



**North Slope Borough School District Board of Education  
ZOOM Video Communication  
Utqiagvik, AK**

**Unapproved Minutes  
Special School Board Meeting  
July 8, 2020  
1:00 p.m.**

**CALL TO ORDER AND MOMENT OF SILENCE:** Muriel Brower, Board President, called the Board of Education Special Meeting to order at 1:04 p.m. on ZOOM Video Communications.

**FLAG SALUTE:** The Pledge of Allegiance was led by the Board of Education.

**ROLL CALL:**

Mary Jo Olemaun – Present	Nancy Rock – Present
Robyn Burke - Present	Muriel Brower – Present
Madeline Hickman – Present	Nora Jane Burns- Present
Qaiyaan Harcharek– Present	

Robyn Burke MOVED to SUSPEND Board Policy 9230 for TODAY ONLY for the limited purpose of CHANGING today's meeting from a special meeting to a regular meeting. Qaiyaan Harcharek SECONDED the motion. Question called. The motion carried in a roll-call vote of seven yes, zero no.

Mary Jo Olemaun – Yes	Nancy Rock – Yes	Madeline Hickman – Yes
Nora Jane Burns – Yes	Qaiyaan Harcharek – Yes	Robyn Burke – Yes
Muriel Brower – Yes		

Robyn MOVED to CHANGE today's special meeting to a regular meeting because of the lengthy and extensive agenda is better suited for a regular meeting. Qaiyaan Harcharek SECONDED the motion. Question called. The motion carried in a roll-call vote of seven yes, zero no.

Mary Jo Olemaun – Yes	Nancy Rock – Yes	Madeline Hickman – Yes
Nora Jane Burns – Yes	Qaiyaan Harcharek – Yes	Robyn Burke – Yes
Muriel Brower – Yes		

**APPROVAL OF AGENDA:** Qaiyaan Harcharek MOVED to APPROVE the agenda. Nora Jane Burns SECONDED the motion. Question called. The motion carried in a roll-call vote of seven yes, zero no.

Mary Jo Olemaun – Yes	Nancy Rock – Yes	Madeline Hickman – Yes
Nora Jane Burns – Yes	Qaiyaan Harcharek – Yes	Robyn Burke – Yes
Muriel Brower – Yes		

**PUBLIC COMMENTS ON AGENDA ITEM(S):** NSBEA President/Representative and First Grade Teacher, Tracie Nash, requested the Board direct administration to allow NSBEA teacher representatives on the fall re-entry planning team as the time when teachers return is too close to the student return date. Community member and parent, Dr. Caitlin Montague, expressed concern regarding the \$21,000 per month contract with AAA Financial and Business Consulting Services and reconsider the acceptance of

the contract. Community member and previous Board member Roxanne Brower voiced full support for the AAA Financial and Business Consulting Services contract in terms of his positive relation with the North Slope Borough, Federal and State Legislature, hours of training and work for the district including his constant advocacy for the North Slope Borough School District.

**2020-2021 SCHOOL YEAR RE-ENTRY PLANNING** is presented by Superintendent Pauline Harvey and Assistant Superintendent Mark Roseberry. The COVID-19 Pandemic has impacted the North Slope Borough School District's delivery of educational services during the 4th quarter of FY 20. Many of the protocols that existed in the spring are expected to continue into the Fall. The administration began participating in state and local government meetings focused on COVID Pandemic protocols. In addition, the central office administrators and principals participated in the Alaska School Leadership Institute (ASLI) which provided professional development that focused on communication and preparation for Fall COVID re-entry. The central office administrators and principals met and created a general framework and examples of what re-entry could look like at the three levels of low, medium and high risk. Discussions did not include teachers, community or board members. The initial activities were designed to gather information and considerations to begin the planning process with all stakeholders. In addition, the state, district and local governments did not have clarity as to how the pandemic would progress over the summer. As educators return from summer break, administration will be meeting with the board, principals, teachers, support staff and community to develop a re-opening plan that best meets the needs of students. In addition, the Information Technology department has been working on a plan that would provide school district internet and intranet through remote access so that all students would have access to educational services and materials outside of the school campus. Included in the report provided are examples of how re-opening may look like in a few of the schools such as Nunamiut School, Alak School, Meade River School, and Tikigaq School. The examples include health & safety protocols, parent and family engagement, wraparound supports and community services, transportation, trauma-informed practices and social-emotional needs, and 'welcome back' planning. Further discussion and complete planning will occur as the District meets with various stakeholders in July and early August.

Discussion between the Board and administration included: cooperation with the Arctic Slope Native Association such as new hire staff testing, masks, and requirements; the Department of Education allowing the community to determine and define high risk, medium risk, and low risk; Student start date to include teacher and school advisory committee input; and the district communication plan for families to occur via VHF, phone calls, district website, and social media. Board members requested administration to post the schools calendars on the district website and place a tab on the front website page for COVID-19 updates.

**CONTRACT OVER 10K, AAA FINANCIAL AND BUSINESS CONSULTING SERVICES** is presented by Superintendent Pauline Harvey. In accordance with the applicable Board Policy 3312, contracts and Memorandum of Agreements \$10,000 or greater require Board approval. The District is in need of an experienced professional who can oversee the District's Accounting and Finances including the development of the Annual Budget and Financial Statement Audit. Mr. Limani is highly regarded within the community leadership including the State of Alaska and the Oil Industry for his previous work with the North Slope Borough and Auditing experience. Over the last several months since my appointment as the District Superintendent, Mr. Limani has been an integral part of my transition and the District's operation and has provided immense training to our staff with the Year End Rollover Process including training staff in preparing the District's Annual Financial Report, previously prepared by the District's external Auditors. Furthermore, Mr. Limani has helped secure an additional \$8.7 million from the Borough through his relationships with the Borough Assembly and Borough Administration. Currently, the District is very short staffed especially within the Business Office and current staff do not

possess the high level accounting and finance experience. Under the listed of duties in Attachment A, AAA Financial and Business Consulting will: Prepare the annual budget for the District budgeting process that begins with an Annual Financial and Federal and State Single Audit, and includes interaction with the administration, School Advisory Councils, Board of Education, and North Slope Borough Administration and Assembly in preparation of annual revenue and expense budgets for the District. Monitor expenses and revenues throughout the fiscal year to ensure compliance with budget constraints as approved by the Board of Education and the North Slope Borough Assembly. Under direction of the Superintendent and the School Board recommend budget adjustments as necessary and monitor all financial operations of the District. Monitor and carefully supervise monthly contracted payroll and bi-weekly classified payroll checks for District employees, including contract preparations, adjustments, changes in deductions, rent deductions, contract adjustments and addenda, and added duty contracts for employees. In cooperation with the personnel department, monitor all certified and classified staff as related to budgets and District expenditures. Arrange for purchase of all District property, casualty, and liability insurance to protect District property and assets. Arrange for purchase of District Worker's Compensation insurance, health insurance, and life insurance as needed to ensure proper insurance protection for District employees as required by union contracts, Board of Education policy, state law, federal laws, regulations, and prudent risk management. Supervise and monitor the Annual District Audit and ensure that the District stays in compliance with state and federal laws, regulations, requirements, and has all material collected and ready for summer audit of the financial office. Maintain all expense and revenue budgets as provided by the Director of Special Programs and Grant Administrator for all state and federal grants and prepare quarterly and annual reports for grants. Supervise purchasing process and sign purchase orders for the purchase of District supplies, materials, and services. Supervise all functions to include: Accounting and Finance (payroll functions, accounts payables/receivables, Procurement), Financial Reporting, Budgeting, Travel, Grants, Risk and Information Technology. Provide data to the Board of Education, Administration, Teacher Union, and Administrator Union as needed to assist with union contract negotiations. Prepare the District's Monthly Financial Report and Present to the Board of Education and Borough Assembly. Prepare the District Annual Financial Reports including the Federal and State single audit and related compliance filings with the State of Alaska and related Federal Agencies. Provide data to the Board of Education, Administration, Teacher Union, and Administrator Union as needed to assist with union contract negotiations. Provide training to District staff and management, including the School Board, on areas of accounting and finance to ensure sound financial decisions. Mentor staff within Business Administration to promote excellence in the areas of accounting and finance. Work closely with lobbyists for the North Slope Borough and the District to ensure the District stays apprised of legislation that may be introduced by the State Legislatures that may have detrimental financial impact to the School District. Evaluate the financial impact of proposed bills and make recommendations to the Superintendent and School Board regarding pending legislation. Advocated for additional funding for the School District with the North Slope Borough including State, Federal and Private Enterprise. Represent the District at statewide and Department of Education meetings in regard to revenues, budgets, and other relevant concerns. Supervise and evaluate all Business Office Staff. Adhere to all District policies and regulations including other duties and responsibilities as assigned by the Superintendent and Board of Education. The length of the contract shall be for two years and shall commence on July 8, 2020 and term June 30, 2022. The monthly installment for the month of July 2020 will be prorated based on the start date of July 8, 2020. The identified funding source is derived from the Professional and Technical Services within the District Admin Support Services. The baseline cost for the associated contract is \$252,000 annually. Considering this is a two-year contract, future years are subject annual appropriations by the Board of Education through the adoption of the annual budget. This will be paid under account code 100.200.550.000.410. The total available budget for the identified account code after the budget line transfer is \$347,000.

Discussion between the Board, administration, and contractor included: previous professional services of the districts financials; the determination of contract details and processes; vacant positions present in the Business Office and search for qualified financial officers; potential risk of financials in regards to social security and PERS; amount of the contract and previously cut positions from previous fiscal years.

Nancy Rock MOVED that the NSBSD Board of Education APPROVE the above \$10,000 and greater contract for AAA Financial and Business Consulting Services, as described in this memo SB20-273 and related attachments. Mary Jo Olemaun SECONDED the motion. Question called. Discussion called. The motion carried in a roll-call vote of five yes, two no.

Mary Jo Olemaun – Yes	Nancy Rock – Yes	Madeline Hickman – Yes
Nora Jane Burns – Yes	Qaiyaan Harcharek – No	Robyn Burke – No
Muriel Brower – Yes		

**CERTIFICATED HIRING RECOMMENDATION** is presented by Superintendent Pauline Harvey. Under Strategic Plan Goal 3.2 Hiring & Recruiting to improve the hiring and on-boarding process for all employees, the Superintendent is recommending the following certificated hiring contract for the 2020-2021 school year under memo number SB20-278 Revision One is: Mark Roseberry, Assistant Superintendent under the Superintendent’s Office.

Discussion between the Board and administration included: the process of contract revisions, payscale, and transfers between departments and required duties; Superintendent endoresements, applicants, and mentorship under the Superintendent as part of an associations Superintendent Mentor Program; lease renewal discussions; and reviewed Board Policies 4313.1 and 4111/4311 in terms of biosketches provided and process of applicant determination.

Mary Jo Olemaun MOVED that the NSBSD Board of Education APPROVE the certificated hiring recommendation as presented in memo number SB20-278 Revision One. Qaiyaan Harcharek SECONDED the motion. Discussion called. Question called. The motion carried in a roll-call vote of four yes, three no.

Mary Jo Olemaun – Yes	Nancy Rock – Yes	Madeline Hickman – Yes
Nora Jane Burns – No	Qaiyaan Harcharek – No	Robyn Burke – No
Muriel Brower – Yes		

**HOUSING LEASE APPROVAL** is presented by Fadil Limani, Financial Consultant. In accordance with applicable Board Policy 3312, contracts and memorandum of agreements \$10,000 or greater, require Board approval. Historically, the Leases have been renewed at the discretion of the Director of Maintenance & Operations. The Board of Education, through the Finance Committee, has requested that the lease renewals go before the Board for review and consideration. The District is in need of housing units in order to provide housing for the teaching staff. The identified leases subject for renewal are listed as follows: 3320 Tahak St. Barrow, AK 99723, Four bedroom/two bath in the amount of \$30,000 yearly for three years; 2061 Ahkovak St. Apartment 4, Barrow, AK 99723, Two bedroom/onebath in the amount of \$20,400 yearly for three years; 2488 D St. Barrow, AK 99723, Three bedroom/two bath in the amount of \$26,400 yearly for three years; 2173 Apartment A, Barrow, AK 99723, One bedroom/one bath in the amount of \$18,000 yearly for three years; 2174 Apartment B, Barrow, AK 99723, Two bedroom/one bath in the amount of \$18,000 yearly for three years; 7464 Apartment A & B North Star St. Barrow, AK 99723, Two bedroom/one bath in the amount of \$36,000 yearly for three years; 7488 Apartment B Northstar St., Barrow, AK 99723, Two bedroom/one bath in the amount of \$24,000 yearly for three years;

5196 Herman St. Barrow, AK 99723, One bedroom/one bath in the amount of \$13,200 yearly for three years; 5194 Herman St. Barrow, AK 99723, One bedroom/one bath in the amount of \$10,800 yearly for three years; 5770 B Avenue, Barrow, AK 99723, One bedroom/one bath in the amount of \$18,000 yearly for three years; 6550 Northstar St., Barrow, AK 99723, One bedroom/one bath in the amount of \$13,200 yearly for three years; 6827 A St., Barrow, AK 99723, One bedroom/one bath in the amount of \$13,200 yearly for three years; 629 6<sup>th</sup> St., Kaktovik, AK 99747, Three bedroom/one bath in the amount of \$24,000 yearly for three years; 2031B, Barter Avenue, Kaktovik, AK 99747, Three bedroom/one bath in the amount of \$14,400 yearly for three years; 958 Ippiq St. Point Hope, AK 99766, Two bedroom/one bath in the amount of \$14,400 yearly for three years; 6532 Transit St. Apartment A, Barrow, AK 99723, Three bedroom/one bath in the amount of \$20,400 yearly for three years; and 6534 Transit St. Apartment C, Barrow, AK 99723 efficiency in the amount of \$9,600 yearly for three years. The length of the identified leases for renewal are for three years and shall commence on July 1, 2020 and term June 30, 2023. The identified funding source is derived from the Teacher Housing Special Revenue Fund for FY21. Future years are subject to annual appropriations by the Board of Education through the adoption of the annual budget. The total annual cost of the aforementioned leases is \$324,000. The account codes applied are as follows: 600.300.600.000.441–Rentals; 600.440.600.000.441-Rentals; 600.450.600.000.441–Rentals; 600.480.600.000.441-Rentals; and 600.490.600.000.441-Rentals. There are no Grant funds associated with the respective lease renewals. The total available budget as of July 3, 2020 for the identified account codes as referenced above is \$990,200.

Discussion between the Board and administration included: the solicitation of leases, rates, and discrepancies within the agreements; determination of a set rate based on the amount of rooms and square footage; equal housing assignment in terms of family size and capacity; and potential future negotiations.

Nancy Rock MOVED that the NSBSD Board of Education APPROVE the above teacher housing leases with the respective leaseholders, as described in this memo and related attachments. Qaiyaan Harcharek SECONDED the motion. Discussion called. Question called. The motion carried in a roll-call vote of six yes, one no.

Mary Jo Olemaun – No  
Nora Jane Burns – Yes  
Muriel Brower – Yes

Nancy Rock – Yes  
Qaiyaan Harcharek – Yes

Madeline Hickman – Yes  
Robyn Burke – Yes

**2020 BOARD COMMITTEE ASSIGNMENT** is presented by Board Secretary Chelsie Overby. Board Bylaw 9130, Board Committees: The School Board may establish committees of the Board as deemed necessary. The membership of these committees is limited to less than a majority of the whole Board. The President may be a member of any committee. Board Bylaw 9140, Board Representatives: The Board may appoint any of its members to serve on advisory committees or organizations when the Board deems such appointments desirable, contingent on acceptance of the appointment by the member. With the recent re-organization of the Board President and Clerk, there are absences in board committees and has been requested by a board member to re-organize. The committee members are listed as the following: Policy Review Committee includes Madeline Hickman, Muriel Brower, and Qaiyaan Harcharek; Finance Committee includes Muriel Brower, Mary Jo Olemaun, and Nancy Rock; Legislative Committee includes Robyn Burke, Muriel Brower, and Qaiyaan Harcharek as alternate; CIPM/Architectural Committee includes Madeline Hickman, Nora Jane Burns, and Robyn Burke as alternate; Child Nutrition Committee includes Mary Jo Olemaun, Madeline Hickman, and Nora Jane Burns as alternate; Certificated Evaluation Review Committee includes Muriel Brower and Nora Jane Burns as alternate; Curriculum Committee includes Qaiyaan Harcharek and Nora Jane Burns as alternate; School Safety

Committee includes Qaiyaan Harcharek and Robyn Burke; and the Housing committee includes Robyn Burke and Nora Jane Burns.

Mary Jo Olemaun MOVED that the NSBSD Board of Education APPROVE the School Board Committee Assignment, as assigned in memo number SB20-276. Madeline Hickman SECONDED the motion. Question called with the request of UNANIMOUS CONSENT. No objections were heard. The motion carried UNANIMOUSLY.

**BOARD FACILITATOR SELECTION** is presented by Superintendent Pauline Harvey. Under Board Policy 0100, Educational Philosophy, the School Board uses the Five Year Strategic Planning process as the overarching planning tool for the district. Under Board Policy 0400, Comprehensive Plans/Strategic Planning, the Board recognizes the importance of establishing a strategic plan to guide the educational programs of the district...The Board directs the Superintendent to ensure the NSBSD Strategic Plan remains current, relevant, and implemented with fidelity. A comprehensive Strategic planning process has been adopted which includes an extensive update of the plan every 5-years with annual revision, action planning, and execution management. The NSBSD Board of Education directs two retreats annually, in compliance with Board Policy 0400, Comprehensive Plans/Strategic Planning. The standard process includes one annual retreat in the winter dedicated to strategic planning; and one retreat in the summer dedicated to previous school year performance, Superintendent evaluation, and Board self-evaluation. Given the transition in administration and the on-boarding of a new Superintendent, the extensive update for the new 2020-2025 plan will be reviewed to allow for more discussions between the Board and Superintendent on the direction of the district in relation to the budget and next steps. The administration requested for proposals to allow for the strategic planning facilitation at the Board's summer retreat from the following: Alaska Humanities Forum, Cultureflo, and OnStrategy.

Discussion between the Board included: the work each individual contractor has done previously for the district; and the process for request for bids be improved. Board members requested administration to send another request for proposals by October for the Winter Retreat strategic plan facilitators.

Robyn Burke MOVED that the NSBSD Board of Education APPROVE the proposal for OnStrategy and the corresponding proposal under memo number SB20-277. Nora Jane Burns SECONDED the motion. Question called. The motion carried with a roll-call vote of four yes, three no.

Mary Jo Olemaun – No	Nancy Rock – No	Madeline Hickman – Yes
Nora Jane Burns – Yes	Qaiyaan Harcharek – Yes	Robyn Burke – Yes
Muriel Brower – No		

**EXECUTIVE SESSION at 4:24 PM – 5:11 PM.** The Board of Education may go into executive session for: Matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the school district; Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion; Matters, which by law, municipal charter, or ordinance are required to be confidential; or Matters involving consideration of government records that by law are not subject to public disclosure. Purposes of Attorney/Client communications with the District's attorney; including giving direction to the District's attorney. This agenda item request includes attorney/client communications on a confidential report regarding an NSBEA Complaint.

Board member Qaiyaan Harcharek clarified that the individuals the complaint is regarding may waive

the discussion in executive session and be granted public discussion. Board member Mary Jo Olemaun requested an executive session include board conduct.

Nancy Rock MOVED to go into EXECUTIVE SESSION for the purposes of the attorney/client communication for matters that are required to be confidential, as mentioned in memo number SB20-275. Qaiyaan Harcharek SECONDED the motion. Discussion called. Question called. The motion carried in a roll-call vote of six yes, zero no, and one abstention.

Mary Jo Olemaun – Abstained	Nancy Rock – Yes	Madeline Hickman – Yes
Nora Jane Burns – Yes	Qaiyaan Harcharek – Yes	Robyn Burke – Yes
Muriel Brower – Yes		

**PUBLIC COMMENTS ON NON-AGENDA ITEMS(S):** Community member and parent, Ryan Rock, inquired about the curriculum currently used by the District and if the District would be interested in implementing a new curriculum beginning with the youth/kindergarten program. Additionally, voiced his opinion on the recently approved AAA Financial and Business Consulting Services contract in terms of board comments and connotation towards character and work ethic. Board member Mary Jo Olemaun agreed with community member Ryan Rock in terms of the curriculum for K3/K4 program. Community member and previous student board representative, Jenna Stringer, commented on the need for green spaces in town for students and the reducing the leasing of private facilities. Board member Muriel Brower recommended Jenna Stringer to voice these concerns to other platforms as well such as the City, the North Slope Borough Assembly, Tribal Council Meetings, etc...

**SCHOOL BOARD COMMENTS:** Board President Muriel Brower opened the floor for school board comments. Board member Madeline Hickman requested administration to notify Board members when discussions of School Re-entry will be held. Board member Nora Jane Burns requested administration to update the Board on the status of the teacher housing units close to the previous school building.

**DATE & TIME OF NEXT MEETING:** 2020 Summer Retreat is TBD on ZOOM Video Communications.

**ADJOURNED AT 5:42 P.M.** Qaiyaan Harcharek MOVED to adjourn. Muriel Brower SECONDED the motion. Question called. The motion carried UNANIMOUSLY.

Respectfully submitted for the September 3, 2020 Regular Meeting:

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Chelsie Overby, Board Secretary

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Muriel Brower, Board President

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Robyn Burke, Board Clerk

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Date