to award the Northwest Arctic Borough School District's Kivalina fuel spill clean-up contractor. A fuel line was damaged due to snow load at the Kivalina new teacher housing. Approximately 600-700 gallons of heating fuel was released on to the snow. ADEC is requiring a contractor specializing in fuel clean-up to be hired. Alaska Chadux Network has time and men to move on the spill site and have given a preliminary quote of \$75,003.00. This cost will cover one week of their time and materials, anything over will cost more. With the amount of snow on site it is predicted to cost more. This MOA will be paid out of the general funds. The Administration recommends Board approval to award an MOA to Alaska Chadux Network in the amount of \$75,003.00 as presented.

APPROVAL OF MOA, ALASKA  
CHADUX NETWORK

Board approval is required for contracts exceeding \$50,000. At issue is the E-Rate bid award to GCI, Inc. to provide the NWABSD Internet. NWABSD relies heavily upon E-Rate subsidies for its internet. GCI Education Service Order SA-919-01 E-Rate eligible annual recurring charges total \$8,005,800.00 per year for three (3) years. Pending USAC approval of the new 2023-2024 E-Rate funding application the district will receive funding discount currently calculated at 90%; the district is responsible for the remaining 10%, or \$800,580.00 per year, for three (3) years. The administration recommends the Board award the E-Rate bid to GCI, Inc., in the amount of \$800,580.00 per year for three (3) years; to provide internet services as presented.

APPROVAL OF SCHOOL  
INTERNET AWARD

Carol Schaeffer moved to award the E-Rate bid to GCI, Inc. in the amount of \$800,580.00 per year for three (3) years to provide internet services as presented. Tillie Ticket seconded. 8 in favor/0 opposed/1 abstention. Motion passed.

ACTION

Each month various Human Resources actions occur which require Board action or cognizance. At issue is the approval of Human Resources actions. 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 as well as any other significant changes. The Human Resources action item for Board approval of the certified rehires for FY24 for the District Office, Alaska Technical Center, Star of the North, Ambler, Buckland, Deering, Kiana, Kivalina, Kobuk, Noatak, Noorvik, Shungnak, Selawik, and Kotzebue Middle High School. Human Resources non action items include certified resignations, certified transfers, and a change in language on district housing rental agreements. Certified resignations are for the District Office and Kobuk. Certified transfers are for Kivalina. The language change on district housing rental agreements states that all residents are subject to a background check. The administration recommends the Board approve the Human Resources actions as presented.

Carol Schaeffer moved to approve Human Resources as presented. Cindy Fields seconded. 8 in favor/0 opposed/1 abstention. Motion passed.

None.

Carol Schaeffer shared concerns from a past district dietician about what student athletes were fed while stuck in Kotzebue during inclement weather. Student Activities Coordinator Brett Slaathaug responded to the concerns.

Ellen Coffin gave her appreciation for whomever brought moose meat to the student athletes stuck in Kotzebue and thanked Brett for his hard work.

Joanne Harris also thanked Bret for his hard work. Joanne continued onto express that enough people have brought up concerns about the feeding of student athletes during travel, so there may be something to improve upon. Brett responded and explained the extent he goes to in order to feed student athletes during travel.

Tillie Ticket thanked everyone for coming together during the unexpected incident in Selawik.

The next regular Board meeting of the NWABSD Board of Education will be held on April 11, 2023, at 4:00 p.m. in Kivalina, AK.

Joanne Harris moved to adjourn the meeting, seconded by Alice Adams.

Motion passed with unanimous consent. The meeting adjourned at 4:55 pm.

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Tillie Ticket, Secretary

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Jazmine Camp, Recording Secretary

APPROVAL OF HUMAN RESOURCES

ACTION

EXECUTIVE SESSION

BOARD COMMENTS

DATE/TIME OF NEXT BOARD MEETING

ADJOURNMENT