




**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 

**THROUGH:** Fadil Limani, Chief Financial Officer 

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

**DATE:** May 4, 2022

**SUBJECT: Contracts over \$10,000-Stevenson  
Enterprises**

**Memo No. SB22-199  
(Action Item)**

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**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.

**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:**

Stevenson Enterprises (Paul Stevenson) has provided school psychology services and professional development as required under the Individual with Disabilities Education Act (IDEA), and supported by Board Policy 6164.4, to ensure all students receive a Free and Appropriate Public Education (FAPE).

- Under IDEA, Mr. Stevenson's services include, but are not limited to, initial evaluations, re-evaluations (every 3 years or by parent request), assessments, Evaluation Summary Eligibility Reports, Manifestation Determinations, Functional Behavior Assessments and Behavior Intervention Plans for eligible Special Education students. As per federal law, Mr. Stevenson facilitates pre-evaluation meetings to ensure parents have an understanding of the evaluation process, and have the necessary information to provide informed consent to assess.
- Mr. Stevenson conducts assessments to determination if a student qualifies to receive enrichment activities as per NSBSD's Gifted/Talented Program.
- Mr. Stevenson, along with the educational team, conduct eligibility meetings as required

under Section 504 of the Rehabilitation Act of 1973 to determine if a Section 504 Plan is appropriate.

- Upon parent request, Mr. Stevenson will support building principals to review current data and make recommendations pertaining to student Promotion/Acceleration/Retention as described in Board Policy 5123.

Mr. Stevenson assists the Student Services Department by researching, developing, educating, and implementing a hybrid evaluation model supported by on-site and distance technologies. Mr. Stevenson will provide individualized training and support to Student Services staff to implement, score, and disseminate standardized and achievement assessments. Please see attached MOA for additional information.

**Length of Contract:** This MOA will be valid August 1, 2022 thru June 30, 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 155 contractor days and not to exceed amount of \$109,275.00. In addition to the contracted days, the MOA includes travel for an amount not to exceed \$5,000.00. Travel will include 2 trips from Rush, New York to Utqiagvik and village travel as deemed necessary for evaluation purposes. 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 \$114,275.00.

**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:**

As noted above, Mr. Stevenson is an Alaska licensed school psychologist working for a daily rate of \$705.00 per day. He has been an independent contractor with the North Slope Borough School District since March of 2020. Since that time, Mr. Stevenson has successfully fulfilled his FY22 MOA requirements resulting in NSBSD and families being pleased with the services he provides. Based on Mr. Stevenson’s experience, 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 the approval of a sole-source MOA, this contractor has been provided a year of NSBSD Student Services training and experience. Returning for the FY23 school year, he will require minimal training and no adjustment period to provide school psychology services to our students. The continuation of Mr. Stevenson as a contractor will provide continuity of services, familiarity for students and parents, continuity of practice, pro-active planning, continued development of remote school psych services, and on-going compliance with NSBSD special education processes. Not providing a sole-source contract and responding to a bidding process could result in students and families having to re-establish communication, re-develop trusting relationship, compensating for the loss of historical knowledge, NSBSD training, and cause a disruption in continuity of student support. As such, the District waives such requirements set out in BP3311 as the underlying contract is in the best interest of the District.

**Motion:**

“I move that the NSBSD Board of Education approve the above \$10,000 and greater contract for Stevenson Enterprises, in an amount not to exceed \$114,275.00 as described in this memo and related attachments.”

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

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