



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

Ambler · Buckland · Deering · Kiana · Kivalina · Kobuk · Kotzebue · Noatak · Noorvik · Selawik · Shungnak
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NWABSD BOARD OF EDUCATION

Board Policy Committee Meeting

Conducted via Teams and in the NWABSD Boardroom

Agenda

February 28, 2024

8:30 a.m.

1. Roll Call
2. Items for 2nd Reading (Public Comment has been sought via the [District Website](#))
 - a. **MEMO 24-088 → BP-3290 - Business and Non-Instructional Operations - Gifts, Grants and Bequests**
 - i. 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.
 - b. **MEMO 24-089 → BP-3305 - Business and Non-Instructional Operations - Electronic Fund Transactions ****NEW POLICY******
 - i. New Board Policy
 - c. **MEMO 24-090 → BP-3312 – Business and Non-Instructional Operations - Contracts**
 - i. 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 into by the District.
 - d. **MEMO 24-091 → BP-3315 - Business and Non-Instructional Operations - Relations with Vendors**
 - i. This update adds a conflict-of-interest provision for awards with federal funds.
3. Items for 1st Reading:
 - a. **MEMO 24-069 (tabled from JAN) → BP-3311 - Business and Non-Instructional Operations - Bids**
 - i. Administrative Services to draft an Administrative Regulation (AR)
 - ii. Administrative Services to add an Exhibit (E) with a sole source statement.
 - iii. Clarify “adequate number of” as “two (2) or more”
 - b. **MEMO 24-092 → BP-3541.1 - Business and Non-Instructional Operations - School-related Trips**

Committee Members: Carol Schaeffer (Chairperson), Marie Greene, Millie Hawley, Alice Melton
Barr

Technology Director: Amy Eakin

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.

- i. This update raises the recommended amount of private insurance for persons transporting students to \$1,000,000. It also revises the school-related trip section to ensure that trips in school vans are covered by policy.

c. MEMO 24-093 → BP-4222 - Teacher Aides - Paraprofessionals

- i. This update revises various board policies and administrative regulations to reference and incorporate BP 5141.42, Professional Boundaries for staff and students. The changes cross-reference BP 5141.42 and, where appropriate, state that applicable training required by BP 5141.42 shall be provided.

d. MEMO 24-094 → BP 5124.1 Students - Family Engagement – *NEW*

- i. This new board policy and administrative regulation address family engagement and efforts districts should take to coordinate with parents. The policy and regulation are broad based and may be edited based on specific district need.

e. MEMO 24-095 → BP-5131.9 – Students - Academic Honesty

- i. This update is a substantial revision to the model academic honesty policy, incorporating modern best practices and addressing the use of artificial intelligence programs.

f. MEMO 24-096 → BP-6112 Instruction - School Day

- i. This update includes a new provision that requires a kindergarten day in session to include at least two hours of instruction.

4. Items for Board Bylaw Review:

a. BB-9110 Bylaws of the Board - Board Membership

- i. Update per Board to have “selection of two” instead of “up to” two students
- ii. **AR-9110 Bylaws of the Board - Board Membership** – Update to language around student eligibility to apply and to establish a site student council
- iii. **E-9110 Bylaws of the Board - Application Student Representative to the NWABSD Board of Education** - Update to language around student eligibility to apply and District logo

b. BB-9200 - Bylaws of the Board - Board Members

- i. Update 1 per AASB - This bylaw adds further clarity to how complaints brought to the board should be addressed and requires board approval for legal opinions
- ii. Update 2 per AASB - This bylaw has been revised to clarify that no board members should abstain from a vote absent a compelling reason to do so.

c. BB-9250 Bylaws of the Board – Renumeration, Reimbursement, and Other Benefits

- i. Board request to review
- ii. Consider changing per diem to \$97 per
<https://www.defensetravel.dod.mil/pdcgi/pd-rates/opdrates5ap.cgi?country=ALASKA&date=09-01-23&military=YES&submit2=CALCULATE>

- d. **BB-9322 Bylaws of the Board – Agenda/Meeting Materials**
 - i. This update adds a reference to State Statute, defines a timeline for board and public access to meeting materials, and adds a section for Board member preparation.
- 5. Other Items Being Worked On:
 - a. **BP-3470 - Business and Non-Instructional Operations - Fund Balance Classification**
 - i. This update clarifies the definition of the committed fund balance and assigned fund balance. It also adds reference to the DEED Uniform Chart of Accounts. This update does not require Board approval since it is clerical and is sent to AASB for uploading.
 - b. **BP-3554 – Business and Non-Instructional Operations - Other Food Sales**
 - i. Administrative Services to relay information to Principals
 - 1. Check with the State on pre-orders versus the immediate sale of foods
 - 2. Allow pre-orders as long as good are not delivered during hours stated in the BP
 - ii. Review along with BP 5040
 - c. **BP-5040 – Students - Student Nutrition and Physical Activity – NWABSD**
 - i. The Board recommended allowing the use of food as a reward.
 - ii. Administrative Services is researching the US Code and State Regulations.
 - iii. AR-5040 – To be reviewed by an advisory group through the Curriculum Department
- 6. New Items for Committee Review (Consider 1st Reading in March Meeting if desired):
 - a. **BP 1100 Vision-Philosophy-Goals-Objectives & Comprehensive Plans – Communication with the Public**
 - i. Missing AK Statute and report card to the public statement in the references; updated inclusivity verbiage
 - b. **BP 1325 Community Relations – Advertising and Promotion**
 - i. This update adds clarifications on closed forums
 - c. **BP 3270 Business and Non-Instructional Operations - Sale and Disposal of Books, Equipment, and Supplies (Personal Property)**
 - i. Administration recommends moving current BP to an AR and adopting the AASB Model BP as policy. See extreme, red-lined version.
 - ii. See recommended **AR 3270**.
 - iii. 1st Update: This update provides the Superintendent greater discretion to dispose of used District property, in an amount up to \$5,000 and the addition of "federal" law.
 - iv. 2nd Update: This update provides that surplus equipment purchased with a federal fund in the amount of \$5,000 or greater must be

disposed of in accordance with federal Uniform Administrative Requirements.

v. Topics separate by Federal fund section headers

d. **BP 3590 Business and Non-Instructional Operations – Electronic Signatures **NEW POLICY****

i. This policy establishes guidelines for how to utilize and accept electronic signatures in business, noninstructional, and instructional settings.

e. **BP 5141.43 Students – Uniform Investigations **NEW POLICY****

i. This policy establishes a model investigative policy for professional boundaries violations. It does not supersede current investigatory procedures but provides best practices when conducting investigations under various existing policies. The new AR further develops best practices for conducting investigations set forth in the model investigations policy.

ii. **AR 5141.43 Students – Uniform Investigations **NEW AR****

1. Accompanying AR for the new BP

2. For review; Board approval is not required

f. **BP 6020 Instruction – Parent Involvement**

i. AASB developed and distributed BP 6020 Parent Involvement to member school districts in 2016 in response to AS 14.03.016, *A parent's right to direct the education of a parent's child*. AS 14.03.016 requires school districts to have policies promoting the involvement of parents in schools. Among other provisions, it sets forth parental notification requirements for any activity, class, or program that includes content involving human reproduction or sexual matters.

ii. The model policy was vetted by legal counsel and is a complete response to the provisions of AS 14.03.016. Adopting the model policy BP 6020 will help guide district operations appropriately and will help ensure your board policies align with state law.

g. **BP 6147 Instruction – Alaska Reads Act Intervention Program **NEW POLICY****

i. This policy implements the reading intervention plans required by the new Alaska Reads Act. It addresses what must be included in the intervention program, individual reading plans, notification requirements, and progression goals.

h. **BP 6148 Instruction – Early Education Programs **NEW****

i. This policy implements the early education grant program under the Alaska Reads Act. It sets forth the compliance requirements for a district that opts for an early education grant under the Alaska Reads Act.

7. Questions