



NORTH SLOPE BOROUGH SCHOOL DISTRICT

MEMORANDUM

TO: Robyn Burke, President
Members of the School Board

THROUGH: David Vadiveloo, Superintendent DsV

FROM: Greg Culbert, Human Resources Director GC

DATE: March 15, 2024

SUBJECT: **FY2024-2025 New Hire Classified Contract Issuance** **Memo No: SB24-112**
(Action Item)

NSBSD Strategic Plan:

3.1 Hiring & Recruiting: Improve the hiring and on-boarding process for all employees.

NSBSD Policy Manual:

BP 4211, Recruitment and Selection (Classified Personnel): The Superintendent or designee shall determine the personnel needs of the district and shall locate suitable candidates....The Superintendent or designee shall ensure that persons nominated for employment meet all qualifications established by law and by the Board.

BP 4212, Appointment and Conditions of Employment (Classified Personnel): The Superintendent or designee shall establish procedures for the selection of qualified candidates and shall appoint individuals to classified positions on a temporary, probationary, or regular basis.

BP 4251, Compensation Plans (Classified Personnel): Pay rates for classified employees are based on a classification plan and pay schedules that reflect the complexity of the job and an employee's years of service. The rates established will be compatible with those for similar positions in Alaska and in the region. Specific pay schedules will be recommended by the Superintendent and approved by the Board. Any classified contract that is outside the schedule must be approved by the Board.

Issue Summary:

The District salary schedule for Directors, Coordinators and Managers has not been amended in at least 5 years. As a result, the salary cap for these positions is often not competitive based on offerings in other Districts. In response to this cap limit and in accordance with the policies and procedures referenced in this memo, the Superintendent wishes to issue a classified contract outside the salary schedule for the purpose of attracting and retaining a Finance Director for the North Slope Borough School District.

FY 2024-2025 New Hire Classified Contract Issuance:

NAME	POSITION	DEPARTMENT
Williams, Megan	Director of Finance	Business Office

Proposed Motion:

“I move that the NSBSD Board of Education approve the FY25 New Hire Classified Contract Issuance as provided in SB24-112 and attachments.”

Moved by: _____ Seconded by: _____

Advisory Vote: _____ Vote: _____

Signature: Greg Culbert
Greg Culbert (Mar 19, 2024 14:57 AKDT)

Email: greg.culbert@nsbsd.org

Signature: DS Vadeloo
DS Vadeloo (Mar 19, 2024 14:51 AKDT)

Email: david.vadeloo@nsbsd.org