



**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, Chief School Administrator *DvV*

**THROUGH:** Tammy Stromberg, Director of Finance *TJS*

**FROM:** Caitlin Santos, Director of Curriculum & Instruction *CS*

**DATE:** May 3, 2023

**SUBJECT:** **Purchases of Over \$10K -  
Textbook Purchase**

**Memo No: SB23-179**  
**(Informational Item)**

**NSBSD Policy Manual:**

**BP 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 which the expenditure is the proper charge unless an amount sufficient to cover the purchase is available in the budget for transfer.

**BP 3310**, Purchasing Procedures: The School Board desires to ensure that maximum value is received for money spent by the district and that records are kept in accordance with the law. The Superintendent or designee may issue and sign purchase orders.

**BP 3311**, Bids: All purchases in the amount of \$20,000 or more shall be based, when possible, on three competitive bids. The Superintendent or designee shall establish procedures to ensure that formal advertised bids are solicited for purchases over \$50,000. When competitive sources do not exist to allow for a bid process, Business office procedures provide for sole source purchases.

**Issue Summary:**

The district has received grant funding as a part of the Alaska Reads Act to purchase K-5 core reading materials and associated training. After due diligence for potential sources and a careful review process we have selected Amplify CKLA for a district-wide pilot for the 23-24 School Year. Pilot materials include classroom kits, student consumables, and digital licenses for both teachers and students.

**Funding Source and Materials Amount:**

Core Materials Grant Code:	100.200.100.000.450
Available budget:	\$224,313.80
K-5 Materials and online access	\$187,874.00
Professional Development	\$11,250.00
Shipping and Handling	\$15,029.92
Total Budget Remaining	\$10,159.88

**Grant Funds:**

The preceding is funded through the Alaska Core Materials Grant, accepted during the April board meeting.

**Compliance with BP 3311:**

The above complies with Board Policy 3311. Please see attached quotes, as well as email from Northwest Textbook Depository, including their cost for materials and shipping. NWTD generally has a competitive process, but in this case, they cannot provide the professional development as that is specific to the curricular materials and publisher. Prior to the State of Alaska choosing vendors to be a part of the Core Materials Grant, each vendor agreed to give the same price to all Alaska school districts taking part in the project. Shipping is also calculated as a percentage of the total cost.

**Proposed Motion:**

No motion is required. This is an informational Item as the purchases of supplies, materials, and equipment are within the discretion of the Chief School Administrator or designee.

**Signature:** David Vadiveloo  
David Vadiveloo (May 3, 2023 21:55 AKDT)

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