





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

**TO:** John Hopson, Jr., President  
Members of the School Board

**THROUGH:** David Vadiveloo, Superintendent 

**THROUGH:** Tracy Mulvenon, Assistant Superintendent

**FROM:** Tenna D. Pili, Director of Iñupiaq Education   
Tennessee Judkins

**DATE:** December 26, 2024

**SUBJECT: Contract Under \$50,000-  
Jon Davis**

**Memo No: SB25-115**  
(Informational Item)

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**NSBSD Policy Manual:**

BP 3311, Bids: The district shall purchase equipment, supplies and services on a competitive bidding basis when required by law and whenever it appears to be in the best interest of the district to do so. Prior to any purchase, the District should review the federal funding award or grant to determine if it requires compliance with OMB's procurement procedures.

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.

**2025-2029 NSBSD STRATEGIC PLAN**

Culturally Responsive Instruction

Goal 2: All students perform at or above grade level

Student Social & Emotional Wellbeing

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

**Issue Summary:**

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

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

Simultaneously, we are working through completion of the third grade series. We have completed Iñupiaq Translations of 6 of the fictional texts. Our next step in this process will include layout and design of the text from the manuscripts and the completion of illustrations and photo collection to

move forward for print. Publication and print for third grade is anticipated to be ready for print and hard copies printed by June 30, 2025.

(See Tracking Spreadsheet on page 3 – this shows all steps to completion of published hard copies of the books)

**Background:**

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

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

**Length of Contract:**

The length of the contract would be January 10<sup>th</sup>, 2025 – June 30<sup>th</sup>, 2025.

**Funding Source and Purchase/Contract Amount:**

Iñupiaq Education Department Professional & Technical Budget Account Code: 100.200.120.000.410 in the amount of not to exceed \$36,000.00.

**Available Budget:**

100.200.120.000.410

**Compliance with BP 3311.**

This contract is not grant funded and is therefore not subject to compliance with OMB's procurement procedures for competitive bidding.


	A	B	C	D	E	F	G	H	I	J	K	L	M
	Grade Level Early Reader Series	First Draft (Tagnak)	Editor Review (Jon Davis)	Second Draft (Tagnak)	Grade Level Review (Gunning Fog - Jon Davis)	Final Draft to NSBSD (Tagnak)	Translate Inpiatun (Pausaug - # Books Complete)	Layout & Design for Placement (Emily Tallman)	Illustrator & Photograph Collection (Emily Tallman will assist)	Printer Typeset & Publish (Emily Tallman)	Send to Printing Company for Print (Projected Date)	Teacher Guide Creation (Pausaug/ Pat Patnow)	Series Complete (Projected Completion Date)
2	Third Grade Fiction Books (9)	100%	100%	100%	100%	100%	5 out of 9	Feb 2025	Apr 2025	May 2025	May 2025	June 2025	June 2025
3	Third Grade Non-Fiction Informational Texts (18)	100%	100%	100%	100%	100%	NA** 1 of 18	Feb 2025	Apr 2025	May 2025	May 2025	June 2025	June 2025
4	Kindergarten Fiction Books (6)	85%	Mar 2025	May 2025	Jun 2025	Jun 2025	Aug 2025	Aug 2025	Oct 2025	Dec 2025	Dec 2025	Aug 2025	Jan 2026
5	Kindergarten Non-Fiction Informational Texts (6)	80%	Mar 2025	May 2025	Jun 2025	Jun 2025	NA**	Aug 2025	Oct 2025	Dec 2025	Dec 2025	Aug 2025	Jan 2026
6	First Grade Fiction Books (6)	100%	Jun 2025	Aug 2025	Oct 2025	Oct 2025	Dec 2025	Dec 2025	Mar 2026	May 2026	May 2026	Dec 2025	June 2026
7	First grade Non-Fiction Informational Texts (12)	100%	Jun 2025	Aug 2025	Oct 2025	Oct 2025	NA**	Dec 2025	Mar 2026	May 2026	May 2026	Dec 2025	June 2026
8	Second Grade Fiction Texts (9)	100%	Sep 2025	Nov 2025	Jan 2026	Jan 2026	Mar 2026	Mar 2026	June 2026	Aug 2026	Aug 2026	Mar 2026	Sept 2026
9	Second Grade Non-Fiction Informational Texts (18)	100%	Sep 2025	Nov 2025	Jan 2026	Jan 2026	NA**	Mar 2026	June 2026	Aug 2026	Aug 2026	Mar 2026	Sept 2026

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

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

**Signature:** Ds Vadiveloo  
Ds Vadiveloo (Jan 7, 2025 11:20 AKST)

**Email:** david.vadiveloo@nsbsd.org

**Signature:**   
Tennessee Judkins (Jan 7, 2025 11:21 AKST)

**Email:** tennessee.judkins@nsbsd.org

**Signature:**

**Email:**