



NORTH SLOPE BOROUGH SCHOOL DISTRICT
MEMORANDUM

TO: John Hopson Jr., President
Members of the Board

THROUGH: David Vadiveloo, Superintendent DsV
Dsv

FROM: Michael Hautala, Director of Student Services MH
MH

DATE: April 18, 2025

SUBJECT: Contract Under \$50K –
Arctic OT Services (Tracey Schaeffer)

Memo No. SB25-174
(Informational Item)

NSBSD Policy Manual:

Board Policy 3311, Bids: The district shall purchaseservices on a competitive bidding basis when required by law and whenever it appears to be in the best interest of the district to do so. All bids under federal awards must be made in accordance with the standards set forth in 2 CFR 200.320.

Board Policy 3312, Contracts: The Superintendent of designee may enter into contracts and memoranda of agreement (MOA's) on behalf of the District. All contracts and MOA's with a dollar value of \$50,000 or greater must be approved by the School Board.

NSBSD Strategic Plan Summary:

Staff Support & Professional Development

Goal 6: Build and sustain a thriving workforce aligned with the mission of this District

Financial & Operational Stewardship

Goal 7: Standardize high-functioning, efficient, student-focused operations

Issue Summary:

Tracey Schaeffer (Arctic OT Services, Inc.), worked with NSBSD's Tikiq School for 2 school years. Ms. Schaeffer has school-based experience evaluating students to determine occupational therapy needs, provides remote services, and staff consultations. Ms. Schaeffer has an MOA with the Northwest Arctic Borough School District supporting the Infant Learning ELF program. Ms. Schaeffer administers assessment to support the identification of OT service needs. These services support students to increase school-based independence and access to the general education curriculum. These skills include students being able to take care of themselves and participate in school-based activities. Ms. Schaeffer will cost-share travel expenses with other MOA providers.

Background:

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.

Length of Contract:

FY26



Funding Source and Contract Amount:

NSBSD will fund this MOA through general fund and the VI-B Special Education Grant. The Contractor will be paid **\$688/day for up to 13 days**. Travel expenses are not to exceed **\$4,000.00**. This MOA is not to exceed **\$12,944.00**. There are no NSBSD benefits associated with this MOA.

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. Schaeffer successfully worked with NSBSD supporting Tikigaq School and the Infant Learning Program. Based on Ms. Schaeffer'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 no training and has begun scheduling for occupational therapy supports during the 2024-2025 school year.

Recommendations:

This memo is informational only and no action is required.

Signature: DSVadiveloo
DSVadiveloo (Apr 21, 2025 09:07 AKDT)
Email: david.vadiveloo@nsbsd.org

Signature: Michael Hautala
Michael Hautala (Apr 19, 2025 14:28 AKDT)
Email: michael.hautala@nsbsd.org

