



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

**TO:** Robyn Burke, President  
Members of the School Board

**THROUGH:** David Vadiveloo, Superintendent DsV

**FROM:** Lori Roth, Director of Student Services LR

**DATE:** May 9, 2024

**SUBJECT: Contract Over 10K - Arctic OT Services (Tracey Schaeffer)** **Memo No. SB24-164**  
(Informational)

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**NSBSD Policy Manual:**

BP 3312, Contracts: The Superintendent or designee may enter into contracts and memoranda of agreement on behalf of the district. All contracts and memorandums of agreement with a dollar value of \$50,000 or greater must be approved by the School Board.

**2020-2025 SD STRATEGIC PLAN**

1.0 Student Success: All students will reach their intellectual potential and achieve academic success through integrating Iñupiaq knowledge systems in the core content areas and focusing on the development of the Whole Child.

4.0 Financial & Operational Stewardship: Effectively employ our operational and financial resources to support the long-term stability of the district.

**Issue Summary:**

Based on State and federal law, NSBSD is required to have an occupational therapist (OT) available to provide assessments and on-going support to students who qualify for occupational therapy services.

**Background:**

Tracey Schaeffer (Arctic OT Services, Inc.), worked with NSBSD's Tikigaaq School for 2 school years. Ms. Schaeffer has school-based experience evaluating students to determine occupational therapy needs, provides remote services, and staff consultations. Ms. Schaeffer has an MOA with the Northwest Arctic Borough School District supporting the Infant Learning ELF program for Tikigaaq School. Ms. Schaeffer administers assessment to support the identification of OT service needs. These services support students to increase school-based independence and access to the general education curriculum. These skills include students being able to take care of themselves and participate in school-based activities. Ms. Schaeffer will cost-share travel expenses with other MOA providers.

**Length of Contract:**

August 1, 2024, through June 30, 2025

**Funding Source and Purchase/Contract Amount:**

NSBSD will fund this MOA through general fund and the VI-B Special Education Grant. The Contractor will be paid **\$680/day (increase of \$5.00/day) for up to 13 days (an increase of 1 day)**.

Travel expenses are not to exceed **\$4,000.00**. This MOA is not to exceed **\$12,840.00**. There are no NSBSD benefits associated with this MOA.

**Available Budget:**

This MOA is temporarily encumbered under the School District Main Operating Fund Budget code 100.200.220.000.410. Related Services MOAs are encumbered through Grant Funding specifically within 285.200.220.000.410. Currently, the 2025 Title VI-B grant application is not available from the Department of Education and Early Development. Based on historical applications, it is expected that the district will continue to receive the Tile VI-B grant to support funding such services for the 2024-2025 school year.

**Grant Funding:**

This MOA is funded through the Title VI-B Special Education grant (285.200.220.000.410) and the NSBSD general fund (100.200.220.000.410).

**Compliance with BP 3311.**

Ms. Schaeffer successfully worked with NSBSD supporting Tikiq̄aq School and the Infant Learning Program. Based on Ms. Schaeffer’s experience, this rate is within the acceptable range of rates paid across the state of Alaska. In support of the approval of a sole-source MOA, this contractor will require no training and has begun scheduling for occupational therapy supports during the 2024-2025 school year.

**Signature:** *Ds Vadiveloo*  
Ds Vadiveloo (May 11, 2024 22:39 AKDT)  
**Email:** david.vadiveloo@nsbsd.org

**Signature:** *Lori Roth*  
Lori Roth (May 12, 2024 12:49 AKDT)  
**Email:** lori.roth@nsbsd.org