NORTH SLOPE BOROUGH SCHOOL DISTRICT

MEMORANDUM

TO: Madeline Hickman, President
Members of the Board

THROUGH: Dr. Caitlin Santos, Superintendent

FROM: Dr. Robert Bolen, Interim Human Resources Director

DATE: October 29, 2026

SUBJECT: **SY 2026-2027 New Hire Certificated Contract Issuance** **Memo No. SB27-064** (Informational Item)

NSBSD Policy Manual:

Board Policy 4111 Recruitment and Selection (Certificated Personnel) states:

The District shall employ the most highly qualified person available for each open position. The Superintendent or Designee shall develop recruitment and selection procedures to ensure that every effort is made to find and hire fully qualified teachers for all classrooms, which include:

1. Assessment of the district's needs to determine those areas where specific skills, knowledge and abilities are lacking;
2. Development of job descriptions that accurately portray the position, including requirements that a teacher be highly qualified in accordance with federal and state law;
3. Dissemination of vacancy announcements to ensure a wide range of candidates, when necessary;
4. Screening procedures that will identify the best possible candidate for interviews;
5. Interview procedures will determine the best-qualified candidate for recommendation to the Board.

NSBSD Strategic Plan Summary:

Staff Support & Professional Development

Goal 6: Build and sustain a thriving workforce aligned with the mission of this District

Issue Summary:

According to Board Policy, contract issuance for Certified staff is accepted by the Superintendent and brought to the School Board for approval.

SY 2026-2027 New Hire Certified Contract:

NAME	POSITION	DEPARTMENT
Esmailka, Evelyn	Interventionist	Meade River School
Woodburn, Edward	MS/HS Science Teacher	Barrow High School

Signature: Caitlin Santos (Oct 31, 2026 11:03:24 AKDT)

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Signature: Robert Bolen

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