



NORTH SLOPE BOROUGH SCHOOL DISTRICT
M E M O R A N D U M

TO: Robyn Burke President
Members of the School Board

THROUGH: David Vadiveloo, Superintendent DSV
DSV

THROUGH: Tracy Mulvenon, Assistant Superintendent TM
TM

FROM: Tenna Pili, Director of Iñupiaq Education

DATE: September 16, 2024

SUBJECT: Contract over \$10,000
Catherine Noland (Rexford)

Memo No: SB25-043
(Informational Item)

NSBSD Strategic Plan Goal:

Student Social & Emotional Wellbeing

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

NSBSD Policy Manual:

Board Policy 3300 Expenditures/Expending Authority: The Superintendent or designee may purchase supplies, materials, and equipment in accordance with the law. The Superintendent or designee shall not authorize any proposed expenditure that exceeds the major budget classification allowance against the expenditure is the proper charge unless an amount sufficient to cover the purchase is available in the budget for transfer.

BP 3311, Bids: All bids under federal awards must be made in accordance with the standards set forth in 2 CFR 200.320, set forth below. One of the following five methods of procurement shall be used for each purchase under a federal award:

2. Small Purchases: Between \$10,000 and \$250,000
 - a. Rate quotes must be obtained from two or more sources
 - b. Quotes can be obtained from suppliers or from public websites
5. Sole Source: Purchases of any amount that meet one of the following four requirements:
 - a. Good/service is only available from a single source
 - b. Only one source can provide the good/service
 - c. Written pre-approval from the Federal awarding agency
 - d. Competition is deemed inadequate, after solicitation attempts through one of the other methods

The following items are exempted from formal purchasing procedures:

- a. Instructional materials for which purchasing guidelines have been established by School Board;
- b. In-service presenters, speakers, or curriculum, instruction, or staff development experts selected for particular and unique expertise;
- k. Proprietary (sole-source) items or services or items that are only available from a single source.

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

Issue Summary:

The Iñupiaq Education Department has been collaborating with Catherine Tagnak Noland (Rexford) to develop a culturally significant K-3 Early Reader Series tailored to the unique cultural context of the North Slope Borough including: 18 kindergarten-level manuscripts, 45 manuscripts for grades 1 and 2, and the final grade-leveling and advising on 27 manuscripts for grade 3.

This is a continuing contract from previous fiscal years leading into FY25 and prior to Board approval, given this project is critical in bolstering early literacy and its current status is partially completed, the Superintendent approved the first installment of \$18,000 for the work done from July-August.

The contract for the remaining amount of \$99,000 will be presented for Board consideration at the September 18, 2024 Board meeting.

Funding Source and Purchase/Contract Amount:

Iñupiaq Education Department, Other Purchased Services Account Code: 100.200.120.000.440
Amount: \$18,000


Compliance with BP 3311:

This contract is exempt as allowed under BP 3311, Exemptions (b) curriculum development experts selected for particular and unique expertise and (k) proprietary (sole-source) items or services that are only available from a single source where the contractor (Catherine Noland) produces place-based culturally relevant instructional materials and retains the series’ copyright and NSBSD holds a perpetual license to publish and use the books in classrooms.

Proposed Motion:

No motion is required. This is an informational item as contracts below \$50,000 are within the discretion of the Superintendent or designee.

Signature: 
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Signature: 
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