

**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 439th regular meeting of the Northwest Arctic Borough School District Board of Education to order at 4:00 p.m. on Tuesday, November 25, 2025, virtually on Teams.

Board Members present were:

Alice Adams
Tillie Ticket
Jeanne Gerhardt-Cyrus
Erica Nelson
Lawrence Jones
Carol Schaeffer
Marie Greene
Margaret Hansen

Board Members absent and excused were Alice Melton-Barr

Board Members absent and unexcused were Shannon Melton, Millie Hawley.

A quorum was present.

Observed.

Those present participated in the Pledge of Allegiance.

Staff present: Terri Walker-Superintendent, Jeff Alexader, Assistant Superintendent; Joy Cogburn-Smith-Director of State/Federal Programs; James Stewart, Human Resources Director; Joseph Groves, Director of ATC; Dena Strait, Capital Projects Manager; Deborah Landcaster, Director of Curriculum; Amy Eakin, Director of Technology; Paulette Schurch, Director of Inupiaq Curriculum.

No public comment was given.

Carol Schaeffer moved to approve the consent agenda as amended, with the acceptance of pulling school presentation and recognition and awards. Seconded by Marie Greene. Approved unanimously.

Employee of the month for November: Shungnak, Ms. Juvy Pamunag; Kobuk, Jacqueline McManus; Ambler, Ms. Nina Duallo; Kivalina, Sally Luther; Noatak, Michael Sheldon.

Superintendent Terri Walker presented her report.

Carol Schaeffer moved that the Board go into an executive session to discuss matters, the immediate knowledge of which clearly would have an adverse effect upon finance of the school district; Seconded by Marie Greene.

Motion passed unanimously by voice vote.

The Board convened into executive session at 4:11 p.m.

The board convened into executive session at 4:44 p.m.

Marie Greene moved to approve the consent agenda, pulling Memorandum 26-052, Seconded by Tillie Ticket. Approved by rollcall vote.

Board approval is required for contracts that exceed \$50,000. Access Behavioral Services, provides oversight, direct, and indirect services for children across the district with extreme behaviors, including autism. The consultants have a history of working effectively with staff and students in the special services program. Access Behavioral Services will provide services to students, their teachers, and parents, in the regular and special education programs with challenging behaviors.

This contract will provide the opportunity to assist the district in providing services as to improve educational advantages for students in the district. Access Behavioral Services also consults with all staff, parents, and community members and agencies. The MOA, which includes travel, is for \$94,000 and will provide services

CALL TO ORDER

ROLL CALL

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

INTRODUCTION OF STAFF/GUESTS

PUBLIC COMMENTS

APPROVAL OF AGENDA

RECOGNITION AND AWARDS

SUPERINTENDENT'S REPORT

EXECUTIVE SESSION

ADOPTION OF CONSENT AGENDA

APPROVAL OF FY26 MOA BCBA,
BEHAVIOR & AUTISM SPECIALIST

that were originally contracted with Method Works. The Method works contract has been voided and services will now be provided by Access Behavioral Services Funding Sources: Fund 100 (Special Ed General Fund) = \$94,000. The administration recommends board approval of the MOA with Access Behavioral Services, in the amount not to exceed \$94,000 as presented.

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, positions reclassifications and the revision of job descriptions. In addition, the administration informs the Board of resignations and terminations throughout the district. The administration recommends the Board approve the Human Resources actions as presented.

Board approval is required for contracts that exceed \$50,000. Karen McCain of McCain Services serves as Project Evaluator for the District's Federal Grants. In addition to finding grant opportunities and assisting the district in writing grant proposals, her duties include evaluating and overseeing existing federal grant projects, data entry, and completing all required Federal Performance Reports. The amended MOA, which includes travel, is for a total of \$224,827.17

Funding for MOA	
General Grant Writing (general fund) Used when working on new grant applications only	\$15,000.00
Literacy Connection (LIT) Federal Grant (\$1,098,344) 7/01/2025 to 6/30/2026	\$59,996.72
Native Youth in Action (NYIA) Federal Grant (\$908,261) 7/01/2025 to 6/30/2026	\$31,621.05
Our Youth Positive Visions for the Future (OYVF) Federal Grant (\$1,391,733) 7/01/2025 to 6/30/2026	\$28,909.40
Alaska Native Education Ilisautri Project (\$1,186,243.00) 08/01/2025 to 7/31/2026	\$35,300.00
Iñupiatun Ilisaqta Project (TIIP) (\$509,007.00) 7/02/2025 to 7/01/2026	\$31,500.00
Preparing Our Youth (POY) (\$499,617.00) NEW 10/01/2025 to 6/30/2026	\$22,500.00
Total	\$224,827.17

The grants Karen McCain assists the district in managing for the FY26 (including carryover) total \$6,434,171.00. Her outside evaluator costs for those grants equal 3.49%. The administration recommends board approval of the MOA with McCain Services for a total amount not to exceed \$224,827.17, as presented.

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 federal requirements established by Section 7004 of the Impact Aid Law. The administration recommends the Board approve Indian Policies and Procedures as presented.

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, 2026 – December 31, 2026. The administration recommends the Board approve the FY-26 lobbyist contract with J & H Consulting in the amount not to exceed \$75,000.00 as presented.

Board approval is required for services that exceed \$50,000. The original Staff and Student iPad fleet is scheduled for refreshing in 2025-2026. Technologies have changed and improved over the years, and it is

APPROVAL OF HUMAN RESOURCES

APPROVAL OF ADDENDUM TO MOA
KAREN MCCAIN

APPROVAL 2026 INDIAN POLICY AND
PROCEDURES (IPP)

APPROVAL OF J & H CONSULTING
MOA CONTRACT FOR CALENDAR
YEAR 2026

APPROVAL OF STAFF & STUDENT
IPAD REFRESH PURCHASE

time to improve the classroom ecosystem as the current iPads will no longer be supported with operating system and security updates. Educational staff will get the refreshed iPad Air that has more room on the hard drive, capable of higher processing speeds, allows staff to run more applications at one time, and leverage Apple Intelligence tools which would save time weekly. Students will get refreshed iPads with updated capabilities.

These items have been budgeted using the Technology Capital Improvement funds.

Vendor	INTENT	Part Number	Item	Number	Unit Cost	Total
APPLE Single-Source	Student iPad	MD6L4LL/A	iPad Wi-Fi 128GB - Silver (Packaged in a 10-pack)	900	\$ 324.00	\$ 291,600.00
	Staff iPad	MCDY4LL/A	11-inch iPad Air Wi-Fi 128GB - Space Gray (Packaged in a 10-pack)	250	\$ 539.00	\$ 134,750.00
			Subtotal			\$ 426,350.00
INTELLITECH (Lowest Cost from Comparison)	PK Case		Otterbox iPad (A16) and iPad (10th gen) Tablet Case with Screen Protector - Kids EasyGrab	95	\$ 39.00	\$ 3,705.00
	K-2 Case	BV672LL/A	Brenthaven 360 for iPad (A16)	460	\$ 35.00	\$ 16,100.00
			Logitech Rugged Combo 4 Touch Case with Integrated Smart			
	3-4th Case	HQ6P2ZM/A	Connector Keyboard for iPad (A16) – Blue	310	\$ 96.00	\$ 29,760.00
	Staff Case	HRH12ZM/A	Logitech Combo Touch Keyboard Case for iPad Air 11-inch (M3 and M2)	250	\$ 175.00	\$ 43,750.00
			Shipping			\$ 5,300.00
			Subtotal			\$ 98,615.00
			Full iPad Refresh Costs - Technology Capital Funds			\$ 524,965.00

The administration recommends Board approval of the purchase of student and staff iPads and cases from Apple and Intellitech, respectively, for a total amount not to exceed \$524,965.00 as presented.

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 second reading of the proposed revisions to BB 9120 Officers and Duties within the Bylaws of the Board series. This update includes additional language to clarify virtual/remote meetings. The Board Policy Committee reviewed the proposed changes and recommends approval. The administration recommends the Board approve the second reading of the proposed revisions to BB 9120 Officers and Duties as presented.

BB 9120 OFFICERS AND DUTIES –
SECOND READING

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

- January 23-25, 2026, MTSS Conference, Anchorage Alaska
- February 7-10, 2026, AASB Legislative Fly-in, Juneau, Alaska
- March 28-April 1, 2026, ACSA Superintendent Legislative Fly -in, Juneau, Alaska

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

APPROVAL OF SUPERINTENDENT'S
TRAVEL

Board approval is required to expend \$50,000.00 and higher. A DEED FY26 grant has been awarded to the District to replace the fire alarm systems within 6 of the District Schools. Noorvik is one of the 6 and was replaced earlier this year. The remaining schools to get new fire alarm systems, a District standard system, includes Ambler, Buckland, June Nelson, KMHS, and Shungnak. This new system was also installed in Selawik in early 2025. Shungnak will also get a new sprinkler system.

APPROVAL OF DESIGN CONTRACT
FOR DISTRICTWIDE FIRE SYSTEM
REPLACEMENT, 6 SITES

RSA Engineering completed the Code and Condition Surveys of the existing fire alarm systems in fall 2024 to help secure the DEED grant. They are intimately familiar with the project, the District's operational and maintenance needs for the new systems and the District's inspection and repair contractor, Frontier Fire. In addition, they have been part of the design team on the vast majority, if not all, District projects over the last 5+ years. Because they completed the preliminary fire alarm replacement work for the 6 sites project, DEED allows them to be contracted to complete the design work.

Remaining design work includes producing construction documents and supporting the project during bidding and construction. Design will be completed in early 2026, then the project will be bid and move into construction.

Funding is from the DEED grant and the match was approved by the Board in August. There is potential federal money through Representative Begich's office that will instead provide the match. Administration requests Board approval to contract with RSA Engineering for the design and approve the delegation of contract and budget authority to the Superintendent. The administration recommends the Board approve the award of the contract for design to RSA Engineering for an amount not to exceed \$515,000 for the Districtwide Fire System Replacement, 6 sites project and approve the delegation of contract and budget authority to the Superintendent, as presented.

Board approval is required to expend \$50,000.00 and higher. A DEED FY25 grant has been awarded to the District to replace the Direct Digital Controls, which control heating and ventilation equipment, in each of the following schools; Ambler, Kiana, June Nelson, KMHS, Noatak, Noorvik, Shungnak and Kobuk. Kobuk has the selected system in place and only requires some new components, not a completely new system.

RSA Engineering completed the Code and Condition Surveys at each school in early 2025 and are intimately familiar with the project. In addition, they have been part of the design team on the vast majority, if not all, District projects over the last 5+ years. RSA has supported the District in operating this new system in Buckland and designed the system in Kivalina. Because they completed the preliminary work for the 8 sites project, DEED allows them to be contracted to complete the design work. Remaining design work includes producing construction documents and supporting the project during bidding and construction. Design will be completed in early 2026, then the project will be bid and move into construction. Funding is from the DEED grant and the match is from an awarded VIF grant from the Borough. All project funding is secured. Administration requests Board approval to contract with RSA Engineering for the design and approve the delegation of contract and budget authority to the Superintendent. The administration recommends the Board approve the award of the contract for design to RSA Engineering for an amount not to exceed \$610,000 for the HVAC Controls Upgrade, 8 Sites project and approves the delegation of contract and budget authority to the Superintendent, as presented.

APPROVAL OF DESIGN CONTRACT
FOR HVAC CONTROLS UPGRADES, 8
SITES

Board approval is required to expend \$50,000.00 and higher. Maniilaq, as part of the Iljilgaat Munaqsriat Childcare Working Group, is working with the District to establish a Memorandum of Understanding to renovate part of KMHS into a childcare center. The center will renovate a 4 classroom pod and adjacent spaces to serve 42 children ages 6 months through Pre-School. Under the MOU, the District will utilize our design term contractor and CIP Manager contractor for the project. All funding is from Maniilaq through reimbursement to the District. Design work is needed for the renovation and Burkhart Croft is the District's current design term contractor, thus procurement is complete, and the work can begin immediately. Burkhart Croft completed a code and feasibility study for the work in early November. While the project budget is not yet established, \$150,000 in design should cover the vast majority, if not all, of the needed design phase of work. Because the contract is through the District, but funded from another source, Board approval of the contract is required. Administration requests Board approval to contract with Burkhart Croft Architects for the design and approval of the delegation of contract and budget authority to the Superintendent. The administration recommends the Board approve the award of the contract for design to Burkhart Croft Architects for an amount not to exceed \$150,000, to be reimbursed by Maniilaq, for the Childcare Center Renovation and approve the delegation of contract and budget authority to the Superintendent, as presented.

APPROVAL OF DESIGN CONTRACT
FOR CHILDCARE CENTER

Board approval is required for purchases that exceed \$50,000. Combs Insurance was brought on for their Broker Services in December 2020 and has assisted in the continuous evaluation of NWABSD benefit programs, assists with plan design, reviews compliance needs, resolves claims and administrative issues, analyzes deductible and retention strategies, and monitors TPA performance. The agency also offers extensive administrative support—such as enrollment assistance, legislative updates, plan document review, and cost monitoring through detailed data reporting—along with 24/7 access to risk management resources through its “Combs Connect” and “HR Connection” portals. Additionally, it provides employment-practices risk management services across key regulatory areas. Annual service cost is as follows:

December 1, 2025, through November 30, 2026 - \$50,850.00

December 1, 2026, through November 30, 2027 - \$52,884.00

December 1, 2027, through November 30, 2028 - \$54,999.00

Funding source, General Fund. The administration recommends Board approval to extend the Employee Benefits services agreement between NNWABSD and Combs Insurance for a total amount not to exceed \$158,733.00 over three-years as presented.

APPROVAL OF APPROVAL TO
EXTEND COMBS INSURANCE
EMPLOYEE BENEFITS SERVICE
AGREEMENT

None at this time.

COMMUNICATION AND ITEMS
PRESENTED BY BOARD MEMBERS

The next regular Board meeting of the NWABSD Board of Education will be held January 19-21, 2026, in-person.

DATE/TIME OF NEXT BOARD
MEETINGS

Marie Greene moved to adjourn the meeting, seconded by Erica Nelson.

Motion passed with unanimous consent. The meeting adjourned at 5:35 pm.

ADJOURNMENT

Tillie Ticket, Secretary

Kristen Walker, Recording Secretary