

## Regular Board Meeting

Tuesday, February 8, 2022 5:30 PM

NES Library, 1057 E 5th Ave, Nome, Alaska 99762

### A. Call to Order

1. Pledge of Allegiance
2. Nome Public Schools Mission Statement
3. Roll Call
4. Approval of Agenda

### B. Consent Agenda

**(Routine matter considered for approval as one motion. Any item can be pulled for separate consideration).**

1. Approval of Minutes: Regular Meeting/Executive Session: January 11, 2022
2. Approval of January 2022 Disbursements
3. Approval of January 2022 Personnel Report
4. Approval of Staff Out of State Travel Requests

### C. Awards and Presentations

1. Introductions of Guests & Visitors
2. Students of the Month
3. Calendar Committee Presentation

### D. Opportunity for Public Comments on Agenda/Non-agenda Items

**(3 minutes per speaker, 30 minutes aggregate)**

### E. Superintendent Report

### F. Information & Reports

1. Student Representative Report
2. Principal Reports
3. Director Reports
4. Business Manager Report

### G. Second Public Comment Opportunity

**(Individuals are limited to three minutes each.)**

### H. Action Item

1. Approval of FY23 Calendar
2. Approval of FY23 Teacher Contracts
3. Approval of FY22 District Legislative Priorities
4. Approval of Updated Six Year Capital Improvement Plan

### I. Board and Superintendent's Comments & Committee Reports

### J. Upcoming Events:

- Thursday, February 24, Work Session/Special Meeting/Executive Session, 5:30 pm, NES Library
- Tuesday, March 8, Regular Meeting, 5:30 pm, NES Library
- Tuesday, March 22, Work Session, 5:30 pm, NES Library

### K. Adjournment



## *Our Mission*

We inspire and empower students to be culturally grounded responsible citizens who are deeply connected to our community and world.

## *Our Vision*

Together, strong in identity, purpose, potential

## *Board and Superintendent Guiding Principles*

- ✦ Works to ensure academic success for all students
- ✦ Works to promote positive community partnerships
- ✦ Provides leadership and support to ensure reading proficiency by 3rd Grade
- ✦ Supports the recruitment and retention of effective staff

## *Board and Superintendent Goals*

- ✦ Provide the resources for the development and adoption of curriculum as per Board Policy (BP 6141).
- ✦ Support the integration of a student's culture in the curriculum within the context of the community through implementation of the Alaska standards for culturally responsive schools.
- ✦ Work to ensure all students feel connected to their peers and the adults in their schools by improving school climate.



**Personnel-School Board Report  
February 8, 2022  
Cynthia Gray, NPS HR Manager**

**PERSONNEL ACTIONS: Staff changes/updates:**

Certified Employees: New Hires/Change of Assignment/End of employment:

1. Joseph Melody-SPED/NES-Resignation

Classified Employees: New Hires/Change of Assignment/End of employment:

1. Klay Baker-Youth Basketball Coordinator/New Hire/NES

Current Certified vacancies for the 2021-2022 school year:

1. Cultural Studies Teacher-NBMHS

Current Classified vacancies for the 2021-2022 school year:

1. Classroom Aide/Kindergarten-NES
2. Payroll Clerk-District Office
3. Behavior Specialist-NES/NBMHS
4. Special Education Paraprofessional-multiple positions/NES/NBMHS
5. Substitute Teacher-all schools
6. After School Program Coordinator-NES

Current Certified vacancies for the 2022-2023 school year:

1. Assistant Principal-Nome Elementary School
2. Principal-Nome Beltz Middle/High School
3. Middle School Generalis/NBMHS -2 Postitions: 1 Full-time, 1 Half Time
4. High School English-NBMHS
5. High School Social Studies-NBMHS
6. Special Education Teacher-NES
7. Speech Language Pathologist-SPED Department/District Wide

**PERSONNEL/HR PROJECTS**

January marks the start of our recruitment season, which will be in-person job fairs starting in March 2022. Currently Alaska Teacher Placement offers the following schedule: With a tough market for Certified Teachers all across the nation:

Missoula, Montana-March 14, 2022

Anchorage, Alaska-March 18-19, 2022

Portland, Oregon-March 30, 2022

Minneapolis, Minnesota-April 13, 2022

Salt Lake City, Utah-May 28, 2022\*-(newest addition to the above schedule) based on membership response to survey sent to all Alaska school districts participating with Alaska Teacher Placment services.

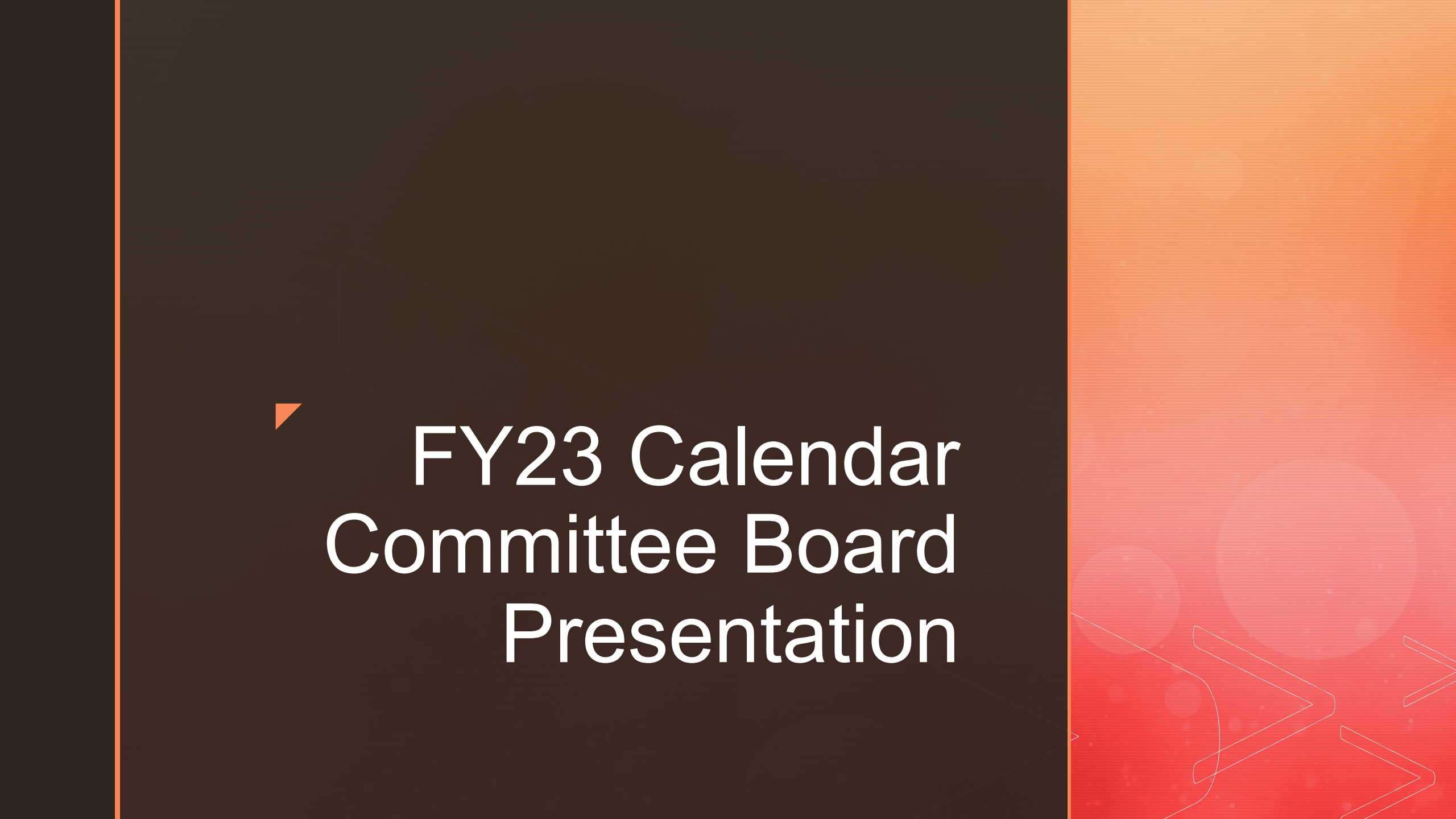
**EMPLOYEE BENEFITS**

To aid with recruitment during the pandemic, NPS is offering a bonus of \$500 to any classified staff member accepting a new position with the district, including substitute teachers. Employees must successfully exit a 90-day probationary period to qualify. Substitute teachers are offered this bonus after 20 days of subbing. The district will offer a referral bonus to current NPS staff who refer an individual for an open position who is subsequently successfully hired.

Respectfully submitted by

*Cynthia Gray*

Cynthia Gray-NPS Human Resources Manager



▲ FY23 Calendar  
Committee Board  
Presentation



# Committee Members

- Classified Staff – Jim Shreve, Jade Murdock
- Certified Staff – Jennifer Shreve, Rebekah Albertson, Zora Anderson
- Administration – Elizabeth Korenek-Johnson
- Parents – Jacob Martin, Boogles Johnson, Kelly Bogart, Jessica Farley, Rebecca Callahan
- Student – Lupe Callahan
- Kawerak – Kendra Takak
- Nome Eskimo Community – Shelby Sinnok
- NPS Board of Education – Sandy Martinson, Barb Amarok
- \*Note that members may fall into more than one category



# Meetings

- Orientation Meeting – discussed factors to consider in calendar development, historical calendars
- Survey Development & Survey Results Meetings
- Calendar Creation Meetings





# Calendar Factors

- State Requirements – e.g. 180 school days, 10 which may be inservice days. Alternate calendars require Commissioner approval and minimum hourly requirements by grade levels
- Contractual/Financial Requirements – e.g. # of teacher contract days/holidays, days in a teacher contract to count towards retirement, attracting/retaining teachers





# Calendar Factors

- Breaks – How Many? How Long?
- Subsistence – Fall? Spring? Moose Hunting?
- Start/End – Early Start impacts Fall subsistence negatively, Late Start impacts Spring subsistence negatively and children are very tired



# Calendar Factors

- Sports – Fall sports were initially a concern, as we thought moving the start of school would cause problems; turns out we can start practices any day, even before the official start of school



# Surveys – How Useful?

- We cast our net as wide as we could – all electronic channels, paper copies at post office, NSHC, asked Kawerak and NEC rep to distribute, sent survey to NBMHS students via email
- Results = INCONCLUSIVE
  - Love/hate comments for every single option
  - No single option stood out – results were most often fairly evenly split between options



# Survey 1

- Lots of questions about calendar factors
- Questions about “Out of the Box” options (fewer than 170 student days but long days, e.g. 8am – 5pm)
- Questions about Breaks – keeping, shortening
- Questions about Subsistence



# Survey 2

- Crafted 3 calendars using Survey 1 Results
  - Option A – 50% of respondents for Survey 1 said start school EARLIER - starts in mid-August
  - Option B – similar to current calendar, just moved winter break to start/end mid-week so travelers could get better prices on plane tickets
  - Option C – started one week later than Option B
  - Option A and B each got approximately 40% of the vote

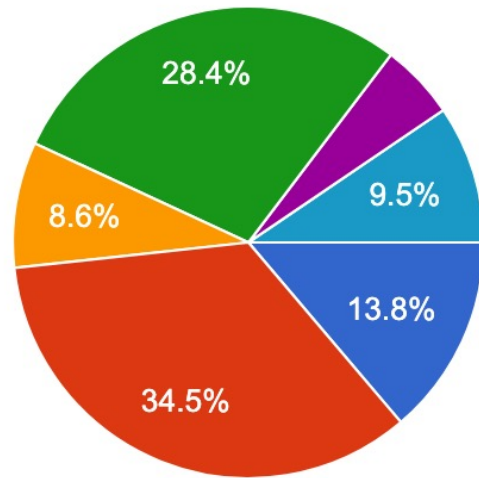


## Survey 3

- Added a Post Labor Day start calendar just so the community could see what that would actually look like; included Option A and Option B from Survey 2
- Lots of “LOVE IT” and “HATE IT” comments for the Post Labor Day start
- Results were fairly evenly split between the three options

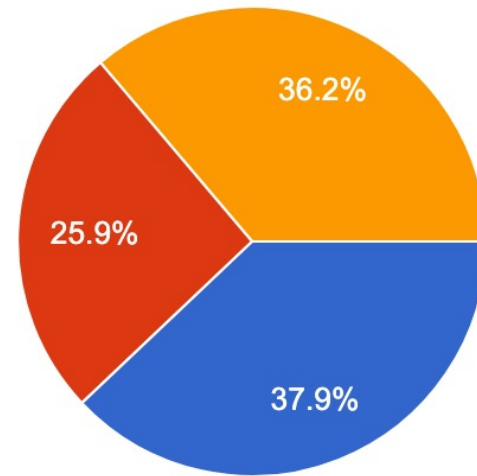


# Survey 3 Respondents



- NPS Student
- NPS Staff Member (Certified, Classified or Admin)
- NPS Staff Member with children enrolled with NPS
- Parent/Guardian/Family Member of NPS Student
- Tribal Organization Member/Staff
- Community Member (does not fall into any other category above)

# Survey 3 Results



- Calendar Option A
- Calendar Option B
- Calendar Option C



# Comments from Survey 3

- Calendar C is not a good option for students. Many of our students struggle with sleep in the late spring as daylight hours drastically increase. Education is often impacted as this time of year as a result. Keeping the kids in school until June would only make this worse .
- A lot of students are staying up late in the spring time and don't get enough sleep in the spring and are pretty check out, I think going through June would be really hard on kids, but love the extra berry time.
- I think option c is a terrible idea. Working in the school system in the past we all know coming back from spring break is tough on staff and students. We have more daylight and kids aren't getting a lot of sleep due to this.
- It is not a good idea with option C. It is a horrible idea to expect the kids to continue school till June. It is the time families are beginning their subsisting. Kids already lose their drive for school in May. It would end up being a lose, lose situation for the kids and their families.
- How are students supposed to participate in RAHI or other summer enrichment activities if they don't get off until middle of June? Pick a calendar that aligns with others around the state.



# Comments from Survey 3

- For those families who participate in fall moose hunting, subsistence days are always an option for students. I feel that it will be more challenging to keep students focused during the spring rather than cutting their summer a bit short. As a parent we also look forward to all the spring daylight and roads opening. The Christmas break for option A has a better layout for families considering holiday traveling.
- Calendar C seems the most subsistence sensitive. The solid start is better for establishing routines. The dark and colder evenings are regularizing sleep a bit more late August. Summer employment opportunities are much better in June and August for teachers and high schoolers. New teachers need those summer employment opportunities. Option C provides the best schedule for substance in the summer for both students' families and staff as well as allowing both those groups to obtain more substantive summer employment as most local seasonal jobs begin in mid June and end in August. Furthermore students would have the benefit of enjoying a full summer absent of snow, darker nights when school starts to aid in sleep schedule transition, and a non stop start to the school year to get on a routine without having a break so soon after beginning. Option A and B do not provide these benefits and would instead dismiss students and teachers when there is still snow and ice, there are highly limited work opportunities, and minimal subsistence options. Not to mention it would deviate substantially from districts around the state and country making any opportunities for students to engage in activities elsewhere very limited.
- It is unfair to NPS teachers and support staff to start school earlier in August. This is the only time we have for subsistence activities. When are teachers supposed to be able to hunt and fish? Why would a teacher want to live in Nome if we are not allowed time to hunt and fish? If we go to an earlier start date next year, I would leave NPS. There are a lot of teachers who hunt and none of them will be happy with an early start.

# Calendar Committee Orientation Meeting

Nome Public Schools

October 27, 2021

# Introductions

- ▶ Please introduce yourself; name and your role on the committee, little bit about you



# State Statute (AS 14.03.030) - Length of School Year

- ▶ Minimum of 180 in school days, 10 of which may be used for inservice purposes
- ▶ Exceptions may be made but must be approved by the Department of Education
  - ▶ The school board adopts a different school term that includes at least 740 hours of instruction and study periods for pupils in kindergarten, first grade, second grade, and third grade and at least 900 hours of instruction and study periods for pupils in grades four through 12 if the commissioner finds that the school board has submitted an acceptable plan under which students will receive the approximate educational equivalent of a 180-day term.
  - ▶ Example: Lake & Pen District - 150 day student calendar - 172 day Staff Calendar (needed for year to qualify for retirement)

# Factors

- ▶ Teachers are contracted for 188 days of work (includes 5 holidays)
- ▶ Contract length must be at least 172 days for the year to count towards teacher retirement

# Factors

- ▶ Fall Sports (Volleyball and Cross Country)
  - ▶ Teams must have 10 practices before first competition; cannot officially start practice until first day of school
    - ▶ Delaying start of school will shorten fall sports season/fewer opportunities for games
- ▶ Start/End of School Day
  - ▶ Impact of running 3 bus routes each day - one for elementary, one for middle school/ACSA, one for high school
    - ▶ Enough drivers
    - ▶ Late buses?
    - ▶ Working parents/getting kids to bus stops or driving to school?
  - ▶ Impact on sport practices/after school programs and time students arrive home
    - ▶ Child care? Parent work? Time for homework/sleep?

# Factors

- ▶ Spring Break - District has historically had years with and without spring break
  - ▶ Coincides with Iditarod activities - historically a time of low student attendance
- ▶ Winter Break - historically varying length of break
  - ▶ Significant amount of travel for both staff and families
  - ▶ Reducing length may mean surrounding days have low student attendance and staff requesting personal days/sick time
- ▶ Teacher Recruitment Challenges
  - ▶ Comparison of NPS calendar to other districts - candidates may consider calendar as a factor when evaluating job offers
  - ▶ High competition for shrinking job pool - how can the district look as attractive as possible?

# Factors

- ▶ Timing of subsistence activities
  - ▶ Trying to line up Labor Day 4 day weekend with actual start of moose season
  - ▶ Starting earlier and conflicts with need to fish/pick berries
    - ▶ Subsistence is an excused absence with District
- ▶ Spring Semester Challenges
  - ▶ Rapidly lengthening days mean very tired students
  - ▶ State testing occurs in Spring (ELL testing, AKStar - no control over this one)
  - ▶ Many activities packed into May (promotion/graduation/prom/kinder orientation)
  - ▶ Departing staff and maintaining job focus/commitment
  - ▶ Pushing the calendar past Memorial Day would mean 1 extra paid holiday for all staff at a cost of over \$25,000 to the District

# Start A Draft Calendar

- ▶ Please break into groups - find a NPS staff member with a laptop and a blank calendar template. Try to mix yourselves up so different group representatives are in different groups. Pick one person to take notes as you discuss.
- ▶ I encourage you to try out some different options within your group - talk about how those options would be perceived by the group you represent, both positive and negative.
- ▶ Save any calendars you start - there will be time to continue working on them at the next session. I will start a Google Folder for each group to upload the calendars and share so they can be shared.



# Next Steps

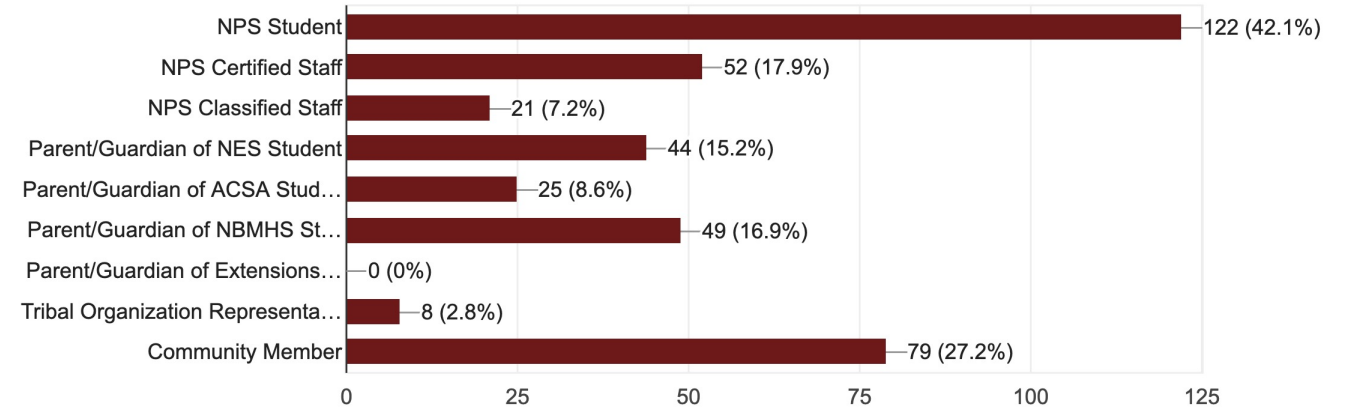
- ▶ Determine next meeting date
- ▶ Share this PowerPoint with the group you represent in any way you can
- ▶ Think about survey questions we should ask
- ▶ Next Meeting
  - ▶ Start survey development
  - ▶ Continue calendar ideas/discussion
  - ▶ Bring back any thoughts from those you talk to

# School Calendar Survey Results

Fall 2021 – Nome Public Schools

# Respondent Demographics

Please check ALL boxes which correspond to the stakeholder group you belong to:  
290 responses



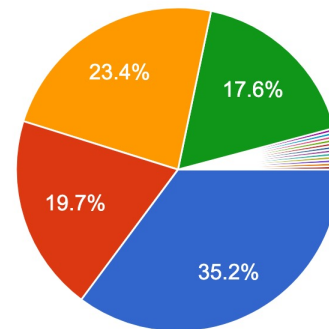
# Respondent Demographics

- Respondents may fit into more than one category
  - Breakdown by single category as well as overall results will follow
    - NES Parents – 43
    - NBMHS Parents – 45
    - ACSA Parents – 25
    - Students – 121
    - Classified Staff – 20
    - Certified Staff – 51
    - Tribal Representative/Staff – 8
    - Community Member - 22

# Start/End Date Overall

Choose your preferred start/end date combination for students

290 responses

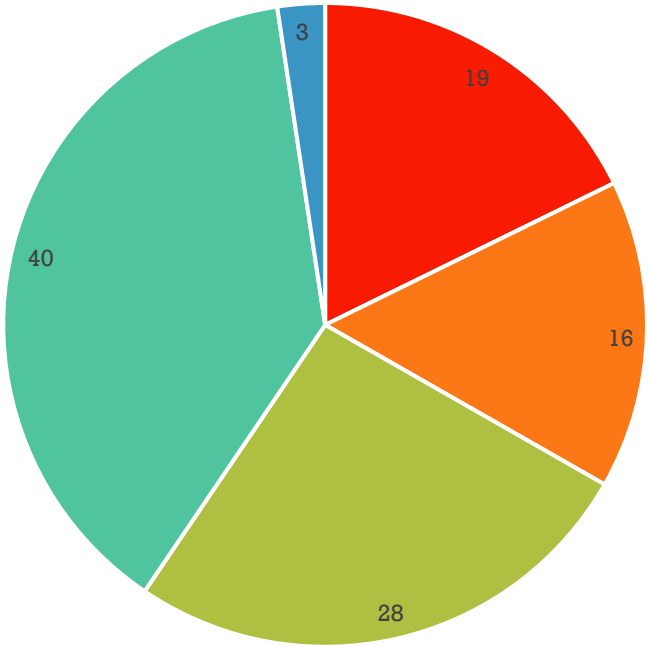


- First Day of School 2nd Week of August
- First Day of School 3rd Week of August
- First Day of School 4th Week of August
- First Day of School After Labor Day; End of School After Labor Day
- Year round school schedule
- I personally like the overall structure with the current start/end date
- start school after moose hunting season
- I like how it is now.

▲ 1/2 ▼

Start/End Date

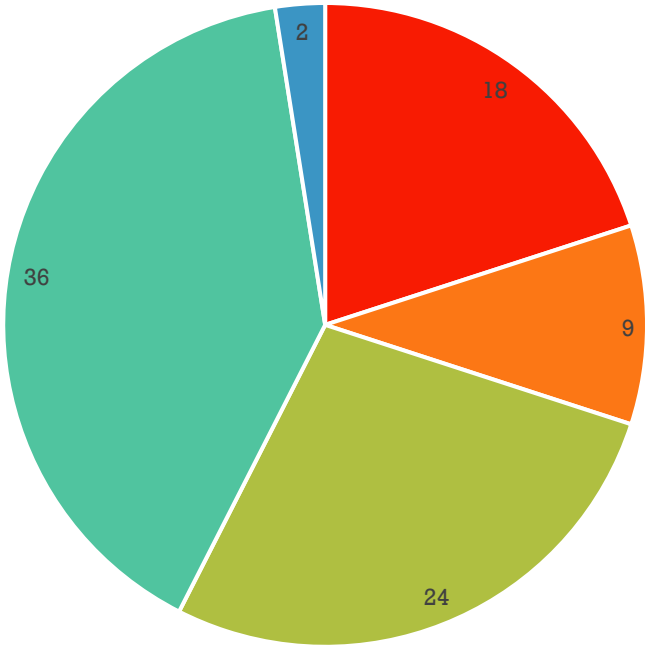
NES Parents



- First Day of School 2nd Week of August; End 2nd Week of May
- First Day of School 3rd Week of August; End 3rd Week of May
- First Day of School 4th Week of August; End Before Memorial Day
- First Day of School After Labor Day; End First Week of June
- Other

NBMHS Parents

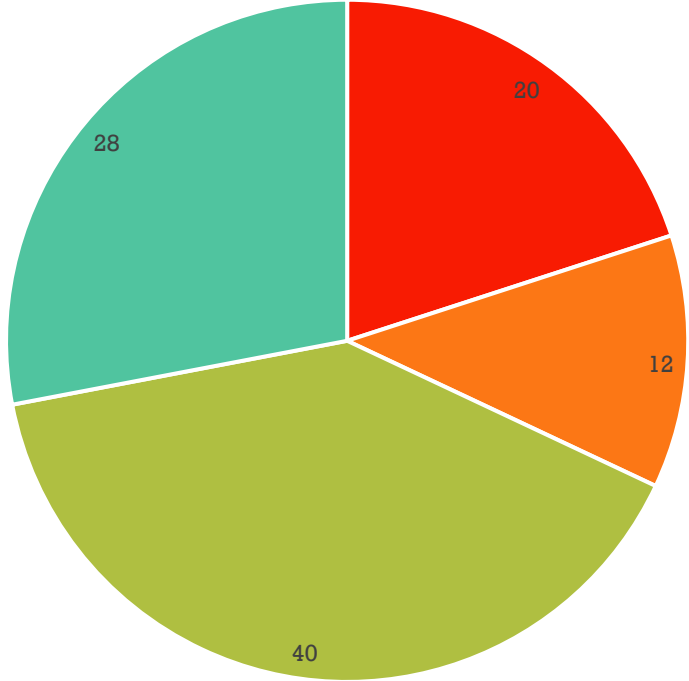
Start/End Date



- First Day of School 2nd Week of August; End 2nd Week of May
- First Day of School 3rd Week of August; End 3rd Week of May
- First Day of School 4th Week of August; End Before Memorial Day
- First Day of School After Labor Day; End First Week of June
- Other

Start/End Date

ACSA Parents

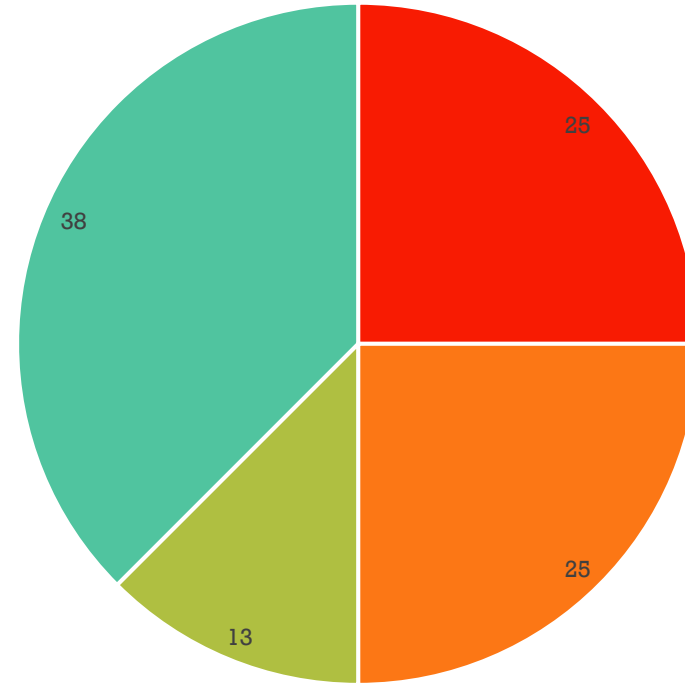


- First Day of School 2nd Week of August; End 2nd Week of May
- First Day of School 3rd Week of August; End 3rd Week of May
- First Day of School 4th Week of August; End Before Memorial Day
- First Day of School After Labor Day; End First Week of June



Start/End Date

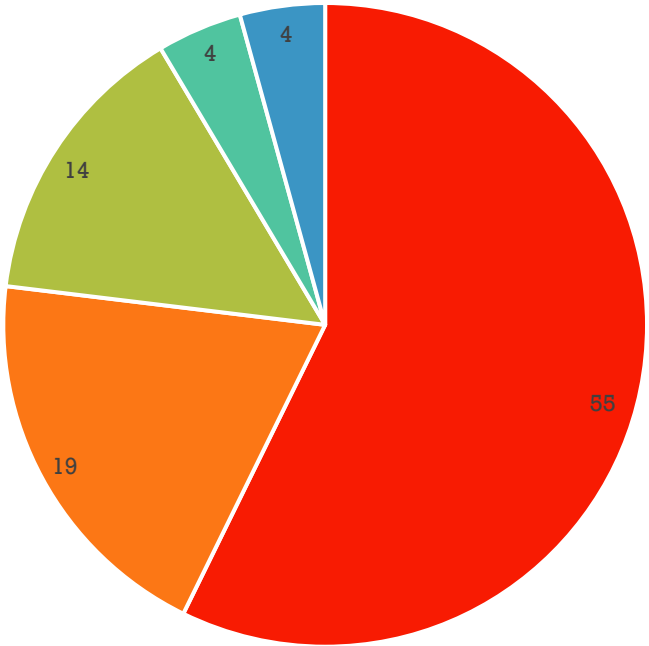
Tribal Representative/Staff



- First Day of School 2nd Week of August; End 2nd Week of May
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- First Day of School After Labor Day; End First Week of June

Start/End Date

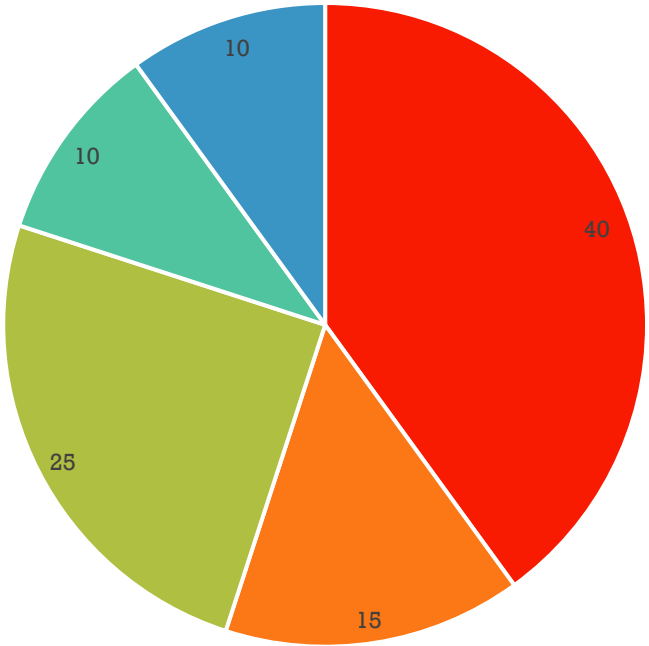
Students



- First Day of School 2nd Week of August; End 2nd Week of May
- First Day of School 3rd Week of August; End 3rd Week of May
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- First Day of School After Labor Day; End First Week of June
- Other

Start/End Date

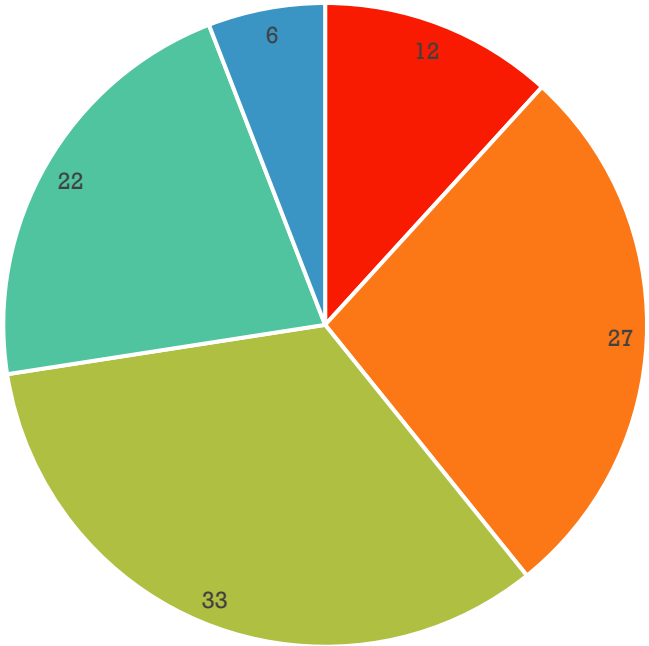
Classified Staff



- First Day of School 2nd Week of August; End 2nd Week of May
- First Day of School 3rd Week of August; End 3rd Week of May
- First Day of School 4th Week of August; End Before Memorial Day
- First Day of School After Labor Day; End First Week of June
- Other

Start/End Date

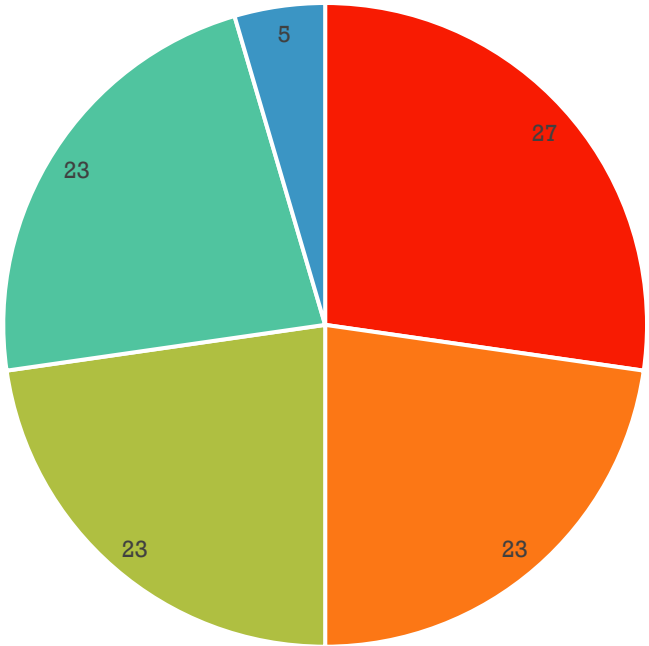
Certified Staff



- First Day of School 2nd Week of August; End 2nd Week of May
- First Day of School 3rd Week of August; End 3rd Week of May
- First Day of School 4th Week of August; End Before Memorial Day
- First Day of School After Labor Day; End First Week of June
- Other

# Community Members

Start/End Date

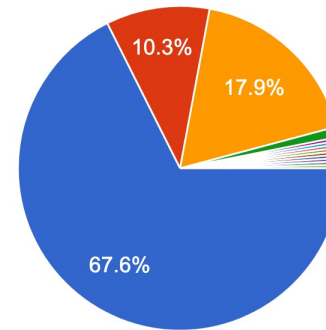


- First Day of School 2nd Week of August; End 2nd Week of May
- First Day of School 3rd Week of August; End 3rd Week of May
- First Day of School 4th Week of August; End Before Memorial Day
- First Day of School After Labor Day; End First Week of June
- Other

# Winter Break Length Overall

How long should Winter Break be? (currently 2 weeks - change could impact start/end date for school)

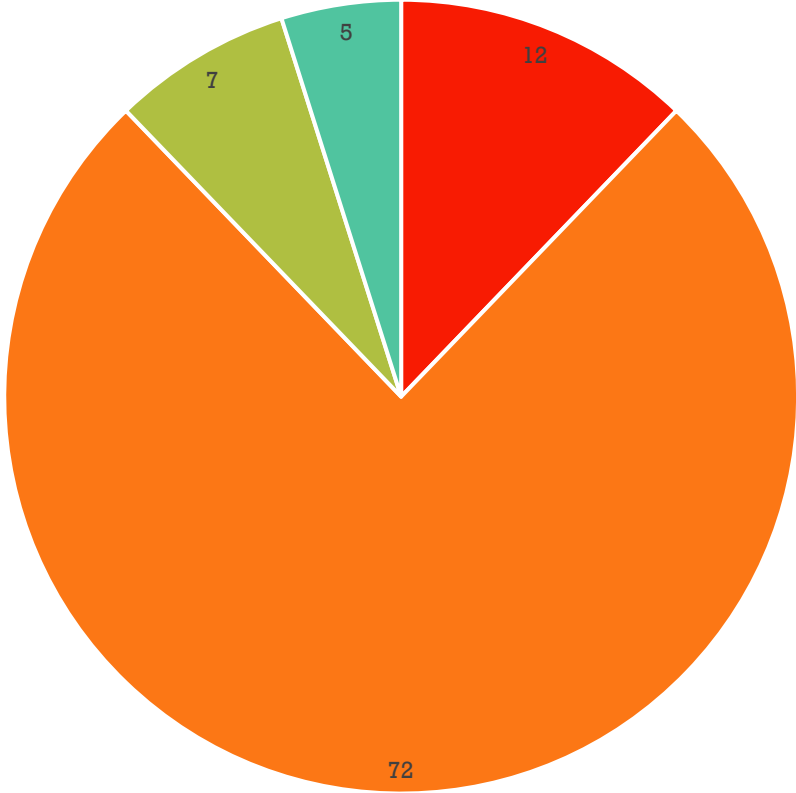
290 responses



- 2 weeks
  - 1 week
  - 3 weeks
  - No Winter Break
  - 3 months
  - 2 1/2 weeks
  - It should follow in conjunction with a y...
  - 2 and a half weeks
- ▲ 1/2 ▼

# Winter Break Length

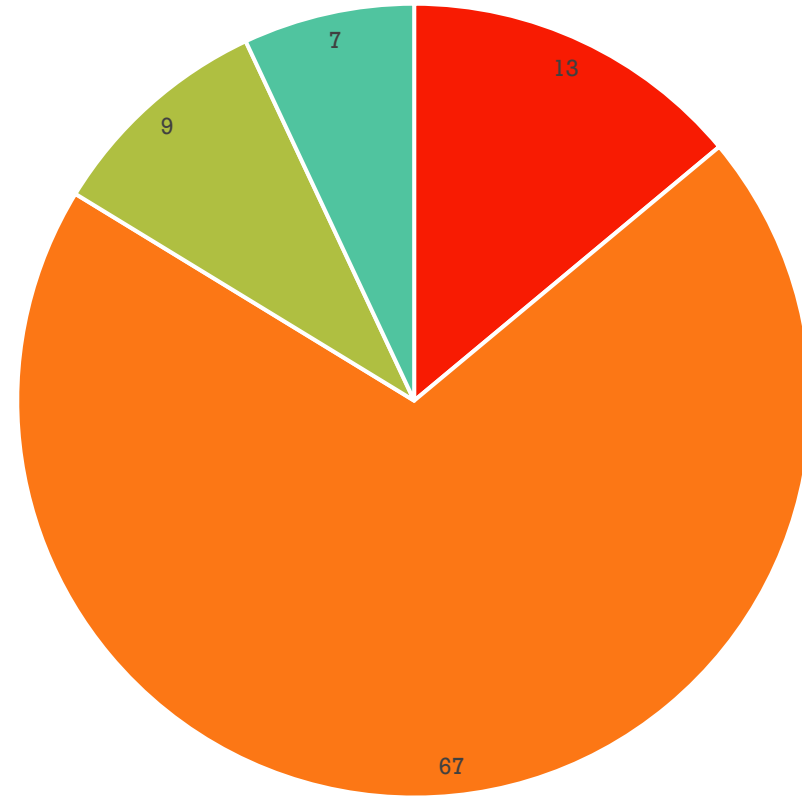
NES Parents



■ 1 Week ■ 2 Weeks ■ 3 Weeks ■ Other

# Winter Break Length

NBMHS Parents

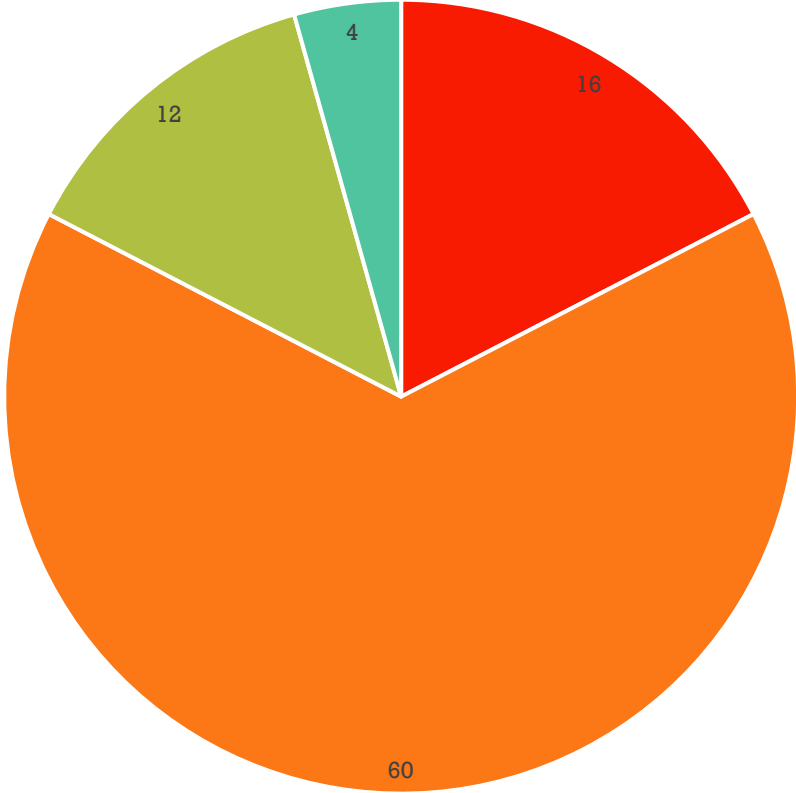


■ 1 Week ■ 2 Weeks ■ 3 Weeks ■ Other



# Winter Break Length

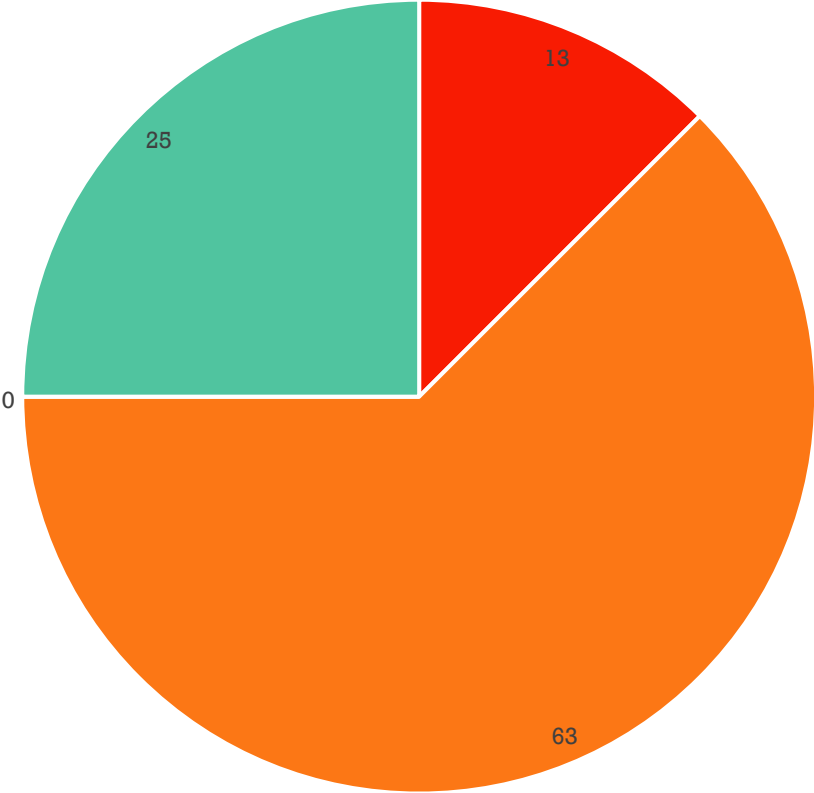
ACSA Parents



■ 1 Week ■ 2 Weeks ■ 3 Weeks ■ Other

# Winter Break Length

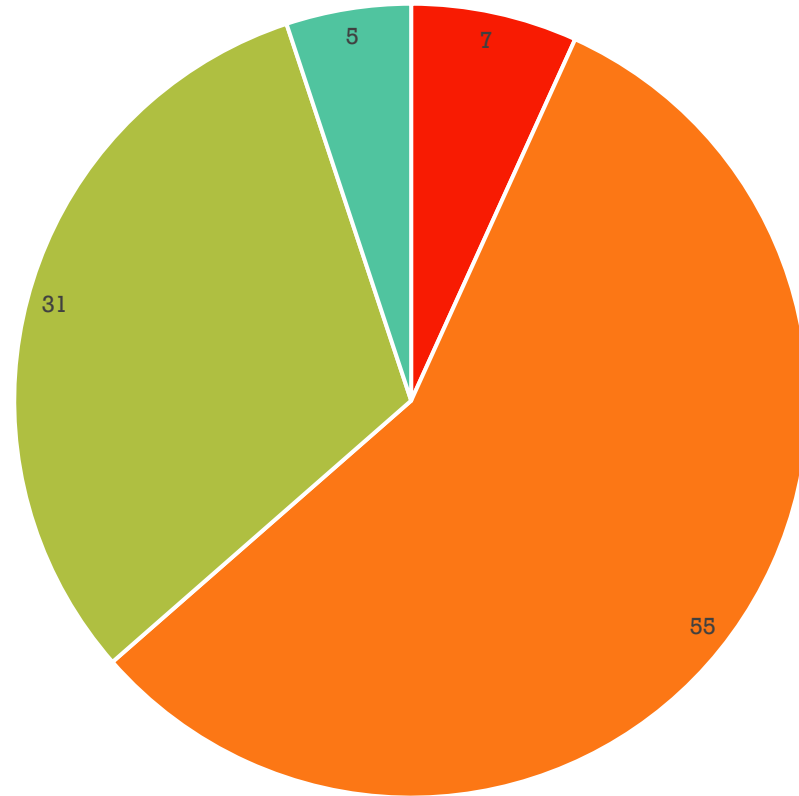
Tribal Representative/Staff



1 week 2 weeks 3 weeks Other

# Winter Break Length

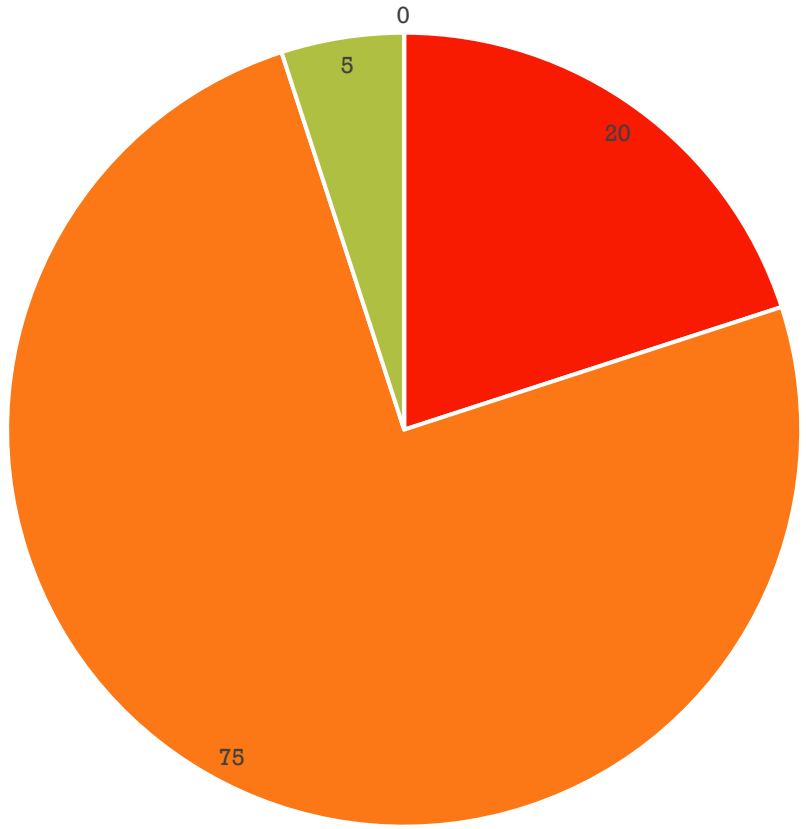
Students



■ 1 week ■ 2 weeks ■ 3 weeks ■ Other

# Winter Break Length

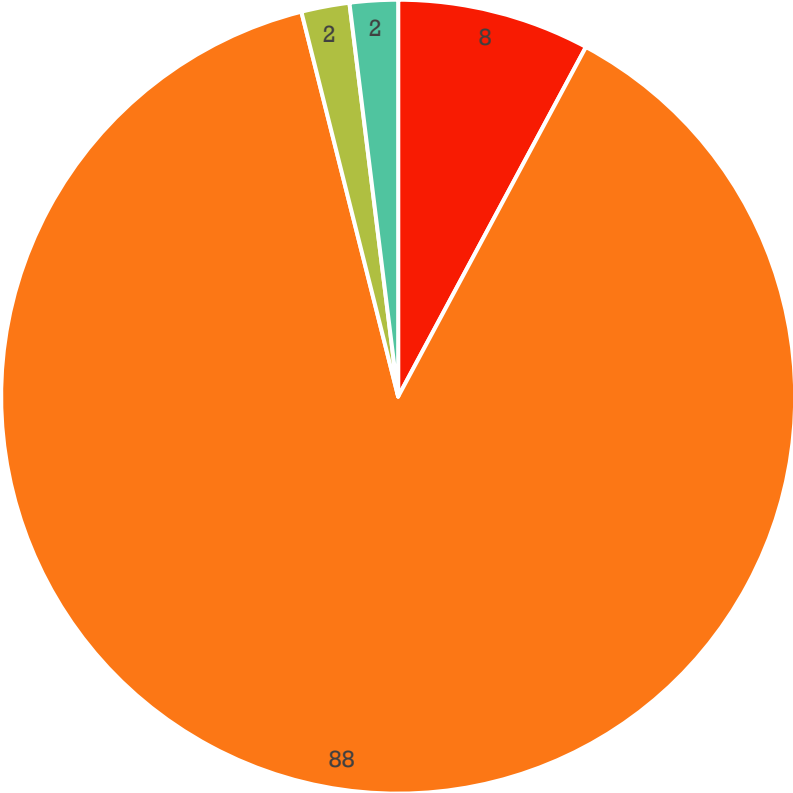
Classified Staff



■ 1 Week ■ 2 Weeks ■ 3 Weeks ■ Other

# Winter Break Length

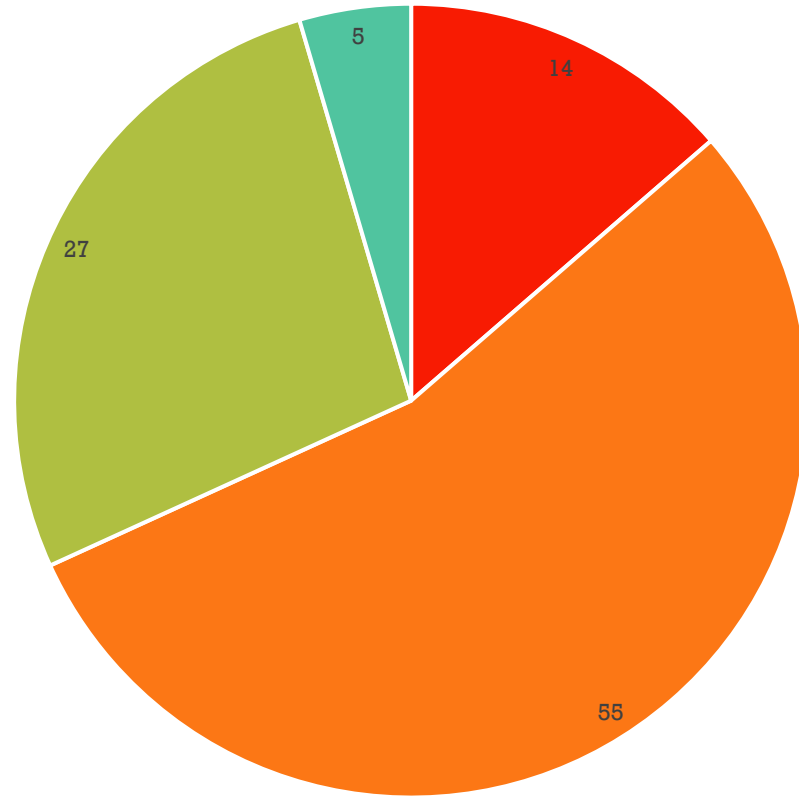
Certified Staff



■ 1 Week ■ 2 Weeks ■ 3 Weeks ■ Other

# Winter Break Length

Community Members

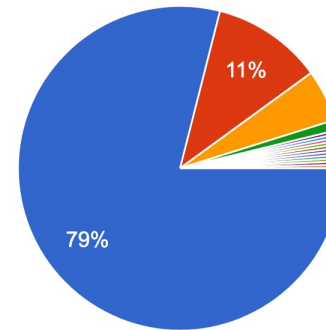


■ 1 Week ■ 2 Weeks ■ 3 Weeks ■ Other

# Spring Break Length Overall

How long should Spring Break be (currently 1 week - change could impact start/end date for school)

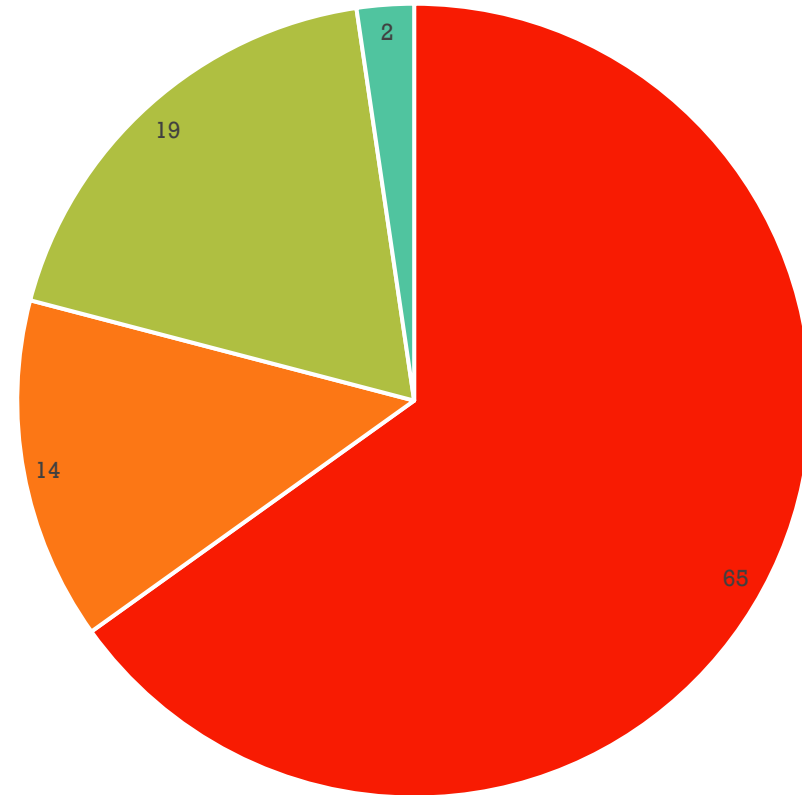
290 responses



- 1 week
- Long Weekend
- No Spring Break
- 2 weeks
- Have it be half a week longer, like spr...
- 3 weeks
- 5 day weekend- no school Fri, Monda...
- 1 1/2 week
- ▲ 1/2 ▼

# Spring Break Length

NES Parents

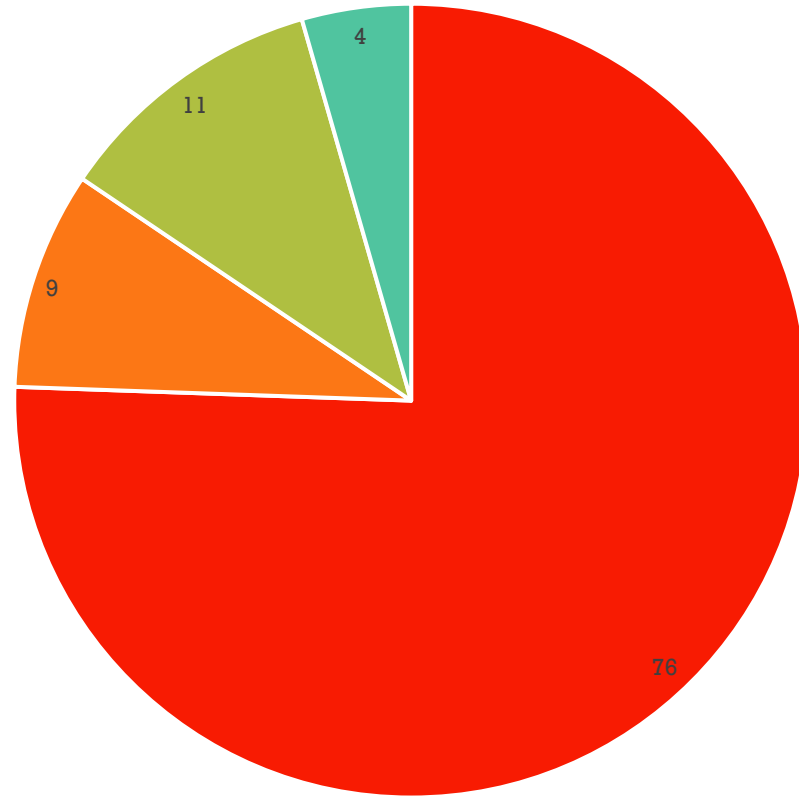


■ 1 Week ■ Long Weekend ■ No Break ■ Other



# Spring Break Length

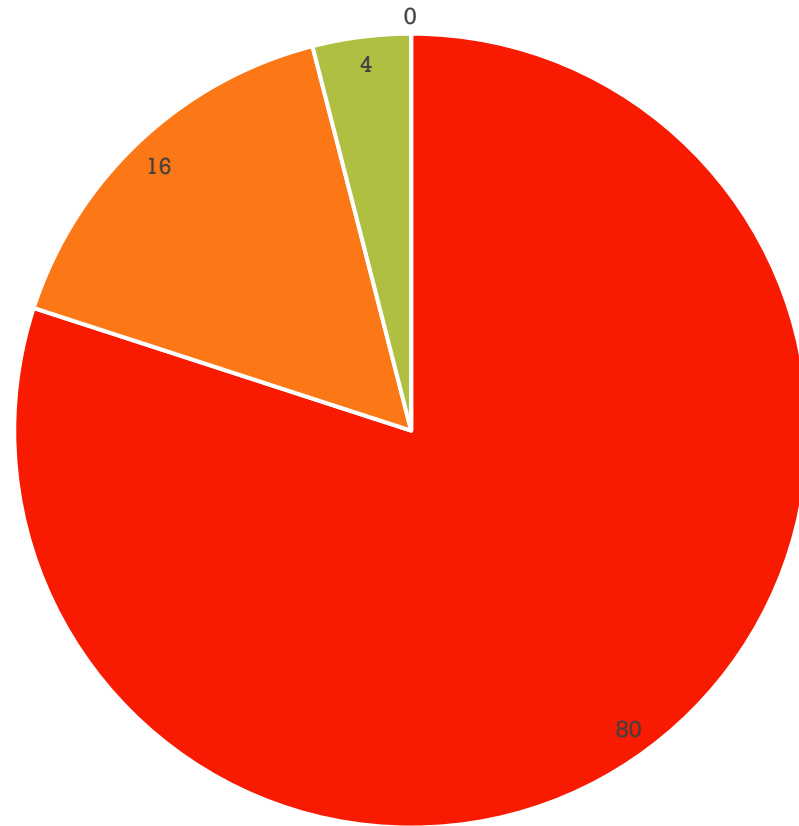
NBMHS Parents



■ 1 Week ■ Long Weekend ■ No Break ■ Other

# Spring Break Length

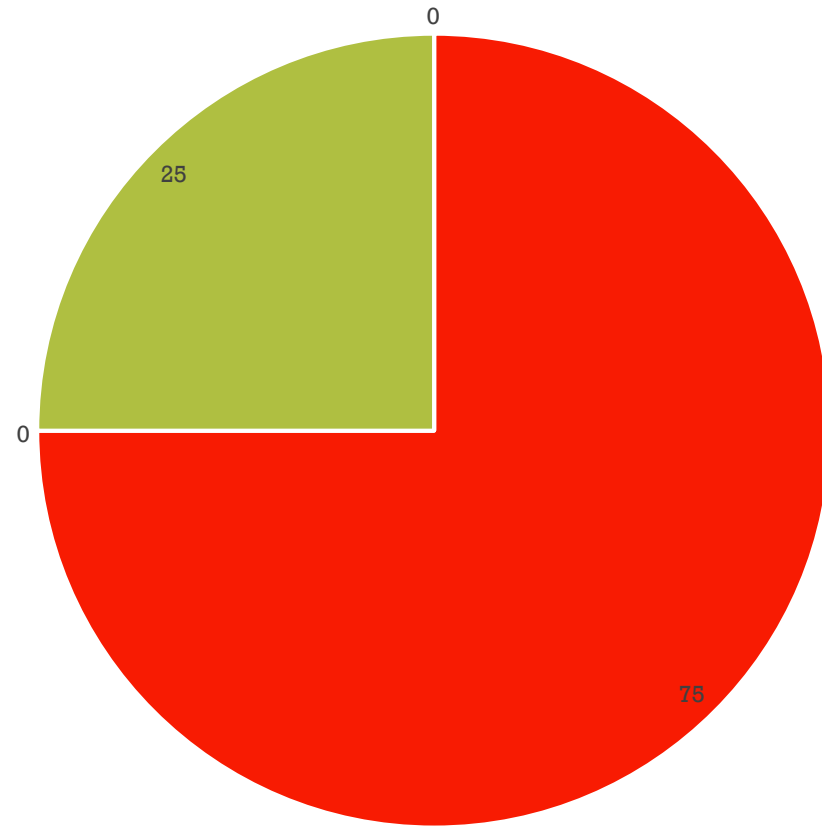
ACSA Parents



■ 1 Week ■ Long Weekend ■ No Break ■ Other

# Spring Break Length

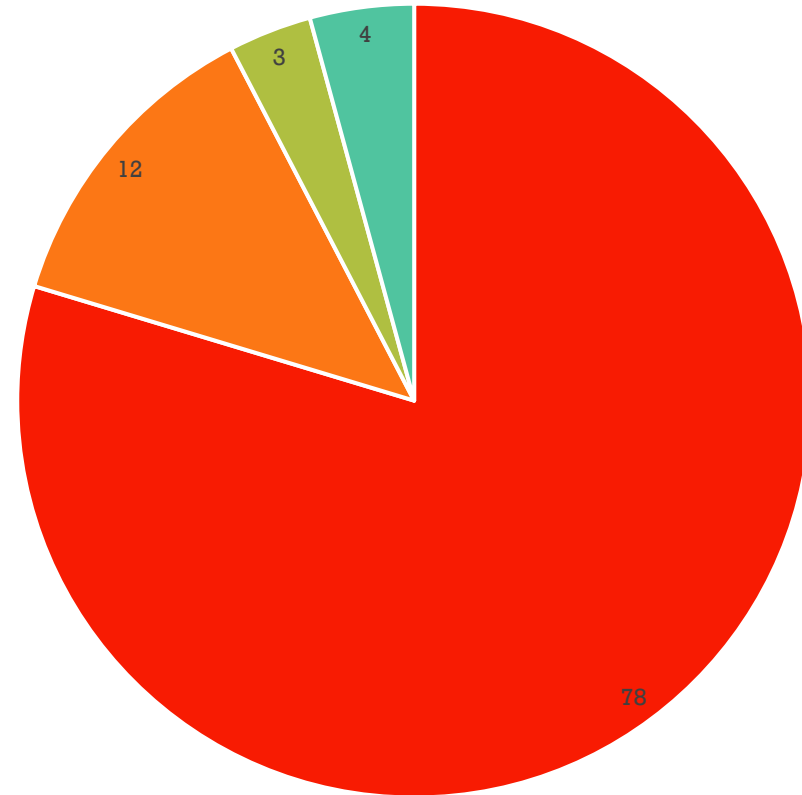
Tribal Representatives/Staff



■ 1 week ■ Long Weekend ■ No Break ■ Other

# Spring Break Length

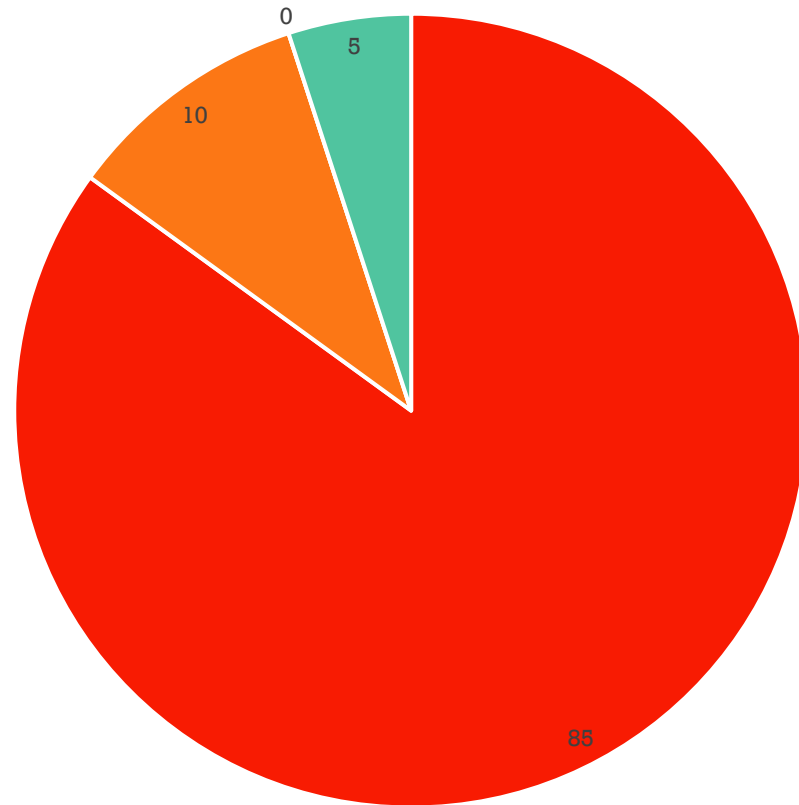
Students



■ 1 week ■ Long Weekend ■ No Break ■ Other

# Spring Break Length

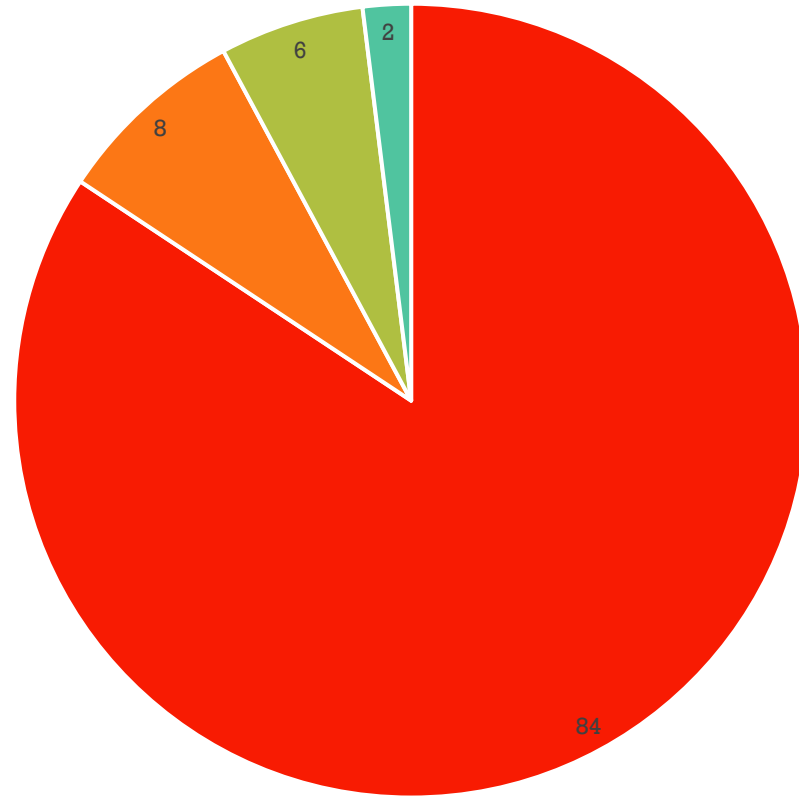
Classified Staff



■ 1 Week ■ Long Weekend ■ No Break ■ Other

# Spring Break Length

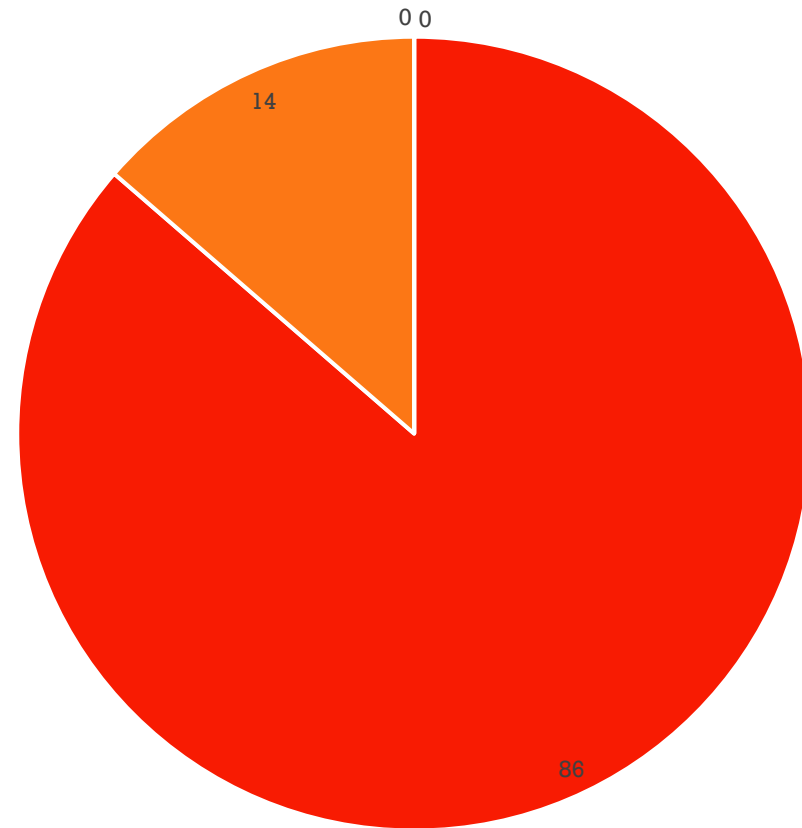
Certified Staff



■ 1 Week ■ Long Weekend ■ No Break ■ Other

# Spring Break Length

Community Members

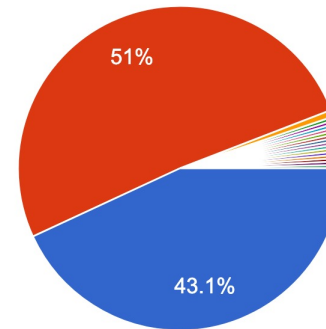


■ 1 Week ■ Long Weekend ■ No Break ■ Other

# Shorter Year, Longer School Day? Overall

Would you be interested in a shorter school year (less than 170 student days) with a longer school day instead? Would also allow for more breaks throughout the year.

290 responses

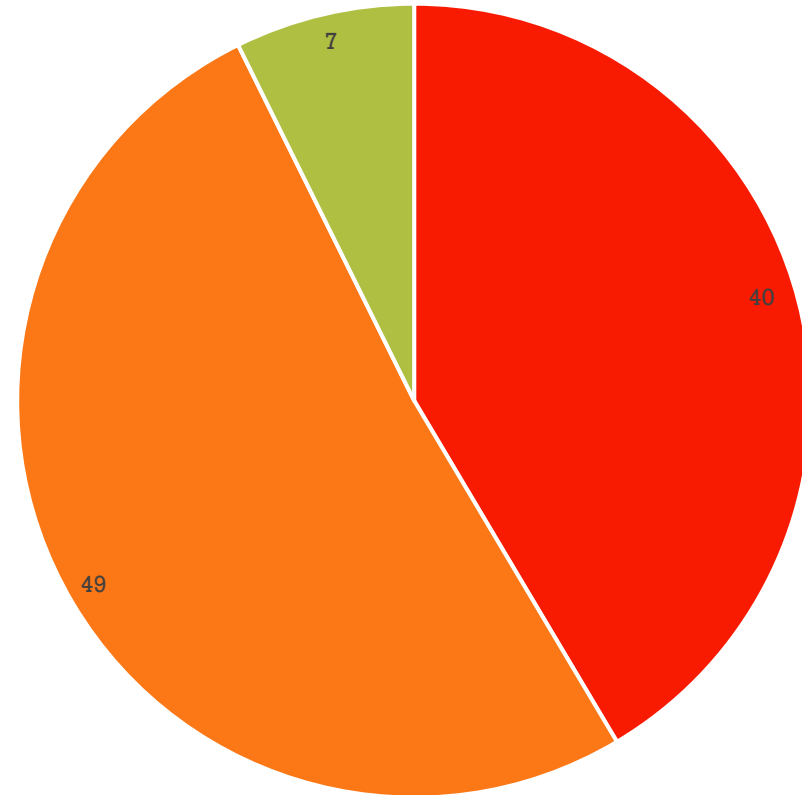


- Yes
  - No
  - Not sure
  - less school
  - It is not uncommon for school districts...
  - Longer day, longer year
  - Yes less than 170 Student days, but I...
  - just 2 hours
- ▲ 1/3 ▼



Shorter Year,  
Longer School  
Day?

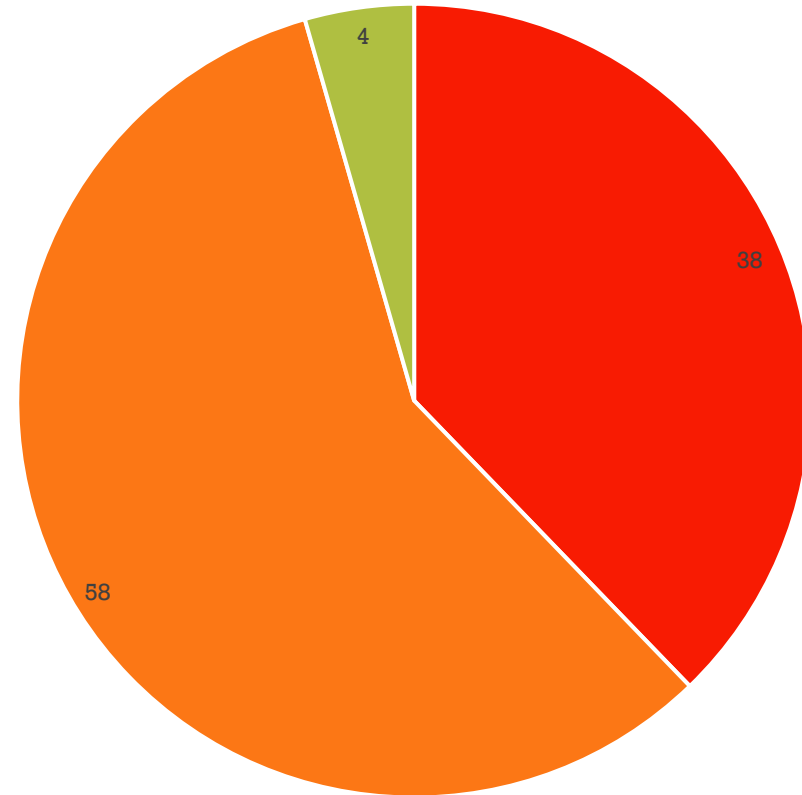
NES Parents



■ Yes ■ No ■ Other

Shorter Year,  
Longer School  
Day?

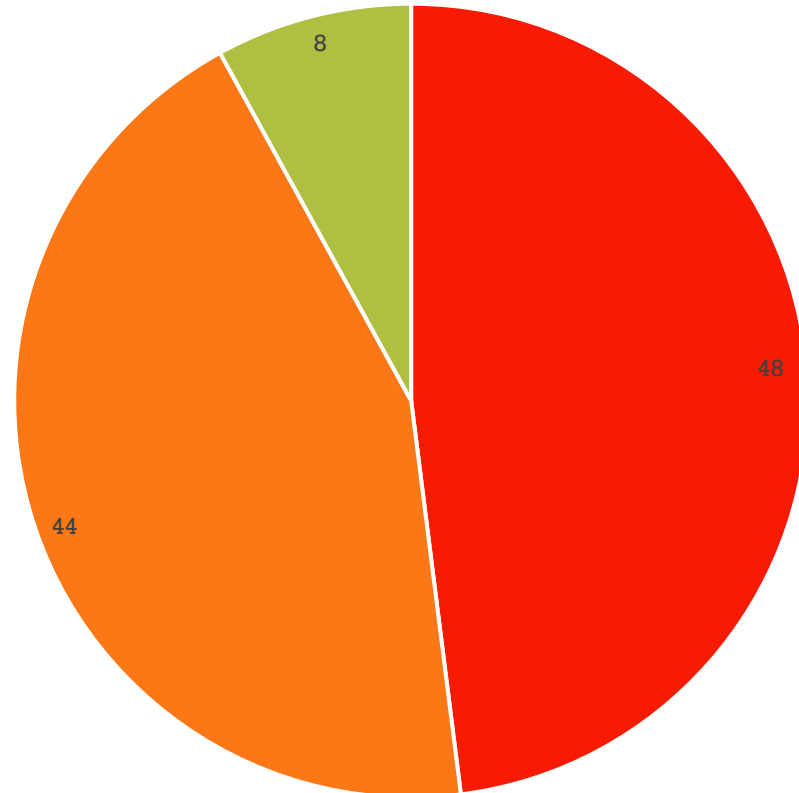
NBMHS Parents



■ Yes ■ No ■ Other

Shorter Year,  
Longer School  
Day?

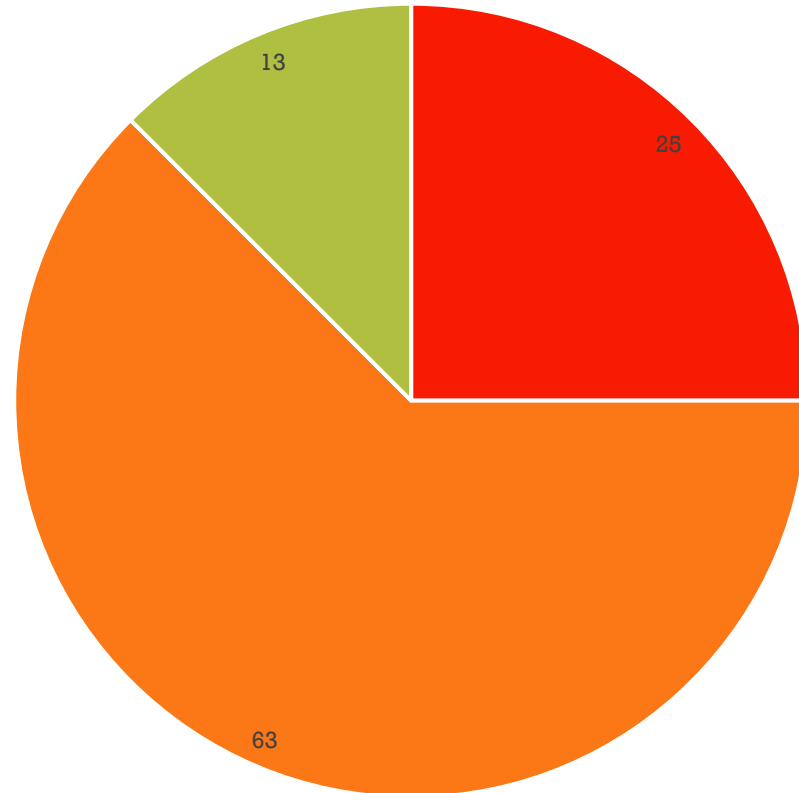
ACSA Parents



■ Yes ■ No ■ Other

Shorter Year,  
Longer School  
Day?

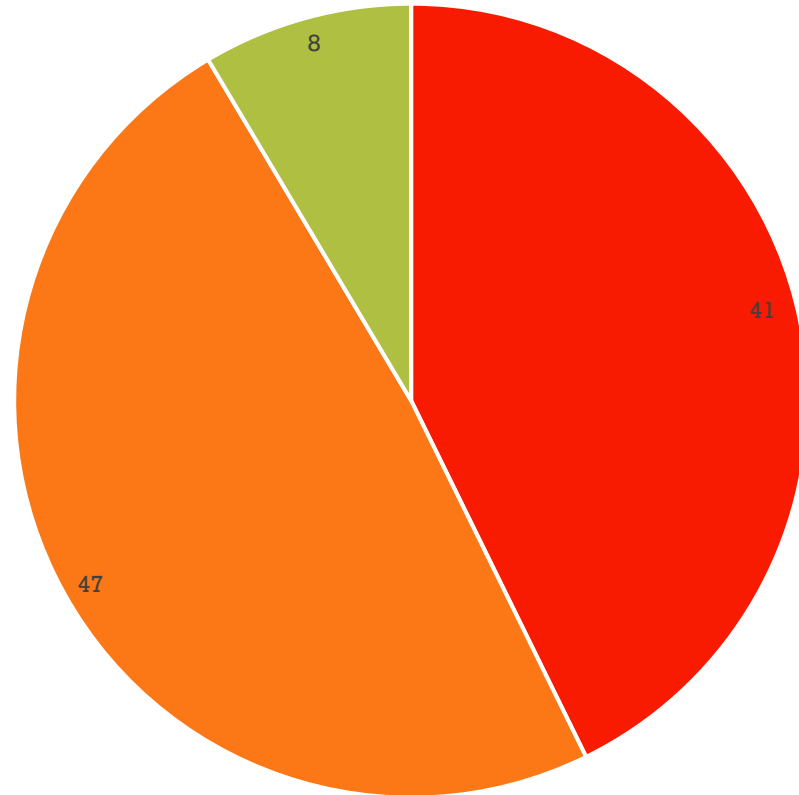
Tribal Representative/Staff



■ Yes ■ No ■ Other

# Shorter Year, Longer School Day?

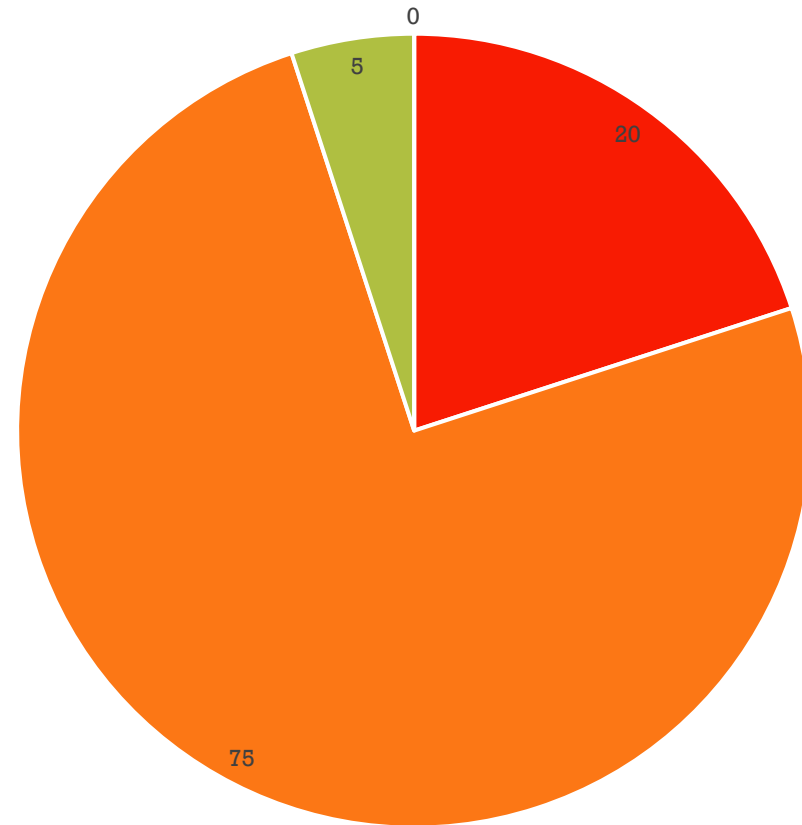
Students



■ Yes ■ No ■ Other

Shorter Year,  
Longer School  
Day?

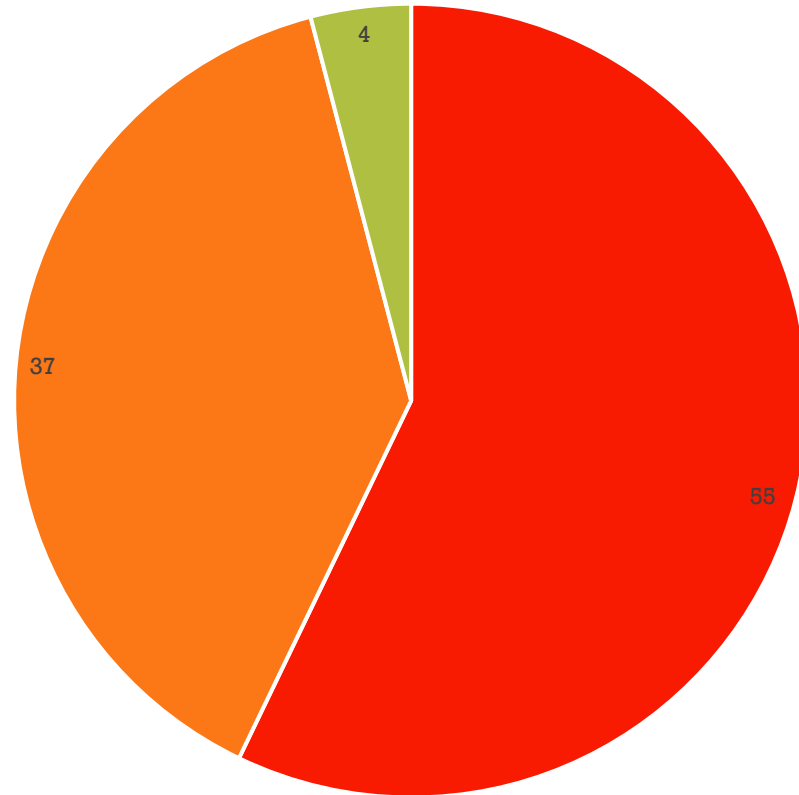
Classified Staff



■ 1 Week ■ 2 Weeks ■ 3 Weeks ■ Other

Shorter Year,  
Longer School  
Day?

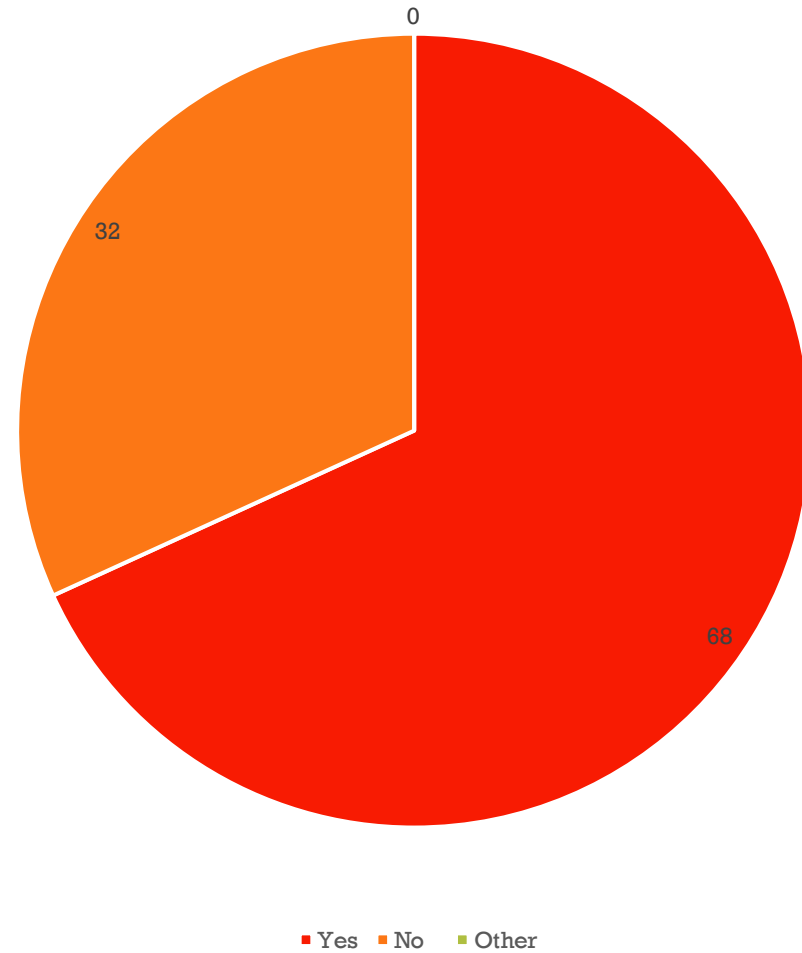
Certified Staff



■ Yes ■ No ■ Other

Shorter Year,  
Longer School  
Day?

Community Members

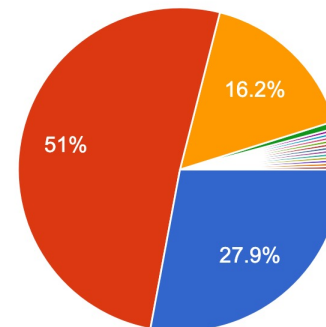




# 4 Day Student Week, 5 Day Teacher Week Overall

Would you be interested in a 4 day student week/5 day teacher week with longer student days?

290 responses

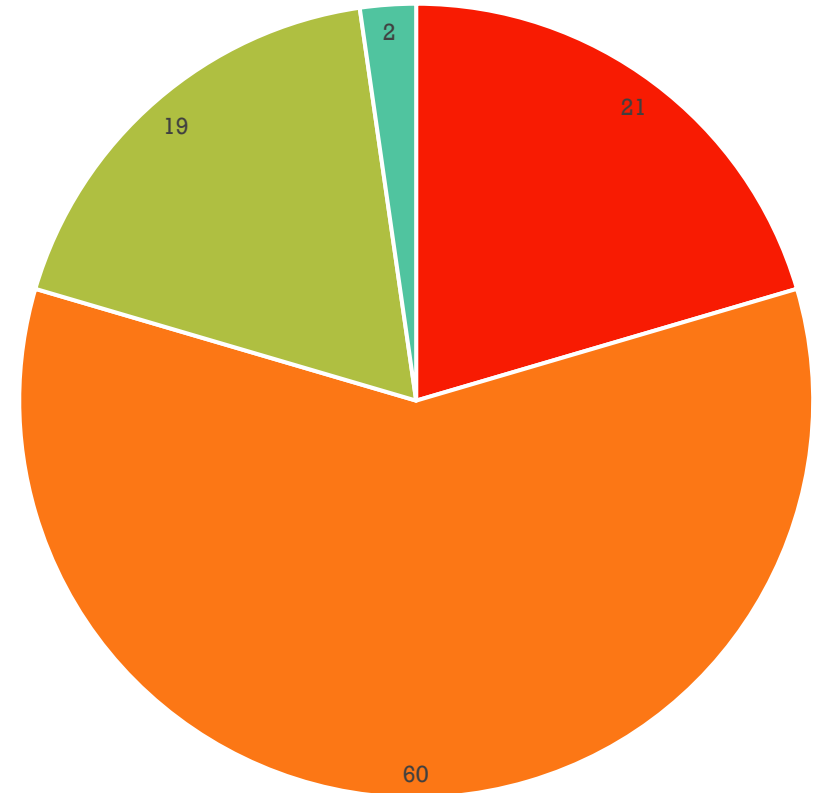


- Yes
- No
- 4 days for ACSA/NBMHS, 5 days for...
- Maybe
- Longer class periods with alternating s...
- 4 days for ACSA/NBMHS, 5 days NE...
- keep the same
- I wouldn't mind how long i guess

▲ 1/2 ▼

4 Day Student  
Week, 5 Day  
Teacher Week

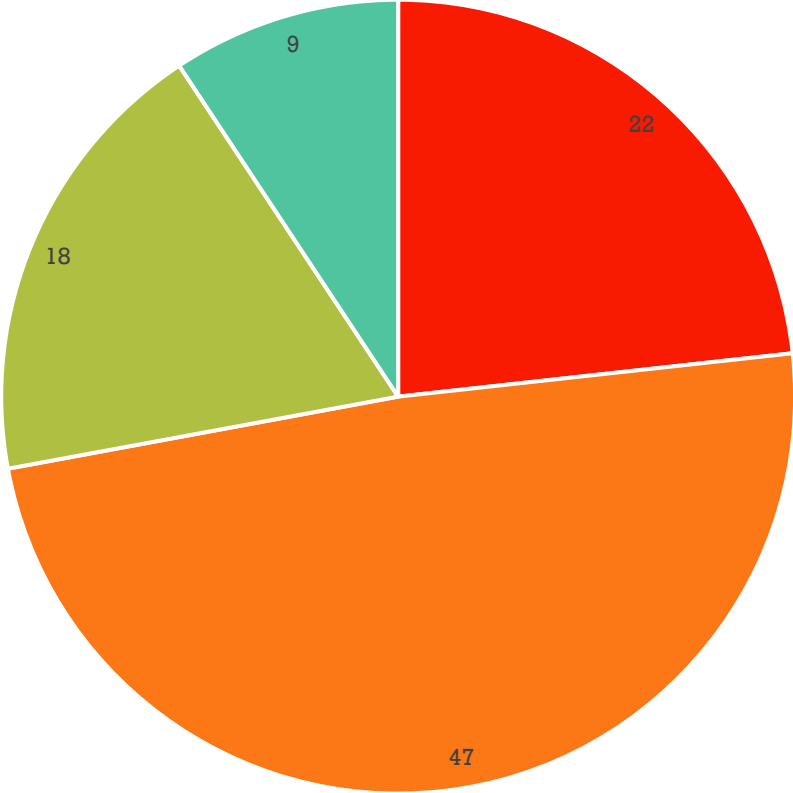
NES Parents



■ Yes ■ No ■ 4 Days for NES/5 Days for NBMHS and ACSA ■ Other

NBMHS Parents

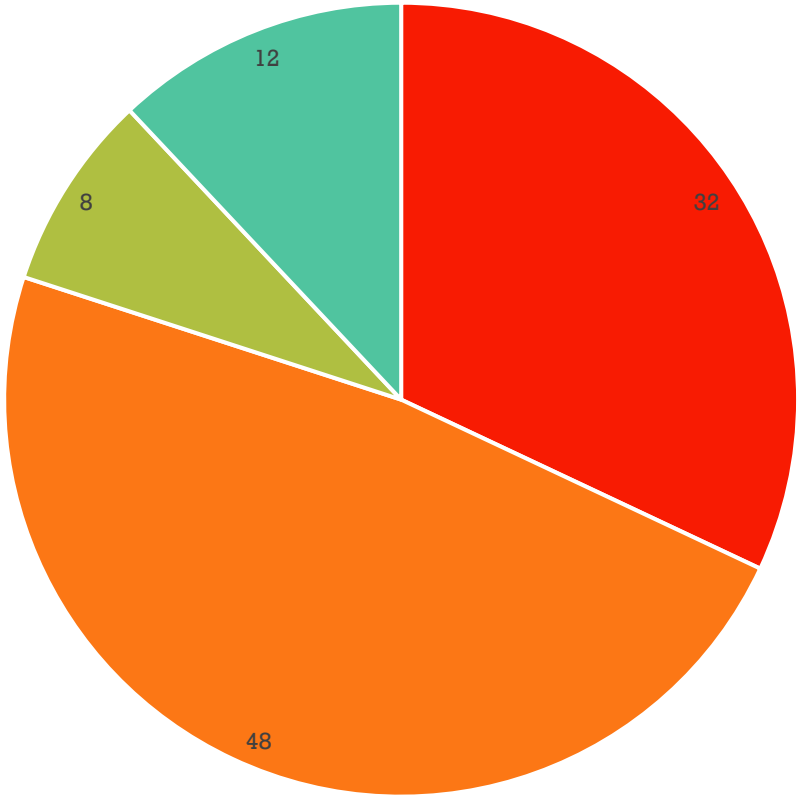
4 Day Student  
Week, 5 Day  
Teacher Week



■ Yes ■ No ■ 4 Days for NES/5 Days for NBMHS and ACSA ■ Other

4 Day Student  
Week, 5 Day  
Teacher Week

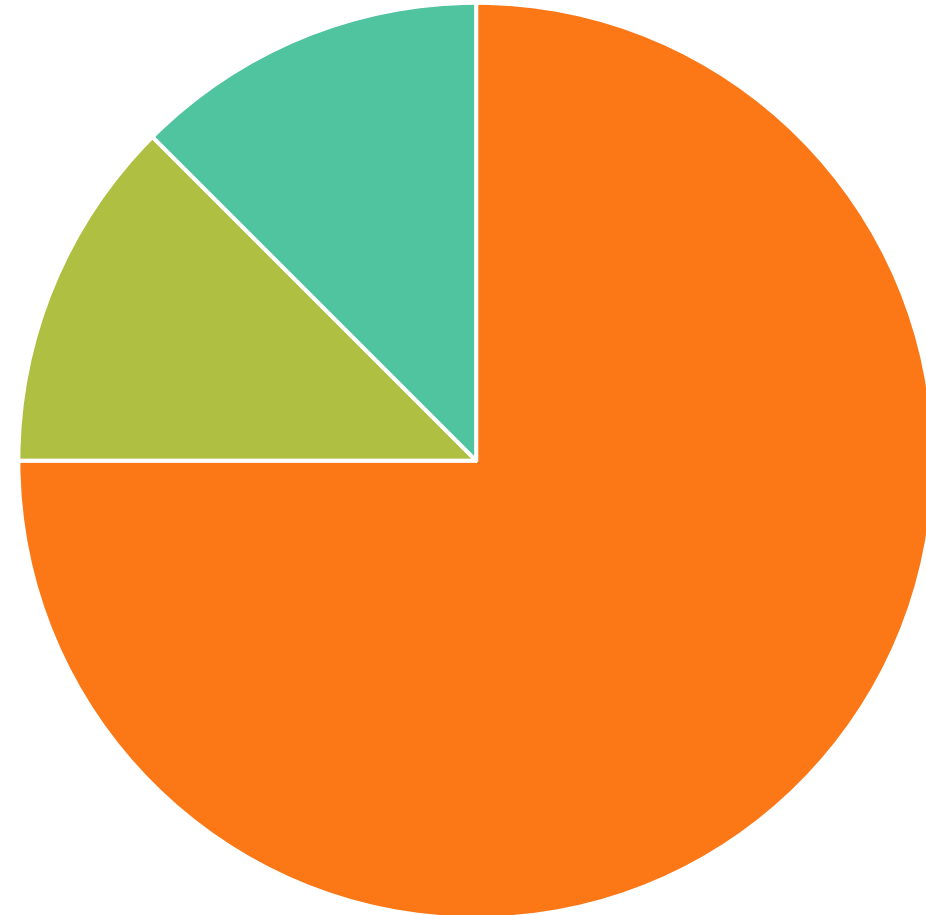
ACSA Parents



■ Yes ■ No ■ 4 Days for NES/5 Days for NBMHS and ACSA ■ Other

4 Day Student  
Week, 5 Day  
Teacher Week

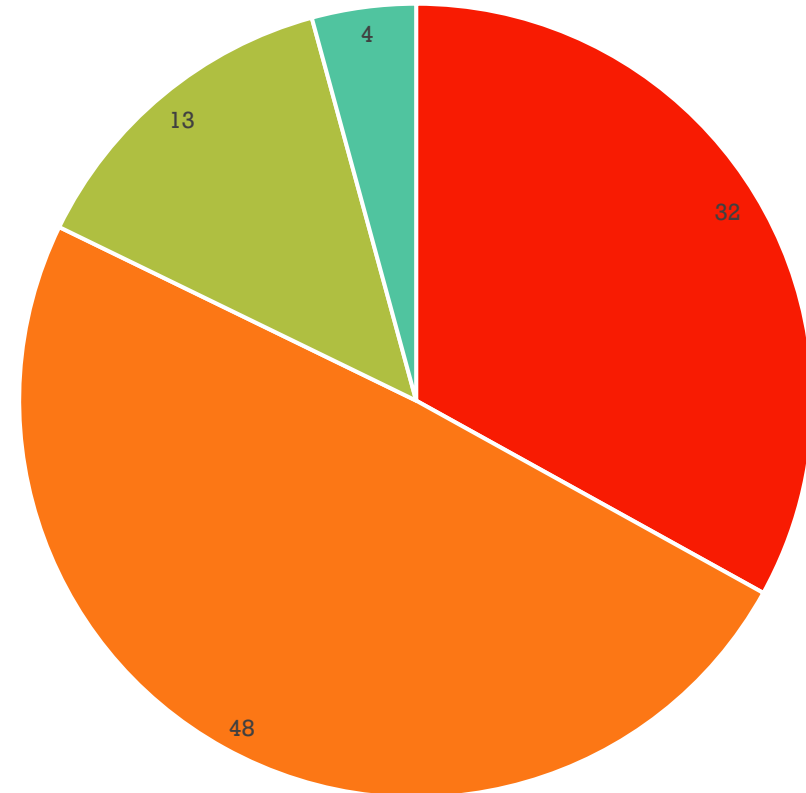
Tribal Representative/Staff



■ Yes ■ No ■ 4 Days for NES/5 Days for NBMHS and ACSA ■ Other

4 Day Student  
Week, 5 Day  
Teacher Week

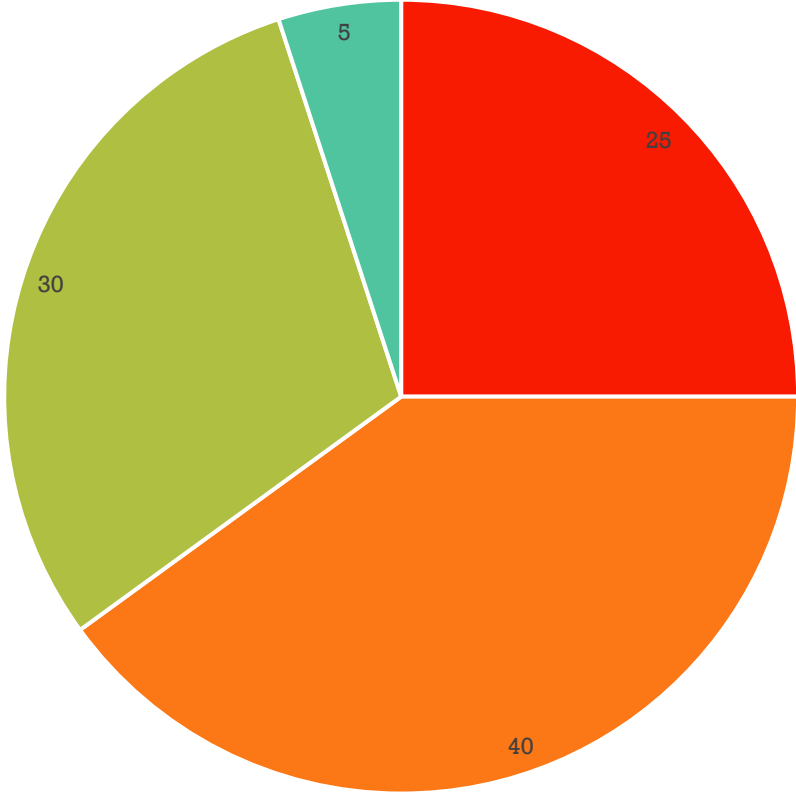
Students



■ Yes ■ No ■ 4 Days for NES/5 Days for NBMHS and ACSA ■ Other

4 Day Student  
Week, 5 Day  
Teacher Week

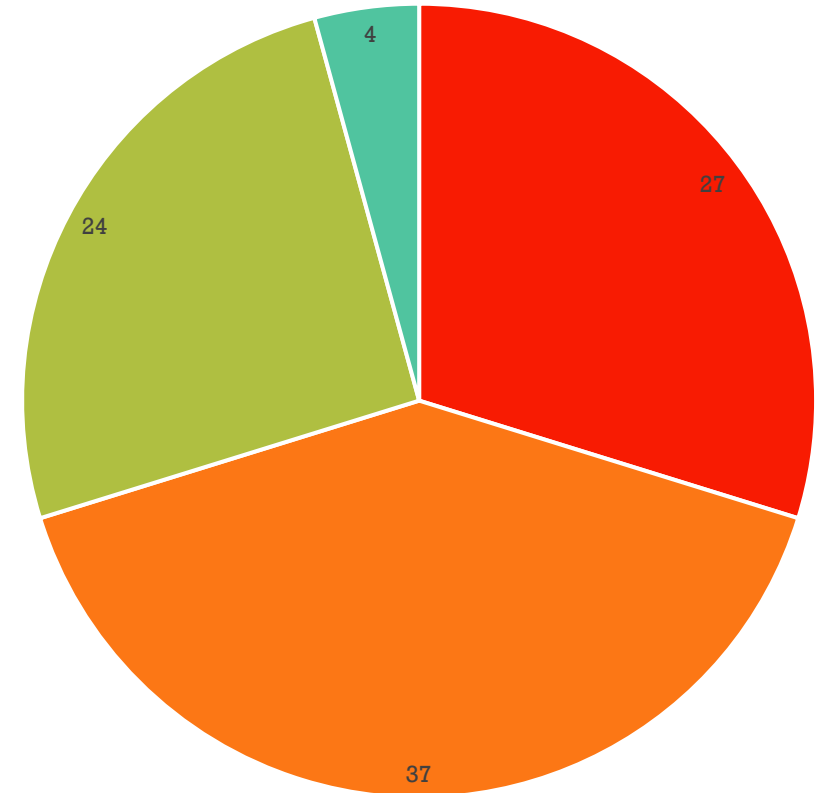
Classified Staff



■ Yes ■ No ■ 4 Days for NES/5 Days for NBMHS and ACSA ■ Other

4 Day Student  
Week, 5 Day  
Teacher Week

Certified Staff

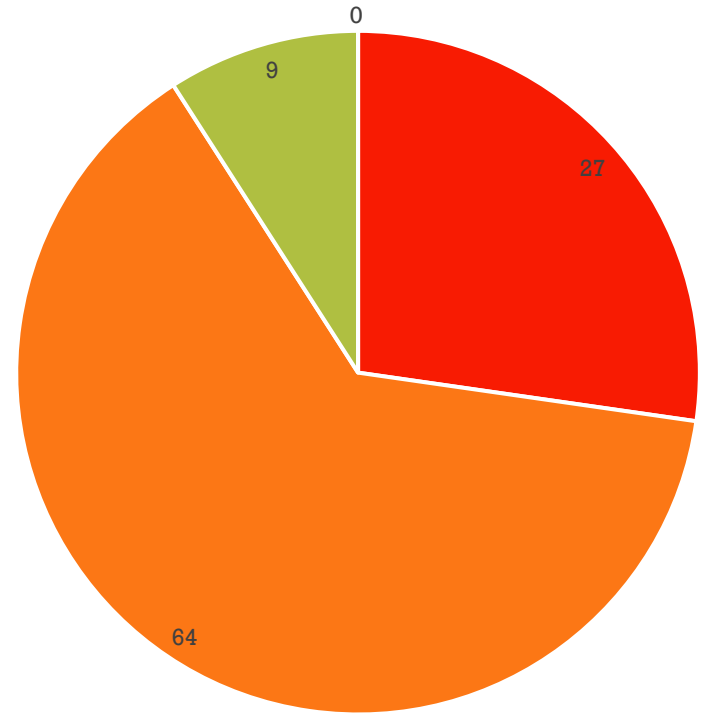


■ Yes ■ No ■ 4 Days for NES/5 Days for NBMHS and ACSA ■ Other



4 Day Student  
Week, 5 Day  
Teacher Week

Community Members

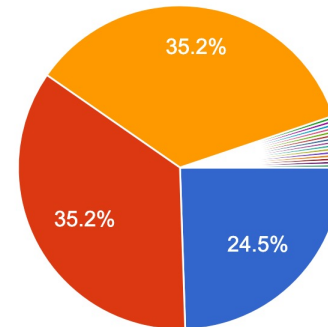


■ Yes ■ No ■ 4 Days for NES/5 Days for NBMHS and ACSA ■ Other

# Fall Moose Break Overall

Would you be interested in a Fall Moose Break? Would require school to start earlier or end later.

290 responses

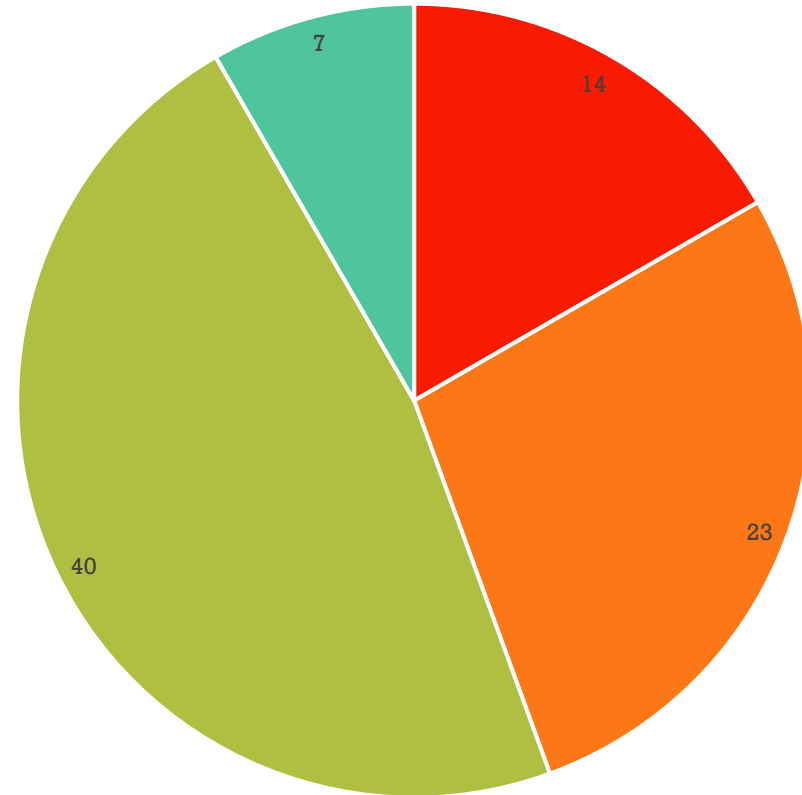


- Yes - one full week
- Yes - September 1 and 2 each year
- No
- Idk
- No, get rid of current "moose hunt" va...
- No, change to a year round schedule...
- Yes, 1 week. There are other Districts...
- 2 weeks

▲ 1/3 ▼

# Fall Moose Break

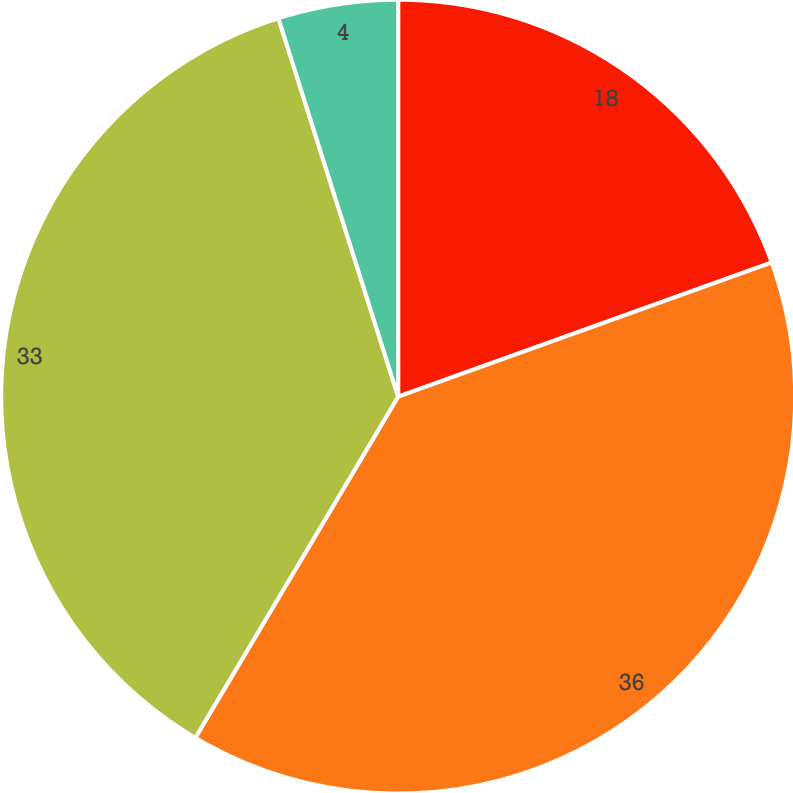
NES Parents



■ Yes - 1 Full Week ■ Yes - September 1 and 2 ■ No ■ Other

NBMHS Parents

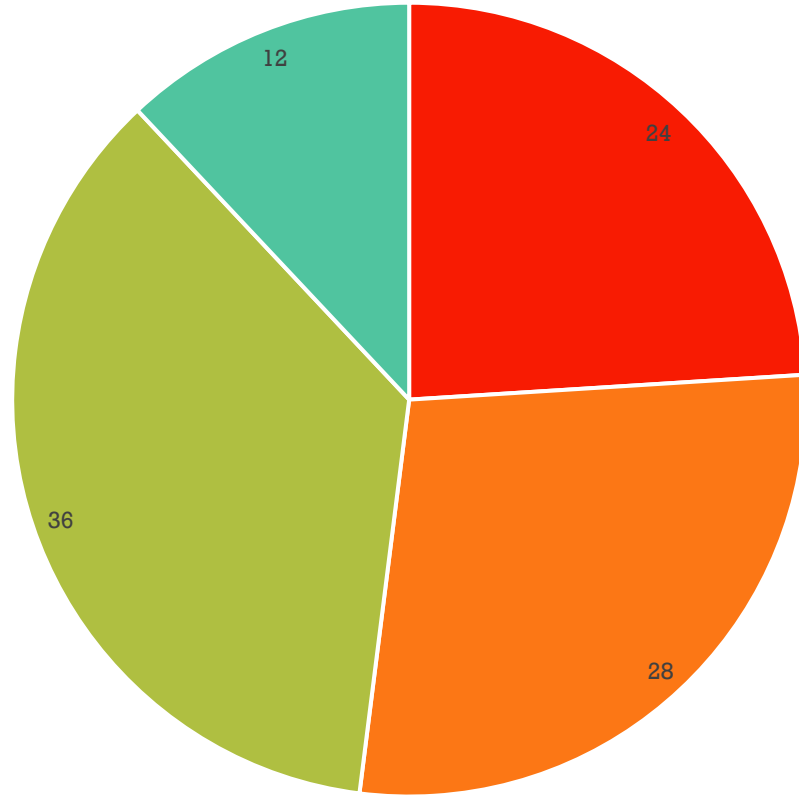
Fall Moose  
Break



■ Yes - 1 Full Week ■ Yes - September 1 and 2 ■ No ■ Other

# Fall Moose Break

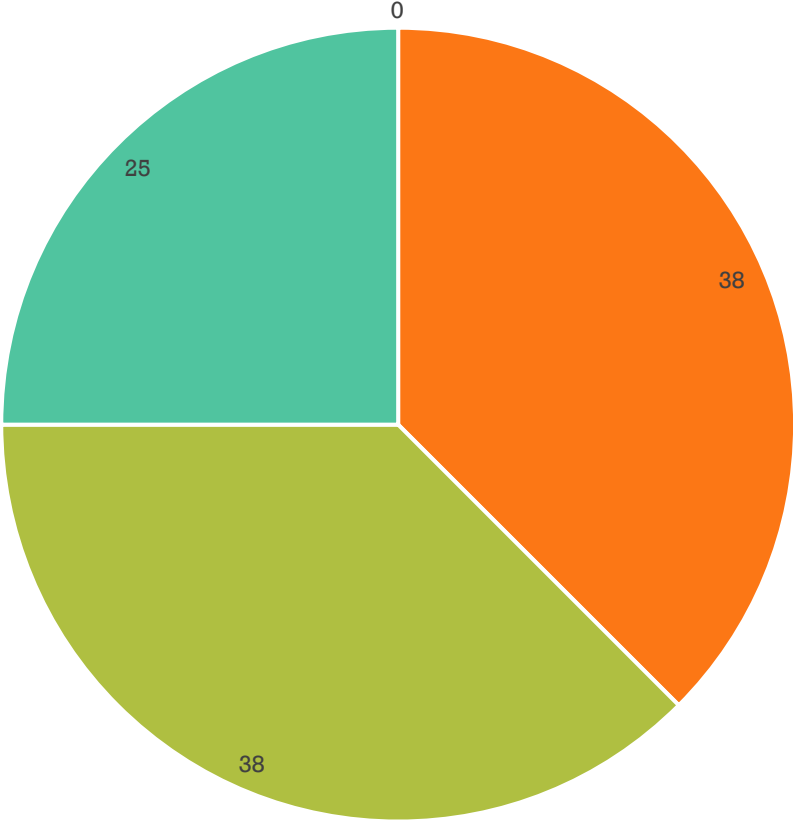
ACSA Parents



■ Yes - 1 Full Week ■ Yes - September 1 and 2 ■ No ■ Other

# Fall Moose Break

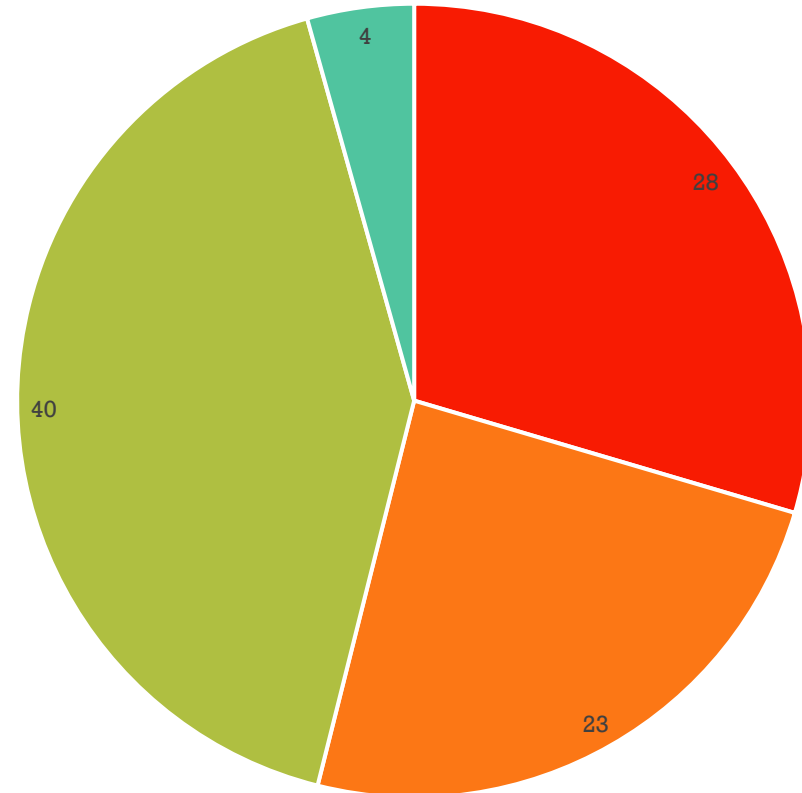
Tribal Representatives/Staff



■ Yes - 1 Full Week ■ Yes - September 1 and 2 ■ No ■ Other

# Fall Moose Break

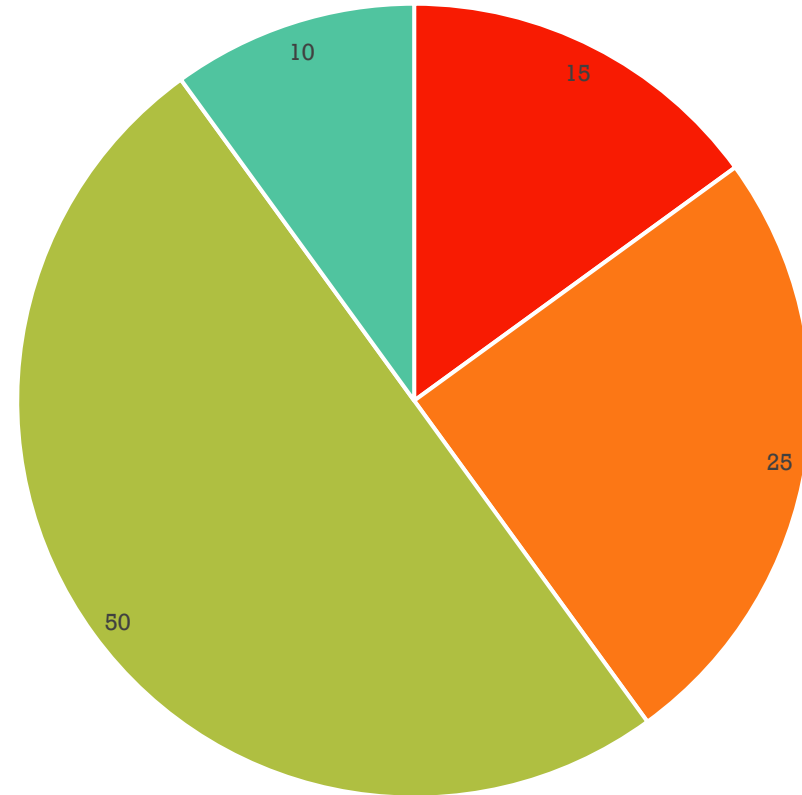
Students



■ Yes - 1 Full Week ■ Yes - September 1 and 2 ■ No ■ Other

# Fall Moose Break

Classified Staff

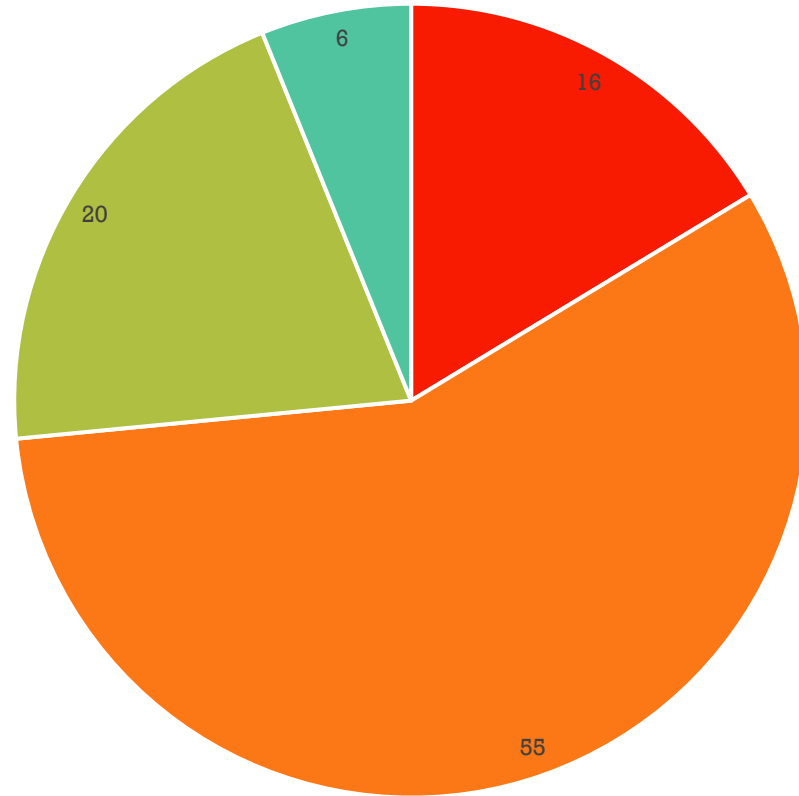


■ Yes - 1 Full Week ■ Yes - September 1 and 2 ■ No ■ Other



# Fall Moose Break

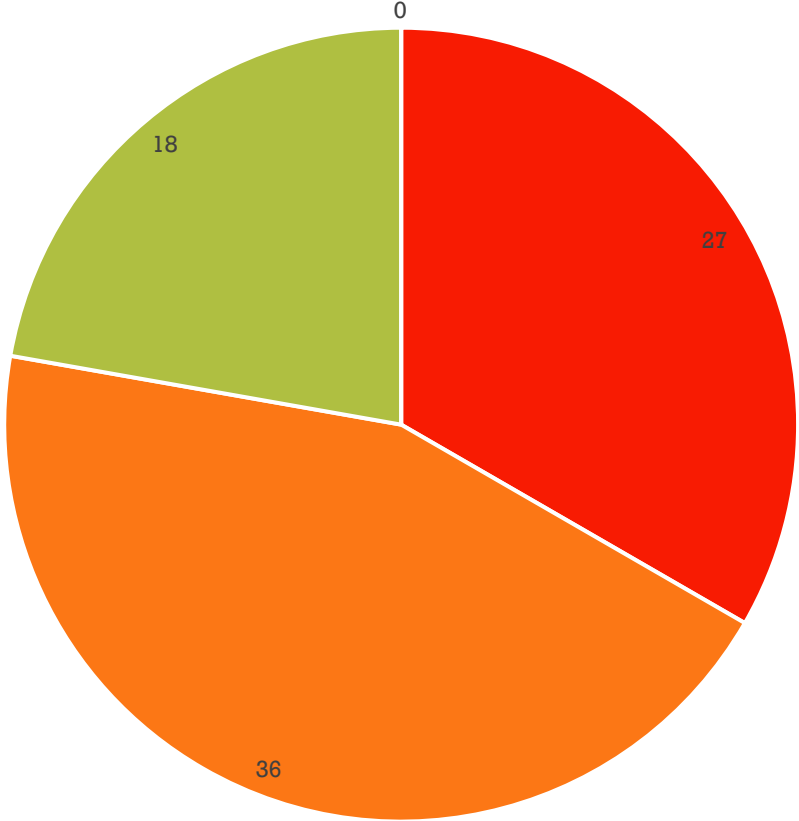
Certified Staff



■ Yes - 1 Full Week ■ Yes - September 1 and 2 ■ No ■ Other

Fall Moose  
Break

Community Members

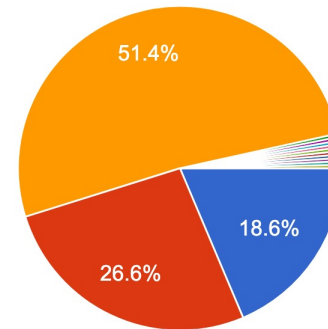


■ Yes - 1 Full Week ■ Yes - September 1 and 2 ■ No ■ Other

# Spring Subsistence Break? Overall

Would you be interested in a Spring Subsistence Break in April? Would require school to start earlier or end later.

290 responses

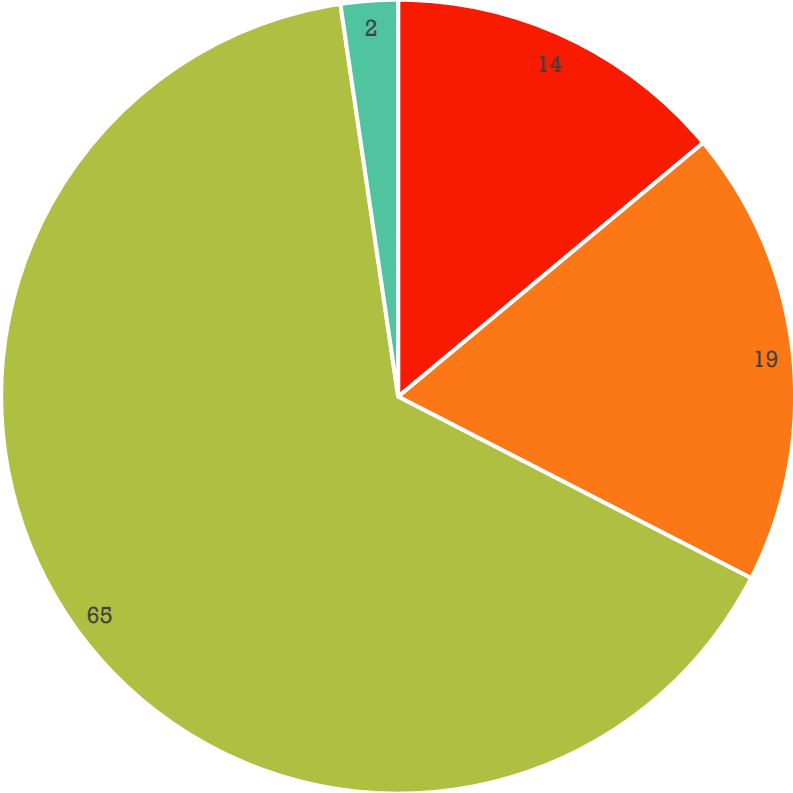


- Yes - 1 week
- Yes - long weekend
- No
- i dont do any subsistence but if it help...
- Make this the spring break
- Maybe
- Switch to a year round schedule and h...
- Yes, long-weekend. Could also mean...

▲ 1/2 ▼

# Spring Subsistence Break?

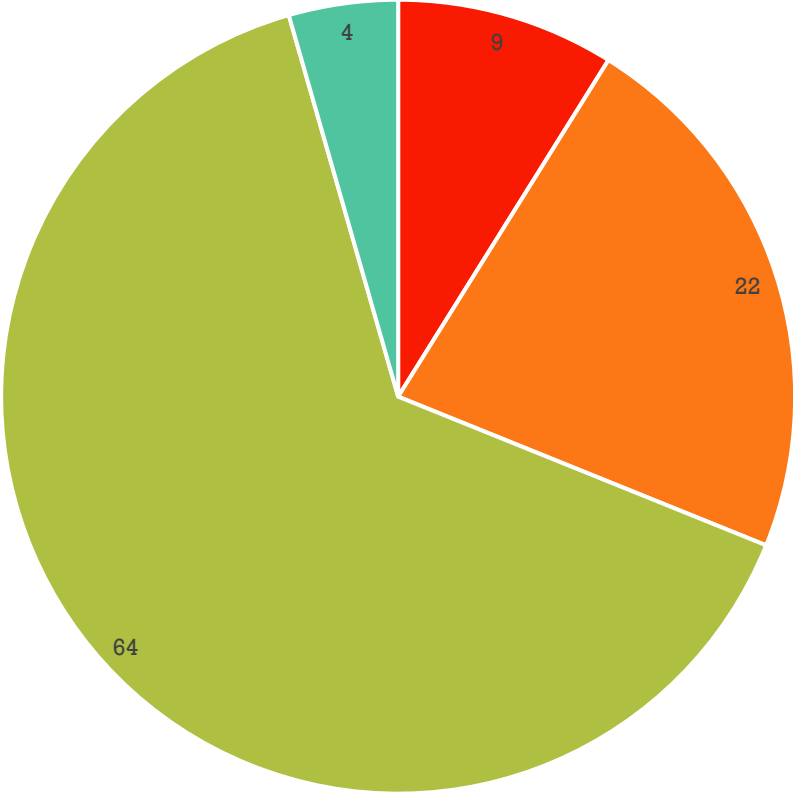
NES Parents



■ Yes - 1 week ■ Yes - long weekend ■ No ■ Other

# Spring Subsistence Break?

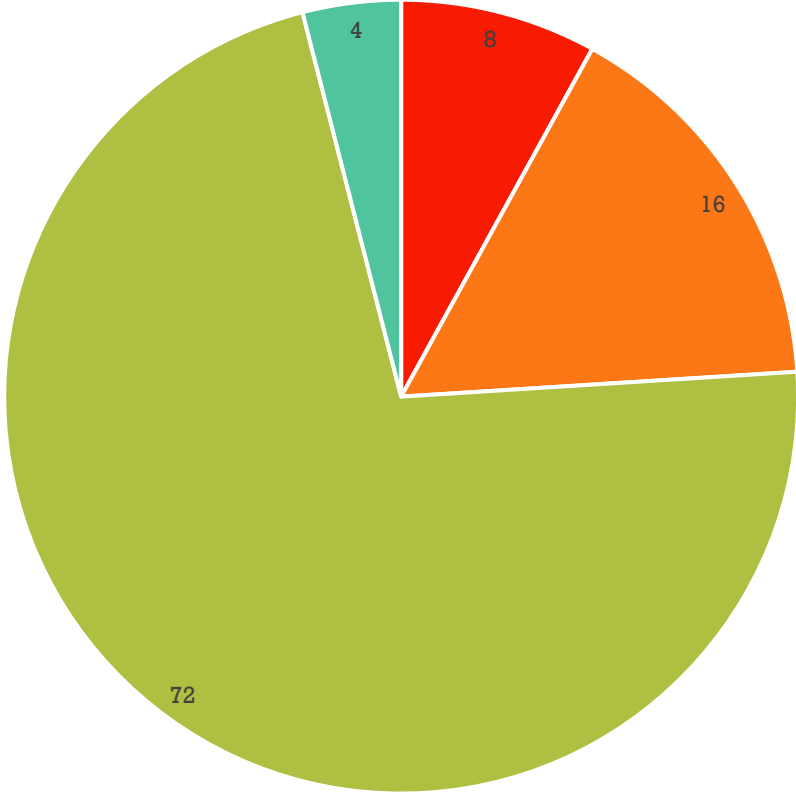
NBMHS Parents



■ Yes - 1 week ■ Yes - long weekend ■ No ■ Other

# Spring Subsistence Break?

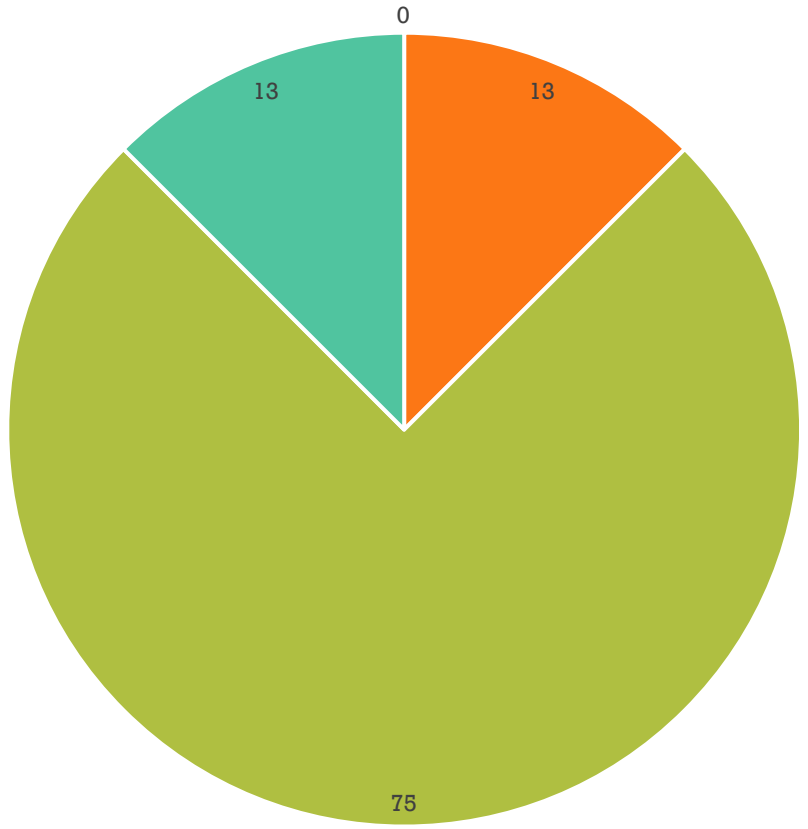
ACSA Parents



■ Yes - 1 week ■ Yes - long weekend ■ No ■ Other

# Spring Subsistence Break?

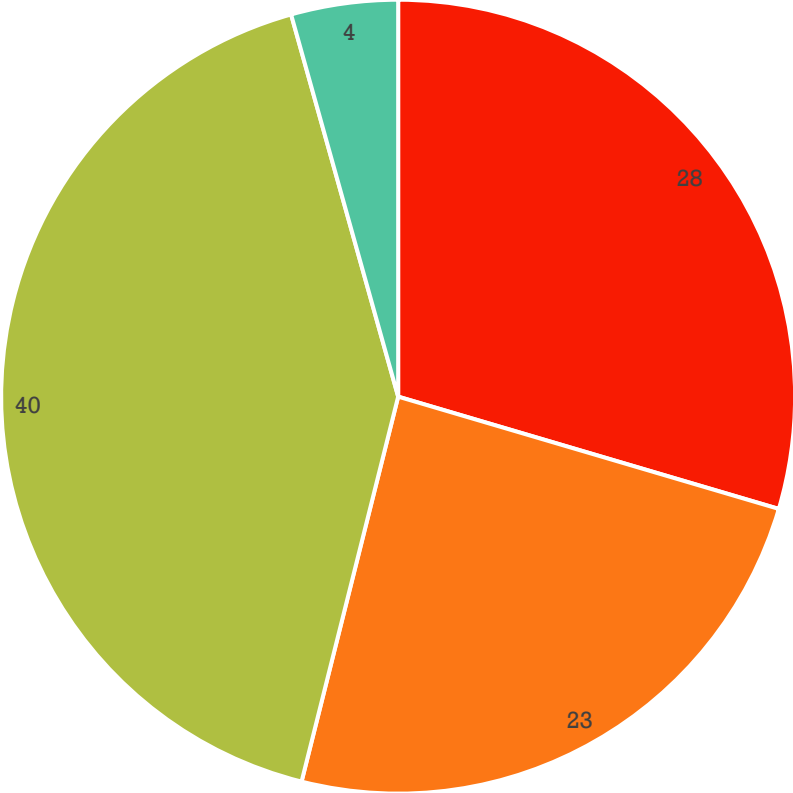
Tribal Representative/Staff



■ Yes - 1 week ■ Yes - long weekend ■ No ■ Other

# Spring Subsistence Break?

Students

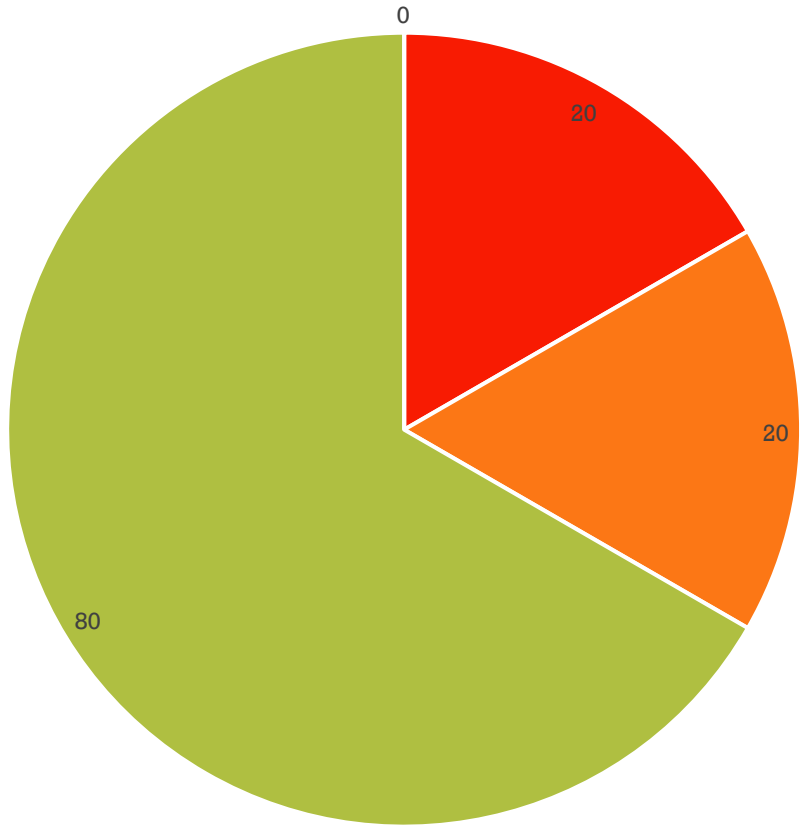


■ Yes - 1 week ■ Yes - long weekend ■ No ■ Other



# Spring Subsistence Break?

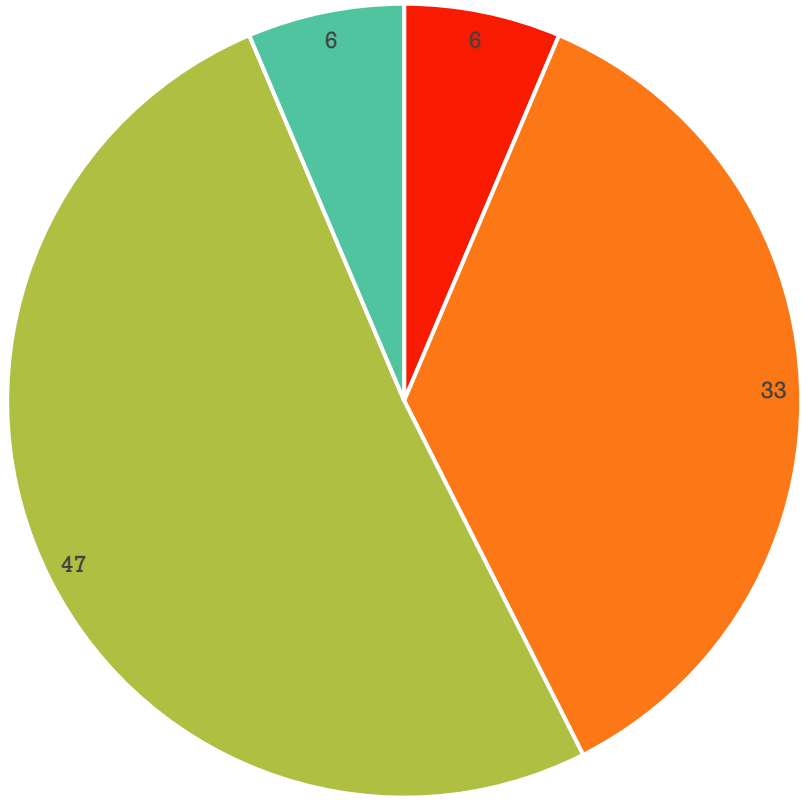
Classified Staff



■ Yes - 1 week ■ Yes - long weekend ■ No ■ Other

# Spring Subsistence Break?

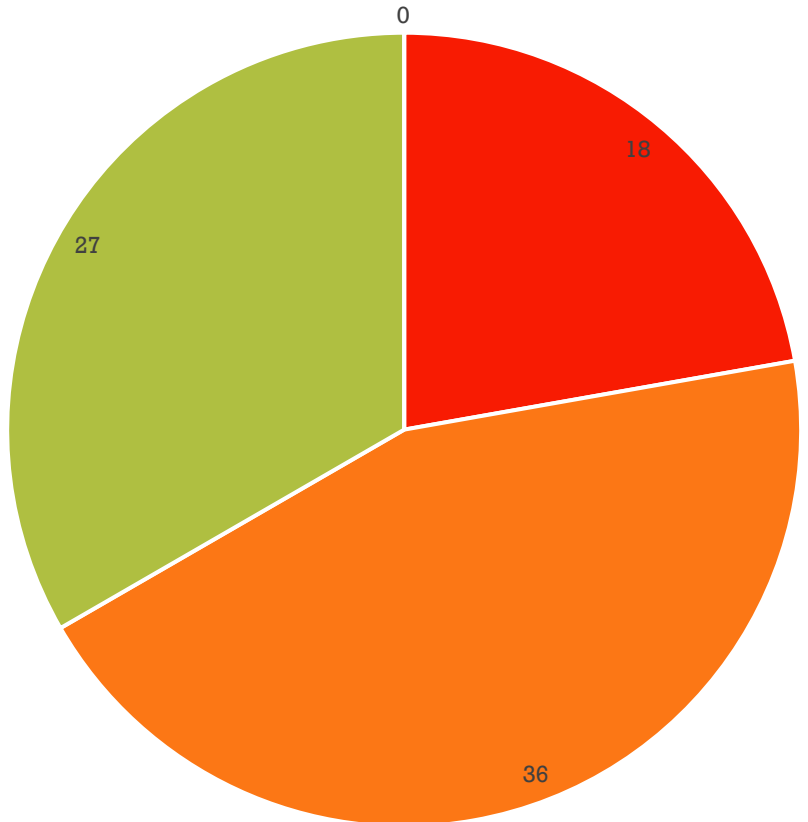
Certified Staff



■ Yes - 1 week ■ Yes - long weekend ■ No ■ Other

# Spring Subsistence Break?

Community Members

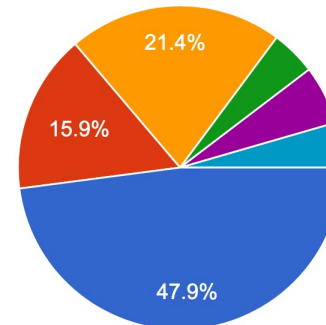


■ Yes - 1 week ■ Yes - long weekend ■ No ■ Other

# Order of Schools Overall

What order do you think the schools should start?

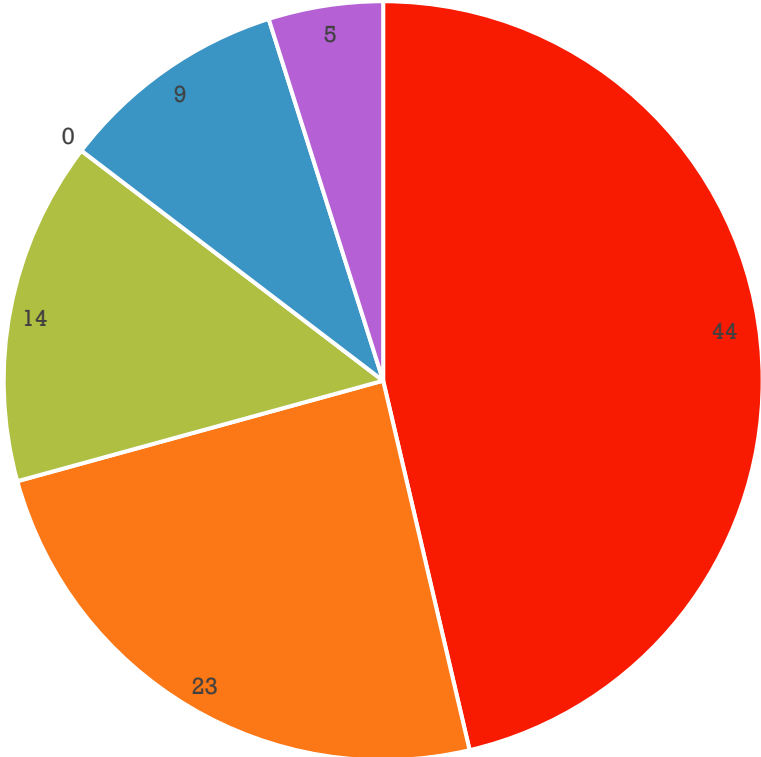
290 responses



- Elementary, Middle, High
- Elementary, High, Middle
- High, Middle, Elementary
- Middle, High, Elementary
- High, Elementary, Middle
- Middle, Elementary, High

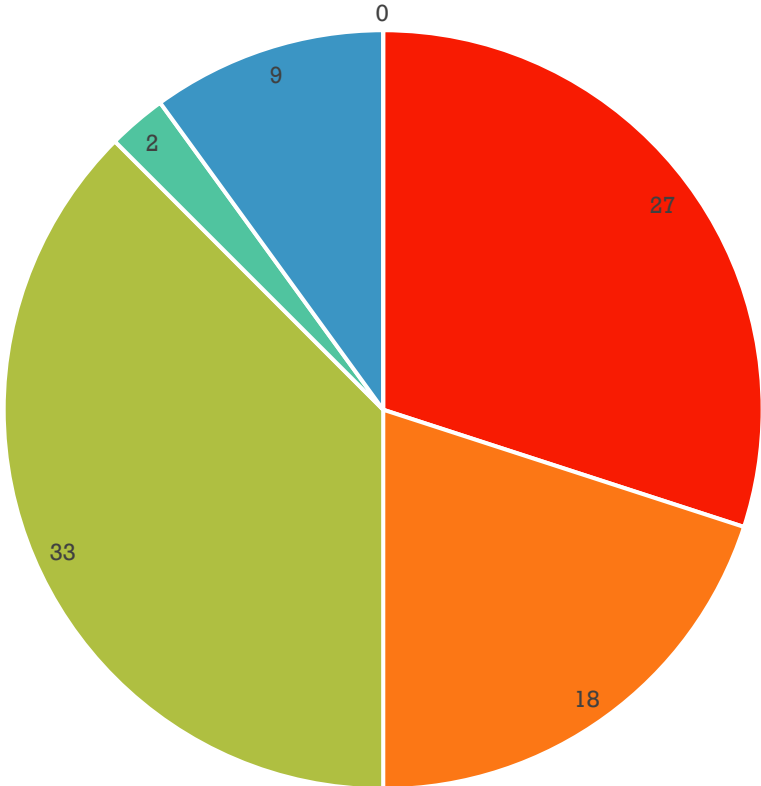
# Order of Schools

NES Parents



- Elementary, Middle, High
- Elementary, High, Middle
- High, Middle, Elementary
- Middle, High, Elementary
- High, Elementary, Middle
- Middle, Elementary, High

NBMHS Parents

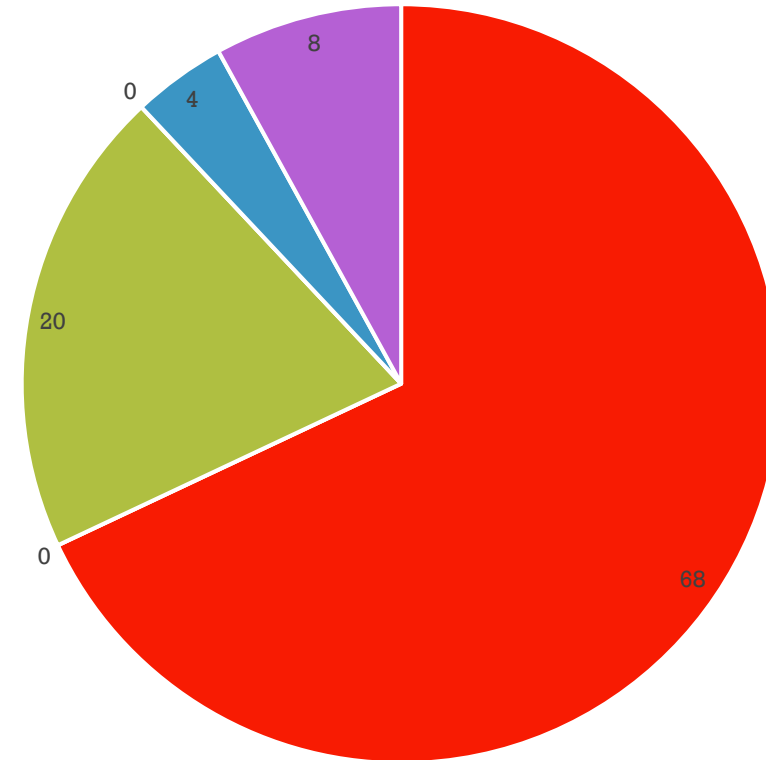


- Elementary, Middle, High
- Elementary, High, Middle
- High, Middle, Elementary
- Middle, High, Elementary
- High, Elementary, Middle
- Middle, Elementary, High

Order of Schools

# Order of Schools

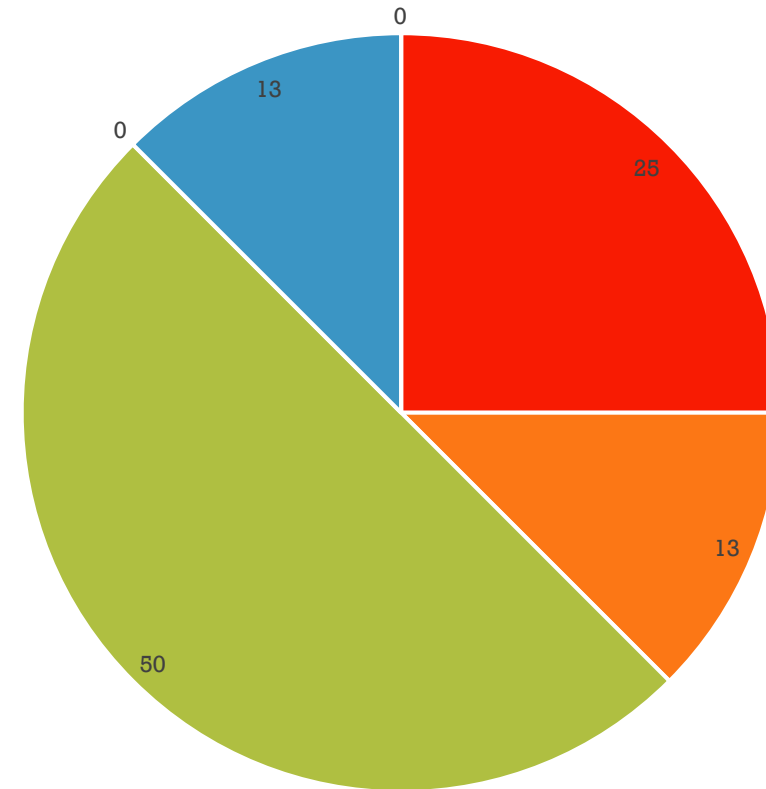
ACSA Parents



- Elementary, Middle, High
- Elementary, High, Middle
- High, Middle, Elementary
- Middle, High, Elementary
- High, Elementary, Middle
- Middle, Elementary, High

# Order of Schools

## Tribal Representatives/Staff

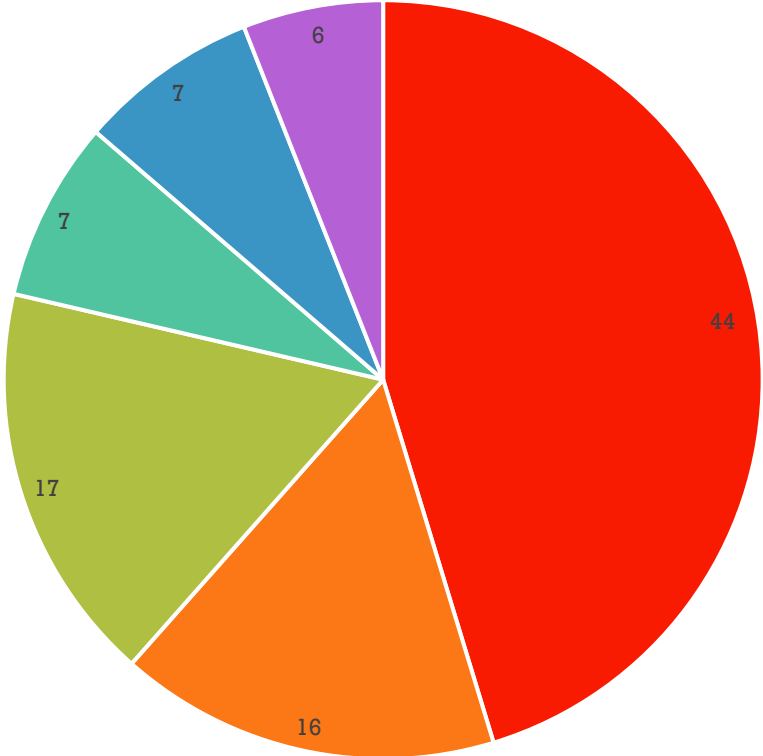


- Elementary, Middle, High
- Elementary, High, Middle
- High, Middle, Elementary
- Middle, High, Elementary
- High, Elementary, Middle
- Middle, Elementary, High



# Order of Schools

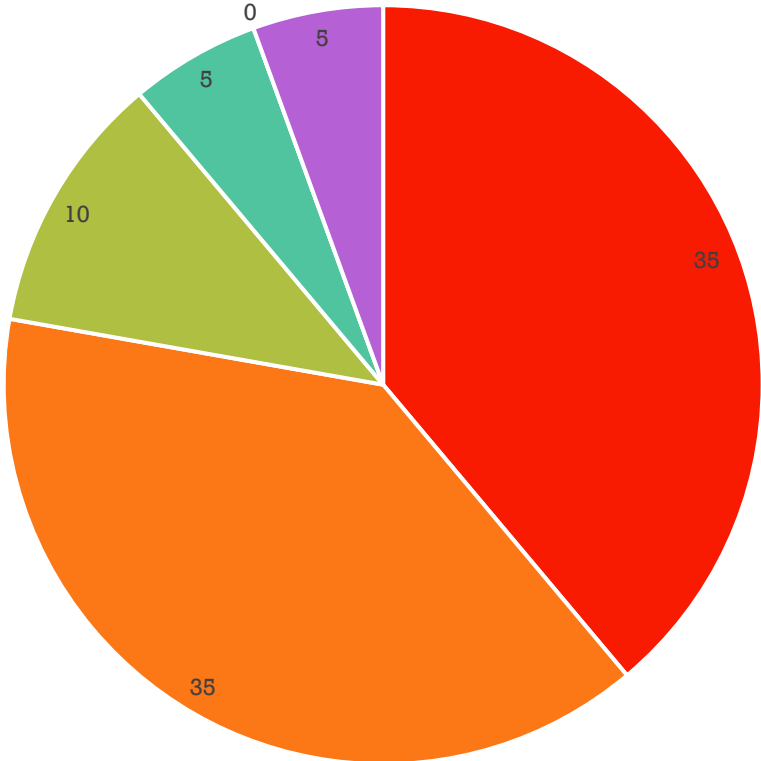
Students



- Elementary, Middle, High
- Elementary, High, Middle
- High, Middle, Elementary
- Middle, High, Elementary
- High, Elementary, Middle
- Middle, Elementary, High

# Order of Schools

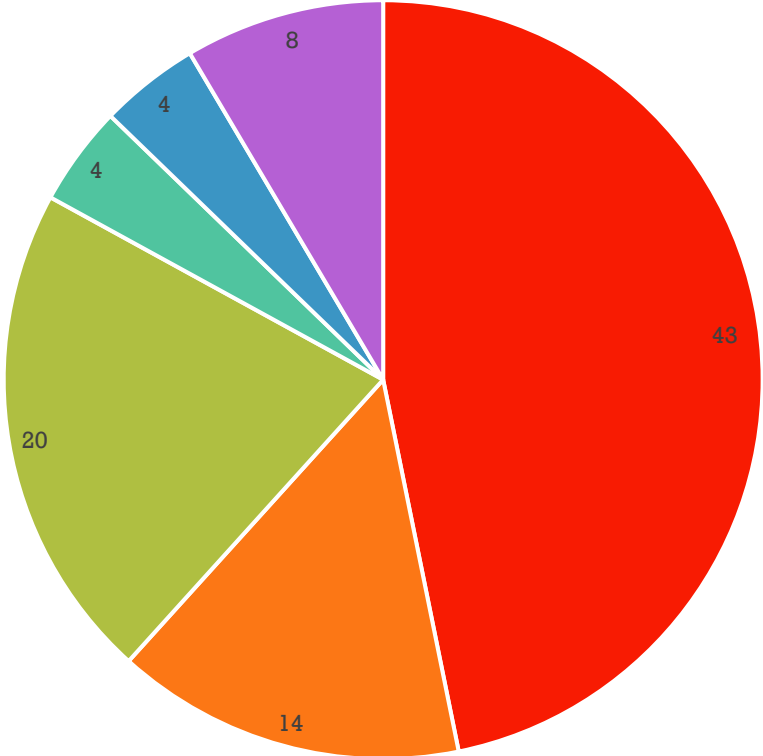
Classified Staff



- Elementary, Middle, High
- Elementary, High, Middle
- High, Middle, Elementary
- Middle, High, Elementary
- High, Elementary, Middle
- Middle, Elementary, High

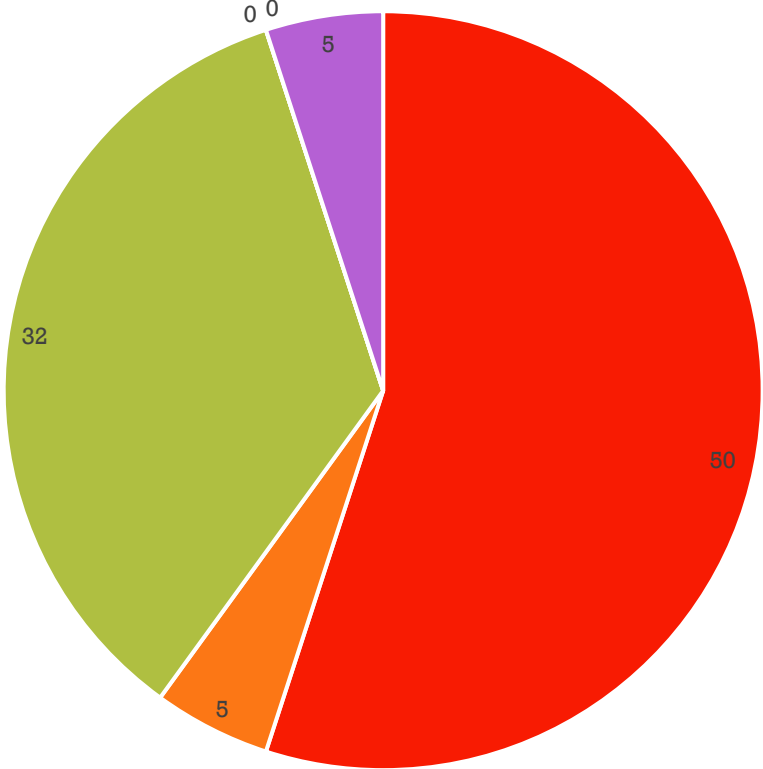
# Order of Schools

Certified Staff



- Elementary, Middle, High
- Elementary, High, Middle
- High, Middle, Elementary
- Middle, High, Elementary
- High, Elementary, Middle
- Middle, Elementary, High

Community Members



- Elementary, Middle, High
- Elementary, High, Middle
- High, Middle, Elementary
- Middle, High, Elementary
- High, Elementary, Middle
- Middle, Elementary, High

Order of Schools

## **Public Comment Statement**

The Board of Education welcomes community member input during meetings about issues on or not on the agenda. The Board is not able to respond directly to you during Public Comment; the Board may decide at the end of the meeting during Board Member Comment to discuss your topic at a work session, regular meeting, or direct the Superintendent to look into a situation further.

The Board may not speak about subjects that are protected by legal confidentiality such as specific student discipline issues or personnel issues that could disparage or slander district employees.

The general guideline is approximately three minutes per speaker; however, additional time is allowable if needed. When you speak to the Board, please state your first and last name for the record.



Nome Public Schools  
Superintendent Report  
Jamie Burgess  
February 8, 2022

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1. COVID Update: Cases have continued to rise over the past month in Nome in step with the increases across the State of Alaska. The omicron variant has impacted student attendance, as well as causing staffing issues. The District had to close school for two days during January due to short-staffing issues at NES and NBMHS. We are hopeful that this will be a rare occurrence, but the combination of unfilled positions, staff becoming ill with COVID/quarantining and a lack of substitutes has created a perfect storm; we have pulled paras, counselors, secretaries and admin in for class coverage at times. We have not yet fully implemented our Test to Stay Protocol due to a shortage of home COVID tests; a shipment is expected from DHSS soon which may help get it rolling. Our sports program continues to move forward regardless, with adjustments for athletes who test positive or quarantine.

Attached is a letter from Commissioner Johnson and Dr. Anne Zink, discussing some considerations for districts when they feel ready to begin relaxing some of their COVID mitigations. The NPS Leadership Team will review our Mitigation Plan in March when our case counts begin to drop to discuss some of these, and then reach out for feedback from the community. Our vaccination rates have not increased much at all, and the original goals of 80% vaccinated staff/students may need to be re-evaluated.

2. Nome Arts Council – We would like to thank the Nome Arts Council for a donation of \$2000 to support fine and performing arts in our schools. The principals will meet to determine the best way to expend these funds, and the Council will make purchases at our request.

3. Nome Elementary School/Nome Eskimo Community Safety Audit – I attended a meeting with NEC Director Tiffany Martinson, a representative from Bristol Engineering, Ms. Korenek-Johnson, City/NJUS representatives and several other individuals to discuss a grant project from NEC to look at safety improvements to the parking lot and roads surrounding Nome Elementary School. The project is in the early stages, but we appreciate and look forward to some of the potential outcomes which will improve the safety of children walking to school as well as making family drop-off/pick-up smoother in the future as well. A copy of the agenda is attached for your information.

4. Hiring Update – We are moving into the busy time of year with hiring and staffing changes. We anticipate interviews for the Nome-Beltz principal position occurring very soon, and plan to attend several job fairs across the Western US. Finding high quality teachers will be more challenging than ever with educators leaving the profession after the pressures of the pandemic. Ms. Gray's monthly reports to the Board will detail staffing changes and provide the Board with the opportunity to ratify hiring decisions.

5. DDC Control System Project – we are starting to make headway on this COVID-funded project with Siemens. The contractor is working with RSA Engineering and our owner's representative John Mortensen to fine tune the scope of work and prepare the list of materials for order. We should have our first contractor visit some time in late February/early March to begin



Nome Public Schools  
Superintendent Report  
Jamie Burgess  
February 8, 2022

work. The project will continue throughout the year, into the summer, and wrap up in the early fall.



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

**Department of Education  
& Early Development**

OFFICE OF THE COMMISSIONER

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Juneau, Alaska 99811-0500  
Main: 907.465.2800  
TTY/TDD: 907.465.2815  
Fax: 907.465.4156

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**MEMORANDUM**

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**TO:** Superintendents

**FROM:** Dr. Anne Zink, Chief Medical Officer, DHSS  
Dr. Michael Johnson, Commissioner

**DATE:** February 1, 2022

**SUBJECT:** COVID-19 Mitigation

Handwritten signatures of Dr. Anne Zink and Dr. Michael Johnson.

We wanted to take this opportunity to thank each of you for your steadfast commitment to educating Alaska's children during these challenging times. Your leadership in assuring the health and safety of students and staff while offering an effective learning environment for students over the past two years has been tremendous.

Our mission is the health and well-being of our children combined with an excellent education for every student every day. This has required us to continuously balance the challenges of a highly infectious disease with the importance of in-person learning and school activities, which we also know are essential for healthy youth development. As COVID-19 has evolved, we have continued to develop new tools and to use those that are most helpful for each new situation.

We are now entering a time when the Alaska Department of Health and Social Services (DHSS) can work with districts and schools during surges to best protect students and staff, while ongoing mitigation efforts, such as good ventilation and frequent handwashing, can become part of our daily routines.

Throughout the pandemic, malleability has been a key factor for effective response. COVID-19 is ever-changing, and schools will continue to benefit from being willing and able to adjust their response efforts appropriately as the pandemic continues to evolve. As layered mitigation has



shown to be the best defense against COVID-19, easing mitigations slowly will be safer than eliminating all strategies at once. Mitigation strategies should be considered holistically, and decisions about a given strategy should be made in the context of other mitigation strategies in place.

There is not one best approach to easing mitigation that will fit all schools equally, as districts throughout Alaska differ in many ways. Each district will need to consider which indicators and de-escalation strategies are best within the context of their schools and communities. Similarly, if subsequent waves occur due to new variants or other factors, districts will need to consider which layers to add back (and when) based on the local epidemiology and severity of the wave. Fortunately, we have more tools than ever before to manage COVID-19, including effective vaccines and promising treatments that help decrease the incidence of severe illness caused by this virus.

Examples of mitigation layers that districts will need to consider when to remove include the following:

- Moving from universal masking to optional masking
- Reducing/eliminating school-based contact tracing
- Reducing/eliminating asymptomatic screening testing and shifting to in-home tests for symptomatic students
- Diminished cohorting with a return to group work and play
- Modifying school-based quarantine policies

Districts will also need to consider which indicators are most useful in their community for determining when it is appropriate to increase or decrease mitigation efforts, such as:

- Vaccination rates of the community/school
- Case rate trends in schools and in the community, including student and staff absentee rates
- Hospitalization rates and capacity at the hospital(s) which serve your community. For smaller communities, consider rates and capacity at your nearest regional hospital.

Additional CDC school guidance is provided and routinely updated at the following links:

- [Schools, Child Care, and Colleges](#) (Updated Jan. 28, 2022)
- [K-12 Schools Guidance](#) (Updated Jan. 13, 2022)
- [Early Childhood Education and Child Care Guidance](#) (Updated Jan. 28, 2022)

We appreciate the amazing collaboration that has occurred over the past two years with school districts, and we look forward to continuing to work together to address new challenges as they arise during this ongoing pandemic response effort. As with all transitions, communicating changes about your mitigation strategies and protocols will be important within the schools and

communities you serve. Like you, we are committed to ensuring that Alaska children are given the best education possible during the COVID-19 pandemic and beyond. We are here to support you in these efforts.

If you have any questions or would like assistance, please email [schoolhealthandsafety@alaska.gov](mailto:schoolhealthandsafety@alaska.gov) or call the school health and safety number: 907-269-3433.

For more information, please visit the [DHSS School Health Information webpage](#).



**NOME  
ARTS  
COUNCIL**

**Nome Arts Council  
PO Box 233  
Nome, AK 99762  
Find us on Facebook!**

January 27, 2022

Jamie Burgess, Superintendent  
Nome Public Schools  
P.O. Box 131  
Nome, Alaska 99762

RE: NOME ARTS COUNCIL ART AND MUSIC DONATION

Dear Ms. Burgess,

Nome Arts Council (NAC) met on December 13, 2021 and our Board discussed contributing a total of \$2,000 to Nome Public Schools in the form of art and/or music supplies for the 2022-2023 school year.

Nome Arts Council supports and encourages youth to expand and research the possibilities of the imagination through creativity. Students involved in the arts have tremendous academic benefits compared to students without exposure to the arts. Art inspires kids to excel in and out of the classroom. It helps students stay in school, increases motivation, improves attitudes and attendance, and improves academic performance.

According to Americans for the Arts, a student involved in the arts is:

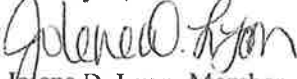
- 4x more likely to be recognized for academic achievement.
- 4x more likely to participate in a math or science fair.
- 3x more likely to win an award for school attendance.
- 3x more likely to be elected to class office.

Lower income or socioeconomic students experience even greater benefits from the arts. Low-income students highly engaged in the arts are more than twice as likely to graduate compared to their peers with no arts education and have a 5x lower dropout rate.

Nome Arts Council would like to work with Nome Public Schools in identifying what is needed and to make the purchase to help encourage our youth to explore the possibilities of what art and music could bring.

Should you have any questions please contact me at 907-406-1796, otherwise we are excited to help contribute to enhancing the minds of our youth.

Thank you,

  
Jolene D. Lyon, Member  
Nome Arts Council

**Mission:** The Nome Arts Council nurtures arts and artists and facilitates and promotes events and programs for the benefit of the community of Nome.

*NANAUYAAT NOME ELEMENTARY SCHOOL  
ROAD SAFETY AUDIT (RSA)*

**STARTUP MEETING AGENDA**

Tuesday February 1, 2022, 1:00 PM

1. Project Background
  - a. Need for project
    - i. Limited parking space, congested parking lot
    - ii. Congestion during pickup/drop off, unorganized traffic flow
    - iii. Congestion at the 4-way stop (5th Ave. / K Street) and down the road
    - iv. Lack of pedestrian visibility and safety features
    - v. Insufficient lighting
  - b. Tribal Transportation Safety Fund grant award: \$45,770
  - c. Project timeline
    - i. Identify project & select RSA team
    - ii. Conduct startup meeting & perform field review #1 (February)
    - iii. Conduct analysis & prepare report (March)
    - iv. Perform field review #2 (April/May)
    - v. Present findings to Project Owner (June)
    - vi. Owner prepares formal response & incorporates findings (July)
  - d. Roles and responsibilities of RSA Team
2. Project Data
  - a. Crash history
    - i. 5 crashes between 2013 and 2020 within 2 blocks of the school
  - b. Traffic volumes
    - i. 2019 Average Annual Daily Traffic (AADT) of 5<sup>th</sup> Ave = 1,272
  - c. Design criteria
    - i. Parking space, traffic mix/speed/flow, emergency access, land ownership
    - ii. School population: 335 students (K-5), ~75 staff
3. Project Goals
  - a. What are the safety concerns we want to address?

- b. What safety features are desired & what is the community's vision?
  - i. E.g. signs, crosswalks, sidewalks, parking, drop off areas, etc.

4. RSA Field Review Procedure

- a. Review site under various conditions, including:
  - i. Day and night
  - ii. Dry and wet weather
  - iii. Peak and off-peak traffic periods

b. G.O.R.E.

Geometry

- i. Curves
- ii. Gradient
- iii. Cross section
- iv. Overhead clearance & clear zone
- v. Sight distance obstructions: driveways, intersections, inside of curves, etc.
- vi. Existing features e.g. signs, sidewalks, drainage, utilities, etc.

Operations

- i. Congestion and traffic queuing
- ii. Speeds
- iii. Traffic mix
- iv. Turning movements
- v. Land uses
- vi. Traffic patterns associated with adjacent land uses
- vii. Link points to transportation network & driveways
- viii. Roadway hazards: fixed objects, steep slopes, etc.

Road Users/Human Factors

- i. Motorists
- ii. Bicyclists
- iii. Pedestrians

Environment

- i. Lighting conditions
- ii. Road surface conditions
- iii. Weather
- iv. Animals

5. Closing / Questions

# Student Representative Board Report

## February 2022

Quarter two has started but it seemed to be a bit bumpy and rough. Our school has already used up 3 blizzard day bags within the span of a month. The reasons for these blizzard day bags range from weather problems and building issues. However, kids are no strangers to these last minute blizzard day bags and seemed to have comforted themselves to these new plans quite quickly. However, some students at Nome Beltz are still struggling and questioning the usefulness of these packets. One student who wanted to stay anonymous stated that they “appreciate that they mean we don't need to make up the days that we miss due to blizzards or any other safety issues and concerns. However they usually feel like busy work that interrupts our regular lesson that we are currently learning in school. It doesn't really feel like they add much to our learning” Many other students have voiced their concerns and opinions about just how effective the blizzard day bags truly are, but most come to the understanding that they are mostly used to keep our students' school year from continuing farther into the spring than it needs to be.

Off the topic of blizzard day bag and school being called off, our lady nanooks basketball team and Boys basketball team still continue their season strong with more home games and away games to come. Our boys and girls team both recently went to our schools 1# rival Kotzebue Husky shootout to play against the kotzebue huskies and the other visiting husky team, Redington. Our lady nanooks took home second and our boy nanooks took home first. Throughout the weekend, players like Natalie Tobuk (jr) Kellie Miller (jr) Dawson Shaffer (sr) and Finn Greg(fr) all took home an all tourney Award. Junior and a Captain of the Lady Nanooks, Kellie Miller, states that “\*inserted quote is subject to change\*\*\*\*\*”.

Even with all the talk of sports and blizzard day bags, I was able to sit down and talk to different types of student lead clubs that you can find in our highschool. This week I sat down during a lunch meeting with the PRIDE club to listen in on their discussions. PRIDE club is a relatively new club to Nome Beltz and it's main focus is to provide a community of support and friends for students at Nome Beltz who identify themselves as a part of the LGBTQIA+ community. Due to some students wanting some privacy on just who is all in the club I was able to get some quotes from fellow students on how this club helps them. One student stated that “PRIDE club really isn't limited to students who identify as LGBTQIA+, but it's also here for students who want to grow a community of people they trust and respect. Especially people who feel a little alone here at Nome Beltz” The club can be seen at least once a month selling baked goods and snacks in the lunchroom during lunch in order to raise some money in order to possibly order some hoodies for their members and students who want to support them. I find that this club truly is a loving club that welcomes students with open arms and I definitely recommend looking into just who they are and I 1000 percent recommend you try their Misubi, it's very good but be quick! They do sell out fast.

Overall the Nome Beltz 2022 school school has started off and I can't wait to report to you at the next school board meeting!!



## **ACSA Board Report, February 8, 2022**

Lisa Leeper, Principal

### Enrollment / Attendance Update

- January had no changes to enrollment.
- We had a 88% student attendance rate for January.

### Classes and Activities

- January Student of the Month: Roselynn Paniptchuk, 5th grade
- January has been a hectic month with many interruptions to attendance and academics. Part of the problem was due to interruptions in the week prior to winter break, having had two Blizzard Bag days and several families reworking travel plans around the stormy weather. After the break, issues with return travel prevented some staff and students from attending days during the first week of Quarter 3. The situation was compounded by students and families experiencing quarantines due to a rapid spread of the Omicron variant of Covid. More quarantines, an ANSEP Middle School Academy, and two more Blizzard Bag days continued to impact attendance towards the end of January.
- We had a site-based teacher Inservice Day on January 17th. ACSA staff used this day to coordinate curriculum for the second semester and to review processes and procedures for Student Led Conferences. I invite board members to visit ACSA during the conferences on February 18th or 21st to get an idea of how this initiative is one piece in helping students take responsibility for their education.
- We conducted MAP testing on January 19-21, though many students needed to make up tests from being absent. We used one of the Blizzard Bag days, that was a result of district-wide staff shortages, to bring students into school for make up tests. Before any testing began, we reviewed fall scores and did individual goal setting, and I believe student were eager to give their best

effort on the tests. We are interested in data over time, especially as we deal with challenges brought on by working through a pandemic.

- Eighth grade students who will travel to Washington DC in April for a Close Up trip are working on various projects in the school and around the community to earn the funds that have been earmarked for them through district funds directed towards learning loss during Covid. We are looking for special service projects that could benefit from our efforts.
- Eleven ACSA students participated in the Anchorage based ANSEP Middle School Academy that was offered in cooperation with NACTEC. Students were involved in many STEM activities such as building a computer, learning scratch coding to make a digital story, building bridge models to withstand a simulated earthquake, studying marine biology and plankton as part of an ecosystem, and more. All work was hands-on and project based. In the evening, students participated in cultural activities and special features. Our students reported that it was a busy and wonderful week! Many thanks goes to NACTEC staff for making this experience possible.
- Strategic Plan Goal #3 - Students and Families will be positively connected to their school, their community and their culture.
  - Objective 3.1 - Increase parent and community engagement at each school
    - ACSA parents are recruited to serve as members of the Academic Policy Committee. Each January, two new or returning members are seated. We are currently looking for one new member.
    - We will continue to strive to make positive parent contacts by email, phone, Remind texts, or in person. These contacts are logged on a spreadsheet to track our efforts and to make sure no parent is missed.
    - Some projects in the ACSA curriculum allow students the opportunity to integrate family knowledge or experiences. The science fair is coming up in March and every student will be guided in class, and can get assistance from family at home, to complete a project.
    - We continue to seek parent volunteers to assist in a variety of capacities. Several parents volunteer on a rotation to provide supervision in the cafeteria during lunch, and this year a couple have filled in when a sub



was needed and could not be hired. Parents have also shopped in Anchorage for special supplies we have needed. Right now we are looking for parents and volunteers to help as judges at the Science Fair.

- Family events are largely missing from our program this year. With ongoing concerns around group gatherings in small spaces, we have felt it best not to host some of our traditional get togethers. Those family events are crucial to building school climate, and we look forward to re-establishing them as part of our culture as soon as it's safe to do so.
- Objective 3.2 - Improve School Climate
  - We have continued the concept of "houses," groups across grade levels that work together to score points on a leaderboard. Each house has a team name, mascot, and color. The houses do cooperative activities, compete in team-building games, and participate in student-led pep assemblies.
  - We have been using the MAWI Turbo Leader program for social emotional learning. The lessons cover student self-efficacy and agency, positive peer and adult relationships and conflict strategies, and growth mindset skills. We hope the skills they learn will help promote responsibility and respect in student interactions.
  - This year we are back to group work within classrooms. One highlight is literature discussion, where students get practice in voicing their thoughts and questions in an open but systematic way. The process and structure promotes positive interactions between students.



# Nome-Beltz Middle High School

PO Box 131, Nome Alaska 99762

Phone: 907-443-5201 Fax: 907-443-3626

Date: February 3, 2022

To: NPS Board

From: Jay Thomas and Teriscovkya Smith

Subject: February Board Report

NBMHS Current Enrollment: 290

- The NBMHS Teacher of the Month: Rebekah Albertson
- The NBMHS Support Staff of the Month: Jennifer Janke
- The NBMHS Students of the Month are high school senior Lizzy Hahn and middle school 7th-grade student Renee Brown.

The following is a list of happenings that currently impact NBMHS:

- This year's Competency Intensive/Credit Recovery was a huge success with 19 students earning credit in English, Math, and Social Studies. These students also gained proficiency to help ensure success this semester;
- Winterim was engaging and students enjoyed a variety of activities and projects from stained glass, game strategies, animal care, to Qamutiik (Komotik)-style sled making;
- Five middle school students completed the challenging ANSEP Middle School Academy at the UAA campus;
- Covid cases, quarantine times, and flu variants have posed a great challenge in staffing and overall attendance; at times we have had up to eight staff members out in a single day;
- Covid protocol (proper mask usage, social distancing) continues to be problematic;
- Attendance during this time period has been a challenge and has averaged 65-70% since the start of second semester;
- We are in the process of interviewing candidates for the four teacher openings in our building; the principal search continues

Activities Wrap-up:

- Girls basketball have had the opportunity to play in Cordova, Kotzebue, and Noorvik;
- Boys basketball has had the opportunity to compete in a tournament in Palmer as well as Kotzebue and Noorvik;
- The Norton Sound Shootout has been postponed due to illness and the Covid rates in our region;

- NBMHS will host Glenallen Boys and Girls and Noatak Girls basketball February 4-5;
- Middle School Volleyball and Wrestling are currently holding practices; the volleyball team will have blue/white games this weekend and wrestling plans to compete in an Anchorage tournament later in February;
- NBMHS' two-time state champion Esports team has resumed practice for the spring season;
- The inaugural Nome-Beltz ski team began practices with Coach Wright, Coach Fry, and Coach Collins.

Strategic Plan GOAL 3: Students and Families will be positively connected to their school, their community and their culture.

- This year we have not been able to have public gatherings or pep assemblies to celebrate success due to Covid-19;
- We have increased our home contacts with the help of the Remind App. Communication during this pandemic has tripled and at some point, parents have actually complained about too much contact;
- NBMHS has put a renewed emphasis on our school newspaper and increased circulation;
- The partnerships with local businesses, EMS, and other entities for work study has built strong bonds with students and their families.



Nome-Beltz high school student Owen Smith showcases his final stained glass project from our 2022 Winterim!

# Nome Public Schools Director of Technology Report

Jim Shreve  
08 February 2022

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## Completed Projects

Assessments - Updated all Lab devices for DRC WIDA ELL testing services. Installed and configured the new state assessment, Alaska System of Academic Readiness (AK STAR), kiosk based browser to all student Chrome OS devices (Grades 3-12) and iPads (Grades K-2).

## Current projects

Installing Windows 10 Pro on BootCamp Partitions of MacBook Air laptops to replace the 9 old Windows based devices that the identiMetrics software for Attendance and Meal service are installed on. We are also replace one of the ProMasterKey workstations with a BootCamp MacBook Air. This measure saves us approximately \$4,500.

SecondLife Mac update. We have identified additional devices which includes 30+ Mid 2009 and prior iMacs. Our iMac count now exceeds 125 for the sell back program. We hope to finish device identification so we can receive the quote by the end of February.

SPED Equipment NO CHANGE - we are still awaiting the protective cases for the SPED iPads to issue them to the SPED Teachers for student use. We are also waiting on quotes for the SPED interactive displays, which I contacted our new ViewSonic representative on 05January2022.

Updating PowerSchool Enrollment forms for New and Returning Students for the 2022-2023 School Year.

## Future Projects

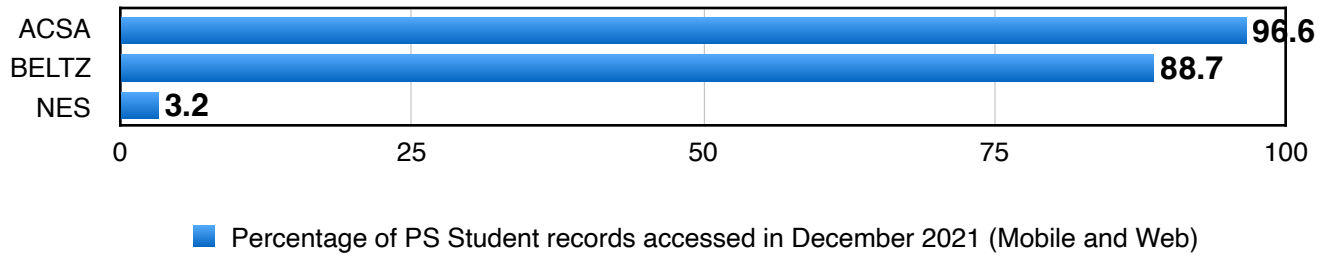
No Change: Updates for Network Equipment (E-Rate Category II) - We ordered 17 Power over Ethernet (PoE) capable switches for the placement of Access Points in all classrooms. We receive 85% reimbursement for qualifying Category II equipment installed in school buildings with students under the E-Rate program. These switches will provide power and connectivity to our security cameras and other network connected peripherals throughout the district. These switches are now due to arrive **March - May timeframe 2022**.

Evaluating the Tech Department budget to see if there is funding availability for increasing our bandwidth District wide from a total of 75Megabits per second (Mbs) to either 100Mbs or 150Mbs. This evaluation is due to the continued consumption of bandwidth through online curriculum requirements, online lesson delivery, and basic network loads for security cameras, environmental controls, etc.

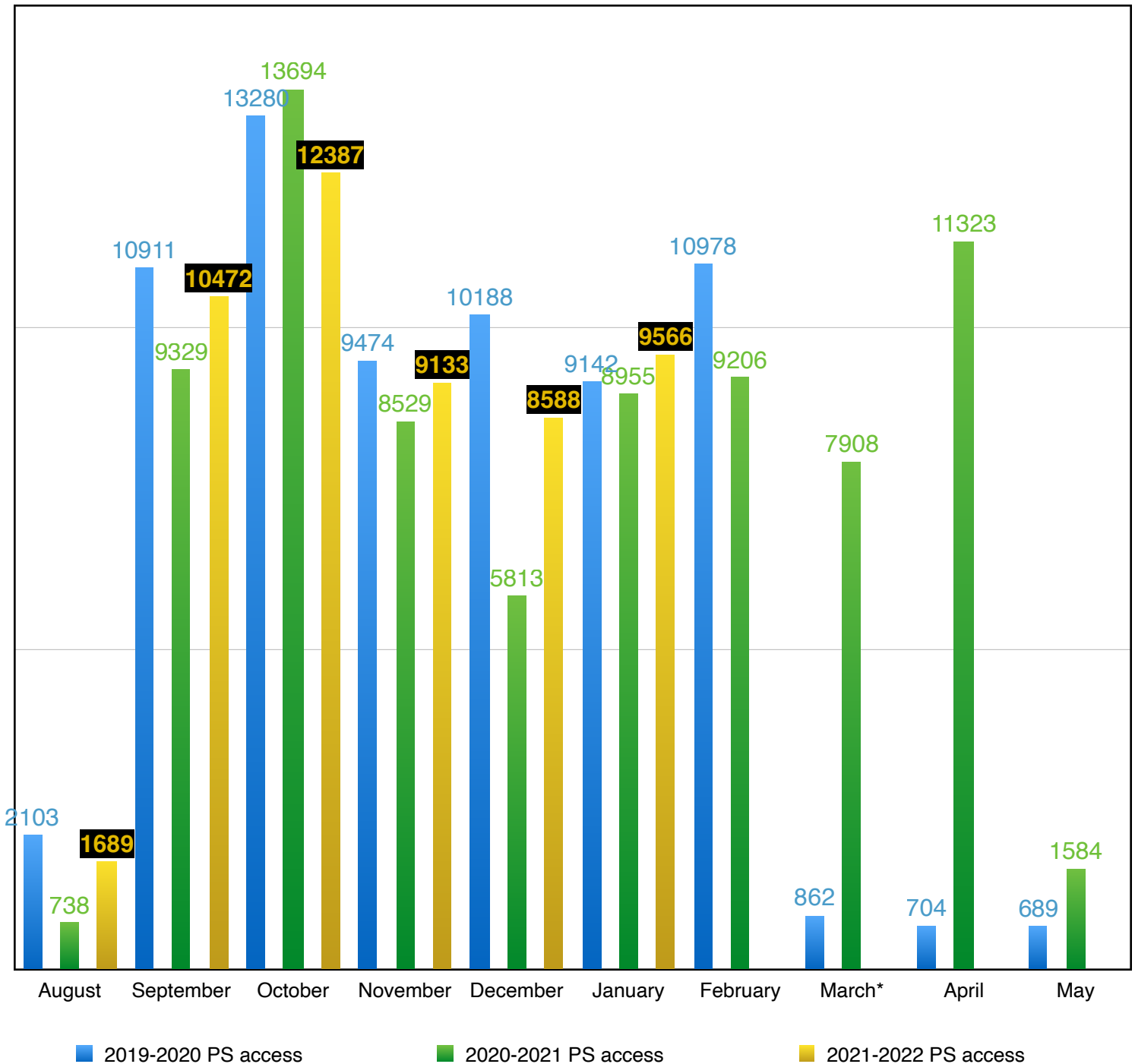
## PowerSchool Online Enrollment

There is no change in our PowerSchool Online Enrollment data. We are still tracking a total of 30 un-submitted returning student records (8 for NES and 22 for NBMHS) in our roster workspace. The Returning Student Registration form closed on 31JAN22. Efforts will now shift to updating the data for the New and Returning Student forms for 2022-2023 School Year.

**PowerSchool Student Information System Access data  
PowerSchool use, by students and parents.**

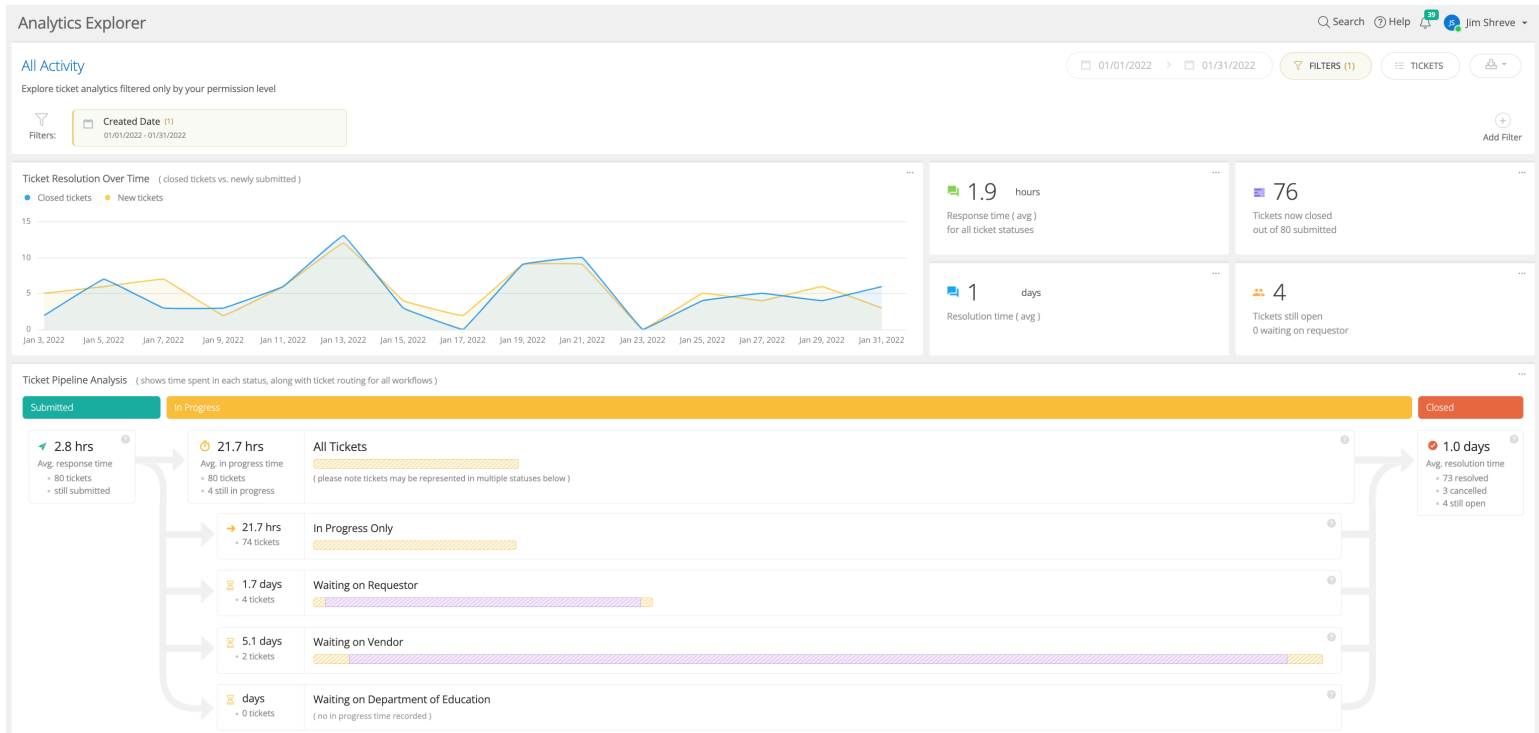
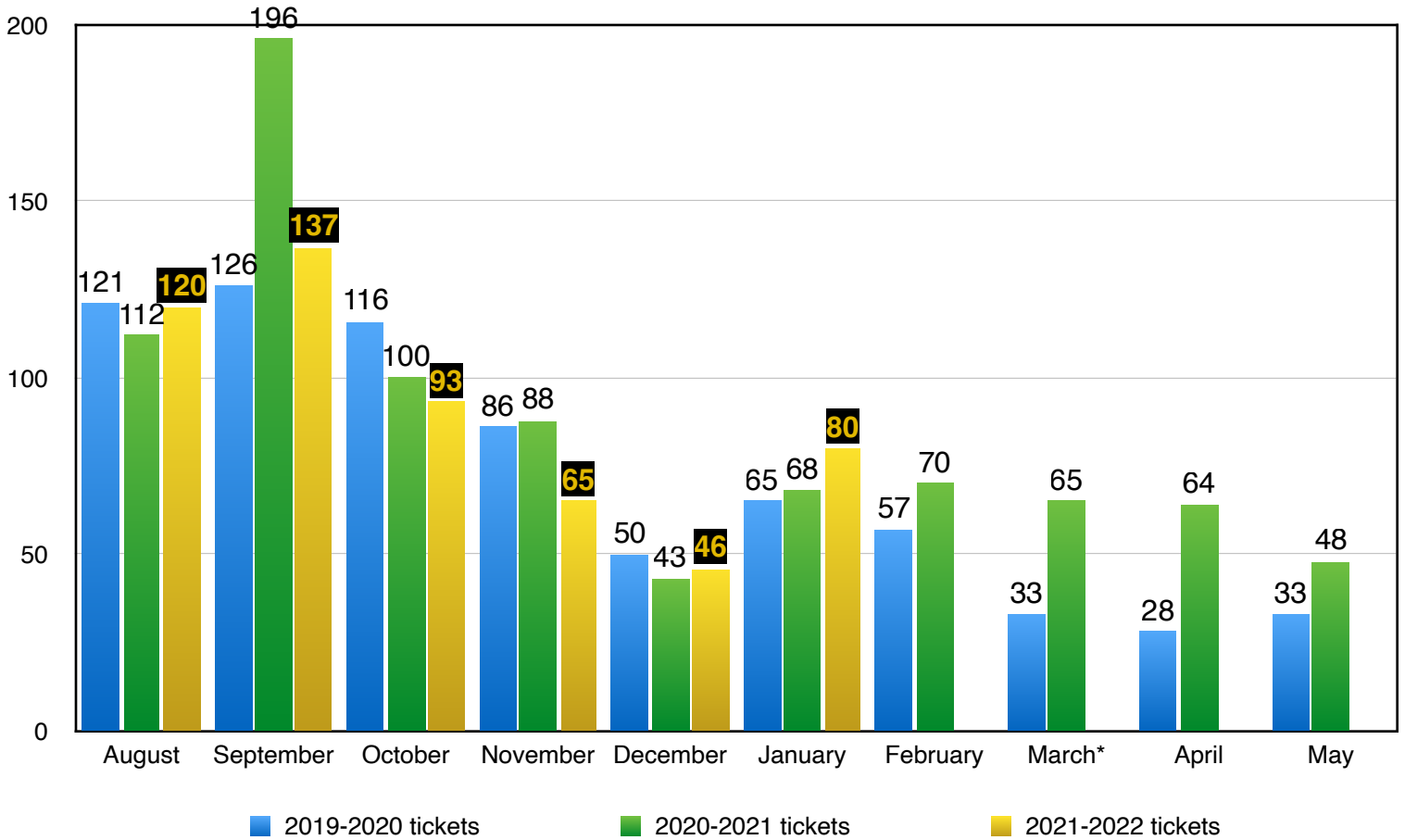


**Total Parent and Student PS Web and Mobile Access Sessions:**



# Technology Web HelpDesk

Part of the Technology Department's duty is to maintain the Technology Web Help Desk for staff to request repairs, training and troubleshooting. In January we resolved 76 out of 80 (95%) of the tech requests submitted through the system. Our average response time was 1.9 hours and average resolution time was 1 day. We encourage staff to make use of this resource but many immediate needs are still handled outside of it.



### January 2022 Summary

- Work in Progress : 35
- Open Work Orders : 425
- Open Preventive Maintenance Work Orders : 12
- Preventive Maintenance : 5

### Injuries and Accidents

- Toby Higginson – NES Sewer repair splash. Possible biohazard exposure. Physician work release/monitoring for symptoms.

### Employee New Hires

- NBHS Custodian Kristian Ahwinona- Smith
- NBHS Facilities Tech 2 Derreck Andersen

### Employee Departures

- NBHS Custodian Kenneth Soolook

### Maintenance Department Tasks/ Status

- Yukon Fire completed inspections in all buildings. Alarms and monitors are all good. A few minor repairs and replacements are scheduled for March.
- AIS repairs on NES boiler alarms and circulation pumps were delayed several weeks due to Covid and parts back order. Systems have been restored this week. NBHS pumps also serviced.
- Siemens HVAC controls proposal completed. RFI's for pre-construction drawings are on going. Work is scheduled for completion in August, 2022.
- NBHS Roof Repair RFP is under engineering review per State procurement protocols . Plan is for March bids to enable work in summer,2022.
- NES playground renovations and some window replacements in planning for summer, 2022.

### Safety Concerns

- State of Alaska response to the NES fuel spill report calls for EMI to core drill or trench a broader foot print in case the low levels of fuel have migrated. Work to be combined with NBHS burn pit data collection during summer, 2022.
- NES minor vandalism in bathrooms. Plastic trash bags were flushed through toilets which plugged the sewer line. The result was flooding and freezing at -15F. Bathrooms were closed and delayed repairs caused school cancellation Jan. 31. One employee was splashed with effluent that may be a contagious Biohazard. Maybe the school community will use this as a “Lessons Learned” opportunity.
- NES roof glaciation issues call for engineering RFI for prevention or abatement. Pedestrians along walkways are at risk of ice fall. Excess ice seems to be causing structural damage and leaks.
- Questions or comments please contact Mark Casey – NMS Facilities Director 907-244-4121







# Nome Public Schools

## Special Education Board Report, February 2022

Aaron Husemann, Special Education Coordinator

### Special Education Department

- ❖ 81 Active Special Education Students
- ❖ 6 Paraprofessionals
- ❖ 1 Administrative Assistant
- ❖ 5 Special Education Teachers
  - 2 at Nome Elementary School
  - 3 at Nome-Beltz Middle High School & Anvil City Science Academy
- ❖ Next Level Speech Therapy
  - 2 Speech Language Pathologists
  - 1 Speech Language Pathologist Assistant
- ❖ 2 Itinerant School Psychologists
- ❖ Sprouting Trees Pediatric Therapy and Recreation, Inc.
  - 1 Itinerant Physical Therapist
  - 1 Itinerant Occupational Therapist

### Speech Caseload

- ❖ 8 Speech Only Students
- ❖ 29 Additional Students receive Speech Therapy

### Upcoming Itinerant Schedule

- ❖ School Psychologist: 3/6/2022 - 3/11/2022 & 3/20/2022 - 3/25/2022
- ❖ Occupational Therapist and Physical Therapist: 4/3/22 - 4/8/22

### Special Education News

- ❖ SESA: 2/14/2022 - 2/18/2022
- ❖ ATOP Transition Camp provided by SERC: 2/14/2022 - 2/17/2022
- ❖ CPI Nonviolent Crisis Intervention Training: 2/19/2022
- ❖ Annual Child Find Fair
  - Monday, February 21, 2022
  - Introduction to IEP's and Parent Question/Answer Session
  - Partnering with:
    - Kawerak
    - NSHC - Infant Learning Program
    - Nome Preschool
    - WIC

Aaron Husemann  
Nome Public Schools  
Special Education Coordinator  
[aaronhusemann@nomeschools.org](mailto:aaronhusemann@nomeschools.org)  
(907) 443 - 6208

## **Grants- Consolidated ESEA: Title I-A/Title I-C/Title II-A/Title IV; EASIE; and RLIS**

**Consolidated ESEA- Quarterly reports for reimbursements have been reviewed and submitted.**

•**Title I-A- Improving the Academic Achievement of the Disadvantaged- funds for NES Only-** Training and administration of Functional Behavior Assessment and training in development of Behavior Intervention Plans took place. The training of NPS staff will allow future FBAs and BIPs to be administered by site staff, negating the need to contract these services.

•**Title I-C, Migratory Education-**

- Winter tutoring has started at NBMS (three days a week) and at NES (twice a week).
- Book order forms have been sent via email to all migratory families. Families choose books from a curated list and place their orders with Jade Murdock, migratory administrative assistant and recruiter. Books are then ordered from Barnes and Noble and sent directly to the family through USPS. Each migratory eligible student will receive \$35.00 towards books of their choice. We are encouraging families to place their orders by February 11<sup>th</sup>. If students want a particular title that is not listed, we are able to accommodate their request. We are also able to add or subtract titles from the list at the request/suggestion of teachers and migratory families.
- Lego Robotics will continue for second semester at the middle school and elementary school levels. This semester Jason Brown is the lead at NES and Lisa Leeper is the middle school lead.

•**Title IV-Student Support and Academic Enrichment-Districtwide-**

- The Recreational Ski Program is off and running. Under the leadership of Jeff Collins a groomed 2 mile trail has been laid by volunteers. Volunteers use their own snow machines and use the Title IV groomer (it attaches to the back of a snogo) to create the trails. The trail hosts three different figure eight loop options. Thanks to Lahka Peacock, Talan Johnson, and Tyler Johnson for their time and effort in grooming the trail. Additional skis, boots, and poles are being purchased. Funds for ski equipment, trail markers, and gas/oil for volunteers come from Title IV. This trail is open to the Nome community. (Please note: this recreational program is separate from the new NBMHS ski team)
- The piano purchased for NBMHS is still on back order.

•**JOM-Districtwide-**Ms. Keller and Mr. Payenna continue to provide culturally based curriculum to their students. In addition to her regular projects, Ms. Keller is preparing for spring fishing by providing instruction in creating “fish sticks”. Ice fishing is a popular spring field trip for NES students.

### **Assessments, Curriculum and Data/Reports-**

•**ACCESS 2.0 (aka WIDA)-**Sandi Keller is preparing to start WIDA testing at NES. WIDA testing at NBMHS will take place March 1-11<sup>th</sup>. This test consists of four domains: reading, writing, listening, and speaking. The majority of the assessment is completed online for all grades. However, the written portion for grades k-3 is completed using a paper-based assessment.

•**AK STAR-** Attended monthly District Test Coordinator Training- DEED is in the process of releasing information regarding the administration of the new AK STAR assessment. Documents regarding student readiness and administration of the assessment can be found at <https://education.alaska.gov/assessments/akstar>. New documents are being added daily. This website has been shared with principals and building test coordinators. **I encourage everyone to log in and take a look at the information. This website is public and available to anyone.**

•**MAP Growth-** Scheduled winter interim assessments have been completed and make up tests are underway.

**Spring 2022 Assessment Windows:**

<b>Assessment</b>	<b>Assessment Window</b>	<b>Grades Assessed</b>
WIDA ACCESS for ELLs	February 1 – March 31, 2022	ELs in grades Kindergarten through 12th grade
Dynamic Learning Maps (DLM) Alternate Assessments	March 21 – May 6, 2022	Grades 3 through 10
Alaska Science Assessment	March 28 – April 29, 2022	Grades 5, 8, and 10
AK STAR- New Summative Assessment for ELA and Math	March 28 – April 29, 2022	Grades 3 through 9

•**Civil Rights Data Collection**-During the past several weeks this has consumed the majority of my time. I continue to work with administrators to gather student data for upcoming CRDC report due February 28. This is a description the report from the Office of Civil Rights:

The CRDC collects a variety of information including student enrollment and educational programs and services, most of which is disaggregated by race/ethnicity, sex, limited English proficiency, and disability. The CRDC is a longstanding and important aspect of the ED Office for Civil Rights (OCR) overall strategy for administering and enforcing the civil rights statutes for which it is responsible. Information collected by the CRDC is also used by other ED offices as well as policymakers and researchers outside of ED.

**Enrollment by school-**

<b>Enrollment</b>	<b>5/7/2021</b>	<b>9/9/21</b>	<b>10/7/2021</b>	<b>11/5/2021</b>	<b>12/9/21</b>	<b>1/4/22</b>	<b>2/4/22</b>
Nome Elementary School	292	317	309	308	311	311	312
Anvil City Science Academy	56	60	60	60	58	60	60
Nome-Beltz Middle Senior High	277	319	298	291	299	298	286
NPS Extensions Correspondence	52	16	18	24	27	28	31
<b>Total Enrollment K-12</b>	<b>677</b>	<b>712</b>	<b>685</b>	<b>683</b>	<b>695</b>	<b>697</b>	<b>689</b>



## **MEMORANDUM**

To: Board of Education  
Thru: Jamie Burgess, Superintendent  
From: Genevieve Hollins, Contracted CFO  
Alaska Education & Business Services, Inc.  
Date: February 3, 2022  
Subject: **Financial Narrative**

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### **Calendar Year-End**

The annual W2's and 1099's were processed and disseminated. The W3's and 1096's were sent in to the SSA and IRS timely.

### **Impact Aid**

The Impact Aid application was submitted by the January 31<sup>st</sup> deadline. We are still waiting for NSHC (the largest impactor) to return their signed forms. Once all signed forms are returned an amended application with any noted changes will be submitted.

What is Impact Aid? Congress recognized that federal military activities were having an adverse effect on some local school districts' ability to raise revenue. In addition, Congress was concerned that the children of military personnel should have adequate funds for their education.

In 1950, Congress passed Public Law 81-874 (Impact Aid Operating Expenses) and Public Law 81-815 (Impact Aid for Construction) to assist local schools affected by federal activities.

P.L. 81-874 contained two major sections that provided assistance to schools. Section 2 provided funds due to federal ownership of land, while Section 3 provided assistance due to the presence of federal students. These two laws were designed to make up for the financial losses of the federal presence in many local schools.

Later, other types of federal students were added to Section 3 of the program. These students included Indian Land Students (not applicable in Nome), Low Rent Housing Students (LRH), and students whose parents work on federal property.

In 1994, Congress reauthorized these Impact Aid laws as Title VIII of P.L. 103-382. (In doing so, P.L. 81-874 and P.L. 81-815 were repealed.)

Impact Aid is one of the only federal education programs where the funds are sent directly to the school district, and thus there is almost no bureaucracy or regulations, apart from the amount that the State of Alaska is allowed to withhold.

Impact Aid funds are recorded in the general fund, and may be used as the local school district decides. There are 'no strings attached' to these funds.

### **Payroll**

Payroll is being processed through AKEBS.

### **Standard Operating Procedures (SOP) #1-#2**

Attached you will find SOP Number 1 and 2 of the District's SOPs, which are intended to establish a standard format for policies and procedures and to assist and guide the administrative staff of the District. SOPs are guided by Board Policy, Alaska Statute, Alaska Administrative Code. If ever there is conflicting wording, BP, AS or AACs will always supersede SOPs. SOPs adhere to Generally Accepted Accounting Standards and the Government Accounting Standards Board. All SOPs originate from the Superintendent; The principals, directors and other supervisory personnel are responsible for ensuring their compliance.

The District's SOPs contain detailed procedures spanning from District Communications and Human Relations to Purchasing, Receiving, Facility Use and much more. The SOPs are posted on the District website and can always be requested from the Business Office as well.

All administrative staff are required to familiarize themselves with the SOPs and acquaint the staff they supervisor with the procedures pertaining to their job responsibilities.

***Thank you!***

NOME PUBLIC SCHOOLS

PO BOX 131

NOME, AK 99762



# STANDARD OPERATING PROCEDURES

EFFECTIVE JULY 1, 2021

*SOPs are intended to establish a standard format for policies and procedures and to assist and guide the administrative staff of the District.*

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# SUMMARY

The following numbered Standard Operating Procedures are intended to establish a standard format for policies and procedures to assist and guide the administrative staff of the District. The SOPs adhere to Generally Accepted Accounting Standards (GAAS) and the Government Accounting Standards Board (GASB). Many have been reviewed and approved by the Department of Education and the Alaska Association of School Business Officials. All SOPs originate from the Superintendent, and the principals, directors and other supervisory personnel are responsible for ensuring their compliance. Any willful violation of SOPs must be reported to the Superintendent by any staff member having knowledge of such violation.

Each administrative staff member is responsible for periodic review of SOPs within his/her scope of operation and for preparing drafts for revision to be submitted to the Superintendent. If the draft is approved, the Superintendent will forward it to the Business Office for final review, assignment of a number and preparation of the master for publication and duplication.

All administrative staff will familiarize themselves with the Standard Operating Procedures and *acquaint the staff they supervise* with those procedures pertaining to their job responsibilities.

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NOME PUBLIC SCHOOLS  
Nome, Alaska

SOP No. 1

DISTRICT COMMUNICATIONS

1. PURPOSE: To establish uniform procedures for district communications.
2. AUTHORITY: Superintendent or designee
3. RESPONSIBILITY: All employees
4. PROCEDURES: The following are procedures for district communications:
  - a. The Nome Public Schools' district website will be the repository of all District documents, instructions, guidelines, and procedures.
  - b. Employees are required to check their email at least once each day and immediately acknowledge receipt as appropriate. If unable to comply with an email request at the time requested, then the email recipient shall communicate such and collaboratively determine a response date.
  - c. Employees are required to respond to telephone inquiries as soon as possible, but no later than 24 hours after receipt of a telephone call.
  - d. If there is any question about whether responding to an email or phone call falls within the responsibility of an employee, the employee should immediately refer the matter to his/her supervisor.
  - e. Employees who are out of the office are required to initiate an email auto-reply offering another school district employee as a contact. They are also required to place a similar message on their telephone when out of the office; or they may forward their phone as appropriate. Communicate advanced notice of upcoming planned absences at least 2 days prior to the absence.
  - f. Create an email signature block. Contact IT for assistance.
    1. Full Name
    2. Department/Position
    3. Phone/Fax
    4. Mailing Address

5. Disclosure message (Example: *The information contained in this email (including any attachments) is confidential and may be privileged. If you are not the intended recipient, do not read, print, copy, retain, distribute, or disclose its content. If you have received this email in error, please advise us by return email.*)

REFERENCES:

BP 4119.3 – Duties of Personnel

BP 3523 – Electronic Mail

REVISION DATE: 6/3/2019

EXHIBITS: None

NOME PUBLIC SCHOOLS  
Nome, Alaska

**SOP No. 2**

HUMAN RELATIONS

1. PURPOSE: To establish uniform procedures for management of employee relations.
2. AUTHORITY: Superintendent or designee
3. RESPONSIBILITY: Superintendent or designee, Director of Human Resources, Chief Financial Officer, Supervisors, all employees.
4. HIRING:
  - a. The Superintendent shall approve position vacancies in accordance with the Board-approved budget.
  - b. All vacant positions shall be advertised on the District website, posted in the District, Alaska Job Service, Alaska Teacher Placement, and elsewhere as appropriate. A record of all District postings shall be maintained by the HR department for two [2] years. [Reference ASLAM 06.19]
  - c. Electronic applications are preferred; however, hard-copy applications will be accepted.
  - d. All qualified applicants shall be interviewed with at least three [3] documented references checked, including one from the most recent employer, before positions are offered. All offers of employment are contingent upon successfully passing a background check.
  - e. The Superintendent must approve all hires.
  - f. Only positions authorized by the District Board-approved budget or as authorized by granting agencies may be hired.
  - g. Employees shall receive a contract or personnel action form (PAF), job description, and a work calendar within three [3] days of hire. Employees shall sign their contracts or PAFs and return them to the HR Department within the time allotted under BP for the applicable employee group.

- h. Temporary positions (30 days or less) may be hired at the discretion of the Superintendent and based on available funds.
- i. Employees must have all hire paperwork completed before starting work.
- j. The HR Department will provide a New Hire Orientation to all successful new hires. At a minimum, the following information will be introduced and explained to the new hires: job/position description, employee handbook, standard operating procedures, board policies and administrative regulations, workers' compensation procedures, and mandated trainings.

**5. PERSONNEL FILES:**

- a. A permanent HR file shall be maintained for all employees to include all mandated documents. This file is the only and official record of employment for all employees.
- b. A separate permanent HR employee health file shall be maintained for all employees and secured per HIPAA standards. Consult the U.S. DHSS website for current HIPAA standards. <https://www.hhs.gov/hipaa/for-professionals/index.html>
- c. Copies of all employee payroll-related records, including contracts and PAFs, shall be transmitted from the HR Director to the Business Manager & Payroll Technician within three [3] days of hire or receipt by the HR Director.
- d. Retain employee records (Human Resources and Payroll files) according to the ASLAM/DEED Records Retention Schedule (see REFERENCES below).

**6. VOLUNTARY TERMINATION:**

- a. Employees must submit resignations in writing to their immediate supervisor.
- b. All resignations shall be transmitted to District Office immediately.
- c. Per AS 23.05.140, employment terminated by the employee must be paid on the next regular payday that is at least three days after the employer received notice of termination.

**7. INVOLUNTARY TERMINATION:**

- a. Unacceptable behavior that requires involuntary termination must be reported by the supervisor to the Superintendent or designee immediately. It may be necessary to implement disciplinary action. In the event of dangerous

behavior toward students or staff, the local authorities should be contacted first, then the Superintendent or designee. It may be necessary to implement the Critical Incident Plan.

- b. The Superintendent or designee should consult the District's attorney when considering involuntary termination of an employee. It is a condition of most liability insurance coverage that an attorney be consulted before an involuntary termination.
- c. All wages payable to an involuntarily terminated employee are due to the employee within three [3] business days according to state law [AS 23.05.140]. As such, Payroll must be notified on the day of termination in order to process the employee's pay and associated liabilities in a timely manner.

**8. JOB ABANDONMENT/ABANDONMENT OF DUTIES:**

- a. If an employee does not call in for two [2] consecutive days, HR should be contacted regarding possible job abandonment. The CBA and/or Employee Handbook should be consulted to assist in terminating an employee who abandons their job.
- b. Consult the district attorney when terminating an employee for abandonment of duties.

**9. EMPLOYEE EVALUATION:**

- a. Employees must be evaluated at least annually and more often should job performance require such evaluation. Refer to the CBA and/or Employee Handbook.
- b. Should a Plan of Improvement be necessary, consult the District's attorney and commercial insurance company to ensure timelines and due process are followed and to ensure the District is protected should this process be legally challenged.

**10. STAFFING:**

- a. The Chief Financial Officer will prepare the Draft Revenue budget for the subsequent year by January 1 annually.
- b. The District DO administration will review the District certificated staffing and classified staffing needs by January 31 annually.

- c. All staffing needs for the subsequent year shall be determined by January 31 annually.
- d. When an employee separates from District employment, that position shall be reviewed for continuation per potential budget limitations and/or grant funding changes.
- e. Position descriptions should be reviewed and updated periodically [at least every two years].

**11. LEAVES (FOR ADDITIONAL INFORMATION, PLEASE SEE CBAs):**

- a. Prior approval by supervisors is required for all leave requests; employees calling in sick must obtain sick leave approval immediately upon their return to work. Sick leave absences in excess of three consecutive days may require a physician's certificate.
- b. Except in situations the Superintendent considers extenuating, personal, or annual/vacation leave will not be granted during the first two (2) weeks or the last two (2) weeks of the school year, according to the governing CBA or Employee Handbook.
- c. Leave requests in conjunction with Thanksgiving, Winter or Spring Break, or during parent/teacher conferences and in-service days are discouraged for any employee. An exception may be granted on a limited basis by the Superintendent for extenuating circumstances not deemed precedent setting.
- d. Employee leave may be granted provided employee has sufficient leave balance. Leave without pay is not routinely approved.

**REFERENCES:**

BP 4111 Recruitment and Selection;

BP 4111.2 Legal Status Requirement;

BP 4112.1 Contracts;

BP 4112.5 Security Check;

BP 4112.6 Personnel Records;

BP 4112.8 Employment of Relatives;

BP 4119.23 Unauthorized Release of Confidential Information;

BP 4218 Dismissal/Suspension/Disciplinary Action;

BP 4313.2 Promotion/Demotion/Reclassification;

HIPAA info (5.b), AS 23.05.140 (6.c., 7.b)

Nome Education Support Professionals Association Agreement & Nome Education Association Agreement: <https://www.nomeschools.org/Page/113>

ASLAM/DEED Records Retention Schedule: Click on “School District, #400.1”  
<https://archives.alaska.gov/rims/>

REVISION DATE: 6/3/2019

EXHIBITS: NONE



# Nome Public Schools



**TO:** Nome Public Schools Board of Education  
**THRU:** Jamie Burgess, Superintendent  
**FROM:** Genevieve Hollins, Alaska Education & Business Services, Inc.  
**SUBJECT:** FY2022 Expenditures: 7/01/2021 through 1/31/2022  
 - All Except Special Revenue Programs -  
**DATE:** February 2, 2022

## REVENUES:

	<u>Received</u>	<u>Current Budget</u>	<u>Amount Remaining</u>	<u>% Received</u>
State of Alaska - Foundation	\$ 5,302,086	\$ 9,014,186	\$ 3,712,100	58.82%
State of Alaska - TRS On Behalf	508,341	865,362	357,021	58.74%
State of Alaska - PERS On Behalf	61,261	104,286	43,025	58.74%
City of Nome	1,596,608	3,000,000	1,403,392	53.22%
Impact Aid - U.S. Government PL-874	17,115	35,200	18,085	48.62%
E-Rate	414,686	725,822	311,136	57.13%
Other (Fees/Gate/Rentals/Donations)	237,739	385,000	147,261	61.75%
Use of General Fund's Fund Balance	-	806,164	806,164	0.00%
Pupil Transportation (Fund 205)	300,331	530,000	229,669	56.67%
Food Service (Fund 255)	210,656	775,000	564,344	27.18%
<b>TOTAL REVENUES</b>	<b>\$ 8,648,822</b>	<b>\$ 16,241,020</b>	<b>\$ 7,592,198</b>	<b>53.25%</b>

(Excluding Federal Special Revenue Programs)

## EXPENDITURES:

	<u>Expended &amp; Encumbered</u>	<u>Current Budget</u>	<u>Amount Remaining</u>	<u>% Expended</u>
General Fund (100)	\$ 7,166,666	\$ 14,936,020	\$ 7,769,354	47.98%
Pupil Transportation (205) <sup>1</sup>	511,804	530,000	18,196	96.57%
Food Service Fund (255)	261,619	775,000	513,381	33.76%
<b>TOTAL EXPENDITURES AND ENCUMBRANCES</b>	<b>\$ 7,940,088</b>	<b>\$ 16,241,020</b>	<b>\$ 8,300,932</b>	<b>48.89%</b>

Percentage of Revenue Budget Recvd: 53.25%  
 Percentage of Budget Expended: 48.89%  
 Percentage of Year Passed: 58.74%

Days of Expenditures for this Fiscal Year: 215 Days

Remaining in Fiscal Year for Expenditures: 150 Days

Checking Account Bank Balance as of January 31, 2022 - \$9,154,553

Nothing worthwhile is gained without sacrifice.  
 From "The Autobiography of Martin Luther King, Jr."

<sup>1</sup>FY22 Pupil Transportation contract is fully encumbered for the year.



## **Public Comment Statement**

The Board of Education welcomes community member input during meetings about issues on or not on the agenda. The Board is not able to respond directly to you during Public Comment; the Board may decide at the end of the meeting during Board Member Comment to discuss your topic at a work session, regular meeting, or direct the Superintendent to look into a situation further.

The Board may not speak about subjects that are protected by legal confidentiality such as specific student discipline issues or personnel issues that could disparage or slander district employees.

The general guideline is approximately three minutes per speaker; however, additional time is allowable if needed. When you speak to the Board, please state your first and last name for the record.

## SCHOOL BOARD COMMUNICATION

**Title:** Approval of FY23 Calendar

**Date:** February 8, 2021

**Administrator:** Jamie Burgess, Superintendent

**Attachments:** FY23 Calendar Options

**Action Needed**    **For Discussion**    **Information**    **Other**

## BACKGROUND INFORMATION

The District Calendar Committee held several meetings beginning in early Fall to learn about the various factors that must be considered when developing a school calendar, review prior year calendars and other district calendars, and to begin drafting potential calendars. The committee conducted a total of three community surveys, utilizing every potential avenue to reach as many community members as possible.

After careful consideration, the Committee would like to submit three possible calendars for the Board to select from.

Option A takes into account the fact that over 50% of the respondents to the first survey (which had the best response rate) indicated an interest in an EARLIER start to the school year. The year also ends a week earlier.

Option B is similar to our current calendar, but moves winter break into a mid-week begin/end to allow for lower airline rates.

Option C offers a post Labor Day start, but ends well into June. There is an additional cost to the District of approximately \$30-\$40,000 for this calendar, as there is an additional paid holiday (Memorial Day) plus some additional days for classified/admin staff.

Option A and B were equally selected on the second survey sent to the community (Option C from that survey was eliminated). Option A and the post Labor Day option were fairly equal on the final community survey.

Nome Public Schools  
PO Box 131  
Nome, AK 99762  
907-443-2231 – [www.nomeschools.org](http://www.nomeschools.org)

## **ADMINISTRATIVE RECOMMENDATION**

The administration recommends approval of Option A, Option B or Option C at the Board's discretion for the FY23 Calendar.

**Sample Motion: I move to approve Option \_\_\_ for the FY23 School Calendar.**



Proposed School Calendar 2022-2023 OPTION B																												
Due Date: July 1, 2022																												
District Name: NOME CITY SCHOOL DISTRICT								School: NOME PUBLIC SCHOOLS																				
Approved By:								Title: OPTION B																				
Jul-22				Aug-22				Sep-22				Oct-22																
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S								
					1	2							1	2	3									1				
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	
24	25	26	27	28	29	30	28	29	30	31					25	26	27	28	29	30	23	24	25	26	27	28	29	
31																					30	31						
# of Inservice Days: 0							# of Inservice Days: 3							# of Inservice Days: 0			# of Inservice Days: 1											
# of Student Days: 0							# of Student Days: 8							# of Student Days: 19			# of Student Days: 20											
# of Teacher Days: 0							# of Teacher Days: 13							# of Teacher Days: 20			# of Teacher Days: 21											
Nov-22				Dec-22				Jan-23				Feb-23																
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
27	28	29	30				25	26	27	28	29	30	31	29	30	31						26	27	28				
# of Inservice Days: 2							# of Inservice Days: 0							# of Inservice Days: 1			# of Inservice Days: 2											
# of Student Days: 18							# of Student Days: 15							# of Student Days: 19			# of Student Days: 18											
# of Teacher Days: 22							# of Teacher Days: 16							# of Teacher Days: 21			# of Teacher Days: 20											
Mar-23				Apr-23				May-23				Jun-23																
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
26	27	28	29	30	31								23	24	25	26	27	28	29	28	29	30	31					
# of Inservice Days: 0							# of Inservice Days: 0							# of Inservice Days: 0			# of Inservice Days: 0											
# of Student Days: 18							# of Student Days: 19							# of Student Days: 17			# of Student Days: 0											
# of Teacher Days: 18							# of Teacher Days: 19							# of Teacher Days: 18			# of Teacher Days: 0											

<b>C</b>	School Closes
<b>E</b>	End of Quarter
<b>H</b>	Legal Holiday
<b>I</b>	Inservice Day
<b>IC</b>	Family-Teacher Conf
<b>K</b>	Kindergarten Starts
<b>M</b>	Minimum Day
<b>N</b>	New Teacher Day
<b>O</b>	School Opens
<b>UV</b>	UNPAID Vacation Day
<b>W</b>	Teacher Workday
<b>X</b>	Emergency Closure Day

School Holidays	
Independence day	7/4/22
Labor Day	9/5/22
Thanksgiving and the day after	11/24/22 and 11/25/22
Christmas	12/25/22
New Years	1/1/23
Memorial day	5/29/23

If one of these holidays falls on a Saturday, the Friday immediately preceding is a school holiday.  
If one of these holidays falls on a Sunday, the Monday immediately following is a school holiday.

TOTAL INSERVICE DAYS: 9  
TOTAL STUDENT DAYS: 171  
TOTAL TEACHER WORK DAYS: 188

1ST QTR DAYS: 42  
2ND QUARTER DAYS: 38  
S1 DAYS: 80  
3RD QUARTER DAYS: 45  
4TH QUARTER DAYS: 46  
S2 DAYS: 91



## SCHOOL BOARD COMMUNICATION

**Title:** Approval of FY23 Teacher Contracts

**Date:** February 8, 2021

**Administrator:** Jamie Burgess, Superintendent and Cynthia Gray, HR Manager

**Attachments:** List of Teachers for FY23 Contracts

**Action Needed**     **For Discussion**     **Information**     **Other**

## BACKGROUND INFORMATION

Based on supervisory recommendations, the administration recommends that all current tenured teachers and the non-tenured teachers on the attached list be offered employment contracts for the 2023-2023 school year. Staff noted with an asterisk will receive tenured status beginning in the 2023-2023 school year.

## ADMINISTRATIVE RECOMMENDATION

The administration recommends approval to issue contracts for all tenured and non-tenured teachers as listed for the 2022-2023 school year.

**Sample Motion:** I move to approve issuing contracts for all tenured and non-tenured teachers as listed for the 2022-2023 school year.

2022-2023  
Teacher Contracts

**Tenured Staff**

<u>Name</u>	<u>Location</u>
Alvanna-Stimpfle, Maddy	NES
Bahnke, Nancy	NES
Balice, Janet	NES
Bourdon, Kathleen	NES
Callahan, Patrick	NBMHS
Collins, Jeffrey	ACSA
Erikson, Corey	NES
Erikson, Kimberly	NES
Fabignon-Cross, Julie	NES
Garrison, Katherine	NBMHS
Harlow, Holly	NBMHS
Heinrich, Justin	NBMHS
Hoyt, Michael	NBMHS
Husemann, Robyn	NBMHS
Johnson, Colleen	ACSA
Keller, Sandra	NES
Lastine, Leonard	NES
Liben, Sarah	NBMHS
Marvin, Krista	NES
McRae, Ian	NES
Robb, Hana	NBMHS
Shreve, Jennifer	NBMHS
Slingsby, Matthew	NES
Stang, Patricia	NES
Ten Eyck, Meghan	NES
Van Vliet (Snyder), Amanda	NES
Ventress, Rachel	ACSA/EXT

**Non-Tenured Staff (\*= will attain tenured status)**

<u>Name</u>	<u>Location</u>
Anderson, Zora*	NES
Brown, Jason	NES
Coulter, Cassandra*	NES
Deering, Michael	NBMHS
Finney, Rachel	NBMHS
Foret, Joy	NBMHS
Fox, Ryan	NBMHS



Fry, Brooks	NBMHS
Payenna, Benjamin	NBMHS
Peters, Jill	NBMHS
Schmidt, Samuel	NES
Secor, Heidi*	NES
Smith, Brandon	NBMHS
Smyke, Jessica	ACSA
Tweet, Misty*	NBMHS
Wilkerson, Rebecca*	NES
Wright, Rosa	NBMHS

## SCHOOL BOARD COMMUNICATION

**Title:** Approval of FY22 Legislative Priorities

**Date:** February 8, 2022

**Administrator:** Jamie Burgess, Superintendent

**Attachments:** FY22 Legislative Priorities

**Action Needed**     **For Discussion**     **Information**     **Other**

## BACKGROUND INFORMATION

The District selects legislative priorities to guide the superintendent and Board of Education in advocacy work with the state and federal governmental representatives during the current legislative session and beyond. The priorities are not presented in any particular rank order, but represent those needs which would have the most positive impact on all stakeholders in the District.

Guiding documents to inform discussion and decision include the Alaska Association of School Boards' Legislative Priorities and the Alaska Council of School Administrators' Joint Position Statements.

## ADMINISTRATIVE RECOMMENDATION

The administration recommends approval of the Nome Public Schools FY22 Legislative Priorities as presented.

**Sample Motion:** I move to approve the Nome Public Schools FY22 Legislative Priorities as presented.

2022 Nome Public Schools Board of Education  
Legislative Priorities

**2022 State Legislative Priorities**

The Nome Public Schools Board of Education has chosen the following priority areas for the 2021 Legislative Session. We will focus our advocacy efforts with the Alaska Legislature around the following:

1) Early, Adequate and Full Funding for a High Quality Education

The Board supports full and predictable funding for a high quality education for all students, which should provide revenue to cover the actual cost of education in all districts, allows for inflation and increasing costs, and includes all initiatives, laws and mandates that require additional costs and services. In addition, forward funding and early notification of funding is crucial to allow for recruitment and retention of quality educators and administrators in today's challenging job market.

2) Funding of School Capital/Major Maintenance Projects

Nome Public Schools currently has well over \$6 million dollars in needed capital improvement projects, due to aging facilities and systems for buildings many of which were opened in the mid-1960's. Reinstatement of school bond reimbursements and full funding of projects submitted through the Capital Improvement Program are crucial to ensuring our school facilities are safe and providing the best possible environment for learning. Ensuring funding for needed construction of teacher housing facilities is also a high priority item that impacts the ability of the district to recruit and retain quality staff.

3) Culturally Responsive Education and Language Revitalization

Culturally responsive classrooms and school settings are foundational and fundamental to any school with a high percentage of Alaska Native students. Our students deserve to see their culture, language and knowledge as an integral part of every day instruction. It is crucial to the achievement of Alaska Native students when identity is validated through content and methods, and they are motivated and successful when they see themselves reflected in their classrooms and schools. Curriculum which reflects students' cultural identity is often lacking in schools, as textbooks and supplemental materials reflect Western views and values. Modifying curriculum and supplemental materials requires additional time and funding, but results in students who feel engaged and connected to their schools.

Professional development for all staff in culturally responsive teaching and curriculum development, regardless of whether they come from within the community or out of the state, is

vital. In addition, legislation and funding that supports efforts to grow a local teaching force from within the community would ensure more stable and culturally knowledgeable educators.

Last but not least, Nome Public Schools calls upon the Alaska Legislature to support indigenous language revitalization efforts by supporting immersion programs for students, as well as programs which build language knowledge for school staff.

#### 4) Early Childhood Education Funding

The Board places a high priority on funding quality pre-Kindergarten programs, including supports for early literacy efforts. Children entering kindergarten who have participated in pre-K programs (including Head Start) demonstrate a high degree of kindergarten readiness and reading achievement. Pre-K programs provide needed early literacy skill development, social skills, and physical skill development. Adding three and four-year-old children in quality pre-K programs to the Base Student Allocation and promoting sustainable collaborative community partnerships between school districts and existing pre-K providers would provide strong foundations to build needed school readiness skills.

#### 5) Social, Emotional and Mental Health of Children

The negative impact of the recent COVID-19 pandemic on the social, emotional and mental health of our children has turned the spotlight on the need for support and funding for school counselors, social workers, and school psychologists, as well as professional development for educators and families in trauma-sensitive and trauma-preventative practices. Schools must now assist children in regulating emotions, developing coping skills, and forming strong positive relationships with adults. Recent efforts focused on the social/emotional learning of students must be continued and expanded, especially those based in community partnerships.

Nome Public Schools also embraces the concept of wellness and a whole child approach. Children who are taught to connect their mind, body and spirit through grounding in cultural beliefs and practices have healthy attitudes and make healthy life choices. We support instruction and curriculum that promote these practices.

#### 6) Attracting and Retaining Quality Educators and Administrators

Teacher and leadership turnover hampers progress on district initiatives and negatively impacts student achievement. Alaska students deserve knowledgeable, stable, and committed teachers, principals and support staff, who are culturally grounded in their local communities. Programs and professional development to grow equity leadership are crucial in making changes to a system we acknowledge has not always served our children well. Equitable and inflation-responsive funding of school districts to provide competitive salaries and wages in response to the high cost of living in many areas in the State, control of health care costs, follow through on commitments to the TRS/PERS pension systems, and high quality teacher preparation programs through the University system are all key to developing Alaska's teacher workforce.

Affordable housing is a crucial factor in this area, and is lacking in Nome and the Bering Strait Region in general.

#### 7) Literacy and Reading Achievement

The Board of Education recognizes that reading is a fundamental skill for all students, and one of the most important focus areas for any school. Professional development and support for teachers at all levels in the area of effective reading instruction is a high priority, and ensuring that teacher preparatory programs provide a strong foundation for teacher candidates in reading instruction is crucial for the future of Alaska's students. We believe the greatest focus should be on increasing the pedagogical knowledge of primary grade teachers on teaching fundamental reading skills, as well as expanding early childhood education to expand the timeframe for teaching these skills in the most critical learning years. Low teacher/student ratios in the primary grades are also critical to providing personalized high-quality student support. Nome Public Schools recognizes that a strong partnership between school districts and the State focused on literacy is crucial to improving student achievement outcomes, and encourages the Legislature to find ways to support reading outcomes for the children of Alaska.

#### 8) Career and Workforce Development

Nome Public Schools recognizes that the Alaskan and U.S. workforce is undergoing a unprecedented shift and schools must be poised to prepare students for rapidly changing needs, including growth in jobs in infrastructure. The coming deep draft expansion of the Nome Port will mean our schools must deepen and expand our existing partnerships with local employers and the University of Alaska's Northwest Campus to create more formalized school-to-work pathways including apprenticeships and internships. The Northwest Arctic Career and Technical Center (NACTEC) is a pivotal linchpin in ensuring students from Nome and the Bering Strait Region are prepared to fill these positions and keep economic growth tightly centered and benefiting their home communities.

### **2022 Federal Legislative Priorities**

The Nome Public Schools Board of Education has chosen the following priority areas for the 2022 Legislative Session. We will focus our advocacy efforts with the Federal Legislature around the following:

- 1) Legislation that supports and/or coordinates with our State Priorities
- 2) Extension of time to utilize ESSER COVID Funds
- 3) Removal of limitations and/or barriers to access federal funds, especially those designed to meet the educational needs of Alaska Native students

Nome Public Schools  
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## SCHOOL BOARD COMMUNICATION

**Title:** Approval of Six Year Capital Improvement Plan

**Date:** February 8, 2022

**Administrator:** Jamie Burgess, Superintendent

**Attachments:** FY24-FY28 Six Year Capital Improvement Plan

**Action Needed**    **For Discussion**    **Information**    **Other**

## BACKGROUND INFORMATION

The Nome Public Schools Board of Directors must annually approve the Six Year Capital Improvement Plan as part of the District's Capital Improvement Project application packet to the Department of Education.

There are no changes to this document from the prior year as no projects have been funded, removed, or added.

## ADMINISTRATIVE RECOMMENDATION

The administration recommends approval of the FY24-FY29 Six Year Capital Improvement Plan.

**Sample Motion: I move to approve the FY24-FY29 Six Year Capital Improvement Plan as presented.**

**Nome Public School District**  
**FY 2024 - 2029 Six-Year Capital Improvement Plan**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
1	D	<b>NBHS Boiler Replacement 4.5 million BTU.</b> This is a reimbursement proposal for a project to replace a leaking and obsolete Boiler, burner, pressure tank, and controls, as well as a cracked water tank. The boiler had a cracked plate and leaked and was only used for emergencies, but was no longer functional. Boiler plates were no longer manufactured and source could be located for replacement. The water tank was cracked and taken offline, reducing the capacity to provide and store water for the Beltz campus.	X	\$101,244
2	C	<b>Anvil City Charter School Restroom Renovations Reimbursement</b> This proposal will seek reimbursement for the renovation for the ACSA bathroom project completed in the spring of 2021. The number of toilets available to students was insufficient for needs – the renovation expands to four mens’ and four womens’ toilets and provides ADA access.	X	\$366,474
3	C	<b>Nome Elementary Fire Alarm Replacement</b> This project will replace the outdated (1987) Fire panel and field devices. A completely new design and installation of panel and devices which may require new wiring. New system to insure compliance and safety to most current NFPA and state Codes. Currently the system is obsolete, and we are sourcing used parts via eBay.	X	\$464,903
4	C	<b>Nome Beltz Middle/High School Generator and Electrical Service Replacement</b> This project will replace an old and undersized backup generator, with a new larger generator with enclosure, which will also increase capacity to allow the high school to operate as an emergency shelter for the entire community. Installation of new transformers and required modification of power lines will also be included.	X	\$900,356
<b>FY 2024 TOTAL:</b>				<b>\$1,832,977.00</b>

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
5	C	<b>Secure Access and ADA improvements NBMHS &amp; NES</b> ADA-This project is to address accessibility to NBHS to include the installation of ADA accessible front doors, regrading/replacing damaged at bus door entrance which prevents ADA accessibility. It will include any needed ADA repairs/upgrades to interior and exterior of both the high school and the elementary. Security- This project will address security concerns at both campuses to include installation of new interior double doors inside the front entrance that can be remotely secured, as well as the installation of a closed circuit camera system.	X	\$475,000

**Nome Public School District  
FY 2024 - 2029 Six-Year Capital Improvement Plan**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
6	D	<p><b>Nome Elementary School Exterior upgrades, Structure and Parking</b>            This project will replace needed exterior doors and hardware and include needed repairs to stairs and approaches. It will replace all exterior windows with arctic grade windows with opening lowers and address building envelope concerns. This project will make roof modifications to extend the roof over the edges of the structure and correct the roof panels that don't extend to the full edges of the structure. Project will make repairs to parking and grounds to include repairs and recoating of paved lot and replacement of concrete sidewalks.</p>	X	\$2,500,000
7	C	<p><b>Nome Beltz Jr -Sr High School Exterior Renovations</b>            This project will replace the siding along the RC portion to the building from the front entrance to the JH bus doors, and will require the removal of approximately 70 asbestos panels with soffit. Install two inches of foam board and wind blocking fabric. (Tyvek) The steel siding has been purchased and is in storage. This project will paint the East side from the Bus doors down to the wood shop end to protect structure from the elements.</p>	X	\$225,000
<b>FY 2025 TOTAL:</b>				<b>\$3,200,000.00</b>

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
8	C	<p><b>Beltz High School Interior Renovations</b>            Replace doors &amp; door hardware. Interior Painting</p>	X	\$350,000
9	C	<p><b>Beltz Apartment Electrical Rewiring</b>            District's teacher housing building's aging electrical system needs replacing, including rewiring, fuse panels, etc.</p>		\$500,000
<b>FY 2026 TOTAL:</b>				<b>\$850,000.00</b>

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
10	F	<p><b>Upgrade to Snow Removal/Control Program</b>            Project will entail installation of a bunker and cover for sand pile to prevent moisture/ice in sand pile</p>		\$350,000
11	C	<p><b>Quonset Hut Siding Replacement &amp; New Door</b>            Replacement of siding and installation of new roll-up door at one end.</p>	X	\$ 500,000
12	C	<p><b>Maintenance Bldg Siding and Roof Replacement</b>            Structural upgrades to Maintenance Facility</p>	X	\$225,000
<b>FY 2027 TOTAL:</b>				<b>\$1,075,000.00</b>



**Nome Public School District  
FY 2024 - 2029 Six-Year Capital Improvement Plan**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
13	C	<b>Building D Exterior Upgrades</b> Renovate/repaint remaining wood siding on Building D, upgrade/replace district office porch entry/stairs.	X	\$200,000
<b>FY 2028 TOTAL:</b>				<b>\$200,000.00</b>

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
14	C	<b>Plumbing Repairs/Upgrades to Charter School Building</b> Repair and replace aging plumbing for the charter school building	X	\$150,000.00
<b>FY 2029 TOTAL:</b>				<b>\$ 150,000.00</b>

Adopted \_\_\_\_\_ at a duly convened meeting of the Nome Public School Board 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

Submit to the *Department of Education & Early Development* by September 1

Form #05-18-044