



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

TO: Qaiyaan Harcharek, President
Members of the School Board

THROUGH: Pauline Harvey, Superintendent

THROUGH: Fadil Limani, Chief Financial Officer

FROM: Lori Roth, Director Student Services

DATE: May 9, 2021

SUBJECT: Contracts over \$10,000
Latitude Consulting (Naomi Buck)

No: SB21-240
(Action Item)

DocuSigned by:

Pauline Harvey
OFF: 414-222-3907 x479

2020-2025 STRATEGIC PLAN SUMMARY

1.0 STUDENT SUCCESS: All students will reach their intellectual potential and achieve academic success through integrating Inupiaq knowledge systems into 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 our strategic goals and long-term stability of the district.

4.1 FINANCIAL STEWARDSHIP/MANAGEMENT: Ensure financial management based on what is best for our students.

Issue Summary:

In accordance with applicable Board Policy 3312, contracts and MOA's \$10,000 or greater require Board approval.

Background:

Latitude Consulting (Naomi Buck) has provided special education compliance support for Utqiagvik and the underlying villages. Ms. Buck reviews draft and completed special education paperwork for the Student Services Office and reports to the direction of the Director of Student Services. Ms. Buck supports special education teachers and related service staff through verbal and written communication. Ms. Buck answers questions, provides guidance, and monitors to align NSBSD's documents with state and federal requirements. Ms. Buck reviews required paperwork located in our on-line special education data base to be sure it is completed, align with Team decisions, supported with federally required documents, includes required signatures, and meets procedural standards. Items for review include, but are not limited to, evaluations, Individualized Education Programs, Written Notices, 504 Plans and evaluations, etc. Documents are reviewed based on state and federal standards provided by the Department of Education Audit & Reporting Requirements. In addition, Ms. Buck provides on-site and distance training to special education and general education staff for the implementation of IEP's and 504 Plans in the general education setting. This training has been provided during new hire in-service and during the school year. Training opportunities include individual, school-wide, and district-wide training for NSBSD staff. For 2021-2022 school year, Ms.



Buck will provide support to gather data for state & federal reporting, early childhood screening training, and monitor district-wide timelines for new referrals. Additional duties are listed in the MOA.

Latitude Consulting (Naomi Buck) has provided compliance services and professional development to NSBSD staff since 2017. Trainings provided focus on completion of federally mandated paperwork, timeline requirements, and understanding the contents of special education paperwork and how that can be implemented in the classroom. This training provides general education staff an overview of the Individuals with Disabilities Act (IDEA), Board Policy 6164.4, and Section 504 to ensure a free and appropriate public education (FAPE). Ms. Buck is responsible to attend weekly remote meetings with the Student Services Office and Special Education Team meetings, as scheduled.

Ms. Buck has provided compliance services for the Student Services Office of the North Slope Borough School District since 2017 as an independent contractor. Ms. Buck, an Alaska certified special education teacher, provided coordination and special education services for Haines Borough school District. Ms. Buck has established relationships with our special education staff and related services contractors. She was an essential part of our COVID-19 remote service compliance monitoring team by coordinating, and aligning, all paperwork to support the documentation of federally required remote meetings. Ms. Buck has provided training to new hire sped staff in the utilization of our process-based Sequence Tracking Forms and web-based special education data-base. Ms. Buck will be an asset during the transition from GoalView to Embrace data systems.

Length of Contract: This MOA will be valid July 1, 2021 thru June 30, 2022.

Funding Source and Contract Amount:

This MOA is funded through the Title VI-B Special Education grant and the NSBSD General Fund. This MOA will fund up to 90 contractor days and may not to exceed \$63,000.00. In addition to the contracted days, the MOA includes travel for an amount not to exceed \$3,000.00. Travel will include for up to 2 trips to Utqiagvik from Haines or Sitka, Alaska.

The total not to exceed amount of the contract is \$66,000.00.

Grand Funding:

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

Available Budget:

The respective contract and related services are temporarily being encumbered under the School District Main Operating Fund Budget Code 100.200.220.000.410. Historically, such contractual obligations were encumbered through Grant Funding specifically within 285.200.220.000.410. Currently, there are no Grant Awards and no available budget for the corresponding contract to be encumbered to such Special Revenue Fund. It is expected that the District will continue to receive a Grant Award for such Program Services for FY21-22, in which at that time the identified encumbrance can be transferred over to the respective Special Revenue Fund and alleviate the encumbrance from the School District Main Operating Fund.



Compliance with BP 3311:

As noted above, Ms. Buck has experience as an Alaska certified special education teacher/coordinator working for a daily rate of \$700.00 per day. Ms. Buck has been an independent contractor with the North Slope Borough School District since 2017. Since that time, Ms. Buck has successfully fulfilled all MOA requirements resulting in NSBSD staff and families being pleased with the services she provides. Based on Ms. Buck's experience, this rate is within the acceptable range of rates paid across the state of Alaska (neighboring school district rate is \$650.00-\$725.00/day depending on experience). In support of the approval of a sole-source MOA, Ms. Buck will require no training and no adjustment period to provide professional development and compliance support to our staff. In June and July, Ms. Buck will provide support with the special education with the on-line transition from GoalView to Embrace data systems. She will assist with the updates required to align current NSBSD special education processes and documents with Embrace. Ms. Buck will support the Student Services Office by participating in a pre-audit activity in preparation for FY22 special education monitoring. The continuation of Ms. Buck as a contractor will provide continuity of training, continuity of staff support, continuity of practice, pro-active planning, continued development of remote compliance services, and on-going compliance with NSBSD special education updated processes and on-line data base. Not providing a sole-source contract and responding to a bidding process would result in staff having to re-establish communication, re-develop trusting relationships, compensation for the loss of historical knowledge, lack of capacity for the in-line special education data base, and cause a disruption in continuity of student support and documentation within the Student Services Department.

Proposed Motion:

"I move that the NSBSD Board of Education approve the above \$10,000 and greater contract for Latitude Consulting in an amount not to exceed \$66,000.00 as described in this memo and related attachments."

Moved by _____ Seconded by _____

Vote _____