



**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 Dsv  
Dsv

**THROUGH:** Dr. Bobby Bolen, Chief Operating Officer BB  
BB

**FROM:** MJ Geiser, Director of Qatqĩññaġvik & CTE MJG  
MJG

**DATE:** March 28, 2024

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

**Memo No: SB24-117  
(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.

**BP 3440, Inventories:** The Superintendent or designee shall provide for the proper control and conservation of district property.

**2020-2025 NSBSD STRATEGIC PLAN**

**4.0 Financial & Operational Stewardship:** Effectively employ our operational and financial resources to support the long-term stability of the district.

**Issue Summary:**

CTE course content has varied by site and instructor, and to bring consistency of content providing certifications and/or micro credentials throughout NSBSD course materials are needed.

**Background:**

To assist in providing students across the district with consistent learning opportunities in their electives, we are obtaining textbooks to support the district wide CTE courses instruction. This purchase provides texts for: Workplace Basics CT7801; Personal Finance CT7461 & CT7462; and a future course designed to replace the existing Survey of Home Economics CT7513. The selected textbooks are linked with certification exams through You Science and assists in making a link between the classroom and future careers.

Course	Text	Certification Exam
Workplace Basics	Exploring Careers for the 21 <sup>st</sup> Century	Preparing for College and Careers
Personal Finance	Personal Financial Literacy	<ul style="list-style-type: none"> <li>• Personal Financial Responsibility</li> <li>• General Financial Literacy</li> <li>• Personal Finance Certification</li> </ul>
(Replace Survey of Home Economics)	Food & Nutrition For You	Nutrition & Wellness
	Traditional Food Guide For the Alaska Native People	N/A

**Grant Funds:**

Funds for the purchase of the textbooks are provided through DEED grant Strengthen and Develop Career and Technical Education Programs of Study (CTEPS) serving Alaska Middle and High School Students. The total grant award amount of \$74,962.55 provides \$70,150.24 toward the purchase of the books, with the remaining \$4,812.31 as the indirect amount. The total textbook purchase is \$70,823.40 and the cost above the grant of \$673.16 will be paid from the Qatqiññaġvik supply account 379.200.160.000.450.

**Compliance with BP 3311:**

All of the books are sole-source procurements. The Traditional Food Guide is a print on demand book from the Alaska Native Tribal Health Consortium. The three titles from SAVVAS Learning Company are new to market and are not currently available through other sources. See attached email from Northwest Textbook Depository.

**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.

**From:** Betty Griggs <[betty.griggs@nwtcd.com](mailto:betty.griggs@nwtcd.com)>  
**Sent:** Friday, February 16, 2024 9:35 AM  
**To:** MJ Geiser <[maryjane.geiser@nsbsd.org](mailto:maryjane.geiser@nsbsd.org)>  
**Cc:** Mark Hansen <[mark.hansen@nwtcd.com](mailto:mark.hansen@nwtcd.com)>  
**Subject:** RE: quote request

**[EXTERNAL EMAIL - CAUTION: Do not open unexpected attachments or links.]**

Good Morning MJ,

Thank you for those ISBN numbers and letting us know they are through Savvas. Unfortunately, they are not currently in our system and will need to be special ordered. Because the publisher is Savvas we can certainly order without difficulty. Considering this appears to be a new adoption and special order titles as well, I will need to have you receive an official quote from the publisher sales rep directly. Any pricing or offers that they provide on the official quote will be honored by NWTCD as well. I apologize for having to forward you to another contact and appreciate your business. I have provided the contact below.

Michael 'Olu' Ikuesan · (206) 247-9265 · [michael.ikuesan@savvas.com](mailto:michael.ikuesan@savvas.com) Savvas Rep for North Slope Borough SD

Thank you,  
Betty Griggs

My current office hours are:  
Wed, Thurs & Fri, 8:30am - 1:30 pm

Northwest Textbook Depository  
17970 SW McEwan Rd  
Portland, OR 97224

Ph: 503-906-1100  
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