NORTH SLOPE BOROUGH SCHOOL DISTRICT

MEMORANDUM

TO: Madeline Hickman, President
Members of the Board

THROUGH: Dr. Caitlin Santos, Superintendent

THROUGH: Megan Williams, Director of Finance

FROM: Dr. Robert Bolen, Acting Director of Human Resources RB

DATE: October 29, 2026

SUBJECT: **Contracts Over $10,000- Jobs Connect USA**

Memo No. SB27-065
(Action Item)

NSBSD Strategic Plan Summary:

Staff Support & Professional Development

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

NSBSD Policy Manual:

BP 3312, Contracts: The Superintendent or designee may enter into contracts and memoranda of agreement (MOA's) on behalf of the District. All contracts and MOAs with a dollar value of $10,000 or greater must be approved by the School Board. See attached as Appendix A, a copy of the draft MOA between Jobs Connect USA Staffing Solutions, LLC ("JCU") and the District.

Issue Summary:

Approval is requested for the attached agreement with JCU to provide preliminary screening, document coordination, candidate assessment, and referral of international teacher candidates. These services supplement the District's existing recruitment and hiring processes.

JCU earns $3,000 per candidate when the agreed screening is completed, and the candidate's case is formally transmitted to iDream America or another immigration law firm designated in writing by NSBSD. Payment is due within 30 calendar days of an invoice identifying the candidate and completed endorsement. The fee remains payable regardless of subsequent withdrawal, a decision not to proceed, or an unsuccessful hiring or immigration outcome.

Background:

The agreement expands access to international educators for potential District employment, including candidates who may require H-1B sponsorship. JCU assists with candidate sourcing, collecting and reviewing records, coordinating credential evaluations, and providing background-check documentation. JCU does not guarantee document authenticity, Alaska certification, employment, or immigration approval.

NSBSD retains final hiring authority and responsibility for compensation, benefits, onboarding, District-required checks, and employer obligations. Qualified immigration counsel evaluates eligibility and petition strategy under a separate engagement; JCU is neither immigration counsel nor the employer.

Length of Contract:

Effective on the date of the last authorized signature and continuing until terminated; the agreement does not end automatically with the 2026–27 school year. Either party may terminate on 30 calendar days' written notice. An earlier termination is available for an uncured material breach following the stated 15-day remedy period. Fees earned before termination remain payable.

Available Budget:

Approximately $500,000.00

Funding Source and Contract Amount:

Professional & Technical Services-100.200.551.000.410

The contract

1. Current pending invoice for services rendered: $60,000.00 for 20 candidates at $3,000.00/candidate. See attached Appendix B, a copy of Invoice No. 1065.
2. Requested future authorization: up to 20 candidates, not to exceed $60,000.00.

The agreement contains no candidate limit or aggregate spending ceiling. Immigration attorney fees, USCIS filing fees, premium processing when elected or required, and other authorized third-party costs are separate from the JCU fee. JCU may not incur third-party expenses for NSBSD without prior authorization.

Compliance with BP 3311:

This is a new agreement for Board consideration; the prior memo's addendum exception is not assumed to apply.

Proposed Motion:

"I move that the NSBSD Board of Education approve the $60,000 for services already rendered as evidenced by Invoice No. 1065 and an additional $60,000 for future services to be rendered by JCU, totaling $120,000, as described in this memo and related attachments."

Moved by: _____ Seconded by: _____

Advisory Vote: _____ Vote: _____

Signature: Caitlin Santos (Nov 9, 2026 06:24:09 AKST)
Email: Caitlin.Santos@nsbsd.org

Signature: Megan
Email: megan.williams@nsbsd.org

Signature: Robert Bolen
Email: Bobby.Bolen@nsbsd.org