




NORTH SLOPE BOROUGH SCHOOL DISTRICT
MEMORANDUM

TO: John Hopson Jr, President
Members of the Board

THROUGH: David Vadiveloo, Superintendent 

THROUGH: Tracy Mulvenon, Assistant Superintendent

FROM: Qag̃guna Tenna Pili, Director of Iñupiaq Education 

DATE: April 8, 2025

**SUBJECT: Contracts \$50,000 and Over -
Jon Davis**

Memo No: SB25-182
(Action Item)

NSBSD Policy Manual:

BP 3311, Bids: The district shall purchase equipment, supplies and services on a competitive bidding basis when required by law and whenever it appears to be in the best interest of the district to do so. All bids under federal awards must be made in accordance with the standards set forth in 2 CFR 200.320.

BP 3312, Contracts: The Superintendent or designee may enter into contracts and memoranda of agreement on behalf of the district. All contracts and memorandums of agreement with a dollar value of \$50,000 or greater must be approved by the School Board.

NSBSD Strategic Plan Summary:

Culturally Responsive Instruction

Goal 2: All students perform at or above grade level

Goal 4: Graduate bilingual students

Student Social & Emotional Wellbeing

Goal 5: Facilitate & maintain culturally, emotionally, & physically safe learning environments

Issue Summary:

The Iñupiaq Education Department has been working on developing a culturally significant K-3 Early Reader Series with Iñupiaq author Cathy Tagnak Rexford (Noland). This initiative will create a set of 90 manuscripts tailored to the unique cultural context of the North Slope Borough. The duties under this contract will include the continuation of work in the creation, revision, and finalization of 18 kindergarten-level manuscripts, 45 manuscripts for grades 1 and 2, and the final grade-leveling and advising on 27 manuscripts for grade 3. This project is critical in bolstering early literacy by providing students with literature that reflects their own cultures, heritage, and identities. Such resources are instrumental in enhancing academic achievement and fostering a lifelong love of reading.

We are now at the point in the process where the grade level manuscripts are ready for final editing from Jon Davis. Within this contract, he will focus on completing to final draft of Grade 1 (6 fictional texts and 12 non-fictional texts) and Grade 2 (9 fictional texts and 18 non-fictional texts).

Simultaneously, we are working through completion of the third grade series. We have completed all Inupiaq Translations the fictional texts and moving forward with the first phases of layout and design with the non-fiction informational texts. Our next step in this process will include layout and design of the text from the manuscripts and the completion of illustrations and photo collection to move forward for print. Publication and print for third grade is anticipated to be ready for print and hard copies printed by June 30, 2025.

Grade Level Early Reader Series	First Draft (Tagnak)	Editor Review (Jon Davis)*	Second Draft (Tagnak)*	Grade Level Review (Gunning Fog - Jon Davis)*	Final Draft to NSBSD (Tagnak)*	Translate Inupiatun (Pusasiaraq - # Books Complete)*	Layout & Design for Illustration and Photo Placement (Emily Tallman)*	Illustrator & Photograph Collection (Emily Tallman) will Assist*	Printer Typeset & Publish (Emily Tallman)*	Send to Printing Company for Print (Projected Date)	Teacher Guide Creation (Pausaungat Pat Paritlow)*	Series Complete (Projected Completion Date)*
Third Grade Fiction Books (9 English, ___ Inupiaq)	100%	100%	100%	100%	100%	Complete	Feb 2025	Apr 2025	May 2025	May 2025	June 2025	June 2025
Third Grade Non-Fiction Informational Texts (18 English, ___ Inupiaq)	100%	100%	100%	100%	100%		Feb 2025	Apr 2025	May 2025	May 2025	June 2025	June 2025
Kindergarten Fiction Books (6 English, ___ Inupiaq)	100%	Mar 2025	May 2025	Jun 2025	Jun 2025	Aug 2025	Aug 2025	Oct 2025	Dec 2025	Dec 2025	Aug 2025	Jan 2026
Kindergarten Non-Fiction Informational Texts (6 English, ___ Inupiaq)	100%	Mar 2025	May 2025	Jun 2025	Jun 2025	NA**	Aug 2025	Oct 2025	Dec 2025	Dec 2025	Aug 2025	Jan 2026
First Grade Fiction Books (6 English, ___ Inupiaq)	100%	Jun 2025	Aug 2025	Oct 2025	Oct 2025	Dec 2025	Dec 2025	Mar 2026	May 2026	May 2026	Dec 2025	June 2026
First grade Non-Fiction Informational Texts (12 English, ___ Inupiaq)	100%	Jun 2025	Aug 2025	Oct 2025	Oct 2025	NA**	Dec 2025	Mar 2026	May 2026	May 2026	Dec 2025	June 2026
Second Grade Fiction Texts (9 English, ___ Inupiaq)	100%	Sep 2025	Nov 2025	Jan 2026	Jan 2026	Mar 2026	Mar 2026	June 2026	Aug 2026	Aug 2026	Mar 2026	Sept 2026
Second Grade Non-Fiction Informational Texts (18 English, ___ Inupiaq)	100%	Sep 2025	Nov 2025	Jan 2026	Jan 2026	NA**	Mar 2026	June 2026	Aug 2026	Aug 2026	Mar 2026	Sept 2026

*All dates are a projected timeline for deliverables by date per grade level. Each will be updated with progress throughout the duration of the project (either with a % or # books complete).

**The Non-Fiction Texts will be translated Inupiatun depending on content

Background:

The Early Reader Series is part of a larger effort by the NSBSD to integrate culturally relevant materials into the curriculum and supporting our district-wide literacy initiatives and strategies. The series will offer fiction and non-fiction books that align with best practices in early literacy. Each grade level will receive a set of fiction books, available Taniktun and Inupiatun, as well as corresponding non-fiction texts.

The development process will involve multiple steps, including writing, editing, aligning with educational standards, and preparing the manuscripts for publication. This contract will support the necessary steps for final editing of the manuscripts to move them forward in the project. This project is large and will include several different phases of the project which will later include Inupiaq translations, to provide access to our Inupiaq Immersion program, illustrations/photo, design/layout, and print and publication.

Length of Contract:

The length of the contract would be July 1, 2025 – June 30, 2026.

Funding Source and Purchase/Contract Amount:

Inupiaq Education Department Professional & Technical Budget Account Code: 100.200.120.000.410 in the amount of not to exceed \$60,000.00.

Available Budget:

100.200.120.000.410



Compliance with BP 3311:

For compliance, this contract is exempt from the requirements in BP 3311 as listed under C. Educational Professional Services and A. Instructional materials.

Proposed Motion:

“I move that the NSBSD Board of Education approve the above \$50,000 and greater proposal and related contract with Jon David in the amount of \$60,000, as described in this memo and related attachments.”

Moved by _____ Seconded by _____

Adivsory Vote _____ Vote _____

