



NORTH SLOPE BOROUGH SCHOOL DISTRICT

M E M O R A N D U M

TO: Nancy Rock, Board President
Members of the School Board

THROUGH: Rich Carlson, Interim Superintendent

DocuSigned by:

Richard Carlson

A89A63D72D5644F...

THROUGH: Fadil Limani, Chief Financial Officer

FROM: Liz Noble, Director of Curriculum & Instruction *LN*

DATE: January 30, 2022

SUBJECT: Curriculum and Instruction Restructure

Memo No. **SB22-135**
Action Item

2020-2025 STRATEGIC PLAN SUMMARY

1.0 ACADEMIC SUCCESS: All students will reach their intellectual potential and achieve academic success through integrating Iñupiaq knowledge systems into the core content areas and focusing on the development of the Whole Child.

2.0 COMMUNITY ENGAGEMENT: Foster collective responsibility, commitment and trust between the school and community.

3.0 STAFF SUCCESS: Strengthen the recruitment and retention of highly effective staff and inspire more Iñupiaq teachers and administrators.

3.2 HOMEGROWN WORKFORCE: Support the systems that inspire, develop and recruit local/homegrown teachers, administrators and staff.

4.0 FINANCIAL & OPERATIONAL STEWARDSHIP: Effectively employ our operational and financial resources to support our strategic goals and long-term stability of the district.

Background/Issue Summary:

The Curriculum and Instruction (C&I) Department oversees general education, core curriculum and response to intervention. The Department also provides support in the area of standards-based instruction to align with the Iñupiaq Learning Framework. During the SY18-19 the C&I Department absorbed two additional departments which included the Student Records due to

budget reductions. Currently, the Student Records Division maintains all student related records of the School District including but not limited to enrollments, withdrawals, transfers, schedules, transcripts and etc.

The Student Records division plays an integral part within the School District framework as it provides underlying support in many key functions of the School District such as the Baseline Student allocation funding with State of Alaska, Federal Impact Aid Funding, National School Lunch Program, and the E-Rate Funding from the Federal Communications Commission.

The proposed structure is to eliminate the vacant Administrative Assistant position and place the Records Manager (filled) under the Manager Pay scale. Additionally, change the Data Specialist (filled) position to the Data Manager position and place the position under the Manager Pay scale. Currently, both of the Student Records positions are under the classified hourly pay scale.

The current budget for the C&I Department, specifically for Central Office and Student Records is set for the following:

Current Budget						
	Salary	Benefits	Total	General Fund	Grant Funds	Total
Position						
Data Specialist-260 Days Full Year	66,897.75	46,768.24	113,665.99	86,606.14	27,059.85	113,665.99
Records Manager-260 Days Full Year	74,150.10	62,698.28	136,848.38	136,848.38	-	136,848.38
Administrative Assistant-260 Days Full Year	57,585.60	27,605.11	85,190.71	85,190.71	-	85,190.71
	198,633.45	137,071.63	335,705.08	308,645.23	27,059.85	335,705.08

The proposed budget for the C&I Department, Student Records restructure will allow for the following:

Proposed Budget						
	Salary	Benefits	Total	General Fund	Grant Funds	Total
Position						
Records Manager-260 Days Full Year	100,157.00	63,098.91	163,255.91	163,255.91	-	163,255.91
Data Manager-260 Days Full Year	100,157.00	63,098.91	163,255.91	122,441.93	40,813.98	163,255.91
	200,314.00	126,197.82	326,511.82	285,697.84	40,813.98	326,511.82

The estimated cost savings in restructuring the C&I Department, specifically Student Records division is \$9,193.26.

Proposed Motion:

“I move that the NSBSD Board of Education approve the C&I Department, Student Records restructure and proposed budget revision.”

Moved By: _____ Seconded By: _____

Vote: _____