

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: February 24, 2026

FR: Office of the Superintendent

NUMBER: 26-102

SUBJECT: Approval of Purchase-*Safe and Civil Schools Professional Development*

STRATEGIC PLAN/BOARD GOAL:

NWABSD Strategic Goal 2: Instructional Supports

ABSTRACT:

Board approval is required for purchases that exceed \$50,000.

ISSUE:

At issue is the Board's approval of Safe and Civil consulting and professional development expenses with Susan Isaacs to enhance positive behavior strategies and support at all sites. This initiative includes training and materials to support the effective implementation of PBIS across the district. Total expenditure not to exceed \$89,500, which includes actual travel costs.

BACKGROUND AND/OR PERTINENT INFORMATION:

Please see the attachment for pricing and scheduling specifics.

Funding: FY27 Title 1 Professional Development Set Aside (fund 267) and FY27 Quality School Grant

ALTERNATIVES:

1. Approval of Safe and Civil consulting and professional development expenses with Susan Isaacs to enhance positive behavior strategies and support at all sites. Total expenditure not to exceed \$89,500 as presented.
2. Disapproval of Safe and Civil consulting and professional development expenses with Susan Isaacs to enhance positive behavior strategies and support at all sites. Total expenditure not to exceed \$89,500 as presented.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

1. The administration recommends Approval of Safe and Civil consulting and professional development expenses with Susan Isaacs to enhance positive behavior strategies and support at all sites, not to exceed \$89,500 as presented.

Northwest Arctic Borough School District

P. O. Box 51 Kotzebue, AK 99752

MEMORANDUM OF AGREEMENT (MOA)

(MOA's for more than \$50,000 must be approved by the School Board prior to start of Contract)

(In a fiscal year MOA's to the same Contractor totaling more than \$50,000 must be approved by the School Board prior to start of Contract)

TAB BETWEEN FIELDS

Contractor: ANCORA PUBLISHING MOA Control #: _____
Name of Company Contact Carol Furman for #

Address: 21 West 6th Eugene OR 97401
Street or POB City State Zip + four

(
Area Code Phone # Fax # E-mail Address

Federal ID #: _____ Or Soc. Sec. #: _____ Alaska Business License #: _____
Enter without Dashes

7/27/2026 6/30/2027 W-9 Attached W-9 Submitted Previously
Start Date (mmddyy) End Date (mmddyy)

Contractor Agrees To: Foundations and a CHAMPS Support-
Based Support Audience: Administrators/School Staff Trainer: Susan Isaacs
In-Person See attached proposal for more information. Total costs to include actual
travel costs and travel fee.

If additional space is needed, indicate here **See attachment**

District Contact Person: Joy Cogburn-Smith Phone #: (907) 442-1814 Ext _____
Email Address: jcogburn@nwarctic.org Fax #: _____

District Agrees To: Pay for above mentioned services in a timely manner.
If additional space is needed, indicate here **See attachment**

Payment Terms: The consultant will submit service invoices to the district for the consulting fees. Upon
submittal of receipts, payment for services will be made in accordance with this agreement.
If additional space is needed, indicate here **See attachment**

Enter Account Code as:	xxx.xxx.xxx.xxx	Amount
Account #:	<u>267.099.350.227.410</u>	<u>\$44,750</u>
	<u>100.099.350.050.410</u>	<u>\$44,750</u>
	TOTAL	\$89,500

MOA Not to Exceed: \$89,500 Budget Authority Approval _____

Additional Conditions/Provisions

A - GENERAL INFORMATION

1. All associated costs, not limited to fees and reimbursables, must be included in the MOA. All MOA's for more than \$25,000 require prior School Board approval before Contractor provides any service. (BP 3312)
2. The account to be charged must be determined and approved by the individual with budget authority prior to submission of the MOA to the–Assistant Director, Lila Peterson, call for MOA# and verify funds are available.
3. Prior to the starting date of the contracted services and/or activities, the Contractor and the NWABSD must sign the MOA. The Contractor is not to be given a notice to proceed unless all the appropriate parties have signed the MOA.
4. The Contact Person will be responsible for obtaining the contractor's signature and submitting the original MOA to the Assistant Director– Linda Mauer, along with a W9 for tax purposes.
5. The Contact Person must approve for payment all contractor invoices and receipt documentation prior to submission for payment to the Accounting Department.
6. The contractor must pay all expenses, and submit receipts for reimbursement, (airline receipt, hotel receipt, other travel related expenses).
7. MOA's cannot be used for NWABSD employees.
8. Any NWABSD employee who authorizes services prior to the required approvals may be subject to disciplinary action up to and including termination. (BP 4118, 4218)

B - CONTRACTOR RESPONSIBILITIES

1. Check the MOA for contents and completeness. If the terms are agreeable, sign the agreement and return to the individual named as the Contact Person.
2. In accordance with the payment terms set forth on page 1, the Contractor shall submit an invoice with the appropriate documentation (copies of airline tickets, hotel bills, etc.) to the Contact Person for approval of payment.
3. As a condition of performance, the Contractor must pay all federal, state, and local taxes incurred by the Contractor.
4. A W-9 must be on file with the NWABSD or submitted with this MOA.
5. The Contractor must provide proof of any liability insurance coverage required on page 1 of this MOA.
6. To the extent allowed by law, the Contractor shall indemnify, defend, and hold the NWABSD harmless from any liability resulting from or arising out of the acts of the Contractor in the performance of this MOA.

I HEREBY ACCEPT THIS MOA AND THE CONDITIONS/PROVISIONS CONTAINED HEREIN.

Any changes in the terms of this MOA must be on an ADDENDUM FORM prior to any services being performed. The ADDENDUM FORM must be approved by all parties.

Natalie Dickey

Director of Administrative Services – Fiscal

Approval

Director's Signature

Date (mmddyy)

Terri Walker

Superintendent – Authorized Signer NWABSD

Superintendent's Signature

Date (mmddyy)

Safe & Civil Schools Rep.

Contractor

Contractor's Signature

Date (mm/dd/yy)

Administrative Services Will Distribute Copies



January 20, 2026

SAFE AND CIVIL SCHOOLS TRAINING PROPOSAL
For: Terri Walker, Superintendent
Cc: Joy Cogburn-Smith, Director of Curriculum and Instruction
Northwest Arctic Borough School District, henceforth known as “District”
Kotzebue, Alaska

Pacific Northwest Publishing, Inc.
dba: Safe & Civil Schools
21 W. 6th Avenue
Eugene OR 97401
(541) 345-1442 (541) 345-6431 fax

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Service	Dates & Location	Fee
Foundations and CHAMPS Support Audience: New Principals Anticipated Trainer: Susan Isaacs*	Format: Virtual – 6 hours July 28, 2026	\$8,000.00
TOTAL		\$8,000.00

Service	Dates & Location	Fee
Foundations and a CHAMPS Site-Based Support Anticipated Trainer: Susan Isaacs*	Format: On-site August 6-7, 2026	\$8,000.00 per day plus travel expenses (\$16,000.00 plus travel expenses)
Travel Fee	August 5, 2025	\$4,500.00
TOTAL		\$20,500.00 plus travel expenses



Service	Dates	Fee
Foundations and CHAMPS Support Audience: Districtwide Anticipated Trainer: Susan Isaacs*	Format: Virtual – 6 hours September 28, 2026	\$8,000.00
TOTAL		\$8,000.00

Service	Dates	Fee
Foundations and CHAMPS Support Audience: Coaches Anticipated Trainer: Susan Isaacs*	Format: Virtual – 6 hours per month October 28, 2026 November 30, 2026 December 18, 2026 January 28, 2026 February 26, 2026 March 29, 2026	\$8,000.00 per day
TOTAL		\$48,000.00



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SUMMARY TABLE

TOTAL FOR PAGE 2	\$28,500.00
TOTAL FOR PAGE 3	\$56,000.00
MATERIALS	TBD
TOTAL	\$84,500.00 plus materials



FEES

On-site services: \$6,000 per day plus travel expenses. If a flat rate is requested, \$8,600.00* per day plus materials

Virtual services: *\$6,000 per day (no travel expenses)

*Exception to fees: When any of the following consultants are used, the fee will be \$8,000 per day plus travel expenses. These consultants are Jacob Edwards, Susan Isaacs, Tricia Skyles and Jessica Sprick. Should a flat rate be requested, the rate will be based upon \$10,600.00 for the first day and \$8,800.00 per any additional consecutive day. *Virtual services are at the rate of \$8,000 per day (no travel expenses).

When travel requires more than 8 hours of flights: Should a full day be required for travel, an additional fee of \$4,500 will be required per trip.

MATERIALS

Materials are offered at a discount from Ancora Publishing, in conjunction with consultation only. Books listed on the proposal of services are required per participant unless otherwise listed. District agrees to adhere to the copyright and order one book per person that will be attending services. Verification of purchase will take place no less than six weeks prior to the date of service: **DEADLINE: N/A**. If there is a failure to meet this requirement, Safe & Civil Schools reserves the right to cancel the service(s) and bill accordingly.

Additional Fees:

When three or more trainers are assigned in any single quarter, Safe & Civil Schools applies a Large Group Initiative (LGI) coordination service fee of \$6,000 per quarter (October-December, January-March, April-June, July-September) in which services occur. Once a contract is fully executed, a lead trainer will be assigned to coordinate logistics, content, etc between the Entity and SCS.

On-site Services Travel Policy:

If weekly COVID-19 case rates in your county are greater than 200/100,000 the training will be conducted virtually. There is no cancellation for elevated COVID-19 infection rates.

Should the District decide to book the day in anticipation of it being on-site and the number is and/or rises back up to the 200+ category, the fee remains at the quoted flat rate and the contracted services will immediately be shifted to a virtual delivery model. The event will be conducted on the scheduled date listed on the fully executed contract/RFP/PO.

Safe & Civil Schools reserves the right to return to a more restricted limit for in-person training if a new, more dangerous variant emerges or other highly communicable virus.



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PREVIOUSLY PURCHASED FOR AUGUST 2024 SERVICES, FOR REFERENCE ONLY OR AS
ADDITIONAL REPLACEMENT COPIES ARE NEEDED

Service	Breakdown of Costs	Total
Materials For FOUNDATIONS (Required per campus)	Materials per campus: Foundations (1) Teacher's Encyclopedia (5)	Quote can be obtained by contacting Jackie Hefner, jackie@ancorapublishing.com .
Materials For CHAMPS (Required per person)	CHAMPS: A Proactive & Positive Approach to Classroom Management	7% shipping and handling applies to all orders.

*Specified materials are offered at a one-time 10% discount from **Ancora Publishing** in conjunction with training when shipped to a single location. All shipments are subject to a 7% shipping and handling fee.*

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dba: Ancora Publishing



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CHAMPS: A Proactive & Positive Approach to Classroom Management (3rd ed.)

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Foundations

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