

**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 428th regular meeting of the Northwest Arctic Borough School District Board of Education to order at 4:03 p.m. on Tuesday, April 30, 2024, virtually over Microsoft teams.

CALL TO ORDER

Board Members present were:

ROLL CALL

Joanne Harris
Alice Melton-Barr
Margaret Hansen
Marie Greene
Carol Schaeffer
Tillie Ticket
Katelyn Piper

Board Member absent and excused was:
Lawrence Jones Sr., Shannon Melton, Alice Adams & Millie Hawley

A quorum was present.

MOMENT OF SILENCE

Observed.

PLEDGE OF ALLEGIANCE

Those present participated in the Pledge of Allegiance.

INTRODUCTION OF STAFF/GUESTS

Staff present: Terri Walker-Superintendent; Megan Williams, Director of Administration Services, Amy Eakin, Director of Technology; Perrian Windhausen, Director of Student Services; Joy Cognburn-Smith, Director of State and Federal Programs; Jeff Alexander, Director of Human Resources; Tracy Bell, Director of Curriculum/Instruction, Brett Slaathaug, Student Activities Coordinator; Shayne Schaeffer, Assistant to the Superintendent, Clay Beck; Mary Sue Beck; Dena Strait, Capitol Projects, Sarah Hutchison, Ambler Principal; Clara Cleveland, Eva Wortman, Student Zaiden Commack, Rolando Pasado, Kobuk Middle/Highschool Teacher, Luke Jackson, Bilingual Teacher Kobuk, Chelsi Morrison, Migrant Ed Aide OBU,

PUBLIC COMMENTS

Eva Wortman with the Buckland School, CTE and Interventionist program.
Clay Beck, ATC Teacher, Redi star Program.

RECOGNITION AND AWARDS

The April 2024 Employee of the Month awardees that were recognized:

- Marysue Beck Kotzebue Alaska, Spirit of Youth Recognition
- Troy Sheldon Kiana Alaska, Spirit of Youth Recognition
- Clara Cleveland, Special Education Aide, Ambler Alaska
- Dolly Custer, Inupiaq Teacher, Shungnak Alaska
- Floyd Herman Ticket, BPO, Buckland Alaska
- Luke Jackson, Inupiaq Instructor, Kobuk Alaska
- Rebecca Moran-Scoratow, Secondary ELA-SS Teacher, Deering Alaska

School Presentations:

- NoorvikSchool gave a Live/Video presentation.
- Kobuk School gave a Live/Video presentation.

SCHOOL PRESENTATION

Superintendent Terri Walker presented her report.

SUPERINTENDENT'S REPORT

Carol Schaeffer made a motion to move into Executive Session, Marie Greene seconded the motion. The Board went into Executive Session at 4:53 p.m. Executive Session ended at 5:33 p.m.

EXECUTIVE SESSION

Marie Greene moved to approve the consent agenda as presented. With the exception of Memo 24-142, seconded by Carol Schaeffer. Motion passed unanimously by roll call vote.

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 BP 1100 Communication with the Public within the Community Relations series. This update adds the Alaska Statute and a report card to the public statement in the references and updates inclusivity verbiage. 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 BP 1100 Communication with the Public 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 BP 1325 Advertising and Promotion within the Community Relations series. This update adds a closed forum clarification. 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 BP 1325 Advertising and Promotion 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 BP 3270 Sale and Disposal of Books, Equipment, and Supplies within the Business and Non-Instructional Operations series. This update moves a majority of the previously passed BP 3270 to an Administrative Regulation and aligns the updates with the Association of Alaska School Boards Model policy. This update also provides the Superintendent greater discretion to dispose of used District property, in an amount up to \$5,000 and the addition of "federal" law. Finally, this update provides that surplus equipment purchased with a federal fund in the amount of \$5,000 or greater must be disposed of in accordance with federal Uniform Administrative Requirements. The title of the policy is also being updated from Sale and Disposal of Books, Equipment, and Supplies (Personal Property) to Sale and Disposal of Books, Equipment, and Supplies. 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 BP 3270 Sale and Disposal of Books, Equipment, and Supplies 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 BP 3311 Bids within the Business and Non-Instructional Operations series. This update includes a list of items that are exempt from normal purchasing procedures. Items on this list may be removed (and be subject to normal purchasing procedures) at a Board's discretion. 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 BP 3311 Bids 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 BP 3541.1 School-related Trips within the Business and Non-Instructional Operations series. This update raises the recommended amount of private insurance for persons transporting students to \$1,000,000. It also revises the school-related trip section to ensure that trips in school vans are covered by policy. 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 BP 3541.1 School-related Trips 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 BP 3590 Electronic Signatures to be within the Business and Non-Instructional Operations series. This new policy establishes guidelines for how to utilize and accept electronic signatures in business, noninstructional, and instructional settings. The Board Policy Committee reviewed the new policy and recommended approval. The administration recommends the Board approve the second reading of the proposed BP 3590 Electronic Signatures 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 BP 4222 Classified Personnel - Teacher Aides/Paraprofessionals within the Personnel series. This update revises various board policies and administrative regulations to reference and incorporate BP 5141.42, Professional Boundaries for staff and students. The changes cross-reference BP 5141.42 and, where appropriate, state that applicable training required by BP 5141.42 shall be provided. 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 BP 4222 Classified Personnel - Teacher Aides/Paraprofessionals as presented.

ADOPTION OF CONSENT AGENDA

APPROVAL OF PROPOSED REVISIONS TO BP 1100 COMMUNICATIONS WITH THE PUBLIC; SECOND READING

APPROVAL OF PROPOSED REVISIONS TO BP 1325 ADVERTISING AND PROMOTION; SECOND READING

APPROVAL OF PROPOSED REVISIONS TO BP 3270 SALE AND DISPOSAL OF BOOKS; EQUIPMENT, AND SUPPLIES; SECOND READING

APPROVAL OF PROPOSED REVISIONS TO BP 3311 BIDS; SECOND READING

APPROVAL OF PROPOSED REVISIONS TO BP 3541.1 SCHOOL-RELATED TRIPS; SECOND READING

APPROVAL OF PROPOSED REVISIONS TO BP 3590 ELECTRONIC SIGNATURES; SECOND READING

APPROVAL OF PROPOSED REVISIONS TO BP 4222 CLASSIFIED PERSONNEL-TEACHER AIDES/PARAPROFESSIONALS; SECOND READING

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 BP 5124.1 Family Engagement within the Students series. This new board policy addresses family engagement and the efforts districts should take to coordinate with parents. The policy is broad-based and may be edited based on specific district needs. The Board Policy Committee reviewed the proposed changes and recommends approval. The administration recommends the Board approve the second reading of BP 5124.1 Family Engagement as presented.

APPROVAL OF PROPOSED REVISIONS TO BP 5124.1 FAMILY ENGAGEMENT; SECOND READING

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 BP 5131.9 Academic Honesty within the Students series. This update is a substantial revision to the model academic honesty policy, incorporating modern best practices and addressing the use of artificial intelligence programs. 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 BP 5131.9 Academic Honesty as presented.

APPROVAL OF PROPOSED REVISIONS TO BP 5131.9 ACADEMIC HONESTY; SECOND READING

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 BP 5141.43 Uniform Investigations to be within the student's series. This new policy establishes a model investigative policy for professional boundaries violations. It does not supersede current investigatory procedures but provides best practices when conducting investigations under various existing policies. The Board Policy Committee reviewed the new policy and recommends approval. The administration recommends the Board approve the second reading of the proposed BP 5141.43 Uniform Investigations as presented.

APPROVAL OF PROPOSED REVISIONS TO BP 5141.43 UNIFORM INVESTIGATIONS; SECOND READING

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 BP 6020 Parent Involvement within the Instruction series. AASB developed and distributed BP 6020 Parent Involvement to member school districts in 2016 in response to AS 14.03.016, *A parent's right to direct the education of a parent's child*. AS 14.03.016 requires school districts to have policies promoting the involvement of parents in schools. Among other provisions it sets forth parental notification requirements for any activity, class, or program that includes content involving human reproduction or sexual matters. The model policy was vetted by legal counsel and is a complete response to the provisions of AS 14.03.016. Adopting the model policy BP 6020 will help guide district operations appropriately and will help ensure your board policies align with state law. 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 BP 6020 Parent Involvement as presented.

APPROVAL OF PROPOSED REVISIONS TO BP 6020 PARENT INVOLVEMENT; SECOND READING

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 BP 6112 School Day within the Instruction series. This update includes a new provision that requires a kindergarten day in session to include at least two hours of instruction. 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 BP 6112 School Day as presented.

APPROVAL OF PROPOSED REVISIONS TO BP 6112 SCHOOL DAY; SECOND READING

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 BP 6147 Alaska Reads Act Intervention Program to be within the student's series. This new policy implements the reading intervention plans required by the new Alaska Reads Act. It addresses what must be included in the intervention program, individual reading plans, notification requirements, and progression goals. The Board Policy Committee reviewed the new policy and recommended approval. The administration recommends the Board approve the second reading of the proposed BP 6147 Alaska Reads Act Intervention Program as presented.

APPROVAL OF PROPOSED BP 6147 ALASKA READS ACT INTERVENTION PROGRAM; SECOND READING

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 BP 6148 Early Education Programs to be within the student's series. This new policy implements the early education grant program under the Alaska Reads Act. It sets forth the compliance requirements for a district that opts for an early education grant under the Alaska Reads Act. The Board Policy Committee reviewed the new policy and recommends approval. The administration recommends the Board approve the second reading of the proposed BP 6148 Early Education Programs as presented.

APPROVAL OF PROPOSED BP 6148 EARLY EDUCATION PROGRAMS; SECOND READING

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 9322 Agenda/Meeting Materials within the Bylaws of the Board series. This update adds a reference to State Statute, defines a timeline for board and public access to meeting materials, and adds a section for Board member preparation. 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 9322 Agenda/Meeting Materials as presented.

APPROVAL OF PROPOSED REVISIONS TO BB 9322 AGENDA/MEETING MATERIALS; SECOND READING

Expenditures over \$50,000 require the approval of the Board. E-Rate Central provides consulting services to ensure the Universal Service Administrative Company (USAC) programs are followed and all proper documentation is filed in a timely manner when procuring qualified services. The district is applying for funding under E-Rate services for the 2024-2025 school internet. The E-rate program provides funding for 90% of our school internet charges. E-Rate Central supports timely and accurate filing of required E-Rate paperwork, program integrity assurance, and audit support. E-Rate Central has successfully supported the district in this capacity since 2012 with no increase to our annual costs until this year. The amount of E-Rate funding the district has sought from the Federal Government has increased from roughly \$4M to over \$19M in the past 12 years. Consequently, due to the requested high dollar amounts, the district has been subject to more audits, Payment Quality Assurances (PQAs), and heightened scrutiny, which require more senior resources from E-Rate Central. The E-Rate Central 2024-2025 MOA is \$89,000 for E-Rate consulting on school internet. The administration recommends Board approval of the E-Rate Central Consulting Services MOA for \$89,000 as presented.

APPROVAL OF E-RATE CENTRAL CONSULTING SERVICES

Board approval is required for expenditures that exceed \$50,000. This winter we had Kotzebue, Ambler, Kiana, Noorvik overhead doors no longer function, Door systems of Alaska came out and got us back on track and the doors working. The Administration recommends Board approval to continue with Door Systems of Alaska to continue to handle our overhead door issues.

APPROVAL OF DOOR SYSTEMS OF ALASKA

Board approval is required to expend \$50,000.00 and higher. Alaska law mandates that public schools have their fire protection equipment inspected and certified by a licensed and bonded company each year. Frontier Fire Protection has performed the inspections and service work on our fire alarm systems, sprinkler systems, handheld fire extinguishers, and range hood extinguisher systems for the past 23 years. The inspections are performed during the summer months when school is out of session. Frequently during the inspection process mechanical deficiencies are identified and noted on the inspection forms. Once the inspections are completed the list of equipment deficiencies is forwarded to the property services director and the State Fire Marshal. Upon receiving the list of deficiencies, the Fire Marshall issues a directive to the school district to make corrections by a specified date. The administration is requesting the school board's authorization to contract with Frontier Fire Protection for an amount not to exceed 200,000 to perform all inspections and make repairs on fire safety equipment at sites needing service work in FY24/25 school year. The administration recommends board approval of the administration's request to pay Frontier Fire Protection an amount not to exceed \$200,000.00 to perform inspections and make repairs on fire safety equipment at NWABSD sites in FY24/25 school year.

APPROVAL OF FRONTIER FIRE PROTECTION

Board approval is required for expenditures that exceed \$50,000. NC Power Systems has helped us keep our generators running at the Shungnak School, Kotzebue School, and the ATC and get them back into service. They are also working with us on the Kobuk school generator. The Administration recommends Board approval to continue with NC Power Systems to continue to handle our generator issues as needed and not to exceed \$50,000.00 for school year 24/25.

APPROVAL OF NC POWER SYSTEMS

Board approval is required to expend \$50,000.00 and higher. The NWABSD Property Services department uses Refrigerated Solutions to service and repair our commercial refrigeration equipment. The property services department is requesting authorization to pay Refrigerated Solutions an amount not to exceed \$100,000 to service and repair our refrigeration equipment in FY24/25. The administration recommends board approval of the administration's request to pay Refrigerated Solutions an amount not to exceed \$100,000 to service and repair NWABSD refrigeration equipment in FY24/25.

APPROVAL OF REFRIGERATED SOLUTIONS

Board approval is required for expenditures that exceed \$50,000. In the Spring of 2022 and 2023, the district had fuel spills in Kivalina on the old teacher housing campus and in Noorvik behind the teacher housing 6-plex on the hill. RESCON was brought in to assess the spills and make a plan to monitor and dispose of the spilled heating fuel. They have been working directly with the ADEC on the two spills and have a cost for both villages. The Administration recommends Board approval to continue with RESCON to continue and finish the fuel spill clean-up at each site as per attached not to exceed \$150,000.00 for the school year 24/25.

APPROVAL OF RESCON

Board approval is required to expend \$50,000.00 and higher. Drake Construction has the barge and ability to move the Conex cans from Selawik to Buckland for this summer's new builds. The administration recommends board approval to pay Drake Construction Inc. \$150,000.00 to perform the move from Selawik to Buckland not to exceed \$150,000.00 to perform the move from Selawik to Buckland.

APPROVAL OF DRAKE CONSTRUCTION INC.

Board approval is required to expend \$50,000.00 and higher. The administration requests the school board's approval to purchase 40,000 gallons of fuel at **\$9.219 per gallon** for the Noatak School. Vendors did not bid on providing fuel to Noatak; therefore, fuel to Noatak was not included in the approval of bulk fuel purchase through Crowley. The fuel is required to be flown in via Everts Air Fuel out of Fairbanks. Forty thousand gallons of fuel from Everts Air Fuel FOB Fairbanks to Noatak will cost **\$366,577.92**. The administration recommends board approval of the request to purchase 40,000 gallons of Fuel from Everts Air Fuel for Noatak in the amount not to exceed \$366,577.92.

APPROVAL OF NOATAK FUEL

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 \$133,785.35.

APPROVAL TO AMEND CONTRACT;
KAREN MCCAIN

Funding for amended MOA --	
General Grant Writing (general fund)	\$10,000.00
Literacy Connection (LIT) Federal Grant FY23 <i>October 1, 2022 to September 30, 2023 (fund 353)</i>	\$16,543.41
Literacy Connection (LIT) Federal Grant FY24 <i>October 1, 2023 to September 30, 2024 (fund 353)</i>	\$29,800.00
Native Youth in Action (NYIA) Federal Grant FY23 (fund 354) <i>October 1, 2002 to September 20, 2023</i>	\$8,578.80
Native Youth in Action (NYIA) Federal Grant FY24 (fund 354) <i>October 1, 2023 to September 20, 2024</i>	\$15,200.00
Our Youth Our Future (OYOF) Federal Grant FY23 (fund 367) <i>January 1, 2023 to December 31, 2023</i>	\$23,563.14
Our Youth Our Future (OYOF) Federal Grant FY24 (fund 367) <i>January 1, 2024 to December 31, 2024</i>	\$30,100
Total	\$133,785.35

The administration recommends board approval of the MOA with McCain Services for a total amount not to exceed \$133,785.35 as presented.

Board Acceptance of New Grants. In February, the district applied for a 3-year grant through the Alaska Department of Education and Early Development (DEED) for our Pre-Elementary Program. The purpose of this 3-year grant is for the district to improve its PreK program to comply with the Alaska Early Education Program Standards. Compliance with the Alaska Early Education Program Standards are a requirement in order for the district to apply for DEED's .5

APPROVAL TO ACCEPT GRANT
AWARD

ADM/Formula Funding Application. We received notification from DEED on March 18th that we had been awarded \$496,971 for each Fiscal Year 2025, 2026, and 2027. Attached is the Notice of Intent to Award. The administration recommends that the board approve the acceptance of the Alaska Early Education Program Grant in the amount of \$496,971 for each of the Fiscal Years 2025, 2026, and 2027 as presented.

Superintendent's out-of-District travel require Board approval. The Superintendent's request for out-of-district travel request: Superintendent's out-of-district travel

APPROVAL OF
SUPERINTENDENTS OUT-OF-
DISTRICT TRAVEL

Native Language Summit (DEED) April 18, 2024
Nome Immersion School visit May 7-8, 2024
AK Schools Leadership Institute May 29-31, 2024
Kivalina Open house is scheduled for May 9, 2024.

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

Board approval is required for NWABSD June Nelson Scholarship recipients. This year we had eight students apply for the NWABSD June Nelson Scholarship. However, only four applicants met the Scholarship criteria. Review of the four qualifying applications and discussion will take place in executive session due to privacy considerations. The administration recommends board approval of the qualified applicants per discussion/selection in executive session.

APPROVAL OF JUNE NELSON
SCHOLARSHIP RECIPIENTS

Board approval is required for expenditures that exceed \$50,000. On April 01, 2024, the Property Services department issued an RFP to fuel vendors for the purchase and delivery of approximately 523,800 gallons of #1 heating fuel to ten (10) NWABSD school sites in summer 2024. The RFP was sent to the only two vendors that deliver fuel within the Northwest Arctic Borough, Crowley Petroleum Distribution and Vitus Fuel Services. The deadline for submitting bids was Sunday April 28, at 4:00 p.m. The lowest bidder by site will be awarded the fuel bid(s). Crowley Petroleum Distribution was the only bidder for ten (10) sites and Vitus Fuel Services declined to bid. The bid prices by site are attached. The administration recommends board approval to award Crowley Petroleum Distribution our fuel bid for (10) sites. Crowley's bid for all ten sites \$2,905,861.90. The Administration recommends Board approval to award the NWABSD FY24 heating fuel bid to Crowley Marine Distribution for ten (10) sites not to exceed \$2,905,861.90.

APPROVAL OF FY24 HEATING FUEL
PURCHASE

Board approval is required for all contracts and agreements of \$ 50,000 or more. The district sent our requests for proposals to auditors to perform the annual audit and complete the required financial statements. For the purposes of conducting the FY23 audit, Altman, Rogers & Co. has been selected to provide the auditing service that is required by State of Alaska Statute and federal reporting requirement. Auditing services will include out-of-pocket expenses, for the work associated with the FY24 audit, preparation of the FY24 financial statements and presentation of the audit to the Board in FY25. The Administration recommends that the Board approve the MOA for Altman, Rogers & Co. for the FY24 annual audit and completion of the FY24 financial statements, not to exceed \$79,000.

APPROVAL OF FY25 EXTERNAL AUDIT SERVICES

Board approval is required for all service contracts over \$50,000. The School District went out to Request for Proposals for Food Service Management for FY22 with the option to renew the contract for up to four (4) years through FY26. Nana Management Services, LLC was the single proposer that the district had, and is offering competitive prices for their services (see below).

APPROVAL OF FY25 CONTRACT; NANA MANAGEMENT SERVICES, FOOD SERVICE FOR ALL K-12 SITES

Meal	Current Pricing	Pricing for FY25	Increase
Breakfast	\$5.28	\$5.28	0%
Lunch	\$9.76	\$9.76	0%
Seconds	\$3.50	\$3.50	0%

The breakfast and lunch meals are partially reimbursed through the National School Lunch Program, Summer Food Service Program, or Single Summer Option. The district is not reimbursed for seconds; therefore, those costs are supported by the district's food service program which in a typical year is a transfer from the general operating fund. Recognizing the District's current financial challenges, as the district's partner, NMS is not requesting an increase in meal pricing for the FY25 school year as long as the scope of services remains the same. From FY15 through FY23 the average amount paid to NMS for meals is approximately \$2,700,000, \$2.3 million being the lowest and \$3.1 million being the highest. I suggest setting the not to exceed contract amount at \$3,400,000 to cover any large upticks in student meals. The Administration recommends the Board approve the All-Sites Food Service Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2024-2025, not to exceed \$3,400,000, as presented.

Board approval is required for all purchases over \$50,000. The School District went out to Request for Proposals for Custodial Service Management for FY22 with the option to renew the contract for up to four (4) years through FY26. Nana Management Services, LLC was the single proposer that the district had, and is offering competitive prices for their services despite the increase noted below. FY24 amount \$2,511,227 Requested FY24 amount \$2,511,227. Recognizing the District's current financial challenges, as the district's partner, NMS Custodial Services has not requested an increase for the FY25 year as long as the scope of services remains the same. The Administration recommends the Board approve the Custodial Services Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2024-2025, not to exceed \$2,511,227, as presented.

APPROVAL OF CUSTODIAL SERVICES CONTRACT FOR FISCAL YEAR 2024-2025; NANA MANAGEMENT SERVICES LLC

The School Board shall establish and maintain a balanced budget. The FY25 Proposed Operating Fund Budget is being presented for adoption. The preliminary FY25 Operating Fund Budget was reviewed with the Budget Committee in January. Proposed Actions to balance the FY25 Budget were presented and discussed in detail at the budget work session on Wednesday March 7th & 8th, 2024, and went out to the community for feedback via a survey. The Board held a meeting to review survey results in early April and then held a Budget hearing on April 22nd to receive public feedback. The Board of Education and Superintendent created the FY25 Proposed Operating Fund Budget based off the survey results and estimated increases to revenue.

ADOPTION OF FY25 PROPOSED OPERATING FUND BUDGET

Presented to you for adoption is the FY25 Proposed Operating Fund Budget, which includes:

- Revenue Plan of \$63,879,260
- Expenditure Plan of \$66,535,595
- Transfer to Other Funds in the amount of \$2,316,160.
- Use of Fund balance in the amount of \$4,972,495

The FY25 Proposed Operating Budget includes reductions to the overall budget:

- 22.5 Full Time Equivalent positions reduced based on higher Student to Teacher Ratio and other staffing reductions.
- Reductions to grant supplies and software, travel (professional development), and extra duty contracts.
- Reductions to District health plan costs – Planning on at least 30 employees to opt out of plan.
- Reduction to meal program – Cut seconds.
- Reduction to student activities – Middle School sports
- Reduced curriculum supplies

This Proposed Budget includes the use of estimated fund balance and assumed increases to revenue:

- \$300 increase to Base Student Allocation (BSA) - \$2,067,704
- NANA Contribution - \$1,500,000
- Estimated fund balance - \$4,972,495.

At this time, the Board of Education has built the budget to include the items below:

- Breakfast and Lunch provided to all students.
- High School Student Activities district wide
- Classroom sizes will remain the same.

Further reductions may be needed if revenue and fund balance actuals differ from projections. The District Administration will continue to look for revenue sources to pay for these important programs. The administration recommends the Board adopt the FY25 Proposed Operating Fund Budget as presented.

Board approval is required for all contracts and agreements of \$ 50,000 or more. The district is in need of contracted business services for food service management. A permanent position has been posted since May of 2022, and previously contracted with a person in New York for under \$50k a year, and this contract worked while virtual reviews were approved, however, our District needs someone closer to the region to do in person site reviews and that is on the same daily schedule as our staff to respond to their needs timely. Savory Solutions offers contracted business services for food service management at a reasonable daily rate and is located in Nome, AK, a short flight from our region. The district must employ or contract a Food Service Manager to comply with all of the requirements that the District's Food Service program brings (see attached request & list of duties). This employee or contractor must meet the minimum education requirements listed in the Hiring Standards for School Nutrition Directors in Alaska Dept of Ed School Nutrition Programs Administrative Handbook. This is a contract increase of \$18,000 from FY24-FY25 Contracted Business Services for Food Service costs include payment at a daily rate of \$510 and reimbursement for out-of pocket travel expenses, for the work associated with managing the District's Food Service program. The MOA, which includes costs for travel, is not to exceed \$128,000. Funding Source: District Food Service Fund, supplemented by federal, grant, and general funds. The Administration recommends that the Board approve the MOA for Contracted Business Services – Food Service with Savory Solutions not to exceed \$128,000.

APPROVAL OF FY25 CONTRACTED BUSINESS SERVICES – FOOD SERVICE

Contracts over \$50,000 require the approval of the Board. Starting in May 2022 Dena Strait, through DD Strait Consulting, LLC, (DDSC) has supported the district's capital projects under the mentorship of long-time Capital Projects Manager Kathy Christy as she phased into retirement. In June 2023 Dena Strait was given a contract for \$49,800 to take the lead in completing DEED grant applications and provide project management support while the district advertised for a replacement for Ms. Christy. That funding was only intended to go through the end of September 2023, but DD Strait Consulting, LLC is just now nearing the end of that funding. For reference, Kathy Christy typically requested \$95,000/year. In early 2024 DD Strait Consulting, LLC was selected as the replacement capital projects manager following a competitive request for proposal process. DD Strait took on increased project management responsibilities as Kathy stepped back and she also prepared additional grant applications. Grant applications submitted since January 2024 include CAPSIS, Congressional Direct Spending (earmarks) to Representative Pelota's and Senator Murkowski's offices, and Denali Commission funding. Multiple projects were submitted for each of these funding sources. In addition, DD Strait Consulting is managing design and construction for Buckland, and the design and procurement for the replacement of the fire alarm systems at Selawik and Noorvik. DDSC has also supported the district in efforts related to AHFC funding that went to the City of Kotzebue. Additional pending duties are listed on the following page. No additional funding has been added to the DDSC contract beyond the \$49,800 intended to fund the position through the end of September 2023. The DD Strait contract needs to be amended to reflect the increased responsibilities, extended length of contract, and corresponding compensation. Funding for capital project management comes from the capital projects fund balance. Project Management efforts expended prior to a project being funded, such as grant writing, are charged to the capital budget. When a specific project is subsequently funded, the project budget pays for those project management services, thus reimbursing the district's capital budget. The total contract is not to exceed \$79,800 and will cover all services in FY24. The amount includes both direct costs and reimbursable costs, such as travel and printing of grant applications. As a contractor instead of a district employee, DDSC does not receive District benefits. The capital project management contract is a Time and Materials contract and only direct time spent on District work is charged. Below is a chart showing budgetary numbers for the activities yet to occur in FY24, which was used to determine the requested amount for this contract increase.

APPROVAL CONTRACT INCREASE; DD STRAIT, LLC

Estimated Fee needed for April, May, June to complete FY24 work		Reimbursed by Grant if Awarded
Selawik & Noorvik Fire Alarm bidding and contract award	\$3,000	Yes

Buckland Phase II (Summer '24) Construction Management	\$4,000	Yes
Buckland Phase III Grant Application to Denali Commission (Submitted in April)	\$2,000	Yes
Districtwide DDC application Denali Commission April grant application and DEED FY26 application	\$3,500	yes
Districtwide Fire Alarm application Denali Commission April grant application managing engineering and design to advance project & DEED FY26 application.	\$4,500	yes
Deering – Managing design team and DEED FY26 grant application	\$8,000	Yes
General Assistance as requested by the district, attendance at Board meetings, etc.	\$5,000	No, but from Capital Budget
Total	\$30,000	

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 present. Approved the FY24 certified new hire at the District Office; and FY24 classified new hire at the Kivalina School; FY25 Certified New Hires at Ambler, Buckland, Deering, JNES, KMHS, Kobuk, Noatak, and Selawik; FY25 Certified Rehires at Ambler, Buckland, Deering, JNES, Kiana, Kivalina, KMHS, Kobuk, Noatak, Noorvik, Selawik, Shungnak, Star of the North, ATC, District Office as presented. Reported on the FY24 Certified resignations at Ambler, Buckland, Deering, JNES, Kivalina, KMHS, Kobuk, Noatak, Noorvik, Selawik, Shungnak, District Office; FY24 Classified resignations at ATC, District office, Deering, KMHS, Kivalina; FY25 Certified Transfers at Buckland, Deering, JNES, Kivalina, KMHS, Noorvik, Selawik, Shungnak, District Office; FY24 Classified Transfers at the District Office; Certified New Hires for FY25 at Ambler, JNES, KMHS, District Office; FY25. Certified Rehires at Buckland, Deering, JNES, Selawik as presented.

APPROVAL OF HUMAN RESOURCES

Margaret Hansen, our next meeting is June 3, 4, 5, of which one day will be Board evaluation. We're working with AASB which it was budgeted for. During that week is State Board of Education, they decided to come to Kotzebue June 4-6 and hold their meetings. They have also shown interest in flying to Kivalina to see the school there.

COMMUNICATIONS & ITEMS INTRODUCED BY BOARD MEMBERS

Marie Greene, one thing that I really appreciate during this budget process is not only communicating to the NWAB to ask for the request and making that presentation, but also conducting the survey and including students. I think this is a well round way of putting it together or facing the challenges that they know we have before us. I just wanted to express appreciation to Megan Williams as our Administrative Services Director, for her continuous work and responding to our questions and all the things we have brought up including to the entire team during the work session, also the strong focus for hiring and filling out all our positions and that our positions will get filled before the first day of school this fall.

The last comment I would like to make is regards to the awards that were given today and the recognition, it's such a great feeling to see our villages and the faculty and staff recognizing the importance of our Inupiaq Language. The recognitions that were given this afternoon were heartfelt and really appreciate our superintendent taking the lead.

I also would like to Congratulate Katelyn Piper for graduating and your representation on the board representing the students of our district, thank you so much. She has played a major role traveling with us to Juneau, she spoke just as much in whatever she had to regarding student needs and teacher needs. I really appreciated how she strengthened our team while we were focusing on advocating for our students.

Margaret Hansen, Brett, we sure appreciate you and the hard work you have done for our district. We know you will do well where you go. We will miss you and your family. Thank you, Katelynn, for all your service. We appreciate the survey and all the hard work put into it.

The next regular Board meeting of the NWABSD Board of Education will be held on June 3, 4, 5 in person.

Alice Melton-Barr moved to adjourn the meeting, seconded by Tillie Ticket.

Motion passed with unanimous consent. The meeting adjourned at 5:44p.m.

Tillie Ticket, Secretary

Shayne Schaeffer, Recording Secretary

DATE/TIME OF NEXT BOARD MEETING

ADJOURNMENT