

**ADOPTED 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 421st regular meeting of the Northwest Arctic Borough School District Board of Education to order at 4:10 p.m. on Tuesday, March April 11th, 2023. *The meeting was held virtually over Microsoft Teams.*

Board Members present were:

Margaret Hansen
Shannon Melton
Carol Schaeffer
Tillie Ticket
Alice Adams
Ellen Coffin
Cindy Fields
Marie Greene
Joanne Harris
Millie Hawley

Board Member absent and excused was:
Lawrence Jones Sr.

A quorum was present.

Observed.

Those present participated in the Pledge of Allegiance.

Staff present: Terri Walker-Superintendent, Scott Lefebvre-Assistant Superintendent, Amy Eakin-Director of Technology; Dana Orton-Director of Curriculum/Instruction, Joy Cogburn-Smith-Director of State/Federal Programs, Perrian Windhausen-Director of Student Services, Karl Kowalski-Director of ATC, Megan Williams-Director of Administrative Services, Art Finkenbinder-Interim Director of Human Resources, Zonda Martin-Staff Development, Gary Perkins-ATC Assistant Director, Star of the Northwest Students and Jazmine Camp-Secretary to the Superintendent and Board.

Assistant Director of ATC Gary Perkins and three Star of the Northwest gave a presentation about their semester. The presentation was meant to be a video made by the students and Gary Perkins. But the video was unable to load. The video will be distributed to board members at another time. Instead of a video, the students shared their experiences.

No public comment was given.

The April 2023 Employee of the Month awardees that were recognized:

- Teresa Stalker, Intensive SpEd Aid at Kiana School
- Rudilyn "Coy" Castro, Intensive SpEd Aid at Kivilana School

Superintendent Terri Walker presented her report.

Margaret Hansen recommended that memos 23-088, 23-089, 23-092, 23-099 be pulled from the agenda and tabled, and memo 23-093 be pulled and voted on separate from the consent agenda. Millie Hawley moved to approve the consent agenda as amended. Marie Greene seconded. The motion was passed.

CALL TO ORDER

ROLL CALL

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

INTRODUCTION OF
STAFF/GUESTS

SCHOOL PRESENTATION

PUBLIC COMMENTS

RECOGNITION AND AWARDS

SUPERINTENDENT'S REPORT

ADOPTION OF CONSENT
AGENDA

Board meeting minutes require Board adoption. The NWABSD Board of Education held a regular meeting on March 7th, 2023. The administration recommended the Board adopt the minutes as presented.

Board policy revisions require Board approval. At issue is to approve the first reading of the proposed revisions to BP 3100, Business and Non- Instructional Operations, Budget and open for public comments. The Superintendent/designee presents drafts or suggestions for board policy revisions when changes in law occur or when specific need occurs. 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 3100, Business and Non-Instructional Operations, Budget. This is on the AASB's list for revisions, and revisions require Board adoption. *Proposed changes are:* This update provides stylistic edits to the Board's budget process and clarifies the importance of public input in the budgetary process. 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 to the proposed revisions to BP 3100, Business and Non-Instructional Operations, Budget as presented and open for public comments.

Board policy revisions require Board approval. At issue is to approve the first reading of the proposed revisions to BP 3280, Business and Non- Instructional Operations, Sale or Lease of School Facilities or Real Property and open for public comments. The Superintendent/designee presents drafts or suggestions for board policy revisions when changes in law occur or when specific need occurs. 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 3280, Business and Non-Instructional Operations, Sale or Lease of School Facilities or Real Property. This is on the AASB's list for revisions, and revisions require Board adoption. *Proposed changes are:* This update clarifies that districts in municipalities or boroughs may work with their municipality or borough on the sale or lease of school facilities. 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 to the proposed revisions to BP 3280, Business and Non-Instructional Operations, Sale or Lease of School Facilities or Real Property as presented and open for public comments.

Board policy revisions require Board approval. At issue is to approve the first reading of the proposed revisions to BP 6146.8 Instruction, Postsecondary High School Dual Credit and open for public comments. The Superintendent/ designee presents drafts or suggestions for board policy revisions when changes in law occur or when specific need occurs. 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 6146.8 Instruction, Postsecondary High School Dual Credit. This revision was brought forward by Dana Orton, Director of Curriculum and revisions require Board adoption. *Proposed changes are:* This update changes the amount of high school credit earned when taking college level courses. This change better aligns the NWABSD with the other districts in the state, creates a more equitable relationship with organizations such as ANSEP, and benefits the students of NWABSD. 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 to the proposed revisions to BP 6146.8 Instruction, Postsecondary High School Dual Credit as presented and open for public comments.

Board policy revisions require Board approval. At issue is to approve the first reading of the proposed revisions to BP 6146.4 Instruction, Internet and District Technology and open for public comments. The Superintendent/designee presents drafts or suggestions for board policy revisions when changes in law occur or when specific need occurs. 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 6146.4 Instruction, Internet and District Technology. This revision was brought forward by Amy Eakin, Director of Technology and revisions require Board adoption.

APPROVAL OF MINUTES

APPROVAL OF REVISIONS TO BP 3100, BUSINESS AND NON-INSTRUCTIONAL OPERATIONS, BUDGET; FIRST READING

APPROVAL OF REVISIONS TO BP 3280, BUSINESS AND NON-INSTRUCTIONAL OPERATIONS, SALE OR LEASE OF SCHOOL FACILITIES OR REAL PROPERTY; FIRST READING

APPROVAL OF REVISIONS TO BP 6146.8, INSTRUCTION, POSTSECONDARY HIGH SCHOOL DUAL CREDIT; FIRST READING

APPROVAL OF REVISIONS TO BP 6161.4, INSTRUCTION, INTERNET AND DISTRICT TECHNOLOGY; FIRST READING

Proposed changes are: This update clarifies acceptable use of district technology. 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 to the proposed revisions to BP 6146.4 Instruction, Internet and District Technology as presented and open for public comments.

Board policy revisions require Board approval. At issue is to approve the first reading of the proposed revisions to BP 3515.6, Business and Non- Instructional Operations, Use of School Safety Video Surveillance Monitoring System and open for public comments. The Superintendent/designee presents drafts or suggestions for board policy revisions when changes in law occur or when specific need occurs. 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 3515.6, Business and Non-Instructional Operations, Use of School Safety Video Surveillance Monitoring System. This new policy was brought forward by AASB and new policies require Board adoption. The Board Policy Committee reviewed the new policy, recommends approval and to open for public comments. The administration recommends the Board approve the first reading to the proposed new policy BP 3515.6, Business and Non-Instructional Operations, Use of School Safety Video Surveillance Monitoring System as presented and open for public comments.

Superintendent's out-of-District travel and personal leave require Board approval. At issue is to approve the Superintendent's request for out-of-district travel and personal leave as presented. The Superintendent's request for out-of-district travel,

- Inupiaq Spring Retreat, April 17-20, 2023, in Anchorage, AK
- Alaska School Leadership Institute, May 24-26, 2023, in Anchorage, AK

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

Board approval is required to expend \$50,000.00 and higher. At issue is board approval of the administration's request to ship two Thomas school busses for the new Kivalina school. The administration is requesting the school boards approval to ship two (2) 2022 Thomas 81 passenger school busses for the new Kivalina Replacement School. The new Kivalina Replacement School opened to students on October 1, 2022. Kivalina's replacement school is situated seven (7) miles from the village. The State of Alaska requires schools/school districts to provide bus service for students that live in excess of one mile from their school. In order to satisfy this requirement, the administration has spent considerable time researching the purchase of school busses. Blue Bird and Thomas are the most commonly used brand of school busses in the United States. Currently Blue Bird does not have a dealership in the state of Alaska, so parts and service have to come from Seattle or beyond. Thomas's Anchorage dealer is Trailercraft, Inc. Trailercraft, Inc. is the sole source supplier of Thomas school busses in the state of Alaska. After much research it is the administration's recommendation that we ship two (2) 81 passenger Thomas school busses for the new Kivalina school from Trailecraft, Inc. FOB Seattle. The administration estimates the freight cost to transport the busses from Seattle to Kivalina will not exceed \$65,734.24. The administration recommends board approval of the administration's request to ship two (2) 81 passenger Thomas school busses from Trailercraft, Inc. FOB Seattle. Freight from Seattle to Kivalina not to exceed \$65,734.24.

Board approval is required for expenditures that exceed \$50,000. At issue is board approval to award the NWABSD's FY24 heating fuel order to the lowest bidder by site. The Property Services department received bids for an RFP for the purchase and delivery of approximately 575,600 gallons of heating fuel to eleven (11) NWABSD school sites in summer 2024, 25,000 gallons of ULSD, and 3000 gallons of unleaded to Kivalina. 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 Monday, April 3 at 4:00 p.m. The lowest bidder by site will be awarded the fuel bid(s). Crowley Petroleum Distribution was the lowest bidder for eleven (11) sites and Vitus Fuel Services was the lowest bidder for no (0)

ADOPTION OF NEW POLICY, BP 3515.6, BUSINESS AND NON-INSTRUCTIONAL OPERATIONS, USE OF SCHOOL SAFETY VIDEO SURVEILLANCE MONITORING SYSTEM; FIRST READING

APPROVAL OF SUPERINTENDENT OUT-OF-DISTRICT TRAVEL

APPROVAL OF PURCHASE, KIVALINA SCHOOL BUS SHIPPING

APPROVAL OF PURCHASE, FY24 HEATING FUEL PURCHASE

sites. The administration recommends board approval to award Crowley Petroleum Distribution our fuel bid for for an amount not to exceed \$2,996,437.80 as presented.

The School Board shall establish and maintain a balanced budget. At issue is the approval of the FY23 District Operating Fund Budget Revision #3. The FY23 District Operating Fund Budget was approved and adopted at the April 26th, 2022 Regular School Board meeting with expenditures in the amount of \$60,807,518. Budget Revision #1 was approved in June with expenditures in the amount of \$62,991,793, and Budget Revision #2 was approved in January with expenditures in the amount of \$64,401,543. Revision #3 is based on a review of revenues and expenditures. The revision includes a decrease to salary expenditures by roughly \$2.8 million. This is after a review of open positions and releasing the encumbrance on one half of a year's salary for those open positions and increasing the budget for temporary positions. The revision includes a decrease in revenue by roughly \$2 million. This decrease is based off State projections, an increased contribution from the Borough, and reducing the budgeted Impact Aid to what has been received this year. Overall, the District a decrease in fund balance of approximately \$2 million. The District expects to have another revision to the FY23 budget in June to true up accounts before the FY23 year-end closeout to have a better estimate of year end fund balance going in to FY24.

APPROVAL OF FY23
OPERATING FUND BUDGET
REVISION #3

The School Board shall establish and maintain a balanced budget. At issue is the adoption of the Fiscal Year 2023-2024 Proposed Operating Fund Budget. The FY24 Proposed Operating Fund Budget is being presented for adoption. The preliminary FY24 Operating Fund Budget was reviewed with the Budget Committee in February. Proposed Actions to balance the FY24 Budget were presented and discussed in detail at the budget work session on Wednesday March 6th, 2023. The District Administration presented the FY24 Proposed Budget to staff on April 3rd and postponed the presentation to parents and the community on March 30th due to the lack of participation. These presentations are to increase transparency with stakeholders about the planned reductions to the budget and to seek feedback. Presented for adoption is the FY24 Proposed Operating Fund Budget, which includes:

APPROVAL OF FY24
PROPOSED OPERATING
FUND BUDGET

- Revenue Plan of \$59,608,615
- Expenditure Plan of \$60,362,320
- Transfer to Other Funds in the amount of \$600,000
- Use of Fund balance in the amount of \$1,353,706

The FY24 Proposed Operating Budget includes reductions to the overall budget:

- 31.42 Full Time Equivalent positions reduced based on higher Student to Teacher Ratio and other administrative reductions.
- Reductions to supplies, travel, professional & technical services, and heating fuel
- Reductions to student activities travel
- A decrease in heating fuel costs based on a change in fuel surcharge
- Programs and positions being moved to ESSER grant funding
- An internet cost decrease

The District Administration will continue to look for revenue sources to pay for these important programs. The administration recommends the Board adopt the FY24 Proposed Operating Fund Budget as presented.

Board approval is required for all contracts and agreements of \$ 50,000 or more. At issue is the approval of a Memorandum of Agreement (MOA) between NWABSD and Boynton Office Systems for the purchase of 24 copiers and award a contract for District wide maintenance services starting July 1, 2023, and ending June 30, 2026 and may be renewed for up to an additional 2 years. The District copier fleet is in need of several replacements due to copier age and after excessive use to make homework packets during school closures. The attached list shows the District's current list of Canon copiers and the requested replacement models. The District put out a request for proposals in March of 2023 to purchase 24 new copiers and to request maintenance services for the District's copier fleet. The District received one proposal from Boynton Office Systems. Boynton's proposal includes the copier

APPROVAL OF MOA, COPIER
PURCHASE AND
MAINTENANCE SERVICES

purchase price of \$231,780, and a yearly maintenance contract of approximately \$70,517 (depending on copy count). The Administration recommends that the Board approve the Memorandum of Agreement (MOA) between NWABSD and Boynton Office Systems for the purchase of 24 copiers and award a contract for District wide maintenance services.

Each month various Human Resources actions occur which require Board action or cognizance. At issue is the approval of Human Resources actions. 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.

Board approval is required for school year calendars. At issue is the Board's approval of the School Calendars for school years; 23-24, 24-25 and 25- 26 to include district-wide Parent/Teacher conference days. This will allow the district to comply with Alaska Reads Act requirements. In December 2023 the board approved the School Calendars for school years; 23-24, 24-25 and 25-26. Since this time, the Alaska Reads Act has been enacted. In this law there is a requirement of timely meetings with parents regarding their child reading skills. The calendars up for approval now, incorporate parent teach conferences to meet this requirement within the correct timeline district wide. The administration recommends board approval of calendar updates to incorporate District-wide Parent teacher conferences.

Marie Greene moved to enter executive session at 4:43 pm to review applications for the June Nelson Scholarship and personnel discussion. Alice Adams seconded. Marie Greene moved to exit executive session at 6:13 pm. Cindy Fields seconded.

Board approval is required for NWABSD June Nelson Scholarship recipients. Discussion to review applicants and determine recipients of the 2023 NWABSD June Nelson Scholarship. Selection of recipients of the June Nelson Scholarship 2023, application materials will be presented during executive session due to FERPA. This year we had 4 students apply for the NWABSD June Nelson Scholarship. Review of applications and discussion will take place in executive session due to privacy considerations. The administration recommends board selection from the qualified applicants per discussion in executive session.

Marie Greene moved to select Marjorie Hingsbergen, Eli Atkins, Paris McConnell, and Payton McConnell. Millie Hawley seconded. Motion passed unanimously by voice vote.

Margaret Hansen gave her appreciation to the staff for their hardwork.

Alice Adams brought up water bottle fill-up stations instead of the standard water fountains. The board requests that administration put together a quote for installing water bottle fill-up stations across the district.

The next regular Board meeting of the NWABSD Board of Education will be held on June 6, 2023, at 4:00 p.m. in Kotzebue, AK.

Tillie Ticket moved to adjourn the meeting, seconded by Millie Hawley.

Motion passed with unanimous consent. The meeting adjourned at 6:26 pm.

Tillie Ticket, Secretary

Jazmine Camp, Recording Secretary

APPROVAL OF HUMAN RESOURCES ACTIONS

APPROVAL OF AMENDMENT TO 2023-2026 CALENDAR

EXECUTIVE SESSION

SELECTION OF RECIPIENTS, JUNE NELSON SCHOLARSHIP 2023

ACTION

BOARD COMMENTS

DATE/TIME OF NEXT BOARD MEETING

ADJOURNMENT