



SOUTHEAST ISLAND SCHOOL DISTRICT

P.O. Box 19569, 1010 Sandy Beach Road, Thorne Bay, Alaska 99919
(907) 828-8254 Fax: (907) 828-8257 E-mail: sisd@sisd.org

Meeting: January 18, 2023 – Regular Board of Education Meeting
Category: Business Item
Subject: FY23 Classified Employment of Colby Silverthorn as a Custodian in Thorne Bay

RECOMMENDATION

It is the administration's recommendation that the School Board approve the FY23 Classified Employment of Colby Silverthorn as a Custodian in Thorne Bay.

PERTINENT FACTS:

[Alaska Statute 14.14.140](#) (a) stipulates *Members of the immediate family of a school board member may not be employed by the school board except upon written approval of the commissioner.* Alaska Administrative Code [4 AAC 18.031](#) provides further guidance:

(a) The commissioner's approval of a school district's new employment of a member of the immediate family of a school board member, required by AS 14.14.140, must be given upon the written certification by the chief school administrator that the person for whom the approval is requested

(1) is the most qualified applicant for the position; and

(2) has been approved by the school board for employment in the position.

(b) The school board approval required by (a)(2) of this section must be in the form of a motion passed by a majority of a quorum of the board. The motion must be limited to the matter of the employment of the person for whom approval under this section is requested, and must state that the approval of the commissioner is required because the person is a member of the immediate family of a school board member.

The Thorne Bay custodian position was posted November 21, 2022. The advertisement is attached. We received three applications for this position. One applicant accepted a different position with the district. A second applicant was a current employee and Mr. Silverthorn was the third applicant; both were qualified for the position. Since the second candidate was already employed by the district, hiring that candidate for the 29 hours allotted to the custodian position would have exceeded the total allowable hours for the classification. As a result, we have offered the position to both the second applicant and Mr. Silverthorn, dividing the hours between the two candidates.

RECOMMENDED MOTION:

Approve the FY23 Classified Employment of Colby Silverthorn as a Custodian in Thorne Bay conditional on the approval of the commissioner, which is required because Mr. Silverthorn is a member of the immediate family of a school board member.



SOUTHEAST ISLAND SCHOOL DISTRICT

THORNE BAY SCHOOL

PO BOX 19005, THORNE BAY, AK 99919

Phone: (907) 907-828-3921; FAX: (907) 907-828-3901



CLASSIFIED JOB POSTING

November 21, 2022

CUSTODIAN – THORNE BAY SCHOOL, GYM, AND SISD DISTRICT OFFICE

Qualifications:

- 18 years of age or older
- Custodial experience (preferred)
- Strong work ethic
- Able to lift and move 50 pounds
- Cleared background check ([BP/AR 4212.5](#))

Reports To and Is Evaluated By: Principal, Thorne Bay School/Superintendent or designee, District Office

Position Goal: To provide a clean and safe building for our students, employees, and visitors

Performance Responsibilities:

- Keeps building and premises, including play areas, neat and clean at all times.
- Keeps all floors in a clean and attractive condition by sweeping, mopping and vacuuming.
- Sweeps outside steps and walks as appropriate.
- Cleans corridors after school each day.
- Dusts furniture and polishes fixtures.
- Mops and disinfects restroom floors, and clean all sanitary fixtures and drinking fountains daily.
- Washes all windows on both the inside and outside at least twice each year, and more frequently if necessary.
- Keeps wastebaskets empty and clean.
- Makes minor building repairs. Promptly reports major repairs needed to supervisor.
- Reports immediately to supervisor any damage to school property as well as any condition believed to be potentially unsafe.
- Determines, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
- Moves furniture or equipment within the building as required for various activities and as directed by supervisor.
- Maintains an inventory of custodial supplies in a safe manner, and recommends purchase of supplies to supervisor.
- Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
- Other duties as assigned by supervisor.

Terms of Employment:

- FY 2023; up to 29 hours per week. Schedule is generally Mon-Thurs: 6 hours between 4 PM and 6 AM; Fri: 5 hours (adjustments as needed for sporting events and other activities).
- Pay Range E, *Regular Employee Classified Pay Range Schedule* (entry step is \$14.08/hour; higher step placement possible depending on experience).
- Benefits are determined based on the [Classified Employee Handbook](#)

Application Deadline: November 26, 2022 or until filled

First Day of Work: November 28, 2022 or when filled and hiring requirements met

To Apply: Submit a [Classified Employee Application](#) form (current employees can submit letter of interest) by email applicants@sisd.org, by fax to 907-828-3901, or by hand delivery it to the Thorne Bay School or SISD District Office (if you fax the application or letter, please call 828-3921 to verify receipt).