



**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

DocuSigned by:
David Vadiveloo
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THROUGH: Fadil Limani, Chief Financial Officer

DocuSigned by:
Fadil Limani
DocuSigned by:
Lori Roth
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FROM: Lori Roth, Director Student Services

DATE: June 12, 2022

SUBJECT: Contracts over \$10,000-Latitude Consulting

**Memo No. SB22-218
(Action Item)**

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:

Latitude Consulting (Naomi Buck) is a certified special education teacher and has provided special education compliance support to NSBSD schools. Ms. Buck answers questions, provides guidance, and monitors paperwork to ensure alignment with state and federal requirements. Ms. Buck has access to our on-line special education data base to be sure paperwork is completed on time, align with Team decisions, contains federally required documents, includes required signatures, and meets procedural standards. Items for review include, but are not limited to, Initial and three-year evaluations, Individualized Education Programs (IEP's), Written Notices, 504 Plans and evaluations. Documents are reviewed based on state and federal standards provided by the Department of Education Audit & Reporting Requirements. In addition, Ms. Buck provides distance training to general education staff for the implementation of IEP's and 504 Plans in the

general education setting. She provides training to new special education teachers during new hire in-service with follow-up during the school year. Any additional scope of work are listed in the MOA.

Ms. Buck has provided compliance services for the Student Services Office since 2017 as an independent contractor. Ms. Buck, an Alaska certified special education teacher, serviced as a coordinator and special education teacher for the Haines Borough school District. Thru her compliance work, Ms. Buck has established relationships with our special education staff and related services contractors. She was an essential part of our COVID-19 remote service compliance monitoring team by coordinating, and aligning, all paperwork to support the documentation of federally required remote meetings. Ms. Buck provides training to new special education teachers during new hire in-service with follow-up during the school year and continues to be an asset during the transition from GoalView to the Embrace data systems. Ms. Buck's support was instrumental in NSBSD receiving a positive outcome from the FY22 Department of Education & Early Development Special Education Audit. Any additional scope of work is listed in the MOA.

Length of Contract: This MOA will be valid July 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 90 contractor days and not to exceed amount of \$63,000. In addition to the contracted days, the MOA includes travel for an amount not to exceed \$2,500.00. Travel will include for 1 trip to Utqiagvik from Haines or Sitka for the new hire in-service. 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 for reimbursement.

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 \$65,500.00.

Grand Funding:

This MOA is funded through the Title VI-B Special Education grant (fund 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, Ms. Buck is an experience Alaska certified special education teacher/coordinator. She is contracting for a daily rate of \$700.00 per day. Ms. Buck has been an independent contractor with the North Slope Borough School District since 2017. Since that time, Ms. Buck has successfully fulfilled all MOA requirements resulting in NSBSD staff and district office being pleased with the services she provides. Based on Ms. Buck’s experience, this rate is within the acceptable range of rates paid across the state of Alaska (neighboring school district rate is \$650.00-\$725.00/day depending on experience). In support of the approval of a sole-source MOA, Ms. Buck will require no training and no adjustment period to provide professional development and compliance support to our staff. The continuation of Ms. Buck as a contractor will provide continuity of training, continuity of staff support, continuity of practice, pro-active planning, and on-going compliance with NSBSD special education processes and the Embrace data base. Not providing a sole-source contract and responding to a bidding process would result in staff having to re-establish communication, re-develop trusting relationships, compensation for the loss of historical knowledge, lack of capacity for the in-line special education data base, process and data base training, and cause a disruption in continuity of student support and documentation within the Student Services Department. 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 Latitude Consulting, in an amount not to exceed \$65,500.00 as described in this memo and related attachments.”

Motion by _____ Seconded by _____

Advisory Vote _____ Vote _____