

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: March 11, 2023

FR: Office of the Superintendent

SUBJECT: V. Action Item Review

The following are action items on the consent agenda,

- NWABSD Memorandum 23-084 Approval of Revisions to BP 3100, Business and Non-Instructional Operations, Budget; First Reading
- NWABSD Memorandum 23-085 Approval of Revisions to BP 3280, Business and Non-Instructional Operations, Sale or Lease of School Facilities or Real Property; First Reading
- NWABSD Memorandum 23-086 Approval of Revisions to BP 6146.8, Instruction, Postsecondary High School Dual Credit; First Reading
- NWABSD Memorandum 23-087 Approval of Revisions to BP 6161.4, Instruction, Internet and District Technology; First Reading
-TABLED FOR CLARIFICATION
- NWABSD Memorandum 23-088 Approval of Revisions, BB 9200, Board Bylaws, Board Members; First Reading
-TABLED UNTIL AN AR IS DEVELOPED
- NWABSD Memorandum 23-089 Approval of Revisions, BB 9270, Board Bylaws, Conflict of Interest; First Reading
-TABLED UNTIL AN AR IS DEVELOPED
- NWABSD Memorandum 23-090 Adoption of New Policy, BP 3515.6, Business and Non-Instructional Operations, Use of School Safety Video Surveillance Monitoring System; First Reading
- NWABSD Memorandum 23-091 Approval of Superintendent Out-of-District Travel
- NWABSD Memorandum 23-092 Approval of FY24 Board Meeting Dates
-DISCUSSION IS NEEDED
- NWABSD Memorandum 23-093 Selection of Recipients, June Nelson Scholarship 2023
-WILL BE DISCUSSED IN EXECUTIVE SESSION DURING THE REGULAR MEETING
- NWABSD Memorandum 23-094 Approval of Purchase, Kivalina School Bus Shipping
- NWABSD Memorandum 23-095 Approval of Purchase, FY24 Heating Fuel Purchase
- NWABSD Memorandum 23-096 Approval of FY23 Operating Fund Budget Revision #3
- NWABSD Memorandum 23-097 Approval of FY24 Proposed Operating Fund Budget
- NWABSD Memorandum 23-098 Approval of MOA, Copier Purchase and Maintenance Services
- NWABSD Memorandum 23-099 Selection of Student Board Representative and Alternate
-NO APPLICATIONS WERE RECEIVED. WILL WE EXTEND THE APPLICATION? WHAT ARE THE WISHES OF THE BOARD?
- NWABSD Memorandum 23-100 Approval of Human Resources
- NWABSD Memorandum 23-101 Approval of Amendment to 2023-2026 Calendar

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 11, 2023

NUMBER: 23-084

FR: Office of the Superintendent

SUBJECT: Approval of Proposed
Revisions to BP 3100,
Business and Non-
Instructional Operations,
Budget; First Reading

STRATEGIC PLAN/BOARD GOAL:

Improve Stakeholder Communication.

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the first reading of the proposed revisions to BP 3100, Business and Non-Instructional Operations, Budget and open for public comments.

BACKGROUND AND/OR PERTINENT INFORMATION:

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 3100, Business and Non-Instructional Operations, Budget. This is on the AASB's list for revisions, and revisions require Board adoption. *Proposed changes are:* This update provides stylistic edits to the Board's budget process and clarifies the importance of public input in the budgetary process.

The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.

ALTERNATIVES:

1. Approve the first reading to the proposed revisions to BP 3100, Business and Non-Instructional Operations, Budget as presented and open for public comments;
2. Do not approve first reading to the proposed revisions to BP 3100 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading to the proposed revisions to BP 3100, Business and Non-Instructional Operations, Budget as presented and open for public comments.

BP 3100 BUDGET

Note: Pursuant to A.S. 14.12.020, Regional Educational Attendance Areas are maintained by the state. Borough and city school districts are funded through local contributions authorized by the borough assembly or city council and state apportionments based on the amount of local contributions as defined in A.S. 14.17.410. A.S. 14.17.900 requires districts to operate under a balanced budget and provides that the state is not responsible for the debts of school districts.

The School Board shall establish and maintain a balanced budget. The School Board shall adopt an annual budget which is compatible with the district's mission, vision, strategic plan, and District goals and objectives. ~~The Board shall adopt an annual budget which is compatible with district goals and objectives.~~

(cf. 0200 - Goals for the School District)

(cf. 3460—~~Periodic Financial Reports~~Financial Reports and Accountability)

The district budget shall be prepared annually from the best possible estimates of revenues and expenditures. The Superintendent or designee shall determine the manner in which the budget shall be prepared and shall schedule the budget adoption process in accordance with legal time requirements. ~~A public hearing shall be held~~The Board shall take public input prior to the adoption of the budget or a revised budget. ~~A public hearing shall be held, during a worksession.~~ The adoption of the budget will take place at a Regular meeting.

(cf. 1220—~~Citizen committees~~)

Legal Reference:

ALASKA STATUTES

14.07.030 Powers of state department

14.07.170 Additional powers and duties of state board

14.12.020 Support, management and control

14.14.060 Relationship between borough school district and borough

14.14.065 Relationship between city school district and city

~~14.17.300 - 14.17.990 Financing of public schools~~

~~14.17.010 - 14.17.250 Public school foundation program~~

ALASKA ADMINISTRATIVE CODE

4 AAC 09.005 - 4 AAC 09.105 State Aid

[4 AAC 09.110 - 4 AAC 09.160](#) School Operating Fund

Adopted: February 25, 1994

Revised: (Date of Revision)

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 11, 2023

NUMBER: 23-085

FR: Office of the Superintendent

SUBJECT: Approval of Proposed
Revisions to BP 3280,
Business and Non-
Instructional Operations,
Sale or Lease of School
Facilities or Real Property;
First Reading

STRATEGIC PLAN/BOARD GOAL:

Improve Stakeholder Communication.

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the first reading of the proposed revisions to BP 3280, Business and Non-Instructional Operations, Sale or Lease of School Facilities or Real Property and open for public comments.

BACKGROUND AND/OR PERTINENT INFORMATION:

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 3280, Business and Non-Instructional Operations, Sale or Lease of School Facilities or Real Property. This is on the AASB's list for revisions, and revisions require Board adoption. *Proposed changes are:* This update clarifies that districts in municipalities or boroughs may work with their municipality or borough on the sale or lease of school facilities.

The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.

ALTERNATIVES:

1. Approve the first reading to the proposed revisions to BP 3280, Business and Non-Instructional Operations, Sale or Lease of School Facilities or Real Property as presented and open for public comments;
2. Do not approve first reading to the proposed revisions to BP 3280 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading to the proposed revisions to BP 3280, Business and Non-Instructional Operations, Sale or Lease of School Facilities or Real Property as presented and open for public comments.

BP 3280 SALE OR LEASE OF SCHOOL FACILITIES OR REAL PROPERTY

Note: Pursuant to A.S. 14.14.060 and 14.14.065, the borough assembly and city council are empowered to determine the location of school buildings. The regional school board may obtain title to school lands and buildings from the state pursuant to A.S. 14.08.151. The following sample policy may be revised or deleted as appropriate.

The Board shall dispose of, or recommend to the borough the disposal of, **borough owned** school facilities or real property whenever it is apparent the district will have no future use for it. If unused property will be needed at some future time, the Board may lease, or recommend to the borough the lease of, such property. Any sale or lease of school facilities or real property will conform to the provisions of law.

(cf. 1330 - Use of School Facilities)

The School Board encourages public participation in the determination of school facility needs.

*(cf. 1230 - Citizen **Advisory Committees**)*

Legal Reference:

ALASKA STATUTES

14.07.030 Powers of state department

14.08.101 Powers (Regional school boards)

14.08.151 Land and buildings

ALASKA ADMINISTRATIVE CODE

4 AAC 31.085 Disposal of abandoned or obsolete property

Adopted: February 25, 1994

Revised: (Date of Revision)

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 11, 2023

NUMBER: 23-086

FR: Office of the Superintendent

SUBJECT: Approval of Proposed
Revisions to BP 6146.8
Instruction, Postsecondary
High School Dual Credit;
First Reading

STRATEGIC PLAN/BOARD GOAL:

Improve Stakeholder Communication.

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the first reading of the proposed revisions to BP 6146.8 Instruction, Postsecondary High School Dual Credit and open for public comments.

BACKGROUND AND/OR PERTINENT INFORMATION:

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 6146.8 Instruction, Postsecondary High School Dual Credit. This revision was brought forward by Dana Orton, Director of Curriculum and revisions require Board adoption. *Proposed changes are:* This update changes the amount of high school credit earned when taking college level courses. This change better aligns the NWABSD with the other districts in the state, creates a more equitable relationship with organizations such as ANSEP, and benefits the students of NWABSD.

The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.

ALTERNATIVES:

1. Approve the first reading to the proposed revisions to BP 6146.8 Instruction, Postsecondary High School Dual Credit as presented and open for public comments;
2. Do not approve first reading to the proposed revisions to BP 6146.8 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading to the proposed revisions to BP 6146.8 Instruction, Postsecondary High School Dual Credit as presented and open for public comments.

BP 6146.8 POSTSECONDARY/HIGH SCHOOL DUAL CREDIT

The School Board recognizes that individual students may wish to enroll in college classes for a variety of reasons. By using the following guidelines, the Superintendent or designee may accept college coursework for credit in lieu of high school coursework.

1. Enroll in alternative course offerings.
2. Students must register for at least three (3) semester hours to receive ~~0.5~~ **1.0** high school credits and six (6) semester hours for ~~1.0~~ **2.0** high school ~~credit~~ **credits**.
3. Upon completion of the college coursework, the student must submit proof of the grade to the Principal or Assistant Principal for inclusion in their permanent records.

Legal Reference:

ALASKA ADMINISTRATIVE CODE:

4 AAC 06.075 High school graduation requirements

Revised: May 03, 2006

Adopted: April 28, 2004

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 11, 2023

NUMBER: 23-087

FR: Office of the Superintendent

SUBJECT: Approval of Proposed
Revisions to BP 6146.4
Instruction, Internet and
District Technology; First
Reading

STRATEGIC PLAN/BOARD GOAL:

Improve Stakeholder Communication.

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the first reading of the proposed revisions to BP 6146.4 Instruction, Internet and District Technology and open for public comments.

BACKGROUND AND/OR PERTINENT INFORMATION:

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 6146.4 Instruction, Internet and District Technology. This revision was brought forward by Amy Eakin, Director of Technology and revisions require Board adoption. *Proposed changes are:* This update clarifies acceptable use of district technology.

The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.

ALTERNATIVES:

1. Approve the first reading to the proposed revisions to BP 6146.4 Instruction, Internet and District Technology as presented and open for public comments;
2. Do not approve first reading to the proposed revisions to BP 6146.4 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading to the proposed revisions to BP 6146.4 Instruction, Internet and District Technology as presented and open for public comments.

BP 6161.4 INTERNET AND DISTRICT TECHNOLOGY

Note: *The following policy should be used by all districts providing student access to the Internet and other computer networks. An Internet safety policy is required for schools receiving universal service discounts.*

Note: *The Children’s Internet Protection Act requires school districts to adopt Internet safety policies as a condition of receiving technology funds under Title II, Part D of the No Child Left Behind Act ([20 U.S.C. § 6751-6777](#)) for the purpose of purchasing computers with Internet access or paying the direct costs associated with accessing the Internet. Additionally, districts must adopt an Internet safety policy to qualify for most federal universal service discounts ([47 U.S.C. § 254](#)).*

The district’s internet safety policy must include a “technology protection measure” that blocks or filters Internet access by both adults and minors to visual depictions that are obscene, child pornography, or with respect to use by minors, harmful to minors. As part of the funding application process, the district must certify that the required policy is in place and that the district is enforcing the use of these technology protection measures. The filter may be disabled by an administrator, supervisor, or other authorized person for “bona fide research or other lawful purpose.”

Effective July 1, 2012, the Internet safety policy must also include monitoring the online activities of minors when using district computers or networks. Further, the policy must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response.

As a condition of receiving universal service discounts, schools must also adopt and implement an Internet safety policy that addresses (1) access by minors to “inappropriate matter” on the Internet and World Wide Web; (2) safety and security of minors when using electronic mail, chat rooms, and other forms of electronic communication; (3) unauthorized access (“hacking”) and other unlawful activities by minors online; (4) unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and (5) measures designed to restrict minors’ access to harmful materials. Schools must hold at least one public hearing before adopting the policy. The types of materials considered inappropriate for minors will be determined by the local school board. Schools must make this policy available to the FCC upon request.

The Board recognizes the educational and communication opportunities that exposure to the Internet and other computer networks can provide students and staff. The Board intends that these technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning. The Board has established ~~the this~~ Internet and District Technology acceptable use policy to ensure appropriate use of ~~this these~~ resources. District technology includes, but is not limited to, District computers, laptops, tablets, and phones.

Authority

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district technology and the Internet, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities. This includes the following:

1. The electronic information available to students and staff does not imply endorsement of the content by the district, nor does the district guarantee the accuracy of the information received on the Internet. The district shall not be responsible for any information that may be lost, damaged, or unavailable when using the network, District technology, or for any information that is retrieved via the Internet.
2. The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or District technology.
3. The use of District technology, the Internet and similar communication networks by students and staff is a privilege -- not a right. Failure to follow established rules can lead to appropriate disciplinary action as well as the loss of access to the Internet or other networks through school accounts. Legal action may be taken where/when appropriate.
4. School computers and other District technologies are the property of the School District. At no time does the district relinquish its exclusive control of ~~computers~~ District technology provided for the convenience of the students and staff. ~~Computers~~ District technology shall may not be used to disseminate, maintain, or access sexually explicit, vulgar, indecent, offensive, or lewd communications, images, or videos. Nor may computers be used for harassment or bullying. District technology must be used in accordance with this policy.

(cf. 5131.43 Harassment, Intimidation and Bullying)

5. The School District reserves the right to inspect and review files and data on ~~district computers~~ District technology, and to monitor the online behavior of ~~minors persons~~ when using ~~district computers~~ District technology or networks. Such inspection and monitoring is for the purpose of ensuring compliance with laws and appropriate use of technology as specified in this and other policies. Monitoring may be conducted by school authorities when they deem it necessary, without notice, without ~~student~~ consent, and without a search warrant.

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are (1) obscene, (2) child pornography, or (3) harmful or inappropriate to minors as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for adults only for bona fide research

or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator.

Internet Safety

To reinforce these measures, the Superintendent or designee shall implement measures to address the following:

1. Restricting student access to harmful or inappropriate matter on the Internet and World Wide Web;
2. Ensuring student safety and security of students and student information when using electronic communications;
3. Ensuring that students do not engage in unauthorized access, including "hacking," and other unlawful activities; and
4. Limiting unauthorized disclosure, use, and dissemination of personal identification information.

Note: *The Children's Internet Protection Act, defines "harmful to minors" as: ...any picture, image, graphic image file, or other visual depiction that – (A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.*

Use Guidelines

Internet access is limited to only those acceptable uses as detailed in this policy. Internet users may not engage in unacceptable uses.

1. School officials will develop a written permission slip for Internet use. This signed form must be on file prior to allowing students direct access to the Internet.
2. School officials must apply the same criterion of educational suitability used for other educational resources when providing access to Internet informational resources. The district will not allow school access for on-line games or any other areas determined to be non-education related.
3. Students and staff have the right to examine a broad range of opinions and ideas in the educational process, including the right to locate, use, and exchange information and ideas via all information formats including interactive electronic media and the Internet.
4. Users are responsible for the ethical and educational use of their own Internet accounts and all District technology. These ~~accounts~~ are to be used only by the authorized owner of the account for the authorized purpose. Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users on the network or on District technology. No

use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.

5. Users have the responsibility to respect the privacy of other Internet users. The illegal installation of copyrighted software for use on district computers is prohibited.
6. District technology and networks shall not be used to disseminate, maintain, or access sexually explicit, vulgar, indecent, offensive, or lewd communications, images, or videos. The District strictly enforces this provision.
7. Users are expected to display proper "netiquette" (network etiquette) at all times.
8. Staff members shall supervise students while students are using district Internet access to ensure that the students abide by these procedures. Users must follow all rules and regulations posted in the computer lab or other room where computers are in use. Users must follow the directions of the adult in charge of the computer lab or other room where computers are in use.
9. Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:
 - a. Use of the network or District technology to facilitate illegal activity.
 - b. Use of the network or District technology for commercial or for-profit purposes.
 - c. Use of the network or District technology for non-work or non-school related work.
 - d. Use of the network or District technology for product advertisement or political lobbying.
 - e. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
 - f. Use of the network or District technology to access obscene or pornographic material.
 - g. Use of inappropriate language or profanity on the network or District technology.
 - h. Use of the network or District technology to transmit material likely to be offensive or objectionable to recipients.
 - i. Use of the network or District technology for hacking or intentionally obtaining, accessing, or modifying files, passwords, and data belonging to other users.
 - j. Impersonation of another user, anonymity, and pseudonyms.
 - k. Use of network facilities or District technology for fraudulent copying, communications, or modification of materials in violation of copyright laws.
 - l. Loading or use of unauthorized games, programs, files, or other electronic media.
 - m. Use of the network or District technology to disrupt the work of other users.
 - n. Destruction, modification, or abuse of network hardware and software.
 - o. Quoting personal communications in a public forum without the original author's prior consent.

- p. Invading the privacy of individuals, this includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature.
- 10. Loss of access and other disciplinary actions shall be consequences for inappropriate use. When appropriate, law enforcement agencies may be involved.

(cf. 6161.5 - Web Sites/Pages)

(cf. 6184 - Virtual/Online Courses)

Education

Note: *Effective July 1, 2012, the Children's Internet Protection Act requires that a school district's Internet safety policy provide for educating students about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms, as well as cyberbullying awareness and response.*

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, at a minimum, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

(cf. 5131.43 Harassment, Intimidation and Bullying)

Note: *the following optional paragraph addresses access to social networking sites such as MySpace, Facebook, Xanga, Friendster, and others, and may be revised by districts that choose to allow limited access for educational purposes.*

Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access.

Policy Review

The district, with input from students and appropriate staff, shall regularly review and update this policy, the accompanying administrative regulation, and other relevant procedures to enhance the safety and security of students using the district's technological resources and to help ensure that the district adapts to changing technologies and circumstances.

Legal Reference:

UNITED STATES CODE

[15 U.S.C. 6501-6505](#) *Children's Online Privacy Protection Act*

[20 U.S.C. 6751-6777](#), *Enhancing Education Through Technology Act, Title II, Part D*

[47 U.S.C. § 254](#), *Children's Internet Protection Act, as amended by the Broadband Data Improvement Act (P.L. 110-385)*

CODE OF FEDERAL REGULATIONS

[47 C.F.R. § 54.520](#), *as updated by the Federal Communications Commission Order and Report 11-125 (2011)*

Revised: January 29, 2013
(Date of Revision)

Adopted: April 28, 2004

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 11, 2023

NUMBER: 23-088

FR: Office of the Superintendent

SUBJECT: Approval of Proposed
Revisions to BB 9200,
Board Bylaws, Board
Members; First Reading

STRATEGIC PLAN/BOARD GOAL:

Improve Stakeholder Communication.

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the first reading of the proposed revisions to BB 9200, Board Bylaws, Board Members and open for public comments.

BACKGROUND AND/OR PERTINENT INFORMATION:

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 BB 9200, Board Bylaws, Board Members. This revision was brought forward by AASB and revisions require Board adoption. *Proposed changes are:* This bylaw has been revised to clarify that no board members should abstain from a vote absent a compelling reason to do so.

The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.

ALTERNATIVES:

1. Approve the first reading to the proposed revisions to BB 9200, Board Bylaws, Board Members as presented and open for public comments;
2. Do not approve first reading to the proposed revisions to BB 9200 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading to the proposed revisions to BB 9200, Board Bylaws, Board Members as presented and open for public comments.

BB 9200 BOARD MEMBERS

Limits of Board Members Authority

The School Board has broad but clearly limited powers. The exercise of its authority is restricted to the functions required or permitted by law, and then only when it acts in a legally constituted meeting. Individual Board members shall submit requests for research or administrative studies to the entire Board for consideration.

(cf. 6162.8 - Research)

(cf. 9322 - Agenda/Meeting Materials)

The Board is the unit of authority. An individual Board member is a part of the governing body which represents and acts for the community as a whole. Apart from the normal function as part of the unit, the Board member has no individual authority. No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools; nor, as an individual, command the services of any school employee. Individually, the Board member may not commit the district to any policy, act or expenditure.

No members of the Board shall be asked to perform any routine or clerical duties which may be assigned to an employee, nor shall any Board member become an employee of his/her district while serving on the Board.

A Board member should resign from the Board before seeking to secure district employment. In no event shall a final decision for hire be made prior to receiving the Board member's resignation.

(cf. 9250 - Remuneration, Reimbursement and other Benefits)

(cf. 9270 - Conflict of Interest)

Board members who visit schools of their own volition have no more authority than any other citizen. Board members have authority only in regularly called meetings of the Board, or when delegated specific tasks by Board action.

(cf. 1250 - Visits to the Schools)

Obligations of Members

Members of the Board must endeavor to attend all meetings, study all materials presented with the agenda prior to attending the meeting, participate in the discussion of any items which come before the Board, and vote on all motions and resolutions, abstaining only for compelling reasons. If no compelling reason requires abstention, members of the Board shall not abstain. If a Board Member knows they will be unable to

attend scheduled meetings, worksession, or committee assignments they must notify the Board President or the Superintendent's Office of this intended absence. If a Board Member notifies the Superintendent's Office with a request for an excused absence, this information will be communicated to the Board President for his/her decision and action.

The Board member should not subordinate the education of children and youth to any partisan principle, group interest, or the member's own personal interest.

The Board member should be prepared and willing to devote a sufficient amount of time to the study of the problems of education in the district, the state, and the nation in order to interpret them to the people of the district.

(cf. 9230 - Meetings)

Legal Reference:

ALASKA STATUTES

[14.14.140](#) *Restrictions on employment*

Adoption Date: May 23, 1995

Revised or Reviewed: (Date of Revision/Review)

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 11, 2023

NUMBER: 23-089

FR: Office of the Superintendent

SUBJECT: Approval of Proposed
Revisions to BB 9270,
Board Bylaws, Conflict of
Interest; First Reading

STRATEGIC PLAN/BOARD GOAL:

Improve Stakeholder Communication.

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the first reading of the proposed revisions to BB 9270, Board Bylaws, Conflict of Interest and open for public comments.

BACKGROUND AND/OR PERTINENT INFORMATION:

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 BB 9270, Board Bylaws, Conflict of Interest. This revision was brought forward by AASB and revisions require Board adoption. *Proposed changes are:* This revised bylaw addresses how a member must recuse themselves due to a conflict of interest.

The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.

ALTERNATIVES:

1. Approve the first reading to the proposed revisions to BB 9270, Board Bylaws, Conflict of Interest as presented and open for public comments;
2. Do not approve first reading to the proposed revisions to BB 9270 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading to the proposed revisions to BB 9270, Board Bylaws, Conflict of Interest as presented and open for public comments.

BB 9270 CONFLICT OF INTEREST

Note: [Alaska Statute 29.20.010](#) requires each municipality to adopt a conflict of interest code. [Alaska Statute 39.50.145](#) authorizes a municipality to exempt municipal officers from state conflict of interest financial reporting requirements. Accordingly, districts should consult local law to determine if additional conflict of interest requirements must be addressed. The following sample bylaw should be revised as appropriate to reflect district philosophy and needs.

In order to instill public confidence in public office and provide public accountability, School Board members shall disclose and avoid conflicts of interest involving any matter pending before the School Board. A conflict of interest exists when a member has a personal or financial interest on a matter coming before the Board that could render the member unable to devote complete loyalty and singleness of purpose to the public interest. School Board members owe the public a duty to act in the best interests of the district.

Decision making. The Board recognizes that when no conflict of interest requires abstention and/or recusal, its members must vote on issues before the Board. If a board member or ~~his or her~~ their family member may benefit personally or financially from a Board decision, that board member must provide full disclosure of the conflict or potential conflict of interest to the Board. The Board, without that member's participation, will then approve or disapprove of the member's deliberations and voting on the issue. If the Board determines a conflict of interest prohibits participation, the member shall recuse themselves and abstain from deliberations and voting.

Appearance of impropriety. When a situation may create the appearance of impropriety, even where state and federal laws do not require any action, the board member shall fully disclose the circumstances. The Board, without that member's participation, will then approve or disapprove of the member's deliberations and voting.

Board members who have an actual or potential conflict of interest requiring disclosure shall not seek to influence the decisions of staff or other board members on the underlying matter, or on the member's participation in the matter.

Other duties. School Board members are expected to avoid conflicts of interest in their other duties. This includes:

- a. **Confidential information.** School Board members shall not disclose or use confidential information acquired during the performance of official duties as a means to further their own personal or financial interests or the interests of a family member.
- b. **Gifts.** School Board members shall not accept a gift or economic benefit that would tend to improperly influence a reasonable person or where board members know or should know the gift is offered for the purpose of influencing or rewarding official action.

- c. **Business dealings with staff.** School Board members shall not engage in financial transactions for private business purposes with district staff whom board members directly or indirectly supervise.
- d. **Compensation for services.** School Board members shall not receive any compensation for services rendered to the district from any source, except compensation for serving on the School Board and reimbursement of expenses incurred as a board member, as allowed by policy and law.

Other legal obligations. School Board members shall comply with state and federal laws pertaining to conflicts of interest. Nothing in this policy restricts or affects board members' duties to comply with those laws.

(cf. 3115 - Relations with Vendors)

(cf. 4112.8 - Employment of Relatives)

(cf. 2300 - Conflict of Interest Code: Designated Personnel)

Legal Reference:

ALASKA STATUTES

[14.08.131](#) *Disqualification from voting for conflict of interest*

[14.14.140](#) *Restriction on employment*

[11.56.100 - 11.56.130](#) *Bribery and related offenses*

[29.20.010](#) *Conflict of interest*

ADMINISTRATIVE CODE

[4 AAC 18.031](#) *Employment of members of immediate families of school board members*

[4 AAC 18.900](#) *Definitions*

Adopted: May 23, 1995

Revised: August 30, 2016, [\(Date of Revision\)](#)

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 11, 2023

NUMBER: 23-090

FR: Office of the Superintendent

SUBJECT: Adoption of New Policy,
BP 3515.6, Business and
Non-Instructional
Operations, Use of School
Safety Video Surveillance
Monitoring System; First
Reading

STRATEGIC PLAN/BOARD GOAL:

Improve Stakeholder Communication.

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the first reading of the proposed revisions to BP 3515.6, Business and Non-Instructional Operations, Use of School Safety Video Surveillance Monitoring System and open for public comments.

BACKGROUND AND/OR PERTINENT INFORMATION:

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 3515.6, Business and Non-Instructional Operations, Use of School Safety Video Surveillance Monitoring System. This new policy was brought forward by AASB and new policies require Board adoption.

The Board Policy Committee reviewed the new policy, recommends approval and to open for public comments.

ALTERNATIVES:

1. Approve the first reading to the proposed new policy BP 3515.6, Business and Non-Instructional Operations, Use of School Safety Video Surveillance Monitoring System as presented and open for public comments;
2. Do not approve first reading to the proposed new policy BP 3515.6 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading to the proposed new policy BP 3515.6, Business and Non-Instructional Operations, Use of School Safety Video Surveillance Monitoring System as presented and open for public comments.

USE OF SCHOOL SAFETY VIDEO SURVEILLANCE MONITORING SYSTEMS BP 3515.6(a)

The School Board authorizes the use of video surveillance equipment on school district property, school vehicles, and school contracted vehicles to ensure health, welfare, and safety of all staff, students, and visitors to district property and/or passenger in district contracted or authorized vehicles and to deter inappropriate behavior. Cameras will also be utilized to safeguard district facilities and equipment, as well as equipment owned by staff or students.

In dealing with surveillance of students and employees, the Board recognizes both its obligation to provide appropriate levels of supervision in the interest of safety and the fact that students and employees have privacy rights that are reduced but not eliminated while under the supervision of the school. Thus, video surveillance, like other forms of supervision, must be carried out in a way that respects privacy rights.

~~District Administrators are responsible for determining whether video recordings are educational records as defined by the Family Educational Rights and Privacy Act (FERPA)), 20 U.S.C. § 1232g and 34 CFR Part 99.~~

School safety video recordings which are not education records may be disclosed as provided in the Alaska Public Records Act, [AS § 40.25.110 – 40.25.125](#).

Use

Video surveillance cameras may be used to monitor and/or record in locations authorized by the School Site Administrator or the officials of the school district. Public notification signs must be prominently displayed, indicating the use of video surveillance. The district shall also notify staff and students through student/parent and staff handbooks that security cameras are in place within district property.

Camera Placement

The security camera system will be installed in public areas only. These areas include school buses, grounds, athletic areas such as the gymnasium and weight room, exterior entrances or exits to school buildings and large gathering spaces such as classroom corridors, cafeteria, lobby, and main entrances. Classrooms, restrooms, changing rooms, private offices, nurse's offices, and locker rooms are excluded from surveillance camera use. Security camera usage is prohibited in any space where this a reasonable expectation for privacy.

Security

Only a designated employee or agent of the school district will install surveillance cameras. Only designated school officials shall have access to the camera equipment and operations system. For the purposes of this policy, school officials are the Superintendent or his/her expressly authorized designees. Only these school officials shall handle the camera or copies of the video segments. Video copies shall be stored in a secure area. Video copies may never be sold, publicly viewed or distributed in any other fashion except as approved for by this policy and/or relevant to legislation. Law enforcement personnel may review camera recordings, when available, to investigate criminal conduct through a subpoena.

Viewing of Video Recordings

Video monitors used to view video recordings should not be located in a position that enables public viewing. Video recordings may only be viewed by school site administrators, school official, or school staff members with direct involvement with the recorded contents of the specific video recording or employees or agents responsible for the technical operation of the system (for technical purposes only). Parents may submit a written request to view video recordings that pertain only to their children in relation to a disciplinary issue, but the viewing may be approved only if it does not violate the privacy of other students (see next paragraph).

USE OF SCHOOL SAFETY VIDEO SURVEILLANCE MONITORING SYSTEMS BP 3515.6(B)

Use of Video Recordings for Disciplinary Action

Video recordings may be used as a basis for student or employee disciplinary action. Video surveillance recordings involving students are considered to be educational records under FERPA. Therefore, consent must be given in order to disclose information contained on video recordings obtained through video surveillance, except to the extent that FERPA authorizes disclosure without consent. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, give rise to a concern for the safety of a third party or where protected from disclosure by law. All viewing requests must be submitted in writing.

Retention of Video Recordings

A copy of a video recording shall be made when an incident results in a long-term suspension, a student injury, or there is a prospect of a legal claim against the district. The copy of the video recording shall be sent to the Superintendent or designee to be kept in a secure location. If a recording is used in the making of a decision about a student or employee, the recording must be kept for a minimum of one year, unless earlier erasure is authorized by or on behalf of the individual or the relevant appeals periods have been expired.

Video recordings shall be maintained for no more than 30 days and then erased unless they are being retained as indicated in the preceding paragraph or at the request of the school site administrator. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

Review

Each school site administrator is responsible for the proper implementation and control of the video surveillance system. The Superintendent of Schools or designee shall develop regulations governing the use of video recordings in accordance with applicable law and board policy.

(cf. 1340 – Access to District Records)

(cf. 3515 – School Safety and Security)

(cf. 3580 – District Records)

(cf. 5125 – Student Records)

Legal References:

UNITED STATES CODE 20 U.S.C. 1232g

UNITED STATES CODE OF FEDERAL REGULATIONS 34 CFR Part 99

ALASKA STATUTES

40.21.070 – Records Management for Local Records 40.25.110-250 Public Records Act

ALASKA ADMINISTRATIVE CODE

2 AAC 96.100-370 Public Information

Revised 10/2021

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 11, 2023

NUMBER: 23-091

FR: Office of the Superintendent

SUBJECT: Approval of
Superintendent's Out-of-
District Travel

ABSTRACT:

Superintendent's out-of-District travel and personal leave require Board approval.

ISSUE:

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

BACKGROUND AND/OR PERTINENT INFORMATION:

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

- Inupiaq Spring Retreat, April 17-20, 2023, in Anchorage, AK
- Alaska School Leadership Institute, May 24-26, 2023, in Anchorage, AK

ALTERNATIVES:

1. Approve the Superintendent's request for out-of-district travel as presented;
2. Do not approve the Superintendent's request for out-of-district travel as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

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

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 11, 2023

NUMBER: 23-092

FR: Office of the Superintendent

SUBJECT: Approval of FY24 Board
Meeting Dates

ABSTRACT:

Board approval is required for Board Meeting Dates.

ISSUE:

At issue is board approval of the FY24 Board Meeting Dates.

BACKGROUND AND/OR PERTINENT INFORMATION:

Board Bylaw 9320 Meetings states that Regular meetings shall be held on the last Tuesday of every month, unless otherwise determined by the Board.

ALTERNATIVES:

1. Approve the FY24 Board Meeting Dates as determined by the board.
2. Disapprove the FY24 Board Meeting Dates.
3. Take no final action.

NWABSD Board Meeting Dates

2023 to 2024

TENTATIVE

Jul 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Sept 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Oct 2023						
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22	23	24	25	26	27	28
29	30	31				

Nov 2023						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Dec 2023						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jan 2024						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Feb 2024						
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18	19	20	21	22	23	24
25	26	27	28	29		

Mar 2024						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Apr 2024						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jun 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Commented [A1]: Administration suggests cancelling the dates strikes in red because board meetings do not usually take place in July, December, and May.

Administration suggests moving the June meeting up to 3-4, as that is what has typically happened in the past.

- Things to Consider,
- AFN (Oct 19-21)
 - Halloween (Oct. 31)
 - Thanksgiving (Nov 23)
 - MTSS/RTI (Jan 27-28), staff will be returning on Jan 29

- Will there be virtual meetings?
- Will we add a day in January for the Superintendent Evaluation?
- Will we add a day to a meeting for the Board Evaluation?
- Will there be a board retreat in October?

Board Meetings in Yellow according to Board Bylaws
Suggested Board Meeting dates in Blue
Important Dates in Green

- Sept 16-17, AASB Fall Boardmanship, Anchorage, AK
- Nov 9-12, AASB Annual Conference, Anchorage, AK
- Dec 8-9, School Law & Equity Academy, Anchorage, AK
- Feb 10-13, Leadership & Legislative Fly-In, Juneau, AK
- April 20-21, AASB Spring Boardmanship, Anchorage, AK

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 11, 2023

NUMBER: 23-093

FR: Office of the Superintendent

SUBJECT: Selection of Recipients,
June Nelson Scholarship 2023

ABSTRACT:

Board approval is required for NWABSD June Nelson Scholarship recipients.

ISSUE:

Discussion to review applicants and determine recipients of the 2023 NWABSD June Nelson Scholarship. Selection of recipients of the June Nelson Scholarship 2023, application materials will be presented during executive session due to FERPA.

BACKGROUND AND/OR PERTINENT INFORMATION:

This year we had 4 students apply for the NWABSD June Nelson Scholarship. Review of applications and discussion will take place in executive session due to privacy considerations.

ALTERNATIVES:

1. Select recipient(s) of June Nelson Scholarship 2023.
2. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board selection from the qualified applicants per discussion in executive session.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 11, 2023

NUMBER: 23-094

FR: Office of the Superintendent

SUBJECT: Approval of Purchase,
Kivalina School Bus Shipping

ABSTRACT:

Board approval is required to expend \$50,000.00 and higher.

ISSUE:

At issue is board approval of the administration's request to ship two Thomas school busses for the new Kivalina school.

BACKGROUND AND/OR PERTINENT INFORMATION:

The administration is requesting the school boards approval to ship two (2) 2022 Thomas 81 passenger school busses for the new Kivalina Replacement School. The new Kivalina Replacement School opened to students on October 1, 2022. Kivalina's replacement school is situated seven (7) miles from the village. The State of Alaska requires schools/school districts to provide bus service for students that live in excess of one mile from their school. In order to satisfy this requirement, the administration has spent considerable time researching the purchase of school busses. Blue Bird and Thomas are the most commonly used brand of school busses in the United States. Currently Blue Bird does not have a dealership in the state of Alaska, so parts and service have to come from Seattle or beyond. Thomas's Anchorage dealer is Trailercraft, Inc. Trailercraft, Inc. is the sole source supplier of Thomas school busses in the state of Alaska. After much research it is the administration's recommendation that we ship two (2) 81 passenger Thomas school busses for the new Kivalina school from Trailercraft, Inc. FOB Seattle. The administration estimates the freight cost to transport the busses from Seattle to Kivalina will not exceed \$65,734.24.

ALTERNATIVES:

1. Approve the administration's request ship two (2) 81 passenger Thomas school busses from Trailercraft, Inc. FOB Seattle. Freight from Seattle to Kivalina not to exceed \$65,734.24
2. Disapprove the administration's request to ship two (2) 81 passenger Thomas school busses from Trailercraft, Inc. FOB Seattle. Freight from Seattle to Kivalina not to exceed \$65,734.24
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of the administration's request to ship two (2) 81 passenger Thomas school busses from Trailercraft, Inc. FOB Seattle. Freight from Seattle to Kivalina not to exceed \$65,734.24.



Requested by: Brandon Blackham	Phone:	Origin: Seattle, WA	Destination: Kivalina, AK
Company: NW Arctic Borough School District	Fax/Email: bblackham@nwarctic.org	Ship date:	Bid Date:
Address:	Prepared by: Rick Kellogg	Preparer phone: 206-892-2729	Preparer email: RKellogg@Lynden.com
City, state, zip:	Description: School Buses		

Origin: Seattle, WA		POL: SEATTLE		POD: KIVALINA		Ship dates:		Destination: Kivalina, AK		Dock to Dock			
Qty	Item No.	Pkg. Type	Description	Length	Width	Height	Weight	Min Qty	Rated As	Rate	Basis	Estimate	Ttl. Weight
1	1740-002	EACH	Breakbulk - School Buses	40' 0"	7' 10"	11' 2"	28,800	1	40.00	\$743.60	PLF	\$29,744.00	28,800
1	1740-002	EACH	Breakbulk - School Buses	40' 0"	7' 10"	11' 2"	27,800	1	40.00	\$743.60	PLF	\$29,744.00	27,800
			Fuel Surcharge (W/W); subject to the rate in effect at the time of shipment.							10.50	PCT	\$6,246.24	
SFT: 626.66 / CFT: 6997.78											SUBTOTAL:	\$65,734.24	56,600
SFT: 626.66 / CFT: 6997.78											TOTAL ESTIMATE:	\$65,734.24	56,600

Rates are subject to Carrier's marine equipment availability and common carrier schedule.

Rates are from the Carrier's dock to the traditional barge landing above normal tidal fluctuations.

Rates apply between Carrier's terminals only, and do not include pickup or delivery.

Next Steps:

1. **Make a booking:** If you are ready to schedule your shipment, please complete a shipping request on our website.
2. **Book a Shipment / Alaska Marine Lines (Lynden.com)**
Deliver your cargo in Seattle:
 Alaska Marine Lines - Terminal Y4
 6110 W Marginal Way SW
 Seattle, WA 98106

Dropoff Instructions:
www.lynden.com/aml/about/locations/

Fuel Surcharge: Rates are subject to Carrier's applicable fuel surcharge in effect at the time of shipment.

MEMORANDUM

TO: NWABSD Board of Education

DATE: April 11, 2023

NUMBER: 23-095

FR: Office of the Superintendent

SUBJECT: Approval of Purchase,
FY24 Heating Fuel Purchase

ABSTRACT:

Board approval is required for expenditures that exceed \$50,000.

ISSUE:

At issue is board approval to award the NWABSD's FY24 heating fuel order to the lowest bidder by site.

BACKGROUND AND/OR PERTINENT INFORMATION:

The Property Services department received bids for an RFP for the purchase and delivery of approximately 575,600 gallons of heating fuel to eleven (11) NWABSD school sites in summer 2024, 25,000 gallons of ULSD, and 3000 gallons of unleaded to Kivalina. The RFP was sent to the only two vendors that deliver fuel within the Northwest Arctic Borough, Crowley Petroleum Distribution and Vitus Fuel Services. The deadline for submitting bids was Monday, April 3 at 4:00 p.m. The lowest bidder by site will be awarded the fuel bid(s). Crowley Petroleum Distribution was the lowest bidder for eleven (11) sites and Vitus Fuel Services was the lowest bidder for no (0) sites. The bid prices by site are attached.

Funding: General Funds

ALTERNATIVES:

1. Approve the administration's request to award the NWABSD FY24 heating fuel bid to Crowley Petroleum Distribution for an amount not to exceed \$2,996,437.80 as presented.
2. Disapprove the administration's request to award the NWABSD FY24 heating fuel bid to Crowley Petroleum Distribution.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval to award Crowley Petroleum Distribution our fuel bid for for an amount not to exceed \$2,996,437.80 as presented.



April 3, 2023

Northwest Arctic Borough School District
Attention: Brandon Blackham
P.O. Box 51
Kotzebue, AK 99752

RE: 2023 Fuel Bid

Mr. Blackham

In response to the Northwest Arctic Borough School District (NWABSD) RFP –2023 Fuel Bid, Crowley Fuels LLC (Crowley) respectfully submits the attached proposal for your review and consideration.

Crowley began serving the people and businesses of Alaska in 1953 – 70 years and counting – and has consistently provided unique solutions to Alaska’s logistics and marine transportation and fuel distribution challenges throughout Alaska’s communities. Today, with a storage capacity of more than 76 million gallons, we are one of the unquestioned leaders in the Alaska fuel industry, providing transportation, distribution, and sales of petroleum products to more than 280 communities across the state. We have nineteen terminals strategically positioned across Alaska serving retail, commercial, construction, transportation, and aviation industries.

Crowley followed the requirements of the RFP and is submitting independent price bids for each of the locations identified in the RFP. Proposed pricing for the locations of Ambler, Kobuk, Shungnak is predicated on the award of all three sites to Crowley. Crowley proposes delivering during the summer months between June 1 and September 30, 2023. Crowley certifies that a representative of the company, authorized to negotiate and execute contracts, has signed this offer and has the authority to enter into a fuel agreement with NWABSD.

We value our relationship with NWABSD and understand the importance of safe and timely deliveries of fuel to the district locations. We appreciate the opportunity to participate in the competitive bid process and look forward to serving the district locations for the coming season. If you should have questions or need any clarification to our submittal, please call Todd Tikiun, Senior Account Executive at (907) 545-0948 or via email at Todd.Tikiun@crowley.com

Respectfully,

Todd Tikiun
Senior Sales Executive, Customer Experience
Crowley Fuels, LLC

This proposal, including attachments, is confidential, proprietary, and may be subject to attorney-client privilege. This proposal is intended only for the use of Northwest Arctic Borough School District. Any dissemination, distribution or copying of this proposal is strictly prohibited.

Sites	Estimated Fuel Quantity (Gallons)	Delivery Fee- PER GALLON	Extended Proposal Price	Notes
Buckland	58,000	\$5.8005	\$336,429.00	
Deering	24,000	\$5.0005	\$120,012.00	
Kivalina HF/ULSD1	65,600	\$5.0005	\$328,032.80	
Kivalina RUL	3,000	\$5.5005	\$16,501.50	
Kotzebue	120,000	\$4.7605	\$571,260.00	
ATC - Kotzebue	30,000	\$4.7605	\$142,815.00	
Kiana	45,000	\$5.0005	\$225,022.50	
Noorvik	55,000	\$5.0005	\$275,027.50	
Selawik	90,000	\$5.0005	\$450,045.00	
Ambler	41,000	\$6.2505	\$256,270.50	
Kobuk	19,000	\$6.2505	\$118,759.50	
Shungnak	25,000	\$6.2505	\$156,262.50	
	575,600		\$2,996,437.80	

* PRICING INCLUDES ALL TAX

- a. Delivery to the communities of Ambler, Kobuk and Shungnak is predicated on receiving the award for all three locations.
- b. Delivery to the communities of Ambler, Kobuk and Shungnak are extremely dependent on the water level of the river. Please refer to the Force Majeure clause identified in Attachment B, Standard Terms and Conditions, Section 6, Exceptions.
- c. Under any Force Majeure situation, the NWABSD will allow Crowley an opportunity to cure any obligation before NWABSD seeks substitute performance from any other party.
- d. NWABSD will be required to nominate final quantities prior to May 15, 2023 Prices valid until 12:00 AM

Date:

Subject: FW: Fuel bids for summer 2023
Date: Monday, April 3, 2023 at 1:29:52 PM Alaska Daylight Time
From: Brandon Blackham
To: Jazmine Camp
Attachments: image003.png

See Vitus Fuel bid below

From: Mike Poston <Mike.Poston@vitusmarine.com>
Date: Monday, April 3, 2023 at 12:19 PM
To: Brandon Blackham <bblackham@nwarctic.org>
Subject: RE: Fuel bids for summer 2023

[EXTERNAL EMAIL - CAUTION]: Do not open unexpected attachments or links.

Brandon, below please find Vitus' offer on your summer fuel RFP. Prices offered are fixed and based on delivery via barge except for Kivalina. Kivalina prices include a \$0.75 per gallon premium for truck delivery. Vitus encourages NWABSD to acquire it's own truck for Kivalina to avoid future trucking costs. All prices include federal lurt tax of .001 per gallon and exclude all other taxes based on official use by State or Local Government and therefore exempt. Per your RFP we understand that awards will be made on a site by site basis, not broken down by product or customer.

Thanks,
 Mike
 907-538-2198

2023 Fuel Request		
Heating Fuel		Total
	Ambler	no bid
	Buckland	no bid
	Deering	\$5.104
	Kiana	\$5.204
	Kivalina	\$5.854
	Kobuk	no bid
	Kotzebue	no bid
	ATC	no bid
	Noorvik	\$5.204
	Selawik	\$5.104
	Sungnak	no bid
ULSD		
	Kivalina	\$5.854
Unleaded		

From: Brandon Blackham <bblackham@nwarctic.org>
Sent: Thursday, March 16, 2023 12:09 PM
To: Tikiun, Todd <Todd.Tikiun@crowley.com>; Mike Poston <Mike.Poston@vitusmarine.com>
Subject: Fuel bids for summer 2023

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Good morning

Attached you will find a request to bid fuel for 11 sites. Feel free to contact me with any questions. Some sites may need adjusting, as the Memorandum explains this is an approximate/estimate. I will let you know as information comes in. Please submit by Monday April 3rd, 2023.

Thank you
Brandon

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: April 11, 2023

NUMBER: 23-096

FR: Office of the Superintendent

SUBJECT: Approval of FY23 District Operating Fund Budget Revision #3

ABSTRACT:

The School Board shall establish and maintain a balanced budget.

ISSUE:

At issue is the approval of the FY23 District Operating Fund Budget Revision #3

BACKGROUND AND/OR PERTINENT INFORMATION:

The FY23 District Operating Fund Budget was approved and adopted at the April 26th, 2022 Regular School Board meeting with expenditures in the amount of \$60,807,518. Budget Revision #1 was approved in June with expenditures in the amount of \$62,991,793, and Budget Revision #2 was approved in January with expenditures in the amount of \$64,401,543.

Presented to you is Budget Revision #3 for the FY23 Operating Fund Budget.

Revision #3 is based on a review of revenues and expenditures. In summary Revision #3 includes:

Revenues: \$59,993,182

Expenditures: \$61,588,388

Transfer in from Other Funds: \$0

Transfers out to Other Funds: \$500,000

The revision includes a decrease to salary expenditures by roughly \$2.8 million. This is after a review of open positions and releasing the encumbrance on one half of a year's salary for those open positions and increasing the budget for temporary positions.

The revision includes a decrease in revenue by roughly \$2 million. This decrease is based off of State projections, an increased contribution from the Borough, and reducing the budgeted Impact Aid to what has been received this year.

Overall, I am projecting a decrease in fund balance of approximately \$2 million.

I expect that we will have another revision to the FY23 budget in June to true up accounts before the FY23 year-end closeout to have a better estimate of year end fund balance going in to FY24.

ALTERNATIVES:

1. Approve Revision #3 of the FY23 District Operating Fund Budget as presented;

2. Disapprove Revision #3 of the FY23 District Operating Fund Budget as presented;
3. Take no action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve Revision #3 of the FY23 District Operating Fund Budget as presented.

**Northwest Arctic Borough School District
FY23 Budget**

	FY23	FY23	Changes	NOTES
	<u>Current Budget</u>	<u>Revised Budget</u>		
REVENUE				
Other Local Revenue	\$450,000	\$450,000	\$0	
Earnings on Investments	\$230,000	\$230,000	\$0	
Donations/Contributions	\$0	\$0	\$0	
Borough Appropriation	\$6,540,579	\$8,540,579	\$2,000,000	Borough's additional contribution
E-rate Program	\$7,456,903	\$7,456,903	\$0	
State Foundation	\$38,969,601	\$37,679,925	(\$1,289,676)	Based on State's 5 year end calculations
Quality Schools	\$108,384	\$108,384	\$0	
TRS On-behalf - 12.06%	\$1,789,996	\$1,789,996	\$0	
PERS On-behalf - 2.79%	\$222,108	\$222,108	\$0	
Revenue - Other State Sources	\$11,157	\$1,525,156	\$1,513,999	One time State funding & PFD raffle
Impact Aid Program	\$6,216,361	\$1,990,131	(\$4,226,230)	Reduced to received to date
TOTAL REVENUES	\$61,995,089	\$59,993,182	(\$2,001,907)	
TRANSFERS IN				
District Technology Fund				
Locally Funded Maintenance CIP Fund	\$0	\$0	\$0	
Teacher housing CIP Fund				
Kivalina District Contribution				
NW Magnet School Expansion				
Magnet School Dormitory				
ATC Capital Reserve				
CIP Reserved Local Share				
TOTAL TRANSFERS IN	\$0	\$0		
EXPENSES				
Certificated Salaries	\$15,519,124	\$13,275,479	(\$2,243,644)	Due to encumbrance of unfilled positions
Non-Certificated Salaries	\$8,986,020	\$8,416,510	(\$569,510)	Due to encumbrance of unfilled positions
Leave Pay Out	\$206,510	\$206,510	\$0	
Board Stipends	\$79,000	\$79,000	\$0	
Employee Benefits	\$11,490,062	\$11,490,062	\$0	
TRS On-behalf	\$1,789,996	\$1,789,996	\$0	
PERS On-behalf	\$222,108	\$222,108	\$0	
SUBTOTAL: Personnel	\$38,292,821	\$35,479,667	(\$2,813,154)	
Professional & Technical Services	\$3,564,671	\$3,564,671	\$0	
Staff Travel	\$569,565	\$569,565	\$0	
Board Travel	\$89,379	\$89,379	\$0	
Student Travel	\$1,133,275	\$1,133,275	\$0	
Utility Services	\$8,970,476	\$8,970,476	\$0	
Energy-includes electricity & fuel	\$4,754,978	\$4,754,978	\$0	
Other Purchased Services	\$4,492,906	\$4,492,906	\$0	
Property & Liability Insurance	\$1,002,689	\$1,002,689	\$0	
Supplies, Materials & Media	\$1,633,932	\$1,633,932	\$0	
Tuition	\$10,620	\$10,620	\$0	
Dues & Fees	\$134,637	\$134,637	\$0	
Inventoried Equipment	\$51,593	\$51,593	\$0	
Indirect Cost Recovery	(\$300,000)	(\$300,000)	\$0	
SUBTOTAL: Non-Personnel	\$26,108,721	\$26,108,721	\$0	
TOTAL EXPENSES	\$64,401,543	\$61,588,388		
TRANSFERS OUT				
Food Service Fund	\$0	\$0	\$0	
ATC	\$0	\$0	\$0	
Star of the Northwest - Magnet School	\$0	\$0	\$0	
Teacher Housing Fund	\$350,000	\$350,000	\$0	
Special Revenue Fund - Student Transport	\$150,000	\$150,000	\$0	
TOTAL TRANSFERS OUT	\$500,000	\$500,000	\$0	
INCREASE (DECREASE)-UNRESERVED FB	(\$2,906,453)	(\$2,095,206)		
FY22 Unreserved Fund Balance	\$7,541,586	\$7,541,586		
Projected Decrease in Fund Balance	\$4,635,133	\$5,446,380		

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: April 11, 2023

NUMBER: 23-097

FR: Office of the Superintendent

SUBJECT: Adoption of FY24 Proposed Operating Fund Budget

ABSTRACT:

The School Board shall establish and maintain a balanced budget.

ISSUE:

At issue is the adoption of the Fiscal Year 2023-2024 Proposed Operating Fund Budget.

BACKGROUND AND/OR PERTINENT INFORMATION:

The FY24 Proposed Operating Fund Budget is being presented for adoption. The preliminary FY24 Operating Fund Budget was reviewed with the Budget Committee in February. Proposed Actions to balance the FY24 Budget were presented and discussed in detail at the budget work session on Wednesday March 6th, 2023. The District Administration presented the FY24 Proposed Budget to staff on April 3rd and postponed the presentation to parents and the community on March 30th due to the lack of participation. These presentations are to increase transparency with stakeholders about the planned reductions to the budget and to seek feedback.

Presented to you for adoption is the FY24 Proposed Operating Fund Budget, which includes:

- Revenue Plan of \$59,608,615
- Expenditure Plan of \$60,362,320
- Transfer to Other Funds in the amount of \$600,000
- Use of Fund balance in the amount of \$1,353,706

The FY24 Proposed Operating Budget includes reductions to the overall budget:

- 31.42 Full Time Equivalent positions reduced based on higher Student to Teacher Ratio and other administrative reductions.
- Reductions to supplies, travel, professional & technical services, and heating fuel
- Reductions to student activities travel
- A decrease in heating fuel costs based on a change in fuel surcharge
- Programs and positions being moved to ESSER grant funding
- An internet cost decrease

The District Administration will continue to look for revenue sources to pay for these important programs.

ALTERNATIVES:

1. Adopt the FY24 Proposed Operating Fund Budget as presented;

2. Disapprove the FY24 Proposed Operating Fund Budget as presented;
3. Take no action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board adopt the FY24 Proposed Operating Fund Budget as presented.

**Northwest Arctic Borough School District
FY24 Proposed Budget**

	FY22	FY23	FY24	Changes FY23 to Proposed	NOTES
	Actual Transactions	Current Budget	Proposed Budget Budget		
REVENUE					
Other Local Revenue	\$555,433	\$450,000	\$450,000	\$0	Estimated based on historical
Earnings on Investments	\$13,734	\$230,000	\$300,000	\$70,000	
Donations/Contributions	\$0	\$0	\$0	\$0	
Borough Appropriation	\$4,151,951	\$6,540,579	\$6,645,111	\$104,532	Increase due to property value
E-rate Program	\$7,293,845	\$7,456,903	\$7,205,220	(\$251,683)	
State Foundation	\$37,363,786	\$38,969,601	\$37,434,458	(\$1,535,144)	Based on Projection of 1880
Other State Rev - Quality Schools	\$107,204	\$108,384	\$109,952	\$1,568	Based on ADM
TRS On-behalf	\$2,699,733	\$1,789,996	\$2,185,557	\$395,561	
PERS On-behalf	\$678,360	\$222,108	\$263,317	\$41,209	
Revenue - Other State Sources	\$16,960	\$11,157	\$15,000	\$3,843	
Impact Aid Program	\$1,647,184	\$6,216,361	\$5,000,000	(\$1,216,361)	
TOTAL REVENUES	\$54,528,190	\$61,995,089	\$59,608,615	(\$2,386,475)	
TRANSFERS IN					
Capital Improvement Funds	\$0	\$0	\$0		
TOTAL TRANSFERS IN	\$0	\$0	\$0		
EXPENSES					
Certificated Salaries	\$13,149,886	\$15,519,124	\$14,565,301	(\$953,823)	31.42 FTE decrease plus positions to ESSER
Non-Certificated Salaries	\$8,034,015	\$8,986,020	\$8,427,137	(\$558,884)	31.42 FTE decrease plus positions to ESSER
Leave Pay Out	\$311,155	\$206,510	\$195,000	(\$11,510)	Based on average payout
Board Stipends	\$90,118	\$79,000	\$79,000	\$0	
Employee Benefits	\$10,328,426	\$11,490,062	\$10,478,366	(\$1,011,697)	31.42 FTE decrease plus positions to ESSER
TRS On-behalf	\$2,699,733	\$1,789,996	\$2,185,557	\$395,561	
PERS On-behalf	\$678,360	\$222,108	\$263,317	\$41,209	
SUBTOTAL: Personnel	\$35,291,693	\$38,292,821	\$36,193,678	(\$2,099,144)	
Professional & Technical Services	\$2,827,354	\$3,564,671	\$3,369,006	(\$195,665)	
Staff Travel	\$299,976	\$569,565	\$482,400	(\$87,165)	
Board Travel	\$84,781	\$89,379	\$89,379	\$0	
Student Travel	\$600,625	\$1,133,275	\$641,275	(\$492,000)	Decrease to student activities travel
Utility Services	\$8,594,279	\$8,970,476	\$8,387,769	(\$582,708)	Decrease to internet & based on usage
Energy-includes electricity & fuel	\$3,635,386	\$4,754,978	\$4,528,070	(\$226,908)	Decrease to heating fuel costs
Other Purchased Services	\$2,328,294	\$4,492,906	\$4,391,906	(\$101,000)	
Property & Liability Insurance	\$953,044	\$1,002,689	\$1,000,159	(\$2,530)	
Supplies, Materials & Media	\$1,085,591	\$1,633,932	\$1,415,185	(\$218,747)	Decrease to supplies
Tuition	\$9,951	\$10,620	\$20,000	\$9,380	
Dues & Fees	\$156,999	\$134,637	\$133,494	(\$1,143)	
Inventoried Equipment	\$61,273	\$51,593	\$25,000	(\$26,593)	
Indirect Cost Recovery	(\$465,557)	(\$300,000)	(\$315,000)	(\$15,000)	Estimated based on historical
SUBTOTAL: Non-Personnel	\$20,171,996	\$26,108,721	\$24,168,643	(\$1,940,079)	
TOTAL EXPENSES	\$55,463,690	\$64,401,543	\$60,362,320		
TRANSFERS OUT					
Food Service Fund	\$0	\$0	\$0	\$0	
ATC	\$604,162	\$0	\$0	\$0	
Star of the Northwest - Magnet Schoc	\$188,882	\$0	\$0	\$0	
Teacher Housing Fund	\$489,891	\$350,000	\$450,000	\$100,000	Estimated based on historical
Special Revenue Fund - Transportatio	\$170,201	\$150,000	\$150,000	\$0	
TOTAL TRANSFERS OUT	\$1,453,136	\$500,000	\$600,000	\$100,000	
INCREASE (DECREASE)-UNRESERVED FE	(\$2,388,635)	(\$2,906,453)	(\$1,353,706)		Use of Fund Balance to balance budget

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 11, 2023

NUMBER: 23-098

FR: Office of the Superintendent

SUBJECT: Approval of Award of Copier
Purchase & Contract for
Maintenance Services

STRATEGIC PLAN/BOARD GOAL:

Ensure budget integrity and transparency.

ABSTRACT:

Board approval is required for all contracts and agreements of \$ 50,000 or more.

ISSUE:

At issue is the approval of a Memorandum of Agreement (MOA) between NWABSD and Boynton Office Systems for the purchase of 24 copiers and award a contract for District wide maintenance services starting July 1, 2023, and ending June 30th, 2026 and may be renewed for up to an additional 2 years.

BACKGROUND AND/OR PERTINENT INFORMATION:

The District copier fleet is in need of several replacements due to copier age and after excessive use to make homework packets during school closures. The attached list shows the District's current list of Canon copiers and the requested replacement models.

The District put out a request for proposals in March of 2023 to purchase 24 new copiers and to request maintenance services for the District's copier fleet. The District received one proposal from Boynton Office Systems. Boynton's proposal includes the copier purchase price of \$231,780, and a yearly maintenance contract of approximately \$70,517 (depending on copy count).

Funding Source: ESSER II Grant (copiers) & General Fund (yearly maintenance)

ALTERNATIVES:

1. Approve the Memorandum of Agreement (MOA) between NWABSD and Boynton Office Systems for the purchase of 24 copiers and award a contract for District wide maintenance services;
2. Disapprove the Memorandum of Agreement (MOA) between NWABSD and Boynton Office Systems for the purchase of 24 copiers and award a contract for District wide maintenance services;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATIONS:

The Administration recommends that the Board approve the Memorandum of Agreement (MOA) between NWABSD and Boynton Office Systems for the purchase of 24 copiers and award a contract for District wide maintenance services.

**ATTACHMENT C
DISTRICT-WIDE COPIERS BY SITE**

SITE	CURRENT COPIER TYPE	SERIAL NUMBER	YEAR PURCHASED	REPLACEMENT MODEL
Ambler	IR-400	QLA-04698	3/6/14	DX 617iFZ
Ambler Color	IR-500	QLL-05315	8/20/15	DX C3835i
ATC	IR-400	QLA-48848	11/21/18	DX 617iFZ
ATC Color	IR-C5240	JRA09465	4/25/14	DX C3835i
Buckland	IR-615 III	28W00798	10/7/19	N/A
Buckland				DX C3835i
Deering	IR-615 III	28W00760	10/7/19	N/A
Deering				DX C3835i
DO-Supt	IR-400	QLA-33670	3/4/17	DX 617iFZ
DO-SPED	IRV-525	2BE-01326	2/13/19	N/A
DO-PS	IR-C475	2HG-01154	10/1/20	N/A
DO-HR Color	IR-400	QLA--27360	9/15/16	DX C3835i
DO-Up	IR-6255	NMU-18785	9/5/15	6780i
DO-Down	IR-6255	NMU08044	9/15/15	6780i
D.O. Color	IR-C5535	WXF-13228	7/26/17	DX C3835i
D.O. MA				DX 617iFZ
D.O.	iR Adv 617iFZ	3CB00644	12/15/21	N/A
JNES-UP	IR-6555	XNM-02087	9/15/15	6780i
JNES-Lower	IR-6575I	SMT-00774	9/15/16	6780i
JNES-Color	IR-C5535	WXF-13246	7/26/17	DX C3835i
Kiana	615iF	28VOO548	10/7/19	N/A
Kiana	DX 5840i	2YJ15440	9/27/22	N/A
Kivalina				DX C3835i
Kivalina	IR-615 III	28W00662	9/15/20	N/A
Kivalina	IR-615 III	28W00664	9/15/20	N/A
KMHS	IR-6555	XNM-02087	9/15/16	6780i
KMHS Color				DX C3835i
KMHS	DX-6780I	27P04055	11/15/21	N/A
Kobuk				DX C3835i
Kobuk	IR-615 III	28W00680	9/15/20	N/A
Noatak	IR-400	QLA-48849	1/23/15	DX 617iFZ
Noatak Color	IR-500	QLL-03772	2/6/15	DX C3835i
Noorvik	IR-500	QLL-07538	9/15/16	DX 617iFZ
Noorvik Color	IR-4225	RKM-08507	9/12/12	DX C3835i
Selawik	IR-615 III	28W00814	10/7/19	N/A
Selawik	IR-400	QLA-27015	9/15/16	DX 617iFZ
Selawik	iR Adv 617iFZ	3CB00643	12/21/21	N/A
Shungnak	IR-C5740	3BB03094	11/26/20	N/A
Shungnak	IR615	28VOO591	11/19/19	N/A

Grand Total:

24 Devices

All prices include shipping into Kotzebue

Shipping from Kotzebue will be billed separately at actual cost

MEMORANDUM

TO: NWABSD Board of Education

DATE: April 11, 2023

NUMBER: 23-100

FR: Office of the Superintendent

SUBJECT: Approval of Human Resources

ABSTRACT:

Each month various Human Resources actions occur which require Board action or cognizance.

ISSUE:

At issue is the approval of Human Resources actions.

BACKGROUND AND/OR PERTINENT INFORMATION:

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.

ALTERNATIVES:

1. Approve the Human Resources actions as presented;
2. Disapprove the Human Resources actions as presented;
3. Take no final action.

ADMINISTRATION RECOMMENDATION:

The administration recommends the Board approve the Human Resources actions as presented.

**Human Resources
April 2023**

I. The administration recommends approval of the following action items:

- a) Certified rehires FY24
- b) Certified new hires FY24
- c) Classified new hires FY23
- d) Classified rehires FY24

a) The administration recommends approval of the following FY24 Certified Rehires

LOCATION & DATE	NAME	POSITION
<u>DO</u> 03/2023	Kristen Woodie	Staff Dev. Specialist
<u>AMBLER</u> 03/2023	Mary Palma	Teacher
<u>Kivalina</u> 04/2023 04/2023	Jeremy Millard Jenissa Magbanua	Principal Teacher
<u>NOATAK</u> 03/2023	Meghan Houk	Teacher
<u>NOORVIK</u> 03/2023	Jeffrey Robinson Kelly Halkyard	Teacher Teacher
<u>SELAWIK</u> 03/2023	Kamara Barclay	Teacher
<u>KMHS</u> 03/2023	Geoffrey Frix	Teacher

b) The administration recommends approval of the following FY24 Certified New Hires:

LOCATION&DATE	NAME	POSITION
<u>DO</u> 03/23	Tracy Bell	Dir. Of Curriculum
<u>KOBUK</u> 03/2023	Jacqueline McManus	Teacher
<u>NOATAK</u> 04/2023	Sarrah Mae Dallingay	Teacher
<u>NOORVIK</u> 03/2023	Tamara Milner	Teacher

JNES

03/2023	Elizabeth McPadden	Teacher
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SELAWIK

03/2023	Chelsey Goodwin	Teacher
03/2023	Edwin Rehor	Teacher

c) The administration recommends approval of the following FY23 Classified New Hires:

LOCATION&DATE	NAME	POSITION
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ATC

04/2023	Charles Keeter	Millwright Instructor
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SELAWIK

04/2023	Lea Beylund	Inupiaq Instructor
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d) The administration recommends approval of the following FY24 Classified Re-Hires:

LOCATION&DATE	NAME	POSITION
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DO

03/23	Brandon Blackham	Director Maintenance
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II The administration reports the following non-action items

a. Certified Resignations

a. The administration reports on the following certified resignations (declined contract):

LOCATION&DATE	NAME	POSITION
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D.O.

05/10/2023	Stephanie Holton	Staff Dev. Spec.
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Ambler

05/10/2023	Mark Sommer	Teacher
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Buckland

05/10/2023	Donna Malain	Teacher
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Kiana

05/10/2023	Randy Gillet	Teacher
05/10/2023	Patrica Gillet	Teacher

KMHS

05/10/2023	Faith Moeller	Teacher
05/10/2023	Venatrice Levy	Teacher

KOBUK

05/10/2023

05/10/2023

Shannon Trvz

Tyler Trvz

Teacher

Teacher

Noatak

05/10/2023

05/10/2023

Corilyn Adams

John Brown

Teacher

Teacher

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 11, 2023

NUMBER: 23-101

FR: Office of the Superintendent

SUBJECT: Approval of Amendment to
2023-2026 Calendar

STRATEGIC PLAN/BOARD GOAL:

Student Learning: Strengthen student progress monitoring.

ABSTRACT:

Board approval is required for school year calendars.

ISSUE:

At issue is the Board's approval of the School Calendars for school years; 23-24, 24-25 and 25-26 to include district-wide Parent/Teacher conference days. This will allow the district to comply with Alaska Reads Act requirements.

BACKGROUND AND/OR PERTINENT INFORMATION:

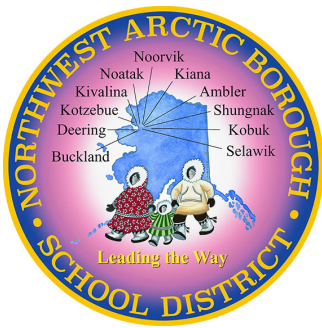
In December 2023 the board approved the School Calendars for school years; 23-24, 24-25 and 25-26. Since this time, the Alaska Reads Act has been enacted. In this law there is a requirement of timely meetings with parents regarding their child reading skills. The calendars up for approval now, incorporate parent teach conferences to meet this requirement within the correct timeline district wide.

ALTERNATIVES:

1. Approve NWABSD three-year school calendars with District wide Parent/teacher conferences included.
2. Disapprove of calendars updated.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of calendar updates to incorporate District-wide Parent teacher conferences.



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

2023-2024 District Calendar

Key:
 I = Inservice day
 W = Work day
 P = Parent conf.
 S = School day
 H = Legal holiday
 V = Vacation

Aug-2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
	I	I	I	I	I	
20	21	22	23	24	25	26
	W	S	S	S	S	
27	28	29	30	31		
	S	S	S	S		

Sep-2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
					S	
3	4	5	6	7	8	9
	H	S	S	S	S	
10	11	12	13	14	15	16
	S	S	S	S	S	
17	18	19	20	21	22	23
	I	S	S	S	S	
24	25	26	27	28	29	30
	S	S	S	S	S	

Oct-2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
	S	S	S	S	S	
8	9	10	11	12	13	14
	P	S	S	S	S	
15	16	17	18	19	20	21
	S	S	S	S	S	
22	23	24	25	26	27	28
	I	I	S	S	S	
29	30	31				
	S	S				

Total	14	S	8
W	1	H	0
I	5	P	0

Total	21	S	19
W	0	H	1
I	1	P	0

Total	22	S	19
W	0	H	0
I	2	P	1

Nov-2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
			S	S	S	
5	6	7	8	9	10	11
	S	S	S	S	S	
12	13	14	15	16	17	18
	S	S	S	S	S	
19	20	21	22	23	24	25
	S	S	V	H	H	
26	27	28	29	30		
	S	S	S	S		

Dec-2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
					S	
3	4	5	6	7	8	9
	S	S	S	S	S	
10	11	12	13	14	15	16
	S	S	S	S	S	
17	18	19	20	21	22	23
	V	V	V	V	V	
24	25	26	27	28	29	30
	H	V	V	V	V	
31						

Jan-2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
	H	V	S	S	S	
7	8	9	10	11	12	13
	S	S	S	S	S	
14	15	16	17	18	19	20
	S	S	S	S	S	
21	22	23	24	25	26	27
	S	S	S	S	S	
28	29	30	31			
	S	S	S			

Feb-2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
				S	S	
4	5	6	7	8	9	10
	S	S	S	S	S	
11	12	13	14	15	16	17
	I	S	S	S	S	
18	19	20	21	22	23	24
	S	S	S	S	S	
25	26	27	28	29		
	S	S	S	S		

Total	21	S	19
W	0	H	2
I	0	P	0

Total	12	S	11
W	0	H	1
I	0	P	0

Total	22	S	21
W	0	H	1
I	0	P	0

Total	21	S	20
W	0	H	0
I	1	P	0

Mar-2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
					S	
3	4	5	6	7	8	9
	S	S	S	S	S	
10	11	12	13	14	15	16
	V	V	V	V	H	
17	18	19	20	21	22	23
	S	S	S	S	S	
24	25	26	27	28	29	30
	P	S	S	S	S	
31						

Apr-2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
	S	S	S	S	S	
7	8	9	10	11	12	13
	I	S	S	S	S	
14	15	16	17	18	19	20
	S	S	S	S	S	
21	22	23	24	25	26	27
	S	S	S	S	S	
28	29	30				
	S	S				

May-2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
			S	S	S	
5	6	7	8	9	10	11
	S	S	S	S	S	
12	13	14	15	16	17	18
	S	S	S	S	S	
19	20	21	22	23	24	25
	S	S	S	S	W	
26	27	28	29	30	31	
	S	S	S	S	S	

Student Days	170
Holidays	6
Work days	2
Parent conf.	2
Inservice	10
Total	190

Shaded dates = end of quarter/semester

1st QTR 41
 2nd QTR 43
 3rd QTR 44
 4th QTR 42

84
86

Total	17	S	15
W	0	H	1
I	0	P	1

Total	22	S	21
W	0	H	0
I	1	P	0

Total	18	S	17
W	1	H	0
I	0	P	0



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

2024-2025 District Calendar

Key:
 I = Inservice day
 W = Work day
 P = Parent conf.
 S = School day
 H = Legal holiday
 V = Vacation

Aug-2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
	I	I	I	I	I	
18	19	20	21	22	23	24
	W	S	S	S	S	
25	26	27	28	29	30	31
	S	S	S	S	S	

Sep-2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
	H	S	S	S	S	
8	9	10	11	12	13	14
	S	S	S	S	S	
15	16	17	18	19	20	21
	I	S	S	S	S	
22	23	24	25	26	27	28
	S	S	S	S	S	
29	30					
	P					

Oct-2024						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
		S	S	S	S	
6	7	8	9	10	11	12
	S	S	S	S	S	
13	14	15	16	17	18	19
	S	S	S	S	S	
20	21	22	23	24	25	26
	I	I	S	S	S	
27	28	29	30	31		
	S	S	S	S		

Total	15	S	9
W	1	H	0
I	5	P	0

Total	21	S	18
W	0	H	1
I	1	P	1

Total	23	S	21
W	0	H	0
I	2	P	0

Nov-2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
					S	
3	4	5	6	7	8	9
	S	S	S	S	S	
10	11	12	13	14	15	16
	S	S	S	S	S	
17	18	19	20	21	22	23
	S	S	S	S	S	
24	25	26	27	28	29	30
	S	S	V	H	H	

Dec-2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
	S	S	S	S	S	
8	9	10	11	12	13	14
	S	S	S	S	S	
15	16	17	18	19	20	21
	S	S	S	S	S	
22	23	24	25	26	27	28
	V	V	H	V	V	
29	30	31				
	V	V				

Jan-2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
			H	V	V	
5	6	7	8	9	10	11
	S	S	S	S	S	
12	13	14	15	16	17	18
	S	S	S	S	S	
19	20	21	22	23	24	25
	S	S	S	S	S	
26	27	28	29	30	31	
	S	S	S	S	S	

Feb-2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
	S	S	S	S	S	
9	10	11	12	13	14	15
	I	S	S	S	S	
16	17	18	19	20	21	22
	S	S	S	S	S	
23	24	25	26	27	28	
	S	S	S	S	S	

Total	20	S	18
W	0	H	2
I	0	P	0

Total	16	S	15
W	0	H	1
I	0	P	0

Total	21	S	20
W	0	H	1
I	0	P	0

Total	20	S	19
W	0	H	0
I	1	P	0

Mar-2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
	S	S	S	S	S	
9	10	11	12	13	14	15
	P	S	S	S	S	
16	17	18	19	20	21	22
	V	V	V	V	H	
23	24	25	26	27	28	29
	S	S	S	S	S	
30	31					
	S					

Apr-2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
		S	S	S	S	
6	7	8	9	10	11	12
	I	S	S	S	S	
13	14	15	16	17	18	19
	S	S	S	S	S	
20	21	22	23	24	25	26
	S	S	S	S	S	
27	28	29	30			
	S	S	S			

May-2025						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
				S	S	
4	5	6	7	8	9	10
	S	S	S	S	S	
11	12	13	14	15	16	17
	S	S	S	S	S	
18	19	20	21	22	23	24
	S	S	W			
25	26	27	28	29	30	31

Student Days	170
Holidays	6
Work days	2
Parent conf.	2
Inservice	10
Total	190

Shaded dates = end of quarter/semester

1st QTR 41 86
 2nd QTR 45
 3rd QTR 43 84
 4th QTR 41

Total	17	S	15
W	0	H	1
I	0	P	1

Total	22	S	21
W	0	H	0
I	1	P	0

Total	15	S	14
W	1	H	0
I	0	P	0



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

2025-2026 District Calendar

Key:
 I = Inservice day
 W = Work day
 P = Parent conf.
 S = School day
 H = Legal holiday
 V = Vacation

Aug-2025						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
	I	I	I	I	I	
17	18	19	20	21	22	23
	W	S	S	S	S	
24	25	26	27	28	29	30
	S	S	S	S	S	
31						

Sep-2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
	H	S	S	S	S	
7	8	9	10	11	12	13
	S	S	S	S	S	
14	15	16	17	18	19	20
	I	S	S	S	S	
21	22	23	24	25	26	27
	S	S	S	S	S	
28	29	30				
	P	S				

Oct-2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
			S	S	S	
5	6	7	8	9	10	11
	S	S	S	S	S	
12	13	14	15	16	17	18
	S	S	S	S	S	
19	20	21	22	23	24	25
	I	I	S	S	S	
26	27	28	29	30	31	
	S	S	S	S	S	

Total	15	S	9
W	1	H	0
I	5	P	0

Total	22	S	19
W	0	H	1
I	1	P	1

Total	23	S	21
W	0	H	0
I	2	P	0

Nov-2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
	S	S	S	S	S	
9	10	11	12	13	14	15
	S	S	S	S	S	
16	17	18	19	20	21	22
	S	S	S	S	S	
23	24	25	26	27	28	29
	S	S	V	H	H	
30						

Dec-2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
	S	S	S	S	S	
7	8	9	10	11	12	13
	S	S	S	S	S	
14	15	16	17	18	19	20
	S	S	S	S	S	
21	22	23	24	25	26	27
	V	V	V	H	V	
28	29	30	31			
	V	V	V			

Jan-2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
				H	V	
4	5	6	7	8	9	10
	S	S	S	S	S	
11	12	13	14	15	16	17
	S	S	S	S	S	
18	19	20	21	22	23	24
	S	S	S	S	S	
25	26	27	28	29	30	31
	S	S	S	S	S	

Feb-2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
	S	S	S	S	S	
8	9	10	11	12	13	14
	S	S	S	S	S	
15	16	17	18	19	20	21
	I	S	S	S	S	
22	23	24	25	26	27	28
	S	S	S	S	S	

Total	19	S	17
W	0	H	2
I	0	P	0

Total	16	S	15
W	0	H	1
I	0	P	0

Total	21	S	20
W	0	H	1
I	0	P	0

Total	20	S	19
W	0	H	0
I	1	P	0

Mar-2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
	S	S	S	S	S	
8	9	10	11	12	13	14
	P	S	S	S	S	
15	16	17	18	19	20	21
	V	V	V	V	H	
22	23	24	25	26	27	28
	S	S	S	S	S	
29	30	31				
	S	S				

Apr-2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
			S	S	S	
5	6	7	8	9	10	11
	I	S	S	S	S	
12	13	14	15	16	17	18
	S	S	S	S	S	
19	20	21	22	23	24	25
	S	S	S	S	S	
26	27	28	29	30		
	S	S	S	S		

May-2026						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
					S	
3	4	5	6	7	8	9
	S	S	S	S	S	
10	11	12	13	14	15	16
	S	S	S	S	S	
17	18	19	20	21	22	23
	S	S	W			
24	25	26	27	28	29	30
31						

Student Days	170
Holidays	6
Work days	2
Parent conf.	2
Inservice	10
Total	190

Shaded dates = end of quarter/semester	
1st QTR	41
2nd QTR	45
3rd QTR	43
4th QTR	41
	86
	84

Total	18	S	16
W	0	H	1
I	0	P	1

Total	22	S	21
W	0	H	0
I	1	P	0

Total	14	S	13
W	1	H	0
I	0	P	0