

NWABSD Board of Education Committee Meeting/Worksession

Tuesday, January 21, 2025 8:15 AM

District Office Boardroom, 744 Third Ave., Kotzebue, AK 99752

1.	8:15 a.m.	Lobbying Committee	Presenter: Christina Hess, Reggie Joule, John Walsh, Lobbyist
2.	9:15 a.m.	Budget Committee	Presenter: Natalie Dickey, Business Manager
3.	11:00 a.m.	Board Policy	Presenter: Amy Eakin, Director of Technology
4.	1:00 p.m.	Board Bylaw	Presenter: Amy Eakin, Director of Technology
5.	2:00 p.m.	Data Review - Mid-year MClass	
6.	3:15 p.m.	Data Review - Calendar Survey Results	
7.	5:00 p.m.	Joint Maintenance Construction	Presenter: Kathy Christy/Dena Strait, Capitol Projects Manager



Legislative Update:

Governor Dunleavy released his proposed budgets last week. Below is a summary of the capital budget. Shortly, J&H Consulting will also provide a summary of the operating budget. For those interested, the governor's Office of Management & Budget has posted FY25 capital budget documents [here](#).

Capital Items:

As in past years, the capital budget mostly provides state matching funds for federal projects. District-specific projects are not numerous, but there are a few. The total budget is \$2.8 billion, of which \$2.24 billion is federal funds. Notably absent is any funding for school construction and maintenance projects or funding for the harbor matching grant program.

Some budget highlights include:

- University Leaders Library Archives Renovation: \$35.7 million.
- University Seward Marine Center: \$85.3 million.
- University/Agriculture and Food Systems for Sustainability: \$3 million.
- Alaska Marine Highway M/V Tustumena Replacement Vessel: \$106 million.
- Alaska Marine Highway/Vessel Overhaul: \$26.4 million.
- Alaska Marine Highway Wi-Fi: \$6.2 million.
- NPRA Grants: \$29.5 million.
- Community Block Grants: \$6.3 million.
- AEA-Renewable Energy Grants/Round 17: \$6.3 million.
- AEA-Solar for All: \$42.4 million (large increase).
- AEA-Bulk Fuel Upgrades: \$4 million.
- AEA-Rural Power Systems Upgrades: \$5 million.
- AEA-Statewide Grid Resiliency: \$13.9 million.
- Village Safe Water and Wastewater Infrastructure Projects: \$437 million.
- DEC: \$1 million in increased funding for the Clean Water and Drinking Water funds and the revolving loan fund.
- Water Infrastructure Improvements for the Nations Act: \$37 million grant funding for emerging containments.
- Pacific Coastal Salmon Recovery Fund: \$6.8 million.
- Gulf of Alaska Chinook Salmon: \$5.6 million.

- Alaska Marine Salmon Fisheries: \$800,000.
- Code Blue: \$500,000.
- Statewide deferred maintenance and repair: \$20 million.
- Statewide equipment replacement: \$39 million.
- Surface Transportation Projects: \$850 million.
- National Recreational Trails Grants: \$2.75 million.
- Winter Trail Grants: \$120,000.
- Mine Reclamation: \$4.3 million.
- AHFC Teacher, Health, and Public Safety Housing: \$11.5 million (increase).
- AHFC Energy Programs, Weatherization: \$5 million.
- AHFC Affordable Housing Development/Seniors: \$3 million.
- AHFC Affordable Housing Development Program: \$11 million.
- AGDC: \$4.5 million to advance commercial investment in AKLNG and maintain project assets in ready status.
- AGDC: \$50 million for the gas-line development project (Supp. Capital).
- West Susitna Road Access: \$2.5 million.
- Alaska West Coast Resiliency Project: \$18.1 million.
- Millions in funding for highways, roads and airports and equipment, with the required state match included.

This is just the beginning of the budget process, and all budgets have a long legislative process to go through before they are finalized. The budget will change many times during this process. J&H Consulting will keep you updated as the process unfolds. We look forward to working with you on your priorities this session.

Chris and Reggie
J&H Consulting



Operating Budget Overview:

Governor Dunleavy released his administration's budgets last week, as required by Alaska law. The operating budget funds the ongoing work of the state's governmental departments. The governor's proposal is mostly flat-funded from last year, with most state services funded at a similar level to the current budget. In total, the Governor's plan proposes \$6.1 billion in undesignated general fund expenditures, or UGF, a reduction of 5% from the current year. Public education spending drops by \$213 million, because the one-time funding increase of \$175 million was not included in the proposed budget. Governor Dunleavy is proposing a \$3,800 dividend in line with the old state law formula. Totalling \$2.5 billion, the proposal makes the PFD the biggest single expense in the budget. In order to pay for the dividend, the budget calls for a \$1.5 billion dollar draw from the Constitutional Budget Reserve (CBR). That's more than half of the current balance of the savings account. In the past, legislators have reduced the PFD to balance the budget and will likely do so again this year. Additionally, the legislature needs another \$150 million in the current budget year from savings, totaling about \$1.7 billion in deficit spending this year and next. To draw money from the CBR, a three-fourths majority vote is required. This super majority will be difficult to obtain considering the make-up of the bipartisan coalitions in both the House and Senate.

Revenue from the Permanent Fund will again be the most significant source of state income this year, eclipsing oil revenue. Due to lower-than-expected oil prices and production, the state is expected to have \$220 million less in revenue at its disposal than [had been previously predicted](#) for the current fiscal year, and \$230 million less in the coming fiscal year. The transfer from the Permanent Fund was expected to be \$3.7 billion in the current fiscal year and \$3.8 billion in the next fiscal year.

Along with the budget release there was also a new revenue and production forecast produced by the Departments of Revenue and Natural Resources. The Governor's [long-term fiscal plan](#) shows recurring, growing budget deficits with no proposed new revenue sources or significant reductions in spending or the PFD. The budget picture grows grimmer the longer it is projected out. All the state's savings would disappear, and the projections show it being overspent by nearly \$1 billion by the middle of 2028 and \$12 billion by 2035. The size of the 10-year deficit is more than one-fifth of the \$79 billion Permanent Fund's size. Although long debated, a long-term fiscal plan has failed to emerge from either the legislature or the Governor. It appears that once again Alaska is facing a grim fiscal picture that needs to be addressed.

Below are some interesting highlights in the operating budget broken down by areas of interest:

Commerce and Economic Development:

- Five additional new positions.
- Community Revenue Sharing reduced funding from \$30 million per year to \$23.3 million for FY26 and \$25.5 million for FY27.
- \$48 million for PCE and an additional \$710,000 for the Circuit Rider Program.
- Flat funding for the Alaska Broadband Office.
- No funding for Alaska Travel Industry Association (\$5 million last year).
- \$10 million over three years for Alaska Seafood Marketing Institute (mostly offset by reduction in revenues).
- The Governor's carbon storage initiative has been added to the AOGCC budget. \$738,000 is added to support two positions plus the contracts needed for AOGCC to manage the program.
- Grants that weren't included in this year's budget:
 - \$1.5 million for food bank assistance
 - \$10 million to fully fund community assistance payments at \$30 million per year
 - \$4 million grant to Anchorage to keep its low-barrier shelter open year-round
 - Several smaller grants for youth shooting programs and Arctic Winter Games

Education:

The foundation formula, pupil transportation, and school bond debt reimbursement are fully funded. There is no increase to education funding, and the one-time funding of \$175 million from last year is not included in the BSA. There is a reduction in the K-12 formula and transportation funding but that is due to a combination of continued student count reductions and the failure to include last year's one-time funding for the BSA. Per-student education funding reverts to the \$5,960 Base Student Allocation. School bond debt reimbursement is down \$10 million due to the debt being paid off over time. Deposits to the Regional Education Attendance Area fund are down about \$4 million since the funding is tied to the amount of bond debt.

- \$1.1 billion for foundation formula (fully funded at last year's amount of the BSA, but with no one-time funding, so in practical terms it is a funding decrease from FY25).
- \$67.8 million for pupil transportation.
- \$2.75 million for CTE, teacher apprenticeships, and teacher recruitment and retention initiatives.
- \$1.55 million is added for a CTE initiative focused on electricians and plumbers career pathway development.
- \$8.5 million for residential schools.
- \$21 million for broadband assistance grants.
- \$77.4 million for child nutrition.
- \$14.9 million for early learning coordination.
- \$6.1 million for Pre-K grants.

- \$14.1 million for Mt. Edgecumbe High School.
- \$5.1 million for WWAMI Medical Education.

There is no funding for Live Homework Help and the Alyeska Reading Academy and Institute. An additional concern is the \$25.4 million reduction in funding in Student and School Achievement which is mostly expiring Covid relief funds. This federal funding has been used to support summer learning, tutoring, and after-school programs.

Public Safety:

- Eleven new positions funded.
- \$1.8 million for four new trooper positions to reopen and staff the trooper posts in Talkeetna to cover the communities of Willow, Talkeetna, and Trapper Creek. An additional \$597,000 is included for one-time startup costs.
- \$2.3 million to cover overtime.
- \$1.1 million (plus \$270,000 in startup costs) for three additional trooper positions to address sexual assault of minor cases in Nome, Kotzebue, and the Northwest Arctic region.
- \$1.2 million increase for the VPSO program which increases the number of officers by five to 90.
- Council on Domestic Violence and Sexual Assault in Department of Public Safety – reduced by \$387,000.

Corrections:

- Community Residential Centers (halfway houses/re-entry support) reduced by \$1.7 million.
- \$850,000 addition to expand vocational education programs at several institutions. The programs would fund electrical and plumbing classes as well as coding and software development classes.
- Funding for supervisory standby pay and peer wellness and support funding are new additions for DOC staff.

Fish and Game:

- \$300,000 to support existing groundfish assessment and management in southeast.
- \$717,000 addition in the Statewide Fisheries Management component to support existing fisheries projects on a statewide level.
- \$450,000 UGF and \$217,000 Fish and Game Fund is added across the Commercial and Sport Management divisions for vessel, vehicle, and aircraft maintenance.

Health:

The following health grant programs were reduced by these amounts:

- Treatment and Recovery Grants – reduced by \$3.3 million (7.7%)
- Chronic Disease Prevention Grants – reduced by \$1.7 million (17.9%)
- Early Intervention Grants – reduced by \$145,000 (2%)
- Behavioral Health Admin – reduced by \$309,000

\$6.1 million has been included for the childcare assistance program passed in SB 189. This reflects a year-over-year reduction of \$1.6 million funding to implement the childcare assistance program.

Natural Resources:

- Ten new positions funded.
- \$342,000 is added to create the big game guide concession areas. The division will manage the permit application and issuance process.
- \$360,000 per year in FY26 and FY27 to address expanding broadband access as part of the DCCED run broadband program funded through the Infrastructure Investment & Jobs Act.
- \$858,000 for three positions (Two in Anchorage and one in Haines) to add capacity for a forest infrastructure development program to increase timber sales.
- \$800,000 to address work for reforestation, fire mitigation, and forest health on private lands.
- \$648,00 for two positions for emergency response and prevention to assist with disasters like the recent flooding and landslides.

Law:

- Fifteen new positions funded.
- \$1.9 million for the Criminal Division budget to support five new attorneys and three support staff to address caseloads.
- Request of half a million for statehood defense.

Other:

- The Governor, via Administrative Order 356, has moved the Labor Relations section from DOA to the Office of the Governor (OOG) and Department of Law. This may impact labor relations negotiations.
- AHFC, through their new subsidiary the Alaska Sustainable Energy Corporation, is requesting authority to seek up to \$20 million in federal revenues over the next three years to establish and support a green bank. The green bank concept will provide capital for individuals and entities looking to make renewable energy efficient investments. This concept was part of legislation passed last year.
- State assistance for retirement payments has increased by \$36.1 million.

Conclusion

This is just the beginning of the budget process. At this point, the proposed budget is mostly flat funded and not particularly exciting. Many senators noted that both the capital and operating budgets failed to address a number of items that will need to be considered. Additionally, the education community will be strongly advocating for increased funding after years of rising inflation and no permanent increase to base funding. J&H Consulting will continue to monitor the budget as it works through the process starting in January.

Best regards,
Reggie Joule and Christine Hess
J&H Consulting

The Senate leadership is very similar to the last legislative session but with some new committee chairs:

Sen. Gary Stevens, R-Kodiak Senate President; Sen. Cathy Giessel, R-Anch., Senate Majority Leader; Sen. Bill Wielechowski, D-Anch., Rules chair; Sen. Kelly Merrick R-Eagle River, Majority Whip; Sen. Elvi Gray-Jackson, Budget and Audit chair.

The committee chair assignments are as follows:

Senate Finance cochairs: Sens. Bert Stedman, R-Sitka, Donny Olson, D-Golovin, Lyman Hoffman, D-Bethel; **Resources:** Sen. Cathy Giessel, R-Anch; **Community and Regional Affairs:** Sen. Kelly Merrick, R-Eagle River; **Education:** Sen. Loki Tobin, D-Anch.; **Health and Social Services:** Sen. Forrest Dunbar, D-Anch.; **Judiciary:** Sen. Matt Claman, D-Anch., **Labor and Commerce:** Sen. Jesse Bjorkman, R-Nikiski; **Legislative Council vice chair:** Sen. Gary Stevens, R-Kodiak; **Joint Armed Services co-chair:** Sen. Scott Kawasaki, R-Fairbanks; **World Trade (special committee) co-chairs:** Sens. Gary Stevens, R-Kodiak, Sen. Cathy Giessel, R-Anch.; **Arctic Affairs (special committee)** Sens. Gary Stevens, Cathy Giessel, cochairs:

The House leadership reflects the switch from a thin Republican control in the last Legislature to a thin Democrat-led coalition control for the upcoming Legislature.

Rep. Bryce Edgmon, I-Dillingham, Speaker; Rep. Louise Stutes, R-Kodiak Rules chair; Rep. Chuck Kopp, R-Anch., Majority Leader.

The committee chair assignments are as follows:

House Finance co-chairs; Rep. Neal Foster, D-Nome, Rep. Andy Josephson, D-Anchorage, Rep. Calvin Schrage, D-Anch; **Resources co-chairs:** Reps. Maxine Dilbert, D-Fairbanks, Robyn Burke, D-Utqiagvik; **Energy co-chairs:** Rep. Donna Mears, D-Anch., Rep. Ky Holland, I-Anch.; **Health and Social Services:** Rep. Genevieve Mina, D-Anch.; **Labor and Commerce co-chairs,** Rep. Zack Fields, D-Anch., Rep. Carolyn Hall, D-Anch.; **Community and Regional Affairs co-chairs:** Rep. Donna Mears, D-Anch., Rep. Rebecca Himschoot; **Judiciary:** Rep. Andrew Gray, D-Anch.; **Transportation co-chairs:** Rep. Ted Eischeid, D-Anch., Rep. Ashley Carrick, D-Fairbanks; **Military and Veteran Affairs,** Rep. Ted Eischeid, D-Anch.; **Fisheries,** Rep. Louise Stutes, R-Kodiak; **Tribal Affairs co-chairs:** Rep. Bryce Edgmon, I-Dillingham, Rep. Maxine Dilbert, D-Fairbanks.

Chris, John and Reggie



Legislative Update:

The session is set to begin on January 21st, 2025. This will be the first session of the 34th Alaska State Legislature. Members of the legislature will be officially sworn in on January 21st and committee membership will be officially announced by the Committee on Committees after it meets. We will forward membership information as soon as it is released. Both the House and the Senate have formed bipartisan coalitions, which have made addressing issues like education, energy and retirements an integral part of their platforms. The Legislative Finance Division has now posted the Overview of the Governor's Budget and the Subcommittee Books on their website. These overviews provide an excellent overview of the budget by state department and the overall health of state finances: <https://www.legfin.akleg.gov/>.

We are hearing that the House Education Committee will be introducing their Base Student Allocation (BSA) bill as early as Jan 22nd. The BSA is the main component of school funding. It has been one of the main issues in recent years and is a key component of year-end negotiations. Both education committees will be inviting public testimony immediately after presenting the BSA bill, so be ready to testify again. The expectation is that both bills will be in their respective finance committees for most of February as the budget is developed.

The second batch of prefile bills were posted on January 17th and can be found [HERE](#), and with short descriptions: [HERE](#). The first set of prefile bills can be viewed [HERE](#) and with short descriptions [HERE](#). In total, 96 bills have been introduced. These bills will be read into the record and referred to committee, along with Governor Dunleavy's proposed budget bills next week.

Bill	Short Title	Prime Sponsor(s)	Current Status	Status Date
<u>HB 38</u>	TEACHERS & SUPPLEMENTAL EMPLOYEE BENEFITS	REPRESENTATIVE SADDLER	PREFILE RELEASED	01/17/2025
<u>HB 39</u>	EDUCATION FOR DEAF & HARD OF HEARING	REPRESENTATIVE ALLARD	PREFILE RELEASED	01/17/2025
<u>HB 40</u>	DESIGNATE SEX FOR SCHOOL-SPONSORED SPORTS	REPRESENTATIVE ALLARD	PREFILE RELEASED	01/17/2025
<u>HB 41</u>	ELIMINATE DAYLIGHT SAVING TIME	REPRESENTATIVE ALLARD BY REQUEST	PREFILE RELEASED	01/17/2025
<u>HB 42</u>	SCHOOL GRANTS AND BOND DEBT REIMBURSEMENT	REPRESENTATIVE ALLARD	PREFILE RELEASED	01/17/2025
<u>HB 43</u>	ELECTIONS, VOTING, BALLOTS	REPRESENTATIVE SCHRAGE	PREFILE RELEASED	01/17/2025
<u>HB 44</u>	WORKERS COMP DEATH BENEFITS	REPRESENTATIVE JOSEPHSON	PREFILE RELEASED	01/17/2025
<u>HB 45</u>	DISPLAY OF U.S. FLAG	REPRESENTATIVE ALLARD	PREFILE RELEASED	01/17/2025
<u>HB 46</u>	APP STORES, PARENTS, AND MINORS	REPRESENTATIVE VANCE	PREFILE RELEASED	01/17/2025
<u>HB 47</u>	GENERATED OBSCENE CHLD SEX ABUSE MATERIAL	REPRESENTATIVE VANCE	PREFILE RELEASED	01/17/2025

<u>SB</u> <u>40</u>	HISPANIC HERITAGE MONTH	SENATOR GRAY-JACKSON	PREFILE RELEASED	01/17/2025
<u>SB</u> <u>41</u>	PUBLIC SCHOOLS: MENTAL HEALTH EDUCATION	SENATOR GRAY-JACKSON	PREFILE RELEASED	01/17/2025
<u>SB</u> <u>42</u>	LAW ENFORCEMENT: REGISTRY; USE OF FORCE	SENATOR GRAY-JACKSON	PREFILE RELEASED	01/17/2025
<u>SB</u> <u>43</u>	WOMEN'S HISTORY MONTH	SENATOR GRAY-JACKSON	PREFILE RELEASED	01/17/2025
<u>SB</u> <u>44</u>	MINORS & PSYCHIATRIC HOSPITALS	SENATOR CLAMAN	PREFILE RELEASED	01/17/2025
<u>SB</u> <u>45</u>	MEDICAID MENTAL HEALTH PARITY	SENATOR DUNBAR	PREFILE RELEASED	01/17/2025
<u>SB</u> <u>46</u>	EDUCATION FUNDING	SENATOR CLAMAN	PREFILE RELEASED	01/17/2025
<u>SB</u> <u>47</u>	CHUGACH STATE PARK EASEMENTS	SENATOR GIESSEL	PREFILE RELEASED	01/17/2025
<u>SB</u> <u>48</u>	NOT INTRODUCED		--	01/17/2025
<u>SB</u> <u>49</u>	WORKPLACE VIOLENCE PROTECTIVE ORDERS	SENATOR CLAMAN	PREFILE RELEASED	01/17/2025
<u>SB</u> <u>50</u>	MUNICIPAL COMPREHENSIVE PLANS: HOUSING	SENATOR DUNBAR	PREFILE RELEASED	01/17/2025

An overview of the important bills will be out soon. This is just the beginning of the legislative process. As we have seen over the last several years, not many of the bills will make it across the finish line. J&H Consulting will keep you updated as the process unfolds. We look forward to working with you on your priorities this session.

Chris and Reggie
J&H Consulting



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

Ambler · Buckland · Deering · Kiana · Kivalina · Kobuk · Kotzebue · Noatak · Noorvik · Selawik · Shungnak
PO Box 51 · Kotzebue, Alaska 99752 · Phone (907) 442-1800

NWABSD BOARD OF EDUCATION

Budget Committee Meeting

Conducted via Teleconference

Call 1-833-682-3239, enter code: _____

Agenda

January 21, 2025

9:15 a.m.

- I. FY25 Financial Report as of November 30, 2024
- II. FY24 Capital Projects Balances review
- III. FY26 Budget Projections
- IV. Action Items with Budget impact:
 - 25-058 Approval of Purchase Curriculum Associates
 - 25-059 Approval of Purchase Amplify mClass Intervention with Professional Development
 - 25-060 Approval of FY26 MOA, Elisabeth Nyang – Speech/Language Pathologist
 - 25-061 Approval of FY26 MOA, Sandy Slater – Autism Specialist
 - 25-062 Approval of FY26 MOA, Terese Kashi – School Psych
 - 25-063 Approval of FY26 MOA, Method Works Behavior and Autism Specialist
 - 25-064 Approval of FY26 MOA, Janelle Coop – Speech Language Pathologist
 - 25-069 Approval of AHFC Noatak Teacher Housing match
 - 25-070 Approval of FY25-FY26 NANA funding schedule
 - 25-071 Approval of FY25 Operating Budget Revision #2
- V. Future Business:
 - FY26 Preliminary Budget

Director of Administrative Services: Natalie Dickey

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.

**Northwest Arctic Borough School District
Financial Narrative
For Month Ending November 30, 2024**

Included in the attached report are the reports for General Fund Revenue & Expenditures, Board Expenditures, and the Investment Account balance for month ending 11/30/2024. The Board last received a report November 18, 2024 with expenditures and revenue through October 31, 2024.

For the purposes of this report, we are approximately 42% through the fiscal year and have expended 38% of our general operating budget, and received 43% of our budgeted general fund revenue. 82% of our General Fund budget is expended and encumbered. Expenditures has increased by 18% since the last report. This percentage is as expected.

**Northwest Arctic Borough School District
General Fund Revenue
For Month Ending November 30, 2024**

		Approved				
		<u>Budgeted</u>	<u>Year to Date Exp</u>	<u>Encumbrance</u>	<u>Variance</u>	<u>% of Budget</u>
Revenues By Object:						
011	Other Borough Revenue	8,068,263	3,946,423	-	4,121,840	49%
012	In-Kind Contribution	-	-	-	-	NA
030	Interest Income	770,000	338,420	-	431,580	44%
040	Other Local Revenue	2,100,000	688,548	-	1,411,452	33%
047	E-Rate Program Revenue	7,205,220	6,193,944	10,295,964	(9,284,688)	86%
051	Foundation Program	38,250,938	15,756,620	-	22,494,318	41%
090	Other State Funding	4,800,549	2,255,778	-	2,544,771	47%
056	TRS On-Behalf	2,505,160	-	-	2,505,160	0%
057	PERS On-Behalf	447,788	-	-	447,788	0%
111	Impact Aid	3,476,274	-	-	3,476,274	0%
250		-	-	-	-	NA
Revenue Totals		67,624,192	29,179,734	10,295,964	28,148,494	43%
		43% % Received to date				

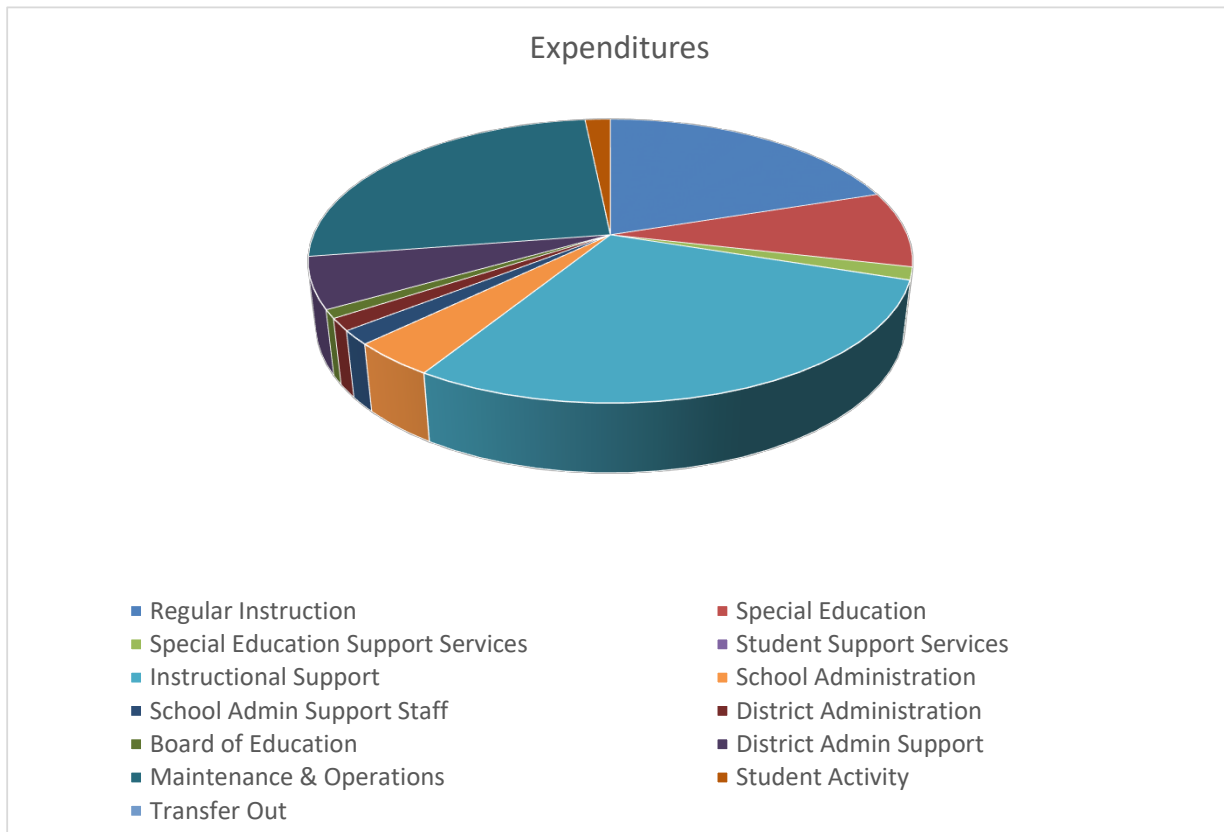
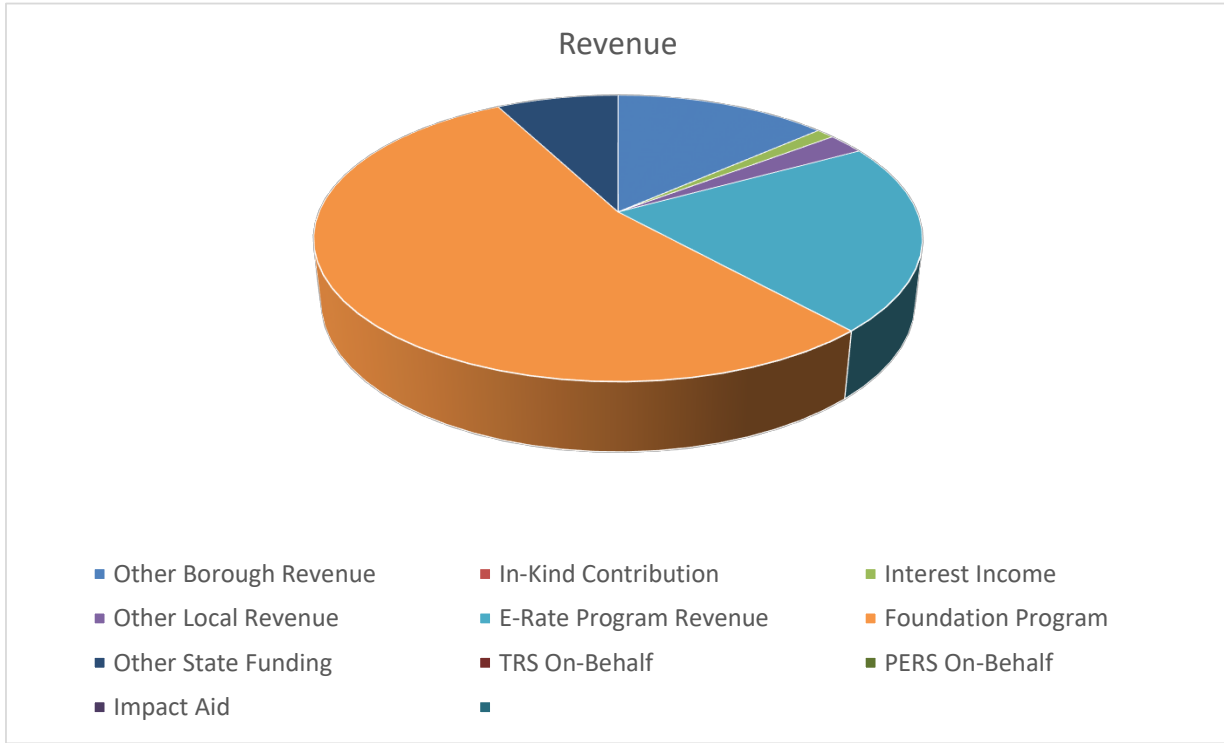
Percentage of All Funds Total Budget Expended:	37.74%
Percentage of Year Passed:	41.67%
General Checking Account Ending Balance	\$6,305,782.59
Wells Fargo IILD Account	\$15,561,201.00
JNES Scholarship Account	\$4,186.77
Month End Cash In Bank Account	<u>\$21,871,170</u>

**Northwest Arctic Borough School District
General Fund Expenditures by Object & Function
For Month Ending November 30, 2024**

		<u>Approved</u>				
		<u>Budget</u>	<u>Year to Date Exp</u>	<u>Encumbrance</u>	<u>Variance</u>	<u>% of Budget</u>
Expenditures By Object:						
310	Certificated Salaries	15,429,407	5,125,383	8,478,884	1,825,139	33%
320	Non-Certificated Salaries	9,335,698	2,944,005	4,026,872	2,364,821	32%
331	Leave Pay Out	285,000	33,814	10,666	240,519	12%
333	Stipends	99,750	77,250	-	22,500	77%
360	Employee Benefits	12,645,809	3,879,311	846,973	7,919,525	31%
367	TRS On-behalf	2,505,160	-	-	2,505,160	0%
368	PERS On-behalf	447,788	-	-	447,788	0%
	SUBTOTAL: Personnel	40,748,612	12,059,764	13,363,395	15,325,453	30%
410	Professional & Technical Services	4,842,647	1,053,231	1,056,279	2,733,137	22%
420	Staff Travel	424,000	131,514	7,172	285,314	31%
420	Board Travel	108,852	28,807	6,811	73,234	26%
425	Student Travel	1,144,775	342,084	40,021	762,670	30%
430	Utility Services	8,410,727	7,067,047	11,672,355	(10,328,675)	84%
435	Energy-includes electricity & fuel	4,323,719	2,751,728	1,173,776	398,215	64%
440	Other Purchased Services	4,470,556	1,138,900	3,330,944	712	25%
445	Property & Liability Insurance	1,350,000	1,396,451	-	(46,451)	103%
450	Supplies, Materials & Media	1,754,263	696,799	315,691	741,773	40%
480	Tuition	40,000	-	15,509	24,491	0%
490	Dues & Fees	87,680	31,010	37,516	19,154	35%
510	Inventoried Equipment	55,000	-	-	55,000	0%
495	Indirect Cost Recovery	(250,000)	(87,164)	-	(248,211)	35%
	SUBTOTAL: Non-Personnel	26,762,219	14,550,406	17,656,074	(5,529,636)	54%
550	Transfer Out	3,005,214	-	-	3,005,214	0%
Expense Totals		70,516,044	26,610,170	31,019,469	12,801,030	82%
		38% Expended to date				

		<u>Budgeted</u>	<u>Year to Date Exp</u>	<u>Encumbrance</u>	<u>Variance</u>	<u>% of Budget</u>
Expenditures by Function						
100	Regular Instruction	17,977,977	5,311,160	6,150,577	6,516,240	30%
200	Special Education	8,627,583	2,300,984	2,474,685	3,851,914	27%
220	Special Education Support Services	1,260,998	378,838	586,643	295,517	30%
300	Student Support Services	297,660	6,747	-	290,913	2%
350	Instructional Support	10,303,824	7,666,276	12,405,519	(9,767,971)	74%
400	School Administration	3,334,747	1,045,533	1,408,325	880,889	31%
450	School Admin Support Staff	1,459,652	422,540	398,972	638,139	29%
510	District Administration	1,245,159	370,832	411,620	462,707	30%
511	Board of Education	642,793	256,146	75,779	310,868	40%
550	District Admin Support	3,122,143	1,546,087	903,804	672,252	50%
600	Maintenance & Operations	17,424,106	6,874,994	5,924,687	4,624,426	39%
700	Student Activity	1,814,189	430,143	278,858	1,105,188	24%
900	Transfer Out	3,005,214	-	-	3,005,214	0%
Total Expenditures		70,516,044	26,610,279	31,019,469	12,886,296	82%

**Northwest Arctic Borough School District
General Fund Revenue & Expenditures by Function
For Month Ending November 30, 2024**



**Northwest Arctic Borough School District
Board Expenditures
For Month Ending November 30, 2024**

		<u>Approved Budgeted</u>	<u>Year to Date Exp</u>	<u>Variance</u>	<u>% of Budget</u>
Expenditures by Object					
333	Stipends	87,750	45,250	42,500	52%
36?	Benefits	290,511	117,842	172,669	41%
410	Professional & Technical Services	111,000	30,712	80,288	28%
420	Travel	108,852	28,807	80,045	26%
425	Student Travel	-	(12,350)	12,350	NA
450	Supplies	5,000	5,192	(192)	104%
490	Other Expenses (Dues & Fees)	39,680	16,375	23,305	41%
Total Expenditures		\$ 642,793	\$ 231,829	\$ 410,964	36%

Board Budget Summary

Board Stipends

<u>Stipend</u>		<u>Members</u>	<u># of times</u>	<u># of Days</u>	<u>FY25 TOTAL</u>
\$ 250	NWALT Meeting - July 1, 2024	1	1	1	\$ 250
\$ 250	AASB Board Meeting in OTZ	1	1	3	\$ 750
\$ 250	Executive Committee Meeting	4	1	1	\$ 1,000
\$ 250	August Region Meeting	2	1	1	\$ 500
\$ 250	Monthly Board Meeting	11	5	2	\$ 27,250
\$ 250	September QUAD Meeting	7	1	2	\$ 3,500
\$ 250	October Retreat	10	1	2	\$ 5,000
\$ 250	Fall Boardmanship Training	7	1	4	\$ 7,000
TOTAL					\$ 45,250

Benefits

\$ 2,250	Health Insurance	10	5	1	\$ 112,500
\$ 5,342	Other Benefits				\$ 5,342
TOTAL					\$ 117,842

Professional & Technical Services

\$ 11,666	Lobbyists				\$ 23,332
\$ 7,380	AASB Annual Meeting Services				\$ 7,380
TOTAL					\$ 30,712

Travel & Perdiem

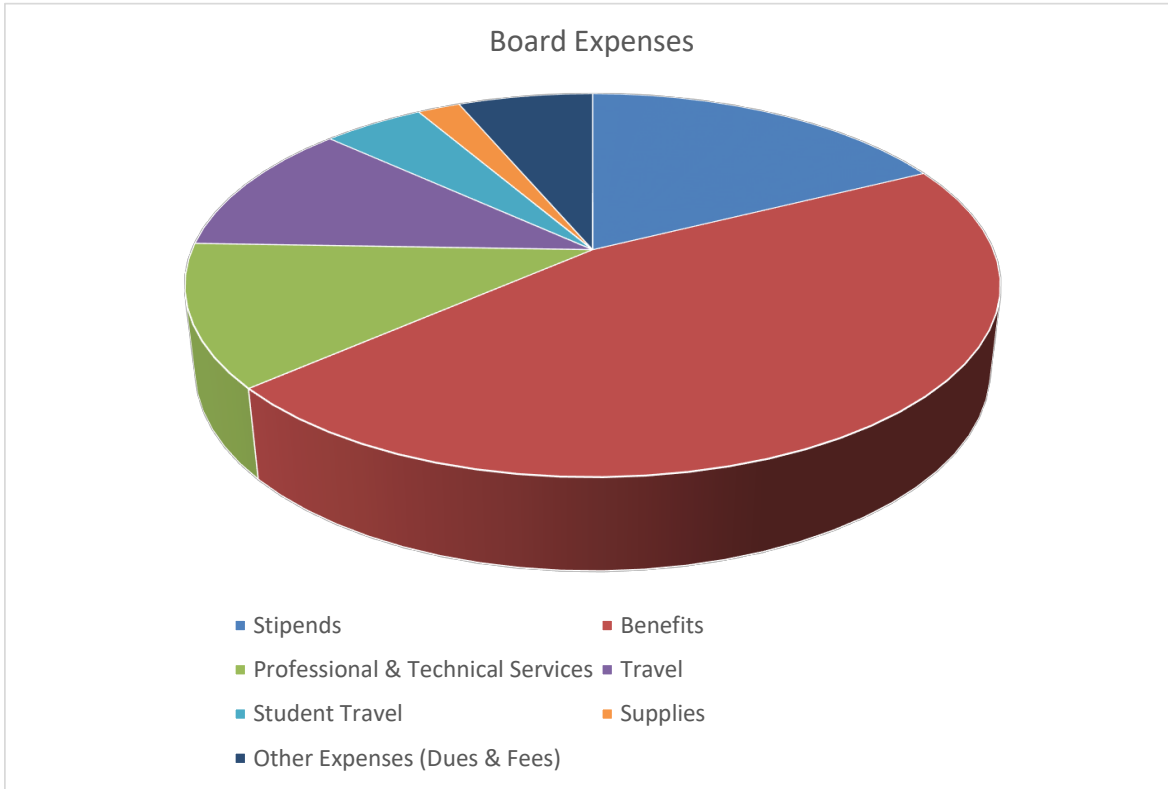
\$ 2,308	Airfare/Hotel/Car				\$ 21,560
\$ 7,248	Per-Diem				\$ 7,248
TOTAL					\$ 28,807

Miscellaneous Exp

\$ 1,197	Supplies, media and freight for Board & Board meetings				\$ 1,196.64
\$ 3,996	MacBook Air				\$ 3,996.00
\$ 13,700	CEE membership and AASB fees				\$ 13,700.00
\$ 2,675	National School Board Association				\$ 2,675.00
TOTAL					\$ 21,568

Grand Total \$ 231,830

**Northwest Arctic Borough School District
Board Expenditures
For Month Ending November 30, 2024**



**Northwest Arctic Borough School District
Investment Account Earnings
For Month Ending November 30, 2024**

	Fiscal Year	IILD GF Earnings	IILD CIP Earnings	Total Earnings	
1	FY19	\$ 112,675.74	\$ -	\$ 112,675.74	
2	FY20	\$ 134,699.78	\$ -	\$ 134,699.78	
3	FY21	\$ 1,694.94	\$ 2,564.11	\$ 4,259.05	
4	FY22	\$ 13,734.29	\$ 12,012.88	\$ 25,747.17	
5	FY23	\$ 316,919.38	\$ 17,754.50	\$ 334,673.88	
6	FY24	\$ 692,319.01	\$ -	\$ 692,319.01	
7	FY25	\$ 201,565.56	\$ -	\$ 322,682.06	Year to date
		\$ 1,473,608.70	\$ 32,331.49	\$1,627,056.69	

Fund #	Fund Name	CIP Fund Balance Designation				Total Fund Balance
		Nonspendable	Restricted	Assigned	Unassigned	
500	District Technology			1,134,481.00		1,134,481.00
501	Impact Aid Capital		53,386.00			53,386.00
502	Local Funded Maintenance			306,002.00		306,002.00
510	CIP Reserved Local Share			4,080,144.00		4,080,144.00
512	AHFC Buckland THP-23-NAB-1			177,506.00		177,506.00
513	AHFC Buckland THP-23-NAB-2			90,083.00		90,083.00
544	Deering K-12 School Imp				(67,505.00)	(67,505.00)
546	Shungnak K-12 School Imp					-
548	Kivalina K-12 Replacement School			50.00		50.00
550	Kivalina Teacher Housing Project			233,723.00		233,723.00
549	Buckland HVAC				(96,545.00)	(96,545.00)
551	Alaska Tech Center Family Hsg			17,452.00		17,452.00
552	Magnet School (ATC) Expansion			673,518.00		673,518.00
556	Selawik Renovations				(72,853.00)	(72,853.00)
			53,386.00	6,712,959.00	(236,903.00)	6,529,442.00

NWABSD 5 Year Budget Development
Income and Expenditure Forecast

	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25 (rev #1)</u>	<u>NOTES</u>	<u>FY26 (0/5960)</u>	<u>FY26 (+680)</u>	<u>FY26 (+1808)</u>
INCOME								
Other Local Revenue	\$ 340,000	\$ 530,000	\$ 830,000	\$ 2,100,000	NC	\$ 2,100,000	\$ 2,100,000	\$ 2,100,000
Earnings on Investments	\$ 3,200	\$ 230,000	\$ 700,000	\$ 770,000	NC	\$ 770,000	\$ 770,000	\$ 770,000
Donations/Contributions	\$ -	\$ -	\$ 125,000	\$ -	NC	\$ -	\$ -	\$ -
Borough Appropriation	\$ 6,151,951	\$ 8,540,579	\$ 6,645,111	\$ 8,068,263	NC	\$ 8,068,263	\$ 8,068,263	\$ 8,068,263
E-Rate Program	\$ 7,293,845	\$ 7,456,903	\$ 7,205,220	\$ 7,205,220	NC	\$ 19,452,945	\$ 19,452,945	\$ 19,452,945
State Foundation	\$ 37,363,785	\$ 37,679,925	\$ 37,706,297	\$ 42,933,418	FY26 ADM=1808	\$ 36,751,719	\$ 41,262,377	\$ 48,744,762
Quality Schools	\$ 107,412	\$ 108,384	\$ 109,592	\$ 110,278	NC	\$ 106,133	\$ 106,133	\$ 106,133
TRS On-Behalf	\$ 2,604,072	\$ 1,536,630	\$ 1,932,859	\$ 2,505,160	3%	\$ 2,580,315	\$ 2,580,315	\$ 2,580,315
PERS On-Behalf	\$ 624,228	\$ 202,622	\$ 256,389	\$ 447,788	3%	\$ 461,222	\$ 461,222	\$ 461,222
Revenue- Other State Sources	\$ 16,960	\$ 1,525,156	\$ 2,382,778	\$ 7,791	NC	\$ 1,664,630	\$ 1,664,630	\$ 1,664,630
Impact Aid Program	\$ 1,647,184	\$ 1,990,131	\$ 9,696,015	\$ 3,476,274	NC	\$ 3,441,882	\$ 3,441,882	\$ 3,441,882
TOTAL INCOME	\$ 56,152,637	\$ 59,800,330	\$ 67,589,261	\$ 67,624,192		\$ 75,397,109	\$ 79,907,767	\$ 87,390,152

NWABSD 5 Year Budget Development
Income and Expenditure Forecast

	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25 (rev #1)</u>	<u>NOTES</u>	<u>FY26</u>
EXPENSES						
Certificated Salaries	\$13,499,597	\$13,652,393	\$14,099,918	\$15,429,407	5%*	\$16,114,053
Non-Certificated Salaries	\$8,322,665	\$8,117,786	\$9,166,032	\$9,347,698	per neg.**	\$9,971,183
Leave Pay Out	\$219,832	\$201,510	\$253,752	\$285,000	3%	\$313,837
Stipends	\$11,000	\$79,000	\$87,750	\$87,750	3%	\$113,043
Employee Benefits	\$10,845,337	\$10,695,972	\$10,526,896	\$12,645,809	3%	\$13,894,605
TRS On-behalf	\$2,604,072	\$1,536,630	\$1,932,859	\$2,505,160	5%	\$2,630,418
PERS On-behalf	\$624,228	\$202,622	\$256,389	\$447,788	5%	\$470,177
SUBTOTAL: Personnel	\$36,126,731	\$34,485,913	\$36,323,596	\$40,748,612		\$43,507,316
Professional & Technical Services	\$3,441,302	\$3,838,290	\$3,928,718	\$4,842,647	NC	\$4,842,647
Staff Travel	\$435,572	\$502,318	\$485,502	\$424,000	NC	\$424,000
Board Travel	\$92,279	\$93,654	\$108,852	\$108,852	NC	\$108,852
Student Travel	\$729,316	\$1,004,183	\$1,144,775	\$1,144,775	NC	\$1,144,775
Utility Services	\$8,542,700	\$8,638,951	\$8,517,609	\$8,410,727	5%	\$22,781,203
Energy-includes electricity & fuel	\$4,032,395	\$5,077,847	\$6,159,426	\$4,323,719	5%	\$4,539,886
Other Purchased Services	\$2,362,790	\$4,483,906	\$4,478,153	\$4,470,556	NC	\$4,470,556
Property & Liability Insurance	\$953,044	\$955,047	\$1,306,397	\$1,350,000	NC	\$1,350,000
Supplies, Materials & Media	\$1,464,571	\$1,651,412	\$1,519,821	\$1,754,263	NC	\$1,754,263
Tuition	\$34,000	\$10,620	\$20,000	\$40,000	NC	\$40,000
Dues & Fees	\$162,913	\$173,271	\$140,364	\$87,680	NC	\$87,680
Inventoried Equipment	\$59,508	\$38,648	\$45,000	\$55,000	NC	\$55,000
Indirect Cost Recovery	(\$300,000)	(\$300,000)	(\$315,000)	(\$250,000)	NC	(\$250,000)
SUBTOTAL: Non-Personnel	\$22,010,390	\$26,168,147	\$27,539,617	\$26,762,219		\$41,348,862
TOTAL EXPENSES	\$58,137,121	\$60,654,060	\$63,863,213	\$67,510,831		\$84,856,178

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: January 21, 2025

NUMBER: 25-070

FR: Office of the Superintendent

SUBJECT: Approval of FY25 NANA
Funding Breakdown

ABSTRACT:

Ensure budget integrity and transparency.

ISSUE:

Board approval is required for all contracts and agreements of \$ 50,000 or more.

BACKGROUND AND/OR PERTINENT INFORMATION:

At issue is the approval of anticipated use of approved NANA funding for FY25 of \$1.5 million, to benefit the Alaska Technical Center in the amount of \$500,000, the Student Activities Program in the amount of 700,000, and the Language and Culture programs, in the amount of \$300,000.

ALTERNATIVES:

1. Approve the FY25 Nana Funding Breakdown as presented;
2. Disapprove the FY25 Nana Funding Breakdown as presented;
3. Take no action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the FY25 Nana Funding Breakdown as presented.

NANA FY25/26 Contribution Breakdown

1 Alaska Technical Center – (FY25 current operations)	\$	500,000
2 Student Activities Program		
District-wide	\$	400,000
BB Tournament, Jan 2025		
Support for site travel to event		
Student Government FY 26	\$	150,000
Springtime event FY25	\$	150,000
3 Language and Culture		
Science curriculum	\$	150,000
Iñupiaq teachers professional development	\$	150,000
	TOTAL:	\$ 1,500,000

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: January 21, 2025

NUMBER: 25-071

FR: Office of the Superintendent

SUBJECT: Approval of FY25
General Fund Budget
Revision #2

ABSTRACT:

The School Board shall establish and maintain a balanced budget.

ISSUE:

At issue is the approval of the FY25 General Fund Budget Revision #2

BACKGROUND AND/OR PERTINENT INFORMATION:

Approved Budget Revisions:

- **Original Budget:**
 - Approved at the April 30, 2024, Regular School Board meeting
 - Revenue: \$63,879,260
 - Expenditures: \$66,535,595
- **Revision #1:**
 - Approved at the August 27, 2024, meeting
 - Revenue: \$67,624,192
 - Expenditures: \$67,510,831
- **Revision #2 (Presented for Review):**
 - **Revenues:** \$79,634,230
 - **Expenditures:** \$80,953,218
 - **Transfer In (Other Funds):** \$1,500,000
 - **Transfers Out (Other Funds):** \$3,005,214 (no change)

Revenue Adjustments in Revision #2:

- **Increase in Budgeted Revenue:**
 - FY 25 e-rate funding commitment: **\$12,247,725**
- **Decreases in Budgeted Revenue:**
 - Actual student counts from the fall OASIS report, approximately 60 less students: **(\$1,863,494)**
 - Quality Schools funding adjustment: **(\$4,353)**
 - FY25 Impact Aid adjustment based on FY24 receipts: **(\$34,392)**
 - **Total Revenue Decrease: (\$1,902,239)**

Transfers In:

- Transfer **\$1,500,000** from the CIP reserved Local Share to the General Fund for projected to actual FY25 Foundation funding.
 - Current balance in CIP reserved Local Share: **\$4,080,144**

Expenditure Adjustments:

- **Reallocation of Funds:** Adjusted to reflect actual expenditures and corrections with no fiscal impact.

- **Increase in E-rate Service Costs:** Additional cost of **\$13,285,657**

ALTERNATIVES:

1. Approve Revision #2 of the FY25 General Fund Operating Budget as presented;
2. Disapprove Revision #2 of the FY25 General Fund Operating Budget as presented;
3. Take no action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve Revision #2 of the FY25 General Fund Operating Budget as presented.

**Northwest Arctic Borough School District
FY25 Budget**

	FY25	FY25	Changes	NOTES
	<u>Current Budget</u>	<u>Budget REVISION #2</u>		
REVENUE				
Other Local Revenue	\$2,100,000	\$2,100,000	\$0	
Earnings on Investments	\$770,000	\$770,000	\$0	
Donations/Contributions	\$0	\$0	\$0	
Borough Appropriation	\$8,068,263	\$8,068,263	\$0	
E-rate Program	\$7,205,220	\$19,452,945	\$12,247,725	corrected to reflect FY25 e-rate revenue
State Foundation	\$42,933,418	\$41,069,924	(\$1,863,494)	based on final Jan 2025 OASIS report
Quality Schools	\$110,278	\$105,925	(\$4,353)	corrected from OASIS report
TRS On-behalf	\$2,505,160	\$2,505,160	\$0	
PERS On-behalf	\$447,788	\$447,788	\$0	
Revenue - Other State Sources	\$7,791	\$1,672,343	\$1,664,552	BAG award not previously included
Impact Aid Program	\$3,476,274	\$3,441,882	(\$34,392)	FY24 actual receipts
TOTAL REVENUES	\$67,624,192	\$79,634,230	\$12,010,038	
TRANSFERS IN				
District Technology Fund	\$0	\$0	\$0	
Locally Funded Maintenance CIP Fund	\$0	\$0	\$0	
Teacher housing CIP Fund	\$0	\$0	\$0	
Kivalina District Contribution	\$0	\$0	\$0	
NW Magnet School Expansion	\$0	\$0	\$0	
Magnet School Dormitory	\$0	\$0	\$0	
ATC Capital Reserve	\$0	\$0	\$0	
CIP Reserved Local Share	\$0	\$1,500,000	\$1,500,000	projected to actual Foundation funding
TOTAL TRANSFERS IN	\$0	\$1,500,000	\$1,500,000	
EXPENSES				
Certificated Salaries	\$15,429,407	\$15,544,407	\$115,000	FY25 Quality Schools allocation
Non-Certificated Salaries	\$9,347,698	\$9,312,698	(\$35,000)	FY25 Quality Schools allocation
Leave Pay Out	\$285,000	\$285,000	\$0	
Board Stipends	\$87,750	\$87,750	\$0	
Employee Benefits	\$12,645,809	\$12,662,084	\$16,275	FY25 Quality Schools allocation
TRS On-behalf	\$2,505,160	\$2,505,160	\$0	
PERS On-behalf	\$447,788	\$447,788	\$0	
SUBTOTAL: Personnel	\$40,748,612	\$40,844,887	\$96,275	
Professional & Technical Services	\$4,842,647	\$4,840,647	(\$2,000)	
Staff Travel	\$424,000	\$428,000	\$4,000	FY25 Quality Schools allocation
Board Travel	\$108,852	\$83,852	(\$25,000)	reallocating funds for Board rep student travel
Student Travel	\$1,144,775	\$1,169,775	\$25,000	adding Board rep student travel
Utility Services	\$8,410,727	\$21,696,384	\$13,285,657	corrected to reflect FY25 e-rate expenses
Energy-includes electricity & fuel	\$4,323,719	\$4,323,719	\$0	
Other Purchased Services	\$4,470,556	\$4,470,556	\$0	
Property & Liability Insurance	\$1,350,000	\$1,396,452	\$46,452	projected to actual insurance premiums
Supplies, Materials & Media	\$1,754,263	\$1,765,266	\$11,003	FY25 Quality Schools allocation
Tuition	\$40,000	\$40,000	\$0	
Dues & Fees	\$87,680	\$88,680	\$1,000	
Inventoried Equipment	\$55,000	\$55,000	\$0	
Indirect Cost Recovery	(\$250,000)	(\$250,000)	\$0	
SUBTOTAL: Non-Personnel	\$26,762,219	\$40,108,331	\$13,346,112	
TOTAL EXPENSES	\$67,510,831	\$80,953,218	\$13,442,387	
TRANSFERS OUT				
Food Service Fund	\$1,200,000	\$1,200,000	\$0	
ATC	\$1,105,214	\$1,105,214	\$0	
Star of the Northwest - Magnet School	\$100,000	\$100,000	\$0	
Teacher Housing Fund	\$450,000	\$450,000	\$0	
Special Revenue Fund	\$150,000	\$150,000	\$0	
TOTAL TRANSFERS OUT	\$3,005,214	\$3,005,214	\$0	
INCREASE (DECREASE)-UNRESERVED FE	(\$2,891,853)	(\$2,824,202)		
FY24 Fund Balance	\$10,927,573	\$10,927,573		From FY24 Audit - page 8
Decrease in Fund Balance	\$2,891,853	\$2,824,202		
Estimated Prepaid & Inventory for FY25	\$2,800,000	\$2,800,000		
Projected FY25 Fund Balance	\$5,235,720	\$5,303,371		



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

Ambler · Buckland · Deering · Kiana · Kivalina · Kobuk · Kotzebue · Noatak · Noorvik · Selawik · Shungnak
PO Box 51 · Kotzebue, Alaska 99752 · Phone (907) 442-1800

NWABSD BOARD OF EDUCATION

Board Policy Committee Meeting

Conducted via Teams and in the NWABSD Boardroom

Agenda

January 21, 2025

1. Roll Call
2. Items for 2nd Reading (Public Comment has been sought via the [District Website](#))
 - a. **BP 4133/4233/4333 All Personnel – Travel Expenses**
 - i. This policy is going back to 1st reading with an additional update to add out-of-district travel to require Superintendent approval to be aligned to current practice.
 - ii. This update includes verbiage from the former duplicate travel policy - BP 3540 and removes reference to Board Members.
 - b. **BP-5123 Promotion-Acceleration-Retention**
 - i. This update revises the policy to reflect the student retention procedures required by the Alaska Reads Act.
 - c. **BB-9400 Board Self-Evaluation**
 - i. This update is based on the Board's consideration of self-evaluating every other year.
3. Items for 1st Reading:
 - a. **BP 5121 Grades/Evaluation of Student Achievement**
 - i. This policy update reflects AASB's determination that automatically assigning failing grades to students for truancy is not in best practice. This is because:
 1. If a student has earned a grade by demonstrating mastery of the content, they should be able to keep the grade they have earned.
 2. Some districts maintain policies where multiple tardies result in unexcused absences and the result of this could mean that multiple tardies result in a failing grade.
 3. The final paragraph of the policy, which has not been removed, provides accountability for student learning and grades.
 - b. ***REMOVE* BP 5125.3 Withholding Grades, Diplomas, or Transcripts**
 - i. As with BP 5121, AASB believes this policy, which permits the withholding of grades, transcripts, and diplomas if a student is indebted to a district for lost or damaged items, does not reflect

Committee Members: Carol Schaeffer (Chairperson), Marie Greene, Millie Hawley, Alice Melton Barr

Technology Director: Amy Eakin

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.

best practice. AASB recommends removing and archiving this policy in its entirety for the following reasons:

1. Withholding grades, diplomas, or transcripts can have significant long-term consequences for students and their post-secondary employment or education opportunities, and in turn, for their families and communities.
 2. Students earn their grades and diplomas by demonstrating mastery of the content. If a student has earned their grades or diploma, they should not be withheld as a punishment or deterrence.
 3. School districts have other means to seek reparations or recover losses from equipment or property damages, rather than withholding grades, diplomas, or transcripts.
 4. The language suggesting that students who are unable to pay for assessed damages should provide voluntary work instead is inequitable. Voluntary work and community service can be an appropriate assignment for all students. Those students whose parents can afford to pay for damages should not be exempt from community service if the district deems this an appropriate response to property or equipment damage.
- ii. The model policy has been updated to remove this policy in its entirety.
- c. BP 5131.1 Bus Conduct**
- i. This minor update revises the language of the policy to clarify expectations for students riding the bus.
- d. BP 5131.5 Vandalism, Theft and Graffiti**
- i. This policy has been updated to reflect the removal of BP 5125.3.
- e. BP 5131.6 Alcohol and Other Drugs**
- i. This revision updates BP 5131.6 to be in compliance with House Bill 202, which passed the legislature and became law this summer. The bill will become effective in December of 2024, but this policy revision may be made now. The bill and policy update requires that districts have opioid overdose drugs available at each main school building and at school-sponsored events. It also requires that a district have at least one person trained to administer the drugs at each main school site.
- f. BP 5141.3 Health Examinations**
- i. This minor update revises language regarding health examinations for students and clarifies that districts may require health examinations for student participation in extracurricular activities.
- g. BP 5141.31 Immunizations**
- i. This update clarifies that under state law, personal or philosophical opposition to vaccinations is not sufficient to receive an exemption from the state's mandatory vaccination requirements for students. The only exemptions permitted are for medical or religious reasons. The update also provides that students who are considered

homeless under the McKinney-Vento Homeless Assistance Act may be provisionally admitted to school even without a vaccination record.

h. BP 5141.51 At-Risk Youths

- i. This minor update updates the model policy on At-Risk Youths to utilize best practice language and clarify districts should be an active participant in identifying students in need of aid.

i. BP 8120 Elections

- i. This update includes 2014 AASB revision recommendations on qualifications and procedures.

4. Items for Board Bylaw Review for the Worksession:

a. BB 9020 Board Standards – NEW

- i. NEW—This model policy was adopted by AASB in 1992 and is new to the NWABSD. The NWABSD Board Policy Committee recommends reviewing it.
- ii. This update further includes culturally responsive language.
- iii. **E 9020 – Board Standards *NEW*** – Exhibit

b. BB 9223 Board Vacancies

- i. This update includes updates from AASB from 2007.
- ii. The bylaw is reviewed at the recommendation of the board.

c. BB 9270 Conflict of Interest

- i. This update includes the word “immediate” before family.

d. BB 9320 Meetings

- i. This update includes additional language to clarify that poll voting by a school board is not permitted and all official board action must be taken in an open meeting.

e. BB 9322 Agenda Meetings/Materials

- i. This update clarifies that a board president and superintendent may reject community requests to place an item on the board agenda.

5. Other Items Being Worked On:

a. BP-3554 - Other Food Sales

- i. Administrative Services to relay information to Principals
 - 1. Check with the State on pre-orders versus the immediate sale of foods
 - 2. Allow pre-orders as long as goods are not delivered during the hours stated in the BP
- ii. Review along with BP 5040

b. BP-5040 – Student Nutrition and Physical Activity

- i. The Board recommended allowing the use of food as a reward.
- ii. Administrative Services is researching the US Code and State Regulations.
- iii. AR-5040 – To be reviewed by an advisory group through the Curriculum Department

6. New (or Previously Tabled) Items for Committee Review:

a. BP 1250 Volunteer Assistance

i. 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.

ii. AR 1250 Volunteer Assistance – NEW

1. ****New Administrative Regulation**** This new model AR addresses the expectations, roles, and responsibilities principals, the district, and volunteers have when utilizing volunteer assistance.

b. *NEW*** AR 4133/4233/4333 All Personnel Travel Expenses**

i. For committee review – not adoption

ii. This is a new AR

1. Administration recommends travel procedures be in an AR – instead of BP.

c. BB-9200 - Bylaws of the Board - Board Members

i. Update 1 per AASB - This bylaw adds further clarity to how complaints brought to the board should be addressed and requires board approval for legal opinions.

1. The complaint process clarified with AASB and the verbiage has been updated to reflect when a board member should go to the Superintendent

ii. Update 2 per AASB - This bylaw has been revised to clarify that no board members should abstain from a vote absent a compelling reason to do so.

7. Questions

a. Is “youths” plural for “youth”?

i. Yes, <https://www.merriam-webster.com/dictionary/youths>

b. What does the background check cover?

i. See the Human Resources Department Report

BP 4133/4233/4333 ALL PERSONNEL - TRAVEL EXPENSES

Note: The following optional policy delegates duties related to employee travel and reimbursement to the Superintendent or designee and may be revised to reflect district practice.

The School Board shall pay for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the district. Expenses shall be reimbursed within limits established by the Board.

The Superintendent or designee may approve employee requests to attend meetings in accordance with the adopted budget.

All out-of-~~stated~~district travel for employees must have Superintendent or designee approval. All out-of-~~district~~state travel for the Superintendent must have Board ~~President or designee~~ approval. All unexpected out-of-district Superintendent travel may be approved by the Board President with notification to the full board. Travel expenses not previously budgeted must be approved on an individual basis by the Board.

The Superintendent or designee may authorize an advance of funds to cover necessary expenses. The Superintendent or designee shall establish procedures for the submission and verification of expense claims.

The Board may establish an allowance on either a mileage or monthly basis to reimburse designated employees for the use of their own vehicles in the performance of assigned duties.

(cf. 3300 - Expenditures/Expending Authority)

Per Diem

Per diem shall be paid as determined by the Superintendent, prior to travel, except as listed:

per diem shall not be paid to any employee who does not attend workshops, sessions, classes, etc. for which leave is intended;

any District employee ~~or board member(s)~~ who does not attend a session, for which leave is intended, will not be allowed to attend future workshops for the District;

Per diem and travel shall not be paid to employees ~~or board members~~ attending District approved workshops or meetings, who arrive at meetings in a state of intoxication. Employees in this case will be asked to leave immediately.

Commented [AE1]: Move to Board Bylaws

Commented [AE2]: Board member travel information is goes to the Board Bylaw section

Revised: November 15, 2019

Adopted: June 09, 2004

Revised: November 15, 2019

Revised:

Northwest Arctic Borough School District

BP 5123 PROMOTION/ACCELERATION/RETENTION

The School Board desires to see students progress with their peers through the school system's-district's grade levels. To accomplish this, instruction should accommodate the varying interests and growth patterns of individual children and include strategies for providing extra attention or assistance when needed.

Promotion

Students shall progress through the school system's-district's grade levels by demonstrating growth in learning the required basic skills.

Progress toward high school graduation shall be based on the student's ability to pass the subjects and electives necessary to earn the required number of credits.

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.5 - Differential Requirements for Individuals with Exceptional Needs)

Acceleration

Acceleration is possible when high academic achievement is evident. However, the student's social and emotional growth shall be taken into consideration before placing him/her in a higher grade.

Retention

The School Board recognizes that research indicates that very few children benefit from being retained during the elementary and middle grades. The Superintendent or designee shall promote alternatives to retention among certificated staff.

Note: Strategies for reducing retention rates may include reading intervention programs, tutorial programs, and the use of ungraded schools, combination classes, year-round education, and developmentally appropriate primary curriculum designed to meet the needs of children at their own developmental stage.

Note: The following paragraph requires the use of a student intervention team when retention is recommended.

When a teacher believes that retention is necessary to meet a student's needs, he/she shall ask the site administrator to establish a student intervention team to consider the child's academic, social and emotional performance. The student's parent/guardian shall be invited to participate on the student intervention team.

Retention may be considered when the student has not acquired appropriate and necessary skills and knowledge. Alternatives to retention shall be considered.

Under the Alaska Reads Act, a student retained due to a reading deficiency must be provided the process set forth in BP 6147 and AS 14.30.765(d) – (m).

(cf. 5121 - Assessment/Evaluation of Student Achievement)

(cf. 6141 - Curriculum Development and Evaluation)

~~*(cf. 6164.5 - Intervention/Assistance Teams)*~~

(cf. 6147 – Alaska Reads Act Intervention Programs)

Legal Reference:

ALASKA STATUTES

AS 14.30.760 Statewide screening and support

AS 14.30.765 Reading intervention services and strategies; progression

ALASKA ADMINISTRATIVE CODE

4 AAC 06.400 Statewide literacy screening and support

4 AAC 06.405 Reading intervention services and strategies

4 AAC 06.410 Individual reading improvement plan

4 AAC 06.415 Student Progression

4 AAC 06.490 Definitions

Adopted: July 25, 2006

Revised:

Northwest Arctic Borough School District

BB 9400 BOARD SELF-EVALUATION

Effective ~~and~~, efficient, and ethical School Board operations are an integral part of creating a successful educational program. In order to measure progress towards ~~its~~ Board standards and its stated goals and objectives, biennially (every other year) the Board will ~~annually~~ schedule a time and place at which all its members may participate in a formal self-evaluation.

The Board shall be evaluated as a whole and not as individuals. The evaluation will focus on the internal operations and performance of the Board. The Board members shall develop goals and objectives against which the Board will be evaluated. A self-evaluation instrument will be based on these goals and objectives and not on goals set for the district.

Each Board member will complete the self-evaluation instrument independently. The ensuing evaluation will be based on the resulting composite picture of Board strengths and weaknesses. The Board will discuss the tabulated results as a group.

The evaluation process should include the establishment of strategies for improving Board performance. Revised priorities and new goals will be set for the following year's evaluation.

Note: Language below is optional. Some School Boards invite public input to help assess School Board achievements believing that expectations developed and shared by both the School Board and community contribute to better communication and a successful school program.

The Board may invite the Superintendent or others to participate in the evaluation and suggest specific criteria to measure Board success as a governing body.

The Board recognizes that adequate opportunities for Board member orientation and inservice are an essential component of conducting meaningful self-evaluation. The evaluation process shall include suggestions for continued Board member development.

(cf. 9240 - Board Development)

(cf. 9230 - Orientation)

(cf. 9240 - School Board Development)

Adoption Date: May 23, 1995

Revised:

Northwest Arctic Borough School District

BP 5121 GRADES/EVALUATION OF STUDENT ACHIEVEMENT

The School Board believes that students and parents/guardians have the right to receive course grades that represent an accurate evaluation of the student's achievement. Teachers shall evaluate a student's work in relation to standards which apply to all students at his/her grade level, not in relation to the work of other students in one particular class.

Grades should be based on impartial, consistent observation of the quality of the student's work and his/her mastery of course content and objectives as demonstrated through classroom participation, homework and tests. The student's behavior and effort shall be reported in separate evaluations, not in his/her academic grade.

(cf. 5113 - Absences and Excuses)

(cf. 5123 - Promotion/Acceleration/Retention)

(cf. 5124 - Communication with Parents/Guardians)

(cf. 5125.3 - Challenging Student Records)

(cf. 6154 - Homework/Make-up Work)

Note: The following optional paragraph requires performance or skill-based evaluations rather than letter grades for children in the early elementary grades and may be revised as desired to reflect district philosophy and needs.

In order to promote self-esteem and experiences of success, students in kindergarten through second grade shall receive narrative performance or skill-based evaluations rather than letter grades.

The Superintendent or designee shall establish and regularly evaluate a uniform grading system. Principals shall ensure that student grades conform to this system.

Unexcused Absences

Note: The following optional policy authorizes teachers to modify grades for students who have excessive unexcused absences and may be revised or deleted as desired. While the use of academic penalties for truancy is probably permissible, districts must bear in mind that academic penalties are a severe form of sanction with the potential for permanent harm. In adopting such a policy, several precautions should be followed. First, the school policy must be applied fairly and consistently among students; there should be no question about arbitrary or capricious enforcement. Second, the severity of the academic penalty should correspond to the gravity of the offense. Third, students should be warned ahead of time of all requirements and consequences pertaining to the use of academic penalties. Finally, students should be accorded due process before penalties are consummated, including an opportunity for the student to explain his or her conduct.

If a student misses class without an excuse and does not subsequently turn in homework, take a test, or fulfill another class requirement that they missed, the teacher may lower the student's grade for nonperformance. Teachers shall inform students about the class grading system at the beginning of the semester.

~~Revised: March 29, 2006~~

Adopted: April 28, 2004

Revised: March 29, 2006

Revised:

Northwest Arctic Borough School District

~~BP 5125.3 WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS~~

~~**Note:** The following optional policy is intended as a means to obtain reparation for damages or losses to district property.~~

~~When school property has been willfully damaged or not returned upon demand, the Superintendent or designee shall inform the parent/guardian in writing of the responsible student's alleged misconduct and the reparation that is due.~~

~~This notice shall include a statement that the district may withhold grades, progress reports, diploma or transcripts from the student and parent/guardian until reparation is made, except that records will be released to another school district to which the student has transferred.~~

~~(cf. 5131.5 – Vandalism, Theft and Graffiti)~~

~~(cf. 6161.2 – Damaged or Lost Instructional Materials)~~

~~Upon notification that grades, progress reports, diploma, and/or transcript will be withheld, the student, parents or guardian may request an opportunity to meet with the appropriate school official to receive an explanation of the evidence of property damage and to provide their own evidence disputing the cause of the property damage and/or the amount of damage. This meeting must be requested within five (5) school days of the student/parents' receipt of the notice, or the right to a meeting is waived.~~

~~If the student and parent/guardian are unable to pay for the damages or return the property, the Superintendent or designee shall provide a program of voluntary work for the student. When this voluntary work is completed, the student's grades, progress reports, diploma or transcripts shall be released. Alternatively, at the Superintendent's discretion, the district may release grades, progress reports, diploma, or transcript if the student and parent/guardian are unable to pay reparations due to severe financial hardship.~~

~~**Note:** School districts may bring a civil action against one or both parents of a student who knowingly or intentionally destroys district property. Parents are liable for damages in an amount not to exceed \$15,000 and are also responsible for the court costs incurred by the district in bringing the action. If the parents have insurance that covers the damages claimed by a school district, and the policy limit is in excess of \$15,000, the district can recover up to \$25,000, or the policy limits, whichever amount is lower.~~

~~Nothing in this policy is intended to prevent inspection of a student's records by his or her parents or guardians, or by the student if 18 or older.~~

~~Legal Reference:~~

ALASKA STATUTES

09.65.255 ~~Liability for acts of minors~~

14.03.115 ~~Access to school records by parent, foster parent or guardian~~

14.30.710 ~~Required records upon transfer~~

UNITED STATES CODE

20 USC 1232g, ~~Family Educational Rights & Privacy Act~~

CODE OF FEDERAL REGULATIONS

34 C.F.R. 99.10, ~~Parent inspection of education records~~

Revised: August 31, 2010

Adopted: April 28, 2004

Northwest Arctic Borough School District

BP 5131.1 BUS CONDUCT

~~Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.~~

Positive, civil, and respectful behavior contributes to the safety and well-being of school bus passengers, drivers, and others. While preparing to ride, riding, or leaving the bus, students are required to observe school behavioral rules, bus safety regulations, and standards of conduct that provide for their safety and welfare, and the safety and welfare of others. Serious and/or repeated disciplinary problems on the bus may result in a student having their riding privileges suspended.

The Superintendent or designee shall inform parents/guardians and students ~~regarding~~ of regulations related to bus conduct, bus driver authority, and the suspension of riding privileges.

(cf. 3540 et seq. - Transportation)

Adopted: April 28, 2004

Revised:

Northwest Arctic Borough School District

BP 5131.5 VANDALISM, THEFT AND GRAFFITI

The School Board considers vandalism a very serious matter. Vandalism includes the negligent, willful, or unlawful damaging or theft of any district-owned real or personal property, including the writing of graffiti.

(cf. 3515.4 - Recovery for Property Loss or Damage)

Any district student who commits an act of vandalism shall be subject to disciplinary action, reparation for damages, and may be reported to law enforcement. ~~If reparation of damages is not made, the district also may withhold the student's grades, diploma and/or transcripts.~~

~~*(cf. 5125.3 - Withholding Grades, Diploma or Transcripts)*~~

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Legal Reference:

ALASKA STATUTES

[09.65.255](#) *Liability for acts of minors*

[14.33.130](#) *Enforcement of approved program [school disciplinary & safety program]; additional safety obligations*

~~*Revised: April 05, 2010*~~

Adopted: April 28, 2004

~~*Revised: April 05, 2010*~~

~~*Revised:*~~

Northwest Arctic Borough School District

BP 5131.6 ALCOHOL AND OTHER DRUGS

Note: Districts must have in place written standards to address the needs of students for whom mental health or substance abuse may be a contributing factor to noncompliance with the school disciplinary and safety program. [AS 14.33.120\(a\)\(6\)](#). In addition, districts receiving funds for prevention programs pursuant to the Drug-Free Schools and Community Act of 1986, as amended by the Every Student Succeeds of 2015 Act, are required to have a policy on drug abuse prevention instruction and procedures for eliminating the sale or use of alcohol and other drugs. ESSA also requires that those districts inform and involve parents in violence and drug prevention efforts. Districts must make reasonable efforts to inform parents of the content of safe and drug-free school programs and activities other than classroom instruction. If a parent objects in writing, the district must withdraw the student from the program or activity. [AS 14.30.360](#) encourages districts to provide K-12 health education, including alcohol and drug abuse education. The following sample policy may be revised as appropriate.

Note: Despite the passage of [AS 17.38](#), effective February of 2015, which authorizes the use of marijuana under certain conditions, all use, possession and distribution of marijuana by those under 21 is illegal. In addition, as a recipient of federal funds, the district is obligated to maintain a drug-free workplace consistent with federal law, which prohibits the manufacture, distribution, possession and sale of marijuana for all individuals, regardless of age. For purposes of the district's policy and legal obligation, marijuana is prohibited.

(cf. E 4020 – Drug and Alcohol – Free Workplace Notice to Employees)

Because the use of alcohol and other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences, the School Board intends to keep district schools free of alcohol and prohibited drugs.

Alcohol, marijuana, and other controlled substances are prohibited for use or possession by students. The School Board desires that every effort be made to reduce the chances that our students will begin or continue the use of alcohol and other drugs. The Superintendent or designee shall develop a comprehensive prevention program that includes instruction, intervention, recovering student support, and enforcement/discipline. The Superintendent or designee shall clearly communicate to students, staff and parents/guardians all School Board policies, regulations, procedures and school rules related to this prevention program. Special efforts shall be made to ensure that these materials are understood by parents/guardians and students of limited literacy or limited English proficiency.

Note: Drug use by students is not limited to illegal drugs and can also include abuse of prescription drugs and over-the-counter medications. There is also a growing problem of youth using what are commonly referred to as designer or synthetic drugs. Designer or synthetic drugs come in various forms and may be a chemical compound, a plant-based substance, or a combination. Common names for these drugs include bath salts, K2, spice, salvia, and synthetic marijuana. These drugs have serious and dangerous effects. Synthetic marijuana is an illegal substance in Alaska. [AS 11.71.040-050](#), [11.71.160](#). The following optional language prohibits the possession, use, or distribution of “prohibited drugs,” which includes all dangerous substances that pose a risk to district students.

Specifically, the Board prohibits the actual or attempted sale, distribution, use, or possession by a student of alcohol, prohibited drugs or inhalants, drug paraphernalia, substances that are designed to look or act like prohibited drugs or alcohol, or substances purported to be prohibited drugs or alcohol. Prohibited drugs are defined as:

1. Drugs that are illegal if possessed by those under 21, under any local, state, or federal law; or any drug that can be legally obtained but which has been obtained through illegal means.
2. Alternatives to illegal drugs such as designer or synthetic drugs, whether or not prohibited by law, which are purported to, designed to, or which do impair, restrict, or alter normal cognitive function when absorbed, ingested, injected, or inhaled.
3. Prescription drugs that are not legally obtained or prescribed, are not being used for the prescribed purpose, are being used in excess of the prescribed amount, are being used by other than the person to whom prescribed, or are being sold, traded or distributed.

Recognizing that keeping schools free of alcohol and other drugs is a concern common to the district and community, the School Board supports cooperation among schools, parents/guardians, law enforcement and other appropriate community organizations involved in preventing alcohol and drug abuse.

(cf. 1410 Interagency Cooperation for Student & Staff Safety)

Note: Districts are required to establish a citizen advisory committee in order to receive [Public Law 99-570](#) funds. Additionally, [AS 14.33.110](#) requires that the school disciplinary and safety program maintain community standards of school behavior that are developed by members of each school, including students, parents, teachers, school administrators, and other responsible persons.

To obtain the widest possible input and support for district policies and programs, the School Board shall appoint a districtwide school-community advisory committee to make recommendations related to the prevention of alcohol and other drug abuse. The committee should make its recommendations based on input from students, parents,

teachers, school administrators, and community members. The School Board also encourages the use of site-level advisory groups in this area.

(cf. 1220 - Citizen Advisory Committees)

Opioid Overdose Protection

In accordance with AS 14.30.145, the Superintendent shall ensure that:

- 1) A person trained to administer an emergency opioid overdose drug is on site when the main school building of each school in the school district is open to students or staff, including periods when the school building is open before and after school hours and during weekend activities; and during each school-sponsored event conducted on school grounds.
- 2) The main school building of each school in the school district has at least two doses of an emergency opioid overdose drug available on site; and
- 3) At least one dose of an emergency opioid overdose drug is available during a school-sponsored event conducted on school grounds.

Per AS 14.30.145, a school district, school, or individual is not liable for civil damages for an injury to another individual resulting from a failure to possess or maintain an emergency opioid overdose drug as required by the statute.

Instruction

The district shall provide preventative instruction which helps students avoid the use of alcohol, marijuana, or other drugs and teaches students how to influence their peers to avoid and/or discontinue the use of alcohol or drugs. Instruction shall be designed to answer students' questions related to alcohol and drugs.

The instructional programs will help students obtain and use current and accurate information, develop and maintain a positive self-concept, take positive actions to cope with stress, and use appropriate social and personal skills to resist involvement with alcohol and drugs.

The curriculum will be K-12, comprehensive and sequential in nature and suited to meet the needs of students at their respective grade levels. All instruction and related materials shall stress the concept that alcohol and prohibited drugs can be dangerous and should never be used when such use is illegal.

The School Board encourages staff to display attitudes and behaviors which make them positive role models for students with regard to alcohol, marijuana and other drugs. Staff should help students see themselves as responsible partners in efforts to maintain a safe, constructive school climate.

The School Board recognizes that children exposed to alcohol or other drugs prior to birth may have disabilities requiring special attention and modifications in the regular education program. The Superintendent or designee shall provide appropriate staff training in the needs of such students as required by law.

Note: [AS 14.20.680](#) requires training for teachers, administrators, counselors and specialists on the needs of students with alcohol or drug-related disabilities, including medical and psychological characteristics, family issues, and specific educational needs.

(cf. 6142.2 - AIDS Instruction)

(cf. 6143 - Courses of Study)

(cf. 6159 - Individualized Education Program)

Intervention

The School Board recognizes that there are students on our campuses who use alcohol and other drugs and can benefit from intervention. The School Board supports intervention programs that include the involvement of students, parents/guardians and community agencies/organizations.

School personnel should be trained to identify symptoms which may indicate use of alcohol and other drugs. The Superintendent or designee shall identify responsibilities of staff in working with, intervening, and reporting students suspected of alcohol and other drug use.

Students and parents/guardians shall be informed about the signs of alcohol and other drug use and about appropriate agencies offering counseling.

Nonpunitive Self-Referral

The School Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or with any staff member. Students who self-disclose past use of alcohol or other drugs in order to seek help to quit using shall not be punished or disciplined for such past use. State and local extra-curricular activities eligibility rules may apply further conditions related to the admission of drug or alcohol use.

Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol and prohibited drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. Students possessing, selling and/or using alcohol,

marijuana or other drugs or related paraphernalia shall be subject to disciplinary procedures which may result in suspension or expulsion.

(cf. 5144.1 - Suspension and Expulsion/Due Process)

School authorities may search students and school properties, such as student lockers, for the possession of alcohol, marijuana and other drugs as long as such searches are conducted in accordance with law.

(cf. 5145.12 - Search and Seizure)

Legal Reference:

ALASKA STATUTES

[04.16.080](#) *Sales or consumption at school events*

[14.20.680](#) *Required alcohol and drug related disabilities training*

[14.30.145](#) *Opioid overdose drugs*

[14.30.360](#) *Curriculum (Health and Safety Education)*

[14.33.110-140](#) *Required school disciplinary and safety program*

[17.38.010-900](#) *The regulation of marijuana*

[47.37.045](#) *Community action against substance abuse grant fund*

UNITED STATES CODE

Elementary and Secondary Education Act of 1965, [20 U.S.C. §§ 7116, 7163](#), as amended by the Every Student Succeeds of 2015 Act [P.L. 114-95 P.L. 107-110](#),

Adopted: April 28, 2004

Revised: November 17, 2015

Revised: August 30, 2023

Revised:

Northwest Arctic Borough School District

BP 5141.3 HEALTH EXAMINATIONS

Note: Effective June 30, 2016, districts are no longer required by state law to provide for or require each child to have a physical examination and a vision and hearing screening examination upon entry into school and at regular intervals as determined by the school board. While districts are no longer required to provide for and require physical examinations of every child attending school, the Department of Health ~~and Social Services~~ may require the district to conduct physical examinations it considers necessary and may reimburse the district for examinations. The following optional policy may be revised or deleted as needed.

~~**Note:** If a school district will be using federal money to perform exams or screenings on students, the district must annually notify parents of the exam or screening, except for hearing, vision, or scoliosis screenings. The following language implements federal law.~~

The School Board recognizes the importance of and encourages periodic comprehensive physical health examinations, especially upon entry into school at the beginning of the school year. In order to identify barriers to learning, and determine whether treatment or special adaptations of the school program may be necessary, the School Board shall may require vision and hearing screening examinations upon entry into school or as soon as practical, and at regular intervals, as necessary. All personnel employed to examine students shall exercise proper care of each student being examined and shall ensure that the examination results are kept confidential.

Note: If a school district will be using federal money to perform exams or screenings on students, the district must annually notify parents of the exam or screening, except for hearing, vision, or scoliosis screenings. The following language implements federal law.

The district will annually notify parents of physical exams or screenings of students, except for routine vision, hearing, or scoliosis screenings.

Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity.

(cf. 6145.2 – Interscholastic Competition)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5141.22 - Infectious Diseases)

Legal Reference:

ALASKA STATUTES

[14.30.065](#) *Supervision*

[14.30.070](#) *Physical examination required*

[14.30.127](#) *Vision and hearing screening examinations*

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.055](#) *Immunizations required*

UNITED STATES CODE

[42 U.S.C. §§ 12101](#) *et seq. (2014)*

[20 U.S.C. §§ 1232G](#) (2013)

[20 U.S.C. §§ 1232h](#) (2002)

[29 U.S.C. § 794\(a\)](#) (2002)

CODE OF FEDERAL REGULATIONS

[34 C.F.R pt.99](#) (2011)

Revised: August 30, 2016

Adopted: April 28, 2004

Revised: August 30, 2016

Revised:

Northwest Arctic Borough School District

BP 5141.31 IMMUNIZATIONS

Note: *Effective July 1, 2009, school children must be immunized against varicella. ~~one additional immunization will be required for school children: varicella.~~*

Prior to first entry into school, a child must be fully immunized as required by law against diphtheria, pertussis, tetanus, polio, measles, rubella, mumps, hepatitis A, ~~and hepatitis B, and varicella.~~ Children over the age of 12 shall not be required to be immunized against rubella (4 AAC 06.055); ~~and beginning July 1, 2009 a child must be fully immunized as required by law against varicella (4 AAC 06.055).~~

Any student who does not show evidence of required immunization or who does not present a letter or affidavit from the parent/guardian or physician, physician's assistant, or advanced nurse practitioner stating reasons for exemption based on medical reasons or ~~personal religious~~ beliefs, as set forth in 4 AAC 06.055(b), shall be excluded from school until such time as the immunization is obtained or affidavit of exemption has been filed with the school. Exemptions must be renewed annually. Personal or philosophical objections to immunizations are not permitted per 4 AAC 06.055.

The Superintendent or designee shall exclude those students who fail to meet immunization requirements as required by law.

Provisional Admission

Where regular weekly medical services are not available, the Superintendent or designee may grant provisional admission to students in exceptional circumstances for up to 90 days.

Homeless students, under the definition of the McKinney-Vento Homeless Assistance Act, who do not have a record of required immunizations may be provisionally enrolled for up to 30 days if a parent or legal guardian attests in writing that they have received the required immunizations.

(cf. 5112.2 - Exclusion)

(cf. 5112.6 Education for Homeless Children and Children in Foster Care)

Note: *Pursuant to 4 AAC 06.055 immunizations must be provided by state or federal health services if otherwise unavailable in the district or if unaffordable.*

Provisional admissions shall be reported to the Department of Health ~~and Social Services~~. The Superintendent or designee shall inform parents/guardians of available immunization services and state or federal assistance.

Legal Reference:

ALASKA STATUTES

[14.30.065](#) Supervision

[14.30.125](#) Immunization

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.055](#) Immunizations required

~~Revised: January 27, 2009~~

Adopted: April 28, 2004

Revised: January 27, 2009

Revised:

Northwest Arctic Borough School District

BP 5141.51 AT-RISK YOUTHS

The School Board recognizes that personal, social, economic, and health circumstances of children and families may contribute to students' risk of school failure. believes that, in order to benefit from a learning environment, students must be as free as possible from the dilemma imposed by personal and societal problems. Danger signs for the various at-risk categories must be taken seriously. District personnel must be concerned for the personal development of students, as well as their academic development. District assessments and evaluations shall be used to identify students performing well below grade-level or at risk of failing to meet district standards.

The Superintendent or designee shall investigate and recommend programs that which will address the needs of at-risk youths. At-risk youths include, but are not limited to, those students who abuse drugs or alcohol, are suicidal engage in self-harm or express suicidal ideations, exhibit have serious attendance problems, drop out of school, are abused or neglected, disadvantaged children are experiencing homelessness, or are pregnant or parenting minors.

Program planning should examine, but is not limited, to the following:

1. Classroom learning experiences and the integration of primary prevention programs into the classroom.
2. Staff professional development requirements.
3. District liability.
4. Community resources.
5. Crisis response/intervention teams.
6. Peer counseling.
7. Parent/guardian education.
8. Student Study Teams.
9. Kindergarten through 12 counseling and guidance curriculum.
10. Attendance and policy procedures.
11. Student discipline.
12. Alternative programs.

(cf. 5131.6 - Drugs, Alcohol and Tobacco)

(cf. 5141.4 - Child Abuse and Neglect)

(cf. 5141.52 - Suicide Prevention)

(c.f. 5141.41 - Sexual Abuse, Sexual Assault and Dating Violence Awareness and Prevention)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 5147 - Dropout Prevention Program)

(cf. 5148 - Child Care)

~~Revised: June 2017~~

Adopted: April 28, 2004

Revised: June 2017

Revised:

Northwest Arctic Borough School District

BP 8120 ELECTIONS

Note: Pursuant to AS 14.08.115 and AS 14.12.035, the school board prescribes the manner of selecting advisory boards. Effective 2014, regional educational attendance areas ("REAA's") may request that advisory school board elections be conducted by the Division of Elections ("Division"). If a request is made, the election will be held on the first Tuesday in October. AS 14.08.071(e). In such a case, the role of the Division is limited and REAA's retain most of the obligations for conducting the election. In addition, the Division will only conduct advisory school board elections in those communities where the Division is already scheduled to conduct an in-person election for the regional school board. The following policy provides optional language for REAA's desiring to have the Division conduct advisory school board elections. That language incorporates the requirements of 6 AAC 27.180, Advisory school board elections.

All qualified and interested individuals are encouraged to serve the district and its students by seeking election to the advisory school council. The district shall be responsible for conducting advisory school council elections for the respective attendance areas.

~~Second class cities within the district shall be responsible for conducting all phases of Advisory School Council elections for their respective attendance areas. The city council of each second class city shall certify and forward the election results to the School Board. The 40% election requirement of AS 29.28.040 does not apply to the Advisory School Council Elections.~~

The Superintendent or designee shall make the necessary procedures, forms and staff assignments for the conduct of elections ~~for those portions of the district not organized into second class cities.~~

Qualifications for Candidates and Voters

An individual is eligible to seek election to the advisory school council if the person meets the voter qualifications set forth below, and has never been convicted of a crime requiring registration on any sexual offender list, or a crime against children.

An individual ~~must qualify with respect to~~ the following ~~elements before he/she may~~ qualifications is eligible to vote in an Advisory School Council election:

- ~~The voter or candidate must be~~ is a United States citizen;:-
- ~~The voter or candidate must be at least~~ is 18 years of age ~~on the date of the election or older~~;-
- ~~2.3.~~ is a registered voter in the State of Alaska;
- ~~The voter or candidate must be~~ has been a resident of the ~~municipality or~~ school attendance area for at least 30 days before the date of the election; and

3-5. _____ is not disqualified from voting due to: a) conviction of a felony involving moral turpitude, assuming voting rights have not been restored; or b) a court finding of incompetency, unless the disability no longer exists.-

Note: The following language should be utilized if the School Board has determined that student members are permitted to serve on advisory school councils.

A district student is eligible for appointment as a Student Advisory School Council Member without meeting the above qualifications.

An individual must qualify with respect to the following elements before he/she may be a candidate for an Advisory School Council seat:

1. The candidate must be qualified to vote in the Advisory School Council Election.
2. The candidate must not have been convicted of any sex-related crime.

Note: The following options may be selected based on district philosophy and needs.

School board members may hold concurrent membership on both the School Board and local Advisory School Council.

Note: The following optional language may be used by regional educational attendance areas that desire to have advisory school board elections conducted by the Division of Elections. The written request must be made by the Superintendent to the Division of Elections at least 150 days before the election date. The request needs to include a list of communities where the advisory school board elections are to be conducted and the name and contact number for each site administrator or designee. The list can only include those communities where the Division is already scheduled to conduct a simultaneous in-person Regional School Board election. In addition, the request must include the district's agreement to do the following: 1) be responsible for all advertising and public notices for the election; 2) printing the advisory school board ballots on colored paper and delivering them to the polling sites; 3) retrieving the voted ballots from the Division representative when the polls close; 4) tallying the ballots and notifying the public of election results; and 5) certifying the election and notifying the candidates of certification. Finally, the Superintendent can request a separate list of voters registered in the precinct for use during the advisory school board election. AS 14.08.071; 6 AAC 27.180.

Election Procedures

The Superintendent may make a timely request that the Division of Elections conduct the advisory school council elections at the same time as the Regional School Board election, occurring annually on the first Tuesday in October. The advisory school council and regional school board elections shall be conducted separately. The Superintendent shall oversee the district's obligations for the advisory school council elections, including

advertising, printing and delivering of ballots, tallying of ballots, and certification of the advisory school council elections.

Legal Reference:

ALASKA STATUTES

[14.08.071 Elections, advisory votes](#)

[14.08.115 Advisory school boards in REAA](#)

[14.12.035 Advisory school boards in borough school districts](#)

ALASKA ADMINISTRATIVE CODE

[6 AAC 27.180 Advisory school board elections](#)

~~*Revised: October 29, 2002*~~

Adopted: March 28, 1995

Revised: October 29, 2002

Revised:

Northwest Arctic Borough School District

BB 9020 BOARD STANDARDS

The School Board believes that it should hold itself to high standards of the Iñupiat Iitqusiat, performance, accountability and conduct in order to meet the public trust that has bestowed by the public election of each member.

Therefore, the School Board has adopted the Board Standards established by the Association of Alaska School Boards, which provide a framework for effective school governance and keep the School Board's focus on cultural responsiveness and student achievement.

Regular efforts will be made to orient new board members to the board standards, provide on-going board development opportunities to assist all board members in meeting those standards, and assess board performance to measure the School Board's effectiveness in meeting them.

(cf. 9000 - Role of School Board and Members)

(cf. 9230 - Orientation)

(cf. 9240 - School Board Development)

(cf. 9400 - School Board Self-Evaluation)

Added 9/99

9/92 Adopted:

Northwest Arctic Borough School District

AASB Policy Reference Manual

E 9020 BOARD STANDARDS

The Board Standards developed by the Association of Alaska School Boards and listed below have been adopted by the [Northwest Arctic Borough School District](#) School Board as a standard of performance that this school board will constantly strive to meet.

VISION

The Board Creates A Shared Vision To Enhance Student Achievement

- 1.1 Board develops a dynamic shared vision for education that reflects student needs and community priorities.
- 1.2 Board keeps the district and community focused on educating students.
- 1.3 Board demonstrates its strong commitment to vision by using the shared vision to guide decision making.

STRUCTURE

The Board Provides A Structure That Supports The Vision

- 2.1 Board establishes a management system that results in effective decision making processes and enables all the people to help the district achieve its vision and make the best use of its resources.
- 2.2 Board ensures that long and short term plans are developed and annually revised through a process involving extensive participation, information gathering, research, and reflection.
- 2.3 Board sets high instructional standards based on the best available information about the knowledge and skills students will need in the future.
- 2.4 Board acts to ensure vision and structure comply with legal requirements.
- 2.5 Board encourages and supports innovative approaches to teaching, learning, and the continuous renewal of education.

ACCOUNTABILITY

The Board Measures District Performance Toward Accomplishing the Vision And Reports the Results To The Public.

3.1 Board receives regular reports on student progress and needs based on a variety of assessments to evaluate the quality and equity of the educational program.

3.2 Board evaluates the superintendent's ~~and board~~ performance annually and reports ~~the result a statement~~ to the public. The statement may include a possible contract extension, a change in salary, and goals.

3.3 Board evaluates the board performance biennially (every two years) and reports a statement to the public. The statement may include the resulting goals.

3.4~~3~~ Board ensures long and short term plans are evaluated and revised with the needs of students in mind.

3.5~~4~~ Board uses an understandable format to periodically report district performance to the public.

ADVOCACY

The Board Champions The Vision

4.1 Board leads in celebrating the achievements of students and accomplishments of others who contribute to education.

4.2 Board advocates for children and families and establishes strong relationships with parents and other mentors to help support students.

4.3 Board establishes partnerships with individuals, groups, and organizations to promote educational opportunities for all students.

4.4 Board promotes school board service as a meaningful way to make long term contributions to the local community and society.

4.5 The board is proactive in identifying and addressing issues that affect the education of students.

CONDUCT & ETHICS

The Board And Its Individual Members Conduct District Business In A Fair, Respectful, And Responsible Manner

5.1 Board and its individual members act in a manner that reflects the Iñupiat Iitqusiatic

a. Knowledge of Family Tree

b. Love for Children

c. Avoid Conflict

d. Knowledge of Language

e. Cooperation

f. Family Roles

g. Sharing
h. Hard Work
i. Responsibility to Tribe
j. Humor
k. Humility
l. Respect for Elders

m. Spirituality
n. Respect for Others
o. Respect for Nature
p. Domestic Skills
q. Hunter Success

5.2 Board and its individual members act in a manner that reflects service to the community on behalf of students.

5.32 Board demonstrates a commitment to continually improving teamwork, problem solving, and decision making skills through a conscious program of board development.

5.43 Expenditures for board activities are clearly identified in the budget, related to the district vision, and open to public scrutiny.

Adopted:

Northwest Arctic Borough School District

BB 9223 BOARD VACANCIES

Note: The following provisions apply to school boards pursuant to AS 14.08.045. Item 1 below could apply to a write-in candidate whose qualifications were not verified prior to election or to a district employee who fails to resign their employment after election.

The School Board may declare a regional school board seat vacant if the person elected:

1. fails to qualify for Board membership within 30 days of certification of the election,
2. refuses to take office,
3. resigns,
4. is convicted of a felony involving moral turpitude or a violation of the oath of office while serving as a School Board member,
5. no longer resides within the boundaries which he/she was elected to represent and a two-thirds vote of the Board declares the seat vacant.

(cf. 9220 - School Board Election)

Note: The following is provided for borough and city school boards and may be revised as appropriate.

The school board shall declare a vacancy on the Board for any actions which disqualify a member from service in accordance with state laws and local ordinances.

Note: A.S. 14.14.080 allows a school board to declare a board vacancy when a member fails to attend three consecutive regular board meetings without being excused by the Board President.

Three consecutive unexcused absences from regular board meetings shall be sufficient cause for the Board to declare a Board vacancy.

(cf. 9121 - President)

cf. 9320 - Meetings)

Appointment to the Board

Note: The following optional bylaws may be deleted or revised as desired.

A vacancy on the Board shall be filled within 30 days of the vacancy by Board appointment. When making an appointment to the Board, the Board desires to draw from the widest possible number of candidates.

The Board shall:

1. Advertise the vacancy in suitable local media.
2. Solicit applications or nominations of any legally qualified citizen interested in serving on the School Board.
- ~~1.3.~~ Provide candidates with appropriate information regarding Board member responsibilities.
- ~~2.4.~~ Announce names of candidates and accept public input either in writing or at a public meeting.
- ~~3.5.~~ Interview the candidates at a public meeting.
- ~~4.6.~~ Select the provisional appointee by majority vote at a public meeting.

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment.

Legal Reference:

ALASKA STATUTES

[14.08.041](#) *Regional school boards*

[14.08.045](#) *Vacancies*

[14.08.081](#) *Recall*

[14.12.070](#) *Vacancies*

[14.14.080](#) *Declaring a school board vacancy*

[29.26.240 - 29.26.360](#) *Recall*

Adoption Date: May 23, 1995

Revised:

Northwest Arctic Borough School District

BB 9270 CONFLICT OF INTEREST

Note: [Alaska Statute 29.20.010](#) requires each municipality to adopt a conflict of interest code. [Alaska Statute 39.50.145](#) authorizes a municipality to exempt municipal officers from state conflict of interest financial reporting requirements. Accordingly, districts should consult local law to determine if additional conflict of interest requirements must be addressed. The following sample bylaw should be revised as appropriate to reflect district philosophy and needs.

In order to instill public confidence in public office and provide public accountability, School Board members shall disclose and avoid conflicts of interest involving any matter pending before the School Board. A conflict of interest exists when a member has a personal or financial interest on a matter coming before the Board that could render the member unable to devote complete loyalty and singleness of purpose to the public interest. School Board members owe the public a duty to act in the best interests of the district.

Decision making. The Board recognizes that when no conflict of interest requires abstention and/or recusal, its members must vote on issues before the Board. If a board member or their **immediate** family member may benefit personally or financially from a Board decision, that board member must provide full disclosure of the conflict or potential conflict of interest to the Board. The Board, without that member's participation, will then approve or disapprove of the member's deliberations and voting on the issue. If the Board determines a conflict of interest prohibits participation, the member shall recuse themselves and abstain from deliberations and voting.

Appearance of impropriety. When a situation may create the appearance of impropriety, even where state and federal laws do not require any action, the board member shall fully disclose the circumstances. The Board, without that member's participation, will then approve or disapprove of the member's deliberations and voting.

Board members who have an actual or potential conflict of interest requiring disclosure shall not seek to influence the decisions of staff or other board members on the underlying matter, or on the member's participation in the matter.

Other duties. School Board members are expected to avoid conflicts of interest in their other duties. This includes:

- a. **Confidential information.** School Board members shall not disclose or use confidential information acquired during the performance of official duties as a means to further their own personal or financial interests or the interests of a family member.
- b. **Gifts.** School Board members shall not accept a gift or economic benefit that would tend to improperly influence a reasonable person or where board members know or should know the gift is offered for the purpose of influencing or rewarding official action.

- c. **Business dealings with staff.** School Board members shall not engage in financial transactions for private business purposes with district staff whom board members directly or indirectly supervise.
- d. **Compensation for services.** School Board members shall not receive any compensation for services rendered to the district from any source, except compensation for serving on the School Board and reimbursement of expenses incurred as a board member, as allowed by policy and law.

Other legal obligations. School Board members shall comply with state and federal laws pertaining to conflicts of interest. Nothing in this policy restricts or affects board members' duties to comply with those laws.

(cf. 3115 - Relations with Vendors)

(cf. 4112.8 - Employment of Relatives)

(cf. 2300 - Conflict of Interest Code: Designated Personnel)

Legal Reference:

ALASKA STATUTES

[14.08.131](#) *Disqualification from voting for conflict of interest*

[14.14.140](#) *Restriction on employment*

[11.56.100 - 11.56.130](#) *Bribery and related offenses*

[29.20.010](#) *Conflict of interest*

ADMINISTRATIVE CODE

[4 AAC 18.031](#) *Employment of members of immediate families of school board members*

[4 AAC 18.900](#) *Definitions*

Adopted: May 23, 1995

Revised: August 30, 2016

Revised: June 6, 2023

Revised:

Northwest Arctic Borough School District

BB 9320 MEETINGS

Note: Alaska's Open Meetings Act A.S. 44.62.310-.312 requires meetings of the Board to be open to the public except as allowed by law and requires reasonable public notice of such meetings. 1994 revisions to the Act are reflected in this sample policy.

Meetings of the Board are conducted for the purpose of accomplishing district business. A meeting of the Board shall consist of any gathering of the members of the Board when more than three members of the Board, or a majority of the members, whichever is less, are present and collectively consider a matter upon which the Board is empowered to act. As a matter of district policy and state law, meetings ordinarily shall be open to the public. The Board may meet in closed sessions only to discuss certain matters as permitted or required by Alaska's Open Meetings Act. All business of the Board must be conducted at a duly convened meeting of the Board. Poll voting between meetings is not allowed. All meetings of the School Board shall be open to the public, except for executive sessions authorized in accordance with law.

(cf. 9321 - Executive Sessions)

Reasonable public notice shall be given for all meetings of the Board in accordance with law and district practice, and shall be posted at all regular district and school sites before the meeting. The Superintendent or designee shall provide reasonable public notice of open meetings of the Board. Such notice shall include the date, time and place of the meeting, and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used. shall be provided to the local news media and posted at district and school sites before the meeting. Public Meetings may not be held in a private home or private business.

(cf. 9012 - Communications To and From the Board)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

Regular Meetings

The Board shall adopt a yearly calendar specifying the date, time and place of each regular meeting. The local media shall be provided with the annual calendar of regular Board meetings and shall be notified of any changes to the calendar.

Regular meetings shall be held on the last Tuesday of every month, unless otherwise determined by the Board. The meetings will convene at the appointed time, providing a quorum is present. Notice of regular meetings shall be posted at least five (5) days prior to the meeting.

Commented [AE1]: Model state: The Board shall hold ___ regular meetings each month. Unless changed by the Board, regular meetings shall be held at ___ p.m. at _____.

Continued Meetings

The Board, by official action, may recess a regular or special meeting and designate a future date for the purpose of continuing the consideration of one (1) or more topics, provided that:

the total number of days for the session, including all those added after recess, shall not exceed the statutory limitations of fifteen (15) days for a regular meeting and five (5) days for a special meeting;

public notification shall be made of the recess;

any absent members of the Board shall be notified of the recess.

Special Meetings

Special meetings of the Board may be called by the presiding officer or a majority of the Board members.

Except in cases of an emergency, notice of special meetings shall be ~~delivered provided~~ at least 24 hours before the meeting. ~~to all Board members, the Superintendent, and to the local media. This notice shall specify the date, time, place and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used. Such notice shall be given to all Board members, the superintendent and to the local news media.~~ This notice also shall be posted at district and school sites at least 24 hours before the meeting. ~~This notice shall specify the date, time and place of the meeting.~~

Notice of special meeting shall include a statement of the purpose of the meeting. No business may be transacted at this special meeting, other than that which is specifically stated in the notice of the meeting.

Emergency Special Meetings

The Board president or designee shall give notice of an emergency special meeting to the local media by telephone before the meeting. If telephone services are not functioning, the notice requirement is waived. In that event, As soon after the meeting as possiblepracticable, the Board shall notify the local media that the meeting was held and shall describe the purpose of the meeting and any action taken by the Board.

~~Board Action Between Meetings~~

~~When, in the opinion of the Superintendent, circumstances arise of such an urgent nature as to require Board action prior to the regular or special meetings, and the President of the Board, or in the President's unavailability, the Vice-President, concurs with this opinion, a poll vote by phone may be taken of Board members. In taking such a poll, the following conditions shall apply:~~

1. ~~There shall be twenty-four (24) hours advance public notice of the poll vote given by public radio, unless the urgent matter prevents a twenty-four (24) hour delay of the vote. In such an event, at least three (3) hours advance notice shall be given by public radio;~~
2. ~~The public notice will state the question being voted upon. In addition, the notice will advise the public of their right to be present at the time and place when the poll vote is being conducted by the Board's Recording Secretary;~~
3. ~~The poll vote will be conducted by the Board's Recording Secretary in the Boardroom at the District Office. As many Board members as possible will be placed on a conference call that will be broadcast via speaker phone into the Boardroom. Board members who are not on the conference call shall be called individually and that phone call shall also be broadcast by speaker phone into the Boardroom;~~
4. ~~The Board shall confirm the results of the poll vote by a vote taken at the next regular or special meeting.~~

Teleconferencing/Video-Conferencing

Recognizing the inherent responsibility and statutory duties of Board members, the Board strongly encourages Board members to attend and participate at meetings of the Board. Though great importance is given to the physical presence of Board members at meetings, the attendance and participation of members by teleconference is authorized whenever physical presence is not practicable. All votes at a meeting of members attending by teleconference shall be taken by roll call.

The Board also authorizes the use of teleconferences for Board meetings when receiving public comment or testimony, and during Board deliberations.

Whenever possible, meeting agendas and supporting materials shall be available at all teleconference facilities used for the Board meeting.

~~The Board may use teleconferences/and or video-conferences, if available, for Board meetings when receiving public comment or testimony and during Board deliberations. Agendas and supporting materials shall be available at conference locations.~~

Legal Reference:

ALASKA STATUTES

[14.08.091](#) Administration

[14.14.070](#) Organization of school board

[14.14.080](#) Declaring a school board vacancy

[29.20.020](#) Meetings public

[44.62.310](#) Agency meetings public

[44.62.312](#) State policy regarding meetings

~~Revised: March 27, 2007~~

Adoption Date: May 23, 1995

Revised: March 27, 2007

Revised:

Northwest Arctic Borough School District

BB 9322 AGENDA/MEETING MATERIALS

Construction of Agenda

The Superintendent, at the direction of the President of the Board, shall prepare all agendas for meetings of the Board.

(cf. 9121 - President)

All agendas shall include the meeting time and place and a description of each business item to be transacted or discussed. All agendas shall be posted for public review prior to the meeting.

(cf. 9320 - Meetings)

Note: [A.S. 29.20.020](#) requires governing bodies provide a reasonable opportunity for the public to be heard.

Any member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request must be in writing and submitted to the Superintendent with supporting documents and information, if any, at least ten working days before the scheduled meeting date.

When constructing the agenda, the Board president and Superintendent will decide whether a request is within the subject matter jurisdiction of the Board and whether the agenda item is appropriate for discussion in open or executive session. The Board president and Superintendent have the discretion to carefully consider and decide whether to include public requests on the agenda.

The Board shall also give members of the public the opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. An agenda item for such input shall be included on Board agendas. The Board shall not take action on such matters at that meeting.

(cf. 9012 - Communications To and From the School Board)

(cf. 9323 - Meeting Conduct)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

(cf. 1312 - 1312.3 - Complaints Concerning Schools)

School Board Member Preparation

Commented [AEI]: AASB verbiage: The Board president and Superintendent may reject a public request for a matter to be added to the agenda for any reason.

A copy of the agenda shall be forwarded to each Board member at least ten (10) business days before each regular meeting date. All meeting materials will be publicly available at least five (5) business days prior to the meeting.

When special meetings are called, the Superintendent and President shall make every effort to get the agenda and support materials to School Board members one (1) week prior to special meetings or as soon as possible.

School Board members shall review all meeting materials before each meeting. Individual members may confer directly with the Superintendent or designee to obtain specific information on agenda items.

(cf. 9200 - School Board Members)

Legal Reference:

ALASKA STATUTES

[29.20.020](#) Meetings public

Adoption Date: May 23, 1995

Revised: April 30, 2024

Revised:

Northwest Arctic Borough School District

BP 1250 VOLUNTEER ASSISTANCE

~~The Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students. The wealth of experience available in the community is a resource that should be used in appropriate ways to enrich the educational program and strengthen our schools' relationships with homes, businesses, public agencies and private institutions. By their presence, volunteers also can make school environments safer and more closely supervised. The School Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students.~~

The Superintendent or designee may authorize the use of volunteers. The Superintendent or designee shall establish regulations to protect the safety of both students and volunteers. ~~Including background check for crimes involving moral turpitude.~~

Note: The following optional paragraph is offered for districts that wish to provide students the greatest possible protection, and should be revised or deleted based on the district's needs and ability to implement this policy.

All persons who wish to volunteer service with or around students must undergo a background check.

Like employees and students, volunteers shall act in accordance with district policies and regulations.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1260 - Visits to the school)

(cf. 5141.42 – Professional Boundaries of Staff with Students)

(cf. 4112.5 / 4212.5 / 4312.5 – All Personnel Security Check)

(cf. AR 4112.5 Security Check)

Legal Reference:

ALASKA STATUTES

[20AAC 10035](#) - Regulation defining crimes of moral turpitude

Adopted: June 09, 2004

Revised:

Northwest Arctic Borough School District

AR 1250 VOLUNTEER ASSISTANCE

Note: This AR addresses some of the details associated with the use of volunteers.

This regulation provides the procedures for approving members of the public to serve as volunteers, including chaperones.

Responsibilities of ~~Principals~~Site Administrators:

1. Coordinate the use of school volunteers.
~~—Verify the identity of the volunteer with a photo id.~~
- 1.2. _____
- 2.3. _____ Confirm that the school volunteer has completed the volunteer packet.
- 3.4. _____ Require updated volunteer packets are received ~~on the schedule set by the District~~in a timely manner.
- 4.5. _____ Keep and maintain a register of volunteer activity at the school.
- 5.6. _____ Inform volunteers of school rules and routines, answer questions, and provide volunteer support as appropriate.
- 6.7. _____ When required to ensure the safety of students and the smooth operation of the educational program, ~~principals~~site administrators may decline the services of any volunteer.
- 7.8. _____ ~~Determine which volunteers are~~Facilitate the completion of required to ~~complete annual~~ mandatory reporting training ~~and inform volunteers how to receive the training for all volunteers who interact with children for more than 4 (four) hours in any week. Report the training completion to the Human Resources department within 45 days of the beginning of the volunteer service.~~

Responsibilities of the District

1. Develop a volunteer packet for individuals to use to apply as a volunteer.
2. Facilitate the volunteer approval process.
- 3.1. _____ ~~Verify the identity of the volunteer with a photo id.~~
3. Maintain the volunteer packet materials in the volunteer's file.
4. Facilitate and pay for the annual background check.
5. Review the annual background check and make an individualized determination about the volunteer in accordance with BP 4112.5 / 4212.5 / 4312.5.
6. Keep and maintain an approved volunteer list, with the dates that the annual background check was completed, in order for school ~~principals~~site administrators to verify the eligibility status of volunteers.
7. Notify the volunteer of their eligibility status.
8. Notify volunteers when annual background checks need renewal.
9. Inform volunteers that they are subject to the District's policies and regulations where applicable.

Responsibilities of Volunteers

1. Complete the volunteer packet.
2. ~~Obtain and pay for a background check.~~
3. Submit to the background check every ~~two~~ years.
4. Self-report any convictions that occur in the intervening time between background checks.

5. Recognize that they are neither employees nor an independent contractor and serve at the discretion of the District.

5-6. Complete annual mandatory reporting training within 45 days of the beginning of their volunteer service if they intend to volunteer for more than 4 hours within any week.

Mandatory Reporting Training

Volunteers who interact with children for more than four hours ~~per~~within any week are required to complete mandatory reporting training. This direction will be provided by the school ~~principal~~site administrator.

Note: Pursuant to AS 47.17.020(a)(9), “volunteers who interact with children in a public or private school for more than four hours a week” must report child abuse and child neglect. AS 47.17.020(a) requires school districts to provide training to such volunteers on the recognition and reporting of child abuse and neglect.

Adopted:

Northwest Arctic Borough School District

AR 4133/4233/4333 ALL PERSONNEL – TRAVEL EXPENSES

All District travel must be approved in advance of travel on a District Travel Authorization and Per Diem (TR) form. All District authorized travel will be organized by a District Office department.

Supervisors will authorize all in-district travel of employees within their site/department. The Superintendent, or his/her designee, will authorize all out-of-district travel in addition to the Supervisor **(two signatures)**.

The following sections will cover processes and procedures for District-authorized travel.

- I. Business Travel Leave Requests
- II. District Paid Travel Costs
- III. Travel Authorization Forms (TR)
- IV. Student Travel & Per diem
- V. Rental Cars
- VI. Per Diem

I. BUSINESS RELATED LEAVE REQUESTS

Employees traveling on District business, and away from their regular workstation, must submit a leave request (with description) via the District's timekeeping system prior to travel arrangements being made. Employees traveling on District business will request Administrative leave, see Administrative Leave types below.

Under Administrative Leave, submit the leave type that corresponds with reason for travel:

1) **S – Admin-Sports**, 2) **A-Admin-Activities** 3) **I-Admin-In-District**, or 4) **O-Admin-Out-of-District**.

II. DISTRICT PAID TRAVEL COSTS

While an employee is on official travel status the District will pay:

- 1) Actual transportation costs including commercial airfare, not to exceed normal "coach" fare, auto mileage at the current federal rate per mile (www.gsa.gov), taxi fare and other essential transportation costs.
- 2) Actual hotel costs. (Room/Tax and approved hotel Parking only.) Actual is defined as the actual number of days required for the trip.
- 3) Per diem. A per diem allowance for travel applies when an employee is away from home overnight. If an employee is traveling with a group of students and the housing site provides meals or if the employee's site is paying meals, then this will be in lieu of per diem. Employees traveling to school sites will be charged for meals incurred at

the school. Employees will not be charged for staying in the school overnight. Proportional Meal Rates (PMR) apply.

- a) The PMR is a meal rate used when one or two meals are available or provided at no cost to the traveler. The proportional meal rate does not apply on the first and last days of travel.
 - i) The PMR is used when:
 - (1) An employee receives one or two meals at District expense, such as a meal included in a conference registration fee.
 - (2) An employee stays in District facilities, and one or two meals are available in a District facility.
- b) Per diem may be requested in advance of travel. Any overpaid advance travel per diem must be returned to the district, or it will be deducted from the employee's next paycheck.

The final white TR sheet (expense report) of travel must be submitted to the Administrative Services Office immediately after travel and no later than fourteen (14) days after return. This must be done in all cases, even if the travel advance covered all expenses. No further travel advances will be made until this is done. This form will include the date and time of departure and return. Any personal time taken while traveling shall be indicated with non-payment of per diem. The form will also include a section listing transportation and hotel costs. A receipt for all expenses, including taxi fare(s), must be attached. If a receipt cannot be presented, the procedure for lost/missing receipts must be followed.

Note: Any change fees or extra costs related to travel (airlines change fees, difference in airfare, extra hotel days or expenses, vehicle, etc.) where the cost incurred are not district-related business is at the expense of the employee.

If there is an overpayment of per diem, a notice will be sent to the overpaid staff member, who must repay within 14 days of completion of travel. If the overpayment is not received, the overpayment will be automatically deducted from the employee's next paycheck.

III. TRAVEL AUTHORIZATION and PER DIEM FORM (TR)

A Travel Authorization and Per Diem (TR) Form must be filled out for all District-approved staff and student travel. For audit purposes, all TRs are numbered and must be accounted for. All TRs must be completed (signed and on file with the Business Office) at least five (5) workdays prior to travel. All voided TRs must be returned to the Business Office with "VOID" written in BOLD LETTERS in both upper and lower portions of the TR.

MOA contract workers, chaperones, and District-related business travel may be processed on a TR. Other non-employee travel may not be processed on a Travel Authorization and Per Diem form.

The District strictly prohibits business travel in personal airplanes, snowmachines, ATVs, and boats without advance Superintendent approval.

There must be a signed and approved TR in the supervisor's office before an employee is considered to be on an authorized travel status. There must be a signed and approved TR in the Superintendent's office for all out-of-district travel before an employee or student is considered to be on an authorized travel status. Employees must be traveling on an authorized travel status to be covered by the District insurance and to be eligible for per diem and travel cost reimbursement.

Travel Authorization and Per Diem (TR) Form Instructions:

There are five (5) copies of the TR form. Once the request is filled out:

White Original	<p>Traveler Copy: Must be turned in <u>immediately after</u> travel is complete (no later than 14 days after travel), with reimbursable receipts attached, values entered into the "approved" column, and program director and/or budget authority initials next to the amount authorizing reimbursement. <u>The lower white copy goes to the air carrier for ticket purchase.</u></p> <ul style="list-style-type: none">- Airline receipts must be attached to the white top portion of TR to claim per diem, to validate that the travel did take place.- Make any necessary corrections on the start/end of per diem. The Program Director must note the reason for the change and initial new start/end dates.- Reimbursements must be approved by the Program Director. Approved reimbursable travel receipts (taxi, hotel, airline ticket, car rental) must be included with the White copy of the travel authorization.
Blue Copy	<p>Travel Per Diem Advance: Must be turned in at least five (5) working days prior to travel. (Note: Check runs are on Tuesday and Thursday.) Advance per diem requests not turned in on time may not be paid in advance of travel.</p>
Canary Copy	<p>Accounting: Air carrier payment authorization. This is matched up with the lower portion of the TR from the air carrier to process payment. Submit to the Business Office within three (3) working days after reservations are made.</p>

Pink Copy	Accounting: Business Office keeps in numerical order, as are all accountable documents. Submit to the Business Office three (3) working days after reservations are made.
Goldenrod Copy	For traveler files.

CANCELLATIONS - In the event travel is canceled, in **BOLD LETTERS** write “**VOID**” in both upper and lower portions of the TR and submit to the Business Office with copies of airline and hotel cancellations. Retain the goldenrod copy for your files.

TRAVEL AUTHORIZATION FORM

TOP 10 FOCUS POINTS

Per Attached Example (next page)

1. Provide legal name of Traveler(s) listed on ID used for travel.
2. Provide complete routing of travel. Example: IAN-OTZ-IAN (Kiana-Kotzebue-Kiana)
3. Provide cost of airfare and receipt with dates, amounts, and traveler name.
4. Provide amount of hotel and receipt with dates and amounts.
5. Provide per diem amount, reflecting the business timeframe only. If personal time is being taken during travel, adjust per diem accordingly and note on TR.
 - a) Include the actual conference agenda and if meals are provided within the conference fee
6. Provide **justification** for travel, which must include dates of meeting, conference, or workshop. **Example:** shows principal meeting; thus, the account code also reflects principal travel.
7. Provide account code. The budget code and travel justification are closely related, as it should reflect the same nature of business. **Example:** A Principal travels to Kotzebue for a meeting; both the justification and budget code should relay the same message.
8. Provide signature of traveler. This validates travel has occurred.
 - Traveler only signs as traveler, **not** someone else signing for him/her. (Note: fine print on TR by signature line authorizes a payroll deduction if not closed out timely).
 - Emailed signature of the traveler is acceptable when travel originates outside of Kotzebue.
9. Provide Authorization signatures, Supervisor for in-district travel, and Superintendent or his/her designee plus Supervisor for out-of-district travel.
 - Budget authority signature will also need to be obtained if the Supervisor is not the budget authority. **Example:** if travel is from State/Federal programs, make sure the budget authority (Director of State/Federal Programs) approves the travel requests.
10. Submit the completed lower white copy of the Travel Authorization (TR) form to local airline carriers (except Alaska Airlines), thus authorizing the purchase of airfare.

- Lower white TR is issued to air carrier in exchange for ticket. Once issued to the carrier, the same **TR cannot be used for excess baggage beyond what is needed for that flight**, or any other charges for the ticket. **Example:** you cannot issue same check to AC and KIC. Either pay excess baggage and submit for reimbursement, or have the director process a **new short form TA** to cover the expenses.

Additional note:

Group travel with students: a list of student traveler names must be provided for all parts of the TR form, along with the designated adult chaperone who oversees per diem on students.

IV. RENTAL CARS

All car rentals will be reserved under the District's preferred rental agency and paid for by the District through the PO process. There will not be reimbursements for car rentals. As a District employee, extra liability insurance is not needed; the District Rental Insurance already covers it.

Car rentals will not be authorized for any out-of-state conference/training attended by staff unless previously approved by the Superintendent on a completed TR.

V. PER DIEM

How to Calculate Per Diem

When per diem is applicable, each adult traveling must be on a separate TR. **Exceptions are:**

- 1) If on a charter, and no per diem, okay to use multiple names on one TR; - Move to TR guidelines
- 2) A chaperone and students can be on one (1) TR, as checks are not issued to students;
- 3) If you have any questions, call the business office at 907-442-1800 for travel-related questions.

If a person is to use personal leave on either end of a business trip, it is necessary to reflect only the per diem as if on business travel status. **Example:** When a person goes to Anchorage on a Friday, and the workshop is not until Monday, you would restructure the departure to be from the last flight on Sunday to have him/her arrive in time for an 8:00 a.m. meeting on Monday. On the return, if the meeting were over at 5:00 p.m. on Friday, per diem would be covered until the first available flight to Kotzebue on Saturday morning. The information provided to the air carrier should reflect the actual travel dates.

(cf. E 4133/4233/4333 – Travel Expenses – Per Diem)

Adopted:

Northwest Arctic Borough School District

BB 9200 BOARD MEMBERS

Limits of Board Members Authority

The School Board has broad but clearly limited powers. The exercise of its authority is restricted to the functions required or permitted by law, and then only when it acts in a legally constituted meeting. Board members have authority only in regularly called meetings of the Board, or when delegated specific tasks by Board action. Individual Board members shall submit requests for research or administrative studies to the entire Board for consideration.

The Board is the unit of authority. An individual Board member is a part of the governing body which represents and acts for the community as a whole. Apart from the normal function as part of the unit, the Board member has no individual authority. No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools; nor, as an individual, command the services of any school employee. Individually, the Board member may not commit the district to any policy, act or expenditure.

School visits by Board members are encouraged. Site Administrators should receive a courtesy call in advance of a visit. Board members, as with all visitors, must check in with the school office. Board members who visit schools of their own volition have no more authority than any other citizen. Board members have authority only in regularly called meetings of the Board, or when delegated specific tasks by Board action.

(cf. 1250 - Visits to the Schools)

Note: The following is an optional process for Board members to make information requests.

Board Member Requests for Information

Board members should make informed decisions on matters before them for a vote. The Superintendent or designee is responsible for providing the Board with relevant materials to inform the Board on those matters on which it is to act. If Board members desire further information, a request for information shall be directed to the Superintendent, pursuant to the following guidelines:

1. Requests for simple facts. Any Board member may make a request for simple facts to the Superintendent who will forward the request to the appropriate staff member. All responses to requests for simple facts will be provided to the requesting Board member and copied to the Board President.

2. Requests for reports, research, administrative studies, detailed information, or for information relating to a problem or a potential problem in the District. Some information requests require significant administrative time and explanation to provide the requested response. Individual Board members shall submit such requests to the full

Board for consideration. Upon [concurrence of the other board members/majority request of the Board], the request shall then be forwarded to the Superintendent for response.

3. Complaints regarding personnel. Board members may have their own concerns and complaints regarding District personnel. Informal concerns should be privately communicated to the Superintendent. Formal complaints should be in writing and follow the District complaint policies. Board members may notify the Superintendent that they have filed a formal complaint.

4. When Board members receive complaints or requests for action from staff, students or members of the public, the Board members will direct the staff, students, members of the public to the appropriate complaint policy. Such information will be conveyed to the Superintendent.

5. Requests for legal advice or opinions by a Board member that will incur a cost for the district must be approved by a majority vote of the Board before the request is made to legal counsel. Legal counsel is responsible to the Board.

(cf. 6162.8 - Research)

(cf. 9322 - Agenda/Meeting Materials)

~~The Board is the unit of authority. An individual Board member is a part of the governing body which represents and acts for the community as a whole. Apart from the normal function as part of the unit, the Board member has no individual authority. No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools; nor, as an individual, command the services of any school employee. Individually, the Board member may not commit the district to any policy, act or expenditure.~~

No members of the Board shall be asked to perform any routine or clerical duties which may be assigned to an employee, nor shall any Board member become an employee of his/her district while serving on the Board.

A Board member should resign from the Board before seeking to secure district employment. In no event shall a final decision for hire be made prior to receiving the Board member's resignation.

(cf. 9250 - Remuneration, Reimbursement and other Benefits)

(cf. 9270 - Conflict of Interest)

~~Board members who visit schools of their own volition have no more authority than any other citizen. Board members have authority only in regularly called meetings of the Board, or when delegated specific tasks by Board action.~~

Commented [AE1]: This is not in the AASB Model BB 9200.

~~(cf. 1250 – Visits to the Schools)~~

Obligations of Members

Members of the Board must ~~endeavor~~ ~~make strong efforts~~ ~~make strong efforts~~ to attend all meetings, study all materials presented with the agenda prior to attending the meeting, participate in the discussion of any items which come before the Board, and vote on all motions and resolutions, abstaining only for compelling reasons. If no compelling reason requires abstention, members of the Board shall not abstain.

If a Board Member knows they will be unable to attend scheduled meetings, worksession, or committee assignments they must notify the Board President ~~or and the Superintendent's Office of this intended absence. If a Board Member notifies the Superintendent's Office with a request for an excused absence, this information will be communicated to the Board President for his/her decision and action.~~

Commented [AE2]: This is not in the Model AASB policy.

The Board member should not ~~place subordinate the education of children and youth to any~~ partisan principle, group interest, or the member's own personal interest ~~above the education of children and youth.~~

The Board member should be prepared and willing to devote a sufficient amount of time to the study of the problems of education in the district, the state, and the nation in order to interpret them to the people of the district.

~~(cf. 9230 - Meetings)~~

Legal Reference:

ALASKA STATUTES

[14.14.140](#) *Restrictions on employment*

Adoption Date: May 23, 1995

Revision Date: June 6, 2023

Revision Date:

Northwest Arctic Borough School District



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

Ambler · Buckland · Deering · Kiana · Kivalina · Kobuk · Kotzebue · Noatak · Noorvik · Selawik · Shungnak
PO Box 51 · Kotzebue, Alaska 99752 · Phone (907) 442-1800

NWABSD BOARD OF EDUCATION

Board Bylaw Worksession

Conducted via Teams and in the NWABSD Boardroom

Agenda

January 21, 2025

1. Roll Call
2. Items for Board Bylaw Review:
 - a. **BB 9020 Board Standards – NEW**
 - i. NEW—This model policy was adopted by AASB in 1992 and is new to the NWABSD. The NWABSD Board Policy Committee recommends reviewing it.
 - ii. This update further includes culturally responsive language.
 - iii. **E 9020 – Board Standards *NEW*** – Exhibit
 - b. **BB 9223 Board Vacancies**
 - i. This update includes updates from AASB from 2007.
 - ii. The bylaw is reviewed at the recommendation of the board.
 - c. **BB 9270 Conflict of Interest**
 - i. This update includes the word “immediate” before family.
 - d. **BB 9320 Meetings**
 - i. This update includes additional language to clarify that poll voting by a school board is not permitted and all official board action must be taken in an open meeting.
 - e. **BB 9322 Agenda Meetings/Materials**
 - i. This update clarifies that a board president and superintendent may reject community requests to place an item on the board agenda.
2. Recommendation of BB items to progress to First Reading at the February 2025 Regular Board Meeting

Technology Director: Amy Eakin

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.

BB 9020 BOARD STANDARDS

The School Board believes that it should hold itself to high standards of the Iñupiat Iitqusiatic, performance, accountability and conduct in order to meet the public trust that has bestowed by the public election of each member.

Therefore, the School Board has adopted the Board Standards established by the Association of Alaska School Boards, which provide a framework for effective school governance and keep the School Board's focus on cultural responsiveness and student achievement.

Regular efforts will be made to orient new board members to the board standards, provide on-going board development opportunities to assist all board members in meeting those standards, and assess board performance to measure the School Board's effectiveness in meeting them.

(cf. 9000 - Role of School Board and Members)

(cf. 9230 - Orientation)

(cf. 9240 - School Board Development)

(cf. 9400 - School Board Self-Evaluation)

Added 9/99

9/92 Adopted:

Northwest Arctic Borough School District

AASB Policy Reference Manual

E 9020 BOARD STANDARDS

The Board Standards developed by the Association of Alaska School Boards and listed below have been adopted by the [Northwest Arctic Borough School District](#) School Board as a standard of performance that this school board will constantly strive to meet.

VISION

The Board Creates A Shared Vision To Enhance Student Achievement

- 1.1 Board develops a dynamic shared vision for education that reflects student needs and community priorities.
- 1.2 Board keeps the district and community focused on educating students.
- 1.3 Board demonstrates its strong commitment to vision by using the shared vision to guide decision making.

STRUCTURE

The Board Provides A Structure That Supports The Vision

- 2.1 Board establishes a management system that results in effective decision making processes and enables all the people to help the district achieve its vision and make the best use of its resources.
- 2.2 Board ensures that long and short term plans are developed and annually revised through a process involving extensive participation, information gathering, research, and reflection.
- 2.3 Board sets high instructional standards based on the best available information about the knowledge and skills students will need in the future.
- 2.4 Board acts to ensure vision and structure comply with legal requirements.
- 2.5 Board encourages and supports innovative approaches to teaching, learning, and the continuous renewal of education.

ACCOUNTABILITY

The Board Measures District Performance Toward Accomplishing the Vision And Reports the Results To The Public.

3.1 Board receives regular reports on student progress and needs based on a variety of assessments to evaluate the quality and equity of the educational program.

3.2 Board evaluates the superintendent's ~~and board~~ performance annually and reports ~~the result a statement~~ to the public. The statement may include a possible contract extension, a change in salary, and goals.

3.3 Board evaluates the board performance biennially (every two years) and reports a statement to the public. The statement may include the resulting goals.

3.4~~3~~ Board ensures long and short term plans are evaluated and revised with the needs of students in mind.

3.5~~4~~ Board uses an understandable format to periodically report district performance to the public.

ADVOCACY

The Board Champions The Vision

4.1 Board leads in celebrating the achievements of students and accomplishments of others who contribute to education.

4.2 Board advocates for children and families and establishes strong relationships with parents and other mentors to help support students.

4.3 Board establishes partnerships with individuals, groups, and organizations to promote educational opportunities for all students.

4.4 Board promotes school board service as a meaningful way to make long term contributions to the local community and society.

4.5 The board is proactive in identifying and addressing issues that affect the education of students.

CONDUCT & ETHICS

The Board And Its Individual Members Conduct District Business In A Fair, Respectful, And Responsible Manner

5.1 Board and its individual members act in a manner that reflects the Iñupiat Iitqusi

a. Knowledge of Family Tree

b. Love for Children

c. Avoid Conflict

d. Knowledge of Language

e. Cooperation

f. Family Roles

g. Sharing
h. Hard Work
i. Responsibility to Tribe
j. Humor
k. Humility
l. Respect for Elders

m. Spirituality
n. Respect for Others
o. Respect for Nature
p. Domestic Skills
q. Hunter Success

5.2 Board and its individual members act in a manner that reflects service to the community on behalf of students.

5.32 Board demonstrates a commitment to continually improving teamwork, problem solving, and decision making skills through a conscious program of board development.

5.43 Expenditures for board activities are clearly identified in the budget, related to the district vision, and open to public scrutiny.

Adopted:

Northwest Arctic Borough School District

BB 9223 BOARD VACANCIES

Note: The following provisions apply to school boards pursuant to AS 14.08.045. Item 1 below could apply to a write-in candidate whose qualifications were not verified prior to election or to a district employee who fails to resign their employment after election.

The School Board may declare a regional school board seat vacant if the person elected:

1. fails to qualify for Board membership within 30 days of certification of the election,
2. refuses to take office,
3. resigns,
4. is convicted of a felony involving moral turpitude or a violation of the oath of office while serving as a School Board member,
5. no longer resides within the boundaries which he/she was elected to represent and a two-thirds vote of the Board declares the seat vacant.

(cf. 9220 - School Board Election)

Note: The following is provided for borough and city school boards and may be revised as appropriate.

The school board shall declare a vacancy on the Board for any actions which disqualify a member from service in accordance with state laws and local ordinances.

Note: A.S. 14.14.080 allows a school board to declare a board vacancy when a member fails to attend three consecutive regular board meetings without being excused by the Board President.

Three consecutive unexcused absences from regular board meetings shall be sufficient cause for the Board to declare a Board vacancy.

(cf. 9121 - President)

cf. 9320 - Meetings)

Appointment to the Board

Note: The following optional bylaws may be deleted or revised as desired.

A vacancy on the Board shall be filled within 30 days of the vacancy by Board appointment. When making an appointment to the Board, the Board desires to draw from the widest possible number of candidates.

The Board shall:

1. Advertise the vacancy in suitable local media.
2. Solicit applications or nominations of any legally qualified citizen interested in serving on the School Board.
- ~~1.3.~~ Provide candidates with appropriate information regarding Board member responsibilities.
- ~~2.4.~~ Announce names of candidates and accept public input either in writing or at a public meeting.
- ~~3.5.~~ Interview the candidates at a public meeting.
- ~~4.6.~~ Select the provisional appointee by majority vote at a public meeting.

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment.

Legal Reference:

ALASKA STATUTES

[14.08.041](#) *Regional school boards*

[14.08.045](#) *Vacancies*

[14.08.081](#) *Recall*

[14.12.070](#) *Vacancies*

[14.14.080](#) *Declaring a school board vacancy*

[29.26.240 - 29.26.360](#) *Recall*

Adoption Date: May 23, 1995

Revised:

Northwest Arctic Borough School District

BB 9270 CONFLICT OF INTEREST

Note: [Alaska Statute 29.20.010](#) requires each municipality to adopt a conflict of interest code. [Alaska Statute 39.50.145](#) authorizes a municipality to exempt municipal officers from state conflict of interest financial reporting requirements. Accordingly, districts should consult local law to determine if additional conflict of interest requirements must be addressed. The following sample bylaw should be revised as appropriate to reflect district philosophy and needs.

In order to instill public confidence in public office and provide public accountability, School Board members shall disclose and avoid conflicts of interest involving any matter pending before the School Board. A conflict of interest exists when a member has a personal or financial interest on a matter coming before the Board that could render the member unable to devote complete loyalty and singleness of purpose to the public interest. School Board members owe the public a duty to act in the best interests of the district.

Decision making. The Board recognizes that when no conflict of interest requires abstention and/or recusal, its members must vote on issues before the Board. If a board member or their **immediate** family member may benefit personally or financially from a Board decision, that board member must provide full disclosure of the conflict or potential conflict of interest to the Board. The Board, without that member's participation, will then approve or disapprove of the member's deliberations and voting on the issue. If the Board determines a conflict of interest prohibits participation, the member shall recuse themselves and abstain from deliberations and voting.

Appearance of impropriety. When a situation may create the appearance of impropriety, even where state and federal laws do not require any action, the board member shall fully disclose the circumstances. The Board, without that member's participation, will then approve or disapprove of the member's deliberations and voting.

Board members who have an actual or potential conflict of interest requiring disclosure shall not seek to influence the decisions of staff or other board members on the underlying matter, or on the member's participation in the matter.

Other duties. School Board members are expected to avoid conflicts of interest in their other duties. This includes:

- a. **Confidential information.** School Board members shall not disclose or use confidential information acquired during the performance of official duties as a means to further their own personal or financial interests or the interests of a family member.
- b. **Gifts.** School Board members shall not accept a gift or economic benefit that would tend to improperly influence a reasonable person or where board members know or should know the gift is offered for the purpose of influencing or rewarding official action.

- c. **Business dealings with staff.** School Board members shall not engage in financial transactions for private business purposes with district staff whom board members directly or indirectly supervise.
- d. **Compensation for services.** School Board members shall not receive any compensation for services rendered to the district from any source, except compensation for serving on the School Board and reimbursement of expenses incurred as a board member, as allowed by policy and law.

Other legal obligations. School Board members shall comply with state and federal laws pertaining to conflicts of interest. Nothing in this policy restricts or affects board members' duties to comply with those laws.

(cf. 3115 - Relations with Vendors)

(cf. 4112.8 - Employment of Relatives)

(cf. 2300 - Conflict of Interest Code: Designated Personnel)

Legal Reference:

ALASKA STATUTES

[14.08.131](#) *Disqualification from voting for conflict of interest*

[14.14.140](#) *Restriction on employment*

[11.56.100 - 11.56.130](#) *Bribery and related offenses*

[29.20.010](#) *Conflict of interest*

ADMINISTRATIVE CODE

[4 AAC 18.031](#) *Employment of members of immediate families of school board members*

[4 AAC 18.900](#) *Definitions*

Adopted: May 23, 1995

Revised: August 30, 2016

Revised: June 6, 2023

Revised:

Northwest Arctic Borough School District

BB 9320 MEETINGS

Note: Alaska's Open Meetings Act A.S. 44.62.310-.312 requires meetings of the Board to be open to the public except as allowed by law and requires reasonable public notice of such meetings. 1994 revisions to the Act are reflected in this sample policy.

Meetings of the Board are conducted for the purpose of accomplishing district business. A meeting of the Board shall consist of any gathering of the members of the Board when more than three members of the Board, or a majority of the members, whichever is less, are present and collectively consider a matter upon which the Board is empowered to act. As a matter of district policy and state law, meetings ordinarily shall be open to the public. The Board may meet in closed sessions only to discuss certain matters as permitted or required by Alaska's Open Meetings Act. All business of the Board must be conducted at a duly convened meeting of the Board. Poll voting between meetings is not allowed. All meetings of the School Board shall be open to the public, except for executive sessions authorized in accordance with law.

(cf. 9321 - Executive Sessions)

Reasonable public notice shall be given for all meetings of the Board in accordance with law and district practice, and shall be posted at all regular district and school sites before the meeting. The Superintendent or designee shall provide reasonable public notice of open meetings of the Board. Such notice shall include the date, time and place of the meeting, and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used. shall be provided to the local news media and posted at district and school sites before the meeting. Public Meetings may not be held in a private home or private business.

(cf. 9012 - Communications To and From the Board)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

Regular Meetings

The Board shall adopt a yearly calendar specifying the date, time and place of each regular meeting. The local media shall be provided with the annual calendar of regular Board meetings and shall be notified of any changes to the calendar.

Regular meetings shall be held on the last Tuesday of every month, unless otherwise determined by the Board. The meetings will convene at the appointed time, providing a quorum is present. Notice of regular meetings shall be posted at least five (5) days prior to the meeting.

Commented [AE1]: Model state: The Board shall hold ___ regular meetings each month. Unless changed by the Board, regular meetings shall be held at ___ p.m. at _____.

Continued Meetings

The Board, by official action, may recess a regular or special meeting and designate a future date for the purpose of continuing the consideration of one (1) or more topics, provided that:

the total number of days for the session, including all those added after recess, shall not exceed the statutory limitations of fifteen (15) days for a regular meeting and five (5) days for a special meeting;

public notification shall be made of the recess;

any absent members of the Board shall be notified of the recess.

Special Meetings

Special meetings of the Board may be called by the presiding officer or a majority of the Board members.

Except in cases of an emergency, notice of special meetings shall be ~~delivered provided~~ at least 24 hours before the meeting. ~~to all Board members, the Superintendent, and to the local media. This notice shall specify the date, time, place and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used. Such notice shall be given to all Board members, the superintendent and to the local news media.~~ This notice also shall be posted at district and school sites at least 24 hours before the meeting. ~~This notice shall specify the date, time and place of the meeting.~~

Notice of special meeting shall include a statement of the purpose of the meeting. No business may be transacted at this special meeting, other than that which is specifically stated in the notice of the meeting.

Emergency Special Meetings

The Board president or designee shall give notice of an emergency special meeting to the local media by telephone before the meeting. If telephone services are not functioning, the notice requirement is waived. In that event, As soon after the meeting as possiblepracticable, the Board shall notify the local media that the meeting was held and shall describe the purpose of the meeting and any action taken by the Board.

~~Board Action Between Meetings~~

~~When, in the opinion of the Superintendent, circumstances arise of such an urgent nature as to require Board action prior to the regular or special meetings, and the President of the Board, or in the President's unavailability, the Vice-President, concurs with this opinion, a poll vote by phone may be taken of Board members. In taking such a poll, the following conditions shall apply:~~

1. ~~There shall be twenty-four (24) hours advance public notice of the poll vote given by public radio, unless the urgent matter prevents a twenty-four (24) hour delay of the vote. In such an event, at least three (3) hours advance notice shall be given by public radio;~~
2. ~~The public notice will state the question being voted upon. In addition, the notice will advise the public of their right to be present at the time and place when the poll vote is being conducted by the Board's Recording Secretary;~~
3. ~~The poll vote will be conducted by the Board's Recording Secretary in the Boardroom at the District Office. As many Board members as possible will be placed on a conference call that will be broadcast via speaker phone into the Boardroom. Board members who are not on the conference call shall be called individually and that phone call shall also be broadcast by speaker phone into the Boardroom;~~
4. ~~The Board shall confirm the results of the poll vote by a vote taken at the next regular or special meeting.~~

Teleconferencing/Video-Conferencing

Recognizing the inherent responsibility and statutory duties of Board members, the Board strongly encourages Board members to attend and participate at meetings of the Board. Though great importance is given to the physical presence of Board members at meetings, the attendance and participation of members by teleconference is authorized whenever physical presence is not practicable. All votes at a meeting of members attending by teleconference shall be taken by roll call.

The Board also authorizes the use of teleconferences for Board meetings when receiving public comment or testimony, and during Board deliberations.

Whenever possible, meeting agendas and supporting materials shall be available at all teleconference facilities used for the Board meeting.

~~The Board may use teleconferences/and or video-conferences, if available, for Board meetings when receiving public comment or testimony and during Board deliberations. Agendas and supporting materials shall be available at conference locations.~~

Legal Reference:

ALASKA STATUTES

[14.08.091](#) *Administration*

[14.14.070](#) *Organization of school board*

[14.14.080](#) *Declaring a school board vacancy*

[29.20.020](#) *Meetings public*

[44.62.310](#) Agency meetings public

[44.62.312](#) State policy regarding meetings

~~Revised: March 27, 2007~~

Adoption Date: May 23, 1995

Revised: March 27, 2007

Revised:

Northwest Arctic Borough School District

BB 9322 AGENDA/MEETING MATERIALS

Construction of Agenda

The Superintendent, at the direction of the President of the Board, shall prepare all agendas for meetings of the Board.

(cf. 9121 - President)

All agendas shall include the meeting time and place and a description of each business item to be transacted or discussed. All agendas shall be posted for public review prior to the meeting.

(cf. 9320 - Meetings)

Note: [A.S. 29.20.020](#) requires governing bodies provide a reasonable opportunity for the public to be heard.

Any member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request must be in writing and submitted to the Superintendent with supporting documents and information, if any, at least ten working days before the scheduled meeting date.

When constructing the agenda, the Board president and Superintendent will decide whether a request is within the subject matter jurisdiction of the Board and whether the agenda item is appropriate for discussion in open or executive session. The Board president and Superintendent have the discretion to carefully consider and decide whether to include public requests on the agenda.

The Board shall also give members of the public the opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. An agenda item for such input shall be included on Board agendas. The Board shall not take action on such matters at that meeting.

(cf. 9012 - Communications To and From the School Board)

(cf. 9323 - Meeting Conduct)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

(cf. 1312 - 1312.3 - Complaints Concerning Schools)

School Board Member Preparation

Commented [AEI]: AASB verbiage: The Board president and Superintendent may reject a public request for a matter to be added to the agenda for any reason.

A copy of the agenda shall be forwarded to each Board member at least ten (10) business days before each regular meeting date. All meeting materials will be publicly available at least five (5) business days prior to the meeting.

When special meetings are called, the Superintendent and President shall make every effort to get the agenda and support materials to School Board members one (1) week prior to special meetings or as soon as possible.

School Board members shall review all meeting materials before each meeting. Individual members may confer directly with the Superintendent or designee to obtain specific information on agenda items.

(cf. 9200 - School Board Members)

Legal Reference:

ALASKA STATUTES

[29.20.020](#) Meetings public

Adoption Date: May 23, 1995

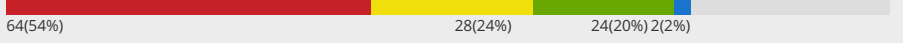
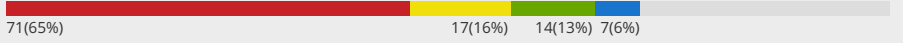

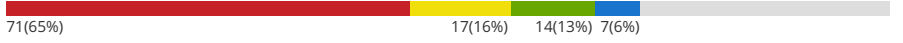




Revised: April 30, 2024

Revised:

Northwest Arctic Borough School District

Comparing Populations: DIBELS 8th Edition

View	Population	Time	Measure		
Segment Results by: District Report Level: Account Grade Divider: On Display Data As: Head Count	Show Students Enrolled: On Test Day Grade: 6 Grades District: Northwest Arctic Borough Sd	School Year: All Years Period: 2 Periods	Measure: Composite Score Performance Measurement: Levels Level Filter: All Levels		
District	Well Below Benchmark	Below Benchmark	At Benchmark	Above Benchmark	Total Students
Northwest Arctic Borough Sd					Current as of 01/09/2025
Grade K	Reference Data Reference Point: Account				
	24-25 BOY				129
	24-25 MOY				125
Northwest Arctic Borough Sd	24-25 BOY				129
	24-25 MOY				125
Grade 1	Reference Data Reference Point: Account				
	24-25 BOY				122
	24-25 MOY				114
Northwest Arctic Borough Sd	24-25 BOY				122
	24-25 MOY				114
Grade 2	Reference Data Reference Point: Account				
	24-25 BOY				153
	24-25 MOY				149
Northwest Arctic Borough Sd	24-25 BOY				153
	24-25 MOY				149
Grade 3	Reference Data Reference Point: Account				
	24-25 BOY				128
	24-25 MOY				123
Northwest Arctic Borough Sd	24-25 BOY				128
	24-25 MOY				123

Grade 4		Reference Data	Reference Point: Account
	24-25 BOY		118
	24-25 MOY		109
Northwest Arctic Borough Sd	24-25 BOY		118
	24-25 MOY		109
Grade 5		Reference Data	Reference Point: Account
	24-25 BOY		145
	24-25 MOY		138
Northwest Arctic Borough Sd	24-25 BOY		145
	24-25 MOY		138

Comparing Measures: DIBELS 8th Edition

View	Population	Time	Measure
Segment Results by: District Grade Divider: On	Show Students Enrolled: On Test Day Grade: 6 Grades District: Northwest Arctic Borough Sd	School Year: 2024-2025 Period: 24-25 MOY	Measure: All Measures Level Filter: All Levels

Northwest Arctic Borough Sd Current as of 01/09/2025



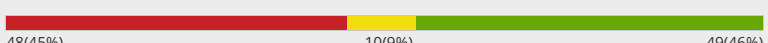
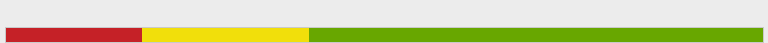
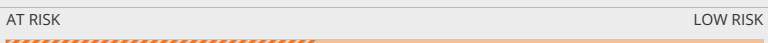
Northwest Arctic Borough Sd

Grade K





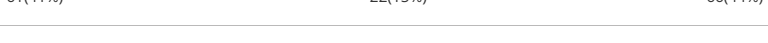

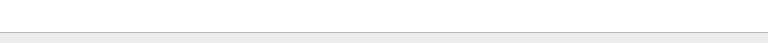
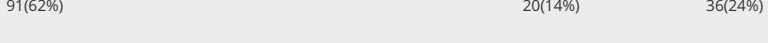

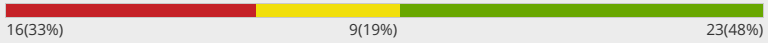

Measures	20%	40%	60%	80%	Total Students
Composite Score	24-25 MOY				125
Letter Names (LNF)	24-25 MOY				125
Phonemic Awareness (PSF)	24-25 MOY				125
Letter Sounds (NWF-CLS)	24-25 MOY				125
Decoding (NWF-WRC)	24-25 MOY				125
Word Reading (WRF)	24-25 MOY				125
Spelling	24-25 MOY				2
RAN	24-25 MOY				77
Risk Indicator	24-25 MOY				77

Grade 1



Measures	20%	40%	60%	80%	Total Students
Composite Score	24-25 MOY				114
Letter Names (LNF)	24-25 MOY				114
Phonemic Awareness (PSF)	24-25 MOY				114
Letter Sounds (NWF-CLS)	24-25 MOY				114
Decoding (NWF-WRC)	24-25 MOY				114
Word Reading (WRF)	24-25 MOY				114
Reading Accuracy (ORF-Accu)	24-25 MOY				114



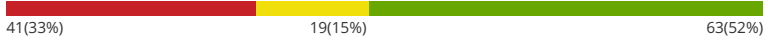


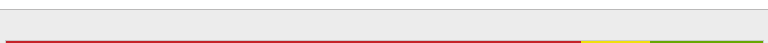
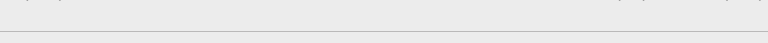
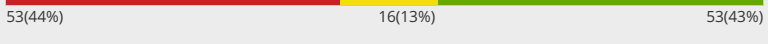

Reading Fluency (ORF)	24-25 MOY		114
Vocabulary	24-25 MOY		48
Spelling	24-25 MOY		107
RAN	24-25 MOY		110
Risk Indicator	24-25 MOY		109

Grade 2

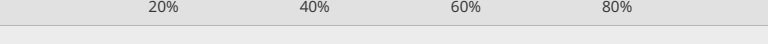
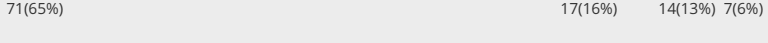


Measures		20%	40%	60%	80%	Total Students
Composite Score	24-25 MOY		149			
Letter Sounds (NWF-CLS)	24-25 MOY		149			
Decoding (NWF-WRC)	24-25 MOY		149			
Word Reading (WRF)	24-25 MOY		149			
Reading Accuracy (ORF-Accu)	24-25 MOY		149			
Reading Fluency (ORF)	24-25 MOY		149			
Reading Comprehension (Maze)	24-25 MOY		149			
Vocabulary	24-25 MOY		147			
Spelling	24-25 MOY		140			
RAN	24-25 MOY		48			
Risk Indicator	24-25 MOY		139			

Grade 3

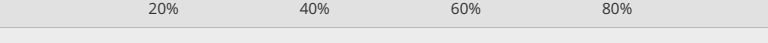
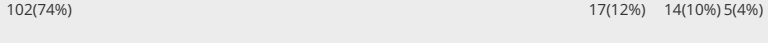


Measures		20%	40%	60%	80%	Total Students
Composite Score	24-25 MOY		123			
Letter Sounds (NWF-CLS)	24-25 MOY		123			

Decoding (NWF-WRC)	24-25 MOY		123
Word Reading (WRF)	24-25 MOY		123
Reading Accuracy (ORF-Accu)	24-25 MOY		123
Reading Fluency (ORF)	24-25 MOY		123
Reading Comprehension (Maze)	24-25 MOY		123
Vocabulary	24-25 MOY		122
Spelling	24-25 MOY		122
RAN	24-25 MOY		65
Risk Indicator	24-25 MOY		121

↳ Grade 4

Measures	20%	40%	60%	80%	Total Students
Composite Score	24-25 MOY		109		
Reading Accuracy (ORF-Accu)	24-25 MOY		109		
Reading Fluency (ORF)	24-25 MOY		109		
Reading Comprehension (Maze)	24-25 MOY		109		

↳ Grade 5

Measures	20%	40%	60%	80%	Total Students
Composite Score	24-25 MOY		138		
Reading Accuracy (ORF-Accu)	24-25 MOY		138		
Reading Fluency (ORF)	24-25 MOY		138		
Reading Comprehension (Maze)	24-25 MOY		138		

Correlation

View

Segment Results by: District
 Grade Divider: On
 Display Data As: Head Count

Population

Show Students Enrolled: On Test Day
 Grade: 6 Grades
 District: Northwest Arctic Borough Sd

1 Measure 1

Assessment: DIBELS 8th Edition
 Measure: Composite Score
 School Year: 2024-2025
 Period: 24-25 BOY

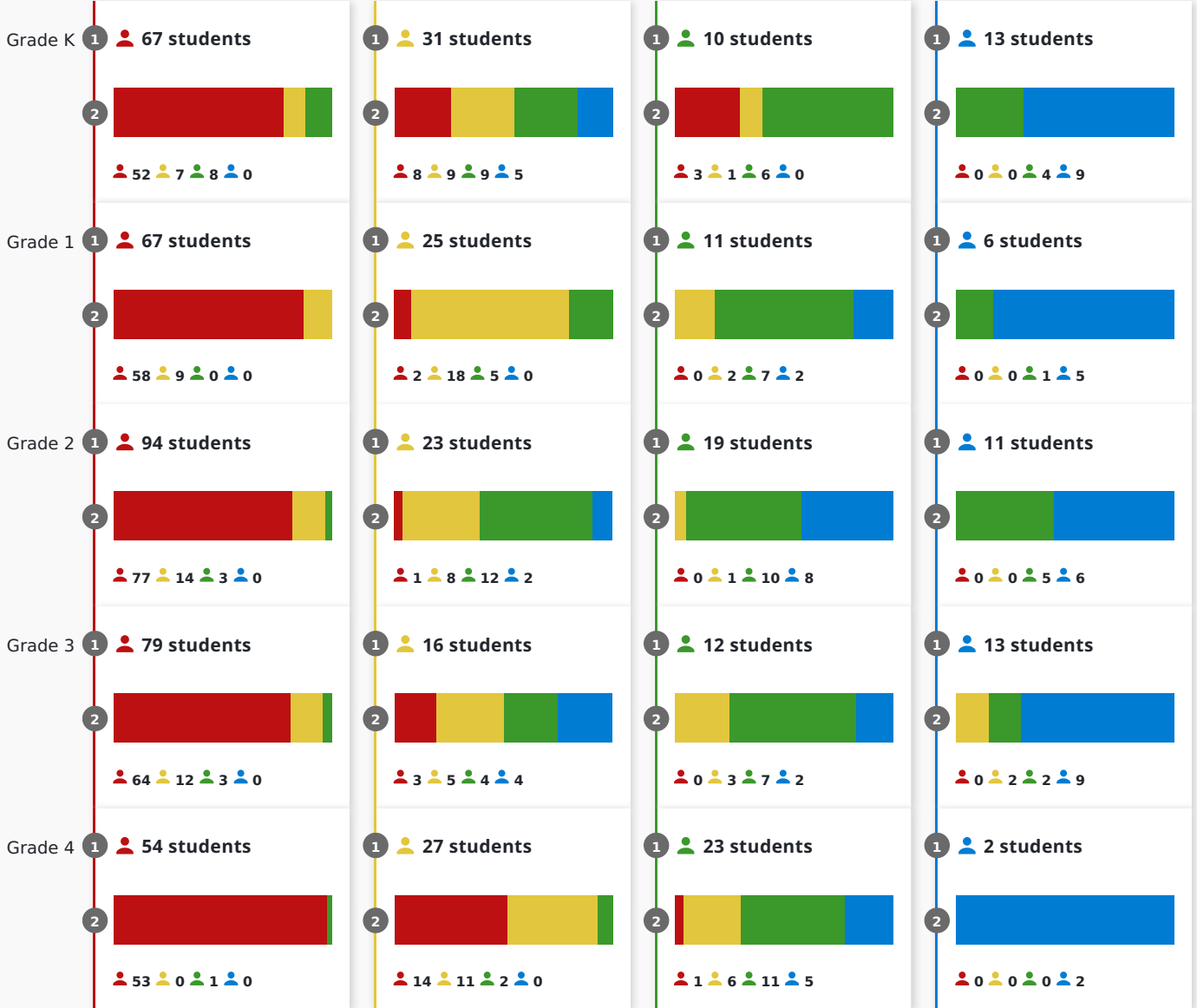
2 Measure 2

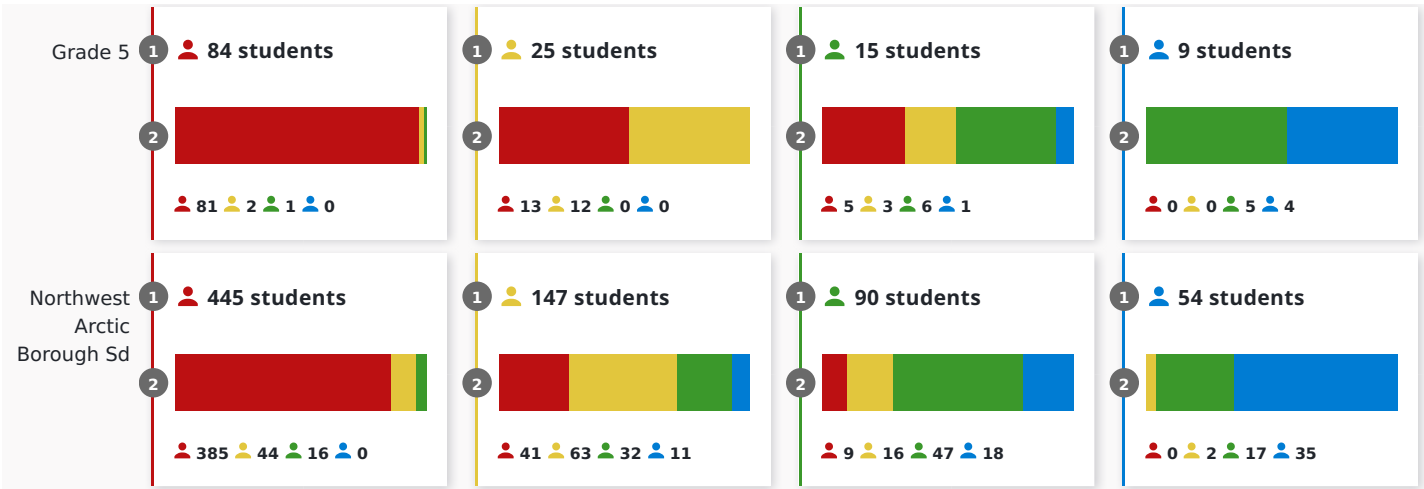
Assessment: DIBELS 8th Edition
 Measure: Composite Score
 School Year: 2024-2025
 Period: 24-25 MOY

736 students with results in measures 1 & 2



Northwest Arctic Borough Sd

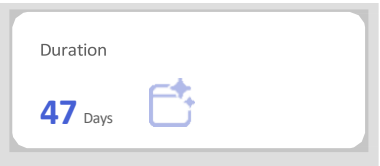
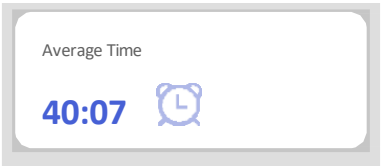
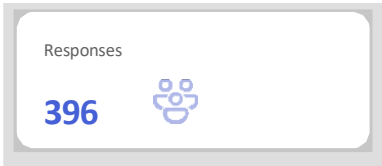




DATA Review

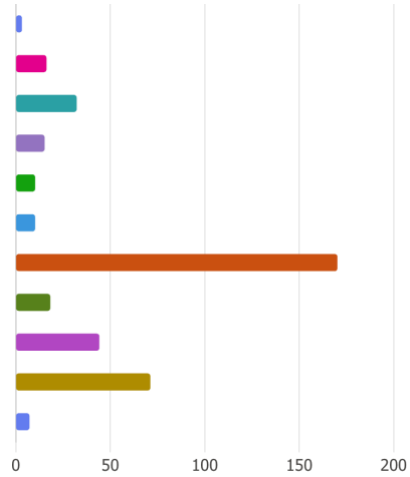
- Results of the Calendar Survey
(for the next set of 3-year School Calendars)

Perrian Windhausen
Student Services



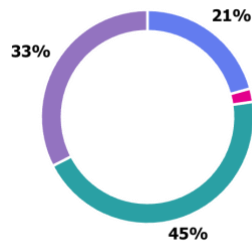
1. What NWABSD community do you live in?

● Ambler	3
● Buckland	16
● Deering	32
● Kiana	15
● Kivalina	10
● Kobuk	10
● Kotzebue	170
● Noatak	18
● Noorvik	44
● Selawik	71
● Shungnak	7

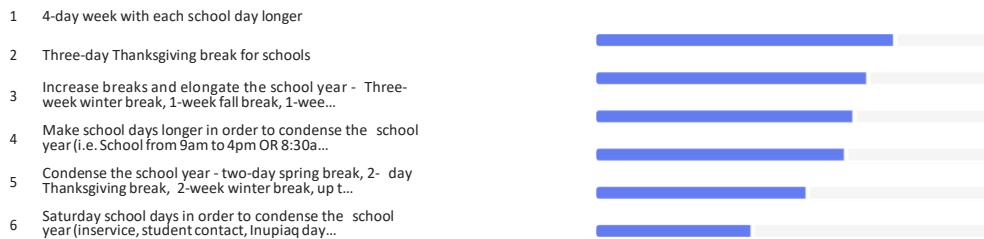


2. Please select the option below that best represents who you are:

● Parent/Guardian	82
● Community member	8
● Student	177
● Staff member	129



3. Calendar Items: The higher you drag a calendar item on the list, the more you would like to make sure it is included. The lower you place an item, the more you do not want it or care about it.



4. There are nine (9) holiday days that the District is required to be off during the school year (Labor Day (1 day), Thanksgiving (2 days), Christmas (2 days), New Year (2 days), and Spring Break (2 days)). Knowing that the District has to minimally provide legal holidays off, rank your preference:



5. Thanksgiving break (rank the order of your preference - the higher the rank, the more you like it). For Staff, only two days of Thanksgiving are paid legal holidays. Additional days will be made up within the rest of the school year in order to meet State requirements.



6. Winter break (rank the order of your preference - the higher rank, the more you like it)

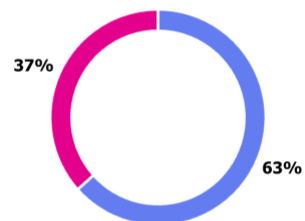


7. Spring break (rank the order of your preference - the higher rank, the more you like it)

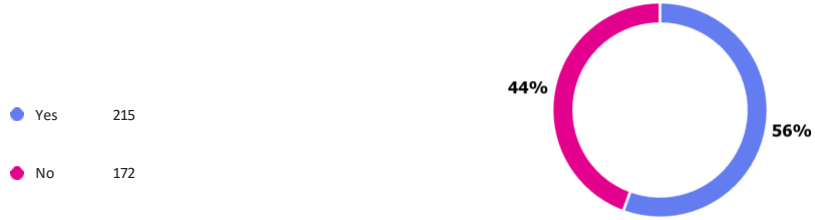


8. Holiday observance (choose one):

- Keep current legal holiday schedule (paid days off) 239
- Observe national/state holidays (no school) to align with other local organizations (additional days off...) 138



9. Should year-round school calendars be considered? (choose one):



10. All school years have 190 days. If a school calendar starts late and ends early, then Saturdays and shortened breaks will be necessary. Please rank the options for STUDENT start dates in order of preference (rank the order of your preference - the higher rank, the more you like it):



11. All school years have 190 days. If a school calendar starts late and ends early, then Saturdays and shortened breaks will be necessary. Please rank the options for STUDENT end dates in order of preference (rank the order of your preference - the higher rank, the more you like it):



*Northwest Arctic Borough School District
Northwest Arctic Borough
NANA Regional Corporation*

**JOINT MAINTENANCE/CONSTRUCTION
COMMITTEE MEETING**

**Tuesday, January 21, 2025
5:00 p.m.**

Join via Teams
Call 1-833-682-3239 or 907-308-3192 & enter code 960 849 336#

AGENDA

A. CALL TO ORDER

B. MOMENT OF SILENCE

C. ROLL CALL

Introduction of Staff & Guests

D. AGENDA APPROVAL

E. ADOPTION OF November 18, 2024, MINUTES

DISCUSSION ITEMS: Capital Projects Report:

FY27 6-year CIP list

Design Team Term RFP – JMCC Selection Committee Member

Engineering Term RFP – JMCC Selection Committee Member

Teacher Housing Needs Assessment

Districtwide Playground Needs Assessment

Buckland Boilers as Village of Buckland Village Improvement Funded project.

F. ACTION ITEMS

- Memorandum 25-067 Approval of Funding AHFC Rural Professional Housing Grant-Noatak
- Memorandum 25-068 Approval of Preliminary FY-27 Six-Year Capital Improvement Plan
- Memorandum 25-069 Approval of Match AHFC Rural Professional Housing Grants -Noatak

G. CLOSING COMMENTS

H. ADJOURNMENT

Co-Chairs: Marie Greene-NWABSD Board of Education; Elmer Armstrong-NWAB Assembly

Committee Members: Tillie Ticket-NWABSD; Shannon Melton-, NWABSD; Margaret Hansen, NWABSD; Austin Swan Sr., NWAB; Delores Barr, NWAB; Craig McConnell, NWAB; Gladys Jones, NANA; Gloria Carter, NANA; Tommy Ballot Sr., NANA.

**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."

Co-Chair, Elmer Armstrong Jr. called the Joint Construction/Maintenance Committee Meeting to order at 5:03 p.m. on November 18, 2024, in Kotzebue, AK Via Microsoft Teams.

Observed.

Committee Members present were:

Margaret Hansen, NWABSD Board of Education President
Marie Greene, NWABSD Board of Education Member
Shannon Melton, NWABSD Board of Education Member
Austin Swan Sr. NWAB Assembly Member
Elmer Armstrong Jr. NWAB Assembly Member
Delores Barr, NWAB Assembly Member
Craig McConnell, NWAB Assembly Member
Mickey Jorgensen, NANA Director of Capital Projects

Committee Members absent and excused were:

Tillie Ticket, NWABSD Board of Education Member
Gladys Jones, NANA Board Member
Tommy Ballot, NANA Board Member
Gloria Carter, NANA Board Member

Staff/Guests present at the meeting were: Terri Walker-NWABSD Superintendent, Dena Strait-NWABSD Capital Projects, Brandon Blackham-NWABSD Property Services Director, Jeff Alexander, Assistant Superintendent; Kathryn Self, Human Resources Director; Natalie Dickie, Business office manager; Shayne Pungowiyi-Executive Assistant to School Board and Superintendent.

Margaret Hansen has moved to approve the agenda as presented, seconded by Austin Swan Sr.. Motion passed unanimously by voice vote.

Craig McConnell moved to approve the Minutes for August 26, 2024, seconded by Margaret Hansen.

Dena Strait presented her Capital Projects Report.

- **Craig McConnell:** Dena you started off by saying you are going to talk more into these in detail further into the meeting, If that's the case I can hold off on my questions, can you clarify.
- **Dena Strait:** I will talk more about the HVAC controls upgrade later.
- **Craig McConnell:** On Selawik first off, the local share, the fire alarm system that we purchased is for Selawik, will that be used toward the match for the remodel?
- **Dena Strait:** Yes,
- **Craig McConnell:** If I remember correctly it's roughly \$ 500,000 for Selawik, which would offset about which would reduce the match to 1.3, am I in the ballpark?
- **Dena Strait:** I think it was not \$500,000 that went towards Selawik, I think it was somewhere more in the \$400-425 maybe. Just under \$500.000 I guess.
- **Craig McConnell:** The project is primarily mechanical and electrical upgrades, your maintenance director I hope is very involved in the planning and design of this, he's an electrician and is very competent, I hope he is being included in all the discussions.

CALL TO ORDER

MOMENT OF SILENCE

ROLLCALL/INTRODUCTION
OF STAFF AND GUESTS

APPROVAL OF AGENDA

ADOPTION OF AUGUST
26,2024 MEETING
MINUTES

CAPITAL PROJECTS
REPORT

UNADOPTED

- **Dena Strait:** Yes I have sent Brandon the scope of work that was included in the grant, we're working with the design team now. We will probably do what's called a page turn at 65% that I need to invite Brandon to go through basically the entire scope of work.
- **Craig McConnell:** Okay he will want to have on his mechanical side his plumber review that portion of it so that's covered also. So we don't get to the end and have to do a bunch of redesign when it's too late.
- **Dena Strait:** Exactly that costs a lot more money to do that and we're trying to avoid that.
- **Craig McConnell:** Moving to the HVAC Controls, I want everyone to know from my experience. This is a really difficult area to manage when HVAC Controls are basically your heating controls in your house you have a thermostat, you can just go turn the thermostat up, but in schools computers are used. There is a lot of companies that will underbid to get the job come in and give you 60% of what you were supposed to get and leave, and your system never works to the level it's supposed to and you bring them back, and bring them back and their trying to keep as much profit as they can of the project and you never get what you paid for. We have to be very detailed in our design so we get what we exactly what we are paying for and asking for. They have to do a complete commissioning which means when the project is over they have to display that all the features are working. And the last thing is just like the fire alarms systems we want a non-proprietary system, in others words if Johnson Controls puts a system in we are married to Johnson Controls forever. And each time there is an issue we will have to bring Johnson Controls up. The last thing I will say on this, we don't want a corvette or a Cadillac we want a Volkswagen. Our operators, which are our maintenance guys in the village, their not expert computer technicians, they can do basic things, and that's how we need the system designed. If it's too complicated the system never gets used. Like I said, we don't need fancy bells and whistles, we just need a functional heating control system. I know in Anchorage they like the fancy equipment but we don't need it out here, we need basic.

Dena Strait: For AHFC Housing, Kivalina is in process. The project is physically done, financial and reporting close out is ongoing, basically the same thing with Selawik. Buckland the framing is complete, I think they are working on mechanical and electrical roughin with the Property Services Department. Noatak, we put in two applications at the end of October for two, two-bedroom duplexes. We should know if those were rewarded this coming January. Just as a side note, AHFC does fund remodel work not just new construction, so that's something to keep in mind. On Kivalina School, Kathy has been working with warranty issues with the design team and contractor. Kathy is also trying to close out the grant with DEED and Southeast Educational Resource Center. They basically input all of the new equipment and systems that are in that school such as pumps, siding, roofing, boilers, etc. They put it in our maintenance system which then tells Property Services what they have and how to maintain it properly. They are getting really close, and then there is a couple more pieces of art done by the end of the year.

The District was given a FY19 Legislative grant through the Borough, we used that to fund two projects, the Kivalina vehicle garage and Buckland HVAC upgrade. Both funded, or portions of the project funded by this grant are completed and that grant is closed out, we provided all the financial reporting and non-financial reporting.

The Selawik and Noorvik emergency fire alarm systems contractor is on board, which is Sturgeon Electric. They were on site to both communities on November 14th. They will be going back in the next couple of weeks, basically in preparation. Their going to do Selawik first in January, its about a three to four week duration in each community. Noorvik will be in February.

As far as future CIP Projects, Deering is number three, and it probably will not get fully funded this legislative session. If there is any funding depending on how much that is, if they give us partial funding, we will use it for design or to start site work. I did check in with the project managers for the DOT road and for the ANTHC water sewer. The water sewer is going to be designed next year, they will start construction in 2026, DOT is bidding in the summer of 2025 and will start construction in 2026. The water sewer will be done in 2028, and the DOT road will be done in 2027. We need the water connection from the ANTHC project so that we don't have to build our own water treatment plant or try to haul water, kinda similar to what is happening in Kivalina. We want to time it to be basically slightly behind them. And then we need the road to be able to build on our site. Basically, we're trying to time it with those two projects.

District wide fire alarm repair and replacement that was mentioned earlier, its number three. We will know basically the end of June 2025 if that's funded or not. The Buckland boiler replacement project, that one ranked thirty-one on DEEDS major maintenance list. It's unlikely to get funded, the design is complete. The borough has helped with funding some of that project, the district has helped, Denali Commission has helped, but there is still some boiler work that needs to be done that we're trying to get funded.

- **Margaret Hansen:** I wonder if we can work with the tribe and putting in a Village improvement fund application for the Buckland boiler replacement project, \$550,000 right?
- **Dena Strait:** That's in today's dollars, yes if we get it done quickly it should be approximately the right amount.
- **Margaret Hansen:** I am not sure when those deadlines are.
- **Marie Greene:** Our next VIF Meeting is in January and no date has been set yet. I am not sure when they will have it. We do have some funding remaining, and again for this year. The borough has received four million versus eight million in the past. We do have some funds available after making a few awards at our last meeting. Usually the deadline for the applications is two weeks before the VIF, or one week before the VIF Commission meeting. My advice is if the school district would like to work with the Buckland Tribe, first of all we would have to be on their community priority list and then it would be up to Buckland to decide yes or no, we're just asking the School district and if it's a yes then Buckland would submit the application to the VIF.

Dena Strait: I am assuming we will submit more projects for DEED CIP Funding in September of 2025. In order to do that we need to have design documentation, ready design reports, preliminary design, those kinds of things. I did include a copy of the FY26 CIP List, and then I added some notes there in red on that. There really aren't any decisions to be made tonight. If you want to discuss it I certainly can answer your questions. FYI we will be bringing you a ranked list in January for your consideration and approval, this is the list as we have it right now. We do have two board memo's tonight, one is to accept the DEED funding for Davis-Ramoth renovation. And the other is to accept the funding for the HVAC Controls project. In the coming year we do need to renew our term contracts with design teams. We have historically held one with a architecture and engineering design team, which is basically lead by the architecture firm, and the engineers are subcontractors to that architect.

Burkhart Croft has been the term contractor for many years, one thing for your consideration is a lot of the projects we are doing now are very engineering oriented. Depending on how large and complicated the project is, you may or may not need an architect, you can go directly to an engineering firm. There are two RFP's that I would like to issue you for next year, One is to renew the design team's term contract which is architect lead with engineers, and the other is an engineering term contract. That basically gets us the ability to directly contract with mechanical, electrical. We will need a selection committee so if JMCC would like to put forward one to two members to be on that committee then I can coordinate with them to review and make the selections.

The end of the report basically gives all the matches of what we currently have in process. We have the Davis-Ramoth, the district wide HVAC, and then the Buckland teacher housing which is under construction. That's 4.6M in matches, pending grants is the Noatak, Deering, I've done some basic analysis on some playground work. Basically in the future there could be \$14.6M, something like that, in matches.

- **Craig McConnell:** Since both of these projects are heavily engineered do you feel its better to hire one for both projects? Or split them up?
- **Dena Strait:** Well they need to be split up as two separate projects just to be able to keep the grant money separate, I think there are benefits, so for instance RSA Engineering did mechanical and electrical on Davis-Ramoth and they have also done the preliminary work on the district wide HVAC, they did Buckland, they did Kivalina, so they are very familiar with our schools. Talking about staying consistant with the systems, like staying consistant with your district wide fire alarms, your district wide HVAC controls systems. Having the same engineers on those projects is beneficial but they would still need to be two separate projects.
- **Craig McConnell:** I agree with you on that, if at all possible the engineers should be the same for both projects.
- **Dena Strait:** I know RSA will definitely apply for that contract and its up to the selection committee who they select.
- **Craig McConnell:** I wanted to make sure everybody understood, the two duplexes that are being constructed in Buckland, those AHFC Grant projects. There is actually three buildings being constructed. So there is two duplexes being funded and there was left over material from Selawik, the duplexes that were in Selawik because the size of the property wasn't big enough to build what was originally designed so that left over material was brought to Buckland and a third smaller building was being constructed which will add a fifth unit. I know one of these units will belong to the borough, has it been decided will that single unit be turned over to the borough or will they share one of the duplexes as originally planned? Does anybody know the answer to that? Mostly, I just wanted everybody to know there is being five units being built not four.
- **Margaret Hansen:** We did not know that. Brandon can you confirm that the fifth smaller building is being constructed?
- **Brandon Blackham:** It is.
- **Margaret Hansen:** Is that one for the borough? Which unit would the Borough occupy?
- **Brandon Blackham:** We did not make any decision on that. We just had that material, so they framed it in. Nothing has been decided.
- **Craig McConnell:** I just want everybody to know that was a good decision that was made. It would be a lot cleaner if the Borough had it's own unit versus sharing cost on a duplex with the district to operate a duplex, it could really work out good if it's set up that way. Just a comment.
- **Margaret Hansen:** Well I wonder what the costs would be, as I don't think our board knew about that fifth unit. So long as the Borough is willing to pay the cost to cover those expenses.
- **Craig McConnell:** That was the original plan, the original plan was to build two duplexes and one of the duplexes would be shared by the borough. That was how this project was funded, If you look at the AHFC grant that's how it's written and approved.
- **Margaret Hansen:** We know that, it's the fifth building we did not know about being constructed.
- **Marie Greene:** Just to comment, thank you Craig for sharing that with us. When these discussions first started I was trying to think was it our Superintendent that took the lead in that discussions with the borough, is that what needs to be done at this point knowing now that we have a fifth building? To hopefully to see if the

borough can take the fifth building instead of a duplex, or sharing of a duplex?
Would that be the next step to take to be clear once everything is completed?

- **Terri Walker:** If everybody agrees I am willing to do that.
- **Marie Greene:** Im just basing it on you know what had been done, when these discussions first started with the sharing in the early stages with these duplexes. Asking the borough if they would be interested in the fifth building instead of the shared of duplexes. Is that the route to possibly go?
- **Craig McConnell:** I cant speak for Terri, but I know on my end that's what I'll recommend to the borough administration let's operate our own building rather then share costs on duplexes with the school district. That would be complicated to do.
- **Margaret Hansen:** Just for the record, I think our board is going to have a hard time if there are additional costs, because we have cost overruns and the last three housing projects we completed. Brandon I hope those numbers, the budget is going to match what we requested for the Buckland duplexes.
- **Brandon Blackham:** The only difference it would be is we got a little more labor, everything else was there. We can discuss this later, if the borough takes it over then they can give us the money to finish it or they can finish it.
- **Margaret Hansen:** Okay so that will be part of the discussion Terri has with the borough talking about which unit and the costs.
- **Brandon Blackham:** They were going to give us money anyway. So half of that one duplex is theirs, they were going to give us half of that duplex and I don't remember what the numbers were on that. We had the guys there, the material was there, we just built it so it was there, if you don't finish it we got a shell you just leave it or finish it when you have the money to finish it. So you can finish the duplexes and not touch that any further. Cause it's dried in, its got windows, a roof, its all done. Except for the electrical the plumbing.
- **Terri Walker:** We're under comments and questions right now for anything that's on the agenda. Dena completed her report and I believe she is also waiting to see if the JMCC wants to discuss appointing one or two members to be on the RFP committee to select engineers and architects.
- **Margaret Hansen:** How many committee members do you need Dena?
- **Dena Strait:** One or two per committee, it doesn't have to be tonight.
- **Margaret Hansen:** I am not sure when our next JMCC meeting will be Dena. Our next regular board meeting is January.
- **Dena Strait:** Having someone in January is fine, we wont be meeting as a committee until February.

Margaret Hansen: I move to concur with the acceptance of the FY25 DEED Funding for the Davis-Ramoth school renovation. Is there a second? Delores Barr seconded the motion. The motion was approved by voice vote.

Margaret Hansen: I move to concure with the acceptance of the FY25 DEED Funding for HVAC controls for each site. Austin Swan Sr. Seconded the motion. The motion was approved by voice vote.

- **Marie Greene:** Under discussion Mr. Chairman, in the paragraph it gives the amount but the practice has been with our board under the recommendation those amounts would be included as part of the motion that we would be presented to the full board, and I don't see that in any of the memo's. I know it's within the content of the memo, but whats the recommendation here? It should have the total costs of these two projects. Can that be added before the board takes action?
- **Elmer Armstrong Jr:** Yes I think that would be a good idea to add them before they go to the board.
- **Dena Strait:** That's adding the amounts under the alternatives section of each memo?

ACTION ITEMS FY25 DEED
FUNDING FOR DAVIS-
RAMOTH K-12 SCHOOL

ACTION ITEM FY25 DEED
FUNDING FOR HVAC
CONTROLS UPGRADE

- **Marie Greene:** Yes. Underneath the paragraph administration's recommendation that's where you would put the amounts not to exceed. I would recommend that we include what our match is going to be to be real clear at the board level on the action we are taking.
- **Margaret Hansen:** Based on what Marie said, for the HVAC controls the total is \$9,838,153.00 with the State share of \$7,870,522.00 and our required local match is \$1,967,631.00 for the record. For the Davis-Ramoth school renovation under the memorandum background the total is \$9,424,172.00 with the state share being \$7,539,338.00 and the required local match \$1,884,834.00. Correct Dena?
- **Dena Strait:** Yes, thank you.

Closing Comments:

- **Margaret Hansen:** I sure hope while we have work going on in Buckland that we can find somewhere the \$575,00.00 we need to repair for the boiler replacement. Dena look at the borough has an update on how much each community applied for, and where their at with their funding. I am not sure where Buckland is at, but we need to get a request into their tribe there to see if they would even consider supporting our allocation and that means discussing it at their community meetings, whether or not to apply on our behalf for the Buckland boiler replacement. Craig, I hope you are going to volunteer to be on one of those committees, the RFP committee, you are so knowledgable and I hope you can find the time to do that.
- **Marie Greene:** Thank you Mr. Chairman and thank you for taking the lead. The only question I have is knowing in advance Dena, is there going to be a need for us to have a committee meeting in January?
- **Dena Strait:** I would like to have a meeting in January if that's what the group decides.
- **Elmer Armstrong Jr:** We've been having power outages during the meeting, I am glad you guys were able to carry on. Good meeting, I look forward to the next meeting. Keep Selawik in your prayers. Thank you.
- **Craig McConnell:** To Margaret's question, I would be happy to serve on one or both of those committees for planning on those projects. I wanted to say when I last looked at Buckland on how much Buckland has received of VIF money, I am pretty sure it 5% of the overall amount which is low compared to others, I know Kivalina has received 20% and largely that's due to all the projects. Buckland hasn't received a lot, if their willing we could possibly tap into the VIF for their boilers. I want to let the committee know those boilers are closing in on 30 years old. That school is almost 30 years old now and it's time to replace them. This was a good meeting and I am glad to participate, thank you.
- **Delores Barr:** This was a good meeting, lots of information, I do appreciate this work for our schools and am happy it's getting done. Thank you.

CLOSING COMMENTS

Elmer Armstrong Jr: Is there a motion to adjourn? Austin Swan Sr. Made a motion to adjourn, seconded by Marie Greene. Meeting adjourned at 6:03 p.m.

ADJOURNMENT

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: January 8, 2025

NUMBER: Worksession VX.

FR: Office of the Superintendent.

SUBJECT: Capital Projects Report

Capital Projects Managers, Dena Strait and Kathy Christy report on the following:

DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT (DEED): Two FY25 projects are funded as noted below.

Major Maintenance

Davis-Ramoth K-12 School Renewal total project amount is \$9,424,172, including a local share of \$1,884,834. Approval from the Board was received in November to accept the \$7,539,338 DEED funding. The project is under design, with the next milestone being 65% at the end of January. This project is primarily a mechanical and electrical upgrades project that can be bid at 100% construction documents. We anticipate bidding this spring with construction to start in the fall.

Acceptance of funding for the HVAC Controls Upgrade, 8 Sites project with a total project cost of \$9,838,153, including a local share of \$1,967,631, was also approved by the Board in November. The grant agreement is being signed in January. All preliminary design reports have been received. A design team to complete the design and engineering efforts during construction will be selected under the term contract that will be issued in early February. Given the technical and limited Scope of Work for this project, it will be bid from 100% documents, thus not requiring a selection committee.

FY26 Initial Priority Rankings:

DEED has published their project rankings for both the Construction and Major Maintenance grants with NWABSD results below.

Construction List: Deering is ranked #3 on the list with roughly \$14M worth of projects in front of it. District lobbying for a total of \$20M - \$25M for this list could get funding to continue design and begin site work.

Major Maintenance List: Districtwide Fire System Replacement, 6 sites is ranked #3 and will likely get funded. Project total is \$6,612,840 and local match is \$1,322,568. Buckland Boiler Replacement is #31 and most likely will not be funded.

It is important to note that the construction costs noted above are based on estimates. Actual construction costs will not be known until the project is bid and awarded. Costs will change with time due to escalation and changes in the design, bidding market and other impacts.

AHFC TEACHER HOUSING:

Kivalina – Closeout is still pending

Selawik – Closeout is still pending

Buckland – The Property Services Department has completed framing on two, two-bedroom units and one single unit building. The team is working on mechanical and electrical rough-in for the two unit buildings with the intention of completing the work this summer.

Noatak – CIP Manager submitted two AHFC SFY25 grant applications for two, two-bedroom duplexes, total four units, at the end of October. All units would be District controlled and rented only to teachers. District was notified in mid-November that both projects were awarded funding, \$700,000 for one unit and \$595,750 for the second unit. An action item in front of JMCC this month is to recommend acceptance of the funding. A memo is in front of the budget committee to commit a match. A minimum 15% match is required, and in August the board was presented with a potential \$400,000 match for each duplex, or a total potential match of \$800,000. Based on the actual funds awarded, a minimum 15% match would be \$194,362.50. However, the cost of each unit is estimated to exceed that level of funding. Duplex #1 is estimated at \$857,197 and Duplex #2 at \$870,585. Based on the AHFC funding provided, an additional \$432,032 is needed to complete the work, based on the estimated costs. CIP Manager recommends a total match of \$440,000 recognizing this is much lower than Property Services Director's original estimate. Depending on actual costs, additional funding may be requested at a future date, although the goal is to perform the work with the \$1,295,750 from AHFC and \$440,000 District match.

CIP Manager was requested to perform a districtwide housing needs assessment to determine future projects. Analysis of what we have is complete, but guidance on what is needed is requested. Questions such as whether or not each school site should have one 3-bedroom unit, whether forced unit sharing is acceptable, etc. needs to be answered to determine what is needed on a per site bases. I understand a housing committee has been discussed in the past and this is likely a good time for that committee to provide guidance.

DEED PROJECTS

KIVALINA REPLACEMENT SCHOOL

Construction:

There are two warranty issues to be resolved. There is a water leak issue in the area above the library/resource room. The roofing subcontractor had a representative on site and questioned if the problem was a siding rather than a roofing issue. SKW was delayed in sending the staff on-site for further investigation due to weather.

There is an ongoing issue with the UV disinfection unit of the wastewater treatment system. The supplier, the District and the design engineer are working together to resolve the issue. An effective Teams meeting was held the end of October and additional replacement parts are being sent. Parts were lost in shipment between Kotzebue and Kivalina. SKW to hand deliver another set of parts when the weather allows after the holidays.

Grant Closeout: The update of the preventative maintenance date received and forwarded to DEED. Waiting for the UV parts to successfully be installed before closing out the grant in case a different system is required.

Percent for Art: All of the art is completed. The last piece is in shipment.

SELAWIK & NOORVIK EMERGENCY FIRE ALARM SYSTEM

Sturgeon Electric has made site visits to both communities, focusing on Selawik for the first phase of the work. This is expected to begin near the end of January when all materials have arrived on site. Noorvik will be completed after that starting roughly mid-March. Each project is 3-4 weeks in duration, with all on site work to be completed by mid-April. The project is funded by the Borough as accepted by the Board in August. All work will be completed in FY25. The Selawik portion of the Borough funds can count toward the required local match for the Davis-Ramoth DEED project. The Noorvik Borough funding can act as a match for the FY26 Districtwide Fire System Replacement, 6 sites, which is #3 on DEED's current list which is likely to be funded during the pending legislative session.

FUTURE CIP PROJECTS

DEERING K-12 SCHOOL REPLACEMENT SCHOOL – Construction of new school is dependent on funding, the schedule of new DOT airport road, and installation of a new water line from the pending community wide system installation. These project schedules are noted below:

WATER/SEWER: DESIGN '25, START CONSTRUCTION '26, CONSTRUCTION '27 - '28

DOT: BID SUMMER '25, START CONSTRUCTION SUMMER '26, DONE SUMMER '27.

CIP Manager and Project Architect presented the latest design and provided a funding and project status update to the ASC on December 3rd. Because the project is #3 on DEED's CIP Construction list, a small amount of funding may come to the project in FY25. The approach for the FY27 application cycle, submitted prior to September 1, 2025, will depend on what is funded this legislative session. At this time, no additional design work is planned, and the project is watching the legislative session to recommend how to proceed.

DISTRICTWIDE FIRE SYSTEM REPAIR AND REPLACEMENT – This project was submitted for FY26 DEED funding and is now ranked #3 on the list. Funding will be determined in the pending legislative session but is highly likely. Schools included are Ambler, Buckland, June Nelson Elementary, KMHS, and Shungnak. Noorvik is being replaced in early 2025, but the Borough funding for that replacement can count as the local match. If the project is not funded in FY26, we will reapply in FY27 pending Board approval.

Buckland Boiler Replacement – This project was submitted to DEED for FY26 CIP funding and is ranked #31 and will likely not be funded. Design is complete, but CIP Managers will analyze the awarded points in anticipation of reapplying for FY27 per pending Board direction. During the November meeting it was discussed that Village Infrastructure Fund may be a potential funding source for the project. This was to be discussed more in the January meeting and CIP Manager is working with Superintendent Walker to reach out to the Village.

OTHER POTENTIAL MAJOR MAINTENANCE PROJECTS – Project efforts other than those noted above are dependent on Board direction on the FY27 6-year CIP list. Approval of the list is an action item for the January meeting.

Districtwide Playground Repair and Replacement – A preliminary evaluation of what is needed at each site was conducted last year. The project is an eligible DEED project and would require funding to complete a Code and Conditions Survey, cost estimates and other information to submit an FY27 application. The project is listed on the FY27 6-year CIP list for JMCC's consideration.

DEED FY26 CIP Grant Award Priorities – Design and documentation efforts to support FY27 DEED applications is needed in preparation of the next grant cycle. A proposed FY27 6-year CIP list is included for JMCC's review, discussion and direction so that CIP Manager can begin the process of securing application support materials.

JANUARY 21-22, 2025 BOARD ACTION ITEMS

Memo 25 - 067 Concurrence with acceptance of FY25 AHFC Noatak Teacher Housing grant funding

Memo 25 -068 Concurrence with approval of the FY27 6-Year CIP Priority list.

Memo 25 - 069 Commitment of matching funds for the FY25 AHFC Noatak Teacher Housing grant

OTHER FUTURE CIP EFFORTS

Design Team Term contract – The District utilizes term contracts for the design teams who work on our capital projects. The current selected design team is led by Burkhart Croft, it includes architects and various types of engineers and was awarded in October 2020. As a three year term, with up to two additional optional years of renewal, the current contract will expire in 2025. Given that CIP applications are due in September, CIP Manager recommends soliciting for the next term contractor(s), in early 2025. The new term contractor would thus be available for awarded work in preparation for FY27 DEED CIP application cycle. A selection committee is needed for this effort and CIP Manager requests that 1-2 JMCC or Board members be recommended for review and selection of the new term contractor(s). The committee's work will occur in late February or March 2025.

Engineering Team Term Contract – Currently, District contracts engineering services through our term Design Team term contract with Burkhart Croft Architects. CIP Manager recommends issuing a Request for Proposals for engineering design services to secure engineering term contractor(s) separately. Many of the current capital needs are engineering oriented and do not require architectural design services. By having a separate engineering service term contract, it provides options to contract with different term contractors dependent on the specific needs of each project. A selection committee is needed for this effort and CIP Manager requests that 1-2 JMCC or Board members be recommended for review and selection of the new term contractor(s). The committee's work will occur in late February or March 2025.

SUMMARY OF REQUIRED AND PENDING CAPITAL PROJECTS MATCHES

Required Current Matches:

1. Davis Ramoth- \$1,884,834, potential match is Borough \$405,000 for Selawik Fire Alarm replacement and part or all of just under \$1 M local match when Kivalina is closed out.
2. DW HVAC - \$1,967,631. Potential match sources are Congressional Delegated Grant (earmark) through Senator Murkowski's office. Representative Peltola had championed it, but with her not being reelected, we are pursuing Senator Murkowski's office picking the project up to support. Grant applications are due February 14th. Another potential match source is some portion of the just under \$1 M local match when Kivalina is closed out.
3. Buckland Teacher Housing (already approved): \$500,594
4. Noatak Teacher duplexes: \$440,000

Total Current matches above: **\$4,793,059**

Future potential Matches:

1. Likely Districtwide Fire Alarm Replacement \$1,322,568 (20% match) of \$6,612,840 total project
2. Potential Future Deering \$11,374,428 (20% match) of \$56,872,139 total project
3. Potential Future Districtwide playground updates and repairs = \$50,000 (20% match) of \$2,500,000 total project (we have not yet applied for any grants)

Potential Pending Matches: **\$12,746,996**

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: January 21, 2025

NUMBER: 25-067

FR: Office of the Superintendent

SUBJECT: Approval of Funding -
AHFC Rural Professional
Housing Grants - Noatak

ABSTRACT:

Award of funding from Alaska Housing Finance Corporation for construction of two teacher housing duplexes in Noatak requires Board Approval.

ISSUE:

At issue is approval of acceptance of AHFC funding for the construction of two teacher housing duplexes, a total of four, two-bedroom units, in Noatak and delegation of contracting authority to the Superintendent for this work.

BACKGROUND AND/OR PERTINENT INFORMATION:

The Alaska Housing Finance Corporation (AHFC) has a program to encourage the development of housing for teachers, health professionals and public safety in rural areas. District applied for two grants in October and was awarded both, one at \$700,000 and one at \$595,750.

Two approvals are needed to move this project forward. Before JMCC and the Board is the acceptance of the \$1,295,750 in AHFC funding.

Before the Budget Committee and the Board is the allocation of the required match. A minimum 15% match is required, and in August the board was presented with a potential \$400,000 match for each duplex, or a total potential match of \$800,000. Based on the actual funds awarded, a minimum 15% match would be \$194,362.50. However, the cost of each unit is estimated to exceed that level of funding. Duplex #1 is estimated at \$857,197 and Duplex #2 at \$870,585. Based on the AHFC funding provided, an additional \$432,032 is needed to complete the work, based on the estimated costs. CIP Manager recommends a total match of \$440,000 recognizing this is much lower than the former Property Services Director's original estimate. Depending on actual costs, additional funding may be requested at a future date, although the goal is to perform the work with the \$1,295,750 from AHFC and \$440,000 District match.

ALTERNATIVES

1. Approve the acceptance of the award of \$1,295,750 in grant funding from the Alaska Housing Finance Corporation for two, two-bedroom duplexes in Noatak and delegation of authority to the Superintendent to establish the project budgets, as presented.

2. Do not approve the acceptance of the award of \$1,295,750 in grant funding from the Alaska Housing Finance Corporation for two, two-bedroom duplexes in Noatak, or the delegation of authority to the Superintendent to establish the project budgets, as presented.
3. Take no action.

ADMINISTRATION'S RECOMMENDATION

The administration recommends that the Board approve the acceptance of the award of \$1,295,750 in funding from the Alaska Housing Finance Corporation for the construction of two, two-bedroom duplexes in Noatak and delegation of authority to the Superintendent to establish the project budgets as presented.

MEMORANDUM

TO: NWABSD Board of Education
Committee Members

DATE: January 21, 2025

NUMBER: 25-068

FROM: Office of the Superintendent

SUBJECT: Approval of Preliminary
FY-27 Six-Year Capital
Improvement Plan

ABSTRACT

Department of Education and Early Development (DEED) School Construction Grant applications for FY 2027 are due September 1, 2025. Board approval of the Capital Improvement Plan (CIP) priorities is a requirement of the application process.

ISSUE

At issue is Board approval of the preliminary projects for the Six-Year Capital Improvement Plan for FY 2027.

BACKGROUND AND/OR PERTINENT INFORMATION

Department of Education and Early Development (DEED) School Construction Grant applications for FY 2027 are due by September 1, 2025, and Board approval of the Capital Improvement Plan (CIP) priorities is a requirement of the application process. The Six-Year CIP is used to prioritize projects and establish the order of construction for District capital improvement projects. The School Board annually updates the Six-Year CIP. The District submits grant applications for the projects identified for the first year of the plan.

Approval is requested by the Regional School Board of the preliminary Six-Year CIP in January so that applications and support documentation may be prepared between now and September. Final approval of the Six-Year CIP will be requested in August. Modifications to the list may occur between now and August based on what is funded by the legislature in FY26 budgets. Slight project modifications may also be made to project's Scope of Work and estimated costs as informed by the design and application work that will occur between January and August. It is assumed that Districtwide Fire Systems Replacement, 6 sites, will be funded by the legislature in FY26 based on it's ranking as #3 on their priority list. Roughly \$13M is needed from the legislature for this project and the #1 and #2 projects to be funded. No other NWABSD projects are expected to be fully funded this legislative session.

Attached is a proposed preliminary FY 2027 – FY 2032 Six-Year CIP list that includes a description of the proposed projects, and their anticipated costs at this time.

ALTERNATIVES:

1. JMCC concurrence for Board approval of the preliminary FY 2027 Six-Year Capital Improvement Plan, as presented.
2. JMCC revisions to the preliminary FY 2027 Six-Year Capital Improvement Plan.

3. Take no action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends approval of the preliminary FY27 Six-Year Capital Improvement Plan, as presented.

ATTACHMENTS

Attachment A: Proposed preliminary FY 2027 Six-Year CIP

Preliminary FY 27 SIX YEAR CIP AS RECOMMENDED BY

JOINT MAINTENANCE AND CONSTRUCTION COMMITTEE

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
1	B	Deering K-12 Replacement School – new school on new site to replace overcrowded and worn-out facility. The existing site is not large enough to accommodate an addition without removal of the playground and relocating teacher housing off-site. In addition, many building components are beyond their use expectancy.	X	\$59,500,000

FY 2027 TOTAL
\$59,500,000

	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
		Projects not funded in FY 27 – It is anticipated resources will not be available to fund all requirements. They will take priority for FY 28.	X	Balance of FY 27 requests
2	C	Buckland K-12 School Exterior Envelope Renewal- replacement of roofing, doors and windows at the end of their useful life. Replacement of interior floor finishes. A small building addition may be warranted due to projected on-going student growth. Project will also include replacement of boilers and flues.	X	\$15,000,000
3	C	June Nelson Elementary School Roof Replacement- Replacement of the failing roof, 21 years past its useful life. The school is experiencing frequent roof leaks that damage interior finishes and contribute to potential mold and structure damage and interfere with instruction.	X	\$4,000,000

FY 2028 TOTAL
\$19,000,000 +

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
		Projects not funded in previous years – It is anticipated resources will not be available to fund all requested requirements. They will take priority for FY 28.	X	Balance of FY 27 requests
4	C	Noorvik K-12 School Renewal and Roof Replacement - Renewal of Aqqulak Noorvik School to replace building components at the end of useful life, and replacement of roof which reached the end of its useful life in 2022.	☒	\$12,500,000

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost

**FY 2029 TOTAL
\$12,500,000 +**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
		Projects not funded in previous years – It is anticipated resources will not be available to fund all requested requirements. They will take priority for FY 29.	X	Balance of FY 28 requests
5	C	Kiana K-12 School Renewal – Renewal of Kiana K-12 School to replace building components at the end of useful life.	<input checked="" type="checkbox"/>	\$10,500,000

**FY 2030 TOTAL
\$10,500,000 +**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
		Projects not funded in previous years – It is anticipated resources will not be available to fund all requested requirements. They will take priority for FY 30.	X	Balance of FY 29 requests
6	C	June Nelson Elementary School Renewal. Replacement of building components at the end of useful life. Project will also include replacement of flooring and special electrical systems in Kotzebue Middle High School.	3	\$12,500,000

**FY 2031 TOTAL
\$12,500,000 +**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
		Projects not funded in previous years – It is anticipated resources will not be available to fund all requested requirements. They will take priority for FY 31.	X	Balance of FY 30 requests
7	C	Ambler K-12 School Renewal – Renewal of Ambler K-12 School to replace building components at the end of useful life.	<input checked="" type="checkbox"/>	\$10,000,000
8	C	Shungnak K-12 School Renewal – Renewal of Shungnak K-12 School to replace building components at the end of useful life.	<input checked="" type="checkbox"/>	\$10,000,000
			X	

**FY 2032 TOTAL
\$20,000,000+**

The preliminary version is not signed.

~~Adopted January 21, 2025, at a duly convened meeting of the Northwest Arctic Borough School District at which a quorum was present and voting. I hereby certify that the information presented is true and correct to the best of my knowledge.~~

Superintendent _____ Date

School Board President _____ Date

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: January 21, 2025

NUMBER: 25-069

FR: Office of the Superintendent

SUBJECT: Approval of Match -
AHFC Rural Professional
Housing Grants - Noatak

ABSTRACT:

Commitment of matching funds for the award of funding from Alaska Housing Finance Corporation for construction of two teacher housing duplexes in Noatak requires Board Approval.

ISSUE:

At issue is commitment of match for grant funds from the AHFC for the construction of two teacher housing duplexes, a total of four, two-bedroom units.

BACKGROUND AND/OR PERTINENT INFORMATION:

The Alaska Housing Finance Corporation (AHFC) has a program to encourage the development of housing for teachers, health professionals and public safety in rural areas. District applied for two grants in October and was awarded both, one at \$700,000 and one at \$595,750.

Two approvals are needed to move this project forward. Before JMCC and the Board is the acceptance of the \$1,295,750 in AHFC funding.

Before the Budget Committee and the Board is the allocation of the required match. A minimum 15% match is required, and in August the board was presented with a potential \$400,000 match for each duplex, or a total potential match of \$800,000. Based on the actual funds awarded, a minimum 15% match would be \$194,362.50. However, the cost of each unit is estimated to exceed that level of funding. Duplex #1 is estimated at \$857,197 and Duplex #2 at \$870,585. Based on the AHFC funding provided, an additional \$432,032 is needed to complete the work, based on the estimated costs. CIP Manager recommends a total match of \$440,000 recognizing this is much lower than the former Property Services Director's original estimate. Depending on actual costs, additional funding may be requested at a future date, although the goal is to perform the work with the \$1,295,750 from AHFC and \$440,000 District match.

ALTERNATIVES

1. Approve District funding of and not to exceed \$440,000 to match the Alaska Housing Finance Corporation grant of \$1,295,750 for two two-bedroom duplexes in Noatak, as presented.
2. Do not approve District funding of and not to exceed \$440,000 to match the Alaska Housing

Finance Corporation grant of \$1,295,750 for two two-bedroom duplexes in Noatak, as presented.

3. Take no action.

ADMINISTRATION'S RECOMMENDATION

The administration recommends that the Board approve not to exceed \$440,000 in matching funds for the \$1,295,750 grant award from the Alaska Housing Finance Corporation for the construction of two two-bedroom duplexes in Noatak, as presented.