



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

TO: Muriel Brower, Acting Board President
Members of the School Board

THROUGH: Pauline Harvey, Superintendent

THROUGH: Fadil Limani, Financial Consultant

FROM: Mark Roseberry, Director of CTE

DATE: 6/5/20

SUBJECT: Contracts over \$10,000 - L and L Consulting LLC

Memo No: SB20-264

(Action Item)

2015-2020 STRATEGIC PLAN SUMMARY

4.0 FINANCIAL & OPERATIONAL STEWARDSHIP: Effectively employ our operational and financial resources to support our strategic goals and long-term stability of the district.

4.1 FINANCIAL STEWARDSHIP/MANAGEMENT: Ensure financial management based on what is best for our students.

Issue Summary:

In accordance with applicable Board Policy 3312, contracts and MOA's \$10,000 or greater require Board approval.

Background:

The Human Resource Department has a vacancy in the HR Director and Coordinator positions. A short-term solution is to contract services for 2 months to assist with the hiring of personnel and other human resource duties while the HR Director and Coordinator positions are being filled.

The purpose of this contract is to assist the NSBSD Human Resource Department with Management of HR services and hiring for vacant positions. The scope of work is as follows:

- Manage day to day operations of the Human Resource Department until a new HR director starts employment.
- Support new HR director in the development and implementation of a department transition plan.
- Communicate regularly with CO admin team and stakeholders associated with employment responsibilities
- Review and update Job Descriptions
- Gather all of the applicant's applications and related documents for the open positions and present to the Superintendent and the hiring committee to evaluate potential candidates for interviews.
- Communicate with NSBSD point of contact staff about candidate recommendations- provide printed or PDF copies of the online applications, set interview dates,
- In conjunction with NSBD staff- identify an interview team for each position

- Prepare job posting documents as necessary
- Set interview dates
- Gather and send out the interview packets to team members
- Gather completed interview scoring documents-
- Conduct reference checks
- The vacant positions included in this agreement are:
 - Asst Supt- Posted
 - Comptroller- Update Job Description and salary range
 - Travel- logistics specialist- refine job description
 - Director of Maintenance and operations
 - Grants administrator- Need salary range- Job Description
 - HR Director- posted
 - Vacant Principal positions
 - Vacant Assistant Principal positions
 - Vacant teacher positions

Length of Contract:

FY 20/FY21- June 9,2020 thru August 9,2020

Funding Source and Contract Amount:

Account Code 100.200.551.000.410- Contract Not to Exceed \$25,000

Available Budget:

Available Budget for 100.200.551.000.410 after the processing of the BLT is \$25,000.

Proposed Motion:

“I move that the NSBSD Board of Education approve the above \$10,000 and greater proposal for L and L Consulting LLC as described in this memo and related MOA.”

Moved by _____ Seconded by _____

Vote _____