



## NORTH SLOPE BOROUGH SCHOOL DISTRICT

### MEMORANDUM

**TO:** Roxanne Brower, President  
Members of the School Board

**THROUGH:** Ronnie Stanford, Interim Superintendent

**FROM:** Lisa Harcharek, Coordinator of HR and Benefits

**DATE:** April 30, 2020

**SUBJECT: Recruitment Plan**

**MEMO#: SB20-234**  
**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.

**Teacher Retention Rate:**

Measure	SY16	SY17	SY18	SY19
Retention Rate	73%	71%	75%	73%

**Status of Hiring as of April 30, 2020 by site:**

<b>Site: Alak School, Wainwright</b>			
<b># of FTE's in FY20:</b>	17		
<b># of FTE's in FY21:</b>	17		
<b>Total Vacancies:</b>	4 – Teachers		
<b>Previously vacant / mid-year resignation:</b>	1	<b>Filled Teachers</b>	1*
<b>End of year resignations / declined:</b>	3	<b>Filled Administrator</b>	N/A
<b>Contract not offered / not yet offered:</b>	0	<b>Eliminated:</b>	0
<b>New position:</b>	0	<b>LOI's</b>	0
<b>Transfer out:</b>	0	<b>Transfer In</b>	0
<b>Total remaining to fill:</b>	3		

**Notes:**

\*Filled: April count 0, May count 1

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

**Notes:**

\*Filled: April count 0, May count 3

<b>Site:</b> Meade River School, Atkasuk			
<b># of FTE's in FY20:</b>	12		
<b># of FTE's in FY21:</b>	12		
<b>Total Vacancies:</b>	3 – Teachers		
<b>Previously vacant / mid-year resignation:</b>	2	<b>Filled Teachers</b>	2*
<b>End of year resignations / declined:</b>	0	<b>Filled Administrators</b>	N/A
<b>Contract not offered / not yet offered:</b>	1	<b>Eliminated:</b>	0
<b>New position:</b>	0	<b>LOI's</b>	0
<b>Transfer out:</b>	0	<b>Transfer In</b>	0
<b>Total remaining to fill:</b>	1		

Notes:

\*Filled: April count 0, May count 2

<b>Site:</b> Barrow High School, Utqiagvik			
<b># of FTE's in FY20:</b>	23.5		
<b># of FTE's in FY21:</b>	23.5		
<b>Total Vacancies:</b>	5.5* – 4.5 Teachers / 1 Administrator		
<b>Previously vacant / mid-year resignation:</b>	1	<b>Filled Teachers</b>	2
<b>End of year resignations / declined:</b>	3*	<b>Filled Administrators</b>	1
<b>Contract not offered / not yet offered:</b>	1.5	<b>Eliminated:</b>	0
<b>New position:</b>	0	<b>LOI's</b>	0
<b>Transfer out:</b>	0	<b>Transfer In</b>	1
<b>Total remaining to fill:</b>	1.5		

Notes: 1 position is split BHS/KLC and 2 positions are split BHS/HMS

\*Vacancies: April count 4.5, May count 5.5

\*Resignations: April count 2, May count 1

<b>Site:</b> Hopson Middle School, Utqiagvik			
<b># of FTE's in FY20:</b>	24		
<b># of FTE's in FY21:</b>	24		
<b>Total Vacancies:</b>	5.5 – Teachers		
<b>Previously vacant / mid-year resignation:</b>	0	<b>Filled Teachers</b>	2*
<b>End of year resignations / declined:</b>	4	<b>Filled Administrators</b>	N/A
<b>Contract not offered / not yet offered:</b>	1.5	<b>Eliminated:</b>	0
<b>New position:</b>	0	<b>LOI's</b>	0
<b>Transfer out:</b>	0	<b>Transfer In</b>	1
<b>Total remaining to fill:</b>	2.5		

Notes: 3 positions are split HMS/BHS

\*Filled: April count 1, May count 1

<b>Site:</b> Ipalook Elementary School, Utqiagvik			
<b># of FTE's in FY20:</b>	45		
<b># of FTE's in FY21:</b>	45		
<b>Total Vacancies:</b>	6* – 5 Teachers / 1 Administrator		
<b>Previously vacant / mid-year resignation:</b>	0	<b>Filled Teachers</b>	2*
<b>End of year resignations / declined:</b>	5*	<b>Filled Administrators</b>	0
<b>Contract not offered / not yet offered:</b>	1	<b>Eliminated:</b>	0
<b>New position:</b>	0	<b>LOI's</b>	0
<b>Transfer out:</b>	0	<b>Transfer In</b>	2
<b>Total remaining to fill:</b>	2 (1 Teacher / 1 Administrator)		

**Notes:**

\*Vacancies: April count 5, May count 1

\*Resignations: April count 4, May count 1

\*Filled: April count 1, May count 1

<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>	3 – Teachers		
<b>Previously vacant / mid-year resignation:</b>	0	<b>Filled Teachers</b>	2
<b>End of year resignations / declined:</b>	3	<b>Filled Administrators</b>	N/A
<b>Contract not offered / not yet offered:</b>	0	<b>Eliminated:</b>	0
<b>New position:</b>	0	<b>LOI's</b>	0
<b>Transfer out:</b>	0	<b>Transfer In</b>	0
<b>Total remaining to fill:</b>	1		

**Notes:**

<b>Site:</b> Kiita Learning Community, Utqiagvik			
<b># of FTE's in FY20:</b>	5.5*		
<b># of FTE's in FY21:</b>	5.5		
<b>Total Vacancies:</b>	1 – Administrator		
<b>Previously vacant / mid-year resignation:</b>	0	<b>Filled Teacher</b>	N/A
<b>End of year resignations / declined:</b>	1	<b>Filled Administrator</b>	1
<b>Contract not offered / not yet offered:</b>	0	<b>Eliminated:</b>	0
<b>New position:</b>	0	<b>LOI's</b>	0
<b>Transfer out:</b>	0	<b>Transfer In</b>	0
<b>Total remaining to fill:</b>	0		

**Notes:** 1 position is split KLC/BHS

<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>	6* – Teachers / 1 Administrator		
<b>Previously vacant / mid-year resignation:</b>	0	<b>Filled Teachers</b>	4*
<b>End of year resignations / declined:</b>	5*	<b>Filled Administrator</b>	0
<b>Contract not offered / not yet offered:</b>	0	<b>Eliminated:</b>	0
<b>New position:</b>	0	<b>LOI's</b>	0
<b>Transfer out:</b>	1	<b>Transfer In</b>	0
<b>Total remaining to fill:</b>	2		

**Notes:**

\*Vacancies: April count 5, May count 1

\*Resignations: April count 4, May count 1

\*Filled: April count 2, May count 2

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

**Notes:**

<b>Site:</b> Kali School, Point Lay			
<b># of FTE's in FY20:</b>	13		
<b># of FTE's in FY21:</b>	13		
<b>Total Vacancies:</b>	5 – 4 Teachers / 1 Administrator		
<b>Previously vacant / mid-year resignation:</b>	1	<b>Filled</b>	0
<b>End of year resignations / declined:</b>	2	<b>Filled Administrator</b>	1
<b>Contract not offered / not yet offered:</b>	0	<b>Eliminated:</b>	0
<b>New position:</b>	0	<b>LOI's</b>	0
<b>Transfer out:</b>	2	<b>Transfer In</b>	0
<b>Total remaining to fill:</b>	4		

**Notes:**

<b>Site: NSBSD Totals</b>			
<b># of FTE's in FY20:</b>	<b>205</b>		
<b># of FTE's in FY21:</b>	<b>205</b>		
<b>Total Vacancies:</b>	<b>April: 41 – 37 Teachers / 4 Administrators</b>		
	<b>May: 44 – 38 Teachers / 6 Administrators</b>		
	<b>April</b>	<b>May</b>	
<b>Previously vacant / mid-year resignation</b>	<b>5</b>	<b>5</b>	
<b>End of year resignations / declined</b>	<b>26</b>	<b>29</b>	
<b>Contract not offered / not yet offered</b>	<b>5</b>	<b>5</b>	
<b>New position</b>	<b>0</b>	<b>0</b>	
<b>Transfer out</b>	<b>5</b>	<b>5</b>	
<b>Filled Teachers</b>	<b>8</b>	<b>22</b>	
<b>Filled Administrators</b>	<b>3</b>	<b>4</b>	
<b>Eliminated:</b>	<b>0</b>	<b>0</b>	
<b>LOI's</b>	<b>0</b>	<b>0</b>	
<b>Transfer In</b>	<b>4</b>	<b>4</b>	
<b>Total remaining to fill:</b>	<b>26</b>	<b>14</b>	

**Notes:** 1 Transfer to CO.

**Job Fairs:**

All in-person job fairs have been cancelled at this time. We are working with ATP and Teacher Job Fairs to schedule and attend virtual job fairs.