



NOTICE OF INTENT TO RESPOND TO PUBLIC SOLICITATION BY A PUBLIC SERVANT

Public servant includes all municipal employees, board members, and elected officials. AMC 1.15.030D.

Prior to application, bid, and response submittal, this form must be filed with the Municipal Clerk for electronic publication no less than seven days in advance of the deadline for submitting a response. AMC 1.15.100B.1.

1. **Name:** James Nathan Boltz **Phone:** 907-227-4060

Email: nateboltz@challengealaska.org

2. **I hereby provide notice that I or a member of my immediate family or household intend to respond to the following public solicitation:**

Solicitation No. 2026-605 Issued by: Anchorage School District Submission Deadline: Sept. 12, 2025

Project Description: Design Services ASD Transportation Center Garage Renovation

Solicitation is to provide: professional Architectural design services

Respondent proposes to: serve as prime consultant provide architectural and related design services

3. **I am a(n) ...** ☒ **Employee** Municipal Department: _____
MOA Corporate Authority: _____
ASD Department/School: Huffman Elementary School
Job Title: Noon Duty

☒ **Board Member** Board/Commission/Authority/LRSA: Huffman Elementary PTO Board of Directors

☐ **Elected Official** Elected Office: _____

4. **Please check one of the following:**

☒ Neither I, nor any member of my immediate family or household take any official actions that could directly affect the request for services, nor the award, execution, or administration of the solicitation.

☐ I, or a member of my immediate family or household, do take official actions that could directly affect the request for services, or the award, execution, or administration of the solicitation, and the following steps have been taken to prevent a potential conflict of interest: **Please provide the information requested on the back of this form. (Attach separate sheets as necessary.)**

5. **All filers must affirm the following statement:** I am filing this notice timely for publication and I shall submit a copy to the Purchasing Department with my response to the solicitation. **I affirm that the statements made by me on this form are true, correct, and complete to the best of my knowledge.**

James Nathan Boltz

Digitally signed by James Nathan Boltz
Date: 2025.09.05 14:28:48 -08'00'

Signature

September 5, 2025

Date

FOR MUNICIPAL CLERK'S OFFICE USE ONLY

Note: The Municipal Clerk's Office will publish this notice on the Municipality of Anchorage Website (www.muni.org).

Date Received: 09-05-2025

Date Electronically Published: 09-08-2025

TO THE PURCHASING OFFICER:

Return completed form to the Municipal Clerk's Office upon award of this public solicitation.

The integrity of the public solicitation process is not adversely affected by this award.

Purchasing Officer

Date

I am disclosing the following economic interest in a Municipal contract or in an entity engaging in business with the Municipality held by myself or a member of my immediate family or household:

Identify the Municipal Contract: *(Attach separate sheets as necessary.)*

Contract Name: _____ Date Acquired: _____

Name of the person with the economic interest: _____

Amount of interest held: _____ ☐ self or ☐ family-household member

Could the performance of your official duties in any way affect the contract? _____

(If yes, the public servant may request additional review by the Board of Ethics. AMC 1.15.100B.2.)

If yes, describe the potential for conflict:

If yes, describe the preventive measures that shall be taken to manage any potential for conflict:

and/or ...

Identify the Entity engaging in business with the Municipality: *(Attach separate sheets as necessary.)*

Entity Name: _____ Date Acquired: _____

Name of the person with the economic interest: _____

Title of position held: _____ ☐ self or ☐ family-household member

Describe the responsibilities of the position held:

Could the performance of your official duties in any way affect the entity's business with the Municipality? _____

(If yes, the public servant may request additional review by the Board of Ethics. AMC 1.15.100B.2.)

If yes, describe the potential for conflict:

If yes, describe the preventive measures that shall be taken to manage any potential for conflict:

This form must be signed by a municipal ethics officer or reviewed by the board of ethics (AMC 1.15.100.B.1.a).

I have reviewed this disclosure and either no potential for conflict exists or it has been managed by taking the preventive steps described.

Ethics Officer's Signature

Date

For Municipal Clerk's Office Use

Date Received: 09-05-2025

Date Reviewed by Board of Ethics: _____

Title: Noon Duty
Organizational Unit: Elementary/Secondary Education
Bargaining Unit: Temporary
Work Year: 9 Months

Job Summary

The Noon Duty supervises and assists students during the lunch hour, in hallways, classrooms, and on the playground to ensure safety and observance of school procedures.

Job Requirements

The following are required:

1. A high school diploma or equivalent.
2. Ability to maintain productive relationships with others.

The following are preferred:

1. Experience working with children in a job-related capacity or as a volunteer.
2. Knowledge of children's games and outdoor sports.
3. Knowledge of school rules and regulations regarding safety and student behavior.
4. Ability to resolve problems, handle conflicts, and make effective decisions under pressure.
5. Ability to work independently with minimum supervision.
6. Ability to work well with adults and children in school settings.
7. Ability to enforce school rules and safety regulations effectively.

Essential Job Functions

1. Assists students during lunch hours by supervising orderly flow of students in obtaining lunches.
2. Monitors conduct of students in hallways to and from classrooms.
3. Aids in collecting and putting on outdoor apparel.
4. Provides assistance to children with special needs.
5. Encourages students to practice good eating habits and observe school safety rules, and promotes good sportsmanship when students participate in wholesome recreational activities.
6. Assists students in resolving minor conflicts on the playground.
7. Reports unauthorized activities, unauthorized persons, and inappropriate student behavior on school grounds to appropriate authorities.
8. Assists students indoors and outdoors. May be exposed to varying and extreme weather conditions.
9. May perform duties of temporary crossing guard.

Physical /Mental Demands

The physical demands of this job require frequent standing, walking, sitting, speaking and hearing. Specific visual abilities are also required. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing less than 40 lbs. Additionally, the employee must be able to understand vague and implicit instructions, be able to readily recall facts and details, handle conflict and make effective decisions under pressure. The employee must have the ability to effectively manage the stress of working with students, parents, and other employees representing diverse cultures, personalities, and work styles in a dynamic work environment.

The Anchorage School District is committed to providing reasonable accommodations, according to applicable state and federal laws, to all individuals with a qualified physical or mental disability.

Work Environment

Work is performed in a professional environment with a wide variety of individuals having differing functions, personalities and abilities, including working with diverse groups of people in a variety of different settings.

While performing the duties of this job the employee may be regularly exposed to a video display. The employee may be exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Additional Job Information

This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job related duties as requested by any person authorized to give instructions or assignments.

Anchorage School District (ASD) employees must possess the ability to read and write in English. This also includes the ability to communicate in English with school staff, co-workers, and the public; as well as have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

Offers of employment are contingent upon completion of a satisfactory criminal background check. For certificated positions, this is in addition to the background check conducted through the certification process with the Alaska State Department of Education and Early Development (DEED).

This position may be required to work in ASD facilities on the military installations (JBER). Please visit the government [REAL ID website](#) for additional information.

The Anchorage School District is an equal employment opportunity employer.