



NORTH SLOPE BOROUGH SCHOOL DISTRICT

MEMORANDUM

TO: Robyn Burke, President
Members of the School Board

FROM: David Vadiveloo, Superintendent DSV
DSV

DATE: May 3, 2024

SUBJECT: **FY2024-2025 Executive Contract Issuance Approval** **Memo No: SB24-158**
(Action Item)

NSBSD Strategic Plan:

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

NSBSD Policy Manual:

BP 4000, Concepts and Roles (All Personnel): The Board: (1) Adopts wage and salary schedules. (2) Approves the employment of certificated personnel...The Superintendent or designee: (1) Nominates for employment all certificated personnel ... (5) Proposes salary schedules for staff members not covered by an employee organization agreement...

BP 4113, Assignment (Certificated Personnel): The Superintendent or designee may assign certificated personnel to any position for which their preparation, certification, experience and aptitude qualify them.

BP 4151, Salary Guides – Exempt Employees: An exempt employee must meet certain tests regarding their job duties and be paid on a salary basis. Being paid on a “salary basis” means an employee regularly receives a predetermined amount of compensation each pay period on a weekly basis, or less frequent, basis.

BP 4300, Definitions (Management and Supervisory Personnel): Management and supervisory employees are excluded from the bargaining units of other certificated or classified employees. Management employees are those employees who have significant responsibilities for formulating district policies, or administering district programs and who have been designated as management by the School Board.

Background:

The Board recently approved a salary guide for exempt employees in supervisory positions such as Directors, Coordinators and Managers with pay rates for employees that reflect the complexity of the job, years of experience, and competitive rates for those in similar positions in Alaska and/or region. However, this salary schedule does not cover executive management positions designated as Assistant Superintendent or Chief Operations Officer.

Issue Summary:

There is no established salary schedule for executive management positions such as the Assistant Superintendent or Chief Operating Officer.

In accordance with the policies and procedures referenced in this memo, the Superintendent recommends issuance of a contract outside the salary schedule for the following individuals where compensation is based on a daily rate aligned closer to other certificated administrators in the District and provides a competitive salary for these key executive administrative positions.

FY 2024-2025 Executive Contract Issuance Approval:

NAME	POSITION	DEPARTMENT
Mulvenon, Tracy	Assistant Superintendent	Central Office
Bolen, Robert "Bobby"	Chief Operating Officer	Central Office

Proposed Motion:

"I move that the NSBSD Board of Education approve the FY25 Executive Contract Issuance Approval as presented in SB24-158."

Moved by: _____ Seconded by: _____

Advisory Vote: _____ Vote: _____

Signature: DS Vadiveloo
DS Vadiveloo (May 9, 2024 14:12 AKDT)

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