

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION  
AGENDA STATEMENT

No. 8 f

MEETING OF June 26, 2019

REVIEWED BY:

ITEM TITLE:

CONSENT CALENDAR

Motion to approve the contract for Brittany Jacobs  
to provide nursing services to students with disabilities

Superintendent  
 Personnel  
 Finance  
 Special Services

SUBMITTED BY: Terri Crofcheck

CONTACT PERSON/TELEPHONE:

Terri Crofcheck            247-2114

\_\_\_\_\_  
Name                                  Phone

APPROVED FOR SUBMITTAL:

\_\_\_\_\_  
Superintendent

SUMMARY STATEMENT: KGBSD is required by law to provide nursing services to students with medical needs.

ISSUE: The students with special needs and the staff that serve them require specialized services and support from an RN.

BACKGROUND:

The district has had to maintain a RN on staff in order to provide services and training for our student with special needs and the staff that work with them. These services are required by law.

RECOMMENDATION: To approve the contract for Brittany Jacobs for the 19-20 school year.

ATTACHMENTS:

Copy of the contract for Brittany Jacobs

FISCAL NOTE:

EXPENDITURE REQUIRED:  
\$ 87,666.00

AMOUNT BUDGETED:  
\$ 87,666.00

RECOMMENDED ACTION:

"I move that the Board of Education approve the nursing contract for Brittany Jacobs, in the amount of \$87,666.00."

**Ketchikan Gateway Borough School District**

333 Schoenbar Rd. • Ketchikan, Alaska 99901

Ph. (907) 247-2109 Fax: (907) 247-3820

Elizabeth Lougee, Interim 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. Brittany Jacobs upon hire, as follows:

**Position:** School Nurse, District-wide **Classification:** Classified Exempt, Supervisory

**Start Date:** August 22, 2019

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

The district agrees to hire Ms. Jacobs as a permanent classified employee with the district, pending the successful completion of a 90-day probationary period beginning August 22, 2019 and ending November 20th, 2019. 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. Jacobs 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. Jacobs securing a Type C certification through the State of Alaska.

**Salary Placement:**

- \$59,200 annually, \$4933.33/month, Benefits: \$28,466, Total: \$87,666

**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, 183.5 days consistent with school calendar, plus 3 days of prep./PD (186.5 days)
- Work days will commence 2 days before the first teacher day of the school year, and 1 day after the end of the school year
- Start and stop times, lunches scheduled at direction of Special Services director based on the needs of the school district

This agreement is entered into this \_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date