KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION AGENDA STATEMENT

No. <u>11 b</u>		
MEETING OF Octobe	er 28, 2020	REVIEWED BY:
to provide nursing	NDAR the contract for Kimm Schwartz services to district wide schools Lougee, Superintendent	[X] Superintendent[] Personnel[] Finance[] Special Services
CONTACT PERSON/TE	ELEPHONE:	APPROVED FOR SUBMITTAL:
Superintendent Lougee Name	247-2109 Phone	Superintendent
SUMMARY STATEMEN The Board is being (District Wide).		m Schwartz for the 2020-2021 school year
		ring a district nurse to advise, train, support, and especially in the midst of a pandemic, is vital.
years. She is a regi		rative Service Nurse Manager for over twenty-nine ical technologist (CST). Ms. Schwartz has an SN by March 2021.
RECOMMENDATION: ⁻ school year.	To approve the memorandum of em	ployment for Kimm Schwartz for the 2020-21
ATTACHMENTS: • Copy of the me	morandum of agreement for Kimm S	Schwartz
FISCAL NOTE: EXPENDITUR \$ 47,520 \$	E REQUIRED: Salary + \$26,468 Benefits (est.)	AMOUNT BUDGETED: \$ 73,988

RECOMMENDED ACTION:

"I move that the Board of Education approve the nursing contract for Kimm Schwartz, in the amount of \$73,988."

Ketchikan Gateway Borough School District

333 Schoenbar Rd. • Ketchikan, Alaska 99901 Ph. (907) 247-2109 Fax: (907) 247-3820

Elizabeth Lougee, Superintendent • Katie Jo Parrott, Business Manager Catherine Alilin, Human Resources • Terri Crofcheck, Special Services • Alonso Escalante, Curriculum



Memorandum of Employment

The purpose of this memorandum is to provide a record of agreement between Ketchikan Gateway Borough School District and Ms. Kimm Schwartz upon hire, as follows:

Position: School Nurse, District Wide Classification: Classified Exempt

Start Date: December 1, 2020

Ms. Kimm Schwartz agrees to perform all duties of the **District Nurse** position and duties as assigned by the Superintendent in support of districtwide schools. This position is not covered in any bargaining unit and is an at-will employment position.

The district agrees to hire Ms. Schwartz as a permanent classified employee with the district, pending the successful completion of a 90-day probationary period beginning December 1, 2020 and ending March 1st, 2021. Per Board Policy 4216, the probationary period may be extended for an additional 90 days if performance is less than satisfactory.

The district agrees to compensate Ms. Schwartz on a 12-month salary basis and in accordance with Board policy, administrative regulations, and with consideration for her knowledge and years of experience. The provision of a 12-month salary position is contingent on Ms. Schwartz securing a Type Ccertification through the State of Alaska.

Salary Placement (prorated based on projected start date):

\$ 47,520.00/annually, \$ 6788.57/month, Benefits (est.): \$26,468, Total not to exceed: \$73,988

Benefits:

- Public Employees Retirement System (PERS)
- Health & Life Insurance
- Paid Leaves: 3 personal days annually, sick leave accrual 8 hours per month
- Worker's compensation coverage

Work Schedule/Hours:

- 8 hours daily, 183 days of consistent with school calendar, plus 24 days of prep./PD and 8 days paid holidays (215 days)
- Workdays will commence 14 days before the first teacher day of the school year, and 10 days after the end of the school year
- Start and stop times, lunches scheduled at direction of Superintendent based on the needs of the school district

This agreement is entered into this day of		y of2020.	2020.	
Superintendent	Date	Employee	Date	