



## NORTH SLOPE BOROUGH SCHOOL DISTRICT

### M E M O R A N D U M

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

**THROUGH:** Richard Carlson, Interim Superintendent

**FROM:** David Camp, Director of Human Resources

**DATE:** November 8, 2021

**SUBJECT:** Added Duty Contracts

DocuSigned by:  
*Richard Carlson*  
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DocuSigned by:  
*David Camp*  
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**Memo No. SB22-083**  
**(Work Session Item)**

**NSBSD Strategic Plan Goal:** We will continually strengthen the recruitment, retention and professional development of highly effective staff.

**NSBSD Strategic Plan Goal 3:** Improve the hiring and on-boarding process for all employees by incorporating elements from the human resources audit.

#### **Background:**

Under the Teachers Negotiated Agreement, Page 32, 1902 Added Duty Contracts:

- The added duty is defined as a separately contracted duty, beyond the workday, for supervision of an activity, club, or sport.
- Added Duty Contracts are for a period of one school year or until the activity is completed, unless the contract is dissolved by the Superintendent because of too few participants or a shortened season.
- Any activity not covered on the list of activities shall be designated as a developing activity and shall have District approval. When determining placement for a developing activity, the District will make comparisons to present activities in terms of time, number of students, and overall responsibility. However, the District shall determine the pay range of a developing activity and Districts determination shall be final and binding.

**\*\*These are just a few of the stipulations for the ADC's. The complete list can be found on page 32 of the Teachers Negotiated Agreement.**

#### **Managing the ADC's**

The HR Director has set in place better management processes and tools to control cost and the "need" for additional ADC's for all schools in the District.

##### **1. Managing ADCs**

- a. When some ADC's drop off at the end of the 1<sup>st</sup> semester (Football, etc.) others will be picked up in the 2<sup>nd</sup> semester (Basketball, etc). The same can be said regarding academic events by semester
- b. Working more closely with the principals and controlling the amount of ADC's requested compared to what is listed in the negotiated agreement.
- c. Added Duty Committee
  - i. Shall consist of, at a minimum, the following:

1. A designated NSBEA member
2. A designated CO Administrator
3. A designated site Administrator
4. A designated community representative
5. The committee is advisory in nature and shall only make recommendations to the Superintendent

- d. Finding ADC best practices within the state of Alaska in Districts with similar student populations. This is ongoing as of the formulation of this memorandum.

There is still much work to be done, in part, during the renegotiations of the teacher's agreement, the ADC committee will be prepared to plan, implement and manage the processes and improvement opportunities to board and superintendent expectations.

The work we have accomplished thus far is displayed on the following pages.

## KEY

KEY:			
Green = issued	White = requested but not filled	Grey fill = not requested in 2021-22	Blue fill = not appropriate to that site

PLEASE SEE NEXT PAGE

## GENERAL FUNDED ADC'S

Position / Activity per CB/Range	Alak	BHS	Hopson	Ipalook	Kali	Kaveolook	Kiita	Meade Rive	Nunamiut	Tikigaaq	Trapper	Unfilled	Hired
Athletics Director	9	8264								8264		8,264.00	\$8,264.00
Activities Director	9	8264		8264	8264	8264	8264	8264	8264	8264	8264	24,792.00	\$41,320.00
Site Tech - Village	9	8264				8264	8264	8264	8264	8264	8264		\$57,848.00
Site Tech -BHS, HMS, IPK	7		5904	5904	11,808								\$23,616.00
Site Tech, Kiita	5						3543						\$3,543.00
Band Director, BHS,HMS	8		7084										\$7,084.00
Yearbook >150 students	5	3543	3543	3543	3543					3543		10,629.00	\$7,086.00
Yearbook <150 students	4					2361	2361			2361	2361	4,722.00	\$4,722.00
Newspaper Advisor	4									2361			\$2,361.00
Student Council Advisor	4	2361	2361	2361	2361		2361	2361	2361	2361	2361	2,361.00	\$18,888.00
Senior Class Advisor	3	1766	1766				1766			1766		1,766.00	\$5,928.00
Junior Class Advisor	3		1766							1766			\$3,532.00
Freshman Class Advisor	1	592	592								592	1,184.00	\$592.00
Sophomore Class Advisor	1		592									592.00	
National Honor Society	2	1182	1182									2,364.00	
Pep Band	4		2361							2361			\$4,722.00
Student Store Advisor	5	3543		3543		3543	3543	3543	3543	3543			\$28,344.00
Choir 2 performances	5				3543								\$3,543.00
Choir 1 performance	3				1766								\$1,766.00
Drama (per show)	5								3543				\$3,543.00
Alaska Federation of Native	2	1182	1182			1182				1182	1182	4,728.00	\$1,182.00
Iñupiat Dancing	4	2361		2361	2361					2361	2361	7,083.00	\$7,083.00
Talent Show - students	2				1182					1182			\$2,364.00
Talent Sh - students + comr	3												
History Day	3								1766				\$1,766.00
Science Fair	3	1766			1766				1766		1766	3,532.00	\$3,532.00
Geography Bee	2			1182	1182							1,182.00	\$1,182.00
Spelling Bee	2			1182	1182								\$2,364.00
Debate / We The People	3		1766									1,766.00	
WEIO (used for NYO)	2	1182	1182			1182		1182		1182	1182	7,092.00	
Football Head Coach BHS	8		7084										\$7,084.00
Football Ass't Coach BHS	7		5904										\$5,904.00
Football Head Coach HMS	5			5904									\$5,904.00
Football Ass't Coach HMS	5			5904									\$5,904.00
Basketball Head Coach BHS	9		16,528										\$16,528.00
Basketball Ass't Coach BHS	6		9446									9,446.00	
Basketball Head Coach PHC	9									16528		16,528.00	
Basketball Ass't Coach PHC	6												
Basketball Head Coach Villa	7	11,808			11,808	11,808		11,808	11,808		11,808	59,040.00	\$11,808.00
MS Basketball Coach HMS	5			7086		3543				7086		17,715.00	
MS Basketball Ass't, HMS,	4			2361								2,361.00	
MS Basketball Coach, Villa	2							1182	1182			1,182.00	\$1,182.00
Volleyball Head Coach BHS	8		7084										\$7,084.00
Volleyball Ass't/JV Coach B	6		4723										\$4,723.00
Volleyball Head Coach Villa	4	2361			2361	2361		2361	2361	2361	2361	4,722.00	\$11,805.00
Volleyball MS Coach	2			1182						1182	1182	2,364.00	\$1,182.00
Wrestling Head Coach BHS	8		7084										\$7,084.00
Wrestling Ass't Coach BHS	6		4723										\$4,723.00
Wrestling Head Coach Tikig	7									5904		5,904.00	
Wrestling Head Coach Villa	4												
Wrestling Middle School Co	2			1182						1182		1,182.00	\$1,182.00
Cheerleading Head Coach B	7		5904									5,904.00	
Cross Country Head Coach	5		3543										\$3,543.00
Cross Country Head Coach	5									3543			\$3,543.00
Cross Country Head Coach	4	2361				2361			2361		2361		\$9,444.00
Cross Country Middle Scho	3			1766						1766		1,766.00	\$1,766.00
eSports [2]	5		3543						3543			3,543.00	\$3,543.00
Lunchtime Gym Supervisor	6		4723										\$4,723.00
8th Grade Advisor [4]	1			592								592.00	\$592.00
Archery - Tikigaaq [5]	6									4723			\$4,723.00
Fencing - Tikigaaq [5]	6									<del>4723</del>			
Unspecified - ATQ Q2 [5]	4							2361				2,361.00	
Unspecified - ATQ Q3 [5]	4							2361				2,361.00	
Indoor Activities - AKP [5]	6								4723				\$4,723.00
Outdoor Activities - AKP [5]	6								4723				\$4,723.00
<b>TOTAL GENERAL FUND ADCs</b>												<b>219,028.00</b>	<b>\$379,595.00</b>

## STATE REQUIRED ADC'S

State Required	Range	Alak	BHS	Hopson	Ipalook	Kali	Kaveolook	Kiita	Meade River	Nunamiut	Tikigaaq	Trapper	Unfilled	Hired
<b>STATE REQUIRED - PAID OUT OF THE GENERAL FUND - TOTAL \$22,392</b>														
Building Test Coordinator	5				3542									\$3,542.00
Building Test Coordinator	4			2361							2361			\$4,722.00
Building Test Coordinator	3	1766	1766			1766	1766	1766	1766	1766		1766		\$14,128.00
<b>TOTAL STATE REQUIRED</b>														<b>\$22,392.00</b>

## GRANT-FUNDED ADC'S

TOTAL GRANT-FUNDED ADCs (sources: Indian Ed, Community Schools, School Improvement. Iñupiat Education split with their funding source)														
Grant Funding:	Range	Alak	BHS	Hopson	Ipalook	Kali	Kaveolook	Kiita	Meade River	Nunamiut	Tikigaaq	Trapper	Unfilled	Hired
Battle of the Books	2	1182	1182	1182	4782	1182	1182		1182	1182	1182	1182	3,546.00	\$11,874.00
Mapkuq Mentors	3	1766	1766	3532	7064	1766	1766	1766	1766	1766	1766	1766	5,298.00	\$21,192.00
Kiita Night School	9							8264						\$8,264.00
Robotics Middle School 5-8	3	1766		1766	1766		1766		1766	1766			1,766.00	\$8,830.00
Building Leadership Team	n/a								4000					\$4,000.00
<b>TOTAL GRANT FUNDED</b>													<b>10,610.00</b>	<b>\$54,160.00</b>

## UNFILLED POSITIONS/NO INTEREST POSITIONS

	Range	Alak	BHS	Hopson	Ipalook	Kali	Kaveolook	Kiita	Meade River	Nunamiut	Tikigaaq	Trapper	Unfilled	Hired
<b>Categories that no school asked for but which are in the NSBEA's Negotiated Agreement.</b>														
VICA (voc-ed)	5													
VICA villages	4													
Future Teachers of America	2													
Football Head Coach PHO	7													
Football Ass't Coach PHO	6													
Football Head Coach Village	6													
Football Ass't Coach Village	5													
extra class - teacher #1	8													
Principal-approved 1, per C	6													
Principal-approved 2, per C	4													
ELL Liaison	7													

## GRAND TOTALS

\$229,638.00	\$456,147.00
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