




**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, Chief School Administrator 

**THROUGH:** MJ Geiser, Assistant Superintendent 

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

**DATE:** March 28, 2023

**SUBJECT:** Contracts over \$10,000  
*Arctic OT Services (Tracey Schaeffer)*

**Memo No: SB23-155**  
**(Action Item)**

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**2020-2025 STRATEGIC PLAN SUMMARY**

**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.

**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.

**Issue Summary:**

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

*Arctic OT Services* (Tracey Schaeffer) 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. Schaeffer 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. Schaeffer is responsible to provide on-site and/or remote services to staff who with individualized program development, materials development, assistive technology, training, and direct services as stated in the student's Individual Education Programs (IEP). Ms. Schaeffer will attend federally mandated meetings such as pre-assessment meetings, 90-day transition meetings, initial evaluations, re-evaluation, and IEP meetings. Please see attached MOA for additional responsibilities.

**Background:**

*Arctic OT Services* (Tracey Schaeffer) successfully worked for NSBSD for the 22-23 school year. Ms. Schaeffer is a resident of Kotzebue and works for the Infant Learning Program supporting Point Hope. Ms. Schaeffer has established relationships with staff and families in Point Hope. Ms. Schaeffer will continue to provide services to Tikiġaq School, 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 Kiita Learning Community will receive services from *Lauren Flynn Occupational Therapy Services* (Lauren Flynn).

**Length of Contract:** This MOA will be valid August 1, 2023, through June 1, 2024.

**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 12 days (increase 2 days) at a daily rate of 675.00/day (no change from FY23) and may not to exceed \$8,100.00. Travel for Ms. Flynn has been estimated up to \$4,000.00 (increase from FY23) with a not to exceed amount of \$12,100.00. No NSBSD employee benefits are associated with this MOA.

**Grand 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 is an Alaska licensed occupational therapist working for a daily rate of \$675.00 (same as FY23) per day. 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). In support of the approval of a sole-source MOA, this contractor is an Alaska itinerant occupational therapist and will require minimal training and a minimal adjustment period to provide occupational therapy services to our students. Ms. Schaeffer will provide continuity of services, familiarity for students and parents, continuity of practice, pro-active planning, continued development of remote occupational therapy services, continuity of services/support for students and families transitioning from the Infant Learning Program to school-age services, and on-going compliance with NSBSD special education processes.

**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 FY2023, 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.

**Proposed Motion:**

“I move that the NSBSD Board of Education approve the above \$10,000 and greater proposal for *Arctic OT Services* (Tracey Schaeffer), as described in this memo and attachments.”

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Advisory Vote \_\_\_\_\_ Vote \_\_\_\_\_

**Signature:** *Ds Vadiveloo*  
Ds Vadiveloo (Apr 2, 2023 17:58 AKDT)

**Email:** david.vadiveloo@nsbsd.org

**Signature:** *Mary Jane Geiser*  
Mary Jane Geiser (Apr 2, 2023 14:51 AKDT)

**Email:** maryjane.geiser@nsbsd.org

**Signature:** *Lori Roth*  
Lori Roth (Apr 2, 2023 21:35 AKDT)

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