

**UNADOPTED MINUTES
OF THE NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT**

Mission: "To provide a learning environment that inspires and challenges students and employees to excel."
Vision: "To graduate all students with the knowledge, skills, and attitudes necessary for a successful future."

President, Margaret Hansen, called the special meeting of the Northwest Arctic Borough School District Board of Education to order at 1:10 p.m. on Thursday, October 12, 2023.

Board Members present were:

Margaret Hansen
Tillie Ticket
Carol Schaeffer
Marie Greene
Ellen Coffin
Alice Adams
Shannon Melton
Joanne Harris
Cythina Fields

Board Members absent and excused were:

Millie Hawley, Lawrence Jones, Sr.

A quorum was present.

Observed.

Those present participated in the Pledge of Allegiance.

Staff/guests present: Terri Walker-Superintendent, Megan Williams-Director of Administrative Services, Tracy Bell-Director of Curriculum/Instruction, Joy Cogburn-Smith-Director of State/Federal Programs, Amy Eakin-Director of Technology, Stella Snyder-Borough Clerk, Shayne Schaeffer-Executive Assistant, Steve Wadleigh-Altman & Rogers and Alice Melton-Barr-newly elected Board Member.

Northwest Arctic Borough Deputy Clerk, Stella Snyder, swore in re-elected Board Members: Marie Greene and Carol Schaeffer and newly-elected Board Member: Alice Melton-Barr all of Kotzebue.

Congratulations to the elected Board Members were given.

President, Margaret Hansen, called for nominations for *President*.

Tillie Ticket nominated Margaret Hansen as President, seconded by Marie Greene. Margaret Hansen was unanimously voted in as President.

Margaret Hansen resumes the position as President.

President, Margaret Hansen called for nominations for *Vice-President*.

Marie Greene nominated Carol Schaeffer as Vice-President, seconded by Ellen Coffin. Carol Schaeffer was elected as Vice-President with a vote of 9 yes and 1 no response.

Board Member, Millie Hawley entered the meeting approximately 1:25 p.m.

President, Margaret Hansen, called for nominations for *Treasurer*.

Margaret Hansen nominated Marie Greene as Treasurer, seconded by Carol Schaeffer. Marie Greene was unanimously voted in as Treasurer.

CALL TO ORDER

ROLL CALL

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

INTRODUCTION OF
STAFF/GUESTS

OATH OF OFFICE

REORGANIZATION OF
THE BOARD

President, Margaret Hansen, called for nominations for *Secretary*. Joanne Harris nominated Tillie Ticket as Secretary, seconded by Alice Melton-Barr. Tillie Ticket was unanimously voted in as Secretary.

President, Margaret Hansen, calls for nominations for *Parliamentarian*. Tillie Ticket nominated Millie Hawley, seconded by Alice Adams. Millie Hawley was unanimously voted in as Parliamentarian.

Board Members are requested to send their selection for Board Committee's to President Margaret Hansen.

The Board approves audited financial statements. The District is required by State law to have an annual audit performed by independent auditors. The annual financial audit is an independent and unbiased examination of the District's financial information. It is required that the FY23 Audited Financial Statements be sent to the Alaska Department of Education and Early Development by November 15 of each year and be approved by the Board. Altman, Rogers & Co. presented the FY23 financial statement information and auditor opinions to the Board. The FY23 Audited Financial Statements cover the operation of the Northwest Arctic Borough School District for the period July 1, 2022, through June 30, 2023. The administration recommended the Board approve the FY23 Audited Financial Statements as presented.

APPROVAL OF FY23
AUDITED FINANCIAL
STATEMENTS

Alice Melton-Barr moved to table the approval of FY23 Audited Financial Statements as presented, seconded by Marie Greene.

ACTION

Motion carried unanimously by voice vote.

Nominations for the Association of Alaska School Boards (AASB), Outstanding School Board of the Year requires formal Board action. Each year during the annual AASB General Membership meeting, an AASB Outstanding School Board of the Year Award is given. This award is designed to reflect the Board's involvement in Board Standards. In order to be eligible, a school board must be a member board in good standing of AASB and have formally adopted Board Standards. The school board should self-nominate for this award. Nominations must be received by October 13, 2023. The procedures for nominating a School Board are attached for the Board to review. The administration recommended the Board nominate Northwest Arctic Borough School District Board of Education for the AASB School Board of the Year Award as presented.

NOMINATIOIN OF AASB
OUTSTANDING SCHOOL
BOARD OF THE YEAR

No final action was taken.

ACTION

Various Human Resources actions occur which require Board action or cognizance. On a monthly basis the administration recommends Board approval of new certified/classified hires, position reclassifications, and the revision of job descriptions. In addition, the administration informs the Board of resignations, transfers and terminations throughout the district. The administration recommended the Board approve the FY24 certified new hires at Noatak, Noorvik and Selawik; and the FY24 classified new hires at Buckland, District Office and Shungnak as presented.

APPROVAL OF HUMAN
RESOURCES

Margaret Hansen moved to approve the the FY24 certified new hires at Noatak, Noorvik and Selawik; and the FY24 classified new hires at Buckland, District Office and Shungnak as presented, seconded by Marie Greene.

ACTION

Motion carried unanimously by voice vote.

Board approval is required for purchases that exceed \$50,000. Migrant student clothing orders are being finalized and purchased by site according to orders received from parents. The total purchase cost will not exceed \$120,000 as budgeted. These items were fully budgeted for and approved by the Alaska Department of Education as part of NWABSD's Migrant Title 1-C application. Funding from the Migrant Education Fund. The administration recommended Board approval of the purchase of migrant education student services clothing from Big Ray's The Alaskan Outfitters, in the amount not to exceed \$120,000 as presented.

APPROVAL OF PURCHASE; BIG RAY'S, THE ALASKAN OUTFITTERS

Marie Greene moved to approve purchase of migrant education student services clothing from Big Ray's The Alaskan Outfitters, in the amount not to exceed \$120,000 as presented, seconded by Joanne Harris.

ACTION

Motion carried unanimously by voice vote.

Alice Melton-Barr moved that the Board go into an executive session to discuss matters, which by law, municipal charter, or ordinance are required to be confidential, seconded by Tillie Ticket.

EXECUTIVE SESSION

Motion passed unanimously by voice-vote. The Board went into executive session at 1:40 p.m.

DATE/TIME OF NEXT BOARD MEETING

Executive Session ended and the meeting reconvened in open session at 3:10 p.m.

ADJOURNMENT

The next Special Board meeting of the NWABSD Board of Education will be held November 07, at 3:30 p.m. in Kotzebue, AK.

Tillie Ticket moved to adjourn the meeting, seconded by Ellen Coffin.

Motion passed with unanimous consent.

The meeting adjourned at 3:11 pm.

Tillie Ticket, Secretary

Shayne Schaeffer, Recording Secretary