

**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."

<p>President Margaret Hansen called the 432<sup>nd</sup>. Regular meeting of the Northwest Arctic Borough School District Board of Education to order at 4:06 p.m. on Tuesday, November 19, 2024, virtual meeting held over Microsoft teams.</p> <p>Board Members present were:</p> <p style="padding-left: 40px;">Alice Melton-Barr Millie Hawley Carol Schaeffer Marie Greene Jeanne Gerhardt-Cyrus Alice Adams Shannon Melton Joanne Harris Margaret Hansen</p> <p style="padding-left: 40px;">Board Member Absent Excused – Tillie Ticket</p> <p>Observed.</p> <p>A quorum was present.</p> <p>Observed.</p> <p>Millie Hawley made a motion to approve the agenda as presented, Jeanne Gerhardt-Cyrus seconded the motion. The agenda was approved by voice vote.</p> <p>Staff present: Terri Walker-Superintendent; Tracy Bell, director of curriculum; Jeff Alexander, Assistant Superintendent; Kathryn Self, Director of Human Resources; Brandon Blackham, Director of Property Services; Shayne Pungowiyi, Executive Assistant to the Superintendent &amp; Board Secretary; Joseph Groves, Director of ATC; Joy Cogburn-Smith, Director of State and Federal Services; Dena Strait, Capitol Projects; Natalie Dickie, Business Office Manager; Amy Eakin, Director of Technology; Jessica Heisler, KMHS Principal; Kevin Matthew, Ambler Principal; Faith Jurs, JNES Principal; Ashley Hansen, JNES Teacher; James Stewart, Kiana Principal.</p> <p>No public comments.</p> <p>Faith Jurs, June Nelson Elementary Principal gave a video presentation of elementary students; Kevin Matthews Ambler Principal, gave a video presentation of Ambler School; James Stewart Kiana Principal, gave a school presentation of the Kiana School.</p> <p>Employee of the month: Ashley Hansen, JNES Teacher; Jusan Catalan, KMHS Teacher; Dionne Wells, Paraprofessional for Deering School.</p> <p>Superintendent Terri Walker presented her report.</p> <ul style="list-style-type: none"> <li>• <b>Margaret Hansen:</b> What a nice report and we sure appreciate the work that you put into the description, workshops you went to at the NIEA Conference and your advocacy for our school district and our students there. I appreciate what you provided. Thank you.</li> <li>• <b>Marie Greene:</b> I just want to extend my appreciation to for this very informal report, I really appreciate the continued focus on our attendance of our students, and the sharing during the presentation. It's great to see the higher percentages I recall when we all came back to return to the classroom after the pandemic those percentages were low. Now it's good to see were overall 80% and it's great to see my own hometown Deering again 91% and of course Kobuk. Also, the focus on numbers on our enrollment, thank you very much madam superintendent. And the final thing I wanted to say madam president, we had the privilege of attending the Association of Alaska School Boards Annual conference, and of course we go a day early to attend the resolutions committee it's real critical for us to be present for this particular gathering where that gives us an opportunity to advocate on behalf of our students and teachers, everyone that is there that makes up our school district family. I just want to express how much I appreciated having our superintendent there, we happen to be at the same table with the focus on personnel as they gave us different topics to review with regards to the resolution and having her presence was very helpful. So, thank you so much Terri for joining us and attending also seeing your presence during the AFN Convention and the focus there to on education. I am just grateful were visible also at the statewide level and it's our hope that we will continue to have that increase that visibility at the national level, I think that would be helpful. Thank you overall for your report, greatly appreciated.</li> </ul>	<p>CALL TO ORDER</p> <p>ROLL CALL</p> <p>MOMENT OF SILENCE</p> <p>PLEDGE OF ALLEGIANCE</p> <p>APPROVAL OF AGENDA</p> <p>INTRODUCTION OF STAFF/GUESTS</p> <p>PUBLIC COMMENTS</p> <p>RECOGNITION AND AWARDS</p> <p>SUPERINTENDENT'S REPORT</p>
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<p>Marie Greene made a motion to go into Executive Session to address finances, Jeanne Gerhardt-Cyrus seconded the motion. The board went into Executive Session at 4:51 p.m.</p> <p>Executive Session ended at 5:29 p.m.</p> <p>Marie Greene made a motion to adopt the consent agenda as amended, Alice Melton-Barr seconded the motion.</p> <p>Passed by roll call vote.</p> <p>Approval of September 24, 2024, Regular Meeting Minutes, Approval of October 14, 2024, Special Meeting Minutes, Approval of November 7, 2024, Special Meeting Minutes.</p> <p>Board approval is required for contracts that exceed \$50,000. Jenny Martens of JLM, LLC provides professional school business services for the Northwest Arctic Borough School District business office. The original MOA was generated for the amount of \$35,000.00. The amended MOA, which entails additional business office services during the transition and training of the previous Director of Administrative Services to the current Assistant Director of Administrative Services/Administrative Services Business Manager team, will be increased by \$33,000.00 for the remainder of FY25, for a total not to exceed \$75,000.00. The administration recommends board approval of the MOA with JLM, LLC for a total amount not to exceed \$75,000.00 as presented.</p> <p>Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. 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 4133/4233/4333 All Personnel – Travel Expenses within the Personnel series. This update includes verbiage from the former duplicate travel policy - BP 3540 and removes reference to Board Members. This update also adds out-of-district travel to require Superintendent approval to be aligned to current practice. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments. The administration recommends the Board approve the first reading of the proposed revisions to BP 4133/4233/4333 All Personnel – Travel Expenses as presented and open for public comments.</p> <p>Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. 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 5123 Promotion/Acceleration/Retention within the Students series. This update revises the policy to reflect the student retention procedures required by the Alaska Reads Act. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments. The administration recommends the Board approve the first reading of the proposed revisions to BP 5123 Promotion/Acceleration/Retention as presented and open for public comments.</p> <p>Board policy revisions require Board approval. The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. 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 9400 Board Self-Evaluation within the Board Bylaw series. This update is based on the Board's consideration of self-evaluating every other year. The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments. The administration recommends the Board approve the first reading of the proposed revisions to BB 9400 Board Self-Evaluation as presented and open for public comments.</p> <p>Board approval of the District's Indian Policies and Procedures (IPP) as required each year per Impact Aid Regulations. Each year, the Northwest Arctic Borough School District submits the Impact Aid Application to the U.S. Department of Education. The annual application requires the submission of updated Indian Policies and Procedures. The IPP is revised and renewed after consultation with regional Tribal leaders and parents of impacted communities. The IPP meets the established federal requirements according to Section 7004 of the Impact Aid Law. The administration recommends the Board approve Indian Policies and Procedures as presented.</p> <p>Board approval is required for purchases exceeding \$50,000. The NWABSD sought an electronic document signing program when the COVID-19 pandemic impacted in-person paper contract signing. The onboarding of DocuSign has continued and is currently used by schools and the following departments: Administrative Services, Technology, State &amp; Federal Programs, Human Resources, Assistant Superintendent, and Student Services. The 3-year agreement will allow the district to continue the DocuSign program with costs locked in and funding secured for the next three years through September 30, 2027. Funding is available and budgeted in the FY25 Technology General Funds – Software .475. The administration recommends that the Board purchase the DocuSign 3-Year Agreement for \$149,938.00 to provide electronic agreements and signatures as presented.</p> <p>Each month 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 new or revised job descriptions. In addition, the administration informs the Board of resignations, transfers, and terminations throughout the district. The administration recommends the Board approve the Human Resources actions as presented.</p>	<p>EXECUTIVE SESSION</p> <p>ADOPTION OF CONSENT AGENDA</p> <p>APPROVAL OF MEETING MINUTES</p> <p>APPROVAL OF MOA ADDENDUM-JLM, LLC</p> <p>APPROVAL OF PROPOSED REVISIONS TO BP 4133/4233/4333 ALL PERSONNEL- TRAVEL EXPENSES; 1<sup>ST</sup> READING</p> <p>APPROVAL OF PROPOSED REVISIONS TO BP 5123 PROMOTION/ACCELERATION/RETENTION; 1<sup>ST</sup> READING</p> <p>APPROVAL OF PROPOSED REVISIONS TO BB 9400 BOARD SELF-EVALUATION; 1<sup>ST</sup> READING</p> <p>APPROVAL OF CURRENT INDIAN POLICIES AND PROCEDURES</p> <p>APPROVAL OF DOCUSIGN 3-YEAR AGREEMENT PURCHASE</p> <p>APPROVAL OF HUMAN RESOURCES</p>
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Acceptance of award of funding from the State of Alaska Department of Education and Early Development for Davis-Ramoth K-12 School Renovation by the School Board is required. In Summer 2023, Capital Projects Managers submitted an FY25 application for funding to the state for this project. In June 2024, this project was included in the state fiscal budget. Project total is \$9,424,172, State share is \$7,539,338 and required local match is \$1,884,834. A budget that matches the grant agreement is attached. The project Scope of Work is primarily focused on the replacement or upgrade of mechanical and electrical systems including new building controls, new cabinet and unit heaters, ventilation refurbishment, replacing the shop dust collector, replacing the hot water generator and fire pumps, replacing the generator and associated support items, replacing exterior lighting, replacing electrical receptacles to meet code and new fire pumps and monitoring connections to various ventilation components. Architectural work includes providing a door to close off access from the gym to the rest of the school during night activities, replacing window cranks and exterior door replacement, code upgrades for under sink plumbing, replacement of damaged siding at select locations, repair to boardwalks and guardrails and resurfacing the structural piles. Construction work will bid summer 2025 and begin in the fall or early 2026. District has five years to complete the project and three years to provide the matching amount. The participating share for any district may be satisfied by money from federal, local, or other sources, or with locally contributed labor, material, or equipment. Potential match sources known to date include \$405,000 in Borough funding for fire alarm replacement, and some portion of the roughly \$1M in local funds currently dedicated to Kivalina School Replacement once that project is closed and with Board approval. District Administration needs Board approval for accepting the funding from DEED. The administration recommends that the Board approve the acceptance of the award of funding not to exceed \$9,424,172, including a state share of \$7,539,338 and local match of **\$1,884,834**, from the Department of Education and Early Development for Davis-Ramoth K-12 School Renovation and delegation of authority to the Superintendent to establish the project budgets, as presented.

APPROVAL OF ACCEPTANCE OF DEED  
FY25 FUNDING DAVIS-RAMOTH K-12  
SCHOOL RENOVATION

Acceptance of award of funding from the State of Alaska Department of Education and Early Development for HVAC Controls Upgrades, 8 sites by the School Board is required. In Summer 2023, Capital Projects Managers submitted an FY25 application for funding to the state for this project. In June 2024, this project was included in the state fiscal budget. Project total is \$9,838,153, State share is \$7,870,522 and required local match is \$1,967,631. A budget that matches the grant agreement is below. A budget that matches the grant agreement is attached. The project Scope of Work provides a Direct Digital Control (DDC) system to control the HVAC equipment in eight district schools. Schools to receive the DDC systems include Amber, Kiana, June Nelson Elementary, Kotzebue Middle/High School, Noatak, Noorvik, and Shungnak. A new graphics-compatible front-end computer will be provided in Kobuk, but it does not receive a new DDC system. Noatak will get the DDC system and three new variable frequency drives (VFD), for air handler fans. Essentially, all upgrades will increase system energy efficiency and provide system control which currently doesn't exist in most cases. Construction work will bid summer 2025 and begin in the fall or early 2026. District has five years to complete the project and three years to provide the matching amount. The participating share for any district may be satisfied by money from federal, local, or other sources, or with locally contributed labor, material, or equipment. A potential match source is a Congressional Delegated Spending grant through Representative Peltola's office which we applied for in March, which is still working its way through Congress. In addition, some portion of the roughly \$1.1M in local funds currently dedicated to Kivalina School Replacement could be reallocated toward this match once that project is closed and with Board approval. District Administration needs Board approval for accepting the funding from DEED. The administration recommends that the Board approve the acceptance of the award of funding not to exceed \$9,838,153, including a state share is \$7,870,522 and local match of **\$1,967,631**, from the Department of Education and Early Development for HVAC Controls Upgrade, 8 Sites and delegation of authority to the Superintendent to establish the project budgets, as presented.

APPROVAL OF ACCEPTANCE OF DEED  
FY25 FUNDING HVAC CONTROLS  
UPGRADES, 8 SITES

Contracts exceeding \$50,000 requires Board approval. The NWABSD has contracted with J & H Consulting, Reggie Joule and Christine Hess, to assist administration with NWABSD lobbying and legislative priorities during the legislative session. Critical issues to be addressed include adequate funding for possible construction, coordination of the legislative fly-ins and the legislative priorities of the NWABSD. Administration believes it is crucial that the school district maintain a presence with Juneau year-round to assist our representatives and lobbyists with district issues. The contracted amount for services and related expenses is a total not to exceed \$75,000. Contract to begin January 1, 2025 – December 31, 2025. The administration recommends the Board approve the FY-25 lobbyist contact with J & H Consulting in the amount not to exceed \$75,000.00 as presented.

APPROVAL OF FY-25 CONTRACT, J & H  
CONSULTING

Superintendent's out-of-district travel requires Board approval. Request for Out-of-District Travel by the Superintendent Upcoming Travel Dates:

- December 13-14, 2024: AASB Winter Academy, Anchorage
- January 24-26, 2025: RTI/MTSS Conference, Anchorage
- February 6-8, 2025: AASB Legislative Fly-in, Juneau
- March 6-8, 2025: National Superintendent's Conference, New Orleans
- March 29-April 2, 2025: Superintendent's Legislative Fly-in, Juneau
- Dates to be Determined: NWALT Lobbying, Juneau/DC

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

APPROVAL OF SUPERINTENDENTS  
OUT OF DISTRICT TRAVEL

Carol Schaeffer: I would like to thank the staff for sticking with us during this stormy day and wish everybody happy holidays. We have our Thanksgiving and Christmas coming up, I look forward to having another board meeting in January. Thank you.

Millie Hawley: Happy holidays to everyone until we meet again in January. Thank you staff and the school who presented I enjoyed that very much. It's good to see the progress the students are making in their villages; I appreciate the presentations. Thank you.

Alice Melton-Barr: I would like to wish everyone happy holidays, I am thankful for our families, I am thankful for everything, I am thankful for you council members and staff and superintendent. It was a good two days of meetings. Take care.

Margaret Hansen: I would like to express our appreciation to all the hard work and dedication, this thanksgiving is very special, we have so much to be thankful for families, great superintendent and staff, students progressing and all of us just working together. And thankful for everything that we have. Happy holidays to everyone we wish you well and be safe. Thank you for everything that you do.

Jeanne Gerhardt-Cyrus: I just want to thank everybody for their patience and their support in my learning curb. I hope everybody has a healthy and happy holiday.

The next Special Board meeting of the NWABSD Board of Education will be held on January 20-22, the 20<sup>th</sup> we will be working on the superintendent evaluation, we will have Dave once again sending us out information and the connection to do the evaluation.

Marie Greene moved to adjourn the meeting, seconded by Alice Adams.

Motion passed with unanimous consent. The meeting adjourned at 5:43. p.m.

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Tillie Ticket, Secretary

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Shayne Pungowiyi, Recording Secretary

COMMUNICATIONS & ITEMS  
INTRODUCED BY BOARD MEMBERS

DATE/TIME OF NEXT BOARD MEETING

ADJOURNMENT