



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

TO: Nancy Rock, Board President
Members of the School Board

THROUGH: David Vadiveloo, Chief School Administrator

DS
DV

THROUGH: Fadil Limani, Chief Financial Officer

FROM: Lori Roth, Director Student Services

DATE: May 4, 2022

**SUBJECT: Contracts over \$10,000-Lauren Flynn
Occupational Therapy Services**

**Memo No. SB22-202
(Action Item)**

2020-2025 STRATEGIC PLAN SUMMARY

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

1.7 STUDENT WELL-BEING: Support the physical, nutritional, mental, and social-emotional health of all students.

4.0 FINANCIAL & OPERATIONAL STEWARDSHIP: Effectively employ our operational and financial resources to support our strategic goals and long-term stability of the district.

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

Issue Summary:

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

Background:

Lauren Flynn Occupational Therapy Services (Lauren Flynn) will provide services to student's who qualify for occupational therapy services as described in the Individuals with Disabilities Act (IDEA) and Board Policy 6164.4 to ensure a free and appropriate public education (FAPE). Ms. Flynn is an Alaska licensed occupational therapist who administers initial occupational therapy evaluations, re-evaluations, and file reviews to determine initial or on-going occupational therapy needs. Ms. Flynn is responsible to provide on-site and/or remote services to student services staff who support parents, students, and educational staff. Services include, but are not limited to, individualized program development, materials development, assistive technology, and direct services. Ms. Flynn schedules, and provides, remote direct services on a one-to-one or small group basis as outlined in student Individual Education Programs (IEP). Ms. Flynn will attend federally mandated meetings such as pre-assessment meetings, 90-day transition meetings, initial evaluations, re-evaluation, and IEP meetings.

Lauren Flynn Occupational Therapy Services (Lauren Flynn) is new to NSBSD. She works for other Alaska School Districts and came highly recommended. Ms. Flynn continues to provide services to our southwestern school districts. Ms. Flynn will provide services to Harold Kaveolook School, Nunamiut School, Nuiqsut Trapper School, Meade River School, Kali School, Alak School, Fred Ipalook Elementary School, Hopson Middle School, Barrow High School, and Kitta Learning Community. Tikigaq School will receive services from a local occupational therapist located in Kotzebue.

Length of Contract: This MOA will be valid August 1, 2022 thru June 1, 2023.

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 40 contractor days and not to exceed amount of \$27,000.00. In addition to the contracted days, the MOA includes travel for an amount not to exceed \$4,000.00. Travel arrangements will be the sole responsibility of the contractor and the related costs will be included in the invoicing format of the monthly billings.

In addition to the above cost, while on the work site the School District provides housing for the contractor. Moving forward into future years, the District Administration will bring this before the School Board's consideration to include the housing as part of the contract negotiations and incorporate the housing costs into the grant narrative for reimbursement.

The total not to exceed amount of the contract is \$31,000.00.

Grand Funding:

This MOA is funded through the Title VI-B Special Education grant (fund 285.200.220.000.410), Title VI-B 619 Special Education Preschool grant (285.200.220.000.410) and the NSBSD general fund (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 FY22-23, 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:

NSBSD has historically contracted with Southeast Regional Resource Center for occupational therapy services. A recent quote received by NSBSD revealed a higher rate for service in comparison to the Lauren Flynn Occupational Therapy Services. Ms. Flynn is an Alaska licensed occupational therapist working for a daily rate of \$675.00 per day. Based on Ms. Flynn’s Alaska experience, being a resident of Anchorage, and being new to NSBSD, this rate is within the acceptable range of rates paid across the state of Alaska (neighboring school district rate is \$675.00-\$725.00/day depending on experience). In support of the approval of a sole-source MOA, this contractor has Alaska itinerant occupational therapy experience and will require minimal training and a minimal adjustment period to provide occupational therapy services to our students. Due to Ms. Flynn’s previous Alaska on-site and remote work, she will provide continuity of services, familiarity for students and parents, continuity of practice, pro-active planning, continued development of remote occupational therapy services, and on-going compliance with NSBSD special education processes.

Motion:

“I move that the NSBSD Board of Education approve the above \$10,000 and greater contract for Lauren Flynn Occupational Therapy Services, in an amount not to exceed \$31,000.00 as described in this memo and related attachments.”

Motion by _____ Seconded by _____

Advisory Vote _____ Vote _____