



## NORTH SLOPE BOROUGH SCHOOL DISTRICT

### MEMORANDUM

**TO:** Qaiyaan Harcharek, President  
Members of the School Board DS  
PH

**THROUGH:** Pauline Harvey, Superintendent DS  
MD

**FROM:** Naomi Digitaki, Director of Human Resources

**DATE:** December 4, 2020

**SUBJECT: Recruitment Plan**

**Memo No: SB21-098  
(Information Item)**

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**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:**

Board Policy 4111 Recruitment and Selection (Certificated Personnel) states:

The District shall employ the most highly qualified person available for each open position. The Superintendent or Designee shall develop recruitment and selection procedures to ensure that every effort is made to find and hire fully qualified teachers for all classrooms, which include:

1. Assessment of the district's needs to determine those areas where specific skills, knowledge and abilities are lacking;
2. Development of job descriptions that accurately portray the position, including requirements that a teacher be highly qualified in accordance with federal and state law;
3. Dissemination of vacancy announcements to ensure a wide range of candidates, when necessary;
4. Screening procedures that will identify the best possible candidate for interviews;
5. Interview procedures will determine the best qualified candidate for recommendation to the Board.

Staff members involved in the selection process shall recommend only those candidates who meet all qualifications established by law and the Board for a particular position. Nominations for employment shall be based upon appropriate screening devices, interviews, observations, recommendations from previous employers, background and reference checks, and any requirement of applicable collective bargaining agreements.

**Status of Hiring as of December 4, 2020 by site:**

<b>Site:</b> Alak School, Wainwright			
<b># of FTE's in FY20:</b>	17		
<b># of FTE's in FY21:</b>	18		
<b>Total Vacancies:</b>	1		
<b>Previously vacant / mid-year resignation:</b>	1	<b>Filled</b>	3
<b>End of year resignations / declined:</b>	2	<b>Eliminated:</b>	0
<b>Contract not offered / not yet offered:</b>	0	<b>LOI's</b>	0
<b>New position:</b>	1	<b>Transfer In</b>	0
<b>Transfer out:</b>	0		
<b>Total remaining to fill:</b>	<b>1</b>		

Notes:

<b>Site:</b> Nunamiut School, Anaktuvuk Pass			
<b># of FTE's in FY20:</b>	14		
<b># of FTE's in FY21:</b>	13		
<b>Total Vacancies:</b>	0		
<b>Previously vacant / mid-year resignation:</b>	0	<b>Filled</b>	3
<b>End of year resignations / declined:</b>	1	<b>Eliminated:</b>	0
<b>Contract not offered / not yet offered:</b>	0	<b>LOI's</b>	0
<b>New position:</b>	0	<b>Transfer In</b>	0
<b>Transfer out:</b>	2		
<b>Total remaining to fill:</b>	<b>0</b>		

Notes:

<b>Site:</b> Meade River School, Atqasuk			
<b># of FTE's in FY20:</b>	12		
<b># of FTE's in FY21:</b>	12		
<b>Total Vacancies:</b>	0		
<b>Previously vacant / mid-year resignation:</b>	2	<b>Filled</b>	2
<b>End of year resignations / declined:</b>	1	<b>Eliminated:</b>	0
<b>Contract not offered / not yet offered:</b>	0	<b>LOI's</b>	0
<b>New position:</b>	0	<b>Transfer In</b>	0
<b>Transfer out:</b>	0		
<b>Total remaining to fill:</b>	<b>0</b>		

Notes:

<b>Site:</b> Barrow High School, Utqiagvik			
<b># of FTE's in FY20:</b>	23		
<b># of FTE's in FY21:</b>	24.75		
<b>Total Vacancies:</b>	1		
<b>Previously vacant / mid-year resignation:</b>	1	<b>Filled</b>	8
<b>End of year resignations / declined:</b>	6.5	<b>Eliminated:</b>	0
<b>Contract not offered / not yet offered:</b>	0	<b>LOI's</b>	0
<b>New position:</b>	0.5	<b>Transfer In</b>	1
<b>Transfer out:</b>	1		
<b>Total remaining to fill:</b>	<b>0</b>		

Notes:

<b>Site:</b> Hopson Middle School, Utqiagvik			
<b># of FTE's in FY20:</b>	23		
<b># of FTE's in FY21:</b>	22.5		
<b>Total Vacancies:</b>	1		
<b>Previously vacant / mid-year resignation:</b>	0	<b>Filled</b>	5
<b>End of year resignations / declined:</b>	6.5	<b>Eliminated:</b>	0
<b>Contract not offered / not yet offered:</b>	1	<b>LOI's</b>	0
<b>New position:</b>	0.5	<b>Transfer In</b>	1
<b>Transfer out:</b>	0		
<b>Total remaining to fill:</b>	<b>1</b>		

Notes:

<b>Site:</b> Ipalook Elementary School, Utqiagvik			
<b># of FTE's in FY20:</b>	45		
<b># of FTE's in FY21:</b>	44		
<b>Total Vacancies:</b>	0		
<b>Previously vacant / mid-year resignation:</b>	0	<b>Filled</b>	4
<b>End of year resignations / declined:</b>	6	<b>Eliminated:</b>	0
<b>Contract not offered / not yet offered:</b>	0	<b>LOI's</b>	0
<b>New position:</b>	0	<b>Transfer In</b>	2
<b>Transfer out:</b>	0		
<b>Total remaining to fill:</b>	<b>0</b>		

Notes:

<b>Site:</b> Harold Kaveolook School, Kaktovik			
<b># of FTE's in FY20:</b>	10		
<b># of FTE's in FY21:</b>	10		
<b>Total Vacancies:</b>	0		
<b>Previously vacant / mid-year resignation:</b>	0	<b>Filled</b>	2
<b>End of year resignations / declined:</b>	3	<b>Eliminated:</b>	0
<b>Contract not offered / not yet offered:</b>	0	<b>LOI's</b>	0
<b>New position:</b>	0	<b>Transfer In</b>	0
<b>Transfer out:</b>	0		
<b>Total remaining to fill:</b>	<b>0</b>		

Notes:

<b>Site:</b> Kiita Learning Community, Utqiagvik			
<b># of FTE's in FY20:</b>	5		
<b># of FTE's in FY21:</b>	5.25		
<b>Total Vacancies:</b>	0		
<b>Previously vacant / mid-year resignation:</b>	0	<b>Filled</b>	1
<b>End of year resignations / declined:</b>	1	<b>Eliminated:</b>	0
<b>Contract not offered / not yet offered:</b>	0	<b>LOI's</b>	0
<b>New position:</b>	0	<b>Transfer In</b>	0
<b>Transfer out:</b>	0		
<b>Total remaining to fill:</b>	<b>.25</b>		

Notes:

<b>Site:</b> Nuiqsut Trapper School			
<b># of FTE's in FY20:</b>	17		
<b># of FTE's in FY21:</b>	17		
<b>Total Vacancies:</b>	0		
<b>Previously vacant / mid-year resignation:</b>	0	<b>Filled</b>	5
<b>End of year resignations / declined:</b>	5	<b>Eliminated:</b>	0
<b>Contract not offered / not yet offered:</b>	0	<b>LOI's</b>	0
<b>New position:</b>	0	<b>Transfer In</b>	1
<b>Transfer out:</b>	1		
<b>Total remaining to fill:</b>	<b>0</b>		

Notes:

<b>Site:</b> Tikigaq School, Point Hope			
<b># of FTE's in FY20:</b>	24		
<b># of FTE's in FY21:</b>	24		
<b>Total Vacancies:</b>	2		
<b>Previously vacant / mid-year resignation:</b>	0	<b>Filled</b>	2
<b>End of year resignations / declined:</b>	1	<b>Eliminated:</b>	0
<b>Contract not offered / not yet offered:</b>	1	<b>LOI's</b>	0
<b>New position:</b>	0	<b>Transfer In</b>	0
<b>Transfer out:</b>	0		
<b>Total remaining to fill:</b>	2		

Notes:

<b>Site:</b> Kali School, Point Lay			
<b># of FTE's in FY20:</b>	13		
<b># of FTE's in FY21:</b>	12		
<b>Total Vacancies:</b>	2		
<b>Previously vacant / mid-year resignation:</b>	1	<b>Filled</b>	2
<b>End of year resignations / declined:</b>	3	<b>Eliminated:</b>	0
<b>Contract not offered / not yet offered:</b>	0	<b>LOI's</b>	0
<b>New position:</b>	0	<b>Transfer In</b>	0
<b>Transfer out:</b>	2		
<b>Total remaining to fill:</b>	2		

Notes:

<b>Site:</b> RLC/Qatqiññaġvik, Utqiagvik			
<b># of FTE's in FY20:</b>	New to FY21		
<b># of FTE's in FY21:</b>	5		
<b>Total Vacancies:</b>	5		
<b>Previously vacant / mid-year resignation:</b>	0	<b>Filled</b>	1
<b>End of year resignations / declined:</b>	0	<b>Eliminated:</b>	0
<b>Contract not offered / not yet offered:</b>	0	<b>LOI's</b>	0
<b>New position:</b>	5	<b>Transfer In</b>	0
<b>Transfer out:</b>	0		
<b>Total remaining to fill:</b>	3		

Notes:

<b>Site: Qargi Academy, Utqiagvik</b>			
<b># of FTE's in FY20:</b>	New to FY21		
<b># of FTE's in FY21:</b>	4		
<b>Total Vacancies:</b>	4		
<b>Previously vacant / mid-year resignation:</b>	0	<b>Filled</b>	4
<b>End of year resignations / declined:</b>	0	<b>Eliminated:</b>	0
<b>Contract not offered / not yet offered:</b>	0	<b>LOI's</b>	0
<b>New position:</b>	4	<b>Transfer In</b>	0
<b>Transfer out:</b>	0		
<b>Total remaining to fill:</b>	<b>0</b>		

<b>Site: NSBSD Totals</b>			
<b># of FTE's in FY20:</b>	<b>203</b>		
<b># of FTE's in FY21:</b>	<b>211</b>		
<b>Total Vacancies:</b>	<b>9</b>		
<b>Previously vacant / mid-year resignation:</b>	<b>5</b>	<b>Filled</b>	<b>41</b>
<b>End of year resignations / declined:</b>	<b>36</b>	<b>Eliminated:</b>	<b>0</b>
<b>Contract not offered / not yet offered:</b>	<b>2</b>	<b>LOI's</b>	<b>0</b>
<b>New position:</b>	<b>11</b>	<b>Transfer In</b>	<b>5</b>
<b>Transfer out:</b>	<b>6</b>		
<b>Total remaining to fill:</b>	<b>9</b>		

**Notes:**

**Recruitment:**

ATP and Frontline continue to be the main tools for capturing applicants. HR is exploring virtual job fairs as a supplement to ATP and Frontline channels during this pandemic.

Alaska Educator Expo (Anchorage Job Fair), and will be held on Saturday, March 27, and Sunday, March 28, 2021 in Anchorage, Alaska, with optional early registration on Friday, March 26.