



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, Superintendent DSV

FROM: Lori Roth, Director of Student Services LR

DATE: May 9, 2024

**SUBJECT: Contract Over 10K -
Remote OT (Jennifer Frost)**

Memo No: SB24-165
(Informational)

NSBSD Policy Manual:

BP 3312, Contracts: The Superintendent or designee may enter into contracts and memoranda of agreement on behalf of the district. All contracts and memorandums of agreement with a dollar value of \$50,000 or greater must be approved by the School Board.

2020-2025 NSBSD Strategic Plan:

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

4.0 Financial & Operational Stewardship: Effectively employ our operational and financial resources to support the long-term stability of the district.

Issue Summary:

Based on State and federal law, NSBSD is required to have an occupational therapist (OT) available to provide assessments and on-going support to students who qualify for occupational therapy services.

Background:

Jennifer Frost has school-based experience evaluating students to determine occupational therapy needs, remote services, and staff consultation. Ms. Frost has an MOA with SERRC supporting her willingness to travel and her Alaska-based experience in rural areas. Ms. Frost has supported the identification of students OT services to increase school-based independence and access to the general education curriculum. These skills include being able to take care of themselves and participate in school-based activities.

Length of Contract:

August 1, 2024, through June 30, 2025

Funding Source and Purchase/Contract Amount:

NSBSD will fund this MOA through general fund and the VI-B Special Education Grant. The Contractor will be paid **\$675/day for up to 60 days**. Ms. Frost will be reimbursed for up to 3 tickets from Lufkin, Texas to North Slope Borough School District school sites. Travel expenses are not to exceed **\$6,000.00**. This MOA is not to exceed **\$46,500.00**. There are no NSBSD benefits associated with this MOA.

Available Budget:

This MOA is temporarily encumbered under the School District Main Operating Fund Budget code 100.200.220.000.410. Related Services MOAs are encumbered through Grant Funding specifically within 285.200.220.000.410. Currently, the 2025 Title VI-B grant application is not available from the Department of Education and Early Development. Based on historical applications, it is expected that the district will continue to receive the Tile VI-B grant to support funding such services for the 2024-2025 school year.

Grant 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. Frost came highly recommended by SERRC. She has Alaska bush experience through her SERRC MOA. Based on Ms. Frost’s experience, this rate is within the acceptable range of rates paid across the state of Alaska. In support of the approval of a sole-source MOA, this contractor will require limited training and a minimal adjustment period to provide occupational therapy services and training to our staff.

Signature: *Ds Vadiveloo*
Ds Vadiveloo (May 11, 2024 22:40 AKDT)

Email: david.vadiveloo@nsbsd.org

Signature: *Lori Roth*
Lori Roth (May 12, 2024 12:49 AKDT)

Email: lori.roth@nsbsd.org