




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 

FROM: Lori Roth, Director of Student Services 
LR

DATE: June 13, 2023

SUBJECT: Contracts over \$10,000 -
Hebert Educational Consultation (Laurie Hebert)

Memo No: SB23-207
(Action Item)

NSBSD STRATEGIC PLAN:

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: 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.

NSBSD Policy Manual:

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

Issue Summary:

NSBSD is in need of a certified special education support contractor to replace contractor Naomi Buck, Latitude Consulting. Hebert Educational Consultation (Laurie Hebert) has vast experience in the northern region. She is a certified special education teacher and provided compliance and special education support to the Northwest Arctic Borough School District (NWABSD). Ms. Hebert provided staff guidance, training, assessment support, was a remote special education teacher, and monitored paperwork to ensure alignment with state and federal requirements. Responsibilities include, but are not limited to, supporting initial and three-year evaluations, Individualized Education Programs (IEP's), Written Notices, Child Outcome Summary Forms, 504 Plans and evaluations, data collection, professional development, and supporting new referrals. Ms. Hebert will review special education documents based on state and federal standards provided by the Alaska Department of Education Special Education Audit & Reporting Requirements. Ms. Hebert will provide training to staff for the development and implementation of IEP's and 504 Plans to support individual student needs. With approval of this MOA, Ms. Hebert will participate in New Hire In-service in Utqiagvik, provide training, form relationships with new sped teachers, and provide follow-up support during the school year. Please see attached MOA for additional duties.

Background:

Ms. Buck was offered and MOA for FY24 school year, but declined due to accepting a more stable position with the Sitka School District. The Student Services Department reached out to Diana Marsh, previous compliance support person, to seek a quote for services. Ms. Marsh was appreciative of the

request, but chose to continue her retirement. No additional quotes were requested due seeking experience with the Embrace database system and the northern region. Ms. Hebert, an Alaska certified special education teacher, was recommended for the remote sped support MOA by the NWABSD. Ms. Hebert was an employee with NWABSD for 5-years as a teacher and provided external support as a contractor for 1-year. Ms. Hebert is uniquely qualified for this MOA due to her role in supporting special education programs in the northern region and support in designing the Embrace special education database.

Length of Contract: This MOA will be valid July 1, 2023 thru June 30, 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 80 contractor days and may not to exceed \$40,000.00. Travel for Ms. Hebert has been estimated up to \$3,500.00 for up to 2 trips to from Pottsboro, Texas to Utqiagvik, Alaska. This MOA may not exceed \$43,500.00.

It is the responsibility of the contractor to reserve and purchase all travel necessary to fulfill this agreement. NSBSD will reimburse the contractor for expenses directly and necessarily incurred in relation to the performance of services under this agreement. Travel expense reimbursement will include the cost incurred by the contractor to travel from Pottsboro, Texas to Utqiagvik, Alaska. Reimbursement requests are to be submitted to the Student Services Office on a monthly basis with the Contractor's monthly invoice.

The total of this MOA is not to exceed \$43,500.00. No NSBSD employee benefits are associated with this MOA.

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).

Compliance with BP 3311:

As noted above, Ms. Hebert is an experienced Alaska certified special education teacher/specialist. She is contracting for a daily rate of \$500.00 per day. Ms. Hebert has been an independent contractor with the NWABSD during the 2022-2023 school year. According to NWABSD, Ms. Hebert has successfully fulfilled all MOA requirements resulting in NWABSD staff and district office being pleased with the services she provides. Based on Ms. Hebert's experience and certification, this rate is within the acceptable range of rates paid for non-specialized contractors (neighboring school district rate is \$500.00/day to 600.00/day). In support of the approval of a sole-source MOA, Ms. Hebert will require minimal training and no adjustment period to provide professional development and compliance support to our staff. The approval of Ms. Hebert's MOA will provide continuity of training, and on-going compliance with NSBSD special education processes and the Embrace data base.

Available Budget:

The respective is 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 FY23-24, 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 Hebert Educational Consultation (Laurie Hebert, Compliance Specialist) in the amount not to exceed \$43,500, as described in this memo and attachments.”

Moved by _____ Seconded by _____

Vote _____

Signature: Lori Roth
Lori Roth (Jun 18, 2023 14:18 AKDT)

Email: lori.roth@nsbsd.org