

NWABSD Regular Board Meeting

Wednesday, September 20, 2023 4:00 PM

Microsoft Teams, 744 Third Ave., Kotzebue, AK 99752

1.	<u>CALL TO ORDER, ROLL CALL</u>	Presenter: Margaret Hansen, President
2.	<u>MOMENT OF SILENCE</u>	Presenter: Margaret Hansen, President
3.	<u>PLEDGE OF ALLEGIANCE</u>	Presenter: Margaret Hansen, President
4.	<u>INTRODUCTION OF GUESTS/STAFF</u>	Presenter: Margaret Hansen, President
5.	<u>RECOGNITION AND AWARDS</u>	Presenter: Terri Walker, Superintendent
6.	<u>SCHOOL PRESENTATION</u>	Presenter: Kobuk School
7.	<u>PUBLIC COMMENTS</u>	Presenter: Margaret Hansen, President
8.	<u>SUPERINTENDENT'S REPORT</u>	Presenter: Terri Walker, Superintendent
9.	<u>ADOPTION OF CONSENT AGENDA</u>	
9.A.	NWABSD Memorandum 24-037 Approval of Revisions to BP 3260, Business and Non-Instructional Operations, Material Fees; First Reading	
9.B.	NWABSD Memorandum 24-038 Approval of Revisions to BP 3400, Business and Non-Instructional Operations, Management of District Assets/Accounts; First Reading	
9.C.	NWABSD Memorandum 24-039 Approval of Revisions to BP 3470, Business and Non-Instructional Operations, Fund Balance Classification; First Reading	
9.D.	NWABSD Memorandum 24-040 Approval of Revisions to BP 3550, Business and Non-Instructional Operations, Food Service; First Reading	
9.E.	NWABSD Memorandum 24-041 Approval of Revisions to BP 3554, Business and Non-Instructional Operations, Other Food Sales; First Reading	
9.F.	NWABSD Memorandum 24-042 Approval of Human Resources	
9.G.	NWABSD Memorandum 24-043 Adoption of Board Self-Improvement Plan	
9.H.	NWABSD Memorandum 24-047 Approval of Core Resolutions; AASB	
9.I.	NWABSD Memorandum 24-048 Approval of MOA; Drake's Construction Inc.	
10.	<u>EXECUTIVE SESSION</u>	
11.	<u>COMMUNICATIONS AND ITEMS INTRODUCED BY BOARD MEMBERS</u>	
12.	<u>DATE, TIME, AND LOCATION OF NEXT MEETING</u>	

13. ADJOURNMENT

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: September 20, 2023

NUMBER:

FR: Office of the Superintendent

SUBJECT: Superintendent's Report

ATTENDANCE:

After four weeks of school, our district attendance is currently at 86%. We are looking into an attendance monitoring plug-in that works with powerschool so we can see and view reasons why students are absent and then come up with strategies to increase attendance.

Goals to increase attendance:

- *Virtual Learning: Overcoming Data Challenges to Address Chronic Absenteeism.*
Three sessions completed by staff.
- Create a committee: to be completed by October 31
Made up of multiple stakeholders to include parents, ASC, and staff.
Develop goals and objectives.

ENROLLMENT: Current enrollment has increased the beginning of this school year. K-12's current enrollment is 1892 an increase of 66 students. PreK – 12th grade enrollment is 2006.

School began at the Kisimigiugtuq School in Kivalina on Tuesday September 12, 2023. To make up the days missed, they will add 30 minutes to each day until the days are made up.

Safety and Wellness Summit sponsored by the Department of Education. September 13-15

- Keynote: Brian Mendler, severely ADHD with reading difficulties himself, Brian talked about his experiences with being defiant, disruptive and relatively unmotivated. He was the one that drove the teachers crazy until one teacher changed his life. In this session, Bryan shared what we can do to help students like him be successful. Some key concepts/take aways are Listen...without expectations, Catch it and set it down, use questions instead of statements, stay personally connected without taking it personal, feeling sad for instead of mad at, and more...
- Using Assessment Data to Amplify School Improvement Plans, Staff from DEED talked about using assessment to put supports in place where they're needed most.
- A student panel talked about the challenges they face. Key takeaway was social/emotional wellness.
- Emergency Response Operation Plans walked us through developing an emergency response plan for before, during and after.

AASB Fall Boardsmanship Academy September 16-17

- Topics included a focus on student outcomes, Reads Act, Advocacy, School Boards roles and responsibilities, current educational bills, Roles of the Advisory Board, and the Board self-assessment.

Terri Walker,
Superintendent

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: September 20, 2023

NUMBER: 24-037

FR: Office of the Superintendent

SUBJECT: Approval of Proposed
Revisions to BP 3260,
Business and Non-
Instructional Operations,
Material Fees; First
Reading

STRATEGIC PLAN/BOARD GOAL:

Improve Stakeholder Communication.

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the first reading of the proposed revisions to BP 3260, Business and Non-Instructional Operations, Material Fees and open for public comments.

BACKGROUND AND/OR PERTINENT INFORMATION:

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 3260, Business and Non-Instructional Operations, Material Fees.

The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.

ALTERNATIVES:

1. Approve the first reading to the proposed revisions to BP 3260, Business and Non-Instructional Operations, Material Fees as presented and open for public comments;
2. Do not approve first reading to the proposed revisions to BP 1312 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading to the proposed revisions to BP 3260, Business and Non-Instructional Operations, Material Fees as presented and open for public comments.

BP 3260 MATERIAL FEES

The School Board will make every effort to provide the ~~instructional equipment, books and materials~~ resources needed to maintain the desired instructional program so that teachers, students, and parents/guardians do not feel compelled to provide such items and school fund raising activities are minimized. The sale of ~~any~~ school supplies or materials must be authorized by the Superintendent or designee, ~~or the Board~~.

Fees may be charged for materials used for individual student projects.

(cf. 1321 - Soliciting Funds from and by Students)

Adopted: February 25, 1994

Reviewed: (Date of Review)

Revised: (Date of Revision)

Commented [JC1]: This update provides stylistic edits to the Board's material fees program.

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: September 20, 2023

NUMBER: 24-038

FR: Office of the Superintendent

SUBJECT: Approval of Proposed
Revisions to 3400,
Business and Non-
Instructional Operations,
Management of District
Assets/Accounts; First
Reading

STRATEGIC PLAN/BOARD GOAL:

Improve Stakeholder Communication.

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the first reading of the proposed revisions to 3400, Business and Non-Instructional Operations, Management of District Assets/Accounts and open for public comments.

BACKGROUND AND/OR PERTINENT INFORMATION:

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 3400, Business and Non-Instructional Operations, Management of District Assets/Accounts.

The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.

ALTERNATIVES:

1. Approve the first reading to the proposed revisions to 3400, Business and Non-Instructional Operations, Management of District Assets/Accounts as presented and open for public comments;
2. Do not approve first reading to the proposed revisions to BP 1312 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading to the proposed revisions to 3400, Business and Non-Instructional Operations, Management of District Assets/Accounts as presented and open for public comments.

BP 3400 MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS

Commented [JC1]: This update provides stylistic edits to the management of district accounts policy.

Note: 4 AAC 06.120 lists state adopted basic guides for public school accounting systems and the annual audit and requires that districts implement procedures consistent with these guides.

Accounting Systems

The Superintendent or designee shall provide ongoing internal accounting controls and a means for the accounting of ~~income revenue~~ and expenditures as outlined in the adopted budget.

(cf. 3440 - Inventories)

Audits

Note: A.S. 14.14.050 requires an audit by October 1 of each year. The School Board is not required to provide for an audit if an audit is conducted pursuant to A.S. 29.35.110.

The Board shall provide for an annual audit of **all** district accounts by **an independent** public accountant who has no personal interest in district fiscal affairs. The audit shall be conducted in accordance with the requirements of **federal and** state regulations.

Note: Pursuant to A.S. 14.17.505, if the state department's review of the district's audit finds that the district's unreserved portion of its school operating fund year-end balance exceeds 10% of its expenditures for that year, the amount greater than 10% is deducted from state foundation aid for the current year.

Legal Reference:

ALASKA STATUTES

[14.08.111](#) Duties (Regional school boards)

[14.14.050](#) Annual Audit

[14.14.060](#) Relationship between borough school district and borough

[14.14.065](#) Relationship between city school district and city

[14.17.082](#) Fund balance in school operating fund

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.120](#) Accounting and audit manuals, charts of accounts, code descriptions

[4 AAC 06.121](#) Annual financial reporting requirements

[4 AAC 09.130](#) School district audit

[4 AAC 09.160](#) Fund balance

Adopted: February 25, 1994

Reviewed: (Date Reviewed)

Revised: (Date of Revision)

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: September 20, 2023

NUMBER: 24-039

FR: Office of the Superintendent

SUBJECT: Approval of Proposed
Revisions to 3470,
Business and Non-
Instructional Operations,
Fund Balance
Classification; First
Reading

STRATEGIC PLAN/BOARD GOAL:

Improve Stakeholder Communication.

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the first reading of the proposed revisions to 3470, Business and Non-Instructional Operations, Fund Balance Classification and open for public comments.

BACKGROUND AND/OR PERTINENT INFORMATION:

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 3470, Business and Non-Instructional Operations, Fund Balance Classification.

The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.

ALTERNATIVES:

1. Approve the first reading to the proposed revisions to 3470, Business and Non-Instructional Operations, Fund Balance Classification as presented and open for public comments;
2. Do not approve first reading to the proposed revisions to BP 1312 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading to the proposed revisions to 3470, Business and Non-Instructional Operations, Fund Balance Classification as presented and open for public comments.

BP 3470 FUND BALANCE CLASSIFICATION

Note: This policy is consistent with the requirements of the Government Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. The policy allows a school board to have greater control over the district's fund balances by addressing the order of spending.

Neither this policy nor GASB Statement No. 54 preclude the calculation required to be made in the Auditor's Report on Fund Balance Compliance as required by 4 AAC 06.121(5)(A).

~~Neither this policy nor GASB Statement No. 54 preclude the calculation required to be made in the Auditor's Report on Fund Balance Compliance as required by 4 AAC 06.121(5)(A).~~

The Board desires to establish a fund balance classification policy tailored to the needs of the School District in a manner consistent with governmental accounting standards. As provided for in Governmental Accounting Standards Board (GASB) Statement No. 54, the Board identifies the order of spending unrestricted resources applying the highest level of classification of fund balance, while honoring constraints on the specific purposes for which amounts in those fund balances can be spent.

It is the responsibility of the Superintendent or designee to make recommendations to the Board regarding fund balance designations. Formal Board action is required to establish, modify, and/or rescind a committed fund balance amount.

Fund Balance Classifications

Fund balances will be classified as follows:

- A. Nonspendable fund balance - The non-spendable fund balance classification includes amounts that cannot be spent because they are either: (a) not in spendable form; ~~or, or~~ (b) legally or contractually required to be maintained intact. This includes items not expected to be converted to cash, including inventories, prepaid expenses, supplies, and long-term receivables, and the principal of a permanent fund.
- B. Restricted fund balance - The restricted fund balance classification is utilized when constraints (restrictions) placed on the use of resources are either: (a) externally imposed by creditors, grantors, contributors, or governmental laws or regulations; ~~or, or~~ (b) imposed by law through constitutional provisions or enabling legislation. This includes "categorical balances."
- C. Committed Fund Balance - The committed fund balance classification reflects amounts that can only be used for specific purposes determined by formal action of the Board. Commitments may be removed or changed by formal Board action. This classification also includes contractual obligations to the extent that existing

Commented [JC1]: This update clarifies the definition of the committed fund balance and assigned fund balance. It also adds reference to the DEED Uniform Chart of Accounts.

resources in the fund have been specifically committed for use in satisfying those contractual requirements. Any remaining excess fund balance in a special revenue or capital projects fund at fiscal ~~year-end~~year-end shall be a committed fund balance and designated for the intended purpose of that special revenue or capital project fund. Such fund balances shall be carried over to the ensuing fiscal year as Committed Fund Balance.

- D. Assigned Fund Balance - The assigned fund balance classification reflects amounts intended to be used by the district for specific purposes. Intent can be expressed by the Board or by the Superintendent, having been designated such authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. ~~Thus, the assigned fund balance classification is the residual classification for the special revenue, debt service, capital projects and/or permanent funds (unless that amount is negative, which requires classification as unassigned fund balance).~~
- E. Unassigned Fund Balance - The unassigned fund balance classification is the residual classification for the general fund and includes all amounts not contained in the other classifications. Positive unassigned amounts will be reported only in the general fund. If another governmental fund, other than the general fund, has a fund balance deficit, then it will be reported as a negative amount in the unassigned classification of that fund.

Spending Prioritization

The order of spending regarding the restricted and unrestricted fund balances, when an expenditure is incurred for which both restricted and unrestricted fund balance is available, should first reduce restricted fund balance and then unrestricted fund balance. The order of spending regarding unrestricted fund balance is that committed amounts should be reduced first, followed by the assigned amounts, and then the unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

The Board authorizes the Superintendent to assign amounts to a specific purpose in compliance with GASB 54. An unassigned fund balance should also be reported in the order of spending unrestricted resources, but is not restricted or committed.

Legal Reference:
DEED Uniform Chart of Accounts

Adopted: July 26, 2012

Reviewed: (Date of Review)

Revised: (Date of Revision)

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: September 20, 2023

NUMBER: 24-040

FR: Office of the Superintendent

SUBJECT: Approval of Proposed
Revisions to 3550,
Business and Non-
Instructional Operations,
Food Service; First
Reading

STRATEGIC PLAN/BOARD GOAL:

Improve Stakeholder Communication.

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the first reading of the proposed revisions to 3550, Business and Non-Instructional Operations, Food Service and open for public comments.

BACKGROUND AND/OR PERTINENT INFORMATION:

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 3550, Business and Non-Instructional Operations, Food Service.

The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.

ALTERNATIVES:

1. Approve the first reading to the proposed revisions to 3550, Business and Non-Instructional Operations, Food Service as presented and open for public comments;
2. Do not approve first reading to the proposed revisions to BP 1312 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading to the proposed revisions to 3550, Business and Non-Instructional Operations, Food Service as presented and open for public comments.

BP 3550 FOOD SERVICE

Note: The following optional policy may be revised to reflect district philosophy and needs.

The School Board recognizes that students need adequate, nourishing food in order to grow, ~~and~~ learn, and to give a good foundation for their future physical well-being. The Board may provide for a food service program based on regular lunch service ~~and including such~~, other snack, and breakfast programs as the needs of the students and the financial capacity of the district permit. The Board recognizes that ~~the breakfast, lunch, and other nutrition~~ programs ~~are~~ is an important complement to the nutritional responsibilities of parents/guardians.

The Board believes that:

1. Foods and beverages available on school premises should contribute to the nutritional well-being of students and meet the nutritional criteria of the ~~National School Lunch and Breakfast Programs and current U.S. Dietary Guidelines for Americans; applicable child nutrition program operating in the District. Nutrition programs must comply with applicable state and federal law.~~
- ~~2. Foods can help students and families to feel comfortable in the school. To further this, Foods and beverages available should be considered as carefully as other educational support materials as they can serve to build cultural connectedness for students. The District may include cultural and subsistence foods if available and shall~~can be served in compliance with school safety and nutritional program ~~guidelines. The District will include subsistence foods as a part of the nutritional and dietary guidelines for Americans.~~
- ~~2-3. _____~~
- ~~3. Foods and beverages available should be considered as carefully as other educational support materials and can serve to build cultural connectedness for students.~~
4. Foods and beverages should be prepared in ways which will appeal to students while retaining nutritive quality.
5. To further Alaskan values, food and beverages should be prepared and served in ways that reduce waste.
6. Food should be served in quantities appropriate to the needs of students at their age level and served in as pleasant and relaxed an atmosphere as possible, with adequate time for students to eat ~~and travel to and from the cafeteria.~~
7. Schools are encouraged to assess common eating habits and eating times to establish appropriate meal and snack times.
8. Foods grown in the ~~S~~state provide nutritional, environmental, and economic benefits and should be utilized in the district's food service program to the extent feasible.
9. The District and its schools will have food safety plans and written guidance for procuring, receiving, and preparing subsistence foods harvested and donated to the school.

Commented [JC1]: This update includes language to recognize various dietary guidelines that may apply to different districts. It also updated nutrition terminology. Finally, it updates language authorizing the use of independent contractors to perform food services.

~~10. The District will include subsistence foods within food pyramids as a part of the nutritional and dietary guidelines for Americans.~~

Note: Effective January 14, 2010, the U.S. Department of Agriculture requires schools participating in the National School Lunch and Breakfast Programs to develop a written food safety program for the preparation and serving of school meals. The goal is to prevent and reduce the risk of food-borne illness among students. Schools are required to utilize the "hazard analysis and critical control point (HACCP) system" when developing their food safety programs. A written safety program must be in place for each food preparation and service facility that prepares and serves meals under the federal breakfast or lunch programs.

The Superintendent or designee will oversee the development of a written food safety program for each food preparation and serving facility in the district, as required by law. Foods and beverages will be stored, prepared, and served in accordance with food safety regulations in order to prevent or reduce the risk of food-borne illness ~~among students.~~

Note: Effective July 1, 2015, federal regulations of the Department of Agriculture, Food and Nutrition Service, require that certain food service personnel meet minimum professional standards. More specifically, school nutrition program directors who are responsible for management of the day-to-day food service operations for all schools in the district must meet minimum educational qualifications as a condition of hire. The qualifications vary depending upon the student enrollment (size) of the district. The qualification requirements are applicable to the hire of new directors only; current directors employed prior to the July 1, 2015 effective date are grandfathered. In addition, the new regulations require minimum continuing education and training requirements for all student nutrition staff, including school nutrition program directors, school nutrition program managers who are responsible for day-to-day operations of food service for a particular school, and other personnel who work an average of at least 20 hours per week. The hours of continuing education/training varies depending upon the position held by the individual.

Qualified and trained food service personnel are critical to a healthy and safe food service program. The Superintendent or designee shall hire qualified personnel ~~and/or an independent contractor~~, taking into consideration professional standards required by law, and will ~~provide-ensure that~~ continuing education and training ~~is provided to food service personnel~~ in compliance with ~~applicable state and~~ federal standards.

(cf. 4131 – Staff Development)

The School Board intends that, insofar as possible, the school food services program shall be self-supporting and may include foods from school gardens, greenhouses and farms. The Board shall review and approve ~~of~~ menu prices. Program financial reports shall be presented regularly for inspection by the Board.

(cf. 3554 – Other Food Sales)

(cf. 5040 – Student Nutrition and Physical Activity)

(cf. 6163.4 – School Gardens, Greenhouses and Farms)

Legal Reference:

UNITED STATES CODE

Richard B. Russell National School Lunch Act, [42 U.S.C. 1751-1769j](#)

Child Nutrition Act of 1996, [42 U.S.C. 1771-1793](#)

CODE OF FEDERAL REGULATIONS

[7 C.F.R. Parts 210, 220, and 235](#) National School Lunch Program and
Breakfast Program

Federal Register

Professional Standards for State and Local School Nutrition Programs
Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010, Vol.
80, No. 40 and No. 88 (2015)

Revised: August 25, 2020

Adopted: February 25, 1994

Reviewed: (Date of Review)

Revision: (Date of Revision)

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: September 20, 2023

NUMBER: 24-041

FR: Office of the Superintendent

SUBJECT: Approval of Proposed
Revisions to 3554,
Business and Non-
Instructional Operations,
Other Food Sales; First
Reading

STRATEGIC PLAN/BOARD GOAL:

Improve Stakeholder Communication.

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the first reading of the proposed revisions to 3554, Business and Non-Instructional Operations, Other Food Sales and open for public comments.

BACKGROUND AND/OR PERTINENT INFORMATION:

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 3554, Business and Non-Instructional Operations, Other Food Sales.

The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.

ALTERNATIVES:

1. Approve the first reading to the proposed revisions to 3554, Business and Non-Instructional Operations, Other Food Sales as presented and open for public comments;
2. Do not approve first reading to the proposed revisions to BP 1312 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading to the proposed revisions to 3554, Business and Non-Instructional Operations, Other Food Sales as presented and open for public comments.

BP 3554 OTHER FOOD SALES

Commented [JC1]: This update makes the food sale policy inclusive of all District programs.

The Board believes that all food available at school should contribute to the development of sound nutritional habits and should reflect concern for the health and well-being of our students.

(cf. 5040 - Student Nutrition and Physical Activity)

During School Day

Between the hours of 12:00 a.m. and 30 minutes after the conclusion of the instructional day, the Superintendent or designee may permit food and beverage sales by student or adult entities or organizations provided that these sales meet the requirements National School Lunch Program Act, Nutrition Standards for All Foods Sold in Schools, also known as Smart Snacks in School, or other District programs, do not impair the food service's ability to be financially sound, and observe appropriate sanitation and safety procedures.

(cf. 5040 - Student Nutrition and Physical Fitness)

Outside of School Day

From 30 minutes after the conclusion of the instructional day until 12:00 a.m. the Superintendent or designee may permit food and beverage sales by student or adult entities or organizations provided that these sales comply with state and federal regulations and observe appropriate sanitation and safety procedures.

(cf. 1321 - Solicitations of Funds from and by Students)

Legal Reference:

UNITED STATES CODE

Richard B. Russell National School Lunch Act, [42 U.S.C. 1751-1769j](#)

Child Nutrition Act of 1996, [42 U.S.C. 1771-1793](#)

CODE OF FEDERAL REGULATIONS

[7 C.F.R. Parts 210](#) and [220](#), National School Lunch Program and Breakfast Program

Federal Register

Nutrition Standards for All Foods Sold in Schools ("Smart Snacks in School"), Vol. 78, No. 125, Part II, Department of Agriculture (2013)

Adopted: February 25, 1994

Reviewed: (Date of Review)

Revised: January 27, 2015, (Date of Revision)

Northwest Arctic Borough School District

MEMORANDUM

TO: NWABSD Board of Education

DATE: September 20, 2023

NUMBER: 24-042

FR: Office of the Superintendent

SUBJECT: Approval of Human Resources

ABSTRACT:

Each month various Human Resources actions occur which require Board action or cognizance.

ISSUE:

At issue is the approval of Human Resources actions.

BACKGROUND AND/OR PERTINENT INFORMATION:

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.

ALTERNATIVES:

1. Approve the Human Resources actions as presented;
2. Disapprove the Human Resources actions as presented;
3. Take no final action.

ADMINISTRATION RECOMMENDATION:

The administration recommends the Board approve the Human Resources actions as presented.

**Human Resources
September 2023**

I. The administration recommends approval of the following action items:

- a) Certified new hires FY24
- b) Classified new hires FY24

a) The administration recommends approval of the following FY24 Certified New Hires:

LOCATION&DATE	NAME	POSITION
<u>JNES</u>		
08/2023	Jerry Hayes	PreK Teacher
<u>KMHS</u>		
09/2023	Alyosha Monson	Teacher HS/SS
09/2023	Michael Sanchez	Teacher CTE
<u>KOBUK</u>		
09/2023	Roland Posada	Teacher LA/SS
08/2023	Jacqueline McManus	Teacher K/1/2
<u>NOORVIK</u>		
07/2023	Michael Zibell	Principal

b) The administration recommends approval of the following FY24 Classified New Hires:

LOCATION&DATE	NAME	POSITION
<u>DO</u>		
09/2023	Qutan Lambert	HR Assistant Officer
<u>MAINTENANCE</u>		
08/2023	Vernon Nelson	Journ. Carpenter
<u>DEERING</u>		
08/2023	James Cleveland	SPED Aide
08/2023	Samuel Gavin	Bilingual Instructor
<u>JNES</u>		
08/2023	Tiffany Garoutte	SPED Aide
08/2023	Chaylen Goodrow	SPED Aide
<u>Selawik</u>		
08/2023	Sarah Black Ruis	SPED Aide
08/2023	Kathy Riley	Instructional Aide

II The administration reports the following non-action items:

- a. Classified Resignations
- b. Certified Transfers
- c. Certified Open Positions
- d. Classified Open Positions

a) The administration reports on the following classified resignations:

LOCATION & DATE	NAME	POSITION
<u>DO</u>		
09/2023	April Jorgensen	HR Asst. Officer
10/2023	Jazmine Camp	Executive Assistant

b) The administration reports on the following certified transfer requests:

<u>LOCATION&DATE</u>	<u>NAME</u>	<u>POSITION</u>
<u>JNES</u> 08/2023	Katie Hansen	Teacher 5
<u>SELAWIK</u> 09/2023	Chelsea Goodwin	Dean of Students
09/2023	Jacob Ray	Teacher 2

c) The administration reports on the following certified openings:

LOCATION&POSITION

DO

2 Reading Specialist
Staff Development Specialist

KMHS

2 Teachers

AMBLER

1 Teacher

KOBUK

1 Teachers

BUCKLAND

3 Teachers

NOATAK

4 Teachers

JNES

1 Teachers

NOORVIK

3 Teachers

KIANA

1 Teacher

SHUNGNAK

1 Teacher

KIVALINA

2 Teachers

SELAWIK

1 Teachers

d) The administration reports on the following classified openings:

LOCATION&POSITION

ATC

Dorm Attendant
Secretary

KIANA

Title I Aide

KOBUK

SpEd Aide

STAR OF THE NORTH

2 Dorm Attendants

DO

Executive Assistant

SELAWIK

Bilingual Instructor

BUCKLAND

SPED Aide

KIVALINA

2 Bus Drivers
Maintenance

MAINTENANCE

Journeyman Elect.
Maintenance Kotz
Mechanic
Journeyman Plumber
Journeyman Carpenter
Heating Controls Technician

JNES

Migrant Aide
Bus Driver

KMHS

Migrant Ed Aide

Addendum
Human Resources
September 2023

I. The administration recommends approval of the following action items:

- a) Certified new hires FY24
- b) Classified new hires FY24

a) The administration recommends approval of the following FY24 Certified New Hires:

LOCATION&DATE	NAME	POSITION
<u>JNES</u>		
08/2023	Jerry Hayes	PreK Teacher
<u>KMHS</u>		
09/2023	Alyosha Monson	Teacher HS/SS
09/2023	Michael Sanchez	Teacher CTE
<u>KOBUK</u>		
09/2023	Roland Posada	Teacher LA/SS
08/2023	Jacqueline McManus	Teacher K/1/2
<u>NOORVIK</u>		
07/2023	Michael Zibell	Principal

b) The administration recommends approval of the following FY24 Classified New Hires:

LOCATION&DATE	NAME	POSITION
<u>DO</u>		
09/2023	Qutan Lambert	HR Assistant Officer
<u>MAINTENANCE</u>		
08/2023	Vernon Nelson	Journ. Carpenter
<u>DEERING</u>		
08/2023	James Cleveland	SPED Aide
08/2023	Samuel Gavin	Bilingual Instructor
<u>JNES</u>		
08/2023	Tiffany Garoutte	SPED Aide
08/2023	Chaylen Goodrow	SPED Aide
<u>Selawik</u>		
08/2023	Sarah Black Ruis	SPED Aide
08/2023	Kathy Riley	Instructional Aide
<u>ATC</u>		
09/2023	Alejandro Vargas	Culinary Instructor

II The administration reports the following non-action items:

- a. Classified Resignations
- b. Certified Transfers
- c. Certified Open Positions
- d. Classified Open Positions

a) The administration reports on the following classified resignations:

LOCATION & DATE	NAME	POSITION
<u>DO</u>		

09/2023
10/2023

April Jorgensen
Jazmine Camp

HR Asst. Officer
Executive Assistant

b) The administration reports on the following certified transfer requests:

<u>LOCATION&DATE</u>	<u>NAME</u>	<u>POSITION</u>
<u>JNES</u> 08/2023	Katie Hansen	Teacher 5
<u>SELAWIK</u> 09/2023	Chelsea Goodwin	Dean of Students
09/2023	Jacob Ray	Teacher 2

c) The administration reports on the following certified openings:

LOCATION&POSITION

DO

2 Reading Specialist
Staff Development Specialist

KMHS

2 Teachers

AMBLER

1 Teacher

KOBUK

1 Teachers

BUCKLAND

3 Teachers

NOATAK

4 Teachers

JNES

1 Teachers

NOORVIK

3 Teachers

KIANA

1 Teacher

SHUNGNAK

1 Teacher

KIVALINA

2 Teachers

SELAWIK

1 Teachers

d) The administration reports on the following classified openings:

LOCATION&POSITION

ATC

Dorm Attendant
Secretary

KIANA

Title I Aide

KOBUK

SpEd Aide

STAR OF THE NORTH

2 Dorm Attendants

DO

Executive Assistant

SELAWIK

Bilingual Instructor

BUCKLAND

SPED Aide

KIVALINA

2 Bus Drivers
Maintenance

MAINTENANCE

Journeyman Elect.
Maintenance Kotz
Mechanic
Journeyman Plumber
Journeyman Carpenter
Heating Controls Technician

JNES

Migrant Aide
Bus Driver

KMHS

Migrant Ed Aide

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: September 20, 2023

NUMBER: 24-043

FR: Office of the Superintendent

SUBJECT: Adoption of Board Self-
Improvement Plan

STRATEGIC PLAN/BOARD GOAL:

Improve Stakeholder Communication.

ABSTRACT:

It is recommended that Adoption of the Board Self-Improvement Plan be a formal Board action.

ISSUE:

At issue is to adopt the Board Self-Improvement Plan.

BACKGROUND AND/OR PERTINENT INFORMATION:

In accordance with Board Bylaw 9400, the Board completed an annual self-evaluation that was facilitated by the Alaska Association of School Boards (AASB) at a Board worksession on August 28th, 2023. AASB submitted a report with a self-improvement plan and recommended that the Board formally adopt the plan.

ALTERNATIVES:

1. Adopt Board Self-Improvement plan as presented;
2. Do not adopt Board Self-Improvement plan as presented;
3. Take no final action.



Northwest Arctic Borough School District

Monday August 28, 2023

School Board Workshop

Report Out

Provided by:



Timi C Tullis and Katie Oliver
AASB Board Development Team

Attendees:

Margaret Hansen, President
Carol Schaeffer, Vice-President
Marie Greene, Treasurer
Tillie Ticket, Secretary (virtually)
Alice Adams, Board Member

Ellen Coffin, Board Member
Shannon Melton, Board Member (virtually)
Joanne Harris, Board Members (virtually)
Cindy Fields, Board Member (a.m. virtually)
Terri Walker, Superintendent

** Board members in attendance earn **5 Boardsmanship Points**, which are applied towards their level in AASB's Carl Rose Leadership Awards Program.*

Facilitators:

Timi C Tullis and Katie Oliver, AASB Board Development Team

Workshop Report Out:

Follow-up:

- AASB will send the Board Orientation guide document to Margaret, Jasmine, & Terri
- Jasmine could connect Board Members representing villages with the village principals so they can share the ASC meeting calendar, thus facilitating Regional Board Member attendance at ASC meetings

Opening Activity:

What do you want to get out of today (Board responses):

- To learn how to work together as a team
- Inspire all of us
- Would like to see unity within the board, work together, inform each other and be open
- Improve for our children, be supportive
- Get to know each other more
- Get a clearer understanding of role as a board member and to see more progress on goals
- Understanding
- Trust and inspire
- Reach a consensus on the why
- Get to know board members better, build relationships, develop a better understanding of how to serve you

What do you want to get out of today (staff responses):

- Honest reflection that results in actionable outcomes to improve our educational systems
- Hear about board priorities
- Listen, learn, find out about the goals of the district



- Learn about the goals for us
- How can I help with board improvements

Notes as we work through the Self-Assessment

- We should include in every board meeting some highlights of student achievement or student voice
- My words and questions at a board meeting are my own
- It's good to disagree, disagree with respect
- In order to have mutual trust and respect, we have to be trustworthy; are we trustworthy and respectful to one another
- Conduct should follow mutual trust and respect;
- How do I help my fellow board members trust me; what have I done to build relationships with fellow board members
- Board members wear different hats and are able to distinguish their roles and act in the interest of the boards and organizations they serve; Board members are good at focusing on district matters
- Difficult to work together as a team when half the team is not here
- Board has improved in listening to one another and listening for understanding
- The Supt is always available to us, her door is always open
- Supt checks in with board members and makes individual interactions with all
- Strategic calendaring - we should calendar and structure our meetings to make good use of staff time and address priorities
- Directors took the lead on presenting to the board on Strategic Planning process. Strategic planning process is inclusive
- Have we allocated funds to help our Superintendent with plan goals
- We need data based on our own curriculum; focusing on our area; Highlight cultural knowledge
- The Board keeps the public informed through regular newsletters, reports, and contact with the media
 - Can't just rely on one way - there has to be multiple ways
 - Community Forums,
 - ASCs - policy development
 - Newsletters, Radio
 - Facebook
 - Local bulletin boards
 - VHF

What are the major strengths of the board

- Combination of experienced board members and new board members
- Working together with respect
- One voice



- We work hard on advocacy
- We are Student-focused
- We have compassion for students

What are the key issues

- Involvement and public input
- Board Member roles & responsibilities

How can the board improve?

- Board meeting schedules (balance staff work loads)
- Community relations (have follow-up and closure on concerns)
- Commit time to be prepared for meetings
- Board packs readily available in a timely manner

Effective

- Board training & Development (webinars, teams, on-site trainers)
- Implement student government to communicate Board updates
- It's ok to agree to disagree!
- Budget for travel - villages represented
- Work sessions or meetings in villages

Review of the Board Self-Improvement Expectations for 2022 - 2023

CONTINUE TO FOCUS ON POLICY REVIEW AND POLICY WORK. INCLUDE BP 1312 ON COMPLAINTS.

- The Board has made good progress in this area and currently has strong staff support. Intends to continue to focus board work on Policy review.

More emphasis on student achievement and student data. Not just test scores but other areas of success.

- Made some progress, but still a need
- Data: Discipline and Suspension, Attendance, Graduation Rates, ask the Admin to identify what student data metrics they think are the most important for the board to track.



Connect with all the sites we represent. Engage with families, showcase volunteers and what we put the \$ towards. Work with ASCs.

- Can the Board see the schedule of meetings for the ASCs. Have Jasmine connect village board members with the principals of those schools so they can learn about the ASC meetings.

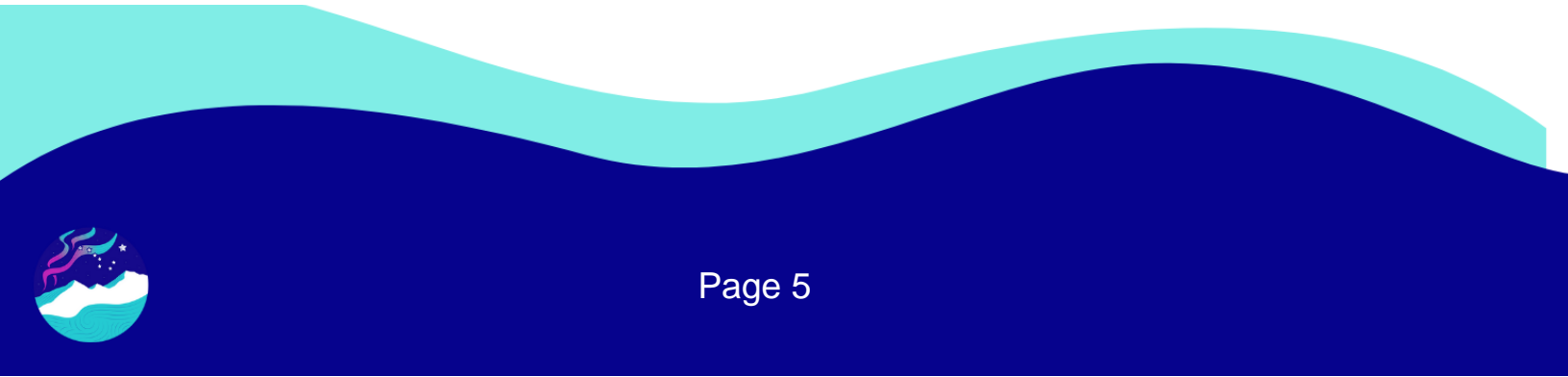
Focus on board professional development and creative cost-effective ways to grow as a board.

Ensure that we get materials according to our policy (10 days in advance). Also fix glitches with board book and agenda prep.

- What is the sweet spot for materials being presented to the board in advance of a meetings?

Board Self Improvement Plan for NWABSD
Regional Board 2023 - 2024

Task	Who will champion this moving forward
Orientation: Understanding Board Member Roles and Responsibilities	Ellen
Ad-Hoc Committees for Outreach/Engagement	Margaret
Communications / Advocacy	Tillie (?)
Board Comprehension of Student Data (AK Reads Act)	Marie
Board Member Training Opportunities - a schedule in advance would help Board Members plan their schedules - Creating a Professional Development Plan for the Board	Jasmine
Check in periodically on board self-improvement plan goals	Margaret
Continue work on Board Policies	Bunny



MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: September 20, 2023

NUMBER: 24-047

FR: Office of the Superintendent

SUBJECT: Approval of Core
Resolutions; AASB

STRATEGIC PLAN/BOARD GOAL:

Improve Stakeholder Communication.

ABSTRACT:

Association of Alaska School Boards (AASB) Core Resolutions requires formal Board action.

ISSUE:

At issue is for the Board to review and amend the proposed AASB Core Resolutions.

BACKGROUND AND/OR PERTINENT INFORMATION:

AASB is soliciting resolutions, resolution amendments and comments from local school boards for consideration at the 2023 Annual Conference on Nov. 9-12th at the Hilton Hotel in Anchorage, AK. These resolutions guide our association for the coming year beginning November 13, 2023. They also guide our advocacy and positions during the upcoming legislative session.

ALTERNATIVES:

1. Approve the AASB Core Resolutions as presented;
2. Amend AASB Core Resolutions and submit amendments;
3. Take no final action.

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: September 20, 2023

NUMBER: 24-048

FR: Office of the Superintendent

SUBJECT: Approval of MOA,
Drake Construction Inc.

ABSTRACT:

Board approval is required to expend \$50,000.00 and higher.

ISSUE:

At issue is the Noatak teacher housing lift station, and the raw sewage it is dumping out onto the ground due to the collapse of the entire system. Due to not being able to get a barge into Noatak, Drake will need to fly a HERC in with the equipment needed to repair the station.

BACKGROUND AND/OR PERTINENT INFORMATION:

Drake construction has flown out and assessed the lift station, they have concluded it needs to be completely re done and reengineered. DEC has been informed of the situation by community members, Maniilaq and the city of Noatak are wanting to shut down the water so no one can flush anymore sewage.

ALTERNATIVES:

1. Approve the administrations request to pay Drake Construction Inc. an amount not to exceed \$344,600.00 to perform the necessary fix and reengineering of the teacher housing lift station.
2. Disapprove the administrations request to pay Drake Construction Inc. an amount not to exceed \$344,600.00 to perform the necessary fix and reengineering of the teacher housing lift station.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of the administrations request to pay Drake construction Inc. \$344,600.00 to perform the repairs needed to fix the lift station for teacher housing.



**CONSTRUCTION | MARINE |
AGGREGATE**

Office: 907.442.3512 • Fax: 907.442.2604

P.O. Box 338, Kotzebue, AK 99752

www.drakeconstruction.net

Northwest Arctic Borough School District

September 19, 2023

PO Box 51

Kotzebue, Alaska 99752

Attention: Brandon Blackham

RE: Noatak LS Repair

Hello Mr. Blackham-

Thank you for reaching out for a quote for our services. The following scope and quote are based on the information gathered from the site visit to Noatak and information/pictures provided by you.

Scope 1: Provide all labor, equipment, transportation, and materials to repair the sewer lift station serving teacher housing in Noatak, AK.

Scope to include the following: mobilize equipment and personnel to Noatak, move existing pump house structure, excavate pump barrel and remove, excavate, dewater and regrade force main piping and the gravity sewer main as needed, prepare connections to existing LS barrel, excavate existing base material and add 8" of foamboard to insulate base bottom, set barrel at proper elevation, reconnect the piping to LS barrel, insulate exterior of barrel, backfill and compact all to prepare for pump house structure, set pump house structure on new foundation/floor system (by others), demobilize personnel and equipment.

Lump Sum Not to Exceed (NTE) for Scope 1:

\$344,600.00 USD

Exclusions: Any Sales Tax, if applicable; any bonding, any gravel not specified, any electrical work, any contaminated soils work, any testing or any permits, site survey or layout, any hauling/export/disposal of any materials.

***Reasonable housing to be provided in Noatak by NWABSD for up to 4 DCI employees for the duration of construction/repairs.



***Contingent upon use of the NWABSD loader as needed for repair project.

Work to be performed on a mutually agreed schedule.

Thank you for the opportunity to provide this quote. Please let us know if you would like to proceed.

Michael Cain

Michael Cain

VP Operations