

**Memorandum
Human Resources**

To: Regional School Board Members

Date: June 2, 2025

FR: Office of the Superintendent

Subject: Human Resources Report

Kathryn Self, Director of Human Resources reports on the following:

HR recruiters are currently recruiting for approximately 23 certified positions for FY26 and 15 classified positions throughout the district (and additional temporary positions). We have filled 17 of 40 open positions. We currently have 144 of 184 returning certified staff (78%) of which includes 56 J1/H1B teachers working in our District. Approximately half of the J1/H1B staff will be returning to their home for the summer and returning to Kotzebue late July or early August. We have had 31 staff members resign or retire this year.

HR recruiters and staff are interviewing candidates from Alaska Teacher Placement, Handshake, LinkedIn, along with staff referrals. We hold regular Handshake recruiting platforms to share the Northwest Arctic Borough highlights and answer questions for potential applicants. Many of our applicants are coming from the southern regions of the United States, though we also have several coming from within Alaska this year.

There has been a transition from Meritain to Premiera Insurance. There are no significant changes to the benefits and cost to staff remains the same. Staff continue to have the benefit of additional optional life insurance. Our HR Specialist is working to assure all staff are enrolled and up to date. Open enrollment will occur in August for new staff enrollment and returning staff to add/drop family members or to increase amounts of optional life insurance.

The HR Team is working diligently to update files for both new and returning staff.

The month of May expectations include teacher recruitment, processing of resignations, update the HR procedural manual and the administrative manual, Principal check out, housing close-out, and completion of extra duty payments processed.

**Memorandum
Human Resources**

To: Regional School Board Members

Date: June 2, 2025

FR: Office of the Superintendent

Subject: Human Resources Report

Kathryn Self, Director of Human Resources reports on the following:

I. The administration report on the following non-action items:

- a) Certified transfers FY26
- b) Classified transfers FY26
- c) Certified resignations FY26
- d) Classified resignations FY26
- e) Certified openings FY26
- f) Classified openings FY26

a) The administration reports on the following Certified transfers:

LOCATION&DATE	NAME	POSITION
<u>JNES</u>		
5/7/25	Marjorie Baker	Assistant Principal
5/15/25	Marylinda Puzon	Teacher
5/15/25	Maria Mabayan	Teacher
5/15/25	Grace Menor	Teacher
<u>NOORVIK</u>		
5/15/25	Alvin Altares	Counselor Intern
<u>DISTRICT OFFICE</u>		
5/16/25	Shirley Dukes	Itinerant Counselor
5/7/25	James Stewart	HR Director

b) The administration reports on the following Classified transfers:

LOCATION&DATE	NAME	POSITION
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JNES

5/15/25	Steve Shindler	SpEd Aide
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c) The administration reports on the following Certified resignations:

LOCATION&DATE	NAME	POSITION
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BUCKLAND

5/21/25	Dondee Valliente	Teacher
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d) The administration reports on the following Classified resignations:

LOCATION&DATE	NAME	POSITION
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KIANA

5/21/25	Autumn Simmons	Instructional Aide
5/30/25	Tommy Wells	Maintenance

SELAWIK

5/21/25	Priscilla Ballot	Instructional Aide
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ATC

5/8/25	Eugene Wilkerson	Registrar
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DISTRICT OFFICE

6/30/25	Jennifer Green	Staff Dev Specialist
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e) The administration reports on the following Certified openings:

AMBLER

2 Teachers

BUCKLAND

1 Principal
1 Teacher

Certified openings continues:

DEERING

1 Teacher

JNES

2 Teachers

KIANA

1 Teacher

KIVALINA

3 Teacher

KMHS

1 Teacher

KOBUK

1 Principal

1 Teacher

NOATAK

1 Teacher

NOORVIK

1 Assistant Principal

3 Teachers

SELAWIK

1 Teacher

SHUNGNAK

3 Teachers

ATC

1 Assistant Director

1 Teacher



Certified openings continues:

DISTRICT OFFICE

2 Staff Development Specialist
1 Itinerant Social Worker

f) The administration reports on the following Classified opening:

DEERING

1 SpEd Aide

JNES

1 SpEd Aide

KIANA

1 Instructional Aide
1 Maintenance

KIVALINA

1 Bus Driver

KOBUK

1 SpEd Aide

NOORVIK

1 Bilingual Instructor

SELAWIK

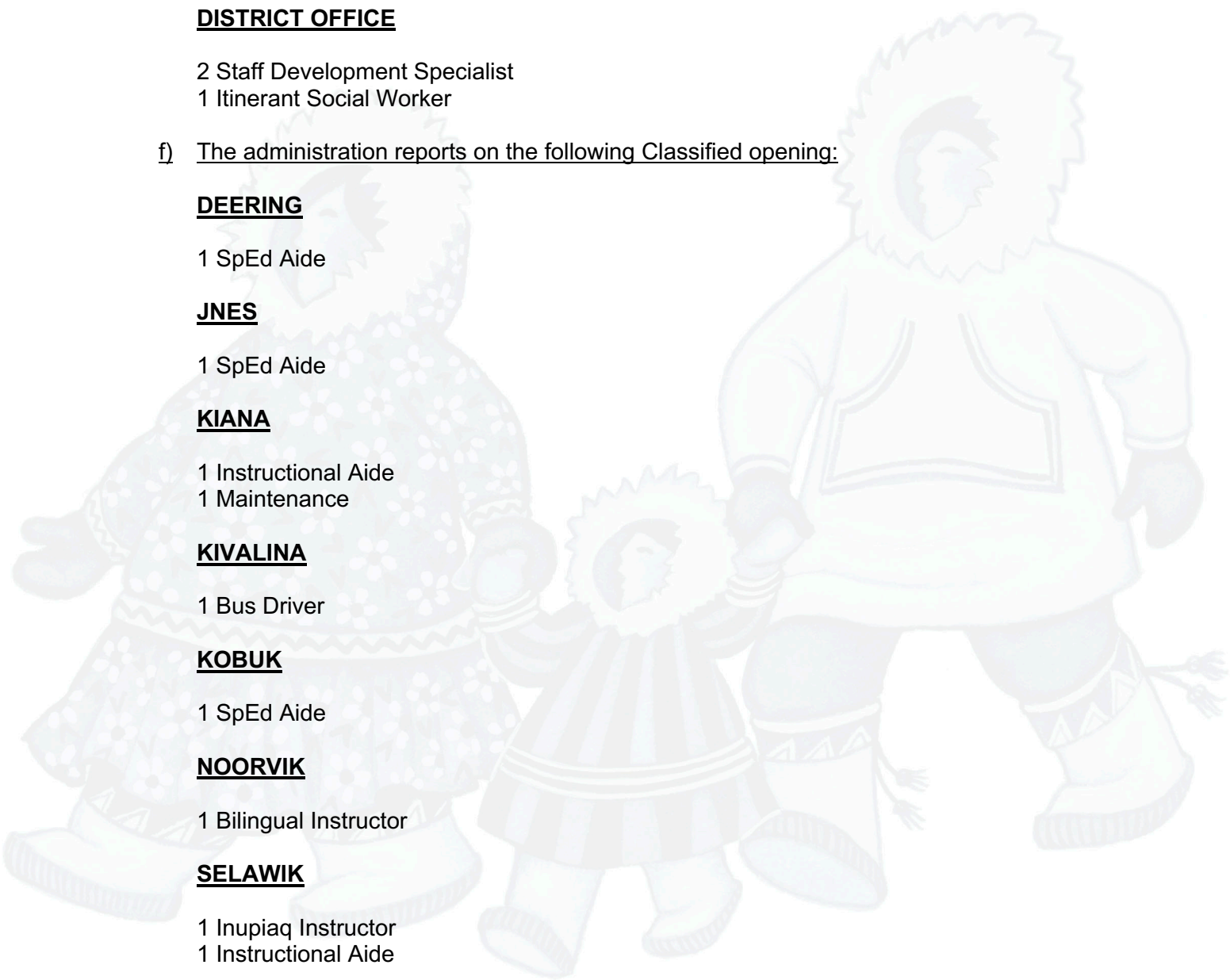
1 Inupiaq Instructor
1 Instructional Aide

STAR of the NORTH

2 Dorm Attendants

ATC

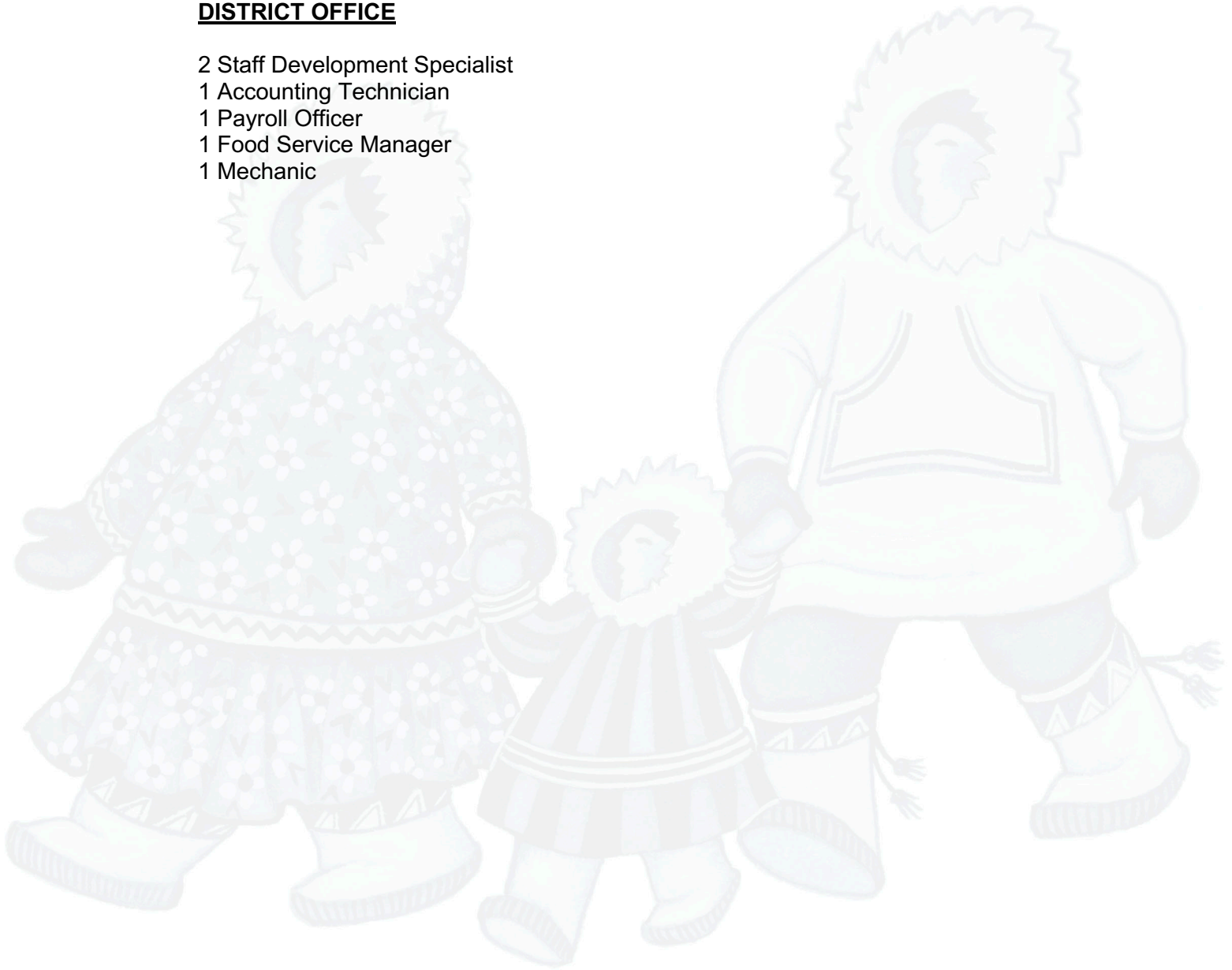
1 Secretary
2 Adult Dorm Attendants
1 Registrar



Classified openings continues:

DISTRICT OFFICE

- 2 Staff Development Specialist
- 1 Accounting Technician
- 1 Payroll Officer
- 1 Food Service Manager
- 1 Mechanic



**Memorandum
Human Resources**

To: Regional School Board Members

Date: June 3, 2025

FR: Office of the Superintendent

NUMBER: 25-160

Subject: Human Resources Action Item Kathryn Self, Director of Human Resources

reports on the following:

HR recruiters are currently recruiting for approximately 23 certified positions for FY26 and 15 classified positions (and additional temporary positions). HR recruiters and staff are interviewing candidates from Alaska Teacher Placement, Handshake, LinkedIn, along with staff referrals. We currently have 144 of 184 returning certified staff (78%). Returning staff includes 56 J1/H1-B teachers working in our District.

I. The administration recommends approval of the following action items:

a) Certified new hires FY26

a) The administration recommends approval of the following FY26 Certified New Hires:

LOCATION&DATE	NAME	POSITION
<u>AMBLER</u>		
5/20/25	Mary Snider	Teacher
<u>BUCKLAND</u>		
4/30/25	Michelle Toni Jones	Counselor Intern
<u>DEERING</u>		
5/7/25	Lillian Wise	Teacher
<u>JNES</u>		
5/18/25	Jessie Hanson	Teacher
<u>KIANA</u>		
5/18/25	Lynn Smith	Principal
5/2/25	Patricia Wilson	Teacher
<u>KOBUK</u>		
4/17/25	William Habich	Principal

NOATAK

5/7/25
4/30/25

Lori Moore
Donna Ferolie

Teacher
Counselor Intern

SELAWIK

5/1/25

Richard Williams

Counselor Intern

SHUNGNAK

5/1/25

Dennis Slaton

Principal