



# NORTH SLOPE BOROUGH SCHOOL DISTRICT

## MEMORANDUM

**TO** Roxanne Brower, President  
Members of the School Board

**THROUGH** Stewart McDonald, Superintendent

**FROM** David Nielsen, Director of Financial Services

**DATE** April 4, 2018

**SUBJECT** Contracts \$10K or greater

**MEMO#: SB18-167**  
(Action Item)

### DEVELOPMENT OF THE WHOLE CHILD

**2015-2018 Strategic Plan Summary – 2014-15 Financial Stewardship:** Effectively employ our operational and financial resources to support our strategic goals and long-term stability of the district.

#### OBJECTIVE

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

AS OF JUNE 2017

### Recommendation

The administration recommends the following \$10,000 or greater proposals for approval at this meeting.

### Issue Summary

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

### Background

#### ITEM 1. JALBERT EDUCATION CONSULTING (MaryAnn Jalbert)

Provide consultation services for reading, writing and math for grades PreK-12, to include setting up classrooms, demonstration lessons, just-in-time training, assessment, data analysis and instructional response, interventions, and progress monitoring. Provide written reports to describe activities, concerns and next steps to the site Administrator and Dept. of C&I within one week of visit. Arrange travel to and from Barrow, Kotzebue, Pt. Hope and Anaktuvuk Pass, turning in receipts for reimbursement. Provide invoices and receipts for all services and expenses after each onsite trip, and no later than June 15, 2019.

CURRICULUM & INSTRUCTION	100.200.351-410	AMOUNT	\$58,000
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#### ITEM 2. INSTITUTE FOR EXCELLENCE IN WRITING (IEW)

1-12 Writing core program.

CURRICULUM & INSTRUCTION	100.200.351-410	AMOUNT	\$70,133
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#### ITEM 3. EDGENUITY

District license for Secondary Language Arts Intervention grades 6-12; Site Licenses for KAK and IPK; Credit Recovery licenses.

CURRICULUM & INSTRUCTION	100.200.351-410	AMOUNT	\$51,485
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#### ITEM 4. ARCTIC FIRE & SECURITY (AFS)

NSBSD Fred Ipalook Elementary School Fire Pump Work – AFS to provide the following:

Complete a maintenance service to include a system inspection, an engine oil and filter change, and conduct a cooling system flush/ Replacing the fan belt, radiator cap, miscellaneous hoses and clamps.

- Includes R/T travel time Anchorage to Barrow
- Overtime for three 12 hour days
- Parts and freight charges
- Meals & misc. field expenses
- Excess/overweight bag fees (estimated – will charge more or less depending on actual charges).
- Freight to ship parts to job site

Note: Airfare & Hotel will be billed separately at our T&M Rate.

Note: Field jobs may incur additional charges for labor hours and travel expense due to circumstances beyond our control (i.e. inclement weather, airline delays, parts availability, etc.). Because of this, the stated estimates are not guaranteed. This sales quote is hereby accepted when a purchase order is issued, thus allowing Arctic Fire & Security authorization to proceed with the work mentioned in this sales quote.

<b>MAINTENANCE &amp; OPERATIONS</b>	<b>100.200.600-410</b>	<b>AMOUNT</b>	<b>\$11,681</b>
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#### ITEM 5. ALTMAN, ROGERS & CO.

Provide audit services: audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of North Slope Borough School District, as of and for the year ended June 30, 2018.

<b>DISTRICT ADMINISTRATION SUPPORT</b>	<b>100.200.550-412</b>	<b>AMOUNT</b>	<b>\$51,000</b>
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#### ITEM 6. SERRC – ALASKA’S EDUCATIONAL RESROUCE CENTER

Occupational Therapy – (40 on-site days, 26 office days, 4 trips) (66 days).

100 Personnel Services	\$603.75	<i>per day for</i>	40.0 days	\$24,150.00
Office/Travel	\$603.75	<i>per day for</i>	26.0 days	\$15,697.50
200 Travel & Lodging	\$4,162.00			\$4,162.00
Per Diem	\$69.00	<i>per day for</i>	48 days	\$3,312.00
300 Contractual Services				\$1,518.00
400 Supplies/Testing Materials				\$1,035.00
500 Equipment				\$0.00
<b>Total:</b>				<b>\$49,874.50</b>

<b>SPED – SUPPORT SERVICES</b>	<b>100.200.220-410</b>	<b>AMOUNT</b>	<b>\$49,875</b>
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#### ITEM 7. LATITUDE CONSULTING

Support or attend NSBSD functions as agreed upon with the Director of Student Services, to aid NSBSD administration, special education teachers, school counselors, related service providers, and other NSBSD initiatives. Attend an on-site training in Barrow for distances SPED and compliance support. Provide distance mentor, compliance, training, etc. as mutually agreed upon. Maintain the confidentiality of the identified student(s) and NSBSD as per state and federal laws. Maintain contact with the assigned teachers, psychologist, and Student Services office staff to facilitate on-going support, timeline monitoring, paperwork submission, etc. in compliance with SPED law and NSBSD’s policy & procedures for SPEC implementation.

<b>SPED – SUPPORT SERVICES</b>	<b>100.200.220-410</b>	<b>AMOUNT</b>	<b>\$19,500</b>
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#### ITEM 8. COMMUNI CONTRACTING (Roseanna Communi)

Provide school psychology services including but not limited to screening, assessments, and evaluations of students with special education needs in compliance with the federal and state regulations. Take the lead for planning a pre-assessment or 90-day transition meeting for new referrals and re-evaluations in collaboration with the necessary NSBSD staff. Attend as necessary and provide information for ESER and/or IEP. Maintain the confidentiality of the identified student(s) and NSBSD as per state and federal laws. Provide staff training and support, as appropriate. Complete evaluation reports, Child Outcome Summary report, and other related documents as necessary. Transfer information from the evaluation report to ESER forms in district supported SPED web-based system (ex GoalView). Provide assistance in the development of Functional Behavior Assessment and Behavior Intervention Plan for students as it is necessary. Provide support in the manifestation determination as a result of disciplinary actions sanctioned to students. Notify the office of the Director of Student Services on the itinerary prior to any travel to the district is made. Provide inter-agency support and linkages for accessible materials and resources. Provide NSBSD detailed invoices outlining days work by date reflecting office, distance, and on-site support.

<b>SPED – SUPPORT SERVICES</b>	<b>100.200.220-410</b>	<b>AMOUNT</b>	<b>\$83,900</b>
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#### **ITEM 9. EDETECH INFUSION (Ella Bredthauer)**

Prepare and present in-service trainings in person and via distance for MTSS. Provide on-site and distance training for SW-PBIS implementation & evaluation. Provide support for the implementation of Tier 1 & 2 School-wide Positive Behavior Interventions & Supports (SW-PBIS) and classroom management techniques for all schools. Prepare & provide consultative services to Curriculum & Instruction for RtI. Update the website with SW-PBIS materials and artifacts, as appropriate. Prepare and present trainings in person and via distance and provide on-site support for the use of the iPad and apps for special education, on-line/computerized programs/curriculum interventions, speech/language, etc. Provide other supports to the Department of Student Services as mutually agreed upon. Maintain confidentiality of information as per NSBSD Board Policy, state and federal laws. Provide NSBSD detailed invoices outlining days worked by date reflecting office, distance, and on-site support. Prepare & provide training for CPI and related topics to assist with the implementation and compliance with State and Federal Laws.

<b>SPED – SUPPORT SERVICES</b>	<b>100.200.220-410</b>	<b>AMOUNT</b>	<b>\$89,000</b>
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#### **ITEM 10. BRENDA JAGER**

Upon district request and as appropriate, administer and complete initial evaluation or re-evaluation, or re for student(s) with vision impairment, and submit evaluation report(s) to the district in a timely manner. Provide vision impairment consultation and orientation mobility services to student(s) as outlined in IEP and develop appropriate goals, objectives, and accommodations. Provide on-site and distance support services with the evaluation, program development, and implementation. Participate as necessary, via on-site or distance, on meetings such as the pre-assessment planning or 90-day transition meetings for new referrals and reevaluations, and ESER/IEP meetings. Complete monthly contact sheets, site visit/contact report per student, quarterly progress reports and other documents as requested and submit a copy to the District. Provide staff training and support, as appropriate, in the areas of technology, program development, and other topics as mutually agreed upon. Provide inter-agency support and linkages for accessible materials and resources. Maintain confidentiality of student(s) information and NSBSD as per NSBSD Board Policy, state and federal laws. Plan carefully the dates of travel to NSBSD schools/sites to ensure all the necessary student evaluations are completed on time and services to students are provided as outlined in the IEP, and submit the travel schedule to the office of Student Service at least 4 weeks in advance. Provide NSBSD detailed invoices outlining days worked by date reflecting office, distance, and on-site support.

<b>SPED – SUPPORT SERVICES</b>	<b>100.200.220-410</b>	<b>AMOUNT</b>	<b>\$20,800</b>
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#### **ITEM 11. MARSH SPEECH & LANGUAGE SERVICES (Diana Marsh)**

Provide training to ECE staff during new hire training. Support or attend other NSBSD functions as agreed upon with the NSBDS Director of Student Services, to aide NSBSD administration, special education teachers, school counselors, related service providers, and other NSBSD initiatives. As mutually agreed upon, provide Speech services including but not limited to: screenings, assessments and evaluations with necessary evaluation and service reports, direct therapy, referrals to other educational and/or health care professionals, consultation with District officials when necessary, participation in ESER/IEP meetings when necessary, and collaboration with education service providers as requested. Support with the development of a speech referral process, distance e-therapy, and develop a comprehensive list of speech interventions to be utilized as part of the RTI process. Assist with implementing and developing the NSBSD Child Find program. Provide on-going distance training and compliance support to CO2 office staff, related service staff, and special education teachers to uphold state and federal compliance requirements. Provide DIAL training to all village sites with on-going consultative support, as needed. Assist with implementing, scoring, and report generation for NSBSD's elementary principal's and ECE staff. Provide distance mentoring support and training to SpEd teacher(s)/case manager(s) to ensure compliance in the process and documentation as per NSBSD policy & procedure, and SPED law. Maintain confidentiality of students(s) information and NSBSD as per NSBSD Board Policy, state and federal laws. Provide information to the office of the Director of Student Services for any travel plan to the slope in the course of this Agreement at least 4 weeks in advance. Provide NSBSD detailed invoices outlining days worked by date reflecting office, distance, and on-site support.

<b>SPED – SUPPORT SERVICES</b>	<b>100.200.220-410</b>	<b>AMOUNT</b>	<b>\$46,000</b>
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#### **ITEM 12. DJZ, LLC (Donald Zanoft)**

Administer and complete initial evaluation or re-evaluation, or a file review as appropriate for student(s) with speech/language concern or needs, and submit evaluation report(s) to the district in a timely manner. Design appropriate speech/language goals and objectives, and accommodations if necessary based on student's need(s). Provide speech/language services and consultation to student(s) as outlined in the IEP. Provide on-site and distance support services with the evaluation, program development, and implementation. Participate as necessary, via on-site or distance, on meetings such as the pre-assessment planning or 90-day transition meetings for new referrals and re-evaluations, and ESER/IEP meetings. Schedule and provide monthly support to SPED staff for program development, implementation, data collection, and monitoring speech IEP goals. Provide on-site or distance

trainings as scheduled. Complete monthly contact sheets, site visit/contact report per student, quarterly progress reports and other documents as requested and submit a copy to the District. Transfer speech/language assessment data or information to the ESER/IEP form thru the district supported SPED web-based system (ex GoalView). Complete COSF (Child Outcome Summary Form) for "SI" pre-school student(s) entering or exiting SPED as per state requirement. Perform vision and hearing screenings for students in assigned site(s)/school(s). Maintain confidentiality of student(s) information and NSBSD as per NSBSD Board Policy, state and federal laws. Maintain contact with parents, related service staff, and Director of Student Services, as appropriate. Plan carefully the dates of travel to NSBSD schools/sites to ensure all the necessary student evaluations are completed on time and services to students are provided as outlined in the IEP, and submit the travel schedule to the office of Student Service at least 4 weeks in advance, including plan to go out of the slope during school/work days. Provide NSBSD detailed invoices outlining days worked by date reflecting office, distance, and on-site support.

<b>SPED – SUPPORT SERVICES</b>	<b>100.200.220-410</b>	<b>AMOUNT</b>	<b>\$141,400</b>
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#### **ITEM 13. THORNTON MEDIA, INC.**

Thornton Media will create a Premium 500-entry Iñupiaq Language Learning App for the Apple & Android platforms. Thornton Media will supply all programming / recording / photo services needed to create the Iñupiaq App for the Apple & Android platforms. Thornton Media will complete the app and submit it to both the Apple's App Store and the Google Play Store. Both may be submitted on the Thornton Media Developer's Account on behalf of the North Slope Borough School District.

<b>IÑUPIAQ EDUCATION</b>	<b>100.200.120-410</b>	<b>AMOUNT</b>	<b>\$52,500</b>
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#### **ITEM 14. ONSTRATEGY**

OnStrategy is pleased to submit the following scope of work to the North Slope Borough School District to facilitate the continuation of the strategic planning efforts initiated in 2008. Specifically, this estimate includes the following work for the time period of March – June 2018.

The following activities are expected to manage the strategic plan through the balance of this school year.

- Engaging Principals in plan execution and close out/progress reporting for the 2017-18 school year
- Engaging Directors in plan execution and close out/progress reporting for the 2017-18 school year
- Finalizing a formal End-of-Year Progress Report for the Board
- Working with Directors on the development of Department Action Plans for the 2018-19 school year
- Engaging with Principals through the transition between SY18 and SY19
- Engagement with the Board on Strategic Plan & Process.

<b>SCHOOL BOARD</b>	<b>100.200.511-410</b>	<b>AMOUNT</b>	<b>\$9,855</b>
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#### **Motion:**

"I move that the NSBSD Board of Education approve the above \$10,000 and greater proposals, Item 1 through 14, as described in this memo and attachments."

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

Vote \_\_\_\_\_