

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION  
AGENDA STATEMENT

No. 11 c

MEETING OF October 28, 2020

REVIEWED BY:

ITEM TITLE:

**CONSENT CALENDAR**

Motion to approve the memorandum of employment for  
Sherity Kelly to provide nursing services to students with disabilities

Superintendent  
 Personnel  
 Finance  
 Special Services

SUBMITTED BY: Beth Lougee, Superintendent

CONTACT PERSON/TELEPHONE:

APPROVED FOR SUBMITTAL:

Superintendent Lougee                      247-2109  
Name    Phone

\_\_\_\_\_  
Superintendent

SUMMARY STATEMENT:

The Board is being asked to approve a memorandum of employment with Sherity Kelly for the 2020-2021 school year to serve the Special Education department and students with disabilities.

ISSUE:

This commits KGBSD to approximately \$78,188. 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 to provide services and training for our students with special needs and the staff who work with them. These services are required by law when part of a student's IEP or 504 plan.

RECOMMENDATION: To approve the memorandum of employment for Sherity Kelly for the 2020-21 school year.

ATTACHMENTS:

- Copy of the memorandum of employment for Sherity Kelly

FISCAL NOTE:

EXPENDITURE REQUIRED:	AMOUNT BUDGETED:
<u>\$50,760 Salary + \$27,428 Benefits (est.)</u>	<u>\$ 78,188</u>

RECOMMENDED ACTION:

"I move that the Board of Education approve a memorandum of employment for Sherity Kelly as Special Services Nurse, in the amount of \$78,188."

**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. Sherry Kelly upon hire, as follows:

**Position:** School Nurse, Special Services    **Classification:** Classified Exempt

**Start Date:** November 17, 2020

Ms. Sherry Kelly 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. Kelly as a permanent classified employee with the district, pending the successful completion of a 90-day probationary period beginning November 17, 2020 and ending February 10th, 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. Kelly 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. Kelly securing a Type C certification through the State of Alaska.

**Salary Placement (prorated based on projected start date):**

- \$50,760.00/annually, \$6,345.00/month, Benefits (est.): \$27,428, Total not to exceed: \$78,188

**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)
- Work days 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 Special Services Director based on the needs of the school district

This agreement is entered into this \_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date