



**NORTH SLOPE BOROUGH SCHOOL DISTRICT  
M E M O R A N D U M**

**TO:** Robyn Burke, President  
Members of the School Board

**FROM:** David Vadiveloo, Chief School Administrator

**DATE:** February 12, 2024

**SUBJECT: Certified Administrative Contract Template Approval Memo No. SB24-101  
(Action Item)**

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**NSBSD Strategic Plan Goal:**

3.0 Staff Success: Strengthen the recruitment and retention of highly effective staff and inspire more Iñupiaq teachers and administrators.

**NSBSD Policy Manual:**

Comparative BP.

BP 4212, Appointment and Conditions of Employment: The Superintendent shall use the Board approved contract form for classified exempt administrative employees unless otherwise approved by the Board. For purposes of this policy, “classified exempt administrative employees” shall mean classified employees in positions with direct reporting responsibility to the Superintendent and classified director level positions on the District’s organizational chart.

**Issue Summary:**

Board Policy does not address the form of contract for certified employees who are not in teaching positions but are in administrative positions. While there is no Board Policy addressing the form of compliance for a Certified Administrative contract, the administration seeks to ensure uniformity and consistency where possible for all contracts, and therefore seek Board approval for the new Certified Administrative contract template.

To support the reading of the contract the Administration have also created a Handbook which will be the subject of an AR. During formatting and finalizing, there may be some minor edits as determined necessary.

**Proposed Motion:**

“I move that the NSBSD Board of Education approve the certified administrative contract template and handbook approval as presented in memo no. SB24-101 and attachments.”

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

Advisory Vote: \_\_\_\_\_ Vote: \_\_\_\_\_

