



NORTH SLOPE BOROUGH SCHOOL DISTRICT
MEMORANDUM

TO: John Hopson Jr., President
Members of the Board

THROUGH: David Vadiveloo, Superintendent DsV
DsV

FROM: Michael Hautala, Director of Student Services MH
MH

DATE: April 18, 2025

SUBJECT: **Contract Under \$50K –**
Remote OT (Jennifer Frost)

Memo No. SB25-173
(Informational Item)

NSBSD Policy Manual:

Board Policy 3311, Bids: The district shall purchaseservices on a competitive bidding basis when required by law and whenever it appears to be in the best interest of the district to do so. All bids under federal awards must be made in accordance with the standards set forth in 2 CFR 200.320.

Board Policy 3312, Contracts: The Superintendent of designee may enter into contracts and memoranda of agreement (MOA's) on behalf of the District. All contracts and MOA's with a dollar value of \$50,000 or greater must be approved by the School Board.

NSBSD Strategic Plan Summary:

Staff Support & Professional Development

Goal 6: Build and sustain a thriving workforce aligned with the mission of this District

Financial & Operational Stewardship

Goal 7: Standardize high-functioning, efficient, student-focused operations

Issue Summary:

Jennifer Frost, Remote OT, has school-based experience evaluating students to determine occupational therapy needs, remote services, and staff consultation. Ms. Frost has an MOA with SERRC supporting her willingness to travel and her Alaska-based experience in rural areas. Ms. Frost's has supported the identification of students OT services to increase school-based independence and access to the general education curriculum. These skills include being able to take care of themselves and participate in school-based activities.

Background:

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.

Length of Contract:

FY26

Funding Source and Contract Amount:



NSBSD will fund this MOA through general fund and the VI-B Special Education Grant. The Contractor will be paid **\$688/day for up to 60 days**. Ms. Frost will be reimbursed for up to 3 tickets from Lufkin, Texas to North Slope Borough School District school sites. Travel expenses are not to exceed **\$7,500.00**. This MOA is not to exceed \$48,780.00. There are no NSBSD benefits associated with this MOA.

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. Frost came highly recommended by SERRC. She has Alaska bush experience through her SERRC MOA. Based on Ms. Frost'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 limited training and a minimal adjustment period to provide occupational therapy services and training to our staff.

Recommendations:

This memo is informational only and no action is required.

Signature: *DsVadiveloo*
DsVadiveloo (Apr 21, 2025 10:09 AKDT)

Email: david.vadiveloo@nsbsd.org

Signature: *Michael Hautala*
Michael Hautala (Apr 21, 2025 10:16 AKDT)

Email: michael.hautala@nsbsd.org

