

**UNADOPTED MINUTES
OF THE NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT**

Mission: "To provide a learning environment that inspires and challenges students and employees to excel." Vision: "To graduate all students with the knowledge, skills, and attitudes necessary for a successful future."

<p>President Margaret Hansen called the 436th Regular meeting of the Northwest Arctic Borough School District Board of Education to order at 4:00 p.m. on <i>Tuesday</i>, June 3, 2025, in Kotzebue Alaska.</p> <p>Board Members present were:</p> <p style="padding-left: 40px;">Millie Hawley Tillie Ticket Carol Schaeffer Marie Greene Jeanne Gerhardt-Cyrus Alice Melton-Barr Margaret Hansen</p> <p>Members that were excused were:</p> <p style="padding-left: 40px;">Joanne Harris Alice Adams</p> <p>Members that were absent:</p> <p style="padding-left: 40px;">Shannon Melton</p> <p>A quorum was present.</p> <p>Staff present: Terri Walker-Superintendent; Jeff Alexander, Assistant Superintendent; Perrian Windhausen, Director of Student Services; Kathryn Self, HR Director; Robert Sheldon, Student Activities Coordinator; Joseph Groves, ATC Director; Joy Cogburn-Smith, Director of State & Federal Programs; Natalie Dickie, Director of the Business Office; Amy Eakin, Director of Technology; Shayne Pungowiyi, Assistant to Superintendent.</p> <p>Observed.</p> <p>None.</p> <p>Marie Greene made a motion to approve the agenda as presented, Millie Hawley seconded the motion. The agenda was approved, no objections.</p> <p>School Presentations: Noorvik Elementary School Thank you cards to the Board of Education.</p> <p>April 2025 Employees of the Month awardees that were recognized:</p> <ul style="list-style-type: none">• Vernon Nelson – Property Services• Troy Humphreys – Property Services• Donovan Watkins – Property Services• China Kantner – ATC <p>Superintendent Terri Walker presented her report.</p> <p>Carol Schaeffer moved that the Board go into an executive session to discuss matters, the immediate knowledge of which would have an adverse effect upon finance of the district; or to discuss subjects that tend to prejudice the reputation and character of any person; or to discuss matters which by law, municipal charter, which by law, municipal charter, or ordinance are required to be confidential. Seconded by Alice Melton-Barr.</p> <p>The motion passed unanimously by voice vote. The Board went into executive session at 4:38 p.m.</p> <p>Executive Session ended, and the meeting reconvened in open session at 4:48 p.m.</p> <p>Marie Greene made a motion to adopt the consent agenda, with a request to pull the Memorandum 25-101, Approval of Proposed revisions to board policy 5141.22 Infectious Disease. Millie Hawley seconded the motion. Passed by roll call vote.</p>	<p>CALL TO ORDER</p> <p>ROLL CALL</p> <p>INTRODUCTION OF STAFF/GUESTS</p> <p>MOMENT OF SILENCE</p> <p>PLEDGE OF ALLEGIANCE</p> <p>PUBLIC COMMENTS</p> <p>APPROVAL OF AGENDA</p> <p>SCHOOL PRESENTATIONS</p> <p>RECOGNITION AND AWARDS</p> <p>SUPERINTENDENT'S REPORT</p> <p>EXECUTIVE SESSION</p> <p>ACTION</p> <p>ADOPTION OF CONSENT AGENDA</p>
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Approval of April 29, 2025, Regular Meeting Minutes.

This is the first reading of the proposed revisions to BP 5141.22 Infectious Diseases within the Students series. This update includes updates in law and removes HIV verbiage. The administration recommends that the Board approve the first reading of the proposed revisions to BP 5141.22, Infectious Diseases, as presented and open for public comment.

This is the second reading of the proposed revisions to BP 1250 Volunteer Assistance within the Community Relations series. This update modifies BP 1250 to clarify that background checks should be completed for all volunteers, regardless of the number of hours worked. It also clarifies that school visitors do not need to obtain a background check. The Board Policy Committee reviewed the proposed changes and recommended approval. The administration recommends that the Board approve the second reading of the proposed revisions to BP 1250, Volunteer Assistance, as presented.

This is the second reading of the proposed revisions to BP 4151 Salary Guides - Exempt Employees within the Personnel series. NWABSD does not currently have this BP. This BP adds clarity on exempt employees. The Board Policy Committee reviewed the proposed changes and recommended approval. The administration recommends that the Board approve the second reading of the proposed revisions to BP 4151 Salary Guides - Exempt Employees as presented.

This is the second reading of the proposed revisions to BP 4313.1 Load Scheduling Hours of Employment within the Personnel series. This update includes Fair Labor Standards Act language and citations for exempt employees. The Board Policy Committee reviewed the proposed changes and recommended approval. The administration recommends that the Board approve the second reading of the proposed revisions to BP 4313.1 Load Scheduling Hours of Employment as presented.

This is the second reading of the proposed revisions to BP 5040 Student Nutrition and Physical Activity within the Students series. This update includes the removal of food as a reward language as well as updates to physical activity requirements. The Board Policy Committee reviewed the proposed changes and recommended approval. The administration recommends that the Board approve the second reading of the proposed revisions to BP 5040 Student Nutrition and Physical Activity as presented.

This is the second reading of the proposed revisions to BP 5148 Childcare within the Students series. This policy is not currently adopted and is recommended by the administration to support childcare in the region. The Board Policy Committee reviewed the proposed changes and recommended approval. The administration recommends that the Board approve the second reading of the proposed revisions to BP 5148 Childcare as presented.

This is the second reading of the proposed revisions to BP 6115 Ceremonies and Observances within the Instruction series. This update includes the inclusion of local observances and the daily pledge of allegiance requirement. The Board Policy Committee reviewed the proposed changes and recommended approval. The administration recommends that the Board approve the second reading of the proposed revisions to BP 6115 Ceremonies and Observances as presented.

This is the second reading of the proposed revisions to BP 6142.4 Community Service within the Instruction series. This update includes cultural language supporting volunteer work as a part of the curriculum. The Board Policy Committee reviewed the proposed changes and recommended approval. The administration recommends that the Board approve the second reading of the proposed revisions to BP 6142.4, Community Service, as presented.

This is the second reading of the proposed revisions to BP 6143 Courses of Study within the Instruction series. This update includes culturally responsive language as well as multiple tracks post-graduation. The Board Policy Committee reviewed the proposed changes and recommended approval. The administration recommends that the Board approve the second reading of the proposed revisions to BP 6143, Courses of Study, as presented.

APPROVAL OF MEETING MINUTES

APPROVAL OF PROPOSED REVISIONS TO BP 5141.22 INFECTIOUS DISEASE; FIRST READING

APPROVAL OF PROPOSED REVISIONS TO BP 1250 VOLUNTEER ASSISTANCE; SECOND READING

APPROVAL OF PROPOSED REVISIONS TO BP 4151 SALARY GUIDES-EXEMPT EMPLOYEES; SECOND READING

APPROVAL OF PROPOSED REVISIONS TO BP 4313.1 LOAN SCHEDULING HOURS OF EMPLOYMENT; SECOND READING

APPROVAL OF PROPOSED REVISIONS TO BP 5040 STUDENTS NUTRITION AND PHYSICAL ACTIVITY; SECOND READING

APPROVAL OF PROPOSED REVISIONS TO BP 5148 CHILDCARE; SECOND READING

APPROVAL OF PROPOSED REVISIONS TO BP 6115 CEREMONIES AND OBSERVANCES; SECOND READING

APPROVAL OF PROPOSED REVISIONS TO BP 6142.4 COMMUNITY SERVICE; SECOND READING

APPROVAL OF PROPOSED REVISIONS TO BP 6143 COURSE OF STUDY; SECOND READING

This is the second reading of the proposed revisions to BP 6146.4 Reciprocity on Graduation within the Instruction series. This update includes a legal note for explanation and clarification of credit requirements. The Board Policy Committee reviewed the proposed changes and recommended approval. The administration recommends that the Board approve the second reading of the proposed revisions to BP 6146.4 Reciprocity on Graduation as presented.

APPROVAL OF PROPOSED REVISIONS TO BP 6146.4 RECIPROCITY ON GRADUATION; SECOND READING

This is the second reading of the proposed revisions to BP 6153 School-Sponsored Trips within the Instruction series. This update moves procedural verbiage to the Administrative Regulation. Temperature ratings were reviewed and not removed. The Board Policy Committee reviewed the proposed changes and recommended approval. The administration recommends that the Board approve the second reading of the proposed revisions to BP 6153 School-Sponsored Trips as presented.

APPROVAL OF PROPOSED REVISIONS TO BP 6153 SCHOOL-SPONSORED TRIPS; SECOND READING

This is the second reading of the proposed revisions to BP 6161.2 Damaged or Lost Instructional Materials within the Instruction series. This update adds language to address damaged or lost equipment along with damaged or lost instructional materials. It has also been updated to reflect the removal of BP 5125.3. The Board Policy Committee reviewed the proposed changes and recommended approval. The administration recommends that the Board approve the second reading of the proposed revisions to BP 6161.2 Damaged or Lost Instructional Materials as presented.

APPROVAL OF PROPOSED REVISIONS TO BP 6161.2 DAMAGED OR LOST INSTRUCTIONAL MATERIALS; SECOND READING

This is the second reading of the proposed revisions to BP 7000 Concepts and Roles within the Construction series. This update includes the update of the Department of Education's name, and an additional statute cited. The Board Policy Committee reviewed the proposed changes and recommended approval. The administration recommends that the Board approve the second reading of the proposed revisions to BP 7000 Concepts and Roles as presented.

APPROVAL OF PROPOSED REVISIONS TO BP 7000 CONCEPTS AND ROLES; SECOND READING

This is the second reading of the proposed revisions to BP 7310 Methods of Financing within the Construction series. This update includes language around construction/major maintenance and local contributions. The Board Policy Committee reviewed the proposed changes and recommended approval. The administration recommends that the Board approve the second reading of the proposed revisions to BP 7310 Methods of Financing as presented.

APPROVAL OF PROPOSED REVISIONS TO BP 7310 METHODS OF FINANCING; SECOND READING

This is the second reading of the proposed revisions to BP 8000 Concepts and Roles within the Advisory School Councils series. This update includes 2021 AASB revision recommendations including law updates and role clarifications. The Board Policy Committee reviewed the proposed changes and recommended approval. The administration recommends that the Board approve the second reading of the proposed revisions to BP 8000 Concepts and Roles as presented.

APPROVAL OF PROPOSED REVISIONS TO BP 8000 CONCEPTS AND ROLES; SECOND READING

This is the second reading of the proposed revisions to BP 8320 Meetings within the Advisory School Councils series. This update includes language about executive sessions as recommended by AASB in 2009. The Board Policy Committee reviewed the proposed changes and recommended approval. The administration recommends that the Board approve the second reading of the proposed revisions to BP 8320 Meetings as presented.

APPROVAL OF PROPOSED REVISIONS TO BP 8320 MEETINGS; SECOND READING

This is the second reading of the proposed revisions to BB 9122 Vice President within the Bylaws of the Board series. This update includes the removal of a law citation and a clarification of duties. The Board Policy Committee reviewed the proposed changes and recommended approval. The administration recommends that the Board approve the second reading of the proposed revisions to BB 9122, Vice President, as presented.

APPROVAL OF PROPOSED REVISIONS TO BB 9122 VICE PRESIDENT; SECOND READING

This is the second reading of the proposed revisions to BB 9200 Board Members within the Bylaws of the Board series. This bylaw update adds further clarity to how complaints brought to the board should be addressed and requires board approval for legal opinions. This bylaw has also been revised to clarify that no board members should abstain from a vote absent a compelling reason to do so. The Board Policy Committee reviewed the proposed changes and recommended approval. The administration recommends that the Board approve the second reading of the proposed revisions to BB 9200 Board Members as presented.

APPROVAL OF PROPOSED REVISIONS TO BB 9200 BOARD MEMBERS; SECOND READING

This is the second reading of the proposed revisions to BB 9210 Qualifications within the Bylaws of the Board series. This policy clarifies the qualifications for a Board member. It was adopted by AASB in 2007. The Board Policy Committee reviewed the proposed changes and recommended approval. The administration recommends the Board approve the second reading of the proposed revisions to BB 9210 Qualifications as presented.

APPROVAL OF PROPOSED REVISIONS TO BB 9210 QUALIFICATIONS; SECOND READING

This is the second reading of the proposed revisions to BB 9220 Elections within the Bylaws of the Board series. This update includes clarified verbiage around staff elected to the Board, additional policy citations, and updated notes. The Board Policy Committee reviewed the proposed changes and recommended approval. The administration recommends the Board approve the second reading of the proposed revisions to BB 9220 Elections as presented.

APPROVAL OF PROPOSED REVISIONS TO BB 9220 ELECTIONS; SECOND READING

This is the second reading of the proposed revisions to BB 9230 Orientation within the Bylaws of the Board series. This update includes a reference to Board Standards. The Board Policy Committee reviewed the proposed changes and recommended approval. The administration recommends the Board approve the second reading of the proposed revisions to BB 9230 Orientation as presented.

APPROVAL OF PROPOSED REVISIONS TO BB 9230 ORIENTATION; SECOND READING

This is the second reading of the proposed revisions to BB 9240 Board Development within the Bylaws of the Board series. This update includes a reference to Board Standards. The Board Policy Committee reviewed the proposed changes and recommended approval. The administration recommends the Board approve the second reading of the proposed revisions to BB 9240 Board Development as presented.

APPROVAL OF PROPOSED REVISIONS TO BB 9240 BOARD DEVELOPMENT; SECOND READING

This is the second reading of the proposed revisions to BB 9321 Executive Sessions within the Bylaws of the Board series. This update includes additional language for reasons to enter executive session, how that may occur, and updated legal citations. The Board Policy Committee reviewed the proposed changes and recommended approval. The administration recommends the Board approve the second reading of the proposed revisions to BB 9321 Executive Sessions as presented.

APPROVAL OF PROPOSED REVISIONS TO BB 9321 EXECUTIVE SESSIONS; SECOND READING

Board approval is required to expend \$50,000.00 and higher. The NWABSD Property Services department uses Refrigerated Solutions to service and repair our commercial refrigeration equipment. The property services department is requesting authorization to pay Refrigerated Solutions an amount not to exceed \$80,000 to service and repair our refrigeration equipment in FY25/26. The administration recommends board approval of the administration's request to pay Refrigerated Solutions an amount not to exceed \$80,000 to service and repair NWABSD refrigeration equipment in FY25/26.

APPROVAL OF REFRIGERATED SOLUTIONS

Board approval is required for expenditures that exceed \$50,000. In the 2021, 2023 2025 the district had fuel spills in Kivalina on the old teacher housing campus, in Noorvik behind the teacher housing 6-plex on the hill (which are not closed out) and in Kotzebue the fuel tank used for the bus barn developed a leak in April 2025. RESCON was and still is being used to mitigate the spill issues in Kivalina and Noorvik and currently addressing the spill issue in Kotzebue and monitoring the dispose of the spilled heating fuel. They have been working directly with the ADEC on the three spills. We also need to retain their services in the event of any spills we would need immediate support with. The Administration recommends Board approval to continue with RESCON to continue and finish the fuel spill clean-up at each site as per attached not to exceed \$95,000.00 for the school year 25/26.

APPROVAL OF RESCON

Board approval is required to expend \$50,000.00 and higher. Alaska law mandates that public schools have their fire protection equipment inspected and certified by a licensed and bonded company each year. Frontier Fire Protection has performed the inspections and service work on our fire alarm systems, sprinkler systems, handheld fire extinguishers, and range hood extinguisher systems for the past 23 years. The inspections are performed during the summer months when school is out of session. Frequently during the inspection process mechanical deficiencies are identified and noted on the inspection forms. Once the inspections are completed the list of equipment deficiencies is forwarded to the property services director and the State Fire Marshal. Upon receiving the list of deficiencies, the Fire Marshall issues a directive to the school district to make corrections by a specified date. The administration is requesting the school board's authorization to contract with Frontier Fire Protection for an amount not to exceed \$110,000 to perform all inspections and make repairs on fire safety equipment at sites needing service work in FY25/26 school year. The administration recommends board approval of the administration's request to pay Frontier Fire Protection an amount not to exceed \$110,000.00 to perform inspections and make repairs on fire safety equipment at NWABSD sites in FY25/26 school year.

APPROVAL OF FRONTIER FIRE PROTECTION

Board approval is required to expend \$50,000.00 and higher. The NWABSD Property Services Department is requesting the opportunity to hire Northwest Electric for emergency call outs. In the event the district at one of its facilities or teacher housing units experiences a catastrophic electrical failure. We would like the option to call Northwest Electric to help resolve any such situations. General Funds: Budgeted for FY26 The administration recommends board approval of the administration's request not to exceed \$55,000.00 to Northwest Electric to aid the District with Emergency electrical issues.

APPROVAL OF NORTHWEST ELECTRIC, INC.

Board approval is required to expend \$50,000.00 and higher. Drake construction a couple years back did a temporary repair to the existing lift station to get it functional. Since that time the lift station has moved again do to ground heaving. The existing tank is twenty-four inches (24") diameter tank. The correct tank size should be thirty-six inches (36"). The thirty-six inch (36") tank will allow at least ten inches (10") of arctic pipe inside the tank giving it enough room to move around due to frost heaving. Currently, the existing tank with where the pump is located, allows the arctic pipe to fit flush with the inside edge of the existing tank. Very little movement creates a situation where the arctic pipe slips out of the tank opening with very little movement, which is currently the situation. With the cooperation of the Native Village of Noatak and the use of their heavy equipment, the Northwest Arctic Borough School District intends to do this project in house, using our own and local operators and Noatak heavy equipment. With the cost of the new tank, arctic pipe and shipping and the repair to Noatak heavy equipment for use on this project and in house and local labor, the cost of this project should not exceed \$219,000.00. The arctic pipe is to replace the damaged arctic pipe going from the lift station to the road due to frost heaving. This is a project that needs to be completed before the start of the school year so Teacher Housing can have a proper operating sewage system. Funding Source: unfunded the administration recommends board approval of the administration's request to pay for the in-house construction not to exceed \$219,000.00 to perform the repairs and new lift station tank and arctic pipe replacement needed to fix the lift station for teacher housing.

APPROVAL OF REPAIR AND REPLACE THE LIFT STATION TANK

Board approval is required for expenditures that exceed \$50,000. We have overhead doors throughout the district on storage buildings and garages. We currently have no one on staff qualified and trained to do this kind of work. Door systems of Alaska has been servicing and repairing the districts overhead door systems for a few years now. They keep our doors on track and functioning properly. Funding Source: General Funds, budgeted for FY26 The Administration recommends Board approval to continue with Door Systems of Alaska, not to exceed \$50,000, to continue to handle our overhead door issues.

APPROVAL OF DOOR SYSTEMS OF ALASKA

Each month various Human Resources actions occur which require Board action or cognizance. On a monthly basis the administration recommends Board approval of new certified/classified hires, position reclassifications, and new or revised job descriptions. In addition, the administration informs the Board of resignations, transfers, and terminations throughout the district as well as any other significant changes. The Human Resources action item for Board approval of the certified rehires for FY26 for the District Office, Alaska Technical Center, Star of the North, Ambler, Buckland, Deering, June Nelson, Kiana, Kivalina, Kobuk, Kotzebue Middle High School, Noatak, Noorvik, Selawik, Shungnak and Home School. Human Resources non action items include certified resignations, and certified transfers. Certified resignations are for the District Office, Buckland, Deering, June Nelson, Kivalina, Kobuk, Kotzebue, Noatak, and Shungnak. The administration recommends the Board approve the Human Resources actions as presented.

APPROVAL OF HUMAN RESOURCES

Superintendent's out-of-district travel requires Board approval. Request for out-of-district travel by the superintendent. The administration recommends the Board approve the Superintendent's request for out-of-district travel as presented.

APPROVAL OF SUPERINTENDENTS OUT OF REGION TRAVEL

Board approval is required for approval of the next three-year school calendars starting in school year 2026-27. Development of the fy27, fy28, fy29 school calendars began in the fall of 2024, with a calendar survey to all stakeholders in the region. This survey had a good response rate of 396 participants (Community member = 8/Parent/Guardian=82/staff =129/student=177). After board review during the January Board meeting the following top priorities were determined: 3-day break after thanksgiving, 1 week spring break, 2-week winter break, Current legal holidays, in-service days to coincide with legal holidays, when possible, School start during 2nd or 3rd week in August and school end 2nd or 3rd week in May. Calendar options 1 and 2 (see attached) were created using the before mentioned criteria and principals were asked to determine their sites/ASC final calendar (options 1 or option 2) decision for 2027-2029 calendars and provide comments. See attached. After comments were reviewed, an option 2 revised version of the calendar were created to incorporate some simple changes that did not significantly impact the scheme of the calendar option 2. No cost associated with this action. The administration Recommends board approval of the proposed Revised Option 2 – school calendar as presented.

APPROVAL OF THREE-YEAR SET OF CALENDARS

Board approval is required for NWABSD June Nelson Scholarship recipients. This year we had one student apply for the NWABSD June Nelson Scholarship. Review of the application and discussion will take place in executive session due to privacy considerations. The administration recommends board approval of the qualified applicant per discussion/selection in executive session.

APPROVAL OF JUNE NELSON SCHOLARSHIP RECIPIENT

The School Board shall establish and maintain a balanced budget. The administration recommends the Board approve Revision #3 of the FY25 District Operating Fund Budget as presented.

ADOPTION OF FY25 BUDGET REVISION # 3

The administration requests School Board approval to enter into a contract with Northern Industrial Training (NIT) in the amount of \$639,175 to provide training in Heavy Equipment Operator (CET) training, Commercial Driver's License (CDL) training, Heavy Equipment Mechanic training, and Microsoft Office 365 training. This Memorandum of Agreement (MOA) will utilize Technical Vocational Education Program (TVEP) funds. ATC is partnering with Northern Industrial Training of Palmer to provide CDL, Heavy Equipment Operator, Heavy Equipment Mechanic, and Microsoft Office 365 training services in Kotzebue and the NIT facility in Palmer. This model offers the most economical delivery of this type of certification and training, encompassing both classroom and hands-on instruction, as well as testing and certification. Training will be paid for through grant funding and student tuition.

Heavy Equipment Operator - Sept 22 – Oct 24, 2025

CDL Training - Oct 27 – Nov 21, 2025

Microsoft Office 365 (AM and PM classes) - Nov 10 – Nov 14, 2025

Heavy Equipment Mechanic - Dec 1 – Jan 23, 2026

CDL Training - Feb 2 – Feb 27, 2026

Heavy Equipment Operator - Apr 20 – May 22, 2026

Funding: Grant, Tuition, & ATC General funds

The administration recommends the Board approve the Memorandum of Agreement with Northern Industrial Training in the amount not to exceed \$639,175 as presented.

Board approval is required for contracts that exceed \$50,000. Alaska Humanities Forum (AKHF) will facilitate and oversee major components of the New Alaska Native Education Ilisautri Project, including managing the cultural Immersion (Culture Camp/Orientation) for new teachers, 2 gatherings in Kotzebue for C3 educators each year of the grant, and Partnership Meetings. This includes arranging and paying for travel costs associated with these activities. The total cost of these services, including partial salary/benefits for the AKHF C3 Program Director, Manager, and Coordinator, is \$657,762 for the 2025-2026 grant year (08/01/2025 to 07/31/2026) Detailed Budget Included Fully funding by grant fund 365 ANE C3 Ilisautri Project. The administration recommends board approval of the Memorandum of Agreement (MOA) with Alaska Humanities Forum for the amount not to exceed \$657,762 as presented.

Margaret Hanson thanks Shayne for her part in being with the school district.

Jeanne Gerhardt-Cyrus thank you to the staff and am happy we are planning to meet more in -person.

The next Regular Board meetings of the NWABSD Board of Education will be held on August 25 & 26, 2025 in-person.

Tillie Ticket moved to adjourn the meeting, seconded by Millie Hawley. Motion passed with unanimous consent. The meeting adjourned at 5:10p.m.

Tillie Ticket, Secretary

Shayne Pungowiyi, Recording Secretary

APPROVAL OF MOA WITH NORTHERN INDUSTRIAL TRAINING

APPROVAL OF CONTRACT 2025-2026 ALASKA HUMANITIES FORUM

BOARD COMMENTS

DATE/TIME OF NEXT BOARD MEETING

ADJOURNMENT