

**THE LAKE AND PENINSULA SCHOOL DISTRICT**  
**Regular Meeting AGENDA**  
**March 12, 2015, 8:30 AM**

Agenda

1. CALL TO ORDER:	
a. Pledge of Allegiance	
2. ROLL CALL	
3. INTRODUCTION OF VISITORS	
4. APPROVAL OF CONSENT AGENDA	
a. Previous Minutes-	3
b. Check Registers-	
5. ORDERING OF AGENDA	
6. COMMUNICATIONS	
a. Site Reports:	
1. January 2015	6
2. February 2015	22
b. LSAC Minutes	36
c. Correspondence-	53
d. Public Comments	
7. DELEGATIONS	
a. Lake and Peninsula Borough	
b. LSAC	
c. Student-Kaleb Hill	
d. Principal/Teacher Christian, Nate	
8. REPORTS	
a. School Board Committee Reports	
1. Air Taxi Work	65
2. AASB Legislative Fly-In-Stacy	
3. School Endowment Fund	68
b. Superintendent's Report	70
c. Facilities/Maintenance Report	75
d. Curriculum Report	78
e. Technology Report	80
f. Activities Report	91
g. Financial Report	92
h. Special Education Report-None	
i. Assessment	157

j.	Personnel	160
k.	Shining Stars	162
l.	Other: Preschool	163
9.	UNFINISHED BUSINESS	
10.	<b>Executive Session</b>	
a.	Principal Negotiations	
b.	Superintendent's Evaluation	164
11.	NEW BUSINESS	
a.	1st Reading: Budget	169
b.	1st Reading: BP5110 Attendance Policy	178
c.	Board Family Members Employed by District- <b>Action Item</b>	180
d.	Approval of At-Large School Endowment Committee Seat- <b>Action Item</b>	
e.	Appoint Legal Council- <b>Action Item</b>	181
f.	Draft Calendars-FY2015-16- <b>Action Item</b>	182
g.	Approval of Contract: Newhalen Gym Addition	184
12.	PERSONNEL: <b>Action Item</b>	
a.	Contract Approval:	
1.	Patrick Manning      Human Resources Director	
2.	Paulene Manning      Itinerant SPED	
3.	Jim Dube              Federal Programs Director	
4.	Kylie Amatuzzi        Special Ed. KOK/LEV/IGI	
5.	Paige Norman         Special Ed. NON	
6.	Laura Morris          Elementary PIP	
7.	Lori Koutsky          Elementary (.49-173 days) BAY	
8.	John Koutsky         Middle (.49-173 days) BAY	
9.	Joe Page              Secondary (84 days) IGI	
10.	Kate McKelvey        Elementary (84 days) IGI	
11.	Levi Tinney          Secondary LEV	
12.	Caitlyn Keith         Secondary NON	
b.	Contract Adjustment:	
1.	Tate Gooden      Head Teacher Compensation	
c.	Resignations	189
1.	Tom McKennet, Rebecca McKennet, Kristin Hathhorn	
13.	MISCELLANEOUS	
14.	FUTURE AGENDA ITEMS AND MEETING DATE	
a.	<b>April 8&amp;9: King Salmon</b>	
b.	<b>Possible joint Assembly Meeting April 7th</b>	
15.	ADJOURNMENT	

**The Lake and Peninsula School District  
Regular School Board Meeting Minutes**

*January 8, 2014  
Alyeska/Girdwood, AK*

**1. CALL TO ORDER**

Board President Gerda Kosbruk called the Regular Meeting of the Lake and Peninsula School Board to order at 1:08 PM.

**PLEDGE OF ALLEGIANCE**-Not Recited

**2. ROLL CALL**

Roll Call: Harry Ricci, Stacy Hill, Patty Alsworth, Sue Evanoff, Austin Shangin, Gerda Kosbruk, (Absent, Excused: Shannon Johnson-Nanalook)

**3. INTRODUCTION OF VISITORS**

Ty Mase, Superintendent, Laura Hylton, Business Manager  
Rick Luthi, Chief Operating Officer, Nathan Hill, Lake and Pen Borough Manager  
Joe Ward, Ed Cox, Nate Davis, Kirsten Buckmaster, Kelsey White  
Ed Lester, Illene Lester, Mayor Glen Alsworth

**4. APPROVAL OF CONSENT AGENDA ITEMS**

**a. Previous Minutes**

**MOTION:** to approve 12/11/14 minutes; moved Shangin, second Hill

**DISCUSSION:** None

**VOTE:** voice vote; all in favor, motion approved

**b. Check Registers:**

**MOTION:** to approve 12/02-01/02 check registers; moved Alsworth, second Hill

**DISCUSSION:** None

**VOTE:** voice vote; all in favor, motion approved

**5. ORDERING OF AGENDA**

**MOTION:** to approve agenda; moved Shangin, second Alsworth

**DISCUSSION:** No additions at this time.

**VOTE:** voice vote; all in favor; motion passed

**6. COMMUNICATIONS**

**a. Site Reports-December**

**Discussion:** Principals spoke under Delegations. Kosbruk and Hill spoke to some issues within the site reports. Luthi and Mase answered questions.

**b. LSAC Minutes- December**

**Discussion:** None

**c. Correspondence-None at this time**

**7. DELEGATIONS**

**a. Lake and Peninsula Borough-** Mayor Alsworth spoke to the School Endowment Fund with regards to the purpose of the fund; future plans of the fund, as well as logistics of appointing members to the fund assembly. Nathan

Hill also spoke to the School Endowment Fund and continuity of hiring in schools.

- b. LSAC Representative**-None
- c. Student Report**-Ilene Lester, Newhalen, spoke to her school activities and Holiday events.
- d. Principal/Head Teacher:** Principals spoke to their site reports. Buckmaster and White spoke to their experiences from tutoring and transitioning into teaching positions with LPSD as well as their school activities thus far.
- e. Public Comments:** None

**DISCUSSION:** Discussions by all regarding the School Endowment Fund.

**Begin Break-** 2:43 PM

**MOTION:** to begin break in session; moved Hill, second Evanoff

**End Break-** 3:03 PM

**MOTION:** to come back in session; moved Hill, second Alsworth

## **8. REPORTS**

- a. School Board Committee Report:**  
Spoke to the AASB Fly-In Feb. 7-10, Hill will attend.
- b. Air Taxi:**  
Ricci spoke to improving selections of aircrafts, load capacities, and air carrier qualifications. Board has sole discretion to approve air carriers annually.

## **9. UNFINISHED BUISINESS**

- a. Facilities/Maintenance Report-** None
- b. Technology Report-** None
- c. Curriculum Report-** None
- d. Special Education Report-** None
- e. Assessment-** None
- f. Activities Report-** None
- g. Financial Report-** Hylton presented her report.
- h. Shining Stars-**Jan. Shining Stars were read and signed.
- i. Personnel & Preschool-** None
- j. Other-**None

## **10. NEW BUSINESS**

- a. Executive Session:**

**Begin-** 3:37 PM

**MOTION:** to begin executive session; moved Hill, second Shangin

**End-** 4:09 PM

**MOTION:** to end executive session; moved Alsworth, second Hill

- b. 2<sup>nd</sup> Read-Restraint Policy:**

**MOTION:** to approve the policies; move Evanoff, second Alsworth

**DISCUSSION:** None

**VOTE:** voice vote; all in favor, motion approved

- c. **Staffing FY 2016:**  
**MOTION:** to approve staffing list; move Alsworth, second Hill  
**DISCUSSION:** Questions about the student numbers in some sites.  
**VOTE:** Roll Call-Ricci/Yes, Shangin/Yes, Evanoff/Yes, Gerda/Yes, Stacy/Yes, Alsworth/Yes, Motion Passed
  
- d. **Approval of LJMS Amended Bylaws:**  
**MOTION:** to approve the Bylaws; move Shangin, second Evanoff  
**DISCUSSION:** Alsworth spoke to the changes.  
**VOTE:** voice vote; all in favor, motion approved
  
- e. **2<sup>nd</sup> Read-Reorganization of Agenda:**  
**MOTION:** to approve proposed board agenda; move Evanoff, second Hill  
**DISCUSSION:** None  
**VOTE:** voice vote; all in favor, motion approved

**11. PERSONNEL**

**a. Certified Contract Approval**

Jennifer Lorenz	Long-Term Sub (PTH)	\$7,279.25
-----------------	---------------------	------------

**b. Certified Contract Adjustment-None**

**MOTION:** to approve all approvals and adjustments; move Shangin, second Hill  
**DISCUSSION:** Luthi discussed the reasons behind the contract for Jennifer.  
**VOTE:** Roll Call-Alsworth/Yes, Hill/Yes, Evanoff/Yes, Shangin/Yes, Ricci/Yes, Kosbruk/Yes; Motion Passed

**c. Resignations-None**

**d. Other-None**

**12. MISCELLANEOUS-None**

**13. SUPERINTENDENT'S REPORT**

Mase briefly discussed his year thus far.

**14. FUTURE AGENDA ITEMS AND MEETING DATE**

- a. Feb. 12-Teleconference/King Salmon

**15. ADJOURNMENT-4:28 PM**

**MOTION:** to adjourn the meeting; move Alsworth, second Hill

**DISCUSSION:** None

**VOTE:** voice vote; all in favor; motion passed

PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2014  
 BY THE LAKE AND PENINSULA SCHOOL BOARD.

\_\_\_\_\_  
 Board President

\_\_\_\_\_  
 Board Clerk

**TO: LPSD School Board  
Superintendent Ty Mase  
Tanalian LSAC**

FROM SITE ADMINISTRATOR: Nate Davis, Principal

DATE: February 3, 2015

**OUTSTANDING ACTIVITIES OR EVENTS:**

- Lynx Battle of the Books teams head off to State competition. The 5<sup>th</sup>/6<sup>th</sup> grade team and the 7<sup>th</sup>/8<sup>th</sup> grade teams won, while the 3<sup>rd</sup>/4<sup>th</sup> grade team took 2<sup>nd</sup> place by only one question. Younger teams compete later this week. Congratulations to all for all your hard work and great quizzing.
- Basketball teams are practicing outside on the TBC court. It's been warm and it's been chilling—outside basketball is thrilling. Our student-athletes and coaches have had great attitudes and know that it's only for one year—but they will really be grateful to have a new gym next year. Our teams have been on the low end of scores so far, but have great sportsmanship and effort and are still hopeful to be stronger at the end of the season.

**LSAC ACTIVITY:**

- A big thank you to LSAC's annual pizza fundraiser for the Linda Johnson Memorial Scholarship. We loved the pizza and all proceeds will go to seniors we love from LPSD. Thank you!
- We will be unveiling the Teacher-Parent Partnership at the February LSAC to give parents access to the teacher's academic software, Educate. Tanalian is the pilot program for the district to improve student achievement by strengthening conversations between parents and teachers.

**PERSONNEL:**

- We are very grateful to Tom and Becky McKennett for their faithful and joyful service to Port Alsworth for 15 years as they announce their retirement from teaching. Together they have taught all subjects and grade levels, hosted youth group in their home and promoted CEF and AWANA. Tom has been the Head Teacher, technology guru, social studies, reading and writing expert, the gamer for teens to beat, the "professor" at men's Bible studies and much, much more. Becky has been our reading and writing and math specialist and spearheaded numerous extra studies programs, including Healthy Futures, Spelling Bee, Self-Defense class, Battle of the Books, Duck Calendar, music, art, and much, much more. How can we ever say "thanks?"

**PERSONAL/SOCIAL/HEALTH:**

- Students and staff seem to be adjusting well to our "new school buildings" this year. Attitudes are great and morale is strong.

**STANDARDS-BASED SYSTEM:**

- Our teachers are working with the rest of the district teachers on assessment committees to build out mid-level and end-level assessments for core subject areas in the common core.
- Parents will now be able to know, understand, and to track Standards through the Parent-Teacher Partnership in Educate.

**TECHNOLOGY PROGRESS:**

- We are working with Laura Hylton, Sam Rigby, and Project Manager, Kathy Christy, to finalize our technology order for the new school building.

**CURRICULUM PROGRESS:**

- We are reviewing textbooks aligned to the common core and working on assessments for the district.



One of our mad scientists!



Yummy: New Kitchen is getting sheetrock!

- School Renewal: SKW continues to make good progress. They're back! Sheet-rockers are getting after it this week, meaning rough electrical, plumbing, and mechanical are done or racing the sheetrock to be done.
- I have been contacting artists and learning the Percent for Art protocol... we have some exciting options!
- We began conversations with the National Park Service to help us upgrade our historical and cultural interpretive center at the new school.

**TRIPS PLANNED:**

- Boys BB to St. Paul this weekend, then to Newhalen the week after, then girls to Newhalen and boys to Manokotak.

**VOLUNTEER REPORT:**

- A huge thanks to Teresa Sobie who volunteers every MWF morning to help our students and teachers. What a blessing!

**PUPIL ATTENDANCE:**

- Several students are taking family vacations this winter.

**PROFESSIONAL DEVELOPMENT:**

- Jan 5<sup>th</sup>- AMP Training; Jan 16<sup>th</sup>- Domestic Violence; Jan 23<sup>rd</sup>- Assessment Committees; Jan 30<sup>th</sup>- Teaching Vocabulary Tips.

## Monthly Site Report

To: Ty Mase, Superintendent  
From: April LeFevere, Head Teacher, Egegik  
Date: January 30, 2015

Happy New Year!

I am happy to report that we are rolling right along in Egegik! It's hard to believe we are already in the second semester. We did lose 4 students over the holiday break, and they are not expected to return this year, but for the 9 students remaining we are seeing lots of healthy growth and progress. We have a couple who are having some trouble getting back into the groove, but for the most part things are going well. One of our 11<sup>th</sup> graders has decided to graduate this year so Egegik will host a graduation party for the 3<sup>rd</sup> year in a row!

K-8 AIMS Web Winter Benchmarks are complete and everyone has made some growth or maintained their proficiency from the Fall Benchmark. We will continue to progress monitor a couple of students. Writing continues to be challenging as our kiddos require a lot of assistance with processing in order to write. The AIMS test still moves too quickly for them. The elementary kids are going to practice this process (progress monitor) writing this semester to see if it impacts their performance on the Spring Benchmark.

AMP It Up Day was a success in Egegik! Students participated with minimal problems that were immediately solved by Glenda or Sam. We have decided to do all of our "real" AMP testing at the same time in April since we only have 4 students who need to take it school wide. Kids attitudes were positive and they all welcomed the new challenge and format.

We have 3 students traveling for basketball this year and it sounds like they are having their share of success at the jamboree in Port Heiden!

We are very happy to have Alanna Kiewe with us, our tutor from New Jersey! Her skills have been put to good work in the elementary classroom where she is working with students on reading, writing and math. She also fills in for me when I travel to other sites for special education. On Fridays she is hosting a theatre class for the entire school. She is quickly building positive relationships with students and staff. This week we've also added an afternoon block for her to work with one of our high school sped students.

Thanks to Alaska Fish and Game for sending a group of folks out to work with students on their bird calendar entries. It looks like we will have 4-5 entries this year. Students always enjoy these visits and Fish and Game always bring the best lessons, activities and displays. We are looking forward to Julia Pinnex's return later this year for a workshop on wolves.

Our scanner has died; ☹️ but Sam is on it! And in the mean time there is some good news...it turns out that our new printer is also a scanner! So although it's not as simple as it

was, we are still able to connect with the outside world. Even our kids depend on this machine to turn in their daily homework.

We received a new refrigerator this month for itinerant housing and a water pump was replaced in the boiler room. Thanks to this little dip into real winter, we are working with Tim to get our temperature control settings appropriate and reasonable throughout the school and staff housing.

**Events Coming UP:**

Feb 2-4<sup>th</sup> Egegik has 4 Battle of the Books teams competing

Feb. 13<sup>th</sup> Valentine Brownie Sales by Egegik Student Government

Feb. 16-17<sup>th</sup> Egegik has 3 students traveling to the Basketball Tournament

Feb. 20<sup>th</sup> Community Potluck at Fishermen's Hall 6:00 pm

## Igiugig School Monthly Site Report

**To:** Ty Mase, Superintendent  
**From:** Tate Gooden, Head Teacher IGI

**Date:** 1/28/15

**Notable Events:** FWS educators came to Igiugig and shared their expertise in mammal skulls and tracks. Students also studied birds and art. Thanks to Julia Pinnix for coordinating the trip. Elementary students hosted their Kvichak Café on Friday, January 30<sup>th</sup>. The event was well attended, including the Foraker group from Anchorage who were here for a meeting with the village. On the menu...Moose stroganoff, green salad, fry bread, and aqutuk.

**LSAC:** See attached minutes from 1/22/14.

**Personnel:** Teachers: Tate Gooden, Audra Gooden. Aide: Elizabeth Hostetter. P-K Teacher: Tanya Salmon. Cook: Ida Nelson. Custodian: Betsy Hostetter/David Alvarez(sub). Volunteers: Stacy Hill, Christina Salmon, Jeff Bringham, and Ida Nelson(Thank you!).

**School- Curriculum & Technology:** . HS students are studying WWI, while Elem. Students cover westward expansion. All students helped out at the village greenhouse, processing fifteen chickens. A big cauldron of chicken noodle soup was the reward. HS students our reading Outliers by Malcom Gladwell and sharpening up on their nonfiction text complexity while learning the values and factors that determine success. Visit our school blog: [igischool.blogspot.com](http://igischool.blogspot.com).

**Extra-curricular:** Igiugig Basketball team travelled to Port Heiden for the Jamboree. Trip was a success.

**Facility/Maintenance:** Siemens group arrived over break to update maintenance controls and energy use issues.

**School Population:** 15 students enrolled K - 12. Pre-School has an enrollment of 4.

**Quote:** "Not everything that can be counted counts, and not everything that counts can be counted." - Albert Einstein

## Monthly Site Report

**Site: Chignik Lagoon**

**Month:** January

To: Amber Kresl

From: Nancy Anderson

Head Teacher

### OUTSTANDING ACTIVITIES OR EVENTS:

The Chignik Lagoon students are getting excited to compete in the Battle of the Books.

### PERSONNEL:

We were sad to send Maddie, our student teacher home last month, but the elementary students are adjusting nicely.

### STANDARDS BASED SYSTEM:

The students are progressing nicely through the new common core standards.

### TECHNOLOGY PROGRESS:

Sam Rigby just visited our school and completed a laundry list of tasks in no time!

### FACILITY UPDATE:

We continue to have problems with a leaky roof. The patches only hold for a rainstorm or two.

### LSAC ACTIVITY:

The LSAC is busy planning for graduation already.

### VOLUNTEER REPORT:

We have one parent volunteer in the elementary classroom every afternoon.

### TRIPS PLANNED:

The students of Chignik Lagoon School are looking forward a few years and are tossing around ideas for a school trip.

### PUPIL ATTENDANCE:

Pupil attendance has been strong.

Chignik Bay  
Monthly Site Report-September

**To: Ty Mase, Superintendent**  
**From: Jerry Fisher, Head Teacher**  
Date: January 30, 2015

As we head out for winter break, we are happy to report the following:

**ENROLLMENT:**

We are holding steady at 11 students enrolled +1 Pre-school student.

**OUTSTANDING EVENTS**

- The high school students had a great time at the basketball tournament.
- Mr. Luthi stopped by for a quick visit.

**PERSONNEL:**

- Principal Kitza Durkop was here for site visit.
- Kathy Shanahan has made a smooth transition taking over for Mrs. Koutsky.
- Alana Anderson has been hired as the Pre-school teacher. She will be working part time for the rest of the year.

**LSAC**

We held an LSAC meeting this month when Kitza was visiting. Student Government discussed what they have been doing; ideas for a class trip and a school yearbook were discussed. We talked about the Pre-school position. We then talked about the AMP testing later this year, and enrolment teacher hire for next year. It was over all a good meeting.

**FACILITY:**

Tim McDermott was here checking the fire alarm system.  
Maintenance personnel were here over the break repairing a few minor issues.

**TRIPS PLANNED:**

The Basketball team will participate in another meet later this month



## Perryville School Monthly Site Report

**To: Ty Mase, Superintendent**  
**From: Lindsey Moore, Head Teacher PVL**

**Date: 01/31/2015**

Happy New Year! This year, our New Years resolution is to keep smiles on kids' faces and pour knowledge into their vastly growing minds.

**Outstanding Activities or Events:** Our Christmas program was, once again, wonderful! All the students put in creativity, positivity, and much effort into performing A Christmas Carol. We would like to thank all our volunteers who helped out.

Our basketball team enjoyed the North/South Jamboree hosted by Port Heiden. Many thanks to everyone who put on the successful event! The team is looking forward to districts in Levelock.

A request from the basketball players here in Perryville: " We would love to host a basketball tournament next year. There hasn't been a tournament or jamboree here in a long time. We have a student store with lots of goodies. Perryville village really likes watching and supporting the team. It's hard for some people to watch the games on the Internet. We thank you for your consideration." –PVL Basketball Team

**LSAC Activity:** None existent at this moment.

**Curriculum and Technology:** AMP it Up! Day was a success! Many thanks to Glenda and all her hard work for helping us run this event smoothly. We only had one glitch that was simple to solve. The students seemed confident with the new online testing and we have high hopes for success come state testing.

**Facility/Maintenance:** Everything seems to be up and running smoothly! Thanks to Carl for coming out and making adjustments where needed.

**Eagle Population:** We have 31 Eagles attending and one more flying into the nest imminently.

**Early Release Notes:** As a staff, we really enjoyed the vocabulary PD session. It was full of great ideas and collaboration. Thank you to Bill and the presenters!

# Kokhanok School JANUARY



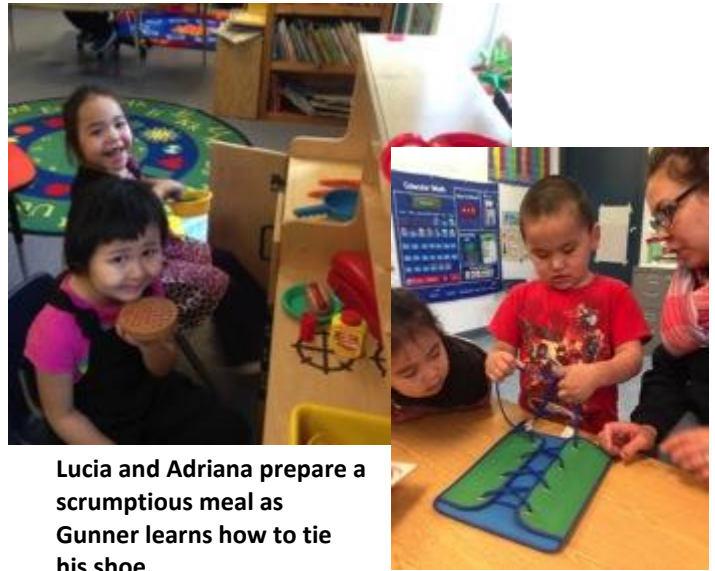
## Site Report

**TO:** Ty Mase, Superintendent  
**FROM:** Nicole Metzgar, Principal-Teacher  
**DATE:** January 30, 2015

**LSAC ACTIVITY:** LSAC met on January 22<sup>nd</sup> this month.

### OUTSTANDING ACTIVITIES OR EVENTS:

- January 19<sup>th</sup>: Kokhanok School health aides, Kristie and Kyle gave students a tour of the communities new Patient Transportation Vehicle (PTV)



**Lucia and Adriana prepare a scrumptious meal as Gunner learns how to tie his shoe.**



**Emergency Trauma Technician Volunteers, including Senior, Nick Wassillie, show students what it is like to be strapped onto a gurney and loaded into the new Patient Transportation Vehicle.**

- January 24<sup>th</sup>: Temperature finally dropped below zero; we have snow.
- January 26<sup>th</sup>-27<sup>th</sup>: Katie and Sarah of the AK Peninsula and Becharof National Wildlife Refuge taught the students about birds, mammals, and paleontology.
- January 27<sup>th</sup>: Warlords vs. Staff Basketball Scrimmage
- January 28<sup>th</sup>-30<sup>th</sup>: In their new uniforms, the Warlords traveled to Port Heiden to participate in the district wide Basketball Jamboree.
- January 29<sup>th</sup>: AMP It Up! Day. Kokhanok 3<sup>rd</sup>-7<sup>th</sup> graders practiced the computerized state wide testing program.
- K-4 students practiced for Battle of the Books

**VOLUNTEER REPORT:** Kokhanok Carnival Committee helped students raise funds for new uniforms.



**Warlords try out their new uniforms during a friendly scrimmage with the staff. Warlords win 33 to 20.**

**FACILITY UPDATE:** Electrician John Ford updated the heating system. The entire school staff was impressed with his work ethic.

**PERSONNEL:** Robert Hill: Basketball Coach; Kylie Amatuzzi: Tutor

**EARLY RELEASE AGENDA NOTES:** Creating District Level Assessments, & Completing Mandated Trainings.

**PUPIL ATTENDANCE:** We graduated 1 senior, but enrolled 1 new Kindergartener. Enrollment numbers hold steady: P3/P4: 9 students; K-12: 24 students; TOTAL: 33 Students



**Kokhanok students explore paleontology, mammals and birds with scientists Katie and Sarah.**

# Nondalton School Monthly Site Report

## January, 2015

**TO:** Ty Mase, Superintendent  
**FROM:** Ed Cox, Principal  
**DATE:** 1/30/15

### **OUTSTANDING ACTIVITIES OR EVENTS:**

- A graduation ceremony was held on Friday, January 16, at 6:00 PM for Larina Butkiewicz. The community supplied snacks for the event, it was very well attended.



### **LSAC ACTIVITY:**

- The LSAC met, established a quorum, and conducted business on January 12, at 5:15 PM. The next meeting is scheduled for February 5, at 5:15 PM.

### **PERSONNEL:**

- Paige Norman, Nondalton's assigned tutor arrived on site 1/10/15.
- A part time classroom aide resigned her position on 1/16/15. That position has been posted and is currently open.

### **PERSONAL/SOCIAL/HEALTH:**

- There is no major health or social issue at present.

### **STANDARDS BASED SYSTEM:**

- Instruction is being adjusted to meet the Common Core guidelines.

### **TECHNOLOGY PROGRESS:**

- The system is working smoothly. Internet issues such as limited bandwidth problems occur much less frequently.
- The office scanner is presently not working

### **CURRICULUM PROGRESS:**

- Students are moving through the required standards. The common core standards are being addressed. Students have been identified for on-site tutoring, a schedule has been developed and our tutor, Paige Norman is meeting with assigned students daily.

### **FACILITY UPDATE:**

- The facility is in good condition overall.

### **EARLY RELEASE:**

- January 23 – Domestic violence & sexual assault
- January 30 – Vocabulary instruction

### **ATTENDANCE:**

- Nondalton currently has 27 students enrolled including 3 in pre-school.

- Through the INNEC attendance incentive program students in Nondalton earned a total of \$88.50 for the month of January.
- Attendance percentage:
  - August – 92%
  - September – 95%
  - October – 96%
  - November – 97%
  - December – 97%
  - January – 93%

## Monthly Site Report

To: Ty Mase, Superintendent  
From: Laura Morris, Head Teacher, Pilot Point  
Date: January 30, 15

An Exit Form was filled out for Trinity Askoak and forwarded to Hal Neumann.

LSAC ACTIVITY: Moved to Feb.

Personnel: Laura Morris-Teacher/Brittany Bednash- Teacher/ Ariel Gibbs-Tutor all have moved in and are happily adjusting. Al Evanoff has been working hard in the kitchen and helping with maintenance. Debbie Matson has cleaned the school and filled in for Al in the kitchen. Raymond has been driving the bus, fueling the vehicles, and fixed a window that wasn't shutting properly.

Personal/Social/Health: The weather has been very cold and windy for running. Miss Gibbs went with Michael Etuckmelra to the Basket Ball Jamboree. They had a good time and learned a lot. Several of the students have been out sick with the flu.

Curriculum Progress: AIMS testing was completed and all data entered. AMP IT UP Day was completed. There were difficulties regarding the reliability of the computers.

Facility Update: There have been two power outages. One resulted in a slow heat loss for a day. We thought the problem was fixed but the temperature continued to decline. Tim and Rick responded to the problem.

The next trip planned is for Miss Gibbs and Michael Etuckmelra to travel for the Basketball Tournament in Levelock.

Pupil Attendance: Charolette Kalmakoff, Jillian Matson, Adin Griechen, Dylan Wise, and Alayssa Wise have all had numerous absences.

Student Government met to decide on fundraisers.

**Levelock School Monthly Site Report  
January 2015**

**TO:** Ty Mase, Superintendent  
**FROM:** Catherine Pusch, Principal/Teacher  
**DATE:** 1/31/15

**OUTSTANDING ACTIVITIES OR EVENTS:**

- Our student of the month for December and November were Keisha Anelon and Abigail Pusch. Congratulations to Keisha and Abby for being wonderful examples of a respectful, Responsible and safe student at Levelock School.
- Our attendance continues to improve! We had 19/24 k-12 students with perfect attendance for December. That is 79% perfect attendance. Way to go Vikings!

**LSAC ACTIVITY:**

- LSAC did not meet in January. We had an unofficial meeting to set the date for elections of new LSAC members. Elections will be held February 11<sup>th</sup>. Signs were posted through out the community to inform the community of the process and the open LSAC seats.

**PERSONNEL:**

- All positions are filled.

**PERSONAL/SOCIAL/HEALTH:**

- We had a visit from the eye doctor this month. Several students had eye exams done.

**STANDARDS BASED SYSTEM:**

- Students are continuing to work on the standards for all levels.

**TECHNOLOGY PROGRESS:**

- Tutoring continues to be a success in Levelock. We have 6 students currently tutoring and they are all showing progress.
- 4 new mini macs have arrived for our new 3rd-5<sup>th</sup> grade classroom.
- 3 new iPads have arrived. They were supplied through the Migrant Ed program.

### **CURRICULUM PROGRESS:**

- Students are moving forward in the curriculum and standards.
- Our onsite tutor, Samantha Davis, Has arrived and is actively working with struggling students in mainly in reading and math.

### **FACILITY UPDATE:**

- Several small items have been fixed through out the school.
- Our new convection oven is here and set to be installed next week.

### **OTHER:**

- Our 3<sup>rd</sup> grade is now be self-contained with our 4<sup>th</sup> and 5<sup>th</sup> grade to better accommodate our high number of elementary students. This change is working well for everyone.
- The memorial service and potluck for Melinda Apokedak was held in the gym on 1/30/15. Thank you several of our high school students who worked with the family to set up a heartfelt slide show to honor and remember Melinda.

### **EARLY RELEASE:**

- 1/16: Committee Meetings
- 1/23: Mandatory Training on Domestic Violence
- 1/30: Vocabulary Instruction Strategies

### **ATTENDANCE:**

- 24 students K-12, 2 students 12+ and 4 preschool students are currently enrolled
- 79% of our students had perfect attendance in January. Way to go Vikings!

## Monthly Site Report

Site: Meshik School @ Port Heiden

Month: January

**TO: Ty Mase, Superintendent**

FROM SITE ADMINISTRATOR: Derek Luke

DATE: 1-31-15

**OUTSTANDING ACTIVITIES OR EVENTS:** Meshik student government had a pizza night (and delivery) fundraiser. PTH school held the district-wide basketball jamboree and all went well. Miss Buckmaster's mother has a librarian friend who has been donating books consistently since the beginning of the school year – we are up to several hundred new books for our library!

**LSAC ACTIVITY:** The PTH LSAC was not able to meet in January.

**PERSONNEL:** Elizabeth Clayton returned as the preschool aide. Kelsey Buckmaster plans to leave when the Nef's return in late February. Julie Burger is doing well as our tutor. We still need to hire for various positions (sub cook, sub bus driver, sub custodian, sub teacher, full time PE/Health aide, full time night gym aide, etc...).

**PERSONAL/SOCIAL/HEALTH:** We have some concern about drug use among students. Our south counselor, Kasie Luke, has been working with the students and staff on this issue. The high school students have consistently been practicing for the basketball season and are healthy, overall. We have 3 students and coach Buckmaster attending the jamboree in Levelock.

**STANDARDS BASED SYSTEM:** PTH staff and students continue to work with the standards and use them to best suit the needs of our school, community, and students.

**TECHNOLOGY PROGRESS:** Our iPads, laptops, and Mac Minis are mostly in need of replacement. We have had several broken power supplies and buttons are popping off of laptops. The school would still like to obtain a few more computers (to put us at 1:1 down to grade 3). We would like to see more bandwidth improvements for Port Heiden as our online classes require.

**CURRICULUM PROGRESS:** Students are continuing to progress through standards. Online classes are going well and we are always looking at ways that we can improve them.

**FACILITY UPDATE:** The school staff would still like the school temperature ranges to be reset from the current range of 68-72 degrees down to a range of 66-72 as some of the teachers like their rooms just a little colder. We would also like the controlled environment to stay operational longer in the day so that we can continue to work in the school after hours. It gets very cold once the system shuts off for the night. Another solution to this would be to offer high-speed Internet for teacher housing – that way the teachers can work while in their homes.

**TRIPS PLANNED:** None

**VOLUNTEER REPORT:** Many community members volunteered to help with the basketball jamboree: Gerda Kosbruk, Billie Schraffenberger, Holly Matson, Delores Anderson, Amber Fox-Christensen, Maxine Christensen, Trina Bishop, Liz Clayton, VPSO Charles Clayton, Charlie O'Domin, John Christensen, and many not listed who supported our teams throughout the event!

**PUPIL ATTENDANCE:** Attendance has increased overall to around 18 students pre-k through 12. We believe that will have about the same number of students next year.

# *Chignik Lake School Monthly Site Report for January, 2015*

---

**To:** Amber Kresl

**From:** Joe Ward, Site Administrator

**Outstanding Activities or Events:**

Chignik Lake School had five students who participated in the Basketball Jamboree hosted at Meshik School January 28-30.

**Personnel:**

Rob Fagerquist, our secondary teacher, has agreed to split the coaching contract with Clinton Boskofsky. Mr. Boskofsky attended the jamboree with the team and Mr. Fagerquist will lead the team at districts February.

The classroom/pe aide position remains open.

**LSAC Activity:**

The Chignik Lake LSAC did not meet during January.

**Community Relations**

Mr. Ward volunteered to assist the village council by counting ballots for the council elections. Clinton Boskofsky was elected to the village council. John Lind won the council president position.

**Volunteer Report:**

Hannah Ward works 30 minutes a day assisting with speech therapy.

**Pupil Attendance:**

The average attendance for the month of October at Chignik Lake was 85.3%. We ended the month with 13 students enrolled for K-12 and 3 students for preschool.

# Nondalton School Monthly Site Report February, 2015

**TO:** Ty Mase, Superintendent  
**FROM:** Ed Cox, Principal  
**DATE:** 2/27/15

**OUTSTANDING ACTIVITIES OR EVENTS:**

- On Friday, February 6, the INNEC sponsored a tour of the Tazimina Dam and Power plant. Students were released to their parents at 2:00 to travel to the Dam site. It was reported that it was an interesting and worthwhile outing.
- A "Thank You" Celebration/Pot Luck, sponsored by the Nondalton Tribal council was held on Saturday, February 21. The event began with a pot luck dinner and was followed by games and the exchange of gifts. The intent of the celebration was to thank all city and school district employees for the contributions and efforts made for the community of Nondalton.
- Boater and water safety classes were presented on Thursday, February 26. A Park Service representative gave 2 age appropriate 45 minute presentations. Both presentations were informative and well presented.

**LSAC ACTIVITY:**

- The LSAC met, established a quorum, and conducted business on February 5, at 5:15 PM. The next meeting is scheduled for March 12, at 5:15 PM.

**PERSONNEL:**

- At present there is 1 classified position open. The position requires the applicant to have an Alaska driver's license. There have been no qualified candidates apply for the position to date.

**PERSONAL/SOCIAL/HEALTH:**

- There is no major health or social issue at present.

**STANDARDS BASED SYSTEM:**

- Instruction is being adjusted to meet the Common Core guidelines.

**TECHNOLOGY PROGRESS:**

- The system is working smoothly. Internet issues such as limited bandwidth problems occur much less frequently.
- The office scanner is presently not working

**CURRICULUM PROGRESS:**

- Students are moving through the required standards. The common core standards are being addressed. Students have been identified for on-site tutoring, a schedule has been developed and our tutor, Paige Norman is meeting with assigned students daily.

**FACILITY UPDATE:**

- The facility is in good condition overall.

**EARLY RELEASE:**

- February 6 – data review and update, tutor schedule
- February 13 – committee work on assessments and rubrics
- February 20 – vocabulary instruction strategy
- February 27 – assessments and committee based work

**ATTENDANCE:**

- Nondalton currently has 28 students enrolled including 3 in pre-school.
- Through the INNEC attendance incentive program students in Nondalton earned a total of \$116.25 in energy credits for the month of February.
- Attendance percentage:

August – 92%	September – 95%	October – 96%	November – 97%
December – 97%	January – 93%	February – 93%	

## Perryville School Monthly Site Report

**To: Ty Mase, Superintendent**  
**From: Lindsey Moore, Head Teacher PVL**

**Date: 02/27/2015**

Many rain showers and cloudy days down in Perryville this month. Once in awhile the sun will come out, and when it does it is a glorious and eventful day! We keep our fingers crossed for more sunshine.

**Outstanding Activities or Events:** Our basketball team traveled to Levelock for Districts. We really appreciate the event being delayed as opposed to our team not being able to attend due to weather. Thank you Ed for making this decision. The team had another successful tournament and a great time. Thank you to all the staff and volunteers who made this event happen.

Two fabulous ladies from Fish and Game came down and presented 2 full days worth of biology lessons to our school. These presentations were well planned and very educational. All the students had a wonderful time and learned a lot. We appreciate Fish and Game's willingness to come down and teach our students about the land and animals of Alaska.

**LSAC Activity:** We are holding LSAC elections on March 20<sup>th</sup>. We hope to have a positive turnout.

**Curriculum and Technology:** The 1<sup>st</sup>-3<sup>rd</sup> graders have started lessons on typing web and are really excelling! They seem to be enjoying typing classes and are proud of each lesson they pass.

**Facility/Maintenance:** Everything seems to be up and running smoothly!

**Eagle Population:** We have 31 Eagles attending.

**Early Release Notes:** Committee work has seemed to take up most of our early release time. Deadlines are fast approaching. Thank you to everyone who has been diligently working on creating new assessment. Committee coordinators, a shout out to you for organizing these work sessions!

**Chignik Bay  
Monthly Site Report-September**

**To: Ty Mase, Superintendent**  
**From: Jerry Fisher, Head Teacher**  
**Date: February , 2015**

Although the weather has been poor these last few weeks, we have had a great time in the classrooms.

**ENROLLMENT:**

We are holding steady at 11 students enrolled +1 Pre-school student.

**OUTSTANDING EVENTS**

- The high school students had a great time at the basketball tournament.
- Bristol Bay health was here conducting a tobacco awareness presentation.

**PERSONNEL:**

- Principal Kitza Durkop was here for site visit.
- Alana Anderson has been has been a great addition to the school and is making the Pre-school come to life.
- Kasie Luke will be conducting ACT and Work Keys testing next month.

**LSAC**

We held an LSAC meeting this month during Mrs. Durkop's visit. We did not have a quorum. We discussed next year's enrolment projections; they look strong. Contracts were discussed, and Mr. and Mrs. Koutsky will be teaching in The Bay next year.

**FACILITY:**

The building: one of the pipes in the gym has developed a small leak, and will be taken care of in the near future, the sensors for the heat regulators are on the frits again, ther than that, the facility has been holding up well. Although, if it continues to rain, I think it might start to float.

**TRIPS PLANNED:**

The Basketball team participated in another meet this month in Levelock. The students reported having a great time.

**Next month:**

We have a lot of visitors planned for next month. Alaska Sea Life, Fish & Game, and Andrew Aboyu will all be here conducting programs for the students and community.

# Kokhanok School FEBRUARY



## Site Report

TO: Ty Mase, Superintendent

FROM: Nicole Metzgar, Principal-Teacher

DATE: February 27, 2015

**LSAC ACTIVITY:** Last LSAC meeting was on January 22<sup>nd</sup>

### OUTSTANDING ACTIVITIES OR EVENTS:

- February 2<sup>nd</sup>-5<sup>th</sup>: Kokhanok students participate in the Battle of the Books.
- February 11<sup>th</sup>: Trapping with local expert Clint Roehls



Using elements of nature, Clint shows the 8<sup>th</sup>-12<sup>th</sup> graders how to camouflage a trap. Because we touched the ground next to the set, Clint made sure to spray the area down with fox urine to cover up our sent before we left.

- February 13<sup>th</sup>: The-Day-Before Valentine's Day Breakfast School Fundraiser.
- February 23<sup>rd</sup>-26<sup>th</sup>: Warlords compete in the District 3-Person Basketball Tournament @ Levelock.
- February 27<sup>th</sup>-March 3<sup>rd</sup>: Special Presenter, Margaret, gives First Aide, CPR, ETT, and Fire Safety training to students and community members.



Just a few weeks ago Clint trapped this white wolf in the below snare.

Wearing gloves, he patiently sets the stage and manipulates the environment to guide animals into his snare.

Ms. Kelsey's fried oreos are a hit! Students sold 36 at our Valentine's Day Fundraiser Breakfast.

**FACILITY UPDATE:** Heating upgrade continues as the new thermostats are programmed and the air handler system is turned on. Johnny and Leonard are in continual communication with Tim in order to tweak the glitches out of the system and make it as efficient as possible.



**PERSONNEL:** New staffing for next year is in progress.

**EARLY RELEASE AGENDA NOTES:** Creating District Level Assessments, Completing Mandated Trainings, Planning Carnival activities and fundraisers.

**PUPIL ATTENDANCE:** Two students transferred to Ketchikan. P3/P4: 9 students; K-12: 22 students; TOTAL: 31 Students

**VOLUNTEER REPORT:** Janessa Woods taught students how to make dream catchers.



A beautiful day to study conglomerate rocks and weathering!

**SCHOOL TRIP:** Kokhanok School continues to fundraise. So far we haven't made very much money, but are hoping to put away a few dollars during carnival next



month. The next trip planned is to camp at Fish Camp during Culture Week in May 2015.



## Igiugig School Monthly Site Report

**To:** Ty Mase, Superintendent  
**From:** Tate Gooden, Head Teacher IGI

**Date:** 2/28/15

**Notable Events:** Igiugig BOB  $\frac{3}{4}$  team, coached by AlexAnna Salmon, tied for 7<sup>th</sup> place at the State Battle. Way to go No-See-Ums

**LSAC:** See attached minutes from 2/26/15.

**Personnel:** Teachers: Tate Gooden, Audra Gooden. Aide: Elizabeth Hostetter. P-K Teacher: Tanya Salmon. Cook: Ida Nelson. Custodian: Betsy Hostetter/David Alvarez(sub). Volunteers: Stacy Hill, Christina Salmon, Jeff Bringhurst, and Ida Nelson(Thank you!).

**School- Curriculum & Technology:** . HS students are studying the Great Depression, while Elem. Students cover westward expansion. HS students finished reading Outliers by Malcom Gladwell and are wrapping up papers that deal with nonfiction text complexity and the values and factors that determine success. HS Science is studying genetics and mushroom cultivation. Math and the rest of the building moves apace. Our technology is aging. Laptops are slower and network issues such as being able to print are hampered. Students and staff are waiting anywhere from 5 to 45 minutes for documents to print. Visit our school blog: [igischool.blogspot.com](http://igischool.blogspot.com).

**Extra-curricular:** Igiugig Basketball team travelled to Levelock for the District Basketball Tournament on Feb. 23<sup>rd</sup>. No-See-Um Larval League Basketball started on Feb. 23<sup>rd</sup> for 3<sup>rd</sup> – 6<sup>th</sup> Graders. Student Government hosted a Valentines' Day Dinner. It was a memorable night complete with a knowledgeable wait staff, child care providers, a conducive dining room, and fabulous food.

**Facility/Maintenance:** Siemens arrived to fine tune our Air exchanger.

**School Population:** 15 students enrolled K - 12. Pre-School has an enrollment of 4.

**Quote:** "Success usually comes to those who are too busy to be looking for it." - Henry David Thoreau

**Levelock School Monthly Site Report  
February 2015**

**TO:** Ty Mase, Superintendent  
**FROM:** Catherine Pusch, Principal/Teacher  
**DATE:** 3/2/15

**OUTSTANDING ACTIVITIES OR EVENTS:**

- The district basketball tournament was held in Levelock from February 23<sup>rd</sup> -26<sup>th</sup>. Congratulations to Perryville, the District Champions and congratulations to all teams who participated! Everyone worked hard and had a great time.
- We a huge amount of support from the community and village council during the tournament. Many community members donated desserts and other food for the coaches, elders and volunteers. The council helped us transport luggage in and out from the airport. We also had a community Diabeties walk with over 70 participants! Photos attached
- Thank you to everyone who helped make this event happen. There was a lot of behind the scenes and prep work that had to be done to make it all work. Thanks to everyone at district office and our staff and volunteers here in Levelock.
- Martial arts is back up and running after the holidays. Over 40 uniforms were donated by NAKA (North American Kimudo Association). The kids were very excited to wear uniforms for the first time. Pictures attached

**LSAC ACTIVITY:**

- LSAC did not meet in February, however we held LSAC elections during the basketball tournament and results are as follows:
  - President- April Apokedak
  - Vice President- Chadalin Washington
  - Secretary- Lucy Tallekpalek
  - Treasurer- Gusty Tallekpalek
  - Members- Glendora Nelson & S ApokedakThe LSAC will meet on the first Wednesday of each month.

**PERSONNEL:**

- All positions are filled.

**PERSONAL/SOCIAL/HEALTH:**

**STANDARDS BASED SYSTEM:**

- Students are continuing to work on the standards for all levels.

**TECHNOLOGY PROGRESS:**

- Tutoring continues to be a success in Levelock. We have 6 students currently tutoring and they are all showing progress.
- 4 new mini macs have arrived for our new 3rd-5<sup>th</sup> grade classroom and most are up and running.

### **CURRICULUM PROGRESS:**

- Students are moving forward in the curriculum and standards.
- Our onsite tutor, Samantha Davis, continues to work with struggling students in mainly in reading and math and is doing a great job.

### **FACILITY UPDATE:**

- The building is in very good shape. Many minor repairs have been made and there are very few issues left that need to be addressed.
- Our new convection oven has been installed and was up and running for the tournament. This was a huge help during the tournament and is making lunch prep much more efficient for our growing population.

### **OTHER:**

- Our Viking board is full! We had our school wide celebration on Friday. We watched a movie and had popcorn! Great job Vikings! Keep up the responsible, respectful and safe behavior!

### **EARLY RELEASE:**

- 2/5- Site based: instruction and structure of new 3<sup>rd</sup>-5<sup>th</sup> grade classroom
- 2/13- assessment work
- 2/20- online teaching/ vocab strategies.
- 2/27- Blackboard committee sessions

### **ATTENDANCE:**

- 24 students K-12, 2 students 12+ and 4 preschool students are currently enrolled
- 14 students had perfect attendance for the month February.

## Monthly Site Report

**Site:** Newhalen  
**Month:** March, 2015

To: Amber Kresl  
From: Ed Lester

### OUTSTANDING ACTIVITIES OR EVENTS:

Newhalen and Iliamna community hosted an outstanding carnival. There were many great events for the kids through out the weekend. The school was put back into great shape.

Battle of the Books was super fun for our participants.

Newhalen is hosting the upcoming boys regional basketball tournament (March 4-March7). Our ladies will be traveling to KMO.

### PERSONNEL:

I am happy to say that we are returning all our staff next year.

### PERSONAL/SOCIAL/HEALTH:

We have many high school students doing job shadows that they have set up earlier in the school year. The trooper visited with our students on boating safety last week. The High School students had a briefing on CPR.

### STANDARDS BASED SYSTEM:

We had parent teacher conferences this month. It was great to share all the wonderful growth students are making through the standards with their parents.

### CURRICULUM PROGRESS:

Teachers are using curriculum to help students move through standards. They are looking at the textbook order for next year.

### TECHNOLOGY PROGRESS:

Technology has run great with the support of Sam Rigby. We are also excited to have Matthew Stark in Newhalen to help receive and broadcast regional basketball games.

### FACILITY UPDATE:

Facility has been very supportive during many different events this winter. We are excited for our gym expansion this upcoming year!

### LSAC ACTIVITY:

Newhalen has lost an LSAC member and will be looking to replace that position. We had a meeting on 2/13

### VOLUNTEER REPORT:

Rob Clay and Greg Trefon- Taking visiting teams on tours of our hydroplant  
Chasity and Harvey Anelon-Running the score table during home basketball  
Dawn Wassillie-Running concessions.



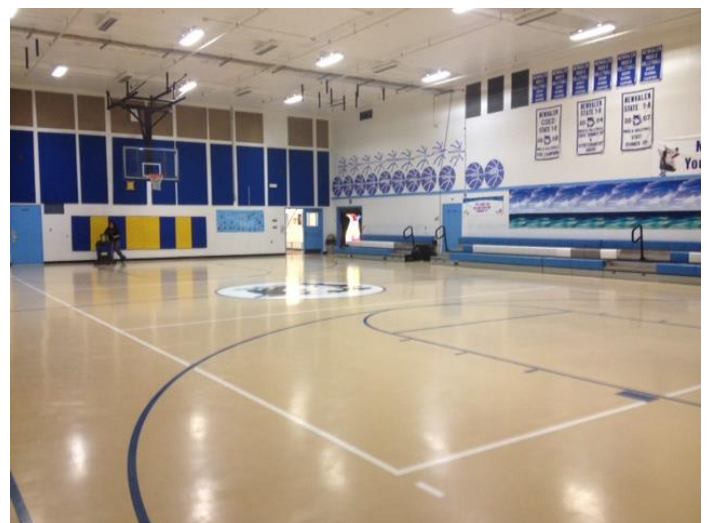
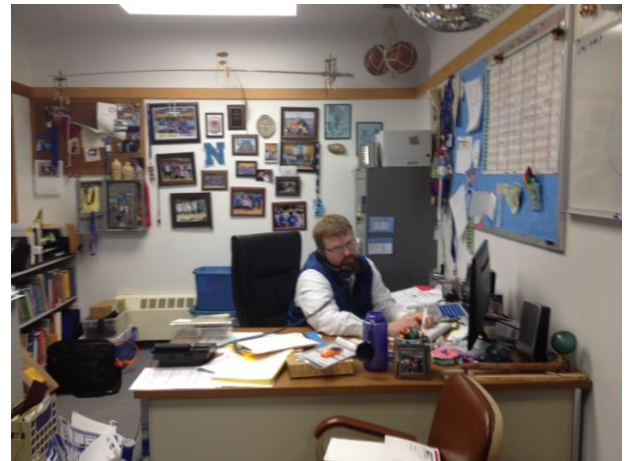
TRIPS PLANNED:

None

PUPIL ATTENDANCE:

Attendance has been good so far this semester. This is usually the case during basketball season. We will be issuing perfect attendance awards and prizes for 3<sup>rd</sup> quarter later this month.

OTHER: Thank you for supporting our schools!





***Kids ages 9 and under MUST be accompanied to all functions at the school by an adult. If they are not, they will be sent home. This will be strictly enforced per LSAC Policy.***

**Students of the Week**

January 30  
Vera Askoak  
Gabe Olympic  
Jared Paine  
Katie Olympic  
Angela Anelon

February 6  
Dmitri Katelnikoff  
Darren George  
Wyatt Wassillie  
Keisha Askoak  
Terrance Johnson

February 13  
Mikkel Wassillie  
Jaden Tretikoff  
Chariessa Askoak  
Rhiannon Nanalook

**PRINCIPAL ED LESTER'S POST**

First, I would like to thank all of the parents and students who attended our parent/teacher conferences. The more communication we have, the more our children will succeed. Secondly, I would like to address an ongoing issue. Parents DO NOT drop off your kids at the school. They will be asked to leave. Unsupervised children have a higher risk of injury and we will not be liable. Please adhere to the LSAC Policy listed on this newsletter. If you should have any questions or concerns, please let me know. My door is always open.

**SCHOOL/COMMUNITY EVENTS**

February 19 - Feb. 21 AWAY - BOYS Basketball in Akiachak  
February 19 - Feb. 21 HOME - GIRLS Basketball Vs. AKI, KMO, PTA  
February 27 - Feb. 28 AWAY - BOYS Basketball Vs. Dillingham  
February 27 - Feb. 28 HOME - GIRLS Basketball Vs. Dillingham  
March 4 - March 7 REGIONALS @ HOME - BOYS Basketball  
March 4 - March 7 REGIONALS @ KMO - GIRL Basketball  
March 12- March 19 STATE BASKETBALL - Anchorage  
March 16 NO SCHOOL  
March 14 - March 18 STATE TOURNAMENT - ANCHORAGE  
March 30-April 2 STATE TESTING GRADES 7-10  
April 6- April 9 STATE TESTING GRADES 3-6

**Smoking is prohibited on school grounds. Please use the designated area near the light pole.**

Advanced planning leads to success for everyone!

If your child misses, or will miss, school, please contact his/her teacher to collect his/her make up assignments so that he/she does not get behind.

Congratulations! If you are reading this newsletter, you can get a free prize from Evelyn in the office.

**It is still winter, please make sure your children are dressing appropriately for the season, outdoor recess, and riding the bus.**

**Join us every Friday @ 11:45am for our Friday assembly! We recognize our Students of the Week and our bucket fillers.**

Contact Information:  
Newhalen School  
900 School Road  
PO Box 89  
Newhalen, AK 99606  
Ph# (907) 571-1211  
Fx# (907) 571-1466  
Principal: Ed Lester  
Email: elester@lpsd.com  
District Office  
Ph # (907) 246-4280

**Research shows that missing 10 percent of the school year, or about 18 days in most school districts, negatively affects a student's academic performance. That's just two days a month and is known as chronic absence.**

**Have you seen our tree of kindness? Come check it out near the office.**



**SAVE YOUR BOX TOPS! We are collecting box tops. The money raised from them will be used for school related projects. Please cut, save, and send your box tops to school with your students.**



Newhalen School

LSAC Members:  
Dawn Wassillie  
Margie Olympic  
Anna Lamont  
Maxine Wassillie  
Kimberly Katelnikoff

LPSD School Board Rep:  
Shannon Johnson-Nanalook



## **MALAMUTES GIRLS HOME GAMES**

2/19, 2/20 & 2/21 (Thursday-Saturday) @ Newhalen Gym

### **Thursday, February 19, 2015**

**6:00PM** Manokotak Lynx Vs. Port Alsworth Lynx  
**7:30PM** Akiachak Huskies Vs. Newhalen Malamutes

### **Friday, February 20, 2015**

**6:00PM** Akiachak Huskies Vs. Port Alsworth Lynx  
**7:30PM** Manokotak Lynx Vs. Newhalen Malamutes

### **Saturday, February 21, 2015**

**9:30AM** Manokotak Lynx Vs. Port Alsworth Lynx  
**11:00AM** Newhalen Malamutes Vs. Akichak Huskies

#### **Gate Fees**

<b>Student (K-12)</b>	<b>\$3.00</b>
<b>Adult</b>	<b>\$5.00</b>
<b>Children</b>	<b>\$87.50 (Under 9 years of age NOT accompanied by an adult)</b>
<b>Preschool and Elders</b>	<b>*Free</b>

**\* Free ONLY if accompanied by a paying ADULT!**

All unattended children will be given a free puppy and an espresso!

**Kids ages 9 and under MUST be accompanied by an adult to all functions at the school. If they are not, they will be sent home. This will be strictly enforced per LSAC Policy.**

**Smoking is prohibited on school grounds. Please use the designated area near the road/light pole.**

*ASAA SPORTSMANSHIP CREED: ASAA rules provide for fair play and good sportsmanship among everyone involved. All participants and coaches are expected to exhibit the highest level of respect for their opponents and the officials. Since booing and jeering do not support anyone, we hope that spectators will be positive in supporting their favorite team by applauding fair play and, thereby, showing respect for all participants and officials.*

Monthly Site Report  
Site: Meshik School @ Port Heiden  
Month: February  
**TO: Ty Mase, Superintendent**  
FROM SITE ADMINISTRATOR: Derek Luke  
DATE: 2-28-15

**OUTSTANDING ACTIVITIES OR EVENTS:** Meshik student government has been raising money with pizza nights and movie nights. Meshik school recently started a programming club where students will use Minecraft to learn about basic computer programming and they plan to digitally recreate the village of Port Heiden within Minecraft. The staff and LSAC has decided to do culture days 2 times per month instead of a culture week. This will allow students to work on projects for a longer period of time and will encourage more people in the community to participate due to the more flexible schedule.

**LSAC ACTIVITY:** LSAC was able to meet in February – see the minutes. The board recently appointed Charlie O’Domin to the LSAC.

**PERSONNEL:** Jerik Nef resigned his bus and custodial duties and Kelsey Buckmaster is leaving her substitute custodial position. We are posting the position in hopes of getting it filled. Julie Burger has agreed to stay with us until the end of the school year as our tutor/aide!

**PERSONAL/SOCIAL/HEALTH:** We still have some concerns about drug use among students. Our south counselor, Kasie Luke, has been working with the students and staff on this issue. There have been reports of students huffing paint, markers, and gasoline.

**STANDARDS BASED SYSTEM:** PTH staff and students continue to be creative with the standards and to make them as culturally relevant and/or fun as possible.

**TECHNOLOGY PROGRESS:** Our technology is in need of replacement. We have had several broken power supplies and buttons are popping off of laptops. SMARTBoards/projectors are also in need of some attention (probably 2 new projectors). The school would still like to obtain a few more computers (to put us at 1:1 ratio down to grade 3).

**CURRICULUM PROGRESS:** Online classes are still going well and teachers are working through curriculum with students.

**FACILITY UPDATE:** The school staff is happy with their temperature range of 66-72. There have been some complaints that when the wind blows a certain direction that the school gets cold. Our maintenance department has been very responsive in correcting this.

**TRIPS PLANNED:** None – yet. The student government is trying to decide what they want to do...

**VOLUNTEER REPORT:** Several community members volunteered to help with cultural activities so far this year: Billie Schraffenberger, Delores Anderson, and Tisha Lind.

**PUPIL ATTENDANCE:** Attendance has decreased overall to around 16 students pre-k through 12. We hear that we may be getting some students back in school at PTH. We believe that will have about the same number of students next year, or a few more than 16...

## Egegik Site Report

March 2015

To: Superintendent Mase  
From: April LeFevere

Although you've already heard, it is too exciting to not repeat, the Egegik Bears are the reigning 3-man basketball champs for the district. They came home exhausted and proud! We had a small pizza and ice cream party for them on Friday while we watched the championship game.

We had our monthly potluck on the 20<sup>th</sup> of February. This turned out to be a sad occasion as we'd just learned about the passing of long time Egegik village elder and mayor, Dick Deigh. A memorial hasn't been announced yet but should be coming up soon.

Timothy Olsen transferred back in from Anchorage in February.

Our tutor, Alanna Kiewe, is doing a fabulous job! She has been instrumental in helping out while I travel for special education. We are really hoping it works out that she can stay the remainder of the year. We also picked up Ivan Gable last month. He is helping us on janitorial details and will be subbing for Deborah Olsen when she leaves at the end of the month for a visit to England. Wendy Johnson will be subbing as cook during that same time.

We've run into some technology snares recently. One teacher computer went down, one scanner, one printer....we have a back up but it isn't exactly cooperating on all functions yet. It was mentioned that our old scanner and printer wouldn't get repaired but I'd very much like to see that decision be reconsidered. Egegik has several sets of toner cartridges left for the old HP printer and the old scanner does a better job of handling large files like end of the month paperwork. We are so dependent on these items that back-ups really are essential.

Students and staff are working hard as we head into March. It looks like a couple students are going to have to work extra hard in the next few weeks to make some goals set for themselves (or to be eligible for AA travel) but our future graduate is keeping pace with expectations and should be done as planned. Parent-teacher conferences will be taking place in the next couple weeks as the 3<sup>rd</sup> quarter comes to a close. Upper levels are also trying to get ready for the AA meet: ideas for speeches, skits, and science fair projects are in the works. We have 1 student receiving distance tutoring services and 2 that are being progress monitored. We had some nice leaps during the recent SRI benchmark. AIMS benchmarks were what we expected. AMP it up day was a success and our 3-9<sup>th</sup> graders are getting practice using the new testing format and we feel will be ready for that part of the challenge when the new state test rolls out next month.

Student government is looking for an artist to have in during the last week of the year. They are also looking at some community project ideas. One project on the list is to frame all the past school photos and put them up at Fishermen's Hall along with other plaques of achievement. They are collecting other ideas and will decide shortly. They are also in the process of ordering new t-shirts to celebrate their second 3-man district championship. They also held a little fundraiser in honor of Valentine's Day. Students made and sold giant brownies that were custom decorated for \$10 each.

# Tanalian School at Port Alsworth

## February 2015 Site Report

**TO: LPSD School Board, Superintendent Ty Mase  
Tanalian LSAC**

**FROM SITE ADMINISTRATOR: Nate Davis, Principal**

**DATE: March 3, 2015**

### OUTSTANDING ACTIVITIES OR EVENTS:

- Lynx Battle of the Books teams finished 8<sup>th</sup> and 12<sup>th</sup> at State!
- Basketball teams head off to Regional Tournaments today... girls to Manokotak and boys to Newhalen. We are proud of them for their sportsmanship awards and many positive comments from around the region on their classy attitudes. The boys had a great trip to St. Paul in the Pribilofs, toured the Trident Crab Plant, and watched boats from *The Deadliest Catch* deliver tons of crab.



Basketball Team Set to Tour the Trident Crab Plant



The Northwestern Delivers

### LSAC ACTIVITY:

- Parents have been experimenting with the Teacher-Parent EDUCATE access in February... seeking feedback!

### PERSONNEL:

- Amy Sayer has been working at Tanalian School for 12 years, most recently as our high school math and science teacher, foreign language coordinator, running enthusiast, and school parent. Please give Amy and her family your best in the coming months as they prepare for their next adventure as Dan's job leads them on to Anchorage. We will miss them greatly!

- Yesterday, we announced Cam and Nicole Metzgar as two new teachers for Tanalian next year. Both have Master's degrees, have been in the district since 2006, love children and the great outdoors, and are excited to join the team here at Port Alsworth. Please give them a giant warm welcome! Cam will co-teach middle school with Mr. Grossmann and Nicole will teach high school Language Arts and Social Studies.
- Amy Sayer will be very tough to replace, but we are now searching for a dynamite high school math/science teacher... Help us network to find the best!

### PERSONAL/SOCIAL/HEALTH:

- Students and staff seem to be adjusting well to our "new school buildings" this year. Attitudes are great and morale is strong.

### STANDARDS-BASED SYSTEM:

- Our teachers are working with the rest of the district teachers on assessment committees to build out mid-level and end-level assessments for core subject areas in the common core.
- Parents will now be able to know, understand, and to track Standards through the Parent-Teacher Partnership in Educate.

### TECHNOLOGY PROGRESS:

- We are working with Laura Hylton, Sam Rigby, and Project Manager, Kathy Christy, to finalize our technology order for the new school building.

### CURRICULUM PROGRESS:

- All juniors recently took the SAT and/or the ACT college entrance exams. In the absence of the old HS Qualifying Exam, the State now pays for juniors to take either the SAT, the ACT, or the WorkKeys tests for student accountability. Students may take additional tests on their own dime and schedule.

### FACILITY UPDATE:

- School Renewal: SKW continues to make good progress. Sheet-rockers are making great progress as most of the halls and classrooms are complete and the mudders and tapers are on their tail. The gym wall plywood was finished yesterday and now sheet-rockers are ready to attack the gym. Our Pre-school and Kindergarten rooms have all been textured and painted and are looking great!
- We have been working with the gym floor contractor to finalize the gym floor logo and court lines!

### TRIPS PLANNED:

- Boys BB to Newhalen this weekend and girls to Manokotak for Regional Tournaments.

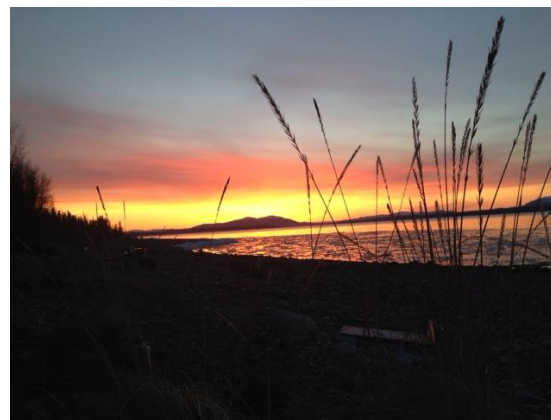
### VOLUNTEER REPORT:

#### PUPIL ATTENDANCE:

- Solid and regular attendance except for family vacations.

#### PROFESSIONAL DEVELOPMENT:

- Feb 6- Site AimsWeb, SRI, and Educate updates, Feb 13- Vacation, Feb 20- Vocabulary Tips, Feb 27- Assessments



Enjoying the Long Days and Spring Sunsets on Lake Clark

## **LSAC Minutes**

**January 22, 2014**

**Members present: Shirley Nielsen, Peducia Andrew, Laura Andrew, Beth Hill, Brittany Rush**

**Community Members: Harry Ricci, Janessa Woods, Ona Wassillie, Rob Hill**

**Teachers present: Nicole Metzgar, Cameron Metzgar, Cara Pelligreno, Kelsey White, Tudor Kylie**

**Call to order @ 3:40**

### **Old Business from 11/18/21014**

1. Welcome Beth Hill to LSAC
2. Halloween Carnival made money. Did not hold haunted house; students less stress, and enjoyed festivities.
3. Turkey shoot fundraiser broke even.
4. December 13<sup>th</sup> Christmas Bazaar was successful.
5. Still waiting for weather to harvest Candlefish at Gibraltar.
6. Craft supplies have been inventoried by Janessa Woods.
7. Dan Bandell is still looking for pictures for, "Heritage Photo Project." Have people bring photos to school if they want to have them scanned to Dan.

### **New Business**

#### **LPSD Budget by Harry Ricci.**

1. Three schools might be closing because of fewer students.
2. Funding comes for how many students we have in school. Also, where your community is located.
3. No new money is expected and cuts will be made.
4. 33 percent of our budget is travel, 67 percent is wages and fringe benefits.
5. 400 -500 thousands short fall for next year.
6. Cost Savings Project can be reduction of staff, or find better deals for fuel services, teachers' travel on open airline days.

7. We are saving money district wide on electricity.
8. Pre School might eventually be cut because of no funding.
9. Harry says to be prepared for things to change budget wise in the future.

### **Carnival**

1. Kokhanok Carnival Committee needs to fill out paper work for using the building during carnival. (Dates March, 13, 14, 15)
2. Student government might do a raffle and might not. Need to get back with Student Government to see what they decide.
3. Carnival committee will let school know what they are raffling for KCC, so we wont duplicate them. Some things, (Kitchen Aide, I-Pad or Kindle)
4. The school has an X Box and games donated by Mr. Barnes that can be raffled.
5. School might do a jean quilt for raffle.
6. Have students interview community about past carnivals; might count for students standards.
7. If school has pictures of past carnivals give them to carnival committee.
8. KSG committee is so limited this year; they are open to different communities helping out with the fun house.
9. Art show for kids. Inform teachers about art contest.
10. KSG has makings for pumpkin pie; they want to do a pie walk during some activity on Carnival weekend.
11. Cara and Colleen might to Calzones during dances.

### **Night gym**

1. LSAC approved: Ocky Mike, Sonia Delkittie, Jessie Wilson, Sharolyn Chocknok, Greg Wassillie, Ona Wassillie, Agnes Mike, Moses Mike, Trefim or Natialia Wassillie, Harry Ricci
2. Night gym aid needs to report any problems to Nicole right away.
3. Have a meeting with approved night gym aids to inform them about how to handle intoxicated people, and who to call if they are not

comfortable asking them to leave. (Gym aides may call any LSAC member or Nicole for help.)

4. Talk with School Board about policy about having sex offenders in the gym during night gym hours. Ask them what we are suppose to do when a pending charges are in place with accused sex offenders who is trying to attended night gym. (What is our protocol?)
5. Gym Book rules are still in place. Only placed in book for, Absences, Tardy, No Homework, or if Nicole feels she needs to place students in for other reasons.

### **Visitor and staff personal use of Internet during the school day**

1. No phones during snack time, only before after school and during lunch for students.
2. Staff has been using phones during school. Need to set rules for staff about phone use.
3. Possibly write letter to community informing them about Internet and loitering
4. LSAC has decided to change the password for the Internet to eliminate Internet problems.
5. **Lunch Release** possibly change rules for lunch release for next years students. Rather than releases them by grade, use levels instead.

### **Principle's Report**

1. Welcome Tudor Kylie, and Rob Hill basketball couch.
2. Basketball Jamboree's: 1/28-1/30 @ PTH & 2/16-2/19 @ LEV
3. Battle Books 2/18-2/24

### **Student Report**

1. Student store is stocked
2. Kindergarten is selling lollipops on Fridays for \$1; money goes towards books and magazine subscriptions.
3. Bringing clubs into our communities with workers being the locals. If anyone is interested contact Kelsey White.

**Meeting Adjourned @ 5:30 by Peducia Andrew, 2<sup>nd</sup> by Laura Andrew**

**Minutes by Brittany Rush**

# **Nondalton LSAC Meeting MINUTES Regular Meeting, January 12, 2015**

1. **Call to Order:** 5:18 PM
2. **Establish a Quorum:**
  - a. Members present: Betty Wilson, Michelle Wilson, Tara Balluta
  - b. Members absent: Kristi Jeffries
3. **Staff Present:** Ed Cox, Cal Cox, Cassie Broschious, Regina Feliciano, Linda Richter, Levi Tinney, David Padvorac, Maryellen Dalberg, Paige Norman
4. **Students Present:**
5. **Community present:**
6. **Approval of minutes from last meeting:** motion – Michelle Wilson, second – Tara Balluta
7. **Approval of Agenda:** motion – Michelle Wilson, second – Tara Balluta
8. **Old Business:**
  - a. LSAC open seat (seat E) appointment
    - i. Nomination – William Evanoff, by Michelle Wilson
      1. Voice vote – Michelle Wilson (yes), Tara Balluta (yes), Betty Wilson (yes)
    - ii. Oath of Office – William Evanoff, seat E, member, 1 yr. term (ends October 2015)
9. **New Business:**
  - a. Request by the student council to change Night Gym days/hours. It was requested that K-6<sup>th</sup> students have 2 nights per week (Wed., Fri. 6:00 – 7:00) and 7<sup>th</sup>-adult have 3 nights per week (Mon., Tues., Thur. 6:00 – 7:00). After a short discussion there was no opposition to the change. Notices will go sent home with students and the change will go into effect Tuesday, January 13.
10. **Reports:**
  - a. INNEC credits, August – December. \$501.25
  - b. December attendance – 97%
  - c. District and School Report Card
  - d. ASPI rating system – Nondalton has a 3 rating out of 5.
  - e. Tutor, Paige Norman is now on site.
11. **Student Reports:**
12. **Other:**
  - a. Tara Balluta announced that she will be resigning from her position at the school to accept a position at the Tribal Office.
13. **Community Comments:**
14. **Next meeting:** Thursday, February 5<sup>th</sup>, 2015 @ 5:15 PM
15. **Adjourn:** motion – William Evanoff, second – Michelle Wilson

LSAC Chignik Bay

1/15/2015

Call to order: 6:05 PM

Roll call of members: Ilane Ashby-Here, Monica Anderson-Here, Alana Anderson-Here, and Minnie Skonberg-Here

Welcome Visitors: Robert Carpenter and Kirilana Scalana

Approval of Agenda: Ilane-Motion to approve and Alana-Second

Approval of Previous minutes from October meeting: Ilane-Motion to approve and Alana-Second

Old Business: Craft Fair: Students did really well in raising money.

AA Meet: April 6<sup>th</sup> to the 10<sup>th</sup>. Will be held in Naknek. Jr. High students will be back in village on the Thursday. High school students will be back on the Friday.

New Business: Budget: Some printed slides were handed out from the presentation to show us how the budget was doing. It was reviewed.

AMP state testing: 3<sup>rd</sup> thru 6<sup>th</sup> grade will be taking the test on the *th* and *gth* of April. High school students will start theirs the week of March 31<sup>st</sup>.

AIMS testing: Next week the kids will be doing this.

Preschool start up: Position posted and some interviews were done. The posting is up till Monday and a decision will be made after that. Glenda may come to Chignik to do training or the person might get sent out for training.

Calendar for 2015/16 ideas: Shorten the 3 week Christmas vacation and have a spring vacation. District wants some ideas to maybe make some changes.

Survey: There is a survey out at the front of the school for parents and others to fill out on the teachers. No deadline as to when it has to be turned in.

Student Government: Brianna says that the Italian ice drinks are selling very well at the community hall. She has handed out flyers for anyone that wants to order a Chignik Bay hoody. Principal will take the order forms back with her to get them ordered and sent back to Chignik Bay.

Calendar: Last day of school for the kids will be May 19<sup>th</sup>. They have one vacation day in March and 2 in April. Next LSAC meeting will be held on Feb. 26<sup>th</sup> at 6 PM.

Comments: Kirilana has taken a position to work with the kids in helping better the community. She will have tasks for the kids in helping clean up the community and helping the elders. Also looking into a greenhouse and filling out a grant to get that going. Also want to start a compost and she asked for help

from the school in keeping any of the leftover food that they might have. She will also be helping the kids with the volunteer work to have it apply for college applications.

There is going to be no student teacher coming in or any tutors to help with the kids. There might be a chance that a tutor comes here from another school.

Looking into JOM money to help use that to get someone into the village to help the kids. Maybe an artist of some sort.

School tournaments will be held in a more central village *to* help with the cost of traveling. Chignik Bay was looking to be able to host an event.

Adjournment: 7:10 PM Ilane-motioned and Alana-Second

## Igiugig LSAC Meeting January 2015

Call to Order by: Christina Salmon at 3:33 pm.

Roll Call of Members: Karl Hill, present, Christina Salmon, present, Ida Nelson, present, Tanya Salmon, present.

Staff Present: Tate Gooden, Betsy Hostetter, and Tanya Salmon

Community Present: Stacy Hill, AlexAnna Salmon, Mavrik Salmon-Anelon, Renee Grounds, Jeff Bringhurst, and Renae Zackar

Students Present: Kaleb Hill, Taty Zackar, and Kiara Nelson.

Approval of Agenda: Motion made by CS to approve agenda, 2nd by TS.

Old Business – None

New Business – Working on several cultural projects, one idea is to create a skit to perform for lodges in the summer. AlexAnna reminded us about the photos for Dan Bandel's project. The elementary class has been busy with the Kvichak Café every Friday, we need to make sure we are getting the word out ahead of time for bigger turn out.

Student government – Taty gave the student government report. She informed us that they are just busy running their store, doing movie nights and still saving for their trip. They are planning a nice Valentines fundraiser dinner. They have a little over 30,000 saved so far.



## Calendar – 2/16 – 2/19 LEV Districts Basketball

### Teacher Reports

Tate: Kids are growing mushrooms and are having fun learning about them. The high school class has been working on science projects for the AA Meet, it is fungus related as well. All subjects are going well, high school kids have been good with making sure they do their homework

AJ: Was busy baking bread for fundraiser dinner. We happily let her pass on reporting.

Tanya: Pre-School is going well, kids are enjoying themselves, and they have been working on math. She is also going to be meeting with parents shortly.

Future Agenda Items: None

For the Good of the Order: Karl brought in herring eggs to share.

Set Next Meeting Date: After a long time of negotiations, we finally decided on February 26<sup>th</sup> for the next meeting. We are all very busy and important, so this process took longer than usual.

Adjournment at 4:24 pm.

Respectfully Submitted By: Christina Salmon

**Meeting Minutes**  
**Nondalton LSAC**  
**Regular Meeting, February 5, 2015**

1. **Call to Order:** 5:15 PM
2. **Establish a Quorum:**
  - a. Members present: Betty Wilson, Michelle Wilson, William Evanoff, Tara Balluta, Kristi Jeffries
  - b. Members absent: none
3. **Staff Present:** Ed Cox, Cal Cox, Cassie Broschious, Regina Feliciano, Linda Richter, Levi Tinney, David Padvorac, Maryellen Dalberg, Paige Norman
4. **Students Present:** none
5. **Community present:** none
6. **Approval of minutes from last meeting:** motion – Michelle Wilson, second – William Evanoff
7. **Approval of Agenda:** motion – William Evanoff, second – Michelle Wilson
8. **Old Business:** none
9. **New Business:** none
10. **Principal Reports:**
  - a. INNEC: 2/6/15
  - b. NAEP testing: February 13
  - c. Impact Aide
  - d. AMP testing: 3/30 – 4/9
  - e. Community input on staff evaluations
  - f. Battle of the books District results: Jayden Evanoff, 5<sup>th</sup>&6<sup>th</sup> gr. 3<sup>rd</sup> place
  - g. INNEC attendance credits Aug. – Jan: \$589.75
  - h. District Basketball, Levelock: Feb. 16-19
  - i. Attendance: January – 93%
11. **Student Reports:** none
12. **Other:**
  - a. Kristy Jeffries – Discussion for:
    - i. Culture Week – April 27 – May 1
    - ii. End of year village clean up – May 15, in the morning
    - iii. Awards Assembly – May 18
13. **Community Comments:** none
14. **Next meeting:** Thursday, March 12, 2015 @ 5:15 PM
15. **Adjourn:** 5:42 PM, motion – William Evanoff, second – Michelle Wilson

## Igiugig LSAC Meeting February 26, 2015

Call to Order by: Christina Salmon at 3:35 pm.

Roll Call of Members: Karl Hill, present, Christina Salmon, present, Ida Nelson, present, Tanya Salmon, absent, excused.

Staff Present: Tate Gooden, AJ Gooden

Community Present: Stacy Hill, AlexAnna Salmon, Mavrik Salmon-Anelon, Renee Grounds, Jeff Bringhurst, Randy Alvarez, Jiles Pourier.

Students Present: Kaleb Hill, Taty Zackar, Dolly Ann Zharoff, Kaylee Hill, Fewnia Zharoff, Aiden Wassillie.

Approval of Agenda: Motion made by CS to approve agenda, 2nd by IN.

Old Business – UAF Fire Ecology Class will be March 27, 28

New Business – Kaleb gave a thrilling report on how much money the kids have saved our school district by their own daily monitoring and recording of their electricity use. He will be presenting to the Big Board (School Board) in March and will have a request for them as well. Our LSAC suggests that Big Board approves his request.

Student government – Fewnia reported to LSAC this month, mostly about current finances. Fundraising has been relentless, they currently have \$36,657.62 of their \$50,000 goal.



Buy tickets to win this sled to help our kids fundraise!

Calendario – 2/16 – 2/19 LEV Districts Basketball

3/4 - 3/6 – Colleen to visit

3/11 – Big Board Meeting

### Teacher Reports

Tate: Kids just finished the book Outliers and really enjoyed it. They will be studying the Dust Bowl area next. Still plugging away at math. Homework is starting on a fresh slate now that basketball is over. Kids who miss more than 3 homework assignments will be kept home from the AA Meet. Friday electives are now NYO and archery. Fort Town was then suggested, where the whole class goes outside for a few days, kids camp in forts made with their families and class is even held outside. Goose Camp will be happening at the end of April, we will have a few outside visitors attending this time, a lady from Fish and Wildlife, possibly a trooper to teach gun safety and Jerrod Moore, from BBAHC to teach out door survival. Since Goose Camp was such a hit last year, it was mentioned that kids want to sleep out for 3 nights instead of 2. The board agreed that was a great idea.

**Black Out Tuesday was proposed, teachers and students in the school cannot use anything with electronics the entire day. The LSAC Board voted ALL IN FAVOR of enforcing this rule. I think some of the students shed a silent tear..**

AJ: As usual, AJ's class is doing fantastic, they are reading about the Civil War and the kids have been loving it. They get to make short films based on events that happened in the CW, kids can be seen walking throughout the school in full costume role playing. Some help is needed in Math, all kids are having trouble in memorizing addition and multiplication facts. If anyone has ideas to help them learn this she would appreciate it. Randy Alvarez said he knew a way, "The school of hard knocks, I was hit with a board, that made me learn real quick." We doubt AJ would ever do so, but she thanked Randy for his input nonetheless. Buddy Read is from 11:30 am to Noon, the community is invited to come up and let a kid read to them.

Tanya: Is out on medical leave, but Pre-School is being covered and the kids seem to be doing well, pre-school students can be seen crying and running around in the gym at lunch time, usually fighting over a scooter. Remember when life was that complicated?

Future Agenda Items: None

For the Good of the Order: AJ brought in homemade chocolate chip cookies and smoothies. We devoured them of course.

Tate also wore a tie to this meeting, Jeff and Karl held him down and cut half his tie off. It was then hung on the wall with another piece of tie we had to cut off before. We are very important and busy people, but we never allow the wearing of ties at our LSAC meetings. Denim Jean button up shirts is the attire of choice.

During the cookie eating and tie cutting, Tate showed a slideshow of work his family does on his farm in Kansas so that the whole village doesn't think he just sits around all Fall being lazy.

Set Next Meeting Date: A date was chosen quickly this time because we had a New Zealand planning meeting set for immediately after LSAC, we all agreed that that meeting would be way more fun, so March 19<sup>th</sup> is the date of our next LSAC.

Adjournment at 4:18 pm.

Respectfully Submitted By: Christina Salmon

Newhalen LSAC Meeting Minutes  
2.3.15

- I. Call to order: 5:34pm
- II. Roll call: Maxine Wassillie, Dawn Wassillie, Anna Lamont, Kimberly, Margie Olympic, and Ed all present. Guests present include: Shannon Johnson-Nanalook .
- III. Approval of Agenda: Add in New Business 5. Drug Policy for Lake & Pen School District. 6. Elected seats 7. Previous minutes on Lake & Pen web page.  
All in favor
- IV. Approval of precious minutes: Tabled
- V. Principal Report:
  1. Calendar and Evens: This week, Girls basketball team traveling to KMO and Boys basketball team travel to New Stuyahok. Next week Iliamna Newhalen Carnival, Port Alsworth Girls basketball coming in that week.
  2. Gym renovation update: Discussion on design, community input by voting on color and design. Ed will generate questionnaires, start collecting surveys this coming week at the basketball games from community. Discussion on naming just the gym after Robert (Bob) Rychnovsky. Doesn't have to be elaborate but classic and simple. All LSAC approved.
  3. State Testing April, 2015: Ed informed LSAC
  4. NAEP test Feb 11 (8<sup>th</sup> graders only): Ed informed LSAC
  5. Impact Aide: Ed informed LSAC
  
- II. Activities/Athletics
  1. Basketball: Tye Mase's letter on weight limits for all Lake and Pen School District weight limit, max is 50lbs.
  2. Student Government update: AFN trip
  3. CTE End of April: Ed informed LSAC, with 4 senior and 1 super senior this year.
  
- III. Teacher updates: Briefing letters from all teachers updated LSAC, except Staci Anelon and Vikki Ham.
  
- IV. Old Business
  1. Student Eligibility/Weekly Progress Reports: Everything going good
    - a) 1.5 days total a week
  
- V. New Business
  1. NEW Gym: LSAC looking at design
  2. Spring Vacation Days: Newhalen LSAC would like to continue to choose 2 approved yearly schedules from the District. Would like Ed to make that

request. LSAC can approve 3 day vacation. LSAC discussion, selecting days on Feb. 16<sup>th</sup>, March 16<sup>th</sup> and April 20<sup>th</sup>.

3. Parent teacher conferences: Feb. 11<sup>th</sup>-12<sup>th</sup>.
4. Traveling baggage weight: Ed informed LSAC
5. Drug policy for Lake & Pen School District: School district is going with the State of Alaska policy and will treat it just like their alcohol policy.
6. Elected seats: Dawn Wassillie-President, Margie Olympic-Secretary, Maxine Wassillie, Anna Lamont and Kimberly members.
7. Previous minutes on Lake & Pen web page: No minutes on webpage October – December 2014. Ed will look into that.

VI. Informational  
February 11-12                      Parent Teacher Conference  
March 4-7                              Boys Regionals @ Newhalen

VII. Adjournment TIME:            6:55pm

LSAC Minutes  
Tanalian School  
Tuesday, February 3, 2015

I. Call to Order: 7:05 by President, Carlon Voran

II. Roll Call: Carlon Voran, Sarah Wardell, Andrea McGee, Dennis Fowler, Andy Smith, Leo Fowler, Asha Brown, Nate Davis, Tom McKennett, Becky McKennett, Amy Sayer, Abigail Wells, Kathleen VanDusen, Matthew Grossmann

III. Approval of Minutes: Motion by Dennis Fowler, Seconded by Andy Smith. All in favor

IV. Communications:

A. Principal's Report: See Attached

B. Teachers' Reports:

Tom McKennett—Students are working on several new college courses and most are making good progress toward finishing standards

Amy Sayer—AMP practice testing went well. She noticed and felt concern about the students' lack of showing their work on the computerized math testing. She has been working with the upper elementary class on math as a part of a class she is taking.

Abigail Wells—Battle of the Books will finish tomorrow and Thursday. Several students have already passed levels and are moving forward in the next. Waylon Abyo has been volunteering as a teacher's aide to explore teaching as a future career. He has been very helpful and seems to have strong skills in this area. The girls' basketball team is working hard and growing. The students recently enjoyed a 100<sup>th</sup> day celebration.

Kathleen VanDusen—SRI testing is being conducted this week, and she is seeing some great progress in her students. She has eleven students, and all but one is done testing.

Matthew Grossmann—Received lots of positive feedback from the Geography Trivia Night, which was a fun evening with a great community turnout. Evan Wardell takes the test this week to qualify for the state geography bee.

Becky McKennett—Students are engaged in lots of activity in reading and writing, including working on Greek and Latin roots. They are close to finishing writing levels once they write argument pieces. She is excited about our students' Battle of the Books success!

Asha Brown—Has been incorporating more science experiments, reinforcing the scientific process, and possibly focusing on the science fair in April. She is proud of the 3-4<sup>th</sup> grade team's second place finish in Battle of the Books. The students' AIMSWeb scores showed good progress, especially in basic math skills.

C. Correspondence: None

D. Maintenance Report: Ralph Nabinger fixed the heat in the PACC building, and the teachers and students are very grateful.

E. Technology Report: Asha Brown discussed testing for her students on iPads vs. laptops, and which would be the best tools for student success.

F. Student Government Report: Next Tuesday they are planning a Fire and Ice night on the bay, including skating, broom hockey, and concessions.

G. Public Comments: None

V. Old Business:

Pizza Sale—Andy Smith reported that he sent profits of \$605 to the district office for the Linda Johnson Memorial Scholarship fund.

VI. New Business:

A. Parent-Teacher Partnership training to be held after the meeting.

B. Nate Davis reminded parents to be aware of and curb after-hours student Wi-Fi use at the school.

VII. Adjournment: Motion by Dennis Fowler, Seconded by Andy Smith. All in favor.

Respectfully Submitted,  
Andrea McGee  
LSAC Secretary

THE LAKE AND PENINSULA SCHOOL DISTRICT  
REGULAR LOCAL SCHOOL ADVISORY COMMITTEE MEETING  
DATE: 2-3-2014 TIME: 7:00 P.M.  
LOCATION: PORT HEIDEN, ALASKA

**CALL TO ORDER**  
**REORGANIZATION OF LSAC OFFICES (ELECTION)**

**ROLL CALL OF LSAC MEMBERS**

Jaclyn Christensen\_X\_Toni Christensen\_X\_Billie Schraffenberger\_X\_ Angela Engelkes\_X\_

**INTRODUCTION OF VISITORS**

**APPROVAL OF AGENDA**

MOTION: Moved by: Toni, Seconded by: Billie to approve minutes as presented.

DISCUSSION: none

VOTE: All in favor

**APPROVAL OF PREVIOUS MINUTES**

MOTION: Moved by: Billie, Seconded by: Toni to approve minutes as presented.

DISCUSSION: none

VOTE: All in favor

**REPORTS**

**OLD BUSINESS**

1. Election/appoint someone to Larissa's position (Jaclyn=P\_\_Angela=VP\_\_Toni=SEC\_\_Billie and Larissa voting members) – keeping open until filled
2. High Tunnel – can we move out of school storage to a village location? – yes, village will pick up and find a spot to store it

**NEW BUSINESS**

1. PT Conferences next week – Feb 9<sup>th</sup> and 10<sup>th</sup>
2. Graduation date – May 18<sup>th</sup>
3. Carnival dates –March 6<sup>th</sup> - 9<sup>th</sup>
4. Tentative calendar for next year – start on Aug 12<sup>th</sup> for teachers and 18<sup>th</sup> for students
5. Culture project – choose 6 pictures – Gerda and Roy had pics
6. Culture week ideas – culture “month” for more volunteers – 2 Fridays per month. Billie got volunteer list together.

**PRINCIPAL'S REPORT and TEACHER REPORTS**

1. Staffing – Julie Burger is our new tutor. Jerik and Alecia gone till Feb. 15<sup>th</sup>. Kelsey to leave after that.
2. Librarian friend via Buckmaster has been sending us books – up to several hundred new books
3. Drug use concerns – VPSO and village please support our effort in keeping students drug free

**STUDENT'S REPORT**

1. Linda and/or Lil – Student Gov't update – ice cream social, movie nights, pizza nights, store selling, etc.

**FUTURE AGENDA ITEMS**

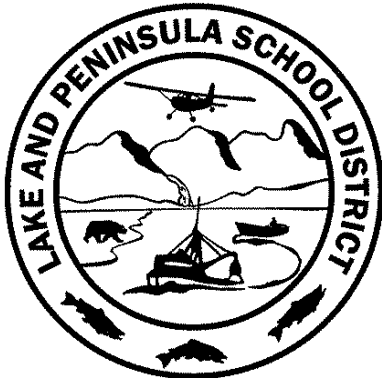
**Graduation info**

**SET MEETING DATE**

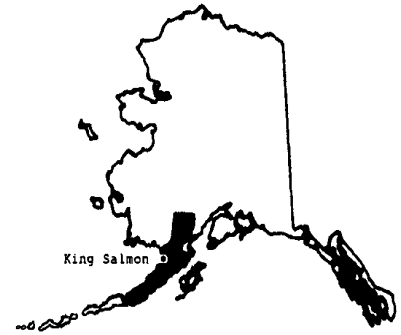
**March 2<sup>nd</sup> @6pm**

**ADJOURNMENT**

MOTION: Moved by Toni\_\_\_\_\_, Seconded by Billie\_\_\_\_\_ to adjourn at 8:07pm



**THE  
 LAKE AND PENINSULA  
 SCHOOL DISTRICT**  
 101 Jensen Drive  
 P.O. Box 498  
 King Salmon, Alaska 99613  
 Phone (907) 246-4280 / Fax (907)  
 246-4473



February 9, 2015

To Whom It May Concern:

Recently superintendents have been asked to comment in regards to non-monetary ways districts can be supported by the legislature, programs/systems that no longer serve districts and can be removed as well as what unfunded mandates we are implementing. First and foremost, I would like to thank the Legislature for asking this increasingly important question as our resources dwindle. Please find LPSD's thoughts below...

With each passing year the Lake and Peninsula School District finds itself struggling to maintain a system that has taken over a decade to build. It is a performance-based, data-driven system that is rich with innovation and the end result has been a staggering increase in student test scores.

<b>LPSD Benchmark (proficient or advanced) Student Comparison</b>										
	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
% benchmark in Math	33%	35%	46%	49%	58%	67%	68%	73%	67%	<b>81%</b>
% benchmark in Reading	55%	61%	68%	66%	67%	76%	71%	81%	71%	<b>75%</b>
% benchmark in Writing	46%	54%	51%	56%	62%	67%	70%	74%	72%	<b>75%</b>

Eight years ago we were forced to cut the last remaining "catch all" position that dealt with initiatives, grants and mandates as they came up. Since then, with each passing year, we have continuously been forced to cut additional positions. The result is a skeleton staff of hard working individuals working to sustain our current systems and programs.

With each new mandate handed down from EED or from newly created legislation, we are forced to put "one more thing" onto the plates of our already overloaded employees. I fear that we are coming dangerously close to taking steps backwards due to the continuous theme of "doing more with less." If funding continues to be cut or stagnate and we are asked to take on further mandates, changes or programs, it is inevitable that the quality of education we offer our children will suffer.

With this said, I would love to list every non-funded mandate that we have dealt with and implemented during my seven year tenure as superintendent. However, this would be a heavy lift during already busy

times. Many tasks, as simple they seem, can have a ripple effect that cause a tremendous amount of time and energy. **To name a few that come to mind:**

- Unfunded Preschool Regulations and Reports
- College and Career Readiness Assessments
- Ongoing Water Quality Testing
- Early Literacy Screening and Assessment Reporting
- HQ Paraprofessional Requirements
- HQ Teacher Requirements / Centralized Praxis Exams
- Three Star School Improvement Plans
- Alaska Performance Scholarship Course Offerings
- Educator Evaluation Statutes and Regulations
- Repeal of the HSGQE / Retroactive Diplomas
- 70% Waiver (expenditures for instruction)
- ESEA Program Monitoring w/ Lack of Support to Address Findings
- Migrant – Targeted Assistance
- Alaska State Standards / Common Core Migration
- NAEP Assessments
- Mandatory Trainings
- Retire / Rehire Restrictions

In addition, we are already looking at numerous educational bills during this current session that will ultimately affect the way we do business and how we allocate manpower/ funding. While all of these may be well intended, their implementation will come at a cost.

- HB 23 – Sexual Abuse/Assault Prevention Programs
- HB 30 – Constitutional History Curriculum
- HB 36 – School District Pre-K Programs
- HB 80 – Repeal College/Career Readiness Assessment
- HB 85 – Student Data & Assessments
- HB 89 – Secondary School Civics Exam Graduation Requirements
- HB 233 – Erin’s Law
- HCR 2 – Alaska School Choice Week
- SB 3 – Relating to the Collection, Storage, & Handling of Student Data
- SCR 1 – Civics Education Task Force

In conclusion many of these topics presented are undeniably good but if unfunded and heaped upon existing mandates and regulations with which Districts must comply they could have an adverse affect. If I can in any way further assist in your efforts to analyze and evaluate this topic further, please feel at liberty to contact me.

Sincerely,

Ty Mase, Superintendent  
Lake and Peninsula School District



## THE LAKE AND PENINSULA SCHOOL DISTRICT

101 Jensen Drive  
P.O. Box 498  
King Salmon, Alaska 99613  
Phone (907) 246-4280 / Fax (907) 246-4473



1-29-15

Parents, Staff, and Students,

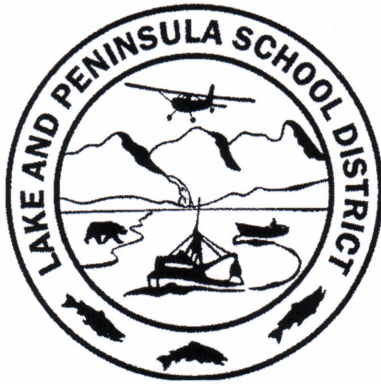
In recent weeks, Lake and Peninsula School District has been taking a close look at our travel procedures. We would like to remind everyone of the district's policy that total luggage weight may not exceed 50 lbs. per passenger on a district charter flight. This total includes both luggage and sleeping gear, combined. It is paramount that travelers keep to this 50 lb. weight limit. Whenever possible, for shorter trips, we ask that travelers strive for a max weight of 35lbs. Along with the importance of luggage weight, it is also necessary to record/relay the travelers' exact body weight when travel is being submitted. These key elements will help us communicate with our approved air carriers and ensure the correct aircraft is used for the job.

While we understand that you are traveling away from home, remember to be conscious while packing. A few items to consider when packing include: small duffel bag, travel size portions of toiletries, individual sleeping mats, photocopies of work and not the entire text book, precise amount of clothing and shoes, etc... If for some reason you cannot stay within the 50lb. weight limit, it is paramount that you let the district's travel coordinator know so she can communicate the exact weights during our bid process, assuring correct weight and balance figures.

The overall intent/goal of the Lake and Peninsula School District is to ensure the safety of those traveling on district flights. Feel at liberty to contact the district office with any questions or concerns.

Thank you for your understanding and cooperation,

Ty Mase, Superintendent



THE  
LAKE AND PENINSULA  
SCHOOL DISTRICT  
101 Jensen Drive  
P.O. Box 498  
King Salmon, Alaska 99613  
Phone (907) 246-4280 / Fax (907)  
246-4473



February 16, 2015

AlexAnna Salmon  
Tribal Administrator  
Igiugig Village  
P.O. Box 4008  
Igiugig, Alaska 99613

RE: Letter of Commitment for Igiugig Village Language Revitalization Project

Dear Ms. Salmon,

Thank you for this opportunity to support Igiugig Village's application for an ANA Native Language Preservation and Maintenance grant to revitalize the Yup'ik language.

We understand that there are only 23 fluent speakers of the Lake Iliamna dialect of Yup'ik and there is an urgent need to develop new young speakers of this dialect. Children are prime candidates for language acquisition and they will benefit from early childhood language classes and cultural education from community elders.

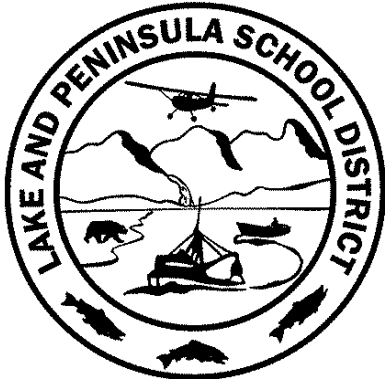
In support of this important project, the Lake and Peninsula Borough School District is pleased to provide meeting space for Yup'ik language classes in the Igiugig School as an in-kind contribution. The value of this non-cash contribution is estimated at \$6,350 per year, including classroom space and the cost of utilities.

We understand that this project will involve language classes for pre-school aged children and sessions with elder speakers and adult apprentices, to help train language teachers. We are pleased to make space available at Igiugig School for this educational purpose.

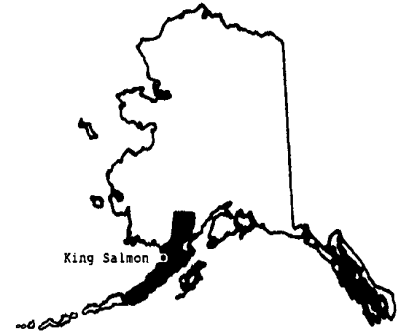
Sincerely,

A handwritten signature in blue ink, appearing to read "Ty Mase".

Ty Mase, Superintendent



THE  
LAKE AND PENINSULA  
SCHOOL DISTRICT  
101 Jensen Drive  
P.O. Box 498  
King Salmon, Alaska 99613  
Phone (907) 246-4280 / Fax (907)  
246-4473



## MEMO

**Date:** February 26, 2015  
**To:** Newhalen Certified Staff  
**From:** Ty Mase  
**Re:** Summer Housing

---

In an effort to proactively communicate, I would like to inform the Newhalen staff of possible summer housing complications. Gym expansion bids are due on Monday and if all goes well, we plan to award the project to a general contractor in the very near future. The contractor will then develop a scope of work or timeline and the process will be underway. We do expect that there will be significant power, sewage and water interruptions this summer but at this stage of the game, we have no way of knowing how extensive these will be.

We will let the Newhalen staff know as soon as we find out details but in the mean time, please plan to be flexible. There will be times when living on campus may not be feasible.

Thanks for your cooperation.

## Comments on 3 Week Christmas Break

### Perryville: 3-Weeks

#### I

- I don't think the break is too long. This past Christmas I went home for just under two weeks and each and every day was busy. A two-week Christmas break would pose travel difficulties.
- The extra week provides some time after a visit home to have time to get my apartment in order and to have some time to prep for the spring.
- I have not noticed a digression in academic skills.

#### II

- I prefer the 3-week break. It allows me to have plenty of time to go home to visit with a couple of days for travel on both ends. A 2-week break costs me the same amount of money but by the time I get there, I pretty much have to turn around and come right back.
- I know that many community members think that a 3-week break is too long. However, many also take their kids out of school between Thanksgiving and Christmas for a week to go to town to shop. They need to be encouraged to do this during the 3-week break.

#### III

- I prefer a 3-week break from the teacher's perspective in that I am from the East Coast and generally fly home for Christmas and 3 weeks works better travel-wise and allows sufficient time to see friends and family and not feel fast or rushed.
- Simultaneously, I think that a 2-week break would fare better for students in not getting out of the school groove for too long and also allows for a future week long spring break in March or April when I feel it is much needed for both students and teachers.
- I am flexible and support either length of break.

#### IIII

- Teachers need a few days just to travel home and hopefully have time to spend with friends and relatives. Teachers need a chance to recharge for the next semester.
- It's nice when both the traditional and Russian Orthodox can be celebrated during that break.

- All the families who celebrate Russian Orthodox Christmas, also celebrate the traditional Christmas.
- The kids love it and most of the community likes it.

### Chignik Lagoon: 3-Week

#### I

- From an LSAC poll, the consensus was that 3 weeks works best for our community.
- We have more absences with a 2-week vacation versus a 3-week vacation.
- Also, because it is so expensive to leave the village, people want to stay out longer to make the trip worth it.
- As a teacher, I believe the 3-week vacation works well. Kids are well rested and ready to come back to school. I do not see a decline in work production rather I see an increase.
- Personally, I like the 3-week because I am able to leave, make my trip worthwhile, come home and have some down time before going back to work.

#### II

- I like the 3-week break because it is easier for travel and the kids are totally ready to come back at the end of the break.
- However, I also liked when we got out of school a week earlier in the summer. I don't really have a strong opinion either way but I would vote for 3 weeks.

#### III

- I, personally, prefer the 3-week break. It gives us time to get to the lower 48 and actually have Christmas with our families. It also allows for any travel inconveniences (bad weather, delayed flights, etc.) on the way back to AK.
- In our village, we have a mix of students who celebrate Christian Christmas and Russian Orthodox Christmas. If we shorten our Christmas break, which kids don't get their Christmas off? That's what I feel it comes down to. Who doesn't get their Christmas?

### Port Alsworth:

### **I: 2-Week**

- PTA LSAC and Students would prefer 2-week break with a 1-week spring break. Students liked still being in school mode after 2 weeks and thought 3 was too long.
- Parents Thought 3 weeks was too long away from school ( and too long at home).
- Teachers from out of state prefer the 3 week break due to longer travel but were ok with the 2 week this year.
- All parties thought January thru May was too long without any break. Need a full week break or at least a couple long weekends.

### **II: 3-Week**

- A 3-week break is really nice for getting out...it makes the cost worth it (especially for those in the South). However, I know that most parents are not fond of the 3-week break.
- I have not noticed a difference in the level of digression between a 2 and 3-week break.
- After looking at a proposed calendar for next year and seeing that there are no breaks in the Spring, then I would much, much rather have a 2-week Christmas break and a spring break / floating days in the spring. (or 2 1/2 weeks and 3 floating days...) 18 straight weeks is too much without a break.

### **III: 3-Week**

- 3-weeks preference: I travel to PA to spend time with my family. It is the only time during the school year that I can go, so the three weeks makes it worthwhile.
- The expense of traveling is greatly reduced when we use the 3 week break. With a shorter break, the closer you are to Christmas/New Year's, the more expensive the flight.
- I also shop in Anchorage for the second semester food supply when I return to AK. If we cut the break down to two weeks, it is that much less time with family.
- We had vacation time in February this year due to the building being used. At this point in the year, I am still paying for Christmas break travel and gifts, so another "vacation" so early in the year is not feasible. It is not a good time to travel, nor is it a good time to stay at home with nothing to do.

- I have not had any problems with students retaining what they've learned.

### Newhalen: 3-Week

#### I

- We polled the 4th through 12th graders to ask if they would like a 2 week or 3 week vacation next year. The results were 26 votes for 3 week and 3 votes for 2 week.

#### II

- Definitely a 3-week break. Not only do the students love it, but the teachers, especially those who travel home, love it.
- It falls right at the semester break, which I feel is a good time for everyone to relax, unwind, spend quality time with families and be ready for a fresh start in January.
- I have not noticed any decline in the students' retention when they return. On the contrary, I find that they are ready to focus and work when they come back, even more so than on typical Monday mornings.

#### III

- The one thing here with break is that we have students who celebrate Christian Christmas, and kids who celebrate Russian Orthodox Christmas.
- One of the reasons Newhalen originally wanted the 3-week break was because the Russian Orthodox kiddos never had their Christmas/New Year off of school. That meant that they missed school anyway for their celebrations, and their families wanted to have the time off so their kids weren't missing instruction. That makes sense to me.
- A big part of our push as a district is to be culturally responsive and respectful, so it seems as though we'd want to make sure we had community support for not having one of those Christmas-times off.
- It also makes sense that since the majority of our teachers come from out of state, that they would be given adequate time to get home to their families for Christmas. This includes a few days for travel inconveniences, like weather delays, cancelled flights, etc. This shouldn't be the only reason for a 3-week break, but

something to consider. :)

- I'm fine with a 2 week break, it just makes me wonder which Christmas would get cut off...does that make sense?

### Port Heiden: 3-Week

#### I

- The Meshik Student Government would like to respond to your request for feedback on the LPSD 2015-2016 school calendar.
- We feel that the 3-week winter break is something we enjoy and appreciate.
- A 2-week break would not allow our Russian orthodox families to celebrate their Christmas/New Years and those families who celebrate traditional Christmas would be limited in their travels.
- We hope this feedback is helpful,

#### II

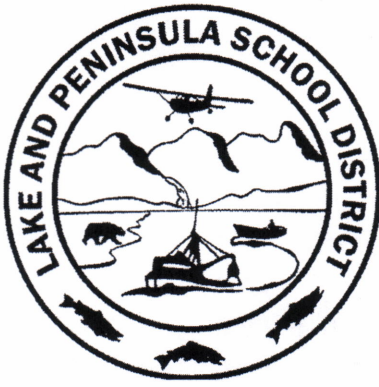
- It gives families a chance to take family vacations, attend medical/dental appointments, etc w/out missing school.
- The kids seems well rested and eager to return after 3 weeks off.
- It gives me a great opportunity to recharge my batteries for the big push to the end of the year. The break occurs when our winter days are the longest and darkest.....

Sincerely,

Meshik Student Government  
Linda Anderson - President  
Natalya Shellikoff - Vice President  
Lillionna Kosbruk - Secretary  
Ms. Kasie – Advisor

### Chignik Lake: 3-Weeks

I like three weeks because there's time to get out of the village and get somewhere (like even to Seattle) without being rushed and stressed.



THE  
LAKE AND PENINSULA  
SCHOOL DISTRICT  
101 Jensen Drive  
P.O. Box 498  
King Salmon, Alaska 99613  
Phone (907) 246-4280 / Fax (907)  
246-4473



March 4, 2015

Dear Alaska House Finance Committee:

The Lake and Peninsula School District encourages you to support the Broadband Assistance Grant and the proposed One Time Energy Funding for FY16.

We received the Broadband grant this school year, which enabled us to go from 3 Mbps to 10 Mbps and was much appreciated. As we look for innovative ways to better educate our children with less money, Broadband seems to be the answer. We are currently offering in-district online courses, out-of-district online courses, online college courses, online tutoring through university partnerships, online professional development, etc.

These and future online endeavors are enriched and made possible by the increased bandwidth that this grant offers. Without the ability to leverage federal E-Rate funding, the district will be looking at a deficit increase of **\$286,279.00** to maintain 10 Mbps at each of our 13 remote school sites.

In addition, the discontinuation of the one-time energy funds will mean a further loss of revenue for our school district in the amount of **\$217,445.00**.

We have continuously reduced our budget over the last five years and this year the cuts are running deep. With the loss of the two funding streams above we are projecting a **\$569,004.00** deficit. We understand the urgency of the State's budget situation but we are struggling to maintain a trend of increased student performance that has taken over a decade to achieve.

To end, we would like to thank the Legislature for your leadership during these difficult times and for allowing us this opportunity to provide testimony.

Sincerely,

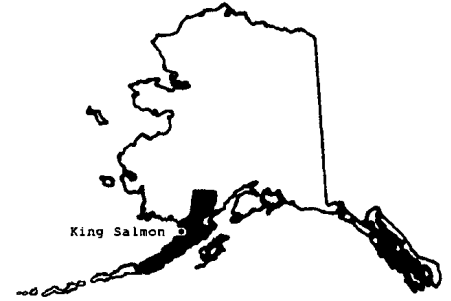
A handwritten signature in blue ink, appearing to read "Ty Mase".

Ty Mase  
Superintendent



# THE LAKE AND PENINSULA SCHOOL DISTRICT

101 Jensen Drive  
P.O. Box 498  
King Salmon, Alaska 99613  
Phone (907) 246-4280 / Fax (907) 246-4473



## **Air Taxi Carrier/Pilot Approval Procedure-August 2015**

The following are the procedures for Air Taxi and Pilot approval for The Lake and Peninsula Borough and School District. All air taxi carriers and pilots must be approved by the Lake and Pen Air Taxi Committee prior to use by The Lake and Peninsula Borough and School District.

### **ANNUALLY each air taxi must:**

1. Provide proof and amount of liability insurance (*request your Insurance Carrier to send current copy to LPSD*)
2. Provide an annual Lake and Peninsula School District air taxi questionnaire.
3. Air taxi/carrier should include a list of all pilots wishing to be approved on their air taxi/carrier questionnaire.
4. Agree to utilize only pilots approved by the Lake and Peninsula Air Taxi Committee.
5. Provide a copy of current tariff.

The air taxi/air carrier will be required to certify that the pilot named on the questionnaire has had an ample amount of local flying time as well as orientation flights within The Lake and Peninsula School District and Borough.

### **The following criteria will be used to help evaluate air taxis:**

- a. Flying experience / history in Lake and Pen
- b. Operating more than one aircraft
- c. Operating multi engine or turbine aircraft
- d. Heated hangar space

### **The following criteria will be used to help evaluate pilots:**

- a. Hours of flying experience / history in Lake and Pen / winter and cold weather operations
- b. Ratings / Instrument Currency
- c. Reputation for sound judgment and reliability / Accident history
- d. Recommendations of those knowledgeable of the applicant's ability

Submission of the above information does not qualify an air taxi/carrier or pilot. The Lake and Peninsula Air Taxi Committee will review the air taxi / pilot qualifications and recommendations. The Lake and Peninsula School District and Borough reserves the right to utilize air taxis and pilots of their choice and at its sole discretion. This decision of the Superintendent or the Lake and Peninsula Air Taxi Committee is final.

*Chignik Bay • Chignik Lagoon • Chignik Lake • Egegik • Igiugig • Ivanof Bay • Kokhanok •  
Levelock Newhalen • Nondalton • Pedro Bay • Perryville • Pilot Point • Port Alsworth • Port  
Heiden*

**Air Taxi Carrier Questionnaire**

Air Taxi Name: \_\_\_\_\_

Principal/Owner: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone & Fax Numbers: \_\_\_\_\_

E-mail: \_\_\_\_\_

Type of Operator: \_\_\_\_\_

**Equipment Used:**

<b>Type</b>	<b>Call #</b>	<b>Seating Capacity</b>	<b>Payload Capacity</b>
-------------	---------------	-------------------------	-------------------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Pilots:**

<b>Name</b>	<b>Flying Time</b>	<b>Yrs. Exp.</b>	<b>Instrument Current?</b>
-------------	--------------------	------------------	----------------------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Insurance:**

Insurance Carrier: \_\_\_\_\_

Liability:

Amount Total: \_\_\_\_\_

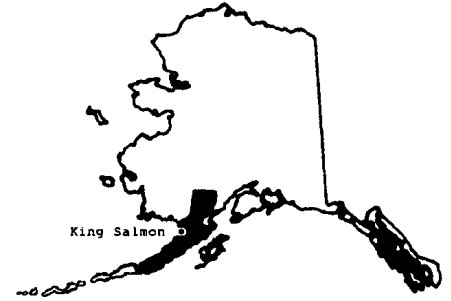
Amount per Seat: \_\_\_\_\_

Include a copy of insurance certificate indicating The Lake & Peninsula Borough and School District as an additional named insured with certificate to be sent to LPSD annually
---



# THE LAKE AND PENINSULA SCHOOL DISTRICT

101 Jensen Drive  
P.O. Box 498  
King Salmon, Alaska 99613  
Phone (907) 246-4280 / Fax (907) 246-4473



## Accident History:

Number of accidents in the past 5 years: \_\_\_\_\_

Pilot's Name: \_\_\_\_\_

Passenger injuries / deaths: \_\_\_\_\_

I, \_\_\_\_\_, certify that all the information provided in this questionnaire is true and correct. I additionally agree to only use The Lake & Peninsula School District and Borough approved pilots on travel arranged by LPSD. Failure to use an approved pilot may result in non-payment for trip involved and future bids not being considered.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Accepted/Approved  Rejected/Denied

Superintendent \_\_\_\_\_ Date \_\_\_\_\_  
(or designee)

Please return this questionnaire to:

Superintendent  
The Lake & Peninsula School District  
P.O. Box 498  
King Salmon, Alaska 99613

Chignik Bay • Chignik Lagoon • Chignik Lake • Egegik • Igiugig • Ivanof Bay • Kokhanok •  
Levelock Newhalen • Nondalton • Pedro Bay • Perryville • Pilot Point • Port Alsworth • Port

Heiden  
67



**Lake and Peninsula Borough**

PO Box 495 o King Salmon AK 99613  
907-246-3421 o fax 907-246-6602 o toll free 800-764-3421  
www.lakeandpen.com o www.lakeandpen.blog.com

Date: March 2, 2015

To: Lake and Peninsula School Board

From: Kate Conley, Borough Clerk

Re: School Endowment Fund Committee

On February 16, 2015 the Lake and Peninsula Borough Assembly met and reviewed the letters of interest solicited for the school endowment fund committee. Only one letter was received, but the Assembly is familiar with the applicant, Becky Boettcher from Chignik Bay, and she was voted unanimously to advance to the school board as the fifth member of the committee.

If the school board consents to the appointment, Ms. Boettcher will attend the March 16, 2015 Assembly meeting along with the other members of the committee. The full committee then will meet on the morning of March 17, 2015.



February 13, 2015

Kate Conley, Borough Clerk  
P O Box 495  
King Salmon, AK 99613

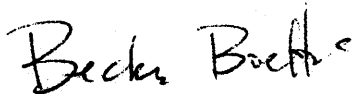
Re: School Endowment Fund Advisory Board

Dear Ms. Conley

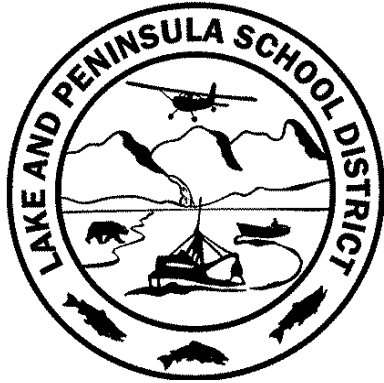
I would like to be considered for the appointment to the School Endowment Fund Advisory Board. I believe my experience in the school district and as City Clerk for the City of Chignik makes me a qualified candidate.

Thank you for your consideration.

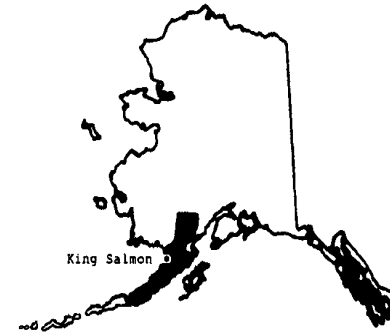
Sincerely,



Becky Boettcher  
P O Box 8  
Chignik, AK 99564



THE  
LAKE AND PENINSULA  
SCHOOL DISTRICT  
101 Jensen Drive  
P.O. Box 498  
King Salmon, Alaska 99613  
Phone (907) 246-4280 / Fax (907) 246-  
4473



**Date:** March 2, 2015  
**To:** Lake and Peninsula School Board Members  
**From:** Ty Mase  
**Re:** Superintendent's Report - March 2015

70

**School Calendars** – Each year LPSD creates a school year calendar based on State mandates and also what we feel meets the needs of students, staff, parents and communities. This is no easy task taking into consideration commercial fishing seasons, subsistence activities, online courses, staff travel, Russian Orthodox holidays, carnivals, staff training, etc.

A few things we have found that work well for most is the four day school weeks at the beginning of the school year, an October Inservice and also the three week Christmas break.

- Four Day Weeks to Start – This helps take a bit of the craziness out of the start of the school year, especially for teachers. We have also heard positive feedback that it allows students to “ease back into the academic rigor.” Our current calendar options integrate the shortened weeks at the beginning of the school year.
- October Inservice – We find that having this inservice in mid October breaks up the first semester nicely – for staff and students. It is also strategically placed within the count period, which allows for full attendance of all students during the week of Inservice.
- Three Week Christmas Break – The three-week break strives to meet the needs of traveling teachers and to also cover the

majority of the Russian Orthodox and Traditional holiday season. We also found that as the cost of travel went up, we had fewer and fewer folks doing much for Spring Break hence, moving that week to the Christmas Break. The criticism here is that the break is too long for some (especially those that don't travel) and is usually accentuated if we have bad weather during the break (last year). A few sites would also like some sort of spring break brought back, citing that w/o a break the spring semester is a long, grueling push. Knowing we aren't going to meet the needs of every person in every village, we have decide to keep the three week break in next year's schedule but offer some sites options to take days as needed in the Spring semester.

See attached calendars options A and B under New Business.

## **II. Career and Technical Education**

I am pleased to report that great things continue to happen with our CTE program. The construction phase at Bristol Bay has started and we anticipate getting through Phase 2 (upstairs dorms) of the project by next Fall. This will give the program housing for over a dozen students and may allow us to drastically reduce our housing needs for next school year.

Attached is a schematic for the new music room office / conference facility and also the schematics for the dorm project.

The next CTE Phase will take place the last week of April and will offer ETT Certification, Heavy Equipment and Nautical Science 71 (prerequisite to Maritime). November's Newsletter is attached.

## **III. Teacher Recruitment**

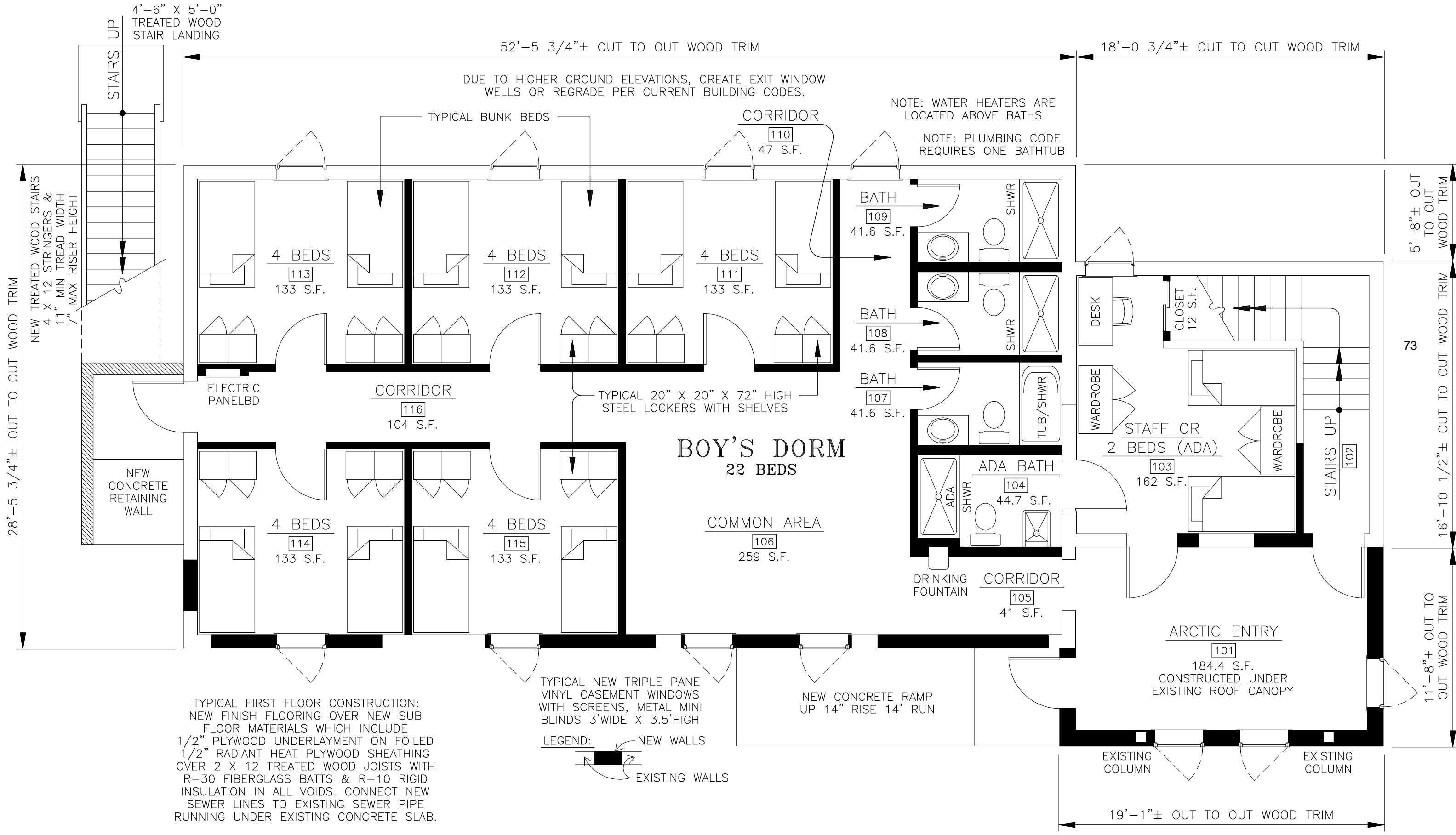
I am pleased to report that the majority of our positions are already filled, including many through our onsite tutoring program. We anticipate attending the Alaska Teacher Placement Job Fair with only one or two openings. This comes somewhat as a surprise, we anticipated a larger teacher turnover with our longevity bonus maturing this year.

## **IV. Capital Improvement Bond Project**

- Energy Improvements - Our Siemen's project is 95% complete and we look forward to tracking energy usage and cost savings over the next several years. If possible, we are still looking at an alternative project of individually metering teacher housing units.
- Newhalen Gym Expansion - At the time of this report we have yet to determine a general contractor (later this afternoon). Multiple contractors pulled plans and we are hoping for a favorable bidding environment as this project is cutting it close financially. I will have more to report at the time of the meeting.

- Port Alsworth - A picture is worth a thousand words, so here are several...





**1** GROUND FLOOR RENOVATION PLAN

SCALE: 3/16" = 1'-0"

NEW ARCTIC ENTRY ADDITION NET AREA = 185 S.F.  
 RENOVATED GROUND FLOOR NET AREA = 1,613 S.F.  
 TOTAL GROUND FLOOR NET AREA = 1,798 S.F.

NORTH

REVISIONS:

VERIFY SCALES:  
 THIS BAR IS 1" ON ORIGINAL DRAWING, ADJUST SCALE IF NOT 1"

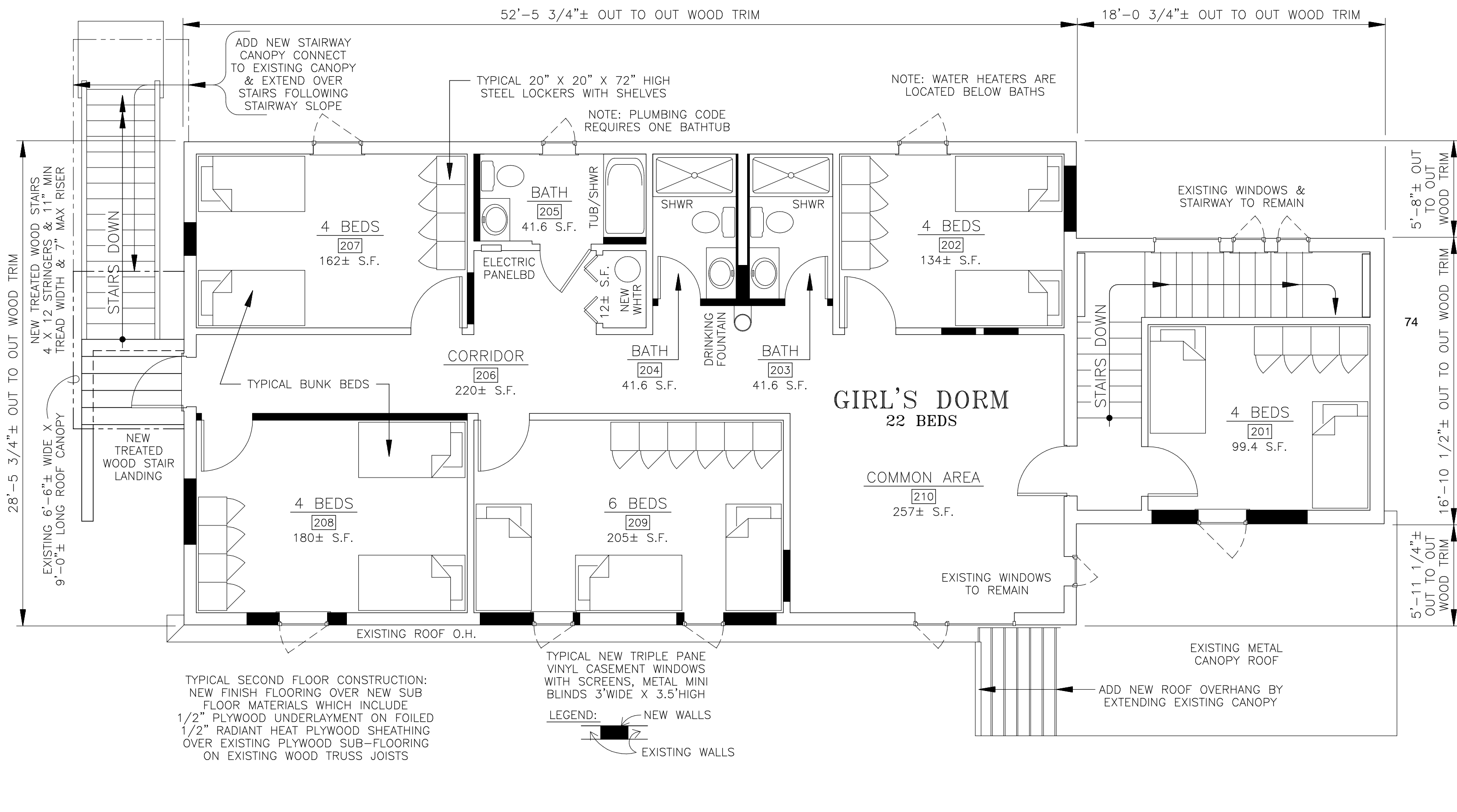
PROJECT 2014-37

MD RUDISEL • ARCHITECT  
 8510 E. 12TH CT • ANCHORAGE, AK 99504

TELE: 907-333-6368  
 CELL: 907-434-1383  
 HOME: 907-443-2979  
 EMAIL: 1akar@goi.net

BRISTOL BAY BOROUGH SCHOOL DIST.  
 NEW DORMITORY FACILITY  
 IN RENOVATED EXISTING OFFICE/SHOP BLDG  
 2 SCHOOL ROAD N - NAKNEK, ALASKA  
 BILL HILL - SUPERINTENDENT  
 PO BOX 169 - NAKNEK, AK 99633  
 TEL: 907-246-4225 FAX: 907-246-6857

DATE: 02-10-2015  
 PROJECT: 2014.37  
 SHEET NO. **A-02** OF FOUR  
 02 OF 04



TYPICAL SECOND FLOOR CONSTRUCTION:  
 NEW FINISH FLOORING OVER NEW SUB  
 FLOOR MATERIALS WHICH INCLUDE  
 1/2" PLYWOOD UNDERLAYMENT ON FOILED  
 1/2" RADIANT HEAT PLYWOOD SHEATHING  
 OVER EXISTING PLYWOOD SUB-FLOORING  
 ON EXISTING WOOD TRUSS JOISTS

LEGEND:  
 [Solid Line] NEW WALLS  
 [Dashed Line] EXISTING WALLS

1  
A04

**SECOND FLOOR RENOVATION PLAN**

SCALE: 3/16" = 1'-0"  
 NEW GROUND FLOOR TOTAL NET AREA = 1,798 S.F.  
 RENOVATED SECOND FLOOR NET AREA = 1,613 S.F.  
 TOTAL BUILDING NET AREA = 3,411 S.F.



REVISIONS:

VERIFY SCALES:

THIS BAR IS  
 1" ON ORIGINAL  
 DRAWING, ADJUST  
 SCALE IF NOT 1"

PROJECT  
2014.37

**MD RUISEL • ARCHITECT**  
 8510 E. 12TH CT • ANCHORAGE, AK 99504

TELE: 907-333-6368  
 CELL: 907-434-1383  
 NOME: 907-443-2979  
 EMAIL: 1akar@gcj.net

**BRISTOL BAY BOROUGH SCHOOL DIST.**  
**NEW DORMITORY FACILITY**  
 IN RENOVATED EXISTING OFFICE/SHOP BLDG  
 2 SCHOOL ROAD N - NAKNEK, ALASKA  
 BILL HILL - SUPERINTENDENT  
 PO BOX 169 - NAKNEK, AK 99633  
 TEL: 907-246-4225 FAX: 907-246-6857

DATE:  
02-09-2015

PROJECT: 2014.37

SHEET NO. **A-04** OF FOUR **04**



## THE LAKE AND PENINSULA SCHOOL DISTRICT

101 Jensen Drive  
P.O. Box 498  
King Salmon, Alaska 99613  
Phone (907) 246-4280 / Fax (907) 246-4473



March 2, 2015

To: Lake & Peninsula School Board  
From: Tim McDermott

### **Re: Maintenance Report**

The Maintenance Department is no exception when it comes to accountability spawned by budget considerations. It is at the forefront of everyone's thinking. With the cooperation of the administration Maintenance travel and overtime have been reduced to necessity and efforts have been focused on energy savings, communication, local determination, and project planning.

The bond funded Energy Upgrades project is near completion. A substantial completion inspection was performed during the month of February and the initial programming schedule is being finalized. Staff training will be conducted for the new Direct Digital Control system maintenance and operations during the week of March 23<sup>rd</sup> at the District Office. Once the training is complete, LPSD will be utilizing the system for building management. A large part of success in building management involves feedback from the building occupants. Communication is encouraged as comfort and energy savings are balanced in building administration.

The Maintenance Department continues to reach out for locally provided services and labor at the schools. Every effort is being made to explore reducing associated cost by utilizing available village

resources. Examples of this cooperative effort from last month are the City of Egegik with HVAC support, City of at Pilot Point with HVAC support and power issues, Bruce Bishop at Port Heiden with tire repair and vehicle maintenance, Vince Shangin and Scott Kosbruk at Perryville with gym lighting repairs.

During the month of February Fred Roehl performed routine maintenance and operational oversight at his home site of Newhalen and traveled to Nondalton to repair a boiler at teacher housing. Ronne Richter worked on routine maintenance at his home site of Nondalton in addition to performing data entry and administrative support organizing the Safe Schools training for custodial personnel, updating work orders and materials procurement for ManagerPlus, and creating a maintenance walk-through template for site visits. Carl Adams serviced District Office vehicles and traveled to Levelock to assist a contract electrician, Tony Fleming from NWEEdison, with the install of a new convection oven for the Levelock kitchen and the repair of gym lighting in time for the basketball district tournament. Dano Laxamana performed HVAC maintenance at Newhalen, Kokhanok, and Levelock and traveled to all the sites with the Siemens mechanical engineer on the substantial completion and corrections inspection for the Districtwide Energy Upgrades. Replacement appliances were purchased for install at the Perryville School kitchen.

This month the Maintenance Department will be working with Purchasing on next year's custodial orders, installing the new appliances in the Perryville School kitchen, formulating a summer scope of work primarily focused on the housing units that will be vacated by staff changes, executing a remodel of the BBBSD music room repurposing the rooms into administrative offices, and creating a limited summer scope of necessary work for the school sites while pursuing normal maintenance, operations, and compliance. Site visits by Maintenance personnel are projected for Chignik Bay, Chignik Lagoon, Chignik Lake, and Port Heiden, Pilot Point, and Egegik.

Efforts to close the school sites for the months of June and July are being pursued allowing for potential recovery of utilities cost, travel, and wages conventionally expended these two summer months. Equipment, furnishings, and materials purchases will be kept to a minimum and evaluated on an as needed basis. The Port Alsworth K-12 Expansion/Renovation and the Newhalen Gym Expansion/Remodel will both be ongoing projects this summer season. Maintenance will be ready to respond as required to the needs of these projects as they arise. The summer cleaning regimen is also changing to a new approach this spring with the bulk of the cleaning efforts being planned as the schools close during the month of May and when the sites re-open in August rather than addressing it during the June and July months with supervision being provided by the principals and head teachers.

The Maintenance Department looks forward to confronting these fiscal challenges and to implementing the necessary solutions provided by the continuing communication and understanding of the staff, students, and users of our facilities.

**Date:** March 2, 2014  
**To:** LPSD School Board Members  
**From:** Bill Cornell  
**Re:** Curriculum – March 2014

ANE Grant:

- Currently 54 LPSD and 10 students from Bristol Bay School are enrolled in our online tutoring program. Tutors from Western Oregon University, Kutztown University, Centenary College, and our own University of Alaska provide tutoring 2-3 times a week. Linda Richter continues to oversee tutoring sessions and provide mentoring for tutors. Each semester the program has grown stronger.
- This semester we are closely tracking the 53 LPSD students who receive regular tutoring from our onsite tutors. Tutors turn in weekly logs to Amber. The logs outline lessons and time spent tutoring, and this data, along with progress monitoring, is being recorded so we can better see the impacts of this program.

Curriculum:

- Creating Common Core aligned reading, writing, and math assessments, as well as revamping technology and employability standards is coming along very well. Committees are planning on having rough drafts of assessments and other materials prepared by March 13<sup>th</sup>. This will allow time for peer reviews, and polishing of final materials by May 1<sup>st</sup>.
- Many of our supplemental technology resources are being looked at in preparation for next year. In particular, we are looking at purchasing fewer subscriptions to Compass Learning. Purchasing fewer subscriptions will allow us to still utilize the program as it has been utilized in the past, but it will save us a significant amount of money. We will also be picking up IXL English Language Arts as a supplemental program. This addition is low in cost, but will provide good support to our reading and writing teachers when it comes to interventions and additional practice.
- Common Core alignments of our current core resources in math are being created. These alignments will help teachers identify specific sections from our core resources that will support a standard.
- Piloting of parent and student access to Educate is underway in Port Alsworth. It is our hope to be able to open up Educate to all students and parents in the District, if this pilot is successful.

Professional Development in January and February:

- Cathe Rhodes (a Statewide Mentor for a number of our schools) provided a one-hour presentation on connecting schools and communities. This training provided an opportunity for schools to share out on how they connect with their communities. Many good ideas came from this session.
- Genda Egli provided training on the new Kite Portal and Kite Client, which will be used this spring for State testing. The Kite Portal and Kite Client allow teachers to manage access to State testing materials that students can use in preparation for the upcoming AMP State tests. At this point students have

- accessed the Kite Client, and are hopefully becoming familiar and comfortable with the new testing format.
- We have had two professional development sessions on vocabulary instruction. Teachers have shared out methods they are using to teach vocabulary in their classrooms. A new section has been created on Moodle to compile many of the resources teachers are using.
  - Teachers completed a mandatory training on domestic violence and sexual assault. This was done via an online eModule that the State published. The State's eModules have been a good format for providing mandatory training to staff.
  - The remaining professional development sessions have been devoted to committees working on assessments, or revamping standards. This has been valuable time spent looking critically at where we are instructionally with our shift to the Common Core. It has allowed us to tweak areas that needed to be tweaked, but at the same time, look at assessments and materials that are working for us. I think that after this process we will have assessments and materials in reading, writing, math, Employability, and Technology that will be Common Core aligned, and useful for assessing students.

As always, feel free to contact me at 571-1211, or via email at [bcornell@lpsd.com](mailto:bcornell@lpsd.com), if you have any curriculum based questions. Thank you for your time.



# Technology Backbone

Enterprises



## Lake and Peninsula School District

State of the Network,

Mid-Year report

February 8, 2015

By: **Technology Backbone Enterprises, Inc.**

3003 Minnesota DR Suite 300

Anchorage, AK 99503

Christopher LaDue

Tel: 503-779-8405

Email: [chris.ladue@tech-be.com](mailto:chris.ladue@tech-be.com)

<b>EXECUTIVE SUMMARY</b>	<b>3</b>
<b>DRS TICKETS</b>	<b>4</b>
<b>LOCAL SITE SERVERS</b>	<b>6</b>
<b>SERVER CONSOLIDATION</b>	<b>7</b>
<b>ONLINE BACKUPS</b>	<b>8</b>
<b>KITE LOCAL CACHING SERVER</b>	<b>9</b>
<b>AMP IT UP DAY</b>	<b>10</b>
<b>LOOKING FORWARD</b>	<b>11</b>

## EXECUTIVE SUMMARY

Since the start of this year Technology Backbone Enterprises, Inc. (TBE) has been involved in many projects throughout the district. Starting in early October with a visit to each site, we identified items that were broken and required replacement. As part of the site visits, a handful of high priority projects were identified to rectify certain issues with the server configuration throughout the district. The first of these was the reparation of certain servers that had failed, and the consolidation of important network services and databases. Additionally, the new state testing program, known as KITE, required a large effort on our part to get everything ready in time for the state run "Amp It Up" day.

In addition to these main points, we have been involved in a large number of smaller items that have had, or will have, just as big an impact on the district as our larger projects. Some of these are purely speculative in nature, but have the potential to dramatically improve the quality of the districts overall network performance.

Also, over the past 6 months, we have worked closely with DRS to identify the cause of spurious network interruptions and outages at various sites, and design solutions to prevent them from reoccurring.


Looking forward over the next half of the year we have the technology purchase for Port Alsworth to help consolidate, the implementation of a network wide traffic management system, a network wide print management system, and any other issues, problems, or outages that fate throws our way.

---

<b>Technology Backbone Enterprises, Inc.</b>	3
3003 Minnesota DR Suite 300	
Anchorage, AK 99503	82
(503)779-8405	

## DRS TICKETS

Since the start of this school year we have assisted, and been assisted by, DRS in the troubleshooting, isolation, and correction of a handful of important network outage tickets. The most notable of these are listed below:


**From:** DRS-TSI Polson Support Team requests@opstest.net   
**Subject:** Request with ID: ##19481## from LPSD Chignik Bay has been Resolved.  
**Date:** January 23, 2015 at 1:53 PM  
**To:** srigby@lpsd.com, chris.ladue@tech-be.com, Technology HelpDesk helpdesk@lpsd.com



Request with ID : 19481 from LPSD Chignik Bay has been Resolved. Short info on the request is :

Subject : LPSD Chignik Bay - NetModem : Outage at Sat Dec 6 02:03:12 2014  
Resolution : Chris Ladue has put in a Firewall block on port 3283 TCP and that should put a stop to the traffic that we were seeing at both Chignik Bay and Chignik Lake.  
Confirmed that we did not see any monitoring outages at the 5pm MST time on Thursday 1/22 or at 2am MST 1/22-1/23 for Bay and Lake.  
Will reopen ticket if there are any further monitoring outages caused by port 3283 traffic.

Please let us know if you have any questions or concerns.  
DRS Technologies 1-800-330-0784 Option 1

**From:** DRS-TSI Polson Support Team requests@opstest.net   
**Subject:** Request with ID: ##19945## from LPSD Chignik Lake has been Resolved.  
**Date:** January 19, 2015 at 12:32 PM  
**To:** srigby@lpsd.com, chris.ladue@tech-be.com, Technology HelpDesk helpdesk@lpsd.com



Request with ID : 19945 from LPSD Chignik Lake has been Resolved. Short info on the request is :

Subject : LPSD Chignik Lake - NetModem : Outage at Thu Jan 15 17:04:56 2015

Resolution : Time out: Thu 1/15 5:00PM MST

Time in: Thu 1/15 5:10PM MST

Time out: Fri 1/16 5:00PM MST

Time in: Fri 1/16 5:10PM MST

Time out: Sat 1/17 5:00PM MST


Time in: Sat 1/17 5:10PM MST

Time out: Sun 1/18 5:00PM MST

Time in Sun 1/18 5:08PM MST

RFO: Email sent to Chris Ladue and Sam Rigby notifying them of the traffic between the onsite LPSD DNS server .7 and Hub server .218. No loss in customer communications, upstream data maxed at the times of missed monitoring polls. Spoke with Chris Ladue and he may have found the issue between .7 and .218 and hopes to have it resolved today.

Please let us know if you have any questions or concerns.  
DRS Technologies 1-800-330-0784 Option 1

**From:** DRS-TSI Polson Support Team requests@opstest.net   
**Subject:** Request with ID: ##19973## from LPSD Chignik Lake has been Resolved.  
**Date:** January 23, 2015 at 1:51 PM  
**To:** srigby@lpsd.com, chris.ladue@tech-be.com, Technology HelpDesk helpdesk@lpsd.com



Request with ID : 19973 from LPSD Chignik Lake has been Resolved. Short info on the request is :

Subject : LPSD Chignik Lake - Scrutinizer reports for 2 days beginning 1/20

Resolution : Requested reports provided. Chris Ladue has put in a Firewall block on port 3283 TCP and that should put a stop to the traffic that we were seeing at both Chignik Bay and Chignik Lake.

Confirmed that we did not see any monitoring outages at the 5pm MST time on Thursday 1/22 or at 2am MST 1/22-1/23 for Bay and Lake.

Please let us know if you have any questions or concerns.  
DRS Technologies 1-800-330-0784 Option 1

## LOCAL SITE SERVERS

During the site visit in early October, it was brought to our attention that the individual servers at each site had not been maintained over the previous summer. To correct this situation, Sam and I decided that we would create a new image of the server software for deployment to the individual sites. As we were able to accomplish this before actually visiting the sites, we were able to deploy new servers to 10 of the 13 sites we visited during that trip. This dramatically reduced the number of issues we had than if we had left the old server software in place.

In addition to placing new server software in each site, TBE worked closely with DRS to switch important network services(DHCP and DNS) over to the new server software at each site. This allowed Sam and I to manage those services and respond more quickly to staff member requests and issues related to these services.

Since the switch to LPSD run services, the number of staff member problems relating to these services has dropped close to zero.

---

<b>Technology Backbone Enterprises, Inc.</b>	6
3003 Minnesota DR Suite 300	
Anchorage, AK 99503	85
(503)779-8405	

## SERVER CONSOLIDATION

Some of the first issues identified during our initial conversations and visits with the district were the problems first with the Windows account server that managed the accounts for the District Office, and second with the various databases on several servers located in the DRS facility in Fairbanks. To fix both of these problems, we have configured and set up a virtual server in the Fairbanks facility.

This new virtual server currently contains and manages the accounts for the District Office, controls access to the shared files in the District Office, is the central database server for the district, and is also the central location for the new online backup system for the district.

Prior to our involvement with the district, there were two critical databases that were storing data for the district. The first of these is the database for Educate, which stores all student records and data. This database was stored on a DRS server in the Fairbanks facility. The second database is the one that stores the data for Nutrikids, which is the program that the district uses to manage and track the lunch program. This database was running on a separate virtual server in the Fairbanks facility. Due to the fact that one database was on a server that does not belong to the district, we have been working to consolidate both databases onto a single server to reduce the possibility and potential down time related to an outage of either of these servers. To this end, we have purchased the necessary licenses for an appropriate database server, installed the database server software on the candidate virtual server in the Fairbanks facility, and migrated the data from the old servers to the new central server.

## ONLINE BACKUPS

Another important issue that was identified during our initial visit was the lack of redundant backups of mission critical data. There exists, in the district office, a storage array that was storing the critical data used in the district office. While this is a good start, there should always be an “off-site” copy of data to prevent data loss in the event of a catastrophe.

To rectify this issue, we have purchased and installed Carbonite on the central server in the Fairbanks facility. Carbonite is a combination software and service that continuously copies data to a secure “off-site” facility. While Carbonite is currently running successfully on the server in the Fairbanks facility, we have not yet had time to schedule the installation of Carbonite onto the workstations in the district office.

---

## KITE LOCAL CACHING SERVER

A quick overview of the new computer based assessments program that the Department of Education & Early Development is migrating to, from their website. ([http://education.alaska.gov/akassessments/NewAssessment\\_FactSheet.pdf](http://education.alaska.gov/akassessments/NewAssessment_FactSheet.pdf))

Alaska assessments are changing in order to accurately assess student growth and student mastery of the updated Alaska English Language Arts and Mathematics Standards. The new assessments will be administered for the first time in spring 2015. The Alaska Department of Education & Early Development has selected the Achievement & Assessment Institute (AAI) of Kansas to develop and administer assessments for Alaska’s public schools. AAI will provide summative and interim assessments for grades 3- 10 that are aligned to the Alaska English Language Arts and Mathematics Standards, adopted in 2012. AAI will provide custom computer-based assessments, with a paper/pencil format for schools that are not ready to administer online tests. The new assessment is called Alaska Measures of Progress, or AMP.

Alaska is transitioning to computer-based assessments. Computer-based assessments have multiple benefits. Students interact with computer-based assessments, and for many students this means they are more engaged. Computer-based assessment questions are enhanced with technology features that are not possible in a paper test, such as manipulating the graphics or listening to a story. Student results for the interim assessments are available for teachers’ immediate use in determining how best to support students. Districts will no longer have to track, ship, and manage hundreds of paper tests and answer booklets.

Computer-based assessments also allow for computer-adaptive testing. Computer-adaptive tests adjust the difficulty of questions to a student’s responses and provide greater score precision. For example, if a student performs well on a set of questions with intermediate difficulty, she will be presented with a more challenging set. Likewise, if the student performs poorly, she is presented with a set of simpler items.

Most districts have the computers needed to administer the new assessment. The test delivery engine is supported on desktops (Windows, Mac & Linux), laptops, and tablets. The delivery engine has a local caching system (LCS), which Alaska schools can download and install within a school’s network. The servers will reduce bandwidth usage and allow schools to test more students concurrently. The servers are supported on Windows, Mac, and Linux operating systems.

To prepare the district for the new computerized tests, we have spent many hours analyzing the network capability of each site, installing the Local Caching Server software from the Center for Educational Testing & Evaluation, and configuring and preparing the software to allow each site to participate in the online testing.

---

<b>Technology Backbone Enterprises, Inc.</b>	9
3003 Minnesota DR Suite 300	
Anchorage, AK 99503	88
(503)779-8405	

## AMP IT UP DAY

On the 29<sup>th</sup> of January, the Lake and Peninsula School district participated in the statewide “AMP It Up” day. This was designed as a test of the new computer-based testing capabilities of each district.

Due to the work done on each server installing and configuring the Local Caching Server(LCS) software at each site, the district was able to participate in this event with minimal problems. We noticed only one small issue with an LCS at one site that was quickly repaired, and the rest of the test event proceeded without further issue.

## LOOKING FORWARD

Coming up over the next half of the school year, there are still many more projects that will require our attention. The first round of computerized state testing will start around the end of March. The district is technologically in good shape for that to happen.

Additionally, we are getting ready for the technology purchase for the Port Alsworth School. This will involve working closely with the teachers to determine what the best possible fit of technology will be.

Also, Sam Rigby and I are investigating the possibility and feasibility of implementing a district wide traffic management system, that will give the district's technology department far greater control of bandwidth utilization at each site. What this means, is that the technology department will be able to prioritize certain types of internet traffic(online courses, VTC, etc.) to ensure that those services will have the most bandwidth available.

Sam and I are also looking into a "Print Management" system for each school. This will prevent waste in the form of excess printing and over printing.

One last thing that we are looking into, which is really only theoretical at this stage, is the possibility of connecting each school together with a microwave backbone link. This has the potential to greatly increase the amount and speed of data that are exchanged between sites. This could be greatly beneficial for things like online courses, where students from each site have to connect with a teacher at a different site.

---

<b>Technology Backbone Enterprises, Inc.</b>	11
3003 Minnesota DR Suite 300	
Anchorage, AK 99503	90
(503)779-8405	

Monthly Activity Report LPSD  
Month: March, 2015

To: Amber Kresl  
From: Ed Lester  
Date: 3/2014

**Close UP:**

Juneau CloseUp Session Feb 2015  
Nathaniel Ward

This year's CloseUp Session was very successful in more ways than one. I learned a great deal about all the branches of our state government, and I also had the opportunity to meet with great young leaders from other areas of Alaska.

My favorite part of the scheduled activities had to be when our group formed committees to study and debate actual bills, as well as when we held a mock legislative session. It was great to see students vigorously defend their beliefs, even when the outcome held no effect. As Speaker of the House during our legislative session, I had a great perspective to view all the other students, and it was inspiring to see their efforts.

Juneau CloseUp was a great experience for me as a student and as a leader. Not only did I receive a "close up" look at our state government, I also learned much about how to discuss controversial issues calmly and effectively. I would attend again gladly, and I am grateful that I received the opportunity to go.

**Basketball:**

**Mix-3**

Port Heiden & Levelock both hosted basketball jamborees this winter. Both sites had outstanding community support, which reflected in the hospitality to all the visitors. A special thanks to the staff and leadership at each site for doing such a wonderful job preparing and facilitating such an event.

**From the Levelock Jamboree**

1<sup>st</sup> Egegik

2<sup>nd</sup> Perryville

Sportsmanship Kokhanok

**5-person**

Port Alsworth and Newhalen girls are traveling to Manokotak to play in the regional tournament March 4-7.

Port Alsworth and Newhalen boys will be playing in the regional tournament at Newhalen March 4-7.

Date: March 2, 2015  
 To: LPSD School Board  
 From: Laura Hylton, Business Manager  
 RE: March Board Report

**Bond Project Summary**

	Budget	Beginning Balance	YTD	TOTAL
District Wide Energy Efficiencies	1,800,000	5,377.02	1,662,431.50	1,667,808.52
Port Alsworth School	15,000,000	2,273,161.05	7,004,153.38	9,277,314.43
Newhalen Gym	3,200,000	164,030.00	149,984.27	314,014.27
<b>Total</b>	<b>\$ 20,000,000</b>	<b>2,442,568.07</b>	<b>8,816,569.15</b>	<b>11,259,137.22</b>

**State Education Studies**

The Alaska Council of School Administrators is coordination teleconference meeting with the contractor on the State Salary Schedule meeting and the information exchange seems to be valued. The contractor is scheduled to ask School Business Officials to review the survey document before it is released to school district for the data collection phase of the study. The hope is to simplify the data collection process to insure the best data collection possible.

I have attached information on the studies for your information.

Financial report attached.

DATE - 3/02/15  
 TIME - 10:39:47  
 PROG - GNL.570  
 REPT - 100 BOARD RPT

LAKE AND PENINSULA SCHOOL DISTRICT  
 MONTHLY GENERAL FUND FUNCTION SUMMARY

March 31, 2015

ACCOUNT NUMBER / TITLE	BUDGET	EXPENDED YEAR TO DATE	CURRENT ENCUMBERANCE	UNENCUMBERED BALANCE	% EXPENDED & ENCUMBERED
-----					
FUND 100 GENERAL FUND					
100.XXX.10X.XXX.XXX INSTRUCTION	6,451,452.00	2,557,379.49	3,373,464.22	520,608.29	91.93 %
100.XXX.20X.XXX.XXX SPECIAL EDUCATION	1,139,302.00	472,832.83	587,250.40	79,218.77	93.05 %
100.XXX.22X.XXX.XXX SPED SUPPORT SERVICES	50,450.00	39,126.31	.00	11,323.69	77.55 %
100.XXX.30X.XXX.XXX SUPPORT SERVICES PUPILS	291,743.00	112,297.90	148,835.47	30,609.63	89.51 %
100.XXX.35X.XXX.XXX SUPPORT SERVICES INST	1,553,735.00	776,844.77	256,769.43	520,120.80	66.52 %
100.XXX.40X.XXX.XXX SCHOOL ADMINISTRATION	811,984.00	594,077.82	168,773.84	49,132.34	93.95 %
100.XXX.45X.XXX.XXX SCHOOL ADMIN SUPPORT	63,103.00	36,746.87	23,579.95	2,776.18	95.60 %
100.XXX.51X.XXX.XXX DISTRICT ADMINISTRATION	618,514.00	390,238.53	182,581.10	45,694.37	92.61 %
100.XXX.55X.XXX.XXX ADMIN SUPPORT SERVICES	553,352.00	389,258.74	152,349.17	11,744.09	97.88 %
100.XXX.60X.XXX.XXX OPERATION AND MAINT	3,036,133.00	2,329,444.06	550,653.74	156,035.20	94.86 %
100.XXX.70X.XXX.XXX PUPIL ACTIVITIES	504,671.00	269,354.43	156,025.27	79,291.30	84.29 %
100.XXX.76X.XXX.XXX PUPIL TRANSPORTAION	.00	1,977.77	.00	1,977.77-	9999.99 %
100.XXX.79X.XXX.XXX FOOD SERVICES	.00	14,913.29	.00	14,913.29-	9999.99 %
100.XXX.88X.XXX.XXX CONTRUCTION	.00	282.00	.00	282.00-	9999.99 %
100.XXX.90X.XXX.XXX TRANSFERS OUT/(IN)	400,000.00	.00	400,000.00	.00	100.00 %
-----					
100.XXX.XXX.XXX.XXX GENERAL FUND	15,474,439.00	7,984,774.81	6,000,282.59	1,489,381.60	90.38 %
-----					
REPORT TOTAL	15,474,439.00	7,984,774.81	6,000,282.59	1,489,381.60	90.38 %
*****					

# REQUEST FOR PROPOSALS



**RETURN THIS PROPOSAL TO:**

**DIVISION OF LEGISLATIVE AUDIT**

**Issuing Office Mailing Address: P.O. Box 113300, Juneau, AK 99811-3300**

**Issuing Office Hand Delivery Address: 6<sup>th</sup> Floor State Office Building, 333 Willoughby Avenue, Juneau, Alaska 99801**

**RFP NO. 15-33-08**

**EVALUATION OF CURRENT PUBLIC SCHOOL FUNDING PROVISIONS**

**SEALED PROPOSALS SHALL BE RECEIVED AT THE ABOVE ADDRESS UNTIL  
1:30 P.M. ALASKA TIME ON JANUARY 12, 2015.**

Offerors Are Not Required To Return This Form.

Under AS 36.30.020, the Alaska Legislative Council adopted procurement procedures that were based on competitive principles consistent with AS 36.30 and adapted to the special needs of the Legislative Branch. Therefore, the Legislative Branch follows its own procurement procedures and is not subject to the procurement procedures of the Executive Branch. Copies of the Legislative Branch Procurement Procedures are available upon request.

**IMPORTANT NOTICE:** You must register with the procurement specialist listed in this document to receive subsequent amendments, whether you received this request for proposals from the State of Alaska's "Online Public Notice" web site or another source. Failure to contact the procurement specialist may result in the rejection of your proposal.

Ross Alexander, Procurement Specialist  
PH: 907-465-3830  
FAX: 907-465-2347  
TDD: 907-465-4980  
Email: ross.alexander@akleg.gov

**TABLE OF CONTENTS**

**INTRODUCTION AND INSTRUCTIONS .....4**

1.01 PURPOSE OF THE RFP .....4

1.02 RETURN MAILING ADDRESS AND DEADLINE FOR RECEIPT OF PROPOSALS .....4

1.03 PHOTOCOPIES .....5

1.04 CONTRACT TERM AND WORK SCHEDULE .....5

1.05 BUDGET.....5

1.06 LOCATION OF WORK .....5

1.07 HUMAN TRAFFICKING .....5

1.08 AMERICANS WITH DISABILITIES ACT .....6

1.09 REQUIRED REVIEW.....6

1.10 QUESTIONS RECEIVED PRIOR TO DEADLINE FOR RECEIPT OF PROPOSALS .....6

1.11 AMENDMENTS .....6

1.12 NUMBER OF PROPOSALS; ALTERNATE PROPOSALS .....6

1.13 RIGHT OF REJECTION.....7

1.14 STATE NOT RESPONSIBLE FOR PREPARATION COSTS .....7

1.15 DISCLOSURE OF PROPOSAL CONTENTS.....7

1.16 SUBCONTRACTORS .....8

1.17 JOINT VENTURES .....8

1.18 OFFEROR’S CERTIFICATION.....8

1.19 CONFLICT OF INTEREST .....9

1.20 PROJECT DIRECTOR .....9

1.21 ASSIGNMENT/TRANSFER .....9

1.22 BINDING ON SUCCESSORS .....9

1.23 DISPUTES.....9

1.24 VENUE AND APPLICABLE LAW .....10

1.25 SEVERABILITY .....10

1.26 PROCUREMENT PROCEDURES .....10

1.27 RECORDS; AUDIT .....10

1.28 OWNERSHIP AND REUSE OF DOCUMENTS .....10

1.29 MATERIALS AND PROCESSES COVERED BY PATENTS, TRADEMARKS, OR COPYRIGHTS .....10

1.30 COVERAGE UNDER THE ETHICS LAW .....10

**STANDARD PROPOSAL INFORMATION.....11**

2.01 AUTHORIZED SIGNATURE.....11

2.02 U.S. FUNDS .....11

2.03 TAXES .....11

2.04 AMENDMENTS TO PROPOSALS.....11

2.05 SUPPLEMENTAL TERMS AND CONDITIONS.....11

2.06 CLARIFICATION OF OFFERS .....11

2.07 DISCUSSIONS WITH OFFERORS .....12

2.08 PRIOR EXPERIENCE .....12

2.09 EVALUATION OF PROPOSALS.....12

2.10 VENDOR TAX ID .....12

2.11 ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES.....12

2.12 ALASKA BIDDER PREFERENCE .....13

2.13 FORMULA USED TO CONVERT COST TO POINTS .....14

2.14 CONTRACT NEGOTIATION .....15

2.15 FAILURE TO NEGOTIATE.....15

2.16 NOTICE OF INTENT TO AWARD – OFFEROR NOTIFICATION OF SELECTION .....15

2.17 PROTEST.....15

**STANDARD CONTRACT INFORMATION.....15**

3.01 FORMAT OF CONTRACT .....15

3.02 CONTRACT APPROVAL .....15

3.03	PROPOSAL AS A PART OF THE CONTRACT.....	15
3.04	ADDITIONAL TERMS AND CONDITIONS .....	15
3.05	APPLICABLE LAW.....	16
3.06	INSURANCE REQUIREMENTS.....	16
3.07	CONTRACT FUNDING.....	17
3.08	CONTRACT PAYMENT.....	17
3.09	INFORMAL DEBRIEFING.....	17
3.10	CONTRACT PERSONNEL.....	17
3.11	INSPECTION & MODIFICATION – REIMBURSEMENT FOR UNACCEPTABLE DELIVERABLES.....	17
3.12	TERMINATION OF CONTRACT .....	18
3.13	BREACH OF CONTRACT .....	18
3.14	INDEMNIFICATION .....	18
3.15	CONTRACT AMENDMENTS .....	18
3.16	CONTRACT CHANGES – UNANTICIPATED AMENDMENTS .....	18
3.17	NONDISCLOSURE AND CONFIDENTIALITY .....	19
<b>BACKGROUND INFORMATION .....</b>		<b>19</b>
4.01	BACKGROUND INFORMATION.....	19
<b>SCOPE OF WORK .....</b>		<b>20</b>
5.01	SCOPE OF WORK .....	20
5.02	DELIVERABLES.....	21
5.03	DOCUMENTS.....	21
<b>PROPOSAL FORMAT AND CONTENT.....</b>		<b>21</b>
6.01	PROPOSAL FORMAT AND CONTENT .....	21
6.02	TECHNICAL PROPOSAL FORMAT .....	21
6.03	COST PROPOSAL.....	23
6.04	EVALUATION CRITERIA.....	23
<b>EVALUATION CRITERIA .....</b>		<b>23</b>
7.01	UNDERSTANDING, MANAGEMENT APPROACH AND PROJECT METHODOLOGY – 30 PERCENT.....	23
7.02	OFFEROR EXPERIENCE AND QUALIFICATIONS – 40 PERCENT .....	24
7.03	CONTRACT COST – 30 PERCENT.....	24
<b>SAMPLE EVALUATION FORM .....</b>		<b>25</b>

## SECTION ONE

### Introduction and Instructions

---

#### 1.01 Purpose of the RFP

The Alaska Legislative Budget and Audit Committee, hereinafter referred to as the “Committee”, is soliciting proposals for a contractor to, as set out in HB 278, sec. 54 (Chapter 15 SLA 2014), evaluate and advise the legislature whether the current Alaska state K-12 funding formula is working as intended to provide equitable allocation of funding to all Alaska public schools.

#### 1.02 Return Mailing Address and Deadline for Receipt of Proposals

Offerors must submit their proposal to the procurement specialist in a sealed package. The cost proposal included with the package must be sealed separately from the rest of the proposal and must be clearly identified. The sealed proposal package(s) must be addressed as follows:

Division of Legislative Audit  
Attention: Ross Alexander  
Request for Proposal (RFP) Number 15-33-08  
Evaluation of Current Public School Funding Provisions  
P.O. Box 113300  
Juneau, AK, 99811-3300

Hand delivery address:

6<sup>th</sup> Floor State Office Building  
333 Willoughby Avenue  
Juneau, AK, 99801

Proposals must be received no later than 1:30 P.M Alaska Time on January 12, 2015. Faxed or emailed proposals are acceptable. Oral proposals are not acceptable.

If submitting a faxed proposal, it is the offeror’s responsibility to contact the issuing agency at (907) 465-3830 to make arrangements prior to faxing the proposal and to confirm that the proposal has been received.

If submitting a proposal via email, the technical proposal and cost proposal must be saved as separate PDF documents and emailed to [legaudit@akleg.gov](mailto:legaudit@akleg.gov) as separate, clearly labeled attachments, such as “Vendor A – Technical Proposal.pdf” and “Vendor A – Cost Proposal.pdf” (Vendor A is the name of the offeror). The email must contain the RFP number in the subject line.

The maximum size of a single email (including all text and attachments) that can be received by the issuing office is 20mb (megabytes). If the email containing the proposal exceeds this size, the proposal must be sent in multiple emails that are each less than 20 megabytes and each email must comply with the requirements described above. It is the offeror’s responsibility to contact the issuing agency at (907) 465-3830 to confirm that the proposal has been received. The issuing office is not responsible for unreadable, corrupt, or missing attachments.

It is the responsibility of the offeror to ensure that its proposal and any pertinent amendments are received by the issuing office prior to the scheduled deadline for receipt of proposals. An

offeror's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments to the proposal by the offeror will not be opened or accepted for evaluation.

### **1.03 Photocopies**

Photocopied proposals are allowed.

### **1.04 Contract Term and Work Schedule**

The contract term and work schedule set out in this section represents the Committee's best estimate of the schedule that will be followed. If a component of this schedule, such as the deadline for receipt of proposals, is delayed, the rest of the schedule may be shifted by the same number of days, at the discretion of the Committee.

The length of the contract will be from the date the contract is signed by the Committee Chair until project completion, approximately April 30, 2016.

The approximate contract schedule is as follows:

12/19/14	Issue RFP
1/12/15	Deadline for Receipt of Proposals
1/19/15	Notice of Intent to Award a Contract issued
1/30/15	Contract signed by Committee
1/30/15	Contract start date
4/20/15	Contractor submits initial draft preliminary report to the Committee
6/15/15	Contractor submits final preliminary report
4/30/16	Contract end date

### **1.05 Budget**

The Committee has set a maximum budget of \$275,000 for completion of this project. Proposals priced at more than \$275,000 will be considered non-responsive.

### **1.06 Location of Work**

The Committee will not provide workspace for the contractor. The contractor must provide its own workspace.

The contractor should include in its price proposal: transportation and per diem (lodging, meals, and incidentals) costs sufficient to pay for all trips required to complete the scope of work.

### **1.07 Human Trafficking**

By signature on their proposal, the offeror certifies that the offeror is not headquartered in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report.

In addition, if the offeror conducts business in but is not headquartered in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report, a certified copy of the offeror's policy against human trafficking must be submitted to the Division prior to contract award.

The most recent United States Department of State's Trafficking in Persons Report can be found at the following web site: <http://www.state.gov/j/tip>.

If an offeror fails to comply with this paragraph, the Committee may reject, without liability, the offeror's proposal as non-responsive, cancel the intent to award to the offeror, or cancel the resulting contract to the offeror.

### **1.08 Americans with Disabilities Act**

The Alaska State Legislature complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to submit a proposal should contact the procurement specialist no later than ten days prior to the deadline for receipt of proposals to make any necessary arrangements. If a request for special arrangements is received less than ten days prior to the deadline for receipt of proposals, the Committee will attempt to accommodate the request.

### **1.09 Required Review**

Offerors should carefully review this solicitation, without delay, for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the procurement specialist prior to the deadline for receipt of proposals. This will help prevent the opening of a defective solicitation and exposure of an offeror's proposal upon which award could not be made. Protests by an offeror based on any omission or error, or on the content of the solicitation, may be disallowed if the offeror has not brought these faults to the attention of the procurement specialist, in writing, prior to the deadline for receipt of proposals.

Offerors or their agents may not contact any member of the evaluation committee or their staff or any member of the legislature or their staff regarding this RFP. All questions concerning this RFP must be directed to the procurement specialist listed on the first page of this RFP.

### **1.10 Questions Received Prior to Deadline for Receipt of Proposals**

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the RFP. These questions may be answered over the telephone. The second type is a question that would require the procurement specialist to clarify or interpret part of the RFP or its intent. Response to the second type of question will not be given except in writing via amendment to the RFP. Offerors must put these questions in writing. These questions must be received by the procurement specialist prior to the deadline for receipt of proposals.

### **1.11 Amendments**

If an amendment to this RFP is issued, it will be posted to the State of Alaska's Online Public Notice website and will be provided to all who have registered with the procurement specialist after receiving the RFP from the State of Alaska's Online Public Notice web site, or some other source.

### **1.12 Number of Proposals; Alternate Proposals**

Offerors may only submit one proposal for evaluation. Proposals that offer something different than what is asked for will be rejected.

### **1.13 Right of Rejection**

Offerors must comply with all of the terms of this RFP, Alaska Legislative Procurement Procedures, and all applicable local, state, and federal laws, codes, and regulations. The procurement specialist may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of this RFP.

Offerors may not qualify the proposal or restrict the rights of the Committee. If an offeror does so, the procurement specialist may determine the proposal to be a non-responsive counter-offer and the proposal may be rejected.

A proposal may be rejected if the proposal contains a material alteration or erasure that is not initialed by the signer of the proposal.

The procurement specialist may waive minor informalities that:

- a) do not affect responsiveness;
- b) are merely a matter of form or format;
- c) do not change the relative standing or otherwise prejudice other offers;
- d) do not change the meaning or scope of the RFP;
- e) are trivial, negligible, or immaterial in nature;
- f) do not reflect a material change in the work, services, or products requested; or
- g) do not constitute a substantial reservation against a requirement or provision.

Furthermore, a proposal may be rejected in whole or in part when in the best interest of the Committee, as provided in sec. 130 of the Procurement Procedures of the Alaska State Legislature.

### **1.14 State Not Responsible for Preparation Costs**

This RFP does not obligate the Committee to award a contract or to pay any costs incurred in the preparation of a proposal if the Committee does not award a contract. This RFP may be canceled as provided in sec. 120 of the Procurement Procedures of the Alaska State Legislature. Among the reasons that justify cancellation is that all of the responsive proposals exceed the funds available for the contract.

### **1.15 Disclosure of Proposal Contents**

All proposals and other material submitted become the property of the Committee and may be returned only at the Committee's option. AS 40.25.110 requires public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter, proposals will become public information. Contracts for services provided to the Committee in the preparation of an audit report or a performance review are subject to sec. 200(b) of the Procurement Procedures of the Alaska State Legislature.

Trade secrets and other proprietary data contained in proposals may be held confidential if the offeror requests, in writing, that the procurement specialist do so, and if the procurement specialist agrees, in writing, to do so. The offeror's request must be included with the proposal, must clearly identify the information they wish to be held confidential, and include a statement that sets out the reasons for confidentiality. Unless the procurement specialist agrees in writing to hold the requested information confidential, that information will also become public after the Notice of Intent to Award is issued.

### **1.16 Subcontractors**

Subcontractors may be used to perform work under the contract. If an offeror intends to use subcontractors, the offeror must identify in the proposal the names of the subcontractors and the portions of the work the subcontractors will perform.

If a proposal with subcontractors is selected, the offeror must provide the following information concerning each prospective subcontractor within five working days from the date of the Committee's request:

- a) complete name of the subcontractor;
- b) complete address of the subcontractor;
- c) type of work the subcontractor will be performing;
- d) percentage of work the subcontractor will be providing;
- e) evidence that the subcontractor holds a valid Alaska business license; and
- f) a written statement, signed by each proposed subcontractor that clearly verifies that the subcontractor has agreed to render the services required by the contract.

An offeror's failure to provide this information, within the time set, may cause the Committee to consider their proposal non-responsive and reject it. The substitution of one subcontractor for another may be made only at the discretion and with the prior written approval of the project director.

All subcontractors that perform work under the contract resulting from this RFP are subject to the requirements of paragraph 3.06 (Insurance Requirements) of this RFP.

### **1.17 Joint Ventures**

Joint ventures are acceptable. If submitting a proposal as a joint venture, the offeror must submit a copy of the joint venture agreement which identifies the principals involved and their rights and responsibilities regarding performance and payment.

### **1.18 Offeror's Certification**

By signature on the proposal, offerors certify that:

- a) the offeror will comply with the laws of the State of Alaska;
- b) the offeror will comply with the applicable portion of the Federal Civil Rights Act of 1964;

- c) the offeror will comply with the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
- d) the offeror will comply with the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
- e) the offeror will comply with all terms and conditions set out in this RFP;
- f) the proposal submitted was independently arrived at, without collusion;
- g) the offer shall be good and firm for a period of at least 90 days from the date of deadline for receipt of proposals to the RFP; and
- h) programs, services, and activities provided to the general public under the resulting contract conform to the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government.

If any offeror fails to comply with (a) through (h) of this paragraph, the Committee reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default under the contract.

### **1.19 Conflict of Interest**

Each proposal shall include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years) and, if so, the nature of that conflict. The Committee reserves the right to consider a proposal non-responsive and reject it or cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the offeror. The Committee's determination regarding any questions of conflict of interest shall be final.

### **1.20 Project Director**

The administration of the contract issued as a result of this RFP is the responsibility of the individual assigned by the Committee to be the project director. The project director shall be named in the contract issued as a result of this RFP.

### **1.21 Assignment/Transfer**

Assignment or transfer of the contract entered into as a result of this RFP is subject to sec. 160 of the Procurement Procedures of the Alaska State Legislature.

### **1.22 Binding on Successors**

Subject to paragraphs 1.21 (Assignment/Transfer) and 1.25 (Severability) of this RFP, the contract issued as a result of this RFP and all the covenants, provisions and conditions contained in the contract shall insure to the benefit of and be binding upon the successors and assigns of the contractor and the Committee.

### **1.23 Disputes**

A contract resulting from this RFP is governed by the laws of the State of Alaska. If the contractor has a claim arising in connection with the contract that it cannot resolve with the

Committee by mutual agreement, sec. 350 of the Procurement Procedures of the Alaska State Legislature governs contract controversies.

#### **1.24 Venue and Applicable Law**

In the event that the parties to the resulting contract find it necessary to litigate the terms of the contract, venue shall be State of Alaska, First Judicial District at Juneau, and the contract shall be interpreted according to the laws of Alaska.

#### **1.25 Severability**

If any provision of the contract or agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

#### **1.26 Procurement Procedures**

This RFP is subject to the Procurement Procedures of the Alaska State Legislature.

#### **1.27 Records; Audit**

These requirements are in addition to any other records required by this RFP. Unless the resulting contract will be solely for products, the contractor shall accurately maintain detailed time records that state the date of the work, break down the time in quarters of an hour, describe in detail the work done during the quarter of an hour, and identify what individual did the work. For all types of contracts, the contractor shall also keep any other records that are required by the contract issued as a result of this RFP or the project director. The records required by this paragraph are subject to inspection by the Committee or the project director at all reasonable times.

#### **1.28 Ownership and Reuse of Documents**

All data, documents, reports, material, and other items generated as a consequence of work done under the contract resulting from this RFP are the property of the Committee. To the extent the offeror has any interest in the copyright for these items under the copyright laws of the United States, the offeror transfers any and all interest the offeror has in the copyright for these items to the Committee, and the Committee will be the owner of the copyright for these items. Upon completion of the work or termination of the contract resulting from this RFP, all items shall be delivered to the project director, and the offeror shall certify that it has not maintained any copies of items. Offeror acknowledges that all the items are the property of the Committee.

#### **1.29 Materials and Processes Covered by Patents, Trademarks, or Copyrights**

If the offeror employs any design, device, material, or process covered by a patent, trademark, or copyright, the offeror shall provide for the use by suitable legal agreement with the owner. The offeror and the surety shall indemnify, hold harmless, and defend the Legislature of the State of Alaska, the Committee and their officers, agents, and employees, and any affected third party from any and all claims for infringement by reason of the use of patented design, device, material or process, or any trademark or copyright, and for any costs, expenses, and damages due to infringement at any time during the work or after the completion of the work.

#### **1.30 Coverage Under the Ethics Law**

The offeror may be subject to the provisions of AS 24.60 (Legislative Ethics) as a legislative employee unless excluded from the definition of “legislative employee” under AS

24.60.990(a)(11). Select Committee on Legislative Ethics Advisory Opinion 99-01 concludes that “any contractors who are paid through the state payroll system, contractors (or those designated within a contracting firm or company) with the Ethics Committee and those services or professional services contractors with legislative contracts over \$5,000, who will incur more than incidental use of state resources or who either contract for legislative policy related services or who are designated to represent the Legislature in a policy-related capacity, fall within the legislative employee definition and are therefore subject to the legislative ethics code.”

## **SECTION TWO**

### **Standard Proposal Information**

---

#### **2.01 Authorized Signature**

All proposals must be signed by an individual authorized to bind the offeror to the provisions of the RFP. Proposals must remain open and valid for at least 90-days from the date set as the deadline for receipt of proposals.

#### **2.02 U.S. Funds**

Prices quoted shall be in U.S. funds.

#### **2.03 Taxes**

All proposals shall be submitted exclusive of federal, state, and local taxes.

#### **2.04 Amendments to Proposals**

Amendments to or withdrawals of proposals will only be allowed if requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the Committee’s request.

#### **2.05 Supplemental Terms and Conditions**

Proposals must comply with Section 1.13 Right of Rejection. However, if the Committee fails to identify or detect in a proposal a term or condition that conflicts with those contained in this RFP or that diminishes the Committee’s rights under any contract resulting from the RFP, the term(s) or condition(s) will be considered null and void. After award of contract:

- a) if conflict arises between a term or condition included in the proposal and a term or condition of the RFP, the term or condition of the RFP will prevail;
- b) if there is a conflict between the RFP and the contract document, the contract document will govern; and
- c) if the Committee’s rights would be diminished as a result of application of a term or condition included in the proposal, the term or condition will be considered null and void.

#### **2.06 Clarification of Offers**

In order to determine if a proposal is reasonably susceptible for award, communications by the procurement specialist or the proposal evaluation committee (PEC) are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal.

Clarifications may not result in a material or substantive change to the RFP or the proposal. The evaluation by the procurement specialist or the PEC may be adjusted as a result of clarification under this section.

### **2.07 Discussions with Offerors**

The Committee may conduct discussions with offerors for the purpose of clarification. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and proposal. Discussions will be limited to specific sections of the RFP or proposal identified by the procurement specialist. Discussions will only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by the procurement specialist. Discussions, if held, will be after initial evaluation of proposals by the procurement specialist or the PEC. If modifications are made as a result of these discussions they will be put in writing. Following discussions, the procurement specialist may set a time for best and final proposal submissions from those offerors with whom discussion were held. Proposals may be reevaluated after receipt of best and final proposal submissions.

### **2.08 Prior Experience**

In order for offers to be considered responsive, offerors must have relevant experience reviewing and evaluating school district funding mechanisms and operating costs. Offeror must also have experience studying and evaluating factors/components affecting comprehensive state school funding mechanisms and the effect of those factors/components on funding levels and operating costs for local entities.

An offeror's failure to meet these minimum prior experience requirements may cause the proposal to be considered non-responsive, resulting in rejection of the proposal.

### **2.09 Evaluation of Proposals**

The procurement specialist, or an evaluation committee made up of at least three state employees or public officials, will evaluate proposals. The evaluation will be based solely on the evaluation factors set out in Section Seven (Evaluation Criteria) of this RFP.

After receipt of proposals, if there is a need for any substantial clarification or material change in the RFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

### **2.10 Vendor Tax ID**

A valid Vendor Tax ID must be submitted to the Committee with the proposal or within five days of the Committee's request.

### **2.11 Alaska Business License and Other Required Licenses**

Prior to the award of a contract, an offeror must hold a valid Alaska business license. However, in order to receive the Alaska Bidder Preference and other related preferences an offeror must hold a valid Alaska business license prior to the deadline for receipt of proposals. Offerors should contact the Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, P.O. Box 110806, Juneau, Alaska 99811-0806, for information on these licenses. Acceptable evidence that the offeror possesses a valid Alaska business license may consist of any one of the following:

- a) copy of an Alaska business license;
- b) certification on the proposal that the offeror has a valid Alaska business license and has included the license number in the proposal;
- c) a canceled check for the Alaska business license fee;
- d) a copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or
- e) a sworn and notarized affidavit that the offeror has applied and paid for the Alaska business license.

Prior to the deadline for receipt of proposals, all offerors must hold any other necessary applicable professional licenses required by Alaska Statute.

### **2.12 Alaska Bidder Preference**

If an offeror qualifies for the Alaska Bidder Preference, the offeror will receive a preference of five percent. The preference will be given to an offeror who:

- 1) holds a current Alaska business license prior to the deadline for receipt of proposals;
- 2) submits a proposal for the contract under the name appearing on the offeror's current Alaska business license;
- 3) has maintained a place a business within the state staffed by the offeror, or an employee of the offeror, for a period of six months immediately preceding the date of the proposal;
- 4) is incorporated or qualified to do business under the laws of the state, is a sole proprietorship and the proprietor is a resident of the state, is a limited liability company (LLC) organized under AS 10.50 and all members are residents of the state, or is a partnership under AS 32.06 or AS 32.11 and all partners are residents of the state; and
- 5) if a joint venture, is composed entirely of ventures that qualify under (1) – (4) of this subsection.

In order to receive the Alaska Bidder Preference, the proposal must include a statement certifying that the offeror is eligible to receive the Alaska Bidder Preference.

If the offeror is a LLC or partnership as identified in (4) of this subsection, the affidavit must also identify each member or partner and include a statement certifying that all members or partners are residents of the state.

If the offeror is a joint venture which includes a LLC or partnership as identified in (4) of this subsection, the affidavit must also identify each member or partner of each LLC or partnership that is included in the joint venture and include a statement certifying that all of those members or partners are residents of the state.

**2.13 Formula Used to Convert Cost to Points**

The distribution of points based on cost will be determined by the Committee. The lowest cost proposal will receive the maximum number of points allocated to cost. The points allocated to cost on the other proposals will be determined through the method set out below. In the generic example below, cost is weighted as 40% of the overall total score. See Section Seven (Evaluation Criteria) to determine the value, or weight of cost for this RFP.

**EXAMPLE**

**Formula Used to Convert Cost to Points**

**[STEP 1]**

List all proposal prices, adjusted where appropriate by the application of all applicable preferences.

Offeror #1	-	Non-Alaskan Offeror	\$40,000
Offeror #2	-	Alaskan Offeror	\$42,750
Offeror #3	-	Alaskan Offeror	\$47,500

**[STEP 2]**

Convert cost to points using this formula.

$$\frac{[(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})]}{(\text{Cost of Each Higher Priced Proposal})} = \text{POINTS}$$

The RFP allotted 40% (40 points) of the total of 100 points for cost.

**Offeror #1 receives 40 points.**

The reason they receive that amount is because the lowest cost proposal, in this case \$40,000, receives the maximum number of points allocated to cost, 40 points.

**Offeror #2 receives 37.4 points.**

$$\begin{array}{r} \$40,000 \\ \text{Lowest} \\ \text{Cost} \end{array} \times \begin{array}{r} 40 \\ \text{Max} \\ \text{Points} \end{array} = 1,600,000 \div \begin{array}{r} \$42,750 \\ \text{Offeror \#2} \\ \text{Adjusted By} \\ \text{The Application Of} \\ \text{All Applicable} \\ \text{Preferences} \end{array} = \begin{array}{r} 37.4 \\ \text{Points} \end{array}$$

**Offeror #3 receives 33.7 points.**

$$\begin{array}{r} \$40,000 \\ \text{Lowest} \\ \text{Cost} \end{array} \times \begin{array}{r} 40 \\ \text{Max} \\ \text{Points} \end{array} = 1,600,000 \div \begin{array}{r} \$47,500 \\ \text{Offeror \#3} \\ \text{Adjusted By} \\ \text{The Application Of} \\ \text{All Applicable} \\ \text{Preferences} \end{array} = \begin{array}{r} 33.7 \\ \text{Points} \end{array}$$

## **2.14 Contract Negotiation**

After final evaluation, the procurement specialist may negotiate with the offeror of the highest-ranked proposal. The option of whether or not to initiate contract negotiations rests solely with the Committee. Negotiations, if held, shall be within the scope of the request for proposals and limited to those items which would not have an effect on the ranking of proposals.

## **2.15 Failure to Negotiate**

If the selected offeror

- fails to provide the information required to begin negotiations in a timely manner; or
- fails to negotiate in good faith; or
- indicates they cannot perform a contract within the budgeted funds available for the project; or
- if the offeror and the Committee, after a good faith effort, simply cannot come to terms,

the Committee may terminate negotiations with the offeror initially selected and commence negotiations with the next highest ranked offeror.

## **2.16 Notice of Intent to Award – Offeror Notification of Selection**

Upon selection of an apparent successful offeror, the procurement specialist will issue a written Notice of Intent to Award and send copies to all offerors. The Notice of Intent will set out the names of all offerors and identify the proposal selected for award.

## **2.17 Protest**

If an offeror wishes to protest a solicitation, the award of a contract, or the proposed award of a contract, the protest must be filed as required by sec. 230 and 240 of the Procurement Procedures of the Alaska State Legislature.

# **SECTION THREE**

## **Standard Contract Information**

---

### **3.01 Format of Contract**

The contract entered into as a result of this RFP will be in the contract format desired by the Committee.

### **3.02 Contract Approval**

The contract to be entered into as a result of this RFP is subject to approval by the Legislative Budget and Audit Committee, or the committee's designee. The Committee will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the signing of the contract.

### **3.03 Proposal as a Part of the Contract**

Part or all of this RFP and the successful proposal may be incorporated into the contract.

### **3.04 Additional Terms and Conditions**

The Committee reserves the right to include additional terms and conditions in the contract.

### 3.05 Applicable Law

The contractor must comply with all applicable federal and state labor, wage/hour, safety, and any other laws which have a bearing on the contract, and must have all licenses and permits required by the Committee, and any municipality that is applicable, for performance of the contract that is covered by this RFP.

### 3.06 Insurance Requirements

Without limiting indemnification responsibilities under section 3.14 (Indemnification) and section 1.29 (Materials and Processes Covered by Patents, Trademarks, or Copyrights), the contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the contractor's policy contains higher limits, the Committee shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the procurement specialist prior to beginning work and must provide for notice of cancellation, nonrenewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of the contract resulting from this RFP and shall be grounds for termination of the contractor's services. All insurance policies shall comply with, and be issued by insurers licensed to transact the business of insurance under AS 21.

**Workers Compensation Insurance:** The contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and as required by any other applicable statute. The policy must waive subrogation against the state.

**Commercial General Liability Insurance:** covering all business premises and operations used by the contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per occurrence.

**Commercial Automobile Liability Insurance:** covering all vehicles used by the contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per occurrence.

**Professional Liability Insurance:** covering all errors, omissions or negligent acts in the performance of professional services under this agreement. Limits required per the following schedule:

<b>Contract Amount</b>	<b>Minimum Required Limits</b>
Under \$100,000	\$300,000 per Occurrence/Annual Aggregate
\$100,000-\$499,999	\$500,000 per Occurrence/Annual Aggregate
\$500,000-\$999,999	\$1,000,000 per Occurrence/Annual Aggregate
\$1,000,000 or over	Refer to Division

All insurance shall be considered to be primary and non-contributory to any other insurance carried by the Committee through self-insurance or otherwise.

In addition to providing the above coverages, the contractor shall require that all indemnities obtained from any subcontractors be extended to include the Committee as an additional named

indemnatee. The contractor shall further require that the Committee be named as an additional insured on all liability insurance policies maintained by all subcontractors under their contracts with the contractor, and that an appropriate waiver of subrogation in favor of the Committee be obtained with respect to all other insurance policies.

The contractor shall provide evidence of continuous coverage by submitting, without reminder, annual renewal certificates for the required insurance to the Committee.

### **3.07 Contract Funding**

Funds are available in an appropriation to pay for the Committee's monetary obligations under the contract through June 30, 2015. The availability of funds to pay for the Committee's monetary obligations under the contract after June 30, 2015 is contingent upon appropriation of funds for the particular fiscal year involved. In addition to any other right of the Committee under the contract to terminate the contract, if, in the judgment of the Committee, sufficient funds are not appropriated, the contract will be terminated by the Committee or amended. To terminate under this section, the project director shall provide written notice of the termination to the contractor and the contract will be terminated under paragraph 3.12 (Termination of Contract) of this RFP.

### **3.08 Contract Payment**

No payment will be made until the contract is approved by the Legislative Budget and Audit Committee or the committee's designee. If a payment is not made within 90 days after the Committee has received a billing approved by the project director, the Committee shall pay interest on the unpaid balance of the billing at the rate of 1.5 percent per month from, and including, the 91<sup>st</sup> day through the date payment is made. A payment is considered made on the date it is mailed or personally delivered to the contractor.

The Committee is not responsible for and will not pay local, state, or federal taxes. All costs associated with the contract must be stated in U.S. currency.

### **3.09 Informal Debriefing**

When the contract is completed, an informal debriefing may be performed at the discretion of the project director. If performed, the scope of the debriefing will be limited to the work performed by the contractor.

### **3.10 Contract Personnel**

Any change of the project team members or subcontractors named in the proposal must be approved, in advance and in writing, by the project director. Personnel changes that are not approved by the Committee may be grounds for the Committee to terminate the contract.

### **3.11 Inspection & Modification – Reimbursement for Unacceptable Deliverables**

The contractor is responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and approval by the project director. The Committee may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. The project director may instruct the contractor to make corrections or modifications, if needed, in order to accomplish the contract's intent. The contractor will not unreasonably withhold such changes.

In addition to any other right of the Committee under the contract to terminate the contract, the Committee may terminate the contract for substantial failure of the contractor to perform the contract. In this event, the Committee may require the contractor to reimburse monies paid (based on the identified portion of unacceptable work received) and may seek associated damages.

### **3.12 Termination of Contract**

Upon delivery of written notice to the contractor, the contract may be terminated by the project director with or without cause. To terminate, the project director shall provide notice by email or delivery of a hard copy to the contractor, whichever method is selected in the sole discretion of the project director. If the contract is so terminated and the termination is not based on a breach by the contractor, the Committee shall compensate the contractor for services provided under the terms of the contract up to the date the termination notice is delivered, provided the contractor provides the Committee with a statement in writing containing a description of the services provided prior to contract termination and a copy of all documents, reports, material, and other items required to be delivered to the project director by this RFP.

### **3.13 Breach of Contract**

In case of a breach of the contract, for whatever reason, by the contractor, the Committee may procure the services from other sources and hold the contractor responsible for damages resulting from the breach.

### **3.14 Indemnification**

The contractor shall indemnify, hold harmless, and defend the Legislature of the State of Alaska and the Committee, and their officers, agents, and employees (“contracting agency”) from and against any claim of, or liability for error, omission, or negligent act of the contractor under the contract resulting from this RFP, including, but not limited to, any costs, attorney fees, and other expenses relating to the contractor’s performance of its contract obligations. The contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the contractor and the independent negligence of the contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. “Contractor” and “contracting agency”, as used within this section, include the employees, agents, and other contractors who are directly responsible, respectively, to each. The term “independent negligence” is negligence other than in the contracting agency’s selection, administration, monitoring, or controlling of the contractor and in approving or accepting the contractor’s work.

### **3.15 Contract Amendments**

In addition to any other amendment the parties may be allowed to make under the contract, the terms of the contract entered into as a result of this RFP may be amended by mutual agreement of the parties.

### **3.16 Contract Changes – Unanticipated Amendments**

During the course of the contract, the Committee may request the contractor to perform additional work. That work will be within the general scope of the initial contract and may not amount to a material amendment of the contract. When additional work is requested and the contractor agrees to perform the additional work, the project director will provide the contractor

a written description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments.

The contractor may not commence the additional work until the project director has secured any required approvals necessary for the amendment and the Committee and the contractor have signed a written contract amendment, approved by the Legislative Budget and Audit Committee, or the committee's designee.

### **3.17 Nondisclosure and Confidentiality**

Contractor agrees that all confidential information shall be used only for purposes of providing the deliverables and performing the services specified herein and shall not disseminate or allow dissemination of confidential information except as provided for in this section. The contractor shall hold as confidential and will use reasonable care (including both facility physical security and electronic security) to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, the confidential information. "Reasonable care" means compliance by the contractor with all applicable federal and state law, including the Social Security Act and HIPAA. The contractor must promptly notify the Committee in writing if it becomes aware of any improper storage, disclosure, loss, unauthorized access to or use of the confidential information.

Confidential information, as used herein, means any data, files, software, information or materials (whether prepared by the state, the Committee, or their agents or advisors) in oral, electronic, tangible or intangible form and however stored, compiled or memorialized that is classified confidential as defined by the State of Alaska Information Security Policies adopted by the Department of Administration and provided by the Committee to the contractor or a contractor agent or otherwise made available to the contractor or a contractor agent in connection with the contract, or acquired, obtained, or learned by the contractor or a contractor agent in the performance of the contract. Examples of confidential information include, but are not limited to: personal information, technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data (infrastructure, architecture, operating systems, security tools, IP addresses, etc.).

Additionally, all data, documents, reports, material, and other items generated as a consequence of work done under the contract resulting from this RFP shall be held as confidential.

## **SECTION FOUR**

### **Background Information**

---

#### **4.01 Background Information**

Alaska's public education policy is laid out in the state Constitution, statutes, and regulations. Article 7, sec. 1 of the Constitution of the State of Alaska states: "The legislature shall by general law establish and maintain a system of public schools open to all children of the State, and may provide for other public educational institutions. Schools and institutions so established shall be free from sectarian control. No money shall be paid from public funds for the direct benefit of any religious or other private educational institution." This basic policy provides the basis for a

uniform system of public education that offers equal access to educational opportunities and that guarantees all public school students have access to programs and services appropriate to their educational needs regardless of location or economic conditions.

During the legislative session of 2014, the Legislature passed Chapter 15 SLA 2014, a bill making changes to the current education system in Alaska. The bill included a provision for the procurement of numerous studies for the legislature and general public to gain a better understanding of cost drivers, funding mechanisms and options, and alternatives for providing a better, stronger education system for the children of Alaska.

## **SECTION FIVE**

### **Scope of Work**

---

#### **5.01 Scope of Work**

The Committee is soliciting the services of a contractor with expertise in reviewing and evaluating school district funding mechanisms and operating costs to evaluate and advise the legislature whether the current Alaska state K-12 funding formula is working as intended to provide equitable allocation of funding to all Alaska public schools.

The contractor shall,

- 1) Evaluate the school size factor including, but not limited to, a review of the school operating cost data from 2010 to 2013 following the same criteria used in the “Alaska School Operating Cost Study” by the McDowell Group in 1998;
- 2) Evaluate the school district cost factor including, but not limited to, a review of the school district operating cost data from 2010 to 2013, following the same criteria used in the “Alaska School District Cost Study Update” by the Institute of Social and Economic Research in 2005;
- 3) Evaluate all other school public funding provisions under AS 14.11-AS 14.17; and
- 4) Identify alternative public school funding provision that may result in more efficient or effective public school funding and are consistent with federal regulations and Alaska legal precedent.

Adjustments applied to student count must be fully documented and explained. The contractor shall fully explain its methodology in collecting and analyzing school cost data and in comparing costs between geographic locations. The contractor shall consider educational costs that are unique to borough school districts, city school districts, and REAAs.

The Committee will hold a public hearing for the purpose of providing members of the public an opportunity to comment on the current Alaska state K-12 funding formula. The public hearing will be held in Juneau, Alaska, during the first two weeks of February 2015. The contractor will be required to listen to the hearings in order to gather information pertinent to the work under

this RFP. The contractor may make the independent decision to physically attend the public hearing.

### **5.02 Deliverables**

A comprehensive, but not all inclusive, deliverables list has been developed to track the estimated work required of this RFP (Attachment A). All deliverables shall be submitted in electronic format, unless otherwise stated. The assigned deliverable number must be clearly marked on each deliverable submitted.

### **5.03 Documents**

On or before the close of business (Alaska Time) on April 20, 2015, the contractor will provide the project director a copy of an initial draft preliminary report for review both in an electronic PDF format and hard copy. The project director will provide to the contractor feedback regarding the report by May 11, 2015.

On or before the close of business (Alaska Time) on June 15, 2015, the contractor will provide the Legislative Committee the final report both in an electronic PDF format and hard copy.

## **SECTION SIX**

### **Proposal Format and Content**

---

#### **6.01 Proposal Format and Content**

The Committee discourages overly lengthy and costly proposals. In order for the Committee to evaluate proposals fairly and completely, offerors must follow the format set out in this RFP and provide all information requested.

The proposal must be split into two parts: 1) a technical proposal and 2) a cost proposal.

#### **6.02 Technical Proposal Format**

All proposals shall include the following items in the order as shown below. Please be as concise and clear as possible. Each section should be titled with the corresponding section, with all relevant information included.

Each page should be numbered consecutively.

In order to facilitate review of all proposals on an equitable basis, proposals are expected to be a maximum of 50 pages (12 point font and 8.5" x 11" page size) for the body of the proposal. Proposals that exceed the expected page limit may be considered non-responsive. The page limit does not apply to supplemental materials presented as appendices, such as resumes.

#### **Cover Letter**

Provide a cover letter on the offeror's letterhead signed by a person with the authority, including, but not limited to, fiscal authority, in the organization to bind the offeror, certifying the accuracy of all information in the proposal, that the proposal will remain valid for at least 90 days from the deadline for receipt of proposals, that the offeror meets all minimum requirements of the RFP,

and that the offeror will comply with all provisions in this RFP. The cover letter should have the offeror's complete legal name, type of entity, address, telephone number, fax number, Alaska business license number or other forms of evidence of the license, and tax identification number, and should state whether, and how, the offeror qualifies as an Alaska Bidder. The cover letter must also include the name, mailing address, and telephone number of the person the Committee should contact regarding the proposal.

### **Understanding, Management Approach and Project Methodology**

Offerors must provide comprehensive narrative statements of how they understand and intend to perform and manage the delivery of services under a resultant contract. At a minimum, the proposal shall include:

- ***Understanding of the Project*** – Include narrative statements that illustrate the offeror's understanding of the purpose, scope, requirements, deliverables, and schedule of the project.
- ***Project Management*** – Identify the organization of the proposed team and each key individual assigned. Identify how much of the total project time (percentage) each key individual will contribute.
- ***Project Approach/Methodology*** – Include a complete description of the proposed approach and methodology for gathering data, performing the analysis, and preparing the final report.
- ***Project Schedule*** – Include a project schedule indicating the order and timeline in which the scope of work included in Section 5.01 (Scope of Work) will be completed.
- ***Risk Assessment*** – Include an assessment identifying risks that may impact the project and the level of threat (low, medium, high) they pose to the project's success. For each identified risk, describe how the risk will be mitigated to facilitate project success.

### **Experience and Qualifications**

At a minimum, offerors shall include the following information:

- ***Organizational Background*** – Offerors must explain why their firm and project team is particularly suited to meet the requirements of the RFP. Identify the firm's primary business, years of operation, number of employees, and years of providing services similar to those required under the RFP. For any proposed subcontractors, the offeror shall identify the subcontractor's primary business, years of operation, number of employees, and years of providing services similar to those required under the RFP.
- ***Organizational Chart*** – Offerors must provide an organizational chart specific to the personnel assigned to accomplish the work called for in this RFP; illustrate lines of authority; designate the individual responsible and accountable for the completion of each component and deliverable of the RFP.
- ***Relevant Experience*** – Offerors must describe previous engagements that the firm/project team members have performed that demonstrate the offeror's capability to perform the services required by the RFP. Contact information including name and telephone number must be listed for each engagement identified. Relevant experience

should include evaluation of school district funding mechanisms and operating costs. Experience working with systems with unique geographical and cultural diversity factors should be highlighted.

- **Individual/Key Personnel** – Offerors must provide a narrative description of the organization of the project team and a personnel roster that identifies each person who will actually work on the contract. Offerors must also provide, for each person listed on the project team or personnel roster, a current resume reflecting expertise and previous experience for similar work to be performed by the RFP. Offerors must identify the anticipated percentage of total project time that each key individual will contribute.
- **References** – Offerors must provide two written references for similar work performed.
- **Report Design** – Offerors must provide two examples that demonstrate skill and expertise in report design and development, and the ability to explain and display complex information in a variety of written and visual formats. The examples must have been completed by key personnel on the project team.

### **6.03 Cost Proposal**

The offeror must provide a cost proposal in a written narrative that includes the total cost of the contract. Offerors must also include the following in the written narrative: a breakdown of the total cost by travel and per diem expenses, administrative costs, and actual professional services costs.

### **6.04 Evaluation Criteria**

All proposals will be reviewed to determine if they are responsive. They will then be evaluated using the criteria set out in Section Seven.

## **SECTION SEVEN**

### **Evaluation Criteria**

---

It is the Committee's intent to conduct a comprehensive, fair, and impartial evaluation of all proposals. All proposals will be reviewed to determine if they are responsive. They will then be evaluated using the criteria set out below. The total number of points used to score the responses is 100. A sample evaluation form is also included which lists the questions that will be used by the Proposal Evaluation Committee to evaluate the proposals.

#### **7.01 Understanding, Management Approach and Project Methodology – 30 Percent**

- 1) How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?
- 2) To what degree has the offeror demonstrated an understanding of the deliverables the Committee expects it to provide?
- 3) Has the offeror demonstrated an understanding of the Committee's time schedule? Can the offeror meet the Committee's time schedule?
- 4) Are the offeror's responses succinct and complete?

- 5) How well does the management approach support all of the project requirements?
- 6) Does it appear that the offeror has allocated sufficient staff and resources to the project to meet the schedule set out in the RFP?
- 7) Will the offeror's proposed methodology allow the offeror to develop a usable, defensible report on the evaluation of the current Alaska state K-12 funding formula?
- 8) How well has the offeror addressed pertinent issues and potential problems related to the project? How well has the offeror offered solutions to mitigate project risks?
- 9) How well has the offeror clearly detailed their approach to the work to be performed?

#### **7.02 Offeror Experience and Qualifications – 40 Percent**

- 1) How well has the offeror demonstrated experience conducting reviews and evaluations of school district funding mechanisms and operating costs?
- 2) How well has the offeror demonstrated the ability to conduct an evaluation of the current Alaska state K-12 funding formula?
- 3) How well has the offeror demonstrated substantial professional experience developing and presenting accurate factual reports on school district funding mechanisms and operating costs?
- 4) How well has the offeror demonstrated the competency of the key individuals to evaluate school district funding mechanisms and operating costs?

#### **7.03 Contract Cost – 30 Percent**

Converting Cost to Points: The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the formula listed below. All offerors that qualify as an Alaska Bidder will receive a five (5) percent bidder's preference. This preference will be given before converting the cost to points. The Division's procurement specialist will be calculating this section of the evaluation criteria.

#### **Formula for Converting Cost to Points**

$$\frac{([\text{PRICE OF LOWEST COST PROPOSAL}] \times [\text{MAXIMUM POINT FOR COST}])}{(\text{COST OF EACH HIGHER PRICED PROPOSAL})}$$

**COMMITTEE MAY CHANGE THIS FORM**

**SECTION EIGHT**

**Sample Evaluation Form** \_\_\_\_\_

All proposals will be reviewed for responsiveness and then evaluated using the criteria set out below. The total number of points used to score this proposal is 100.

Person or Firm Name: \_\_\_\_\_

Name of Proposal Evaluation Committee Member: \_\_\_\_\_

Date of Review: \_\_\_\_\_

RFP Number: \_\_\_\_\_

**B. Understanding, Management Approach and Project Methodology – 30 Percent**  
(Maximum Point Value for this Section – 30 Points [100 Points x 30% = 30 Points])  
Scale Rating 1:30 where 1=lowest and 30=highest

- 1) How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 2) To what degree has the offeror demonstrated an understanding of the deliverables the Committee expects it to provide?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3) Has the offeror demonstrated an understanding of the Committee's time schedule?  
Can the offeror meet the Committee' time schedule?

---

---

---

---

- 4) Are the offeror's responses succinct and complete?

---

---

---

---

- 5) How well does the management approach support all of the project requirements?

---

---

---

---

- 6) Does it appear that the offeror has allocated sufficient staff and resources to the project to meet the schedule set out in the RFP?

---

---

---

---

- 7) Will the offeror's proposed methodology allow the offeror to develop a usable, defensible report on the evaluation of the current Alaska state K-12 funding formula?

---

---

---

---

- 8) How well has the offeror addressed pertinent issues and potential problems related to the project? How well has the offeror offered solutions to mitigate project risks?

---

---

---

---

- 9) How well has the offeror clearly detailed their approach to the work to be performed?

---

---

---

---

**Evaluator's Point Total for Section A**

---

**C. Offeror Experience and Qualifications – 40 Percent**

(Maximum Point Value for this Section – 40 Points [100 Points x 40% = 40 Points])

Scale Rating 1:40 where 1=lowest and 40=highest

- 1) How well has the offeror demonstrated experience conducting reviews and evaluations of school district funding mechanisms and operating costs?

---

---

---

---

- 2) How well has the offeror demonstrated the ability to conduct an evaluation of the current Alaska state K-12 funding formula?

---

---

---

---

- 3) How well has the offeror demonstrated substantial professional experience developing and presenting accurate factual reports on school district funding mechanisms and operating costs?

---

---

---

---

- 4) How well has the offeror demonstrated the competency of the key individuals to evaluate school district funding mechanisms and operating costs?

---

---

---

---

**Evaluator's Point Total for Section B** \_\_\_\_\_

**C. Contract Cost – 30 Percent**

(Maximum Point Value for this Section –30 Points [100 Points x 30% = 30 Points])

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the formula listed below. All offerors that qualify as an Alaska Bidder will receive a five (5) percent bidder's preference. This preference will be given before converting the cost to points. The Division's procurement specialist will be calculating this section of the evaluation form.

**Formula for Converting Cost to Points (The amount of each cost proposal is reached after applying any applicable bidder's preferences.)**

([PRICE OF LOWEST COST PROPOSAL] X [MAXIMUM POINT FOR COST]) DIVIDED BY (COST OF EACH HIGHER PRICED PROPOSAL)

- a. Price of Lowest Cost Proposal \_\_\_\_\_
  
- b. Maximum Points for Cost 30 Points
  
- c. Total of a times b \_\_\_\_\_
  
- d. Cost of Higher Price Proposal \_\_\_\_\_
  
- e. Divide c by d = \_\_\_\_\_ Points

**Evaluator's Point Total for Section C** \_\_\_\_\_

**EVALUATOR'S COMBINED TOTAL  
FOR SECTION AVERAGES A THROUGH C** \_\_\_\_\_

**Attachment A**

<b>Project Deliverables</b>			
<b>Number</b>	<b>Title</b>	<b>Description</b>	<b>Date Due</b>
1	Organizational Chart	The contractor shall submit to the project director the contractor's organizational chart. The chart shall show the entire project team, including titles, affiliation (company employee or consultant), which review objectives each team member will be working on, and team hierarchy.	Within 15 days of contract execution
2	Project Timeline	The contractor shall submit to the project director a comprehensive timeline that identifies the order and estimated completion date of the scope of work. If necessary, the contractor shall include mention of any deviation from the timeline submitted as part of the contractor's project proposal.	Within 15 days of contract execution
3	Monthly Status Report	The contractor shall submit to the project director a detailed monthly status report. The monthly status report shall include a brief narrative of the status of the project, status of items under review, issues or concerns, proposed solutions to concerns (if concerns are noted), and any changes to the contract staff assigned to the project. The monthly status report shall pertain to the prior calendar month. For example, the monthly status report submitted by March 5, 2015 shall pertain to work performed in February 2015.	By the 5th calendar day of each month
4	Methodology	The contractor shall submit to the project director the methodologies to be used to complete the scope of work. The contractor shall not begin work until the project director approves the proposed methodology.	Prior to commencing work
5	Interviews	The contractor shall submit to the project director a list of individuals interviewed while completing the scope of work. The list shall include the individual's name, title, affiliation(department, agency, company, etc.), and how the individual was identified as a subject for interview.	Within 10 days of submission of the preliminary draft report
6	Data	The contractor shall submit to the project director a complete list of all data sources used to complete the scope of work. The contractor shall also submit all raw data collected, identified by source.	Within 10 days of submission of the preliminary draft report
7	Sources	The contractor shall submit to the DLA project director a list of sources used in determining best practices. The contractor shall provide a complete list of sources, including any national experts contacted, used to identify best practices or potential changes to department practices. If the contractor compares the department's practices to that of another agency, the contractor shall submit a narrative detailing why the agency was chosen for comparison.	Within 10 days of submission of the preliminary draft report
8	Summary	The contractor shall submit to the DLA project director a brief summary of findings related to each review objective.	Within 10 days of submission of the preliminary draft report
10	Draft Preliminary Report to project director	The contractor shall submit a draft preliminary report that is a culmination of all review activities. The report is to be comprehensive, including all required findings and recommendations. The report shall also document all appropriate sources of criteria.	4/20/2015
13	Final Preliminary Report to Legislative Auditor	The contractor shall submit a final preliminary report to the project director.	6/15/2015
14	Workpapers	The contractor shall submit to the project director copies of all work papers used to make any recommended changes to the current funding formula.	6/15/2015

# REQUEST FOR PROPOSALS



**RETURN THIS PROPOSAL TO:**

**DIVISION OF LEGISLATIVE AUDIT**

**Issuing Office Mailing Address: P.O. Box 113300, Juneau, AK 99811-3300**

**Issuing Office Hand Delivery Address: 6<sup>th</sup> Floor State Office Building, 333 Willoughby Avenue, Juneau, Alaska 99801**

**RFP NO. 15-33-09**

**STATE OF ALASKA K-12 EDUCATION FUNDING STUDY**

**SEALED PROPOSALS SHALL BE RECEIVED AT THE ABOVE ADDRESS UNTIL  
2:30 P.M. ALASKA TIME ON JANUARY 12, 2015.**

Offerors Are Not Required To Return This Form.

Under AS 36.30.020, the Alaska Legislative Council adopted procurement procedures that were based on competitive principles consistent with AS 36.30 and adapted to the special needs of the Legislative Branch. Therefore, the Legislative Branch follows its own procurement procedures and is not subject to the procurement procedures of the Executive Branch. Copies of the Legislative Branch Procurement Procedures are available upon request.

**IMPORTANT NOTICE:** You must register with the procurement specialist listed in this document to receive subsequent amendments, whether you received this request for proposals from the State of Alaska's "Online Public Notice" web site or another source. Failure to contact the procurement specialist may result in the rejection of your proposal.

Ross Alexander, Procurement Specialist  
PH: 907-465-3830  
FAX: 907-465-2347  
TDD: 907-465-4980  
Email: ross.alexander@akleg.gov

**TABLE OF CONTENTS**

**INTRODUCTION AND INSTRUCTIONS .....4**

1.01 PURPOSE OF THE RFP .....4

1.02 RETURN MAILING ADDRESS AND DEADLINE FOR RECEIPT OF PROPOSALS .....4

1.03 PHOTOCOPIES .....5

1.04 CONTRACT TERM AND WORK SCHEDULE .....5

1.05 BUDGET.....5

1.06 LOCATION OF WORK .....5

1.07 HUMAN TRAFFICKING .....5

1.08 AMERICANS WITH DISABILITIES ACT .....6

1.09 REQUIRED REVIEW.....6

1.10 QUESTIONS RECEIVED PRIOR TO DEADLINE FOR RECEIPT OF PROPOSALS .....6

1.11 AMENDMENTS .....6

1.12 NUMBER OF PROPOSALS; ALTERNATE PROPOSALS .....6

1.13 RIGHT OF REJECTION.....7

1.14 STATE NOT RESPONSIBLE FOR PREPARATION COSTS .....7

1.15 DISCLOSURE OF PROPOSAL CONTENTS.....7

1.16 SUBCONTRACTORS .....8

1.17 JOINT VENTURES .....8

1.18 OFFEROR’S CERTIFICATION.....8

1.19 CONFLICT OF INTEREST .....9

1.20 PROJECT DIRECTOR .....9

1.21 ASSIGNMENT/TRANSFER .....9

1.22 BINDING ON SUCCESSORS .....9

1.23 DISPUTES.....9

1.24 VENUE AND APPLICABLE LAW .....10

1.25 SEVERABILITY .....10

1.26 PROCUREMENT PROCEDURES .....10

1.27 RECORDS; AUDIT .....10

1.28 OWNERSHIP AND REUSE OF DOCUMENTS .....10

1.29 MATERIALS AND PROCESSES COVERED BY PATENTS, TRADEMARKS, OR COPYRIGHTS .....10

1.30 COVERAGE UNDER THE ETHICS LAW .....10

**STANDARD PROPOSAL INFORMATION.....11**

2.01 AUTHORIZED SIGNATURE.....11

2.02 U.S. FUNDS .....11

2.03 TAXES .....11

2.04 AMENDMENTS TO PROPOSALS.....11

2.05 SUPPLEMENTAL TERMS AND CONDITIONS.....11

2.06 CLARIFICATION OF OFFERS .....11

2.07 DISCUSSIONS WITH OFFERORS .....12

2.08 PRIOR EXPERIENCE .....12

2.09 EVALUATION OF PROPOSALS.....12

2.10 VENDOR TAX ID .....12

2.11 ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES.....12

2.12 ALASKA BIDDER PREFERENCE .....13

2.13 FORMULA USED TO CONVERT COST TO POINTS .....13

2.14 CONTRACT NEGOTIATION .....14

2.15 FAILURE TO NEGOTIATE.....15

2.16 NOTICE OF INTENT TO AWARD – OFFEROR NOTIFICATION OF SELECTION .....15

2.17 PROTEST.....15

**STANDARD CONTRACT INFORMATION.....15**

3.01 FORMAT OF CONTRACT .....15

3.02 CONTRACT APPROVAL .....15

3.03	PROPOSAL AS A PART OF THE CONTRACT.....	15
3.04	ADDITIONAL TERMS AND CONDITIONS .....	15
3.05	APPLICABLE LAW.....	15
3.06	INSURANCE REQUIREMENTS.....	16
3.07	CONTRACT FUNDING.....	17
3.08	CONTRACT PAYMENT.....	17
3.09	INFORMAL DEBRIEFING.....	17
3.10	CONTRACT PERSONNEL.....	17
3.11	INSPECTION & MODIFICATION – REIMBURSEMENT FOR UNACCEPTABLE DELIVERABLES.....	17
3.12	TERMINATION OF CONTRACT .....	18
3.13	BREACH OF CONTRACT .....	18
3.14	INDEMNIFICATION .....	18
3.15	CONTRACT AMENDMENTS .....	18
3.16	CONTRACT CHANGES – UNANTICIPATED AMENDMENTS .....	18
3.17	NONDISCLOSURE AND CONFIDENTIALITY .....	19
	<b>BACKGROUND INFORMATION .....</b>	<b>19</b>
4.01	BACKGROUND INFORMATION.....	19
	<b>SCOPE OF WORK .....</b>	<b>20</b>
5.01	SCOPE OF WORK .....	20
5.02	DELIVERABLES.....	21
5.03	DOCUMENTS.....	21
	<b>PROPOSAL FORMAT AND CONTENT.....</b>	<b>22</b>
6.01	PROPOSAL FORMAT AND CONTENT .....	22
6.02	TECHNICAL PROPOSAL FORMAT .....	22
6.03	COST PROPOSAL.....	23
6.04	EVALUATION CRITERIA.....	24
	<b>EVALUATION CRITERIA .....</b>	<b>24</b>
7.01	UNDERSTANDING, MANAGEMENT APPROACH AND PROJECT METHODOLOGY – 30 PERCENT.....	24
7.02	OFFEROR EXPERIENCE AND QUALIFICATIONS – 40 PERCENT .....	25
7.03	CONTRACT COST – 30 PERCENT.....	25
	<b>SAMPLE EVALUATION FORM .....</b>	<b>26</b>

## SECTION ONE

### Introduction and Instructions

---

#### 1.01 Purpose of the RFP

The Alaska Legislative Budget and Audit Committee, hereinafter referred to as the “Committee”, is soliciting proposals for a contractor to, as set out in HB 278, sec. 54 (Chapter 15 SLA 2014), identify if there may be a more effective alternative to fund K-12 education in the State of Alaska than under the current formula statutes AS 14.11- AS 14.17.

#### 1.02 Return Mailing Address and Deadline for Receipt of Proposals

Offerors must submit their proposal to the procurement specialist in a sealed package. The cost proposal included with the package must be sealed separately from the rest of the proposal and must be clearly identified. The sealed proposal package(s) must be addressed as follows:

Division of Legislative Audit  
Attention: Ross Alexander  
Request for Proposal (RFP) Number 15-33-09  
State of Alaska K-12 Education Funding Study  
P.O. Box 113300  
Juneau, AK, 99811-3300

#### Hand delivery address:

6<sup>th</sup> Floor State Office Building  
333 Willoughby Avenue  
Juneau, AK, 99801

Proposals must be received no later than 2:30 P.M Alaska Time on January 12, 2015. Faxed or emailed proposals are acceptable. Oral proposals are not acceptable.

If submitting a faxed proposal, it is the offeror’s responsibility to contact the issuing agency at (907) 465-3830 to make arrangements prior to faxing the proposal and to confirm that the proposal has been received.

If submitting a proposal via email, the technical proposal and cost proposal must be saved as separate PDF documents and emailed to [legaudit@akleg.gov](mailto:legaudit@akleg.gov) as separate, clearly labeled attachments, such as “Vendor A – Technical Proposal.pdf” and “Vendor A – Cost Proposal.pdf” (Vendor A is the name of the offeror). The email must contain the RFP number in the subject line.

The maximum size of a single email (including all text and attachments) that can be received by the issuing office is 20mb (megabytes). If the email containing the proposal exceeds this size, the proposal must be sent in multiple emails that are each less than 20 megabytes and each email must comply with the requirements described above. It is the offeror’s responsibility to contact the issuing agency at (907) 465-3830 to confirm that the proposal has been received. The issuing office is not responsible for unreadable, corrupt, or missing attachments.

It is the responsibility of the offeror to ensure that its proposal and any pertinent amendments are received by the issuing office prior to the scheduled deadline for receipt of proposals. An

offeror's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

### **1.03 Photocopies**

Photocopied proposals are allowed.

### **1.04 Contract Term and Work Schedule**

The contract term and work schedule set out in this section represents the Committee's best estimate of the schedule that will be followed. If a component of this schedule, such as the deadline for receipt of proposals, is delayed, the rest of the schedule may be shifted by the same number of days, at the discretion of the Committee.

The length of the contract will be from the date the contract is signed by the Committee Chair until project completion, approximately April 30, 2016.

The approximate contract schedule is as follows:

12/19/14	Issue RFP
1/12/15	Deadline for Receipt of Proposals
1/19/15	Notice of Intent to Award a Contract issued
1/30/15	Contract signed by Committee
1/30/15	Contract start date
4/20/15	Contractor submits initial draft preliminary report to the Committee
6/15/15	Contractor submits final preliminary report
4/30/16	Contract end date

### **1.05 Budget**

The Committee has set a maximum budget of \$225,000 for completion of this project. Proposals priced at more than \$225,000 will be considered non-responsive.

### **1.06 Location of Work**

The Committee will not provide workspace for the contractor. The contractor must provide its own workspace.

The contractor should include in its price proposal: transportation and per diem (lodging, meals, and incidentals) costs sufficient to pay for all trips required to complete the scope of work.

### **1.07 Human Trafficking**

By signature on their proposal, the offeror certifies that the offeror is not headquartered in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report.

In addition, if the offeror conducts business in but is not headquartered in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report, a certified copy of the offeror's policy against human trafficking must be submitted to the Division prior to contract award.

The most recent United States Department of State's Trafficking in Persons Report can be found at the following web site: <http://www.state.gov/j/tip>.

If an offeror fails to comply with this paragraph, the Committee may reject, without liability, the offeror's proposal as non-responsive, cancel the intent to award to the offeror, or cancel the resulting contract to the offeror.

### **1.08 Americans with Disabilities Act**

The Alaska State Legislature complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to submit a proposal should contact the procurement specialist no later than ten days prior to the deadline for receipt of proposals to make any necessary arrangements. If a request for special arrangements is received less than ten days prior to the deadline for receipt of proposals, the Committee will attempt to accommodate the request.

### **1.09 Required Review**

Offerors should carefully review this solicitation, without delay, for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the procurement specialist prior to the deadline for receipt of proposals. This will help prevent the opening of a defective solicitation and exposure of an offeror's proposal upon which award could not be made. Protests by an offeror based on any omission or error, or on the content of the solicitation, may be disallowed if the offeror has not brought these faults to the attention of the procurement specialist, in writing, prior to the deadline for receipt of proposals.

Offerors or their agents may not contact any member of the evaluation committee or their staff or any member of the legislature or their staff regarding this RFP. All questions concerning this RFP must be directed to the procurement specialist listed on the first page of this RFP.

### **1.10 Questions Received Prior to Deadline for Receipt of Proposals**

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the RFP. These questions may be answered over the telephone. The second type is a question that would require the procurement specialist to clarify or interpret part of the RFP or its intent. Response to the second type of question will not be given except in writing via amendment to the RFP. Offerors must put these questions in writing. These questions must be received by the procurement specialist prior to the deadline for receipt of proposals.

### **1.11 Amendments**

If an amendment to this RFP is issued, it will be posted to the State of Alaska's Online Public Notice website and will be provided to all who have registered with the procurement specialist after receiving the RFP from the State of Alaska's Online Public Notice web site, or some other source.

### **1.12 Number of Proposals; Alternate Proposals**

Offerors may only submit one proposal for evaluation. Proposals that offer something different than what is asked for will be rejected.

### **1.13 Right of Rejection**

Offerors must comply with all of the terms of this RFP, Alaska Legislative Procurement Procedures, and all applicable local, state, and federal laws, codes, and regulations. The procurement specialist may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of this RFP.

Offerors may not qualify the proposal or restrict the rights of the Committee. If an offeror does so, the procurement specialist may determine the proposal to be a non-responsive counter-offer and the proposal may be rejected.

A proposal may be rejected if the proposal contains a material alteration or erasure that is not initialed by the signer of the proposal.

The procurement specialist may waive minor informalities that:

- a) do not affect responsiveness;
- b) are merely a matter of form or format;
- c) do not change the relative standing or otherwise prejudice other offers;
- d) do not change the meaning or scope of the RFP;
- e) are trivial, negligible, or immaterial in nature;
- f) do not reflect a material change in the work, services, or products requested; or
- g) do not constitute a substantial reservation against a requirement or provision.

Furthermore, a proposal may be rejected in whole or in part when in the best interest of the Committee, as provided in sec. 130 of the Procurement Procedures of the Alaska State Legislature.

### **1.14 State Not Responsible for Preparation Costs**

This RFP does not obligate the Committee to award a contract or to pay any costs incurred in the preparation of a proposal if the Committee does not award a contract. This RFP may be canceled as provided in sec. 120 of the Procurement Procedures of the Alaska State Legislature. Among the reasons that justify cancellation is that all of the responsive proposals exceed the funds available for the contract.

### **1.15 Disclosure of Proposal Contents**

All proposals and other material submitted become the property of the Committee and may be returned only at the Committee's option. AS 40.25.110 requires public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter, proposals will become public information. Contracts for services provided to the Committee in the preparation of an audit report or a performance review are subject to sec. 200(b) of the Procurement Procedures of the Alaska State Legislature.

Trade secrets and other proprietary data contained in proposals may be held confidential if the offeror requests, in writing, that the procurement specialist do so, and if the procurement specialist agrees, in writing, to do so. The offeror's request must be included with the proposal, must clearly identify the information they wish to be held confidential, and include a statement that sets out the reasons for confidentiality. Unless the procurement specialist agrees in writing to hold the requested information confidential, that information will also become public after the Notice of Intent to Award is issued.

### **1.16 Subcontractors**

Subcontractors may be used to perform work under the contract. If an offeror intends to use subcontractors, the offeror must identify in the proposal the names of the subcontractors and the portions of the work the subcontractors will perform.

If a proposal with subcontractors is selected, the offeror must provide the following information concerning each prospective subcontractor within five working days from the date of the Committee's request:

- a) complete name of the subcontractor;
- b) complete address of the subcontractor;
- c) type of work the subcontractor will be performing;
- d) percentage of work the subcontractor will be providing;
- e) evidence that the subcontractor holds a valid Alaska business license; and
- f) a written statement, signed by each proposed subcontractor that clearly verifies that the subcontractor has agreed to render the services required by the contract.

An offeror's failure to provide this information, within the time set, may cause the Committee to consider their proposal non-responsive and reject it. The substitution of one subcontractor for another may be made only at the discretion and with the prior written approval of the project director.

All subcontractors that perform work under the contract resulting from this RFP are subject to the requirements of paragraph 3.06 (Insurance Requirements) of this RFP.

### **1.17 Joint Ventures**

Joint ventures are acceptable. If submitting a proposal as a joint venture, the offeror must submit a copy of the joint venture agreement which identifies the principals involved and their rights and responsibilities regarding performance and payment.

### **1.18 Offeror's Certification**

By signature on the proposal, offerors certify that:

- a) the offeror will comply with the laws of the State of Alaska;
- b) the offeror will comply with the applicable portion of the Federal Civil Rights Act of 1964;

- c) the offeror will comply with the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
- d) the offeror will comply with the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
- e) the offeror will comply with all terms and conditions set out in this RFP;
- f) the proposal submitted was independently arrived at, without collusion;
- g) the offer shall be good and firm for a period of at least 90 days from the date of deadline for receipt of proposals to the RFP; and
- h) programs, services, and activities provided to the general public under the resulting contract conform to the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government.

If any offeror fails to comply with (a) through (h) of this paragraph, the Committee reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default under the contract.

### **1.19 Conflict of Interest**

Each proposal shall include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years) and, if so, the nature of that conflict. The Committee reserves the right to consider a proposal non-responsive and reject it or cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the offeror. The Committee's determination regarding any questions of conflict of interest shall be final.

### **1.20 Project Director**

The administration of the contract issued as a result of this RFP is the responsibility of the individual assigned by the Committee to be the project director. The project director shall be named in the contract issued as a result of this RFP.

### **1.21 Assignment/Transfer**

Assignment or transfer of the contract entered into as a result of this RFP is subject to sec. 160 of the Procurement Procedures of the Alaska State Legislature.

### **1.22 Binding on Successors**

Subject to paragraphs 1.21 (Assignment/Transfer) and 1.25 (Severability) of this RFP, the contract issued as a result of this RFP and all the covenants, provisions and conditions contained in the contract shall insure to the benefit of and be binding upon the successors and assigns of the contractor and the Committee.

### **1.23 Disputes**

A contract resulting from this RFP is governed by the laws of the State of Alaska. If the contractor has a claim arising in connection with the contract that it cannot resolve with the

Committee by mutual agreement, sec. 350 of the Procurement Procedures of the Alaska State Legislature governs contract controversies.

#### **1.24 Venue and Applicable Law**

In the event that the parties to the resulting contract find it necessary to litigate the terms of the contract, venue shall be State of Alaska, First Judicial District at Juneau, and the contract shall be interpreted according to the laws of Alaska.

#### **1.25 Severability**

If any provision of the contract or agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

#### **1.26 Procurement Procedures**

This RFP is subject to the Procurement Procedures of the Alaska State Legislature.

#### **1.27 Records; Audit**

These requirements are in addition to any other records required by this RFP. Unless the resulting contract will be solely for products, the contractor shall accurately maintain detailed time records that state the date of the work, break down the time in quarters of an hour, describe in detail the work done during the quarter of an hour, and identify what individual did the work. For all types of contracts, the contractor shall also keep any other records that are required by the contract issued as a result of this RFP or the project director. The records required by this paragraph are subject to inspection by the Committee or the project director at all reasonable times.

#### **1.28 Ownership and Reuse of Documents**

All data, documents, reports, material, and other items generated as a consequence of work done under the contract resulting from this RFP are the property of the Committee. To the extent the offeror has any interest in the copyright for these items under the copyright laws of the United States, the offeror transfers any and all interest the offeror has in the copyright for these items to the Committee, and the Committee will be the owner of the copyright for these items. Upon completion of the work or termination of the contract resulting from this RFP, all items shall be delivered to the project director, and the offeror shall certify that it has not maintained any copies of items. Offeror acknowledges that all the items are the property of the Committee.

#### **1.29 Materials and Processes Covered by Patents, Trademarks, or Copyrights**

If the offeror employs any design, device, material, or process covered by a patent, trademark, or copyright, the offeror shall provide for the use by suitable legal agreement with the owner. The offeror and the surety shall indemnify, hold harmless, and defend the Legislature of the State of Alaska, the Committee and their officers, agents, and employees, and any affected third party from any and all claims for infringement by reason of the use of patented design, device, material or process, or any trademark or copyright, and for any costs, expenses, and damages due to infringement at any time during the work or after the completion of the work.

#### **1.30 Coverage Under the Ethics Law**

The offeror may be subject to the provisions of AS 24.60 (Legislative Ethics) as a legislative employee unless excluded from the definition of “legislative employee” under AS

24.60.990(a)(11). Select Committee on Legislative Ethics Advisory Opinion 99-01 concludes that “any contractors who are paid through the state payroll system, contractors (or those designated within a contracting firm or company) with the Ethics Committee and those services or professional services contractors with legislative contracts over \$5,000, who will incur more than incidental use of state resources or who either contract for legislative policy related services or who are designated to represent the Legislature in a policy-related capacity, fall within the legislative employee definition and are therefore subject to the legislative ethics code.”

## **SECTION TWO**

### **Standard Proposal Information**

---

#### **2.01 Authorized Signature**

All proposals must be signed by an individual authorized to bind the offeror to the provisions of the RFP. Proposals must remain open and valid for at least 90-days from the date set as the deadline for receipt of proposals.

#### **2.02 U.S. Funds**

Prices quoted shall be in U.S. funds.

#### **2.03 Taxes**

All proposals shall be submitted exclusive of federal, state, and local taxes.

#### **2.04 Amendments to Proposals**

Amendments to or withdrawals of proposals will only be allowed if requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the Committee’s request.

#### **2.05 Supplemental Terms and Conditions**

Proposals must comply with Section 1.13 Right of Rejection. However, if the Committee fails to identify or detect in a proposal a term or condition that conflicts with those contained in this RFP or that diminishes the Committee’s rights under any contract resulting from the RFP, the term(s) or condition(s) will be considered null and void. After award of contract:

- a) if conflict arises between a term or condition included in the proposal and a term or condition of the RFP, the term or condition of the RFP will prevail;
- b) if there is a conflict between the RFP and the contract document, the contract document will govern; and
- c) if the Committee’s rights would be diminished as a result of application of a term or condition included in the proposal, the term or condition will be considered null and void.

#### **2.06 Clarification of Offers**

In order to determine if a proposal is reasonably susceptible for award, communications by the procurement specialist or the proposal evaluation committee (PEC) are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal.

Clarifications may not result in a material or substantive change to the RFP or the proposal. The evaluation by the procurement specialist or the PEC may be adjusted as a result of clarification under this section.

### **2.07 Discussions with Offerors**

The Committee may conduct discussions with offerors for the purpose of clarification. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and proposal. Discussions will be limited to specific sections of the RFP or proposal identified by the procurement specialist. Discussions will only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by the procurement specialist. Discussions, if held, will be after initial evaluation of proposals by the procurement specialist or the PEC. If modifications are made as a result of these discussions they will be put in writing. Following discussions, the procurement specialist may set a time for best and final proposal submissions from those offerors with whom discussion were held. Proposals may be reevaluated after receipt of best and final proposal submissions.

### **2.08 Prior Experience**

In order for offers to be considered responsive, offerors must demonstrate expertise in observing, evaluating, and making recommendations about state education funding mechanisms. Qualified offerors must have an understanding of Alaska's unique circumstances and demographics, as well as of education funding mechanisms in other jurisdictions.

An offeror's failure to meet these minimum prior experience requirements may cause the proposal to be considered non-responsive, resulting in rejection of the proposal.

### **2.09 Evaluation of Proposals**

The procurement specialist, or an evaluation committee made up of at least three state employees or public officials, will evaluate proposals. The evaluation will be based solely on the evaluation factors set out in Section Seven (Evaluation Criteria) of this RFP.

After receipt of proposals, if there is a need for any substantial clarification or material change in the RFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

### **2.10 Vendor Tax ID**

A valid Vendor Tax ID must be submitted to the Committee with the proposal or within five days of the Committee's request.

### **2.11 Alaska Business License and Other Required Licenses**

Prior to the award of a contract, an offeror must hold a valid Alaska business license. However, in order to receive the Alaska Bidder Preference and other related preferences an offeror must hold a valid Alaska business license prior to the deadline for receipt of proposals. Offerors should contact the Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, P.O. Box 110806, Juneau, Alaska 99811-0806, for information on these licenses. Acceptable evidence that the offeror possesses a valid Alaska business license may consist of any one of the following:

- a) copy of an Alaska business license;

- b) certification on the proposal that the offeror has a valid Alaska business license and has included the license number in the proposal;
- c) a canceled check for the Alaska business license fee;
- d) a copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or
- e) a sworn and notarized affidavit that the offeror has applied and paid for the Alaska business license.

Prior to the deadline for receipt of proposals, all offerors must hold any other necessary applicable professional licenses required by Alaska Statute.

### **2.12 Alaska Bidder Preference**

If an offeror qualifies for the Alaska Bidder Preference, the offeror will receive a preference of five percent. The preference will be given to an offeror who:

- 1) holds a current Alaska business license prior to the deadline for receipt of proposals;
- 2) submits a proposal for the contract under the name appearing on the offeror's current Alaska business license;
- 3) has maintained a place a business within the state staffed by the offeror, or an employee of the offeror, for a period of six months immediately preceding the date of the proposal;
- 4) is incorporated or qualified to do business under the laws of the state, is a sole proprietorship and the proprietor is a resident of the state, is a limited liability company (LLC) organized under AS 10.50 and all members are residents of the state, or is a partnership under AS 32.06 or AS 32.11 and all partners are residents of the state; and
- 5) if a joint venture, is composed entirely of ventures that qualify under (1) – (4) of this subsection.

In order to receive the Alaska Bidder Preference, the proposal must include a statement certifying that the offeror is eligible to receive the Alaska Bidder Preference.

If the offeror is a LLC or partnership as identified in (4) of this subsection, the affidavit must also identify each member or partner and include a statement certifying that all members or partners are residents of the state.

If the offeror is a joint venture which includes a LLC or partnership as identified in (4) of this subsection, the affidavit must also identify each member or partner of each LLC or partnership that is included in the joint venture and include a statement certifying that all of those members or partners are residents of the state.

### **2.13 Formula Used to Convert Cost to Points**

The distribution of points based on cost will be determined by the Committee. The lowest cost proposal will receive the maximum number of points allocated to cost. The points allocated to cost on the other proposals will be determined through the method set out below. In the generic

example below, cost is weighted as 40% of the overall total score. See Section Seven (Evaluation Criteria) to determine the value, or weight of cost for this RFP.

**EXAMPLE**

**Formula Used to Convert Cost to Points**

**[STEP 1]**

List all proposal prices, adjusted where appropriate by the application of all applicable preferences.

Offeror #1	-	Non-Alaskan Offeror	\$40,000
Offeror #2	-	Alaskan Offeror	\$42,750
Offeror #3	-	Alaskan Offeror	\$47,500

**[STEP 2]**

Convert cost to points using this formula.

$$\frac{[(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})]}{(\text{Cost of Each Higher Priced Proposal})} = \text{POINTS}$$

The RFP allotted 40% (40 points) of the total of 100 points for cost.

**Offeror #1 receives 40 points.**

The reason they receive that amount is because the lowest cost proposal, in this case \$40,000, receives the maximum number of points allocated to cost, 40 points.

**Offeror #2 receives 37.4 points.**

$$\begin{array}{r} \$40,000 \\ \text{Lowest} \\ \text{Cost} \end{array} \times \begin{array}{r} 40 \\ \text{Max} \\ \text{Points} \end{array} = 1,600,000 \div \begin{array}{r} \$42,750 \\ \text{Offeror \#2} \\ \text{Adjusted By} \\ \text{The Application Of} \\ \text{All Applicable} \\ \text{Preferences} \end{array} = \begin{array}{r} 37.4 \\ \text{Points} \end{array}$$

**Offeror #3 receives 33.7 points.**

$$\begin{array}{r} \$40,000 \\ \text{Lowest} \\ \text{Cost} \end{array} \times \begin{array}{r} 40 \\ \text{Max} \\ \text{Points} \end{array} = 1,600,000 \div \begin{array}{r} \$47,500 \\ \text{Offeror \#3} \\ \text{Adjusted By} \\ \text{The Application Of} \\ \text{All Applicable} \\ \text{Preferences} \end{array} = \begin{array}{r} 33.7 \\ \text{Points} \end{array}$$

**2.14 Contract Negotiation**

After final evaluation, the procurement specialist may negotiate with the offeror of the highest-ranked proposal. The option of whether or not to initiate contract negotiations rests solely with the Committee. Negotiations, if held, shall be within the scope of the request for proposals and limited to those items which would not have an effect on the ranking of proposals.

## **2.15 Failure to Negotiate**

If the selected offeror

- fails to provide the information required to begin negotiations in a timely manner; or
- fails to negotiate in good faith; or
- indicates they cannot perform a contract within the budgeted funds available for the project; or
- if the offeror and the Committee, after a good faith effort, simply cannot come to terms,

the Committee may terminate negotiations with the offeror initially selected and commence negotiations with the next highest ranked offeror.

## **2.16 Notice of Intent to Award – Offeror Notification of Selection**

Upon selection of an apparent successful offeror, the procurement specialist will issue a written Notice of Intent to Award and send copies to all offerors. The Notice of Intent will set out the names of all offerors and identify the proposal selected for award.

## **2.17 Protest**

If an offeror wishes to protest a solicitation, the award of a contract, or the proposed award of a contract, the protest must be filed as required by sec. 230 and 240 of the Procurement Procedures of the Alaska State Legislature.

# **SECTION THREE**

## **Standard Contract Information**

---

### **3.01 Format of Contract**

The contract entered into as a result of this RFP will be in the contract format desired by the Committee.

### **3.02 Contract Approval**

The contract to be entered into as a result of this RFP is subject to approval by the Legislative Budget and Audit Committee, or the committee's designee. The Committee will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the signing of the contract.

### **3.03 Proposal as a Part of the Contract**

Part or all of this RFP and the successful proposal may be incorporated into the contract.

### **3.04 Additional Terms and Conditions**

The Committee reserves the right to include additional terms and conditions in the contract.

### **3.05 Applicable Law**

The contractor must comply with all applicable federal and state labor, wage/hour, safety, and any other laws which have a bearing on the contract, and must have all licenses and permits required by the Committee, and any municipality that is applicable, for performance of the contract that is covered by this RFP.

### 3.06 Insurance Requirements

Without limiting indemnification responsibilities under section 3.14 (Indemnification) and section 1.29 (Materials and Processes Covered by Patents, Trademarks, or Copyrights), the contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the contractor's policy contains higher limits, the Committee shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the procurement specialist prior to beginning work and must provide for notice of cancellation, nonrenewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of the contract resulting from this RFP and shall be grounds for termination of the contractor's services. All insurance policies shall comply with, and be issued by insurers licensed to transact the business of insurance under AS 21.

**Workers Compensation Insurance:** The contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and as required by any other applicable statute. The policy must waive subrogation against the state.

**Commercial General Liability Insurance:** covering all business premises and operations used by the contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per occurrence.

**Commercial Automobile Liability Insurance:** covering all vehicles used by the contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per occurrence.

**Professional Liability Insurance:** covering all errors, omissions or negligent acts in the performance of professional services under this agreement. Limits required per the following schedule:

<b>Contract Amount</b>	<b>Minimum Required Limits</b>
Under \$100,000	\$300,000 per Occurrence/Annual Aggregate
\$100,000-\$499,999	\$500,000 per Occurrence/Annual Aggregate
\$500,000-\$999,999	\$1,000,000 per Occurrence/Annual Aggregate
\$1,000,000 or over	Refer to Division

All insurance shall be considered to be primary and non-contributory to any other insurance carried by the Committee through self-insurance or otherwise.

In addition to providing the above coverages, the contractor shall require that all indemnities obtained from any subcontractors be extended to include the Committee as an additional named indemnitee. The contractor shall further require that the Committee be named as an additional insured on all liability insurance policies maintained by all subcontractors under their contracts with the contractor, and that an appropriate waiver of subrogation in favor of the Committee be obtained with respect to all other insurance policies.

The contractor shall provide evidence of continuous coverage by submitting, without reminder, annual renewal certificates for the required insurance to the Committee.

### **3.07 Contract Funding**

Funds are available in an appropriation to pay for the Committee's monetary obligations under the contract through June 30, 2015. The availability of funds to pay for the Committee's monetary obligations under the contract after June 30, 2015 is contingent upon appropriation of funds for the particular fiscal year involved. In addition to any other right of the Committee under the contract to terminate the contract, if, in the judgment of the Committee, sufficient funds are not appropriated, the contract will be terminated by the Committee or amended. To terminate under this section, the project director shall provide written notice of the termination to the contractor and the contract will be terminated under paragraph 3.12 (Termination of Contract) of this RFP.

### **3.08 Contract Payment**

No payment will be made until the contract is approved by the Legislative Budget and Audit Committee or the committee's designee. If a payment is not made within 90 days after the Committee has received a billing approved by the project director, the Committee shall pay interest on the unpaid balance of the billing at the rate of 1.5 percent per month from, and including, the 91<sup>st</sup> day through the date payment is made. A payment is considered made on the date it is mailed or personally delivered to the contractor.

The Committee is not responsible for and will not pay local, state, or federal taxes. All costs associated with the contract must be stated in U.S. currency.

### **3.09 Informal Debriefing**

When the contract is completed, an informal debriefing may be performed at the discretion of the project director. If performed, the scope of the debriefing will be limited to the work performed by the contractor.

### **3.10 Contract Personnel**

Any change of the project team members or subcontractors named in the proposal must be approved, in advance and in writing, by the project director. Personnel changes that are not approved by the Committee may be grounds for the Committee to terminate the contract.

### **3.11 Inspection & Modification – Reimbursement for Unacceptable Deliverables**

The contractor is responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and approval by the project director. The Committee may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. The project director may instruct the contractor to make corrections or modifications, if needed, in order to accomplish the contract's intent. The contractor will not unreasonably withhold such changes.

In addition to any other right of the Committee under the contract to terminate the contract, the Committee may terminate the contract for substantial failure of the contractor to perform the contract. In this event, the Committee may require the contractor to reimburse monies paid (based on the identified portion of unacceptable work received) and may seek associated damages.

### **3.12 Termination of Contract**

Upon delivery of written notice to the contractor, the contract may be terminated by the project director with or without cause. To terminate, the project director shall provide notice by email or delivery of a hard copy to the contractor, whichever method is selected in the sole discretion of the project director. If the contract is so terminated and the termination is not based on a breach by the contractor, the Committee shall compensate the contractor for services provided under the terms of the contract up to the date the termination notice is delivered, provided the contractor provides the Committee with a statement in writing containing a description of the services provided prior to contract termination and a copy of all documents, reports, material, and other items required to be delivered to the project director by this RFP.

### **3.13 Breach of Contract**

In case of a breach of the contract, for whatever reason, by the contractor, the Committee may procure the services from other sources and hold the contractor responsible for damages resulting from the breach.

### **3.14 Indemnification**

The contractor shall indemnify, hold harmless, and defend the Legislature of the State of Alaska and the Committee, and their officers, agents, and employees (“contracting agency”) from and against any claim of, or liability for error, omission, or negligent act of the contractor under the contract resulting from this RFP, including, but not limited to, any costs, attorney fees, and other expenses relating to the contractor’s performance of its contract obligations. The contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the contractor and the independent negligence of the contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. “Contractor” and “contracting agency”, as used within this section, include the employees, agents, and other contractors who are directly responsible, respectively, to each. The term “independent negligence” is negligence other than in the contracting agency’s selection, administration, monitoring, or controlling of the contractor and in approving or accepting the contractor’s work.

### **3.15 Contract Amendments**

In addition to any other amendment the parties may be allowed to make under the contract, the terms of the contract entered into as a result of this RFP may be amended by mutual agreement of the parties.

### **3.16 Contract Changes – Unanticipated Amendments**

During the course of the contract, the Committee may request the contractor to perform additional work. That work will be within the general scope of the initial contract and may not amount to a material amendment of the contract. When additional work is requested and the contractor agrees to perform the additional work, the project director will provide the contractor a written description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments.

The contractor may not commence the additional work until the project director has secured any required approvals necessary for the amendment and the Committee and the contractor have

signed a written contract amendment, approved by the Legislative Budget and Audit Committee, or the committee's designee.

### **3.17 Nondisclosure and Confidentiality**

Contractor agrees that all confidential information shall be used only for purposes of providing the deliverables and performing the services specified herein and shall not disseminate or allow dissemination of confidential information except as provided for in this section. The contractor shall hold as confidential and will use reasonable care (including both facility physical security and electronic security) to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, the confidential information. "Reasonable care" means compliance by the contractor with all applicable federal and state law, including the Social Security Act and HIPAA. The contractor must promptly notify the Committee in writing if it becomes aware of any improper storage, disclosure, loss, unauthorized access to or use of the confidential information.

Confidential information, as used herein, means any data, files, software, information or materials (whether prepared by the state, the Committee, or their agents or advisors) in oral, electronic, tangible or intangible form and however stored, compiled or memorialized that is classified confidential as defined by the State of Alaska Information Security Policies adopted by the Department of Administration and provided by the Committee to the contractor or a contractor agent or otherwise made available to the contractor or a contractor agent in connection with the contract, or acquired, obtained, or learned by the contractor or a contractor agent in the performance of the contract. Examples of confidential information include, but are not limited to: personal information, technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data (infrastructure, architecture, operating systems, security tools, IP addresses, etc.).

Additionally, all data, documents, reports, material, and other items generated as a consequence of work done under the contract resulting from this RFP shall be held as confidential.

## **SECTION FOUR**

### **Background Information**

---

#### **4.01 Background Information**

Alaska's public education policy is laid out in the state Constitution, statutes, and regulations. Article 7, sec. 1 of the Constitution of the State of Alaska states: "The legislature shall by general law establish and maintain a system of public schools open to all children of the State, and may provide for other public educational institutions. Schools and institutions so established shall be free from sectarian control. No money shall be paid from public funds for the direct benefit of any religious or other private educational institution." This basic policy provides the basis for a uniform system of public education that offers equal access to educational opportunities and that guarantees all public school students have access to programs and services appropriate to their educational needs regardless of location or economic conditions.

During the legislative session of 2014, the Legislature passed Chapter 15 SLA 2014, a bill making changes to the current education system in Alaska. The bill included a provision for the

procurement of numerous studies for the legislature and general public to gain a better understanding of cost drivers, funding mechanisms and options, and alternatives for providing a better, stronger education system for the children of Alaska.

## **SECTION FIVE**

### **Scope of Work**

---

#### **5.01 Scope of Work**

The Committee is soliciting a contractor with expertise in school finance to provide professional consulting services that are creative and innovative to

1. Evaluate Alaska's K-12 education funding provisions, including but not limited to, identifying strengths and deficiencies in the state education funding structure;
2. Review the current funding provisions, including, but not limited to, identifying strengths and deficiencies of the current funding provisions;
3. Recommend changes to improve the current funding structure and provisions,
4. Recommend alternate methods of education funding.

In addition to the general tasks described above, the successful contractor shall:

- Identify and Define:
  - The basic education needs of Alaska children, including a comparison with other states;
  - Ancillary needs for Alaska's education system including a comparison with other states.
- Review Funding Education Mechanisms, including:
  - Identifying source, amounts, and the application of all funding supporting Alaska's K-12 education system;
  - Considering, identifying, and evaluating appropriate proportions and mechanisms for state and local contributions to public school funding;
  - Considering, identifying, and evaluating options for funding alternatives to Alaska's traditional public school modalities, including but not limited to, charter schools, residential schools, and correspondence programs;
  - Identifying other potential sources of revenue for education funding, including, but not limited to, federal, state, local, and private sector funding sources.

Review and Consider:

- The state system of local funding;
- The sustainability of the state's education funding methodology including, but not limited to, a discussion on how the state's fiscal status might impact education funding; when completing this task, the contractor shall provide scenarios of fiscal status and education funding;

- Other states' education funding sources and other mechanisms to fund education operations, maintenance, construction, etc., and shall compare those systems to Alaska;
- The impact that direct legislative grants to school districts have on federal disparity calculations;
- The current practice of equalizing federal revenue with allowing districts to retain impact aide.

The contractor shall provide to the Committee of a study with observations, evaluations, and recommendations for consideration by the Alaska State Legislature. At the conclusion of the contract resulting from this RFP, the contractor shall provide all supporting materials to the Committee; these materials may be released to the Legislature as a whole.

The contractor should address the current education needs of the changing family and student demographics in Alaska when considering our current methodology and making recommendations to improve or change the current system.

The contractor shall consult with local, state, and federal officials who have history and knowledge of past practices and current education funding, including, but not limited to at least one designee from each of the 53 Alaska school districts.

The Committee will hold a public hearing for the purpose of providing members of the public an opportunity to comment on the current Alaska state K-12 funding formula. The public hearing will be held in Juneau, Alaska, during the first two weeks of February 2015. The contractor will be required to listen to the hearings in order to gather information pertinent to the work under this RFP. The contractor may make the independent decision to physically attend the public hearing.

## **5.02 Deliverables**

A comprehensive, but not all inclusive, deliverables list (Attachment A) has been developed to track the estimated work required of this RFP. All deliverables shall be submitted in electronic format, unless otherwise stated. The assigned deliverable number must be clearly marked on each deliverable submitted.

## **5.03 Documents**

On or before the close of business (Alaska Time) on April 20, 2015, the contractor will provide the project director a copy of an initial draft preliminary report for review both in an electronic PDF format and hard copy. The project director will provide to the contractor feedback regarding the report by May 11, 2015.

On or before the close of business (Alaska Time) on June 15, 2015, the contractor will provide the Committee the final report both in an electronic PDF format and hard copy.

## SECTION SIX

### Proposal Format and Content

---

#### 6.01 Proposal Format and Content

The Committee discourages overly lengthy and costly proposals. In order for the Committee to evaluate proposals fairly and completely, offerors must follow the format set out in this RFP and provide all information requested.

The proposal must be split into two parts: 1) a technical proposal and 2) a cost proposal.

#### 6.02 Technical Proposal Format

All proposals shall include the following items in the order as shown below. Please be as concise and clear as possible. Each section should be titled with the corresponding section, with all relevant information included.

Each page should be numbered consecutively.

In order to facilitate review of all proposals on an equitable basis, proposals are expected to be a maximum of 50 pages (12 point font and 8.5" x 11" page size) for the body of the proposal. Proposals that exceed the expected page limit may be considered non-responsive. The page limit does not apply to supplemental materials presented as appendices, such as resumes.

#### Cover Letter

Provide a cover letter on the offeror's letterhead signed by a person with the authority, including fiscal authority, in the organization to bind the offeror, certifying the accuracy of all information in the proposal, that the proposal will remain valid for at least 90 days from the deadline for receipt of proposals, that the offeror meets all minimum requirements of the RFP, and that the offeror will comply with all provisions in this RFP. The cover letter should have the offeror's complete legal name, type of entity, address, telephone number, fax number, Alaska business license number or other forms of evidence of the license, and tax identification number, and should state whether, and how, the offeror qualifies as an Alaska Bidder. The cover letter must also include the name, mailing address, and telephone number of the person the Committee should contact regarding the proposal.

#### Understanding, Management Approach and Project Methodology

Offerors must provide comprehensive narrative statements of how they understand and intend to perform and manage the delivery of services under a resultant contract. At a minimum, the proposal shall include:

- **Understanding of the Project** – Include narrative statements that illustrate the offeror's understanding of the purpose, scope, requirements, deliverables, and schedule of the project.
- **Project Management** – Identify the organization of the proposed team and each key individual assigned. Identify how much of the total project time (percentage) each key individual will contribute.

- **Project Approach/Methodology** – Include a complete description of the proposed approach and methodology for gathering data, performing the analysis, and preparing the final report.
- **Project Schedule** – Include a project schedule indicating the order and timeline in which the scope of work included in Section 5.01 (Scope of Work) will be completed.
- **Risk Assessment** – Include an assessment identifying risks that may impact the project and the level of threat (low, medium, high) they pose to the project’s success. For each identified risk, describe how the risk will be mitigated to facilitate project success.

### **Experience and Qualifications**

At a minimum, offerors shall include the following information:

- **Organizational Background** – Offerors must explain why their firm and project team is particularly suited to meet the requirements of the RFP. Identify the firm’s primary business, years of operation, number of employees, and years of providing services similar to those required under the RFP. For any proposed subcontractors, the offeror shall identify the subcontractor’s primary business, years of operation, number of employees, and years of providing services similar to those required under the RFP.
- **Organizational Chart** – Offerors must provide an organizational chart specific to the personnel assigned to accomplish the work called for in this RFP; illustrate lines of authority; designate the individual responsible and accountable for the completion of each component and deliverable of the RFP.
- **Relevant Experience** – Offerors must describe previous engagements that the firm/project team members have performed that demonstrate the offeror’s capability to perform the services required by the RFP. Contact information including name and telephone number must be listed for each engagement identified. Relevant experience should include evaluation of school district funding mechanisms and operating costs. Experience working with systems with unique geographical and cultural diversity factors should be highlighted.
- **Individual/Key Personnel** – Offerors must provide a narrative description of the organization of the project team and a personnel roster that identifies each person who will actually work on the contract. Offerors must also provide, for each person listed on the project team or personnel roster, a current resume reflecting expertise and previous experience for similar work to be performed by the RFP. Offerors must identify the anticipated percentage of total project time that each key individual will contribute.
- **References** – Offerors must provide two written references for similar work performed.
- **Report Design** – Offerors must provide two examples that demonstrate skill and expertise in report design and development, and the ability to explain and display complex information in a variety of written and visual formats. The examples must have been completed by key personnel on the project team.

### **6.03 Cost Proposal**

The offeror must provide a cost proposal in a written narrative that includes the total cost of the contract. Offerors must also include the following in the written narrative: a breakdown of the

total cost by travel and per diem expenses, administrative costs, and actual professional services costs.

#### **6.04 Evaluation Criteria**

All proposals will be reviewed to determine if they are responsive. They will then be evaluated using the criteria set out in Section Seven.

### **SECTION SEVEN**

#### **Evaluation Criteria**

---

It is the Committee's intent to conduct a comprehensive, fair, and impartial evaluation of all proposals. All proposals will be reviewed to determine if they are responsive. They will then be evaluated using the criteria set out below. The total number of points used to score the responses is 100. A sample evaluation form is also included which lists the questions that will be used by the Proposal Evaluation Committee to evaluate the proposals.

#### **7.01 Understanding, Management Approach and Project Methodology – 30 Percent**

- 1) How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?
- 2) To what degree has the offeror demonstrated an understanding of the deliverables the Committee expects it to provide?
- 3) Has the offeror demonstrated an understanding of the Committee's time schedule? Can the offeror meet the Committee's time schedule?
- 4) Are the offeror's responses succinct and complete?
- 5) How well does the management approach support all of the project requirements?
- 6) Does it appear that the offeror has allocated sufficient staff and resources to the project to meet the schedule set out in the RFP?
- 7) Will the offeror's proposed methodology allow the offeror to develop a usable, defensible report on the evaluation of Alaska's K-12 education funding provisions, strengths and deficiencies of the current system, validation of the current funding provisions, and make recommendations for changes to the current funding provisions and possible alternate methods of education funding?
- 8) How well has the offeror addressed pertinent issues and potential problems related to the project? How well has the offeror offered solutions to mitigate project risks?
- 9) How well has the offeror clearly detailed their approach to the work to be performed?

**7.02 Offeror Experience and Qualifications – 40 Percent**

- 1) How well has the offeror demonstrated experience conducting reviews and evaluations of state public school funding provisions?
- 2) How well has the offeror demonstrated the ability to conduct an evaluation of the current Alaska state K-12 funding provisions and an ability to recommend changes to the current system and possible alternate methods of education funding?
- 3) How well has the offeror demonstrated substantial professional experience developing and presenting accurate factual reports on school district funding provisions and recommended changes?
- 4) How well has the offeror demonstrated the competency of the key individuals to evaluate state public school funding provisions?

**7.03 Contract Cost – 30 Percent**

Converting Cost to Points: The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the formula listed below. All offerors that qualify as an Alaska Bidder will receive a five (5) percent bidder's preference. This preference will be given before converting the cost to points. The Division's procurement specialist will be calculating this section of the evaluation criteria.

**Formula for Converting Cost to Points**

$$\frac{([\text{PRICE OF LOWEST COST PROPOSAL}] \times [\text{MAXIMUM POINT FOR COST}])}{(\text{COST OF EACH HIGHER PRICED PROPOSAL})}$$

**COMMITTEE MAY CHANGE THIS FORM**

**SECTION EIGHT**

**Sample Evaluation Form** \_\_\_\_\_

All proposals will be reviewed for responsiveness and then evaluated using the criteria set out below. The total number of points used to score this proposal is 100.

Person or Firm Name: \_\_\_\_\_

Name of Proposal Evaluation Committee Member: \_\_\_\_\_

Date of Review: \_\_\_\_\_

RFP Number: \_\_\_\_\_

**B. Understanding, Management Approach and Project Methodology – 30 Percent**  
(Maximum Point Value for this Section – 30 Points [100 Points x 30% = 30 Points])  
Scale Rating 1:30 where 1=lowest and 30=highest

- 1) How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 2) To what degree has the offeror demonstrated an understanding of the deliverables the Committee expects it to provide?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3) Has the offeror demonstrated an understanding of the Committee's time schedule?  
Can the offeror meet the Committee' time schedule?

---

---

---

---

- 4) Are the offeror's responses succinct and complete?

---

---

---

---

- 5) How well does the management approach support all of the project requirements?

---

---

---

---

- 6) Does it appear that the offeror has allocated sufficient staff and resources to the project to meet the schedule set out in the RFP?

---

---

---

---

- 7) Will the offeror’s proposed methodology allow the offeror to develop a usable, defensible report on the evaluation of Alaska’s K-12 education funding provisions, strengths and deficiencies of the current system, validation of the current funding provisions, and make recommendations for changes to the current funding provisions and possible alternate methods of education funding?

---

---

---

---

- 8) How well has the offeror addressed pertinent issues and potential problems related to the project? How well has the offeror offered solutions to mitigate project risks?

---

---

---

---

- 9) How well has the offeror clearly detailed their approach to the work to be performed?

---

---

---

---

**Evaluator’s Point Total for Section A**

---

**C. Offeror Experience and Qualifications – 40 Percent**

(Maximum Point Value for this Section – 40 Points [100 Points x 40% = 40 Points])

Scale Rating 1:40 where 1=lowest and 40=highest

- 1) How well has the offeror demonstrated experience conducting reviews and evaluations of state public school funding provisions?

---

---

---

---

- 2) How well has the offeror demonstrated the ability to conduct an evaluation of the current Alaska state K-12 funding provisions and an ability to recommend changes to the current system and possible alternate methods of education funding?

---

---

---

---

- 3) How well has the offeror demonstrated substantial professional experience developing and presenting accurate factual reports on school district funding provisions and recommended changes?

---

---

---

---

- 4) How well has the offeror demonstrated the competency of the key individuals to evaluate state public school funding provisions?

---

---

---

---

**Evaluator's Point Total for Section B** \_\_\_\_\_

**C. Contract Cost – 30 Percent**

(Maximum Point Value for this Section –30 Points [100 Points x 30% = 30 Points])

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the formula listed below. All offerors that qualify as an Alaska Bidder will receive a five (5) percent bidder’s preference. This preference will be given before converting the cost to points. The Division’s procurement specialist will be calculating this section of the evaluation form.

**Formula for Converting Cost to Points (The amount of each cost proposal is reached after applying any applicable bidder’s preferences.)**

([PRICE OF LOWEST COST PROPOSAL] X [MAXIMUM POINT FOR COST]) DIVIDED BY (COST OF EACH HIGHER PRICED PROPOSAL)

- a. Price of Lowest Cost Proposal \_\_\_\_\_
  
- b. Maximum Points for Cost 30 Points
  
- c. Total of a times b \_\_\_\_\_
  
- d. Cost of Higher Price Proposal \_\_\_\_\_
  
- e. Divide c by d = \_\_\_\_\_ Points

**Evaluator’s Point Total for Section C** \_\_\_\_\_

**EVALUATOR’S COMBINED TOTAL  
FOR SECTION AVERAGES A THROUGH C** \_\_\_\_\_

### Attachment A

Project Deliverables			
Number	Title	Description	Date Due
1	Organizational Chart	The contractor shall submit to the project director the contractor's organizational chart. The chart shall show the entire project team, including titles, affiliation (company employee or consultant), which review objectives each team member will be working on, and team hierarchy.	Within 15 days of contract execution
2	Project Timeline	The contractor shall submit to the project director a comprehensive timeline that identifies the order and estimated completion date of the scope of work. If necessary, the contractor shall include mention of any deviation from the timeline submitted as part of the contractor's project proposal.	Within 15 days of contract execution
3	Monthly Status Report	The contractor shall submit to the project director a detailed monthly status report. The monthly status report shall include a brief narrative of the status of the project, status of items under review, issues or concerns, proposed solutions to concerns (if concerns are noted), and any changes to the contract staff assigned to the project. The monthly status report shall pertain to the prior calendar month. For example, the monthly status report submitted by March 5, 2015 shall pertain to work performed in February 2015.	By the 5th calendar day of each month
4	Methodology	The contractor shall submit to the project director the methodologies to be used to complete the scope of work. The contractor shall not begin work until the project director approves the proposed methodology.	Prior to commencing work
5	Interviews	The contractor shall submit to the project director a list of individuals interviewed while completing the scope of work. The list shall include the individual's name, title, affiliation(department, agency, company, etc.), and how the individual was identified as a subject for interview.	Within 10 days of submission of the preliminary draft report
6	Data	The contractor shall submit to the project director a complete list of all data sources used to complete the scope of work. The contractor shall also submit all raw data collected, identified by source.	Within 10 days of submission of the preliminary draft report
7	Sources	The contractor shall submit to the DLA project director a list of sources used in determining best practices. The contractor shall provide a complete list of sources, including any national experts contacted, used to identify best practices or potential changes to department practices. If the contractor compares the department's practices to that of another agency, the contractor shall submit a narrative detailing why the agency was chosen for comparison.	Within 10 days of submission of the preliminary draft report
8	Summary	The contractor shall submit to the DLA project director a brief summary of findings related to each review objective.	Within 10 days of submission of the preliminary draft report
10	Draft Preliminary Report to project director	The contractor shall submit a draft preliminary report that is a culmination of all review activities. The report is to be comprehensive, including all required findings and recommendations. The report shall also document all appropriate sources of criteria.	4/20/2015
13	Final Preliminary Report to Legislative Auditor	The contractor shall submit a final preliminary report to the project director.	6/15/2015
14	Workpapers	The contractor shall submit to the project director copies of all work papers used to make any recommended changes to the current funding formula.	6/15/2015

156

# March 2015 School Board Assessment Report

## Scholastic Reading Inventory (SRI)

- March Assessment to obtain current lexile scores has been completed

## Aimsweb Universal Screening & Progress Monitoring

- January Benchmarks are completed and progress monitoring is in place for student enrolled in online & site tutoring.
- The challenges we experienced during the first half of the school year have been greatly reduced.

## District Test Coordinator Training

- DTC traveled to Anchorage February 25<sup>th</sup>-27<sup>th</sup>. Training covered all the assessments required by the State (CCRA, NAEP, AMP & Early Literacy).

## College and Career Readiness Assessments (CCRA)

- North and South Counselors have been working diligently to administer the WorkKeys, and provide support to Building Test Coordinators to administer the SAT and ACT throughout the District.

## NAEP

- NAEP Test Administrators have been traveling to assess our 4<sup>th</sup> & 8<sup>th</sup> students at Chignik Lake, Port Heiden, Egegik, Levelock, Igiugig, Newhalen & Nondalton.

## Alaska Measures of Progress (AMP)

- All 3<sup>rd</sup>-10<sup>th</sup> students participated in the state-wide AMP It Up! Day to test the technology within each school district, plus provide an opportunity for students to practice using the universal, accessibility & accommodation tools available with the new computer-based assessment.
- AMP summative assessments are scheduled for Mar. 30-April 10th. 7<sup>th</sup>-10<sup>th</sup> students will be assessed during the first week, along with the 4<sup>th</sup>, 8<sup>th</sup> & 10<sup>th</sup> Science assessments. 3<sup>rd</sup>-6<sup>th</sup> students will be assessed during the second week.
- Board Members and Parents can download KITE Client and use the general usernames and passwords to access the Practice Tests and explore the tools that will be available to students when taking the new online assessment. <http://education.alaska.gov/akassessments/>
- Teachers have been encouraged to provide their students with at least 3 opportunities to practice using the Practice Test or Formative Testlets in preparation for the AMP assessment.
- 3<sup>rd</sup>-10<sup>th</sup> students have been assigned to an AMP assessment. Students on an IEP or 504 plan have been assigned accommodations and intervention students assigned accessibility tools. Updating student enrollment, assigning accommodations & accessibility tools will be an ongoing project up until the scheduled AMP dates.
- Building Test Coordinators and Test Administrators will be trained to administer the new AMP assessment, the accommodations and accessibility tools that are allowed, along with the new security procedures that come with a computer-based assessment.

	Monday, March 30	Tuesday, March 31	Wednesday, April 1	Thursday, April 2	Friday, April 3		Monday, April 6	Tuesday, April 7	Wednesday, April 8	Thursday, April 9	Friday, April 10	
<b>Week 1</b>		<b>ELA</b>	<b>Math</b>	<b>Science</b>		<b>Week 2</b>		<b>ELA</b>	<b>Math</b>			
		<b>Section</b>						<b>Section</b>				
		<b>1, 2, 3, 4</b>	<b>1, 2, 3, 4</b>					<b>1, 2, 3, 4</b>	<b>1, 2, 3, 4</b>			
<b>PTA</b>		<i>6th-10th</i>		4th=5		<b>PTA</b>		<i>3rd-5th</i>				
		# Students=	27	8th=3			# Students=	12				
		#LHS=	3	10th=5			#LHS=	0				
<b>NON</b>		<i>7th-10th</i>		4th=4		<b>NON</b>		<i>3rd-6th</i>				
		# Students=	8	8th=1			# Students=	10				
				10th=2								
<b>NEW</b>		<i>7th-10th</i>		4th=5		<b>NEW</b>		<i>3rd-6th</i>				
		# Students=	14	8th=5			# Students=	14				
		#LHS=	2	10th=4								
<b>KHK</b>		<i>7th-10th</i>		4th=3		<b>KHK</b>		<i>3rd-6th</i>				
		# Students=	4	8th=2			# Students=	6				
				10th=0								
<b>IGI</b>		<i>7th-10th</i>		4th=2		<b>IGI</b>		<i>3rd-6th</i>				
		# Students=	5	8th=1			# Students=	6				
				10th=1								
<b>LEV</b>		<i>7th-10th</i>		4th=4		<b>LEV</b>		<i>3rd-6th</i>				
		# Students=	3	8th=1			# Students=	11				
				10th=0								
<b>7th-10th Make-Up Test Day</b>					<b>District-wide Vacation Day</b>							158
<b>7th-10th Make-Up Test Day</b>					<b>3rd-6th Make-Up Test Day</b>							

	Monday, March 30	Tuesday, March 31	Wednesday, April 1	Thursday, April 2	Friday, April 3		Monday, April 6	Tuesday, April 7	Wednesday, April 8	Thursday, April 9	Friday, April 10
<b>Week 1</b>		<b>ELA</b>	<b>Math</b>	<b>Science</b>		<b>Week 2</b>		<b>ELA</b>	<b>Math</b>		
		<b>Section</b>						<b>Section</b>			
		<b>1, 2, 3, 4</b>	<b>1, 2, 3, 4</b>					<b>1, 2, 3, 4</b>	<b>1, 2, 3, 4</b>		
<b>EGE</b>		<i>7th-10th</i>		4th=1		<b>EGE</b>		<i>3rd-6th</i>			
		# Students=	3	8th=1			# Students=	1			
				10th=0							
<b>PIP</b>		<i>7th-10th</i>		4th=2		<b>PIP</b>		<i>3rd-6th</i>			
		# Students=	1	8th=0			# Students=	6			
				10th=0							
<b>PTH</b>		<i>7th-10th</i>		4th=1m +1LVH		<b>PTH</b>		<i>3rd-6th</i>			
		# Students=	2	8th=1			# Students=	2			
				10th=1				LVH	1		
<b>LAK</b>		<i>7th-10th</i>		4th=0		<b>LAK</b>		<i>3rd-6th</i>			
		# Students=	3	8th=0			# Students=	2			
				10th=1							
<b>LAG</b>		<i>7th-10th</i>		4th=0		<b>LAG</b>		<i>3rd-6th</i>			
		# Students=	2	8th=0			# Students=	4			
				10th=0							
<b>BAY</b>		<i>7th-10th</i>		4th=0		<b>BAY</b>		<i>3rd-6th</i>			
		# Students=	1	8th=0			# Students=	3			
				10th=0							
<b>PVL</b>		<i>7th-10th</i>		4th=0		<b>PVL</b>		<i>3rd-6th</i>			
		# Students=	4	8th=0			# Students=	13			
				10th=0							
<b>7th-10th Make-Up Test Day</b>					<b>District-wide Vacation Day</b>						
<b>3rd-5th Make-Up Test Day</b>										159	



**THE LAKE AND PENINSULA SCHOOL DISTRICT**

101 Jensen Drive  
P.O. Box 498  
King Salmon, Alaska 99613  
Phone (907) 246-4280 / Fax (907) 246-4473



March 1, 2015

To: Board of Education  
Lake and Peninsula School Board

From: Rick Luthi

Re: Personnel Report

This time of year a large part of our energy turns to staffing. The following listings should catch you up to date on District Staff for the FY16 School Year.

Although I have listed six open positions we are in the process of interviewing and I expect to have a number of our open positions filled by the end of this week.

I do want to call the Boards attention to student numbers. I continue to have concerns with student count at some of our sites. With that said I plan to move with caution on filling all open positions.....

**Resignations:**

Becky McKennett:	Elementary	Tanalian
Tim McKennett	Secondary	Tanalian
Amy Sayer	Secondary	Tanalian
David Padvorac	Secondary	Nondalton
Regina Feliciano	Special Education	Nondalton
Colleen Gabriel	Special Education	KOK-LEV-IGI
Andrew Johnson	Secondary	Egegik
April Lefevere	Ele/Special Ed	EGE-PVL-PTH
Kristin Hathhorn	Curriculum Specialist	Districtwide

**Transfers:**

Nicole Metzgar	Kokhanok	to	Tanalian
Cam Metzgar	Kokhanok	to	Tanalian
Linda Richter	Nondalton	to	Kokhanok
Jordan Pufka	Levelock	to	Kokhanok
Jesse Davis	Levelock	to	Kokhanok
Levi Tinney	Nondalton	to	Levelock

**New Hires to date for 2015-2016 School Year:**

Pat Manning	Human Resources	Districtwide
Jim Dube	Federal Programs	Districtwide
Paulene Manning	Special Education	South Itinerant
Kylie Amatuzzi	Special Education	KOK-LEV-IGI
Paige Norman	Special Education	Nondalton
Laura Morris	Elementary	Pilot Point

**Open Positions:**

Tanalian	Secondary Math-Science
Nondalton	Secondary Math-Science
Nontalton	Secondary Lang Arts-Soc Studies
Levelock	Elementary
Egegik	Elementary
Egegik	Secondary
Pilot Point	Elementary

**Part-Time Positions for FY16 School Year:**

Igiugig:	Joe Page and Kate McKelvey Tate and A.J. Gooden
Chignik Bay:	Lori and John Koutsky

**Shining Stars Nominations**  
**February 12, 2015**

Rick Luthi	Chief Operating Officer *King Salmon	We would like to highlight and commend your consistent drive to go the extra mile for the Lake and Peninsula School District. At the core of your drive, you have an ultimate desire to do what is best for our students. Your ability to build and maintain relationships as well as encourage communication among schools and communities throughout the district is greatly appreciated! Thanks for all of your hard work throughout the years!	Hal Neuman
Newhalen School Kokhanok School Chignik Lagoon School Egegik School Nondalton School Tanalian School Igiugig School	Battle of Books Students	We would like to highlight and applaud your participation in the 2015 Battle of the Books competition. Your hard work was displayed throughout your performance. Your ability to show respect, cooperation, and good sportsmanship was recognized and appreciated by all! Thank you for representing your community well!	Matt Stark
Linda Richter	District Literacy Coach *Nondalton	We would like to highlight and applaud your participation in the 2015 Battle of the Books competitions. Your assistance allowed for overall smooth operations and management throughout the week, as well as contributed to the fun had by all involved! Your willingness throughout was recognized and appreciated by all! Thank you for being a team player!	Matt Stark
Sally Hill	Parent Volunteer *Chignik Bay	We would like to highlight and commend your volunteer efforts for the 2014-15 school year! Your willingness to share your time and expertise twice a week to provide support for the elementary classroom is admirable and much appreciated by all! The reading and social studies activities were creative and engaging on many levels. The students really enjoyed and greatly benefited from their weekly sessions with you. Your caring heart and ready smile brought a lot of joy into the school! You truly are a star!	Lori Koutsky

## **December FAMILY Grant & Preschool Report**

### **Fathers and Mothers Impact Learning Years=FAMILY**

- FAMILY Grant opportunities continue to be provided to families with preschool age children at 11 of our school sites (PVL, BAY, LAG, LAK, PTH, EGE, LEV, IGI, KHK, NEW, NON, PTA). Pilot Point's FAMILY program has been discontinued to the resignation of the FAMILY Coordinator and the preschoolers moving out of the village.
- A few FAMILY Coordinators are in the middle of a Highscopes course titled "Numbers Plus. " Numbers Plus is our current preschool Math curriculum. The activities follow the same format as previous Highscopes trainings
- Each month FAMILY Coordinators share FAMILY Kits with activities that preschool parents/guardians may checkout and enjoy at home with their child. The January kit of the Little Red Hen, February kit for Matching, and March kit for Colors have been distributed for FAMILY Coordinators to share with their Families. FAMILY kit materials for April & May are being assembled for distribution to sites.
- FAMILY Coordinator guidelines and support materials up through May second have been assembled and sent out to sites.

### **Preschool**

- Preschool programs are now being offered at all sites except Pilot Point.
- Site visits to train the new preschool teachers at PTA and NON, plus general site visits to KHK, and NEW were completed during the first two weeks in December. LEV site visit was completed the 3<sup>rd</sup> week in January. Due to conflicts, site visits to the BAY and LAG have not been scheduled.

# Lake and Peninsula School District Annual Superintendent Evaluation 2014/2015

Board Member: \_\_\_\_\_

Date: \_\_\_\_\_

Leadership	Never	Rarely	Some- times	Often	Always	Comments
<b>I. Provides direction, formulates goals and takes action to carry out plans that focuses on high priority issues.</b>	1	2	3	4	5	
Indicators:						
<b>II. Recognizes and acknowledge outstanding performance.</b>	1	2	3	4	5	
Indicators:						
<b>III. Makes sound judgments based on problem analysis, best practice and district goals and procedures/policies.</b>	1	2	3	4	5	
Indicators:						164
<b>IV. Prioritizes and uses resources effectively to accomplish district goals.</b>	1	2	3	4	5	
Indicators:						
<b>V. Communicates clearly, effectively, and with sensitivity to the needs and concerns of others, both orally and in writing. Communicates a positive image of the school in the community</b>	1	2	3	4	5	
Indicators:						

<b>Guides instruction and the implementation of curriculum</b>	<b>Never</b>	<b>Rarely</b>	<b>Some-times</b>	<b>Often</b>	<b>Always</b>	<b>Comments</b>
<b>I. Supports the development of district-wide climate of high expectations for student learning and staff performance.</b>	1	2	3	4	5	
Indicators:						
<b>II. Demonstrates knowledge of current major curriculum design models, including a standards-based curriculum</b>	1	2	3	4	5	
Indicators:						
<b>III. Facilitates alignment of materials, curricula, methods and goals and standards for student performance.</b>	1	2	3	4	5	
Indicators:						
<b>IV. Communicates progress to the appropriate individuals and entities.</b>	1	2	3	4	5	
Indicators:						

165

<b>Coordinates services that support student growth and development</b>	<b>Never</b>	<b>Rarely</b>	<b>Some-times</b>	<b>Often</b>	<b>Always</b>	<b>Comments</b>
<b>I. Ensures the implementation and oversight of procedures for student's behavior and discipline that promote a safe and orderly school atmosphere.</b>	1	2	3	4	5	
Indicators:						
<b>II. Supports the development and use of programs that connect schooling with plans for adult life</b>	1	2	3	4	5	
Indicators:						
<b>III. Supports the development and implementation of student activities program.</b>	1	2	3	4	5	
Indicators:						

<b>Faculty &amp; Staff</b>	<b>Never</b>	<b>Rarely</b>	<b>Some- times</b>	<b>Often</b>	<b>Always</b>	<b>Comments</b>
<b>I. Supervises or arranges for the supervision of staff for the purpose of improving their performance.</b>	1	2	3	4	5	
Indicators:						
<b>II. The Superintendent encourages and supports professional development that is directly aligned with the district goals and enhances student achievement and staff growth.</b>	1	2	3	4	5	
Indicators:						
<b>III. The Superintendent ensures the recruitment and retention of promising staff.</b>	1	2	3	4	5	
Indicators:						
<b>IV. The Superintendent maintains open communication by keeping members of the district informed, focused, and motivated.</b>	1	2	3	4	5	
Indicators:						

166

<b>Acts in accordance with est. laws, policies, procedures, and good business practices</b>	<b>Never</b>	<b>Rarely</b>	<b>Some- times</b>	<b>Often</b>	<b>Always</b>	<b>Comments</b>
<b>I. The Superintendent ensures appropriate fiscal management.</b>	1	2	3	4	5	
Indicators:						
<b>II. The Superintendent oversees the maintenance and upgrading of district facilities.</b>	1	2	3	4	5	
Indicators:						
<b>III. Acts in accordance with federal and state statutes, regulations, and other law. Works within local policies, procedures and directives</b>	1	2	3	4	5	
Indicators:						

Summary	Average
Leadership	
Instruction	
Student Support	
Faculty & Staff	
Policy and Procedure	
Total	

Overall Strengths:

Areas of Concern:

Opportunity for improvement:

167

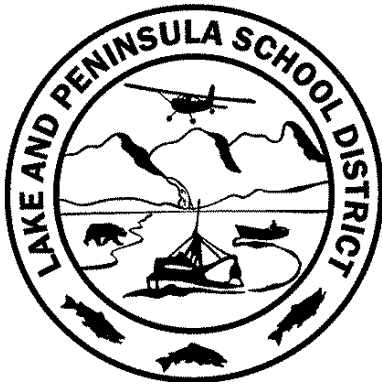
Signature: \_\_\_\_\_  
Superintendent

Date: \_\_\_\_\_

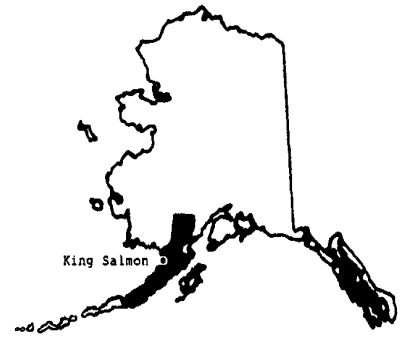
Signature: \_\_\_\_\_  
Board of Education Chair

Date: \_\_\_\_\_





**THE  
 LAKE AND PENINSULA  
 SCHOOL DISTRICT**  
**101 Jensen Drive**  
**P.O. Box 498**  
**King Salmon, Alaska 99613**  
**Phone (907) 246-4280 / Fax (907)**  
**246-4473**



**Lake and Peninsula School District**  
**FY2016 Projected Budget**  
**July 1, 2015 through June 30 2016**

**Submitted for First Reading – March 12, 2015**

Based upon the current available information, estimating State Foundation Revenue and Impact Aid entitlements, overall FY2016 revenue projections (including teacher housing) are as follows:

Borough Appropriation	722,423
Local Revenue	451,617
State Foundation	9,373,447
State Broadband Support*	286,279
Energy Funding**	217,445
TRS On Behalf of	669,824
PERS On Behalf of	102,511
Federal Sources	2,812,087
Fund Balance	<u>131,781</u>
Total	<u>\$14,767,414</u>

**The School District has prepared a projected expenditure budget in the amount of \$14,700,913 in anticipated expenditures and transfers.** The budget provides expenditures in the instruction categories of 69%. The District requested and received a waiver of the statutory provision that 70% of the general fund budget (excluding transfers) for all school districts be spent on instructional categories.

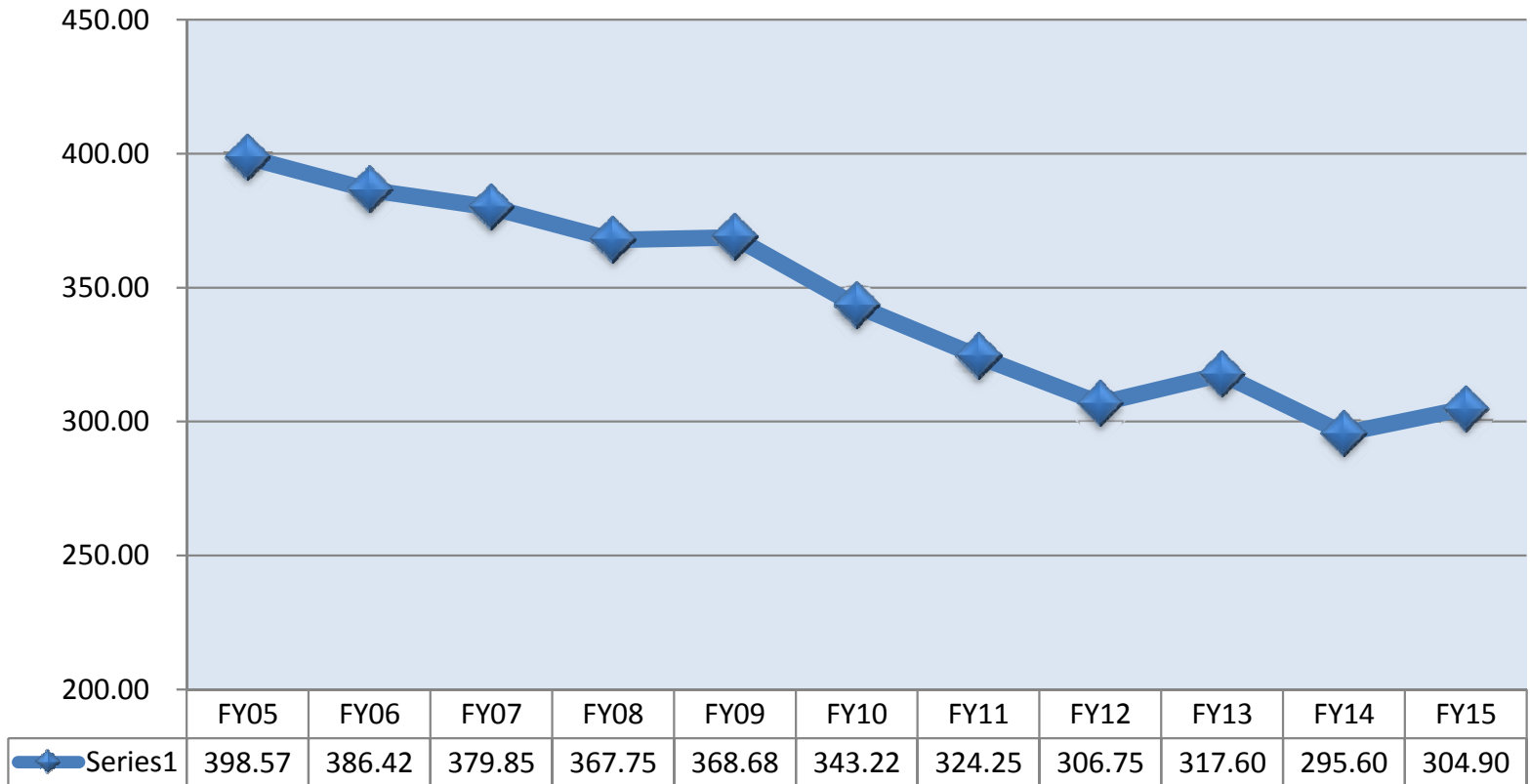
Due to SB53 the State is contributing directly to the retirement system an amount equal to the difference between our actuarially set contribution rate and the actual set by SB53 for FY2016. For LPSD the TRS is 29.27% vs. 12.56% and for the PERS 27.19% vs. 22%. The revenue amounts listed above for on behalf of contributions reflects management’s estimate of this contribution. The estimated expenses are recorded in this budget by function.

The Alaska State Board of Education adopted a new Chart of Accounts for Alaska School Districts which was effective July 1, 2002. This may limit the usefulness of the historical information for comparison. This reclassification does not represent any change in actual programs but simply a re-ordering of expenditures in some of the functional categories.

\*State Broadband support is in the Governor’s budget and was removed by House Finance.

\*\*Energy support was included in SB278 as part of the 3-year funding; it was removed in the Governor’s budget.

## LPSD Foundation Average Daily Membership October Count



**Summary of Budget reduction for 2015-2016 School Year**

**Summary of Budget Increases for 2015-2016 School Year**

**Staffing**

1 FTE teacher Kokhanok (enrollment decrease)	\$ (72,793)
1 FTE maintenance	\$ (104,832)
Reduce summer cleaning to 2 weeks in August	\$ (30,000)
.3 FTE Maintenance	\$ (29,272)
Eliminate non-emergency overtime est	\$ (70,000)

**Staffing**

.5 FTE Levelock (enrollment increase)	\$ 35,422
Tutors - end of grant - migrant partial funding	\$ 37,757
.5 FTE Counselor - end of grant	\$ 46,519
.5 FTE tutoring coordinator - end of grant	\$ 53,065
.56 FTE Federal Programs - .44 FTE paid by contract	\$ 74,470

\$ (306,897)

\$ 247,233

**Net Change Staffing**

\$ (59,664)

**Contracts**

District office cleaning	\$ (21,000)
--------------------------	-------------

**Travel**

Reduce number of staff traveling to graduations	\$ (7,500)
---	------------

**Supplies & Materials**

Reduction in site budets - instruction	\$ (40,500)
--	-------------

**Operations**

Shut schools off in June and July	\$ (40,592)
District office garbage pickup	\$ (2,650)

Net Decrease all other

\$ (112,242)

**Total Net Decrease**

\$ (171,906)

THE LAKE AND PENINSULA SCHOOL DISTRICT  
BUDGET INFORMATION

DESCRIPTION	Revised FY15	Projected FY16	Difference
BOROUGH APPROPRIATION	\$722,423	\$722,423	\$0
INTEREST	\$20,000	\$20,000	\$0
ERATE	\$697,088	\$1,526,965	\$829,877
OTHER LOCAL	\$386,617	\$431,617	\$0
STATE FOUNDATION	\$8,903,382	\$9,373,447	\$470,065
OTHER STATE	\$340,074	\$217,445	(\$122,629)
OTHER STATE - RETIRE OB TRS	\$2,197,177	\$669,824	(\$1,527,353)
OTHER STATE - RETIRE OB PERS	\$276,483	\$102,511	(\$173,972)
OTHER STATE - BROADBAND	\$358,992	\$286,279	(\$72,713)
IMPACT AID	\$1,465,023	\$1,285,122	(\$179,901)
TOTAL	\$15,367,259	\$14,635,633	\$90,457
TOTAL BUDGETED REVENUES	\$15,367,259	\$14,635,633	\$90,457

THE LAKE AND PENINSULA SCHOOL DISTRICT  
BUDGET INFORMATION

DESCRIPTION	Revised FY15	Projected FY16	Difference
<b>GENERAL INSTRUCTION</b>			
CERTIFICATED SALARIES	\$2,495,100	\$2,334,500	(\$160,600)
NON-CERTIFICATED	\$268,242	\$426,066	\$157,824
EMPLOYEE BENEFITS	\$1,314,300	\$1,000,354	(\$313,946)
PERS OB	\$43,955	\$17,654	(\$26,301)
TRS OB	\$1,418,110	\$404,624	(\$1,013,486)
HOUSING SUBSIDY	\$304,500	\$295,800	(\$8,700)
TRAVEL ALLOWANCE	\$36,000	\$36,000	\$0
PROF AND TECH SERVICES	\$75,200	\$75,200	\$0
STAFF TRAVEL	\$60,000	\$65,000	\$5,000
STUDENT TRAVEL	\$123,000	\$122,000	(\$1,000)
COMMUNICATIONS	\$499,037	\$388,777	(\$110,260)
PURCHASED SERV AND INSURANCE	\$0	\$0	\$0
SUPPLIES & MATERIALS	\$163,000	\$184,490	\$21,490
TUITION AND STIPENDS	\$0	\$0	\$0
OTHER AND INDIRECT COSTS	\$0	\$1,500	\$1,500
EQUIPMENT	\$10,000	\$0	(\$10,000)
<b>TOTAL GENERAL INSTRUCTION</b>	<b>\$6,810,444</b>	<b>\$5,351,965</b>	<b>(\$1,458,479)</b>
<b>SPECIAL EDUCATION</b>			
CERTIFICATED SALARIES	\$361,300	\$371,800	\$10,500
NON-CERTIFICATED	\$195,000	\$206,300	\$11,300
EMPLOYEE BENEFITS	\$248,900	\$167,900	(\$81,000)
PERS OB	\$20,690	\$7,550	(\$13,140)
TRS OB	\$210,212	\$71,301	(\$138,911)
HOUSING SUBSIDY	\$52,000	\$51,000	(\$1,000)
TRAVEL ALLOWANCE	\$1,200	\$3,800	\$2,600
PROF AND TECH SERVICES	\$0	\$0	\$0
STAFF TRAVEL	\$46,000	\$63,000	\$17,000
SUPPLIES & MATERIALS	\$4,000	\$4,000	\$0
OTHER AND INDIRECT COSTS	\$0	\$0	\$0
<b>TOTAL SPECIAL EDUCATION</b>	<b>\$1,139,302</b>	<b>\$946,651</b>	<b>(\$192,651)</b>
<b>SPECIAL ED-SUPPORT SERV.</b>			
PROF AND TECH SERVICES	\$46,250	\$126,500	\$80,250
STAFF TRAVEL	\$4,000	\$4,000	\$0
COMMUNICATION	\$200	\$200	\$0
SUPPLIES & MATERIALS	\$0	\$0	\$0
<b>TOTAL SPECIAL ED-SUPPORT SERV.</b>	<b>\$50,450</b>	<b>\$130,700</b>	<b>\$80,250</b>
<b>SUPPORT SERVICES-PUPILS</b>			
CERTIFICATED SALARIES	\$113,300	\$144,700	\$31,400
EMPLOYEE BENEFITS	\$41,900	\$43,000	\$1,100
PERS OB	\$28,245	\$10,307	(\$17,938)
TRS OB	\$84,098	\$27,344	(\$56,754)
HOUSING SUBSIDY	\$10,500	\$10,200	(\$300)
TRAVEL ALLOWANCE	\$1,600	\$1,600	\$0
STAFF TRAVEL	\$12,000	\$12,000	\$0
COMMUNICATIONS	\$100	\$100	\$0
SUPPLIES & MATERIALS	\$0	\$0	\$0
<b>TOTAL SUPPORT SERVICES-PUPILS</b>	<b>\$291,743</b>	<b>\$249,251</b>	<b>(\$42,492)</b>
<b>SUPPORT SERV.-INSTRUCTION</b>			
CERTIFICATED SALARIES	\$103,900	\$428,700	\$324,800
NON-CERTIFICATED	\$223,000	\$152,300	(\$70,700)
EMPLOYEE BENEFITS	\$146,500	\$220,100	\$73,600
PERS OB	\$45,249	\$16,513	(\$28,736)
TRS OB	\$105,798	\$51,169	(\$54,629)

THE LAKE AND PENINSULA SCHOOL DISTRICT  
BUDGET INFORMATION

<u>DESCRIPTION</u>	<u>Revised FY15</u>	<u>Projected FY16</u>	<u>Difference</u>
HOUSING SUBSIDY	\$15,000	\$30,800	\$15,800
TRAVEL ALLOWANCE	\$1,200	\$8,500	\$7,300
PROF AND TECH SERVICES	\$65,000	\$38,400	(\$26,600)
STAFF TRAVEL	\$100,000	\$90,000	(\$10,000)
COMMUNICATIONS	\$697,088	\$1,526,965	\$829,877
SUPPLIES & MATERIALS	\$50,000	\$35,000	(\$15,000)
OTHER AND INDIRECT COSTS	\$1,000	\$1,000	\$0
<b>TOTAL SUPPORT SERV.-INSTRUCTION</b>	<b>\$1,553,735</b>	<b>\$2,599,447</b>	<b>\$1,045,712</b>
<b>SCHOOL ADMINISTRATION</b>			
CERTIFICATED SALARIES	\$349,600	\$403,600	\$54,000
EMPLOYEE BENEFITS	\$143,900	\$127,020	(\$16,880)
TRS OB	\$228,484	\$83,708	(\$144,776)
HOUSING SUBSIDY	\$25,000	\$20,400	(\$4,600)
TRAVEL ALLOWANCE	\$4,000	\$4,000	\$0
STAFF TRAVEL	\$60,000	\$60,000	\$0
SUPPLIES & MATERIALS	\$1,000	\$1,000	\$0
<b>TOTAL SCHOOL ADMINISTRATION</b>	<b>\$811,984</b>	<b>\$699,728</b>	<b>(\$112,256)</b>
<b>SCHOOL ADMIN SUPPORT</b>			
NON-CERTIFICATED	\$36,850	\$35,000	(\$1,850)
EMPLOYEE BENEFITS	\$18,400	\$17,500	(\$900)
PERS OB	\$3,353	\$1,224	(\$2,129)
COMMUNICATIONS	\$4,000	\$4,000	\$0
SUPPLIES & MATERIALS	\$500	\$500	\$0
<b>TOTAL SCHOOL ADMIN SUPPORT</b>	<b>\$63,103</b>	<b>\$58,224</b>	<b>(\$4,879)</b>
<b>BOARD &amp; ADMINISTRATION</b>			
CERTIFICATED SALARIES	\$172,445	\$201,637	\$29,192
NON-CERTIFICATED	\$0	\$0	\$0
EMPLOYEE BENEFITS	\$202,735	\$197,902	(\$4,833)
PERS OB	\$0	\$0	\$0
TRS OB	\$100,334	\$22,992	(\$77,342)
TRAVEL ALLOWANCE	\$1,000	\$1,000	\$0
PROF AND TECH SERVICES	\$10,000	\$10,000	\$0
STAFF TRAVEL	\$75,000	\$75,000	\$0
COMMUNICATIONS	\$9,500	\$4,000	(\$5,500)
PURCHASED SERV AND INSURANCE	\$3,500	\$3,500	\$0
SUPPLIES & MATERIALS	\$18,000	\$15,000	(\$3,000)
TUITION AND STIPENDS	\$14,000	\$15,000	\$1,000
OTHER AND INDIRECT COSTS	\$12,000	\$12,000	\$0
<b>TOTAL BOARD &amp; ADMINISTRATION</b>	<b>\$618,514</b>	<b>\$558,031</b>	<b>(\$60,483)</b>
<b>DISTRICT ADMIN SUPPORT SERV.</b>			
NON-CERTIFICATED	\$318,500	\$334,106	\$15,606
EMPLOYEE BENEFITS	\$146,100	\$166,800	\$20,700
PERS OB	\$42,852	\$15,638	(\$27,214)
TRAVEL ALLOWANCE	\$1,000	\$1,000	\$0
PROF AND TECH SERVICES	\$28,000	\$29,000	\$1,000
STAFF TRAVEL	\$15,000	\$15,000	\$0
COMMUNICATIONS	\$600	\$500	(\$100)
PURCHASED SERV AND INSURANCE	\$3,500	\$3,500	\$0
PURCHASED SERV AND INSURANCE	\$32,200	\$35,420	\$3,220
SUPPLIES & MATERIALS	\$20,000	\$20,000	\$0
OTHER AND INDIRECT COSTS	(\$54,400)	(\$49,428)	\$4,972
EQUIPMENT	\$0	\$5,000	\$5,000
<b>TOTAL DISTRICT ADMIN SUPPORT SERV.</b>	<b>\$553,352</b>	<b>\$576,536</b>	<b>\$23,184</b>
<b>MAINTENANCE</b>			

THE LAKE AND PENINSULA SCHOOL DISTRICT  
BUDGET INFORMATION

<u>DESCRIPTION</u>	<u>Revised FY15</u>	<u>Projected FY16</u>	<u>Difference</u>
NON-CERTIFICATED	\$867,000	\$727,970	(\$139,030)
EMPLOYEE BENEFITS	\$360,200	\$302,000	(\$58,200)
PERS OB	\$91,033	\$33,221	(\$57,812)
TRAVEL ALLOWANCE	\$500	\$500	\$0
PROF AND TECH SERVICES	\$25,000	\$37,000	\$12,000
STAFF TRAVEL	\$150,000	\$150,000	\$0
UTILITY SERVICES	\$85,000	\$80,000	(\$5,000)
UTILITY SERVICES	\$675,000	\$630,000	(\$45,000)
UTILITY SERVICES	\$460,000	\$410,000	(\$50,000)
PURCHASED SERV AND INSURANCE	\$35,000	\$27,800	(\$7,200)
PURCHASED SERV AND INSURANCE	\$107,400	\$150,000	\$42,600
SUPPLIES & MATERIALS	\$180,000	\$180,000	\$0
<b>TOTAL OPERATION AND MAINTENANCE OF</b>	<b>\$3,036,133</b>	<b>\$2,728,491</b>	<b>(\$307,642)</b>
<b>PUPIL ACTIVITIES</b>			
CERTIFICATED SALARIES	\$90,084	\$91,850	\$1,766
NON-CERTIFICATED	\$36,850	\$36,850	\$0
EMPLOYEE BENEFITS	\$49,500	\$53,500	\$4,000
PERS OB	\$1,106	\$404	(\$702)
TRS OB	\$50,141	\$8,686	(\$41,455)
STUDENT TRAVEL	\$266,000	\$266,000	\$0
PURCHASED SERV AND INSURANCE	\$800	\$800	\$0
PURCHASED SERV AND INSURANCE	\$1,190	\$1,300	\$110
SUPPLIES & MATERIALS	\$3,000	\$3,000	\$0
OTHER AND INDIRECT COSTS	\$6,000	\$6,000	\$0
<b>TOTAL PUPIL ACTIVITIES</b>	<b>\$504,671</b>	<b>\$468,390</b>	<b>(\$36,281)</b>
<b>TRANSFERS</b>			
TRANSFER OTHER	\$400,000	\$400,000	\$0
<b>TOTAL TRANSFERS</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$0</b>
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$15,833,431</b>	<b>\$14,767,414</b>	<b>(\$1,066,017)</b>

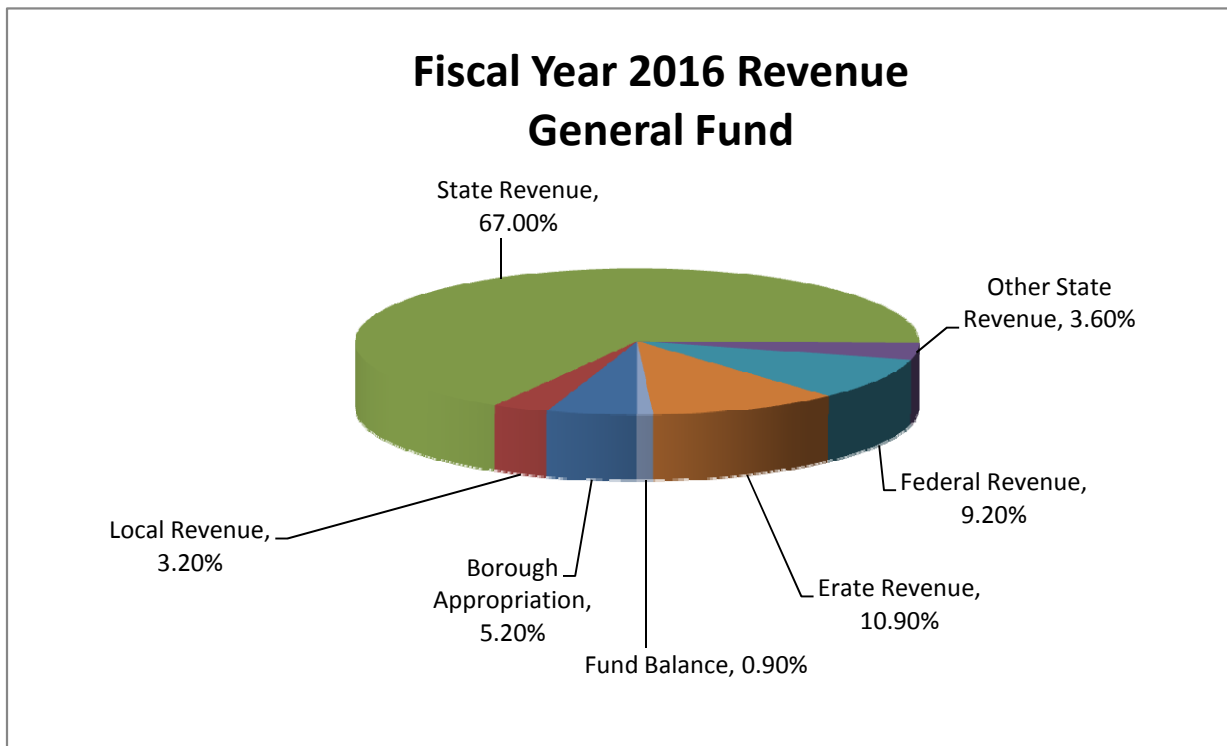
# Lake and Peninsula Borough School District

General Fund FY16 Budget  
Without PERS & TRS On-Behalf

## Revenue

<b>Borough Appropriation</b>	\$ 722,423	5.20%
<b>Local Revenue</b>	451,617	3.20%
<b>State Revenue</b>	9,373,447	67.00%
<b>Other State Revenue</b>	503,724	3.60%
<b>Federal Revenue</b>	1,285,122	9.20%
<b>Erate Revenue</b>	1,526,965	10.90%
<b>Fund Balance</b>	131,781	0.90%
<b>Total Revenue Budget</b>	<u>\$ 13,995,079</u>	<u>100.00%</u>

As this chart illustrates, the primary source of funding for the Lake and Peninsula Borough School District is the State of Alaska. The Lake and Peninsula Borough funds the District's local contribution, through a funding appropriation. An amount comes from the federal government in the form of Impact Aid. The category of "Other Revenue" includes E-Rate revenue.

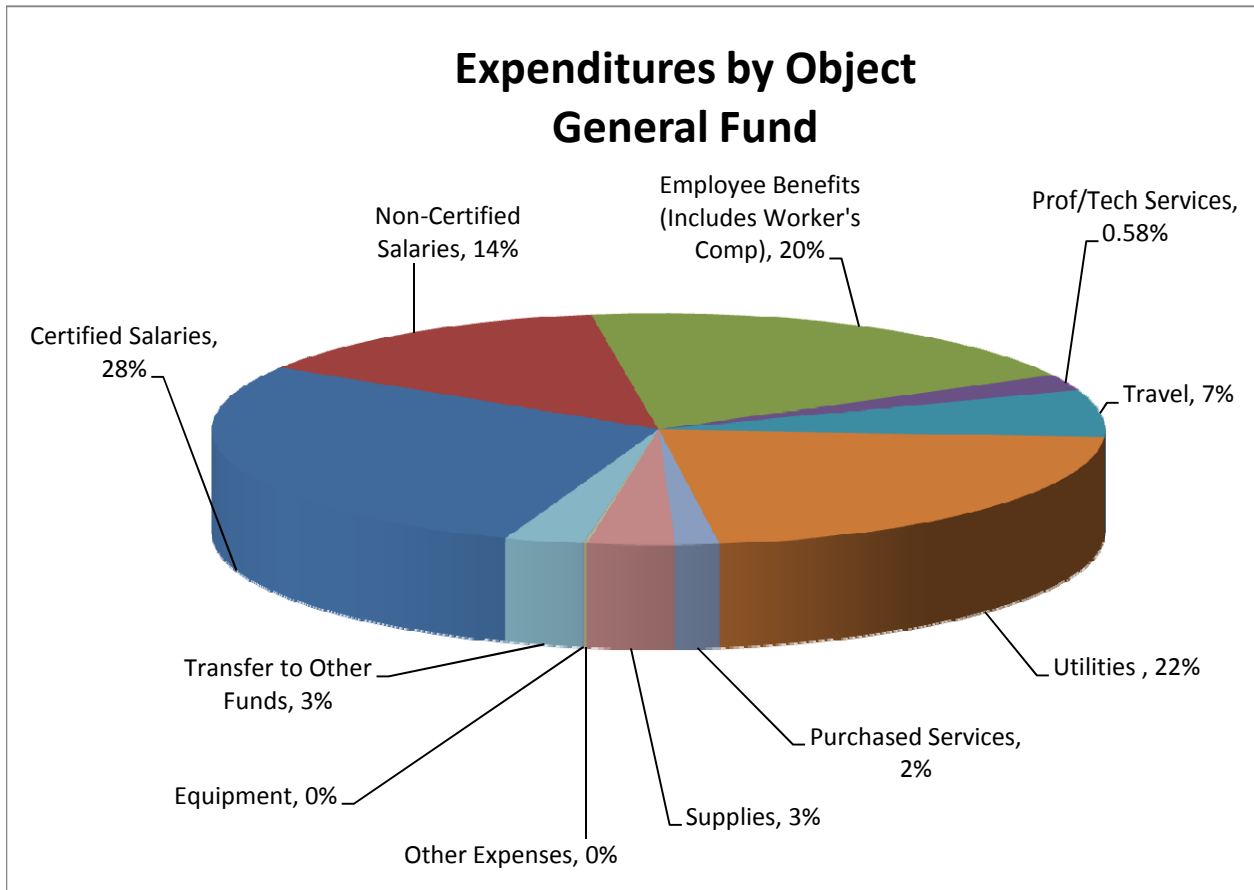


# Lake and Peninsula Borough School District

General Fund FY16 Budget  
Without PERS & TRS On-Behalf

## Expenditures by Object

Certified Salaries	\$ 3,976,787	28%
Non-Certified Salaries	1,918,592	14%
Employee Benefits (Includes Worker's Comp)	2,760,676	20%
Professional/Technical Services	316,100	2%
Travel	922,000	7%
Utilities	3,044,542	22%
Purchased Services	222,320	2%
Supplies	442,990	3%
Other Expenses	(13,928)	0%
Equipment	5,000	0%
Transfer to Other Funds	400,000	3%
	<u>\$ 13,995,079</u>	<u>100.02%</u>



## ATTENDANCE POLICY

BP 5110(a)

The School Board recognizes that individual student attendance in school is an important aspect affecting the quality of instruction offered to individual students as well as to the entire student population.

Parents of students between the ages of 7 and 16 are expected to follow the provisions of Alaska School Law 14.30.010 to Section 14.30.050, which explains compulsory attendance expectations. Site administrators, teachers, and LSACs shall report students not complying with the Law.

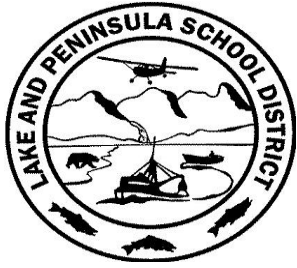
Each school in the District is expected to develop a specific tardy policy to reduce tardiness at its site. Tardiness is defined as a student not being in his/her assigned classroom or seat in that classroom at the beginning of the period. ~~A tardy becomes counted as 1/2 day unexcused absence after the tardiness exceeds 30 minutes.~~ **The student will be marked as tardy if they come to school within the first sixty (60) minutes of the school day. A student will be marked with a half-day unexcused absence if they come to school after the first sixty (60) minutes of the school day. A student missing the entire school day will be counted as absent.**

Successful educational advancement is enhanced by regular school attendance. The responsibility for regular attendance lays with each student and his/her parents or guardian. However, it is the obligation of the school to assist the student and parent to assure that regular school attendance does occur.

- 1) All absences, whether excused or unexcused, are considered an absence, including but not limited to being sick, family trips, religious holidays, emergencies at home, death in family, medical appointments, and out of school suspension. For those students whose families are engaged in commercial fishing when school begins in the fall, a prearranged absence not to exceed 15 days may be granted.
- 2) It is the belief of the School Board that family trips should be scheduled either during summer vacation or at times when school is out for vacation. Should a family vacation require the student to miss more than 15 school days, assignments will not be given for the class or classes missed. For absences up to 15 days, the teacher will be required to provide assignments in each class including homework. The work must be completed and returned to the teachers no later than one week after return to school. If a family wishes to vacation for more than 15 school days the parents would be encouraged to enroll the student in a school district in the area of the vacation.
  - a) A student who has not been in attendance in the District for 20 days, during any reporting period (Quarter) will not receive a Snapshot. (Added: 7/03) A Snapshot is the reporting tool that identifies the student's level of progress.

- 3) Any student attending school in the District must maintain regular attendance. A student who has missed 10 consecutive days will be dropped from the attendance records. On return the student must reenroll prior to attending school. (Board Policy revision 8/26/97 and 5/05)
- 4) When a student's absences exceed 10 days per semester the Site Administrator, shall by written memo, indicate the number of absences and dates of absences and request the parent or guardian to improve their child's attendance at school.
- 5) When the student's absences exceed 15 days per semester the Site Administrator, shall by written memo, notify the parent and send a copy of the notice to the District Office. Upon receipt of this letter the District Office administrator shall within three (3) days, and monthly thereafter, check and insure that the student is attending school. If continued violation occurs, the designated District Office Administrator or Superintendent or Chief School Administrator, shall by written letter request parental assistance to immediately improve school attendance. A copy of this letter will be sent to the VPSO or nearest state trooper's office requesting enforcement of the Attendance Law.
- 6) Each site administrator shall notify the students of the attendance and absence policy at the beginning of the school year. Each student shall return to the school a copy of the Statement of Understanding, from the Parent Student Handbook, with parent signature, noting the parent has read the District attendance expectations.
- 7) Students shall provide a written excuse or telephone call from the parent or guardian indicating the reason for each absence from school.
- 8) Students maintaining regular attendance shall be eligible to participate in competitive sports activities or other school sponsored activities.
- 9) No student will participate in a school activity or sport if absent from school the day of the scheduled travel or activity.
- 10) Any student absent from school for a period of ten consecutive school days will be dropped from the attendance rolls of the school unless satisfactory arrangements are made with the site administrator in advance.
- 11) Each LSAC is free to adapt modifications to the above attendance policy, which are more stringent in nature provided the modification is coordinated with District Office.

Revised 03/15



**THE LAKE AND PENINSULA SCHOOL DISTRICT**  
101 Jensen Drive  
P.O. Box 498  
King Salmon, Alaska 99613  
Phone (907) 246-4280 / Fax (907) 246-4473



**LPSD School Board**  
**Employment of Family Members**  
**FY 2014-15**

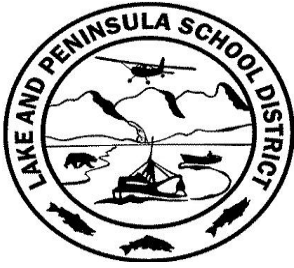
<i>Name of Employee</i>	<i>Current Relation to Board Member</i>	<i>Employment Position with LPSD</i>
Sonnet Smith	Daughter of Patty Alsworth	Substitute Teacher
Reno Nanalook	Husband of Shannon Johnson-Nanalook	PE Aide & Wrestling Coach
Bertha Skonberg	Domestic Partner of Austin Shangin	Teacher Aide
Glen Alsworth Jr.	Son of Patty Alsworth	Volleyball Coach

\_\_\_\_\_  
School Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date



**THE LAKE AND PENINSULA SCHOOL DISTRICT**  
101 Jensen Drive  
P.O. Box 498  
King Salmon, Alaska 99613  
Phone (907) 246-4280 / Fax (907) 246-4473



***RESOLUTION 15-01***

---

A RESOLUTION OF THE LAKE AND PENINSULA SCHOOL BOARD APPOINTING JOHN SEDOR OF SEDOR, WENDLANDT, EVANS, FILIPPI AS AN ADDITIONAL ATTORNEY.

WHEREAS, The Lake and Peninsula School District is required by Board Policy 9124 to appoint legal counsel to meet the needs of the district.

WHEREAS, the attorney whom is currently representing The Lake and Peninsula School District, Saul Freedman, has expressed his intent to retire in the near future.

WHEREAS, The Lake and Peninsula School District understands the urgency of need to seek and begin preparations to handle its future legal needs.

WHEREAS, that Lake and Peninsula School District, for its general legal needs, would like to appoint the law firm of Sedor, Wendlandt, Evans, and Filippi as an additional general counsel; as well as to appropriate such generally prevailing rates as are customarily charged by said attorney/firm.

NOW THEREFORE BE IT RESOVED that the office of Sedor, Wendlandt, Evans, and Filippi will serve until a resignation of the appointment or is replaced by another law firm, in accordance with a Lake and Peninsula School Board resolution.

PASSED AND ADOPTED BY A DULY CONSTITUTED QUOROM OF THE LAKE AND PENINSULA SCHOOL BOARD THIS 12<sup>th</sup> DAY OF MARCH 2015.

---

Patty Alsworth, Vice President

---

Stacy Hill

# OPTION "A" for 2015-16 Calendar

District Name: Lake and Peninsula School District

Approved by: Lake and Peninsula Board of Education

Created: 00/00/000

<b>O</b>	School Opens
<b>C</b>	School Closes
<b>E</b>	Quarter Date
<b>T</b>	Testing
<b>W</b>	Teacher Work Day
<b>SS</b>	Saturday School
<b>I</b>	Inservice Day
<b>H</b>	Legal Holiday
<b>V</b>	Vacation Day
<b>X</b>	Emergency Closure
Count: Sept 28 - Oct 23	

## AUGUST - 15

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Student Days:	8
Teacher Days:	14
Inservice Days:	5

## SEPTEMBER - 15

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Student Days:	21
Teacher Days:	22
Inservice Days:	0

## OCTOBER - 15

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Student Days:	19
Teacher Days:	23
Inservice Days:	4

## NOVEMBER - 15

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Student Days:	19
Teacher Days:	21
Inservice Days:	0

## DECEMBER - 15

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Student Days:	14
Teacher Days:	15
Inservice Days:	0

## JANUARY - 16

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Student Days:	13
Teacher Days:	15
Inservice Days:	1

## FEBRUARY - 16

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

Student Days:	20
Teacher Days:	20
Inservice Days:	0

## MARCH - 16

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Student Days:	22
Teacher Days:	22
Inservice Days:	0

## APRIL - 16

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Student Days:	20
Teacher Days:	20
Inservice Days:	0

## MAY - 16

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Student Days:	14
Teacher Days:	15
Inservice Days:	0

## JUNE - 16

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Student Days:	14
Teacher Days:	15
Inservice Days:	0

# OPTION "B" for 2015-16 Calendar

District Name: Lake and Peninsula School District

Approved by: Lake and Peninsula Board of Education

Created: 00/00/000

<b>O</b>	School Opens
<b>C</b>	School Closes
<b>E</b>	Quarter Date
<b>T</b>	Testing
<b>W</b>	Teacher Work Day
<b>SS</b>	Saturday School
<b>I</b>	Inservice Day
<b>H</b>	Legal Holiday
<b>V</b>	Vacation Day
<b>X</b>	Emergency Closure
Count: Sept 28 - Oct 23	

## AUGUST - 15

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Student Days:	8
Teacher Days:	14
Inservice Days:	5

## SEPTEMBER - 15

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Student Days:	21
Teacher Days:	22
Inservice Days:	0

## OCTOBER - 15

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Student Days:	19
Teacher Days:	23
Inservice Days:	4

## NOVEMBER - 15

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Student Days:	19
Teacher Days:	21
Inservice Days:	0

## DECEMBER - 15

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Student Days:	14
Teacher Days:	15
Inservice Days:	0

## JANUARY - 16

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Student Days:	14
Teacher Days:	16
Inservice Days:	1

## FEBRUARY - 16

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

Student Days:	21
Teacher Days:	21
Inservice Days:	0

## MARCH - 16

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Student Days:	18
Teacher Days:	18
Inservice Days:	0

## APRIL - 16

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Student Days:	21
Teacher Days:	21
Inservice Days:	0

## MAY - 16

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Student Days:	15
Teacher Days:	16
Inservice Days:	0

## JUNE - 16

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Student Days:	15
Teacher Days:	16
Inservice Days:	0

## MEMORANDUM

---

**TO:** LPSD Board of Education  
Members

**DATE:** March 12, 2015

**FROM:** Office of the Superintendent

**SUBJECT:** Approval of Contract  
For Newhalen Gym Addition

### **ISSUE**

At issue is the increase in funding for the Newhalen Gym Addition and the award of contract to Steppers Construction, Inc. for construction of the project.

### **BACKGROUND AND/OR PERTINENT INFORMATION**

The District is currently approved for \$3,200,000 debt reimbursement project through the Department of Education and Early Development (DEED) for the Newhalen Gym Addition project. As the square footage of the addition exceeds that DEED square footage allowance the state will reimburse 60% of the annual bond financing costs.

As a state funded project the District must follow the procurement procedures required by the DEED. This includes an advertised competitive bid process. McCool Carlson Green was hired to design the project and prepare bid documents.

Last December at the design development stage the District received the professional cost estimate for the project. The estimate for the base bid was \$2,979,968 plus \$185,959 for bid alternates. As this exceeded the construction budget of 2,588,000 the project was put on hold while options were discussed. It was agreed to continue to complete the design and look to savings on the Tanalian project to fund the shortfall.

Newhalen is part of the same bond package as the Tanalian School Renewal. The low bid for this project was \$2 million less than the construction estimate and budget. ASRC/SKW is an excellent contractor and they have been proactive and fair in addressing changed conditions encountered during the course of the project. The work is progressing very well and the contractor is now sheet rocking and painting the interior. The exterior is already sided. The project is at a point where it is safe to reallocate funding from Tanalian to Newhalen.

It is the administration's recommendation that \$1,021,000 be redirected from Tanalian to Newhalen. This will still leave an unallocated balance of \$228,482.24 in the Tanalian construction budget. In addition budget balances totaling at least \$250,000 are projected in other funding categories. With this reallocation the Newhalen construction budget would be increased to \$3,371,455 and the project would have a contingency of \$172,038. Attachment 1 is the proposed revision Tanalian budget and attachment 2 is the proposed revised Newhalen budget.

The bids for Newhalen were opened March 3, 2015. Five bids were received. Steppers Construction, Inc. offered the lowest bid for the base bid and the four alternates at \$3,261,110. Attachment 3, the bid tab, is attached. No protests were received during the 10 day protest period. Steppers is a well-respected construction company with successful experience in the Iliamna area.

As required by the contract documents, the contractor is required to provide proof of insurance and both a payment and performance bond to guarantee the completion of the work. The project will be inspected by both the District and McCool Carlson Green and the design team.

District policy gives the Superintendent contracting authority to approve changes to the contract that are within budget and consistent with the project scope. This will enable the District to respond quickly to the unanticipated circumstances that occur during construction and to address potential project improvements that are in the District's best interest.

It is the administration's recommendation that the Board approve the redirection of funds to Newhalen and the award the contract in the amount of \$3,261,110 for the base bid and all alternates to Steppers Construction, Inc.

### **ALTERNATIVES**

1. Approve the redirection of funds to Newhalen and the award the contract in the amount of \$3,261,110 for the base bid and all alternates to Steppers Construction, Inc. as presented;
2. Do not approve the redirection of funds to Newhalen and the award the contract in the amount of \$3,261,110 for the base bid and all alternates to Steppers Construction, Inc., as presented;
3. Take no final action.

### **ADMINISTRATION'S RECOMMENDATION**

The administration recommends the redirection of funds to Newhalen and the award the contract in the amount of \$3,261,110 for the base bid and all alternates to Steppers Construction, Inc., as presented.

### **ATTACHMENT**

1. Proposed budget revision Tanalian School Renewal
2. Proposed budget revision Newhalen Gym Addition
3. Bid Tabulation

Attachment 1: Proposed Budget Revision Tanalian School Renewal

**PROPOSED BUDGET REVISION**

Project Budget Category	Code	Project Total	Proposed Adjust	Proposed Revised Budget	Expended	Encumbered	Balance After Amendment 2
CM - By Consultant	500.PTA.892.230.410	300,000		300,000	39,606.40	79,665.45	180,728.15
Land		0		0			0.00
Site Investigation	500.PTA.882.230.410	33,527	-33000	527	500.00		27.00
Seismic Hazard		0		0			0.00
Design Services	500.PTA.883.230.410	1,004,808	-50000	954,808	1,075,395.00		-120,587.00
Construction	500.PTA.885.230.410	11,541,000	-362000	11,179,000	7,970,636.36	2,979,881.40	228,482.24
Equipment	500.PTA.886.230.450	799,665		799,665	27,355.90	44,634.99	727,674.11
Technology	500.PTA.889.230.410	225,000		225,000	1,519.15		223,480.85
Dist. Admin. Overhead	500.PTA.881.230.410	25,000		25,000	0.00	0.00	25,000.00
CM - In-house	500.PTA.884.230.410	437,300		437,300	162,301.62		274,998.38
Art	500.PTA.890.230.450	57,700		57,700	0.00	0.00	57,700.00
Project Contingency	500.PTA.887.230.410	576,000	-576000	0	0.00	0.00	0.00
<b>Project Total</b>		<b>\$15,000,000</b>	<b>-1021000</b>	13,979,000	<b>9,277,314.43</b>	<b>3,104,181.84</b>	<b>1,597,503.73</b>

Note 1

Amount to redirect to Newhalen \$1,021,000.00

Note 1 CM expenses from 883 will be AJ'd to 892

Attachment 2: Proposed Budget Revision Newhalen Gym Addition

NEWHALEN EXPENDITURES 3/3/2015

Project Budget Category	Code	Current Budget	Exp to date	Balance
CM - By Consultant	500.NEW.892.240.410	45,000	0	45,000
Land		0		0
Site Investigation	500.NEW.882.240.410	22,022	22,000	22
Seismic Hazard		0		0
Design Services	500.NEW.883.240.410	220,000	258,560	-38,560
Construction	500.NEW.885.240.410	2,588,000	0	2,588,000
Equipment	500.NEW.886.240.450	65,000		65,000
Dist. Admin. Overhead	500.NEW.881.240.410	15,000		15,000
CM - In-house	500.NEW.884.240.410	110,000	7,150	102,850
Art	500.NEW.890.240.450	12,940	0	12,940
Project Contingency	500.NEW.887.240.410	122,038	0	122,038
<b>Project Total</b>		<b>\$3,200,000</b>	<b>287,710</b>	<b>2,912,290</b>

Project Budget Category	Code	Current Budget	Proposed Increase	Proposed Revised Budget
CM - By Consultant	500.NEW.892.240.410	45,000	20,000	65,000
Land		0		0
Site Investigation	500.NEW.882.240.410	22,022	0	22,022
Seismic Hazard		0		0
Design Services	500.NEW.883.240.410	220,000	164,485	384,485
Construction	500.NEW.885.240.410	2,588,000	783,455	3,371,455
Equipment	500.NEW.886.240.450	65,000		65,000
Dist. Admin. Overhead	500.NEW.881.240.410	15,000		15,000
CM - In-house	500.NEW.884.240.410	110,000		110,000
Art	500.NEW.890.240.450	12,940	3,060	16,000
Project Contingency	500.NEW.887.240.410	122,038	50,000	172,038
<b>Project Total</b>		<b>\$3,200,000</b>	<b>1,021,000</b>	<b>4,221,000</b>

Attachment 3: Bid Tabulation Newhalen Gym Addition

Date: March 2, 2015

Time: 2:00:00 PM

Project: Newhalen Gym Addition

NEW 505-240

Opened & Read Aloud by: Kathy Christy

Witnessed by:

Recorded by: Jan King

Lake and Peninsula School District

No.	Company Name/Address	Bid Bond	AK BL # Fed ID # General Contractors #	Bidder Reference Listing Complete (Requires 3)	Addendums Acknowledged		Bid Form Signed	Base Bid + Allowance	Additive Alternate 1 Mobile Bleachers	Additive Alternate 2 Divider Curtain	Additive Alternate 3 Gym Windows	Additive Alternate 4 Kitchen Renovation	Accepted Base Bid and Alt
					One - Seven	Exceptions							
1	Steppers	X	X	X	X		X	\$ 3,181,900.00	\$ 22,310.00	\$ 12,800.00	\$ 20,100.00	\$ 24,000.00	\$ 3,261,110.00
2	WIRTANEN	X	X	X	X		X	\$ 3,130,000.00	\$ 85,000.00	\$ 38,000.00	\$ 45,000.00	\$ 35,000.00	\$ 3,333,000.00
3	TC Construction	X	X	X	X		X	\$ 3,470,000.00	\$ 30,000.00	\$ 13,000.00	\$ 28,000.00	\$ 42,000.00	\$ 3,583,000.00
4	Paug-Vik	X	X	X	X		X	\$ 4,028,367.00	\$ 106,096.00	\$ 18,328.00	\$ 29,467.00	\$ 32,589.00	\$ 4,214,847.00
5	Marsh Creek	X	X	X	X		X	\$ 4,396,604.00	\$ 44,545.00	\$ 16,805.00	\$ 14,396.00	\$ 45,068.00	\$ 4,517,418.00
6								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

February 16, 2015

To Whom It May Concern,

Regretfully, I will have to decline the employment opportunity of the job offered at Egegik School for the 2015-16 school years. I am currently pursuing the next phase of my career in the educational realm. I am thankful for the privilege and opportunity to have forged many great relationships with various faculty, staff, and students within LPSD. This unique experience has helped continue to form, who I am today, and who I will become in the future. Thanks again for the many positive memories; both personal and professionally, that I will carry forward with me in my future endeavors.

Respectfully,

Andrew Johnson

Amy Sayer  
General Delivery  
Port Alsworth, AK 99653

February 15, 2015

Lake and Peninsula School District  
101 Jensen Drive  
King Salmon, AK 99613

Dear Mr. Mase and Mr. Luthi,

Please accept this letter as a formal notification of my resignation from my teaching position at Tanalian School, effective May 21. It is with great sadness that my family will leave our home in Port Alsworth to relocate to Anchorage.

Thank you so much for the opportunity to work at Tanalian School for the past eleven years. I greatly appreciate the many opportunities the district has provided me for professional development and growth. Additionally, I would like to thank you for your generous support of my various causes at the school, including the summer library, world language courses, and my chemistry class.

It has been an honor to work with the talented team of educators at the Lake and Peninsula School District. Thank you again.

Sincerely,



Amy Sayer

Colleen Gabriel  
700 School Rd  
Kokhanok AK 99606


Dear Mr. Mase and School Board members,

I would like to take this opportunity to thank you for all that LPSD has done for me over the last 6 school years. I have grown both personally and professionally though out my time with LPSD. With that being said, I respectfully resign from my position as itinerate special education teacher as of May 20, 2015. Thank you again!

Sincerely,



Colleen Gabriel



January 19, 2015

Regina Feliciano  
65 E 420 N  
LaVerkin, Utah 84745

Ty Mase and Rick Luthi  
P.O. Box 498  
King Salmon, Alaska 99613

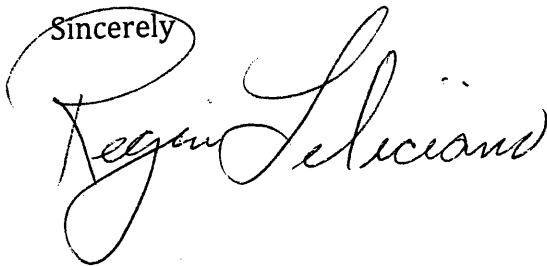
Dear Mr. Mase and Mr. Luthi,

It is with great regret that I submit this letter of resignation from Lake and Peninsula School District. I must take this action after 12 years of dedicated service as a teacher to my students and as a member of this district's teaching staff. I can no longer perform my duties due to my recent medical diagnosis.

I do hope that when my condition resolves and I am again able to work in this capacity and environment, and there is a need within the district, to return in a full time position or as temporary succor in times of your possible needs.

Thank you for all the opportunities I have been given to share my expertise and for trainings that have furthered my talents.

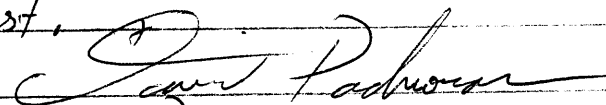
Sincerely



To whom it may concern,

I intend to transfer to a different school district after this school year.

Best,

  
DAVID PADVORAC  
Teacher, Nondalton School

1-19-15

April LeFevere  
PO Box 69  
Egegik, AK 99579

2/16/15

Lake and Peninsula School District  
PO Box 498  
King Salmon, AK 99613

Dear Mr. Luthi,

Thank you for the contract offer to teach regular elementary education in Egegik again next year but at this time I do not plan on signing the contract. I am formally resigning from that position at the end of the current contract in May. As we've discussed, it is my intent to find a position within special education.

I cannot thank you enough for your support over the years we've worked together and I also appreciate your input and assistance as I transition out of LPSD.

As I look to transitioning somewhere new, it would be very helpful to stay in my home through the end of July. This will allow me to focus on moving once school closes. My sons also have contracts to fish this summer and it'd be really nice to have one more summer with them here. We've lived here year round for 9 years!

Lastly, please convey my thankfulness to Mr. Mase and the School Board for allowing me the privilege to serve the children of LPSD. I wish you, LPSD and Egegik all the best as many of us embrace transitions and embark on new adventures.

Shalom,

*April D. LeFevere*